

# FINANCE COMMITTEE

3/14/2012

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

7:30 AM

## AGENDA

1. **CALL MEETING TO ORDER**
  2. **ROLL CALL**
  3. **APPROVAL OF MINUTES**  
Minutes Dated: February 29, 2012
  4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
  5. **APPROVAL OF AGENDA**
    - A. Consent Agenda - Res. 10 thru 12
    - B. Regular Agenda - Res. 13 thru 20
  6. **REPORTS**  
Advantage Livingston Update
  7. **CALL TO THE PUBLIC**
  8. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**
    - A. Consent Agenda - Res. 10 thru 12
  9. **RESOLUTIONS FOR CONSIDERATION:**
    - A. Regular Agenda - Res. 13 thru 20
- 
10. **Michigan Works**  
RESOLUTION APPROVING A CONTRACT BETWEEN CATHOLIC SOCIAL SERVICES OF WASHTENAW COUNTY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE PRISONER RE-ENTRY PROGRAM
- 
11. **Information Technology**  
RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE/PROBATE COURTS, AND COUNTY CLERK-WEST COMPLEX FOR 2012 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE COMMITTEE
- 
12. **Building Services**  
RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN LIVINGSTON COUNTY BUILDING SERVICES AND THE HOWELL CARNEGIE DISTRICT LIBRARY - Building Services / General Government Committee / Finance Committee
- 
13. **Planning**  
RESOLUTION TO EXPEND A PORTION OF THE LIVINGSTON COUNTY

ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD  
FOR JUDICIAL CENTRE ENTRY ACTIVITY – PLANNING/BUILDING  
SERVICES/PURCHASING

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- 14 Planning**  
RESOLUTION APPROVING A GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES RECREATION PASSPORT GRANT PROGRAM – Livingston County Parks And Open Space Advisory Committee/Finance/Full Board
- 
- 15 Friend of the Court**  
RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CASEWORKER POSITION IN THE FRIEND OF THE COURT OFFICE
- 
- 16 District Court**  
RESOLUTION TO AUTHORIZE A CONTRACT FOR DEFENSE COUNSEL SERVICES TO PARTICIPANTS OF THE MENTAL HEALTH COURT - DISTRICT COURT /FINANCE COMMITTEE / FULL BOARD
- 
- 17 Drain Commissioner**  
RESOLUTION APPROVING A GRANT APPLICATION TO THE MICHIGAN COMMUNITY POLLUTION PREVENTION GRANT PROGRAM-MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
- 
- 18 Information Technology**  
RESOLUTION AUTHORIZING AN INDEFEASIBLE RIGHT OF USE AGREEMENT BETWEEN LIVINGSTON COUNTY AND ARILINK/INFORMATION TECHNOLOGY
- 
- 19 Information Technology**  
RESOLUTION AUTHORIZING ENTERING INTO A TWO YEAR ENTERPRISE IT LEADERS SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY INFORMATION TECHNOLOGY AND GARTNER, INC./INFORMATION TECHNOLOGY
- 
- 20 Board of Commissioners**  
RESOLUTION RECOGNIZING THE 35TH BIRTHDAY OF THE LIVINGSTON COUNTY UNITED WAY
- 
- 21. MISCELLANEOUS CLAIMS**  
Claims and Payables
- 22. COMPUTER PRINTOUT (attached)**
- 23. CLOSED SESSION**  
A. Written Legal Opinion  
B. Comprehensive Litigation Review
- 24. ADJOURNMENT**



# MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 29, 2012 - 7:30 A.M.

ADMINISTRATION BUILDING - CONFERENCE RM. 1  
304 E. Grand River Avenue, Howell, MI 48843

## FINANCE COMMITTEE

COMM. DENNIS DOLAN

(ARRIVED AT 7:40)

