

# GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

1/9/2012

304 E Grand River, Suite 201, Howell, Michigan 48843

7:30 PM

## AGENDA

**REVISED**

9:43 am, Jan 06, 2012

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**  
Meeting Minutes Dated: December 12, 2011
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

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**07 Building Services**  
RESOLUTION AUTHORIZING A CONTRACT FOR JANITORIAL, MAINTENANCE, AND LAWN CARE, WITH COMMUNITY MENTAL HEALTH AUTHORITY - BUILDING SERVICES

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**08 Information Technology**  
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO HARRIS FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY TREASURER'S DEPARTMENT FOR THE YEAR 2012-INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE

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**09 Administration**  
RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR THE COUNTY FINANCIAL OFFICER TO ATTEND THE GOVERNMENT FINANCE OFFICER ASSOCIATION (GFOA) ANNUAL CONFERENCE IN CHICAGO, ILLINOIS/ ADMINISTRATION

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**10 Emergency Medical Services**  
RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR TWO EMS MANAGEMENT STAFF- EMS / GEN. GOVT.-HHS / FINANCE COMMITTEE

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**11 Airport**  
RESOLUTION TO CONCURR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E48) - AIRPORT

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**12**      **Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY  
AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE  
ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF  
PROPERTY (PARCEL E50) - AIRPORT

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**13**      **Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY  
AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE  
ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF  
PROPERTY (PARCEL E51) - AIRPORT

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**14**      **Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY  
AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE  
ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF  
PROPERTY (PARCEL E60) - AIRPORT

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**15**      **Administration**  
RESOLUTION AMENDING RESOLUTION #2009-07-218 TO INCREASE  
THE FINANCIAL ANALYST POSITION FROM 4 DAYS PER WEEK TO 5  
DAYS PER WEEK - Administration

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**16.**      **ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 12, 2011 - 7:30 PM

**ADMINISTRATION BUILDING - BOARD CHAMBERS**  
304 E. Grand River Avenue, Howell, MI 48843

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. DOLAN     COMM. DRICK     COMM. LA BELLE     **COMM. WILLIAMS**

OTHERS:  
SALLY REYNOLDS  
DIANE GREGOR  
DARREN SPEER  
TED WESTMEIER  
ELAINE BROWN  
DIANNE MCCORMICK  
JACK SMITH  
JENNIFER DEFENDERFER

CANDY ATKINS  
PAUL McNAMARA  
HILERY DEHATE  
KATRINA MAXWELL  
DOUG BRITZ  
CINDY MENDOZA  
BELINDA PETERS

BEVERLY MOSTOWY  
MARJ KNURICK  
ERICA KARFONTA  
ROBERTA BENNETT  
COMM. GRIFFITH  
COMM. VANHOUTEN  
COMM. MANTEY  
COMM. JONES

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:33 PM**.
2. **APPROVAL of MINUTES:** **MINUTES OF MEETING DATED NOVEMBER 14, 2011:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**  
**MOVED BY: LA BELLE / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL of AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS MODIFIED: PLACING OF ADMINISTRATIVE  
POLICY RESOLUTIONS #25 THROUGH #28 AT TOP OF RESOLUTIONS FOR  
CONSIDERATION.**  
**MOVED BY: DOLAN / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS:**

**HEALTH DEPARTMENT UPDATE:** TED WESTMEIER - Department of Public Health Director

- **PERSONAL / PREVENTATIVE HEALTH:** Mr. Westmeier provided a brief report updating the Commissioners on their 2011 goals and actions that were taken to address and achieve these goals. They have created a secure website, expanded their communicable disease program and have an impressive public volunteer response system. They have been working with the Hunger Counsel, animal bite follow up and children's special health care needs to name a few.

- ENVIRONMENTAL HEALTH: EH has been keeping up and working with body art law. Cross-training with the Building Department which now allows up to 4 people in the Building Department's front reception area that can help with the Environmental Health desk.
- The Health Department would like to begin investigating to see if there is a need for a community health center. The community health center would have to be a stand-alone facility; it cannot be tied to or run by hospitals. It is an effective method of helping the community because the health center can receive enhanced reimbursement from Medicaid. Federal funding may also be available for start-up costs, etc. Mr. Westmeier plans to schedule an exploratory meeting sometime in January and would like a member of the Board of Commissioners and/or County Administration to participate in same to keep abreast of the situation.

**WEBSITE REDESIGN:** DIANE GREGOR - I.T. Applications Manager; and, DARREN SPEER - I.T. Financial Analyst

- The County website was initially deployed in 2000. It is a department structure style website which is out of date now. Most counties organize their information by function.
- By redesigning the website, it will assist county employees by increasing and improving transactions, reducing staff time for routine inquires and provide mobile-friendly web pages as well. Each department will be able maintain their own information and reduce redundancy.
- Various award-winning sites were presented, demonstrating their ease of use. Currently, Oakland County and Cleary University have offered to assist with re-designing process.
- Comm. Jones asked what the projected time line for this project would be and was informed that it would take about One (1) year to do a complete conversion. Comm. Griffith asked if there is currently a counter on our website which would show which area people are interested in or accessed the most. The board was advised that there are various reports that can be generated showing same and those would be the first targeted for redesign.

5. **CALL to the PUBLIC:** None.

6. **RESOLUTIONS for CONSIDERATION.**

25. **ADMINISTRATION: RESOLUTION TO ADOPT A BUSINESS EXPENSE REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: DOLAN / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: CHANGE IN TITLE**  
**MOTION TO MODIFY TITLE AS: COUNTY BUSINESS EXPENSE REIMBURSEMENT POLICY**  
**MOVED BY: DOLAN / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: CONSEQUENCES NEED TO BE ADDED**  
**MOTION TO ADD ADDITIONAL LANGUAGE AT END OF ITEM #3 OF THE AUTHORIZATION PROCESS AS FOLLOWS:** Failure to comply with the policy regarding submission of allowable expenses can result in the claim being adjusted or disallowed by the Board of Commissioners requiring the purchase be paid for out of pocket by the Elected Official, Department Director or Supervisor that verified the claim as an allowable expense.  
**MOVED BY: DRICK / SECONDED BY: DOLAN**  
**ALL IN FAVOR - MOTION PASSED**

**COMMENT 3: ADDITIONAL CONFERENCES**

**MOTION TO ADD ADDITIONAL LANGUAGE AT THE END OF PARAGRAPH #3 OF THE CONFERENCE SECTION AS FOLLOWS:** Any additional conferences must get approval from Board of Commissioners.

**COMMENT 4: REMOVAL OF LANGUAGE**

**MOTION TO REMOVE LANGUAGE IN THE MIDDLE OF PARAGRAPH FOLLOWING ITEM #8, OF THE MISCELLANEOUS SECTION AS FOLLOWS:** ~~Department budgets will not be amended to fund out of state travel for amounts greater than the amount originally appropriated in the annual budget.~~

**COMMENTS ABOVE MOVED BY: LA BELLE / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTIONS PASSED**

**26. ADMINISTRATION: RESOLUTION TO ADOPT A CLAIMS AND PAYABLES POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DRICK / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: ADDITION OF UNALLOWABLE EXPENSES**

**MOTION TO MODIFY UNALLOWABLE EXPENSES AS FOLLOWS: ADDING HOLIDAY, BIRTHDAY, RELIGIOUS AND 501(c)(3) CHARITIES**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: CHANGE OF RESTRICTED EXPENSES**

**MOTION TO MODIFY SUB-TITLE AS: COFFEE/NON-ALCOHOLIC BEVERAGES/MEALS**

**MOVED BY: DRICK / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 3: CHANGE OF RESTRICTED EXPENSES**

**MOTION TO REMOVE SECTION ON UNIFORMS WITH RE-SUBMISSION AT LATER DATE WHEN IT IS RESTRUCTURED AS TO NOT PENALIZE EMPLOYEES**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**27. ADMINISTRATION: RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE AUDIT POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DRICK / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: ADDITION OF CLARIFYING LANGUAGE**

**MOTION TO ADD ADDITIONAL LANGUAGE TO ITEM #3 AS FOLLOWS:** Department will be contacted by County Administration for clarification or to gather additional information, when necessary, on certain invoices being audited before that invoice is placed on the Claims Report for the Commissioners attention.

**MOVED BY: DRICK / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: ADDITION OF ADMINISTRATION COMMENT SECTION  
MOTION TO MODIFY CERTIFICATION OF ACCOUNTS PAYABLE FORM**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**28. ADMINISTRATION: RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE WITH BOARD PRE-AUTHORIZATION POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE**

**MOVED BY: DRICK / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: REMOVAL OF LANGUAGE**

**MOTION TO REMOVE LANGUAGE FROM FIRST PARAGRAPH: ~~HOLIDAY AND SEASONAL~~**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: ADDITIONAL LANGUAGE**

**MOTION TO ADD ADDITIONAL LANGUAGE AT THE END OF ITEM #3 OF THE PROCEDURE SECTION AS FOLLOWS:** Any changes to Exhibit A made by the County Administrator will be brought to the attention of the Board of Commissioners at their next meeting.

**MOVED BY: DOLAN / SECONDED BY: DRICK**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 3: ADDITIONAL LANGUAGE**

**MOTION TO MODIFY LANGUAGE IN EXHIBIT A UNDER PRE-AUTHORIZED ACCOUNTS AS FOLLOWS:** Statutory Witness and Juror Appearance Fees.

**COMMENT 4: ADDITIONAL LANGUAGE**

**MOTION TO MODIFY LANGUAGE IN EXHIBIT A UNDER PRE-AUTHORIZED ACCOUNTS AS FOLLOWS:** Non general fund County Drain Expenses

**COMMENT 5: ADDITIONAL LANGUAGE**

**MOTION TO ADD LANGUAGE IN EXHIBIT A UNDER PRE-AUTHORIZED ACCOUNTS AS FOLLOWS:** RENT

**COMMENTS ABOVE MOVED BY: LA BELLE / SECONDED BY: DRICK**

**ALL IN FAVOR - MOTIONS PASSED**

7. **MICHIGAN WORKS: RESOLUTION APPROVING THE PROGRAM YEAR 2011 WORKFORCE INVESTMENT ACT CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FUNDING FOR LIVINGSTON COUNTY**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