COMM. DAVID DOMAS

COMM. JAY DRICK

KEVIN WILKINSON

JENNIFER NASH

OTHERS: MIKE KINASCHUK

BRIAN JONCKHEERE

COMM. CAROL GRIFFITH

COMM. MAGGIE JONES

COMM. JACK LA BELLE - FINANCE CHAIR

JEFF BOYD

CANDY ATKINS

JENNIFER PALMBOS

CINDY MENDOZA

COMM. JIM MANTEY

COMM. RON VAN HOUTEN

COMM. STEVE WILLIAMS

JAMIE PALMER

ERIC SANBORN

MARY ELLEN NYGREN

DEBBIE WARDEN

1. **CALL TO ORDER:** Meeting called to order by **COMM. JACK LA BELLE** at 7:34 A.M.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED FEBRUARY 15, 2012:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**

**MOVED BY: GRIFFITH / SECONDED BY: MANTEY**

**ALL IN FAVOR – MOTION PASSED**

4. **TABLED ITEMS FROM PREVIOUS MEETINGS. None.**
5. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE CONSENT AGENDA, AS PRESENTED.**

**MOVED BY: DRICK / SECONDED BY: VANHOUTEN**

**ALL IN FAVOR – MOTION PASSED**

**MOTION TO APPROVE THE REGULAR AGENDA, AS PRESENTED.**

**MOVED BY: VANHOUTEN / SECONDED BY: MANTEY**

**ALL IN FAVOR-MOTION PASSED**

6. **REPORTS: NONE**

7. **CALL TO THE PUBLIC: None.**

**MOTION TO APPROVE THE CONSENT AGENDA, AS PRESENTED.**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION: PASSED**

8. **APPROVAL OF CONSENT AGENDA ITEMS:**

9. **RESOLUTIONS FOR CONSIDERATION:**

10. **JAIL: RESOLUTION AUTHORIZING THE FUNDS TO REPLACE JAIL KITCHEN EQUIPMENT AND AUTHORIZATION TO AMEND THE 2012 BUDGET**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

11. **SHERIFF: RESOLUTION TO AMEND RESOLUTION #2008-05-146 AUTHORIZING A CONTRACT EXTENSION FOR PATROL CAR CONVERSIONS**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

12. **CENTRAL DISPATCH: RESOLUTION AUTHORIZING PURCHASE OF REPLACEMENT MOBILE COMPUTERS FOR THE LIVINGSTON COUNTY EMS DEPARTMENT**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

**13. CENTRAL DISPATCH: RESOLUTION AUTHORIZING THE PURCHASE OF REPLACEMENT AIR QUALITY MONITOR FOR THE HAZARDOUS MATERIAL TEAM**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

**14. CENTRAL DISPATCH: RESOLUTION AUTHORIZING EXPANSION OF THE WIDE AREA NETWORK ACROSS AIRPORT PROPERTY**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

**15. CENTRAL DISPATCH: RESOLUTION AUTHORIZING THE REPLACEMENT OF LOW-STRAND-COUNT FIBER OPTIC CABLE ALONG MERRILL ROAD**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

**16. CENTRAL DISPATCH: RESOLUTION AUTHORIZING CONTRIBUTION TO THE INSTALLATION OF AN EMERGENCY POWER SUPPLY FOR THE BRIGHTON WIDE AREA NETWORK HUB**

**RECOMMEND MOTION TO THE BOARD**  
**MOVED BY: DRICK / SECONDED BY: DOMAS**  
**YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN**  
**NAYS: NONE ABSENT: DOLAN**  
**MOTION PASSED**

**17. CENTRAL DISPATCH: RESOLUTION AUTHORIZING THE PURCHASE OF REPLACEMENT 800 MHZ PORTABLE RADIOS AND CHARGERS**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: DOMAS  
YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN  
NAYS: NONE ABSENT: DOLAN  
MOTION PASSED

**18. CENTRAL DISPATCH: RESOLUTION AUTHORIZING THE PURCHASE OF A 800 MHZ REPEATER FOR THE LIVINGSTON COUNTY SHERIFF DEPARTMENT TACTICAL RESPONSE TEAM**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DRICK / SECONDED BY: DOMAS  
YEAS: DOMAS DRICK GRIFFITH JONES LABELLE MANTEY WILLIAMS VANHOUTEN  
NAYS: NONE ABSENT: DOLAN  
MOTION PASSED

**19. BOARD OF COMMISSIONERS: RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$8,500,000 LIVINGSTON COUNTY 2012 REFUNDING BONDS (HANDY TOWNSHIP) (LIMITED TAX GENERAL OBLIGATION)**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DOMAS / SECONDED BY: VANHOUTEN  
ALL IN FAVOR - MOTION PASSED

➤ TERRY DONNELLY, DICKINSON WRIGHT, AND KARI BLANCHETT, PUBLIC FINANCIAL MANAGEMENT, ADDRESSED COMMITTEE.