8. **OLSHA: RESOLUTION TO PURSUE 2011-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND AUTHORIZING AN AGREEMENT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY TO ACT AS GRANT ADMINISTRATOR**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

9. **ANIMAL CONTROL: RESOLUTION APPROVING REVISIONS TO THE ANIMAL CONTROL DEPARTMENT FEE SCHEDULE**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED

10. **PUBLIC HEALTH: RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED

11. **PUBLIC HEALTH: RESOLUTION APPROVING THE FILLING OF ONE (1) PART-TIME VISION AND HEARING TECHNICIAN POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) PART-TIME TECHNICIAN**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

12. **PUBLIC HEALTH: RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY TO CONDUCT ENVIRONMENTAL HEALTH SERVICES**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

- 13. PUBLIC HEALTH: RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF VACCINES FOR THE DEPARTMENT OF PUBLIC HEALTH**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

- 14. L.E.T.S.: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR THE PURCHASE OF TIRES FOR L.E.T.S. AND CAR POOL FOR FISCAL YEAR 2012**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED**

- 15. L.E.T.S.: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2012**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

- 16. L.E.T.S.: RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

- 17. L.E.T.S.: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER TO ATTEND TWO (2) OF THE F.T.A. TRANSIT RAIL ADVISORY COMMITTEE FOR SAFETY (TRACS) PRESCRIPTION AND OVER THE COUNTER DRUGS WORKGROUP IN WASHINGTON, DC, JANUARY 26-27, 2012, AND ATLANTA, GA, IN LATE FEBRUARY**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

- 18. REGISTER of DEEDS: RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY REMONUMENTATION PLAN 2012**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**



19. REGISTER of DEEDS: RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY REMONUMENTATION PLAN 2012

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

20. REGISTER of DEEDS: RESOLUTION AUTHORIZING PER DIEM MEETING PAYMENT FOR SURVEY & REMONUMENTATION PEER GROUP MEMBERS FOR 2012 FOR THE LIVINGSTON COUNTY SURVEY & REMONUMENTATION PROGRAM

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

21. REGISTER of DEEDS: RESOLUTION AUTHORIZING CONTRACTS FOR 2012 FOR THE REMONUMENTATION AND STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

22. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO CDWG, INC., FOR CONTRACT SERVICES AND HARDWARE PURCHASES FOR THE IT DEPARTMENT FOR 2012

RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

23. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BRAWSHAW CONSULTING SERVICES, INC. FOR MARVLIS SOFTWARE MAINTENANCE FOR THE LIVINGSTON COUNTY EMS DEPARTMENT FROM APRIL 26, 2011 TO APRIL 26, 2012

RECOMMEND MOTION TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

24. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF COMPUTER EQUIPMENT THAT HAS BEEN BUDGETED FOR THROUGH IT FOR PURCHASES OF COMPUTER EQUIPMENT FOR ALL COUNTY DEPARTMENTS

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: DOLAN / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

[ 25. Through 28. Moved to Top of Agenda ]

**29. ADJOURNMENT:**

**MOTION TO ADJOURN AT 9:29 PM.**  
**MOVED BY: LA BELLE / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**KELLI HAWORTH**  
RECORDING SECRETARY





**Livingston County  
Building Services**

420 South Highlander Way  
Howell, MI 48843  
(517) 546-6491

**MEMORANDUM**

To: Livingston County Board of Commissioners

From: Chris Folts, Building Services Director

Date: December 20, 2011

Subject: Resolution to authorize the maintenance agreement between Livingston County Building Service and Community Mental Health

The County of Livingston has been providing maintenance service to Community Mental Health for the past ten years. Both parties have agreed that they would like to continue this arrangement. The current contract with CMH expires on December 31, 2011.

In order to keep the costs lower for CMH, we are using (2) part-time employees to clean the CMH Building and have competitively bid all contracted services using the County Purchasing Policy.

If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO HARRIS FOR SOFTWARE SUPPORT FOR THE LIVINGSTON COUNTY TREASURER'S DEPARTMENT FOR THE YEAR 2012 – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE COMMITTEE**

**WHEREAS**, due to the need to ensure that technical support services and software upgrades are received for the Treasurers department, it has been determined that there is a need to renew the Harris Software support for the year 2012; and

**WHEREAS**, in compliance with the Livingston County Purchasing Policy, Harris of Ottawa, Ontario Canada is the sole source for the purchase of the annual Harris Software support for the Livingston County Treasurer's Department and has been selected for the purchase of the software support renewal for 2012; and

**WHEREAS**, after the review of the vendor and products, Purchasing recommends that a Purchase Order with Harris, of Ottawa, Ontario Canada, be awarded for a 1 year period covering January 1, 2012 through December 31, 2012 for an amount not to exceed \$23,778.66; and

**WHEREAS**, funding for same is available through the Information Technology Budget.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to Harris for annual software support from January 1, 2012 through December 31, 2012 for an amount not to exceed \$23,778.66.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY**

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**304 E. Grand River Ave., Suite 101, Howell, MI 48843**  
**Phone 517 548-3230 Fax 517-545-9608**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Paul McNamara**  
**Date: 12/16/2011**  
**Re: Purchase Order for Harris Software Support 2012**

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Attached for your approval is a resolution asking for authorization of the purchase of annual software support for the Livingston County Treasurer's Department's financial application, Harris.