**20. SHERIFF: RESOLUTION AUTHORIZING ATTENDANCE TO OUT OF STATE TRAINING FOR ONE DEPUTY**

RECOMMEND MOTION TO THE BOARD  
MOVED BY: DOLAN / SECONDED BY: WILLIAMS  
ALL IN FAVOR - MOTION PASSED

**21. TREASURER: RESOLUTION TO AMEND RESOLUTION #2012-01-024 REGARDING INTEREST RATE ON CHARGE BACKS**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: VANHOUTEN / SECONDED BY: MANTHEY  
ALL IN FAVOR - MOTION PASSED**

**22. DISTRICT COURT: RESOLUTION TO AUTHORIZE CONTRACT(S) FOR PAYMENT TO INDIVIDUALS INSTRUCTING STAFF AND LAW ENFORCEMENT ON WORKING WITH OFFENDERS WITH MENTAL ILLNESS AND/OR RETURNING COMBAT VETERANS THROUGH THE MENTAL HEALTH COURT**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: JONES / SECONDED BY: DOMAS  
ALL IN FAVOR - MOTION PASSED**

**23. CIRCUIT COURT: RESOLUTION TO ISSUE CONTRACTS FOR SERVICES FOR THE LIVINGSTON COUNTY ADULT DRUG TREATMENT COURT, TO BE PAID FOR BY THE FY 2012 MICHIGAN DRUG COURT GRANT PROGRAM FUNDS (MDCGP) AND BYRNE JAG FUNDS FOR THE OPERATION OF THE LIVINGSTON COUNTY ADULT DRUG COURT PROGRAM**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: VANHOUTEN / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED**

**24. HUMAN RESOURCES: RESOLUTION TO APPROVE THE LETTER OF UNDERSTANDING REGARDING LIEUTENANT CLEANING ALLOWANCE**

**RECOMMEND MOTION TO THE BOARD  
MOVED BY: VANHOUTEN / SECONDED BY: GRIFFITH  
ALL IN FAVOR - MOTION PASSED**



**25. MISCELLANEOUS CLAIMS**

**MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED FEBRUARY 29, 2012.**

**MOVED BY: MANTEY / SECONDED BY: WILLIAMS**

**ALL IN FAVOR - MOTION PASSED**

**26. COMPUTER PRINTOUT**

**MOTION TO APPROVE COMPUTER PRINTOUT**

**MOVED BY: DRICK / SECONDED BY: VANHOUTEN**

**ALL IN FAVOR - MOTION PASSED**

**27. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:28 AM**

**MOVED BY: MANTEY / SECONDED BY: WILLIAMS**

**ALL IN FAVOR - MOTION PASSED**

**DEBBIE WARDEN**  
RECORDING SECRETARY

**RESOLUTION**

**NO.:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION APPROVING A CONTRACT BETWEEN CATHOLIC SOCIAL SERVICES OF WASHTENAW COUNTY AND LIVINGSTON COUNTY MICHIGAN WORKS! FOR THE PRISONER RE-ENTRY PROGRAM**

WHEREAS, The Prisoner Re-Entry Program is a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community; and

WHEREAS, The Michigan Department of Corrections has contracted with Catholic Social Services of Washtenaw County to administer the Prisoner Re-Entry program in Livingston County; and

WHEREAS, Catholic Social Services of Washtenaw County has presented two contracts to Livingston County Michigan Works; one covers the time period November 10, 2011 through November 30, 2011 in an amount not to exceed \$4,150 and the other covers December 1, 2011 through September 30, 2012 in an amount not to exceed \$57,200; and

WHEREAS, The differences between the contracts have to do with different time periods, number of parolees to be served and the maximum number of units of each service a parolee can receive; and

WHEREAS, These services will continue to be delivered by two services providers under contract with Livingston County Michigan Works!: Ross IES and Community Mental Health Services of Livingston County.