Due to the importance of financial software in the day-to-day operations of Livingston County government; it is imperative that we retain software support. This allows us to obtain necessary updates and application support without interruption to our daily business.

If you have any questions regarding this matter please contact me.

**RESOLUTION  
LIVINGSTON COUNTY**

**NO.:  
DATE:**

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR THE COUNTY FINANCIAL OFFICER TO ATTEND THE GOVERNMENT FINANCE OFFICER ASSOCIATION (GFOA) ANNUAL CONFERENCE IN CHICAGO, ILLINOIS/ ADMINISTRATION**

**WHEREAS,** the Livingston County Finance Department strives to stay informed and improve upon current financial practices to effectively carry out the duties and responsibilities of their positions; and,

**WHEREAS,** the Government Financial Officers Association (GFOA) Annual Conference is a great opportunity for individuals employed in the government financial sector to network, share ideas, knowledge and experiences and provides informative sessions on topics including budgeting and financial planning, accounting and financial reporting and pension and benefit administration; and

**WHEREAS,** the County Administrator is recommending that the County Financial Officer be authorized to attend the GFOA Annual Conference and Preconference seminars this year in Chicago, Illinois on June 8-13, 2012, allow for travel the day prior to the first preconference seminar and, as Chicago is designated by the IRS as a high cost area, requests that meals not provided for at the conference be reimbursed/paid based on actual costs; and

**WHEREAS,** the cost of the conference and associated travel has been planned for and budgeted in the 2012 Operating Budget and shall not exceed \$3,000.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes out-of-state travel for the County Financial Officer to attend the Government Financial Officers (GFOA) Association 2012 Annual Conference and Preconference seminars in Chicago, Illinois on June 8- 13' 2012 at a cost not to exceed \$3,000.

# # #

**MOVED:  
SECONDED:  
CARRIED:**

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# Conference Overview

Thousands of public finance professionals gather each year for this three-day conference to share ideas, develop technical and managerial skills, view new products, and network with peers.

Take advantage of the following unparalleled opportunities at the GFOA annual conference:

- preconference seminars offered on Friday and Saturday
- concurrent sessions on Sunday-Wednesday
- welcome reception on Sunday night
- general sessions on Monday and Tuesday mornings
- discussion groups on Tuesday afternoon

All preconference and conference seminars and exhibits will be held at the McCormick Place West Building. Watch [www.gfoa.org](http://www.gfoa.org) for the latest details on all conference events.

## Program

The annual conference includes general sessions on Monday and Tuesday mornings that feature recognized leaders in the government finance profession and offers concurrent sessions that address topical issues in government finance.

Our conference attracts attendees who strive to improve current practices and who see innovation as the key to high performance government. They bring a willingness to share ideas and experiences as well as a readiness to network to take home the best ideas from their peer finance officers at the conference.

## GFOA's Products and Services Booth

While in the exhibit hall, be sure to stop by GFOA's Products and Services Booth to keep up to date on recent GFOA activity. A GFOA staff member will be available at all times to answer any questions you may have on membership, publications, training, and GFOA's technical recognition programs. Authors of GFOA's latest publications will be available at the booth during various times.

## Concurrent Sessions

Create your own curriculum from among concurrent sessions in seven tracks offered over three days.

Sessions cover the following areas:

- *Accounting, Auditing, and Financial Reporting*
- *Budgeting and Financial Planning*
- *Debt Management*
- *Management and Policy*
- *Pension and Benefit Administration*
- *Technology and Digital Government*
- *Treasury and Investment Management*

Specific concurrent session information and speakers will be posted to GFOA's annual conference page at [www.gfoa.org](http://www.gfoa.org) as they become available. Mix and match the sessions you attend to best fit your financial management needs.

## Certification Examinations

The GFOA's Certified Public Finance Officer (CPFO) program continues with the administration of all five examinations on Friday, June 8. Technical and administrative support for the program is provided by Radford University's Governmental and Nonprofit Assistance Center. For an application packet, please go to the certification section on the GFOA's website at [www.gfoa.org](http://www.gfoa.org) or call Radford University at 540-831-6734.

## Exhibit Hall

See the latest innovations from exhibitors offering management- and finance-related products and services to local, state, and provincial governments. The GFOA's exhibit hall is open Sunday through Tuesday. Visit [www.gfoa.org](http://www.gfoa.org) for a list of current exhibitors or information on exhibiting.

## Discussion Groups

On Tuesday, June 12 from 4:00 p.m. – 4:50 p.m., you will have an opportunity in a mid-sized group setting to focus on more concentrated topics affecting day-to-day challenges.



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# Session Tracks

## Pension and Benefit Administration

The cost of pension and health-care benefits for employees and retirees remains in the forefront of concern for finance officers and the elected officials they serve. The key to reform is to assure that plans are fiscally sustainable, while still offering benefits that promote the recruitment and retention of high quality employees. Conference sessions will provide the latest research and practices on the sustainability of defined benefit pension plans as well as the costs and benefits of hybrid alternatives. Session speakers will also discuss innovative health-care cost containment strategies, new methods for managing pension plans efficiently and effectively, and new information systems that can improve efficiency, accuracy, and security of information.