**IT IS THEREFORE RESOLVED** that the Livingston County Board of Commissioners approves the contracts with Catholic Social Services of Washtenaw County for the period November 10, 2011 to November 30, 2011, in an amount not to exceed \$4,150 and for the period December 1, 2011 through September 30, 2012, in an amount not to exceed \$57,200, for the delivery of workforce development services for the Prisoner Re-entry program.

**BE IT FURTHER RESOLVED** that the Chair be authorized to sign said contract as well as any future amendments for monetary and contract language adjustments, pursuant to review by Civil Counsel.

# # #

MOVED:  
SUPPORTED:  
CARRIED:

**TO:** Livingston County Board of Commissioners

**FROM:** Bill Sleight

**RE:** Contracts for Prisoner Re-Entry program

**DATE:** February 22, 2012

The Michigan Prisoner Re-Entry is a Department of Corrections program and a statewide strategic approach to parolee services which seeks to deliver a seamless plan of services, support and supervision from the time a prisoner enters prison through their return to the community. Since 2007, Livingston County Michigan Works! has provided workforce development services for the Prisoner Re-entry program.

Livingston County Michigan Works! had been contracting with Oakland-Livingston Human Service Agency to implement workforce development activities. Effective November 10, 2011, The Michigan Department of Corrections (DOC) cancelled the contract with OLHSA and named Catholic Social Services of Washtenaw County as its new contractor to implement the program in Livingston County.

In addition to changing contractors, the MDOC has made significant changes in its contracting processes, and many of these changes were not fully communicated to its contractors on a timely basis. Therefore, Catholic Social Services of Washtenaw County has submitted two contracts to Livingston County Michigan Works: one covers the time period November 10, 2011 through November 30, 2011 and the other covers December 1, 2011 through September 30, 2012. The earlier contract is designed to compensate us for services provided before some of the changes now required by MDOC were fully implemented. Both contracts are fee-for-service agreements with caps on the levels and types of services which can be provided to each parolee.

The contract must be approved by the Livingston County Board of Commissioners.

Attached is a resolution for your consideration.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE/PROBATE COURTS, AND COUNTY CLERK-WEST COMPLEX FOR 2012 WITH THE STATE OF MICHIGAN JUDICIAL INFORMATION SYSTEMS – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE COMMITTEE**

**WHEREAS,** the software used by Central Services Departments, District Court, Juvenile/Probate Court, and County Clerk-West Complex require annual support subscriptions to ensure software updates and technical software support services are received; and

**WHEREAS,** the Information Technology Department is hereby requesting authorization to purchase the software support for District Court, Juvenile/Probate Court, and County Clerk West Complex for the year 2012 through the State of Michigan Judicial Information Systems; and

**WHEREAS,** the Information Technology Department has obtained total costs for technical software services for the year 2012 and recommends that a Blanket Purchase Order with the State of Michigan Judicial Information Systems, be issued for a one (1) year period covering January 1, 2012 through December 31, 2012 for an amount not to exceed \$102,756.54 ; and

**WHEREAS,** funding for same is available in the through the Information Technology Department 2012 budget in the software line item 636 258 933.020 Budget; and,

**WHEREAS,** last year’s total cost for JIS services totaled \$ 99,820.70; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Blanket Purchase Order be issued to the State of Michigan for the Judicial Information Systems for technical software support for Central Services, Juvenile/Probate Court, and County Clerk West Complex for the year 2011 for January 1, 2012 through December 31, 2012 for an amount not to exceed \$ 102,756.54.

# # # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

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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: 2/21/2012**  
**Re: JIS Software Maintenance for District Ct., Juvenile Probate  
Ct., and County Clerk West Complex**

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Attached for your approval is a Resolution authorizing the purchase of software support services for Central Service department., Juvenile/Probate, District Ct., and County Clerk West Complex through the State of Michigan Judicial Information Systems (JIS). Said services include software technical support as well as upgrades to the software applications.

The Information Technology Department is requesting a blanket Purchase order issued to the State of Michigan Judicial Information Systems for an amount not to exceed \$102,756.54 for the 2012 budget year requirements, which remains the same as the charges for 2012.

The Judicial Information Systems (JIS) software is the primary record management application for the Livingston County court system. JIS software and other systems software provide for automated delivery of case disposition information to the Secretary of State and Michigan State Police. The yearly fees also provide technical assistance to all trial courts regarding the application of technology for judicial operations and direct software and hardware support.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN LIVINGSTON COUNTY BUILDING SERVICES AND THE HOWELL CARNEGIE DISTRICT LIBRARY - Building Services / General Government Committee / Finance Committee**

**WHEREAS,** in compliance with Governor Snyder's focus on shared services Livingston County Building Services and the Howell Carnegie District Library have recognized certain functions that could be preformed at less cost and greater efficiency for the Library; and

**WHEREAS,** the Livingston County Building Services Department will provide HVAC maintenance services to the Howell Carnegie District Library; and

**WHEREAS,** the Livingston County Building Services Department will be compensated from the Howell Carnegie District Library at a rate sufficient to cover all labor and material provided to the Howell Carnegie District Library; and

**WHEREAS,** the Howell Carnegie District Library will be invoiced quarterly for all services preformed by Livingston County Building Services for the period of one year beginning on April 1, 2012;

**WHEREAS,** the annual cost of these services is projected to be \$ 1,012 for HVAC maintenance services plus the cost of materials.

**THEREFORE BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an agreement between the Livingston County Building Services Department and the Howell Carnegie District Library for the provision of HVAC maintenance services for the period of one year beginning on April 1, 2012.

**BE IT FURTHER RESOLVED** that the annual cost of these services is projected to be \$ 1,012 for HVAC maintenance services plus the cost of materials.

**BE IT FURTHER RESOLVED** that the Board Chair be authorized to sign any necessary documents pertaining to this matter upon review of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



## **Livingston County Building Services**

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

**DATE:** March 8, 2012

**TO:** Livingston County Board of Commissioners

**FROM:** Chris Folts

**RE:** Resolution Authorizing Maintenance Agreement with the Howell Carnegie District Library - Building Services Department

In the spirit of inter governmental collaboration and consolidation of services, Livingston County Building Services and the Howell Carnegie District Library would like to take a step forward into shared services.

The Livingston County Building Services and the Howell Carnegie District Library have identified several tasks that Building Services can provide to the Library with better quality and at a reduced cost.

Livingston County Building Service would like to enter into an agreement to provide the Howell Carnegie District Library with HVAC services.

The Livingston County Building Services will invoice the Howell Carnegie District Library quarterly to cover all cost associated with providing these services to the Howell Carnegie District Library.

Therefore, we are requesting authorization to enter into an agreement with the Howell Carnegie District Library to provide HVAC maintenance services for a one-year period beginning on April 1, 2012. If you have any questions or concerns regarding this matter, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO EXPEND A PORTION OF THE LIVINGSTON COUNTY ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT AWARD FOR JUDICIAL CENTER ENTRY ACTIVITY – PLANNING/BUILDING SERVICES/PURCHASING/INFRASTRUCTURE & DEVELOPMENT**

**WHEREAS,** the Livingston County Board of Commissioners at their May 17, 2010 meeting, accepted a grant award by the U.S. Department of Energy for an Energy Efficiency and Conservation Block Grant (EECBG) in the amount of \$740,400; and

**WHEREAS,** at this meeting Commissioners also accepted the U.S. Department of Energy (DOE) approved EECBG energy efficiency and conservation strategy for Livingston County, Michigan; and

**WHEREAS,** installation of a Judicial Center Entry system is a major activity of this approved strategy; and

**WHEREAS,** the entire funding for the Judicial Center Entry project has been approved in the U.S. Department of Energy’s Energy Efficiency and Conservation Block Grant; and

**WHEREAS,** in accordance with the County’s Purchasing Policy, a competitive bid process was performed in which Brivar Construction Company is deemed to be the lowest responsive, responsible bidder.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Brivar Construction Company in an amount not to exceed \$106,343 for the installation of a Judicial Center Entry system.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes a purchase order be issued to Lindhout Associates Architects for Architectural and Engineering services in amount not to exceed \$15,219.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorizes payment not to exceed \$9,814.90 for additional costs related to the establishment of temporary entries, sidewalks, security relocation and other costs associated with the installation of a Judicial Entry system.