## Technology and Digital Government

As the winds of change bring the cloud to the public sector, finance officers are learning how cloud computing can help their governments provide technology solutions at significantly lower cost. They are also learning how to address concerns about data security in the cloud. In the meantime, finance officers are applying new techniques to capture cost savings and other benefits that have been promised by newly implemented technology. Tech sessions will address security and risk mitigation; optimizing the efficiency of current systems; technology for collecting, analyzing, and using performance data; and how to take mobile applications, enterprise financial solutions, and social media to the next level while protecting the IT infrastructure.

## Treasury and Investment Management

Attend this year's treasury and investment management track to learn how your peer professionals are finding ways to invest public funds securely while getting reasonable returns in an economy too stubborn to rebound. The treasury and investment track will provide conference attendees with expert analysis of the impact of world events, the economy, technology, and other factors on local government investment strategies. Session topics will cover the spectrum of treasury management, including strategies for portfolio development in a volatile environment, the impact of banking industry changes, and how to write local investment policies and practices that will withstand economic tumult. The latest trends in treasury technologies will also be examined.

**Watch [www.gfoa.org](http://www.gfoa.org)  
for specific session information**



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# Preconference Seminars

**Preconference sessions will be held at the  
McCormick Place West Building**

2301 South Indiana Avenue • Chicago, IL 60616

**Taking a morning session?**

A continental breakfast will be available in your session room.

**Taking an afternoon session?**

An afternoon snack will be available in your session room.

**Taking a morning and afternoon session?**

Enjoy a continental breakfast and afternoon snack in your session room,  
as well as a grab-and-go lunch.

**Friday, June 8, 2012**

**Best Practices in Procurement  
8:30 a.m. – 12:30 p.m. • 4 CPE Credits**

Procurement practices can make a substantial contribution to the bottom line. Inefficient, overly time-consuming processes can result in unnecessary cost, while innovative, customer-focused procurement procedures can cut the time and costs for providing services to the community. This workshop is designed to provide finance officers with a practical understanding of recent innovations and best practices in public-sector procurement that simultaneously provide effective stewardship and excellent customer service. Some of the concepts to be covered include best practices in managing vendor and supplier relationships, performance contracting, and value-based contract management.

**Taming Employee Health-Care Benefit Costs  
1:00 p.m. – 5:00 p.m. • 4 CPE Credits**

The ever-escalating cost of employee health-care benefits is a perennial challenge for both public and private employers. While there is very little public employers can do to counteract macro-level factors – such as increasingly sophisticated and expensive medical technology and an aging population – some governments have taken advantage of key leverage points to manage and contain their health-care benefit costs. This session will explore these leverage points and provide attendees with specific cost management strategies along with ideas for improving the quality of benefits.

**Using the CIPFA-GFOA FM Model to Achieve Your Financial  
Management Goals  
1:00 p.m. – 5:00 p.m. • 4 CPE Credits**

The GFOA's new financial management assessment tool, the CIPFA-GFOA FM Model, enables governments to compare their current financial management practices to best practices and to pinpoint areas for improvement. This session will focus on using the FM Model to understand your organization's current financial management "profile," whether it's basic stewardship, performance-focused, or strategic financial support, and how to change practices to conform to the profile your government aspires to. Practitioners who have used the model will discuss their experience. The session will conclude with an overview of how to report progress toward achieving financial management goals.

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# Preconference Seminars

**Saturday, June 9, 2012**

**Taking Charge of Internal Control: A Managerial Perspective**  
**8:30 a.m. – 12:30 p.m. • 4 CPE Credits**

Many managers mistakenly view internal control as something of concern primarily, if not exclusively, to accountants and auditors. Yet the fundamental purpose of internal control is to provide managers with reasonable assurance that they are meeting three of their most basic managerial objectives: 1) operating the organization effectively and efficiently, 2) complying with applicable laws, regulations, and policies, and 3) preparing reliable financial reports. Moreover, experience has demonstrated, time and again, that internal control cannot be effective without active management support and involvement. This one-half day preconference seminar will provide managers, regardless of their professional background, with a solid understanding of what constitutes a comprehensive framework of internal control, and of the role they need to play as managers in implementing, monitoring, and maintaining that framework.

**The Finance Officer's Role in Labor Relations**  
**8:30 a.m. – 12:30 p.m. • 4 CPE Credits**

The impacts of bargaining agreements have increasingly become important factors in preparing budgets and maintaining structural fiscal balance in state and local governments. This session will focus on what the finance or budget officer must know to effectively participate in formulating and carrying out their government's labor relations strategies. Presenters will cover key practices for modeling the cost of compensation proposals and how to develop forecast assumptions under conditions of uncertainty. This session will also address how to conduct compensation and benefit cost analyses and how to make analyses understandable to non-financial participants in the bargaining process. Presenters will also describe the factors that make the finance officer an effective member of the government's negotiating team.