**BE IT FURTHER RESOLVED** that the Board Chair is authorized to sign the above-referenced contract with Brivar Construction Company, together with any letters of intent that may be deemed necessary, upon review and approval of Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:







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

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**304 E. Grand River Avenue, Suite 206**  
**Phone (517) 546-7555 Fax (517) 552-2347**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson, Director**  
**Date: March 7, 2012**  
**Re: EECBG Expenditure**

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Resolution #3341 regards the Judicial Center Entry project budgeted for \$131,376.90 in Livingston County's Energy Efficiency and Conservation Block Grant Award.

A bid-opening process was conducted on March 5, 2012 and post-bid interviews were conducted with the two lowest bidders for the installation of a Judicial Center Entry system.

The resolution is to authorize the following Judicial Center Entry project costs:

1. A contract with Brivar Construction Company of Brighton, Michigan, in the amount of \$106,343
2. A purchase order not to exceed \$15,219 to Lindhout Associates Architects for architectural and engineering services
3. Payment of costs associated with temporary entries and walkways, security relocation and related expenses

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION APPROVING A GRANT APPLICATION TO THE MICHIGAN DEPARTMENT OF NATURAL RESOURCES RECREATION PASSPORT GRANT PROGRAM – Livingston County Parks And Open Space Advisory Committee**

**WHEREAS,** the County of Livingston adopted the *Livingston County Parks & Open Space Plan* at the March 5, 2012 meeting of the Livingston County Board of Commissioners, and said plan is currently being reviewed by the Michigan Department of Natural Resources (MDNR), and

**WHEREAS,** the *Livingston County Parks & Open Space Plan* enables Livingston County to apply for grants for the development of park land through the Recreation Passport Grant Program, which is administered by the MDNR, and

**WHEREAS,** the Parks and Open Space Advisory Committee at their March 7, 2012 meeting approved the preparation and submission of a grant application to the MDNR to support improvements to the Lutz County Park, subject to the approval of the Livingston County Board of Commissioners, and

**WHEREAS,** the Parks and Open Space Advisory Committee is requesting the approval of the Livingston County Board of Commissioners to submit a grant application to the MDNR to fund improvements to the Lutz County Park.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves an application to the Michigan Department of Natural Resources Recreation Passport Grant Program for Lutz County Park improvement funds in an amount not to exceed \$45,000 and

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners agrees to provide matching funds in the form of Livingston County Foundation funds that are designated for the Lutz County Park in the amount not to exceed \$11,250 or 25% of the total project cost.

# # #

**MOVED:**  
**SECONDED:**  
**CARRIED:**



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

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**304 East Grand River Avenue**  
**Phone (517) 546-7555 Fax (517) 552-2347**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Kathleen Kline-Hudson, Director**  
**Date: 3/8/2012**  
**Re: Michigan Department of Natural Resources Recreation**  
**Passport Grant Application**

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The Livingston County Parks and Open Space Advisory Committee at their March 7, 2012 meeting approved the preparation and submission of a grant application to the Michigan Department of Natural Resources Recreation Passport Grant Program in an amount not to exceed \$45,000 to fund recreation improvements to the Lutz County Park.

This Passport Grant application requires matching funds from the applicant in the amount of 25% of the total project cost therefore, the county match would not exceed \$11,250. Funds would come from the Livingston County Foundation which has financial gifts exceeding \$20,000 that have been designated for Lutz County Park.

The Livingston County Parks and Open Space Advisory Committee is requesting approval of the Livingston County Board of Commissioners to submit this MDNR Passport Grant application.