**Using Performance Management to Rethink Service and Funding Priorities**  
**1:00 p.m. – 5:00 p.m. • 4 CPE Credits**

Governments across the country have been applying the National Performance Management Advisory Commission's recommended framework and incorporating performance-based practices into their planning, budgeting, and management processes. This pre-conference seminar will provide a review from the field on what has been accomplished, and how performance management techniques are helping governments to rethink their funding priorities and service strategies, as well as to understand and learn from results. Practitioners will discuss which performance-based tools have been most effective, how they have gained support for performance-driven management, and what they learned along the way.

**Taking the Mystery out of Alternative Service Delivery Options**  
**1:00 p.m. – 5:00 p.m. • 4 CPE Credits**

Public-private partnerships and intergovernmental service agreements are alternative approaches that can allow governments to provide services to the public at lower cost. Yet relatively few governments have taken advantage of these alternatives. This half-day seminar will offer examples of successful alternative service delivery arrangements. Practitioners who have implemented such arrangements will describe lessons learned and effective approaches that reduce risk and provide transparency to the public. Effective approaches to negotiating workable agreements based on GFOA research will also be presented.

# Registration

## Registration Fees Include

Monday and Tuesday luncheons for delegates and the Sunday Welcome Reception for delegates and guests.

## Important Action Dates

**First discount deadline**  
January 31, 2012

**Second discount deadline**  
April 11, 2012

**Full registration fee required**  
April 12, 2012

## NEW CONFIRMATIONS

A copy of the confirmation and invoice will be sent as a PDF attachment via e-mail from [training@gfoa.org](mailto:training@gfoa.org). Please add this address to your allowed senders list.

## Registration Fee Discounts

Take advantage of the following discounts. This is a great way to save when sending junior staff in your office.

- Receive a 10 percent discount on your conference registration fee if three or more people from your jurisdiction register together (registrations must be submitted together). This discount does not apply to preconference seminars.
- Qualify for the early registration fee discounts. Payment must be received by the deadline dates listed in this brochure.
- Join the GFOA today and receive \$25 off the conference registration fee with a paid new membership.

# Logistics

## Airline Discount Codes

### United

Phone number – 1-800-521-4041  
Meeting ID – 587KS

### American

Website – [AA.com](http://AA.com)  
Promotion code – 6962BS

### Delta

Phone number – 1-800-328-1111  
Contract number – 413727

## Rental Car

Avis – The Avis Worldwide Discount (AWD)  
Number is **D256980**.  
[https://www.avis.com/AvisWeb/reservation/ReservationsInitializer?&AWD\\_NUMBER=D256980](https://www.avis.com/AvisWeb/reservation/ReservationsInitializer?&AWD_NUMBER=D256980)

Hertz – Phone: 1-800-654-2240 • CV# 04SJ0001

## Guest Registration

There is no registration fee for guests or children, but they must be preregistered. Guests will be admitted to the Sunday Welcome Reception and during designated hours of the exhibit hall. Conference sessions and the luncheons on Monday and Tuesday are not open to guests and children.

## Substitutions

### (Government entities only):

A one-for-one substitution of a nonmember for an active member is allowed. If your organization has a current GFOA member on the staff who is not attending conference, a nonmember may attend in his or her place at the lower member rate.

Please provide the name or the membership number of the GFOA member.

## Cancellation and Refund Policy

### April 15, 2012:

No fee for cancellations received before this date.

### April 16, 2012:

Cancellations postmarked between April 16 – May 21 will be refunded, less a 25 percent service fee.

### May 21, 2012:

Cancellations postmarked after May 21 but by June 4 will be refunded, less a 50 percent service fee.

### June 5, 2012:

No refunds will be issued this date forward.

## Airport Shuttle Service

GO Airport Express – Airport Shuttle Services  
Information: \$3 off one-way and \$6 off round-trip for shuttle reservations made using the link below or by calling with the group code

[http://airportexpress.hudsonltd.net/res?](http://airportexpress.hudsonltd.net/res?USERIDENTRY=GFOA&LOGON=GO)  
[USERIDENTRY=GFOA&LOGON=GO](http://airportexpress.hudsonltd.net/res?USERIDENTRY=GFOA&LOGON=GO)

### OR

Call 1-888-284-3826 and mention the code **GFOA** to the reservation agents to receive the discount

For more information and for full rates, visit GFOA's annual conference page at [www.gfoa.org](http://www.gfoa.org).



**LIVINGSTON COUNTY, MICHIGAN**  
**COUNTY ADMINISTRATION**

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304 East Grand River Ave, Ste 203

Phone 517-540-8727 Fax 517-546-7266

Web Site: [www.co.livingston.mi.us](http://www.co.livingston.mi.us)

**BELINDA PETERS – COUNTY ADMINISTRATOR**

DATE: January 4, 2012

TO: Board of Commissioners

FROM: Belinda Peters, County Administrator

SUBJECT: Request Authorization for Financial Officer to attend the Government Finance Officers Association (GFOA) Annual Conference in Chicago, Illinois June 8-13, 2012

It is important the County stay up to date on current financial matters and practices, work to improve efficiencies, streamline fiscal processes and ensure we remain in compliance with GASB requirements. I believe it will be beneficial for the County Financial Officer, Cindy Mendoza, to gain confidence and knowledge in each of these areas. Attending conferences and various training opportunities related to these topics will help strengthen this knowledge and assist in effectively carrying out the duties and responsibilities of her position.