**LIVINGSTON COUNTY PARKS AND OPEN SPACE ADVISORY COMMITTEE**

**RESOLUTION OF SUPPORT APPROVING A GRANT APPLICATION TO THE  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR)  
RECREATION PASSPORT GRANT**

**WHEREAS,** the *Livingston County Parks & Open Space Plan 2012-2017* was updated by the Parks and Open Space Advisory Committee, with the assistance of the Livingston County Department of Planning, upon the authorization of the Livingston County Board of Commissioners, for the benefit of the entire County, and

**WHEREAS,** the County of Livingston adopted the *Livingston County Parks & Open Space Plan 2012-2017* at the March 5, 2012 meeting of the Livingston County Board of Commissioners, and

**WHEREAS,** the *Livingston County Parks & Open Space Plan 2012-2017* enables Livingston County to apply for grants for the acquisition or development of park land through the MDNR, and

**WHEREAS,** the Parks and Open Space Advisory Committee wishes to convey its support for County Planning/Building Services preparation and submission of a grant application to the MNRTF to support improvements to the Lutz County Park, subject to the approval of the Livingston County Board of Commissioners, and

**WHEREAS,** the Parks and Open Space Advisory Committee is requesting the approval of the Livingston County Board of Commissioners to submit a grant application to the MDNR to fund improvements to the Lutz County Park.

**THEREFORE BE IT RESOLVED** that the Livingston County Parks and Open Space Advisory Committee approves this Resolution of Support for the submittal of a Recreation Passport Grant application to the Michigan Department of Natural Resources for Lutz County Park improvements.

**MOVED: Arens**

**SECONDED: Lobur**

**CARRIED: 8-0-4 absent**

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CASEWORKER POSITION IN THE FRIEND OF THE COURT OFFICE-Friend of the Court**

**WHEREAS,** the Friend of the Court Office has a need to fill a vacant full time Caseworker position; and

**WHEREAS,** for purposes of continuity, the Friend of the Court Office would function more efficiently if the resolution to approve the filling of the vacant full time Caseworker position were granted; and

**WHEREAS,** this position is responsible for child support enforcement and 66% of the employee cost is reimbursed through the Cooperative Reimbursement Program; and

**WHEREAS,** funding for same is available in the 2012 Friend of the Court Budget; and

**WHEREAS,** this Resolution has been recommended for approval by the Finance Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the filling of the vacant full time Caseworker position in the Friend of the Court Office.

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MOVED:  
SECONDED:  
CARRIED:

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Melissa A. Scharrer, Friend of the Court**

Title of Position to be Filled: **Enforcement Caseworker**

Salary: **\$36,868 – \$44,032**

Annual Cost of Budgeted Position: \$53,919 - \$59,373. **However, as this position is funded through the Cooperative Reimbursement Program (CRP) with the Office of Child Support, the annual cost would be 34% of the above range or: \$18,332 - \$20,187 which includes benefits.**

Projected Cost for the next five years: **Approximately, \$96,229 (34% of \$283,028)**

New Position/Classification (No)

If No: Name of Employee Last Occupying this Position: **Phyllis Hoffmeyer**

When did the position become vacant? **March 19, 2012**

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget?

**Yes.**

1. Briefly describe this position and why you believe that it is essential enough to Warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

**The position of Enforcement Caseworker enforces court orders in compliance with Michigan statutes, Michigan Court Rules, case law, and other requirements and directives from the Department of Human Services, Office of Child Support, and the State Court Administrative Office pertaining to child support, spousal support, medical support, and child care. This position is responsible for collecting financial and other information which is used to prepare reports with recommendations regarding child support and other matters; monitoring cases for compliance with court orders and following up with enforcement action, if necessary; responding to inquiries via telephone, fax, written correspondence, e-mail, and in person related to court orders, enforcement issues, complaints regarding parenting time, and other matters.**

**The work performed by the FOC Enforcement Caseworker is essential to the welfare of the children and families in Livingston County who have experienced separation and/or divorce. Especially with this depressed economy, issues of financial support for children take on paramount importance. The federally mandated child support system, and the rules and procedures associated with it, are often complex and difficult to understand. With an average caseload of over 1,250 cases, caseworkers not only must navigate these complexities but also seek to explain the processes to clients. Currently, many clients feel frustrated by the "system" and want their concerns timely addressed. To not fill this position would mean that the 1,250 cases would be divided between the remaining four Caseworkers, resulting in a**