The Government Financial Officers Association (GFOA) Annual Conference is a great opportunity for government employees to network, share ideas, knowledge and experiences. This conference and the preconference seminars offered provide informative sessions on several topics including:

- Accounting, Auditing, and Financial Reporting
- Budgeting and Financial Planning
- Debt Management
- Management and Policy
- Pension and Benefit Administration
- Technology and Digital Government
- Internal Controls
- Labor Relations
- Funding Priorities

I recommend that the Board authorize Cindy Mendoza to attend the conference and preconference seminars in Chicago, Illinois on June 8-13, 2012. I also request the Board authorize travel the day prior to the first preconference seminar and, as Chicago is a high cost city, meals not provided for at the conference be reimbursed/paid at actual costs. By registering early (before January 31, 2012) we qualify for a 20% discount on the conference registration fee. The cost of the conference and related expenses shall not exceed \$3,000 and has been budgeted for in the Administrations 2012 Operating Budget. There has not been a representative from Livingston County at this Conference since 2002.

Your approval would be greatly appreciated. Please let me know if you have any questions or require additional information.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR TWO EMS  
MANAGEMENT STAFF – EMS / GEN. GOVT.-HHS / FINANCE COMMITTEE**

**WHEREAS,** the EMS Department has determined the need to appropriately train and prepare our management team for the responsibilities of their job description; and,

**WHEREAS,** the EMS Department is recommending we enroll the two members of the EMS management staff for the Certified Medical Transport Executive Program for the Spring of 2012 and the Spring of 2013 program; and,

**WHEREAS,** the cost of the program is in the budget and shall not exceed \$3,000 per employee per year; and,

**WHEREAS,** this Resolution has been recommended for approval by the Health & Human Services Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the EMS Department to enroll two members of the EMS management staff in the Medical Leadership Institute Certified Medical Transport Executive Program beginning in 2012 and ending in 2013 for a cost not to exceed \$3,000.00 per employee per year.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMS**

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**3950 W Grand River Howell MI 48855**  
**Phone 517-546-6220 Fax 517-546-6788**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R. Boyd**  
**Date: 12/15/11**  
**Re: Out of State Training**

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Our Operations Manger, Administrative Manager, and Road Supervisors have completed the ASM program you authorized in 2009, 2010 and 2011. We would like to continue with our strong commitment to training the management staff by sending the two members of the EMS management team to the Medical Leadership Training Institute in Wheeling, West Virginia to attend the Certified Medical Transport Executive Program. All of our managers that have attended have learned from the ASM program and have been able to apply what they have learned in the day to day practice of their job and found the experience to be invaluable. This training will allow the management staff to continue that trend and apply the knowledge they obtain at a new level. The course is taken over two years and the cost for 2012 and 2013 for the Administrative Manager will not exceed \$3,000.00 per year per employee.

If you have any questions regarding this matter please contact me.

**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E48) - AIRPORT**

**WHEREAS,** Livingston County Board of Commissioners Resolution 2011-10-247 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to present an offer to purchase an Avigation Easement for Parcel E48; and

**WHEREAS,** the property owner has made a counter offer based upon an appraisal that was completed in August of 2010; and

**WHEREAS,** the counter-offer has been reviewed by Commonwealth Associates and the property owner has agreed to the sale subject to an increase of \$5,300 (9.5%) in the offer amount.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to authorize the acceptance of the counter-offer for the purchase of Parcel E48 with an increase of \$5,300 from the original offer.

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Moved:

Supported:

Carried:





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF AIRPORT**

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**3480 W. Grand River**  
**Howell, MI 48855**  
**Phone 517.546.6675 Fax 517.546.6656**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Mark D. Johnson**  
**Airport Manager**  
**Date: December 28, 2011**  
**Re: Parcels E48,E50,E51,E60**

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Commonwealth Associates presented an offer to purchase an Aviation Easement to each of the owner(s) of the above parcels in November of 2011. Each of the owner(s) felt the original offer was lacking for one reason or another. Through negotiations, a final settlement for each parcel has been agreed to, subject to final approval by the Livingston County Board of Commissioners.

If you have any questions regarding this matter please contact me.

**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E50) - AIRPORT**

**WHEREAS,** Livingston County Board of Commissioners Resolution 2011-10-249 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to present an offer to purchase an Avigation Easement for Parcel E50; and

**WHEREAS,** the property owner has made a counter offer based upon the desire to construct a pole barn in the easement area and an undervalue of their property; and

**WHEREAS,** the counter-offer has been reviewed by Commonwealth Associates and the property owner has agreed to the sale subject to an increase of \$5,200 (11.6%) in the offer amount.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to authorize the acceptance of the counter-offer for the purchase of Parcel E50 with an increase of \$5,200 from the original offer.

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Moved:

Supported:

Carried:

**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E51) - AIRPORT**

**WHEREAS,** Livingston County Board of Commissioners Resolution 2011-10-250 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to present an offer to purchase an Avigation Easement for Parcel E51; and

**WHEREAS,** the property owner has made a counter offer based upon the amount received in condemnation proceedings on an adjacent parcel; and

**WHEREAS,** the counter-offer has been reviewed by Commonwealth Associates and the property owner has agreed to the sale subject to an increase of \$12,750 (51.5%) in the offer amount.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to authorize the acceptance of the counter-offer for the purchase of Parcel E51 with an increase of \$12,750 from the original offer.

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Moved:

Supported:

Carried:

**RESOLUTION**

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO AUTHORIZE THE ACCEPTANCE OF A COUNTER-OFFER FOR THE PURCHASE OF PROPERTY (PARCEL E60) - AIRPORT**

**WHEREAS,** Livingston County Board of Commissioners Resolution 2011-10-251 authorized Commonwealth Associates, Incorporated, of Jackson, Michigan to present an offer to purchase an Avigation Easement for Parcel E60; and

**WHEREAS,** the property owner has made a counter offer based upon the amount received in condemnation proceedings on an adjacent parcel; and

**WHEREAS,** the counter-offer has been reviewed by Commonwealth Associates and the property owner has agreed to the sale subject to an increase of \$12,750 (50%) in the offer amount.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to authorize the acceptance of the counter-offer for the purchase of Parcel E60 with an increase of \$12,750 from the original offer.

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Moved:

Supported:

Carried:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AMENDING RESOLUTION #2009-07-218 TO INCREASE THE FINANCIAL ANALYST POSITION FROM 4 DAYS PER WEEK TO 5 DAYS PER WEEK - ADMINISTRATION / GENERAL GOVERNMENT - 1.9.12 / FINANCE - 1.11.12 / FULL BOARD - 1.17.12**

**WHEREAS,** Resolution #2009-07-218 increased the Financial Analyst position from Two (2) days per week to Four (4) days per week due to the increased demand for costing services in the Information Technology Department for its unprecedented growth both within the County departments and from outside customers; and

**WHEREAS,** the Equalization Department no longer has a need for the Financial Analyst position One (1) day per week because of the redistribution of duties and responsibilities within the department; consistent with Resolution #2011-11-312; and

**WHEREAS,** funding for this position is budgeted in the IT Fund - 636, L.E.T.S. Fund - 588, and General Fund Administration Department - 101-172 and departmental personnel line items; and, overall, this would create a decrease in General Fund expenditures.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the increase in the current financial analyst position from Four (4) days per week to Five (5) days per week as follows utilizing funds in the respective 2012 budgets:

DEPARTMENT	DAYS PER WEEK	HOURS PER WEEK
INFORMATION TECHNOLOGY	Three (3)	24
L.E.T.S.	One (1)	8
ADMINISTRATION	One (1)	8
<b>TOTAL:</b>	Five (5)	40

**THEREFORE BE IT ALSO RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the current Financial Analyst pay at Grade M, Step 6.

# # #

MOVED:

SECONDED:

CARRIED:



# LIVINGSTON COUNTY, MICHIGAN

## LIVINGSTON COUNTY ADMINISTRATION

304 E. Grand River Avenue - Suite 202  
Howell MI 48843

TEL: (517) 546-8710  
FAX: (517) 546-7266  
MAIL: [beters@co.livingston.mi.us](mailto:beters@co.livingston.mi.us)

BELINDA M. PETERS  
County Administrator

## MEMORANDUM

**TO:** GENERAL GOVERNMENT COMMITTEE

**FROM:** BELINDA M. PETERS - COUNTY ADMINISTRATOR

**RE:** AUTHORIZE DARREN SPEER AT FINANCIAL ANALYST POSITION

**DATE:** JANUARY 5, 2011

*Belinda M. Peters*

The purpose of this memorandum is to request an amendment to Resolution # 2009-07-218 to increase the Financial Analyst position currently held by, Darren Speer, from Four (4) days per week to Five (5) days per week. Funding for this position is contained in the 2012 Budgets for IT, LETS and Administration. This modification in his schedule should have been executed simultaneously with the reorganization of the Equalization Department (reference attached Resolution #2011-11-312). The net change to the General Fund for the redistribution of duties/responsibilities in the Equalization Department and modifying the Financial Analyst position is a savings of \$4,138.00.

### **BACKGROUND**

Since July 2008, Darren Speer has been splitting his daily job duties / responsibilities between a Senior Appraiser position in the Equalization Department and Financial Analyst position in IT, LETS & Administration. Initially, and for approximately One (1) year, the split was Three (3) days in Equalization as a Senior Appraiser and Two (2) days as a Financial Analyst (1 day each in IT and LETS). However, as the Financial Analyst workload increased, in July, 2009, the Board of Commissioners approved the split to Four (4) days as Financial Analyst and One (1) day as Senior Appraiser (reference attached Resolution #2009-07-218).

In November 2011, the Board of Commissioners authorized the reorganization of the Equalization Department to redistribute the workload within the department; bring the Industrial Study back in-house; and, eliminating the One (1) day per week Senior Appraiser position. The reorganization reduced the overall cost of operations in the Equalization Department, approximately \$19,000 and the net savings to the General Fund is \$4,138.

Thank you for your consideration of this matter, if you have any questions please feel free to contact me.

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