**caseload of about 1,563 per person. I believe that our commitment to serving children and families would be severely jeopardized by such caseloads.**

1. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

**Mandated pursuant to Michigan Compiled Laws (MCL): 400.236- 240; The Family Support Act, MCL 552.451- 459; The Friend of the Court Act, MCL 552.501- 528; The Support and Parenting Time Enforcement Act, MCL 552.601- 683; The Uniform Interstate Family Support Act, MCL 552.1101- 1901; Child Custody Act, MCL 772.21 et seq.; The United States Code of Federal Regulations (CFR); Title IV-D of the Social Security Act of 1976; The Michigan Court Rules (MCR) subchapter 3.200 particularly MCR 3.208- 3.221; State Court Administrative Office Memorandum; Department of Human Services IV-D Memorandum; and all other duties assigned by the Chief Circuit Court Judge.**

2. Budgeted department head count for the past five years:

Jan., 2007: **27** Jan., 2008: **25** Jan., 2009: **26** Jan., 2010: **26.5** Jan., 2011: **26.5**

Please explain changes:

**On October 1, 2007, when the State of Michigan eliminated funding for a Medical Clerk, the position was eliminated. In addition, we eliminated a File Clerk part-time position to save costs and restructured the duties among the FOC Clerks. In January 2009, in coordination with the Circuit Court Juvenile Division, we were granted funding for an additional Attorney Referee position. The following year, we were granted funding for a part-time Conciliator position.**

3. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

**Typically, a vacant Enforcement Caseworker position has been filled by a lower seniority employee at the FOC largely in part because of the critical necessity to understand the complexities of the Michigan Child Support Enforcement System (MiCSES), court rules and procedures, and the unique nature of working in emotional and stressful situations. Caseworkers oversee the entire FOC case file and are the points of contact for all inquiries. It is essential that a Caseworker have knowledge and understanding of MiCSES, child support procedures and statutes, legal knowledge, and IV-D rules and regulations. This scope of knowledge is only gained through actual FOC work.**



4. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

**As stated in question #4, due to the complexities of the position and specialized knowledge required, this position is best filled with a current FOC employee. This, then, begs the question of should authorization be granted to fill the Enforcement Caseworker position, and it is filled with an existing FOC employee, could the essential work of the FOC be done without hiring an additional person? At this point, I cannot answer that question because it is conditional upon who might apply for the Enforcement Caseworker position and what existing position would be vacated and the resulting impact on the operation of the office. While I am always seeking opportunities to make the FOC as effective and efficient as possible, I am reminded of the limitations imposed upon us by MiCSES in assigning roles and duties to particular positions for security purposes. For example, a front desk clerk who accepts a support payment is not allowed to have the authority to change an address in MiCSES. The regulations imposed by MiCSES limit the scope of cross training allowable.**

5. Specifically list three reasonable options if your request to replace a position is denied.

**In my opinion, I would not have any options that I could offer as "reasonable." The caseloads of the remaining Enforcement Caseworkers would be increased while the mandated duties would remain. The reluctant "option" would be to reduce contact with clients and become more automated in responding to inquiries.**

6. What are the consequences of deferring the vacant position over the next several months and beyond?

**Reduced availability to clients will result in increased frustration level for parents. Increased caseloads will result in the potential for mandated services not being performed accurately and timely. Incentive revenue likely will decline as we are not able to manage our cases as proficiently as before. Incentive revenue is based upon how well we perform our support enforcement functions. Generally, we receive about \$230,000 annually in incentive monies. This amount would be compromised with the loss of personnel.**

7. What budget saving measures has this department implemented? Have additional measures been identified?

**Since April 2007, we have operated without a part-time file clerk and re-distributed those duties. Since October 2007, we have operated without a 32 hour per week Medical Clerk and those duties, too, have been re-distributed. When the additional Attorney Referee was hired, no request was made for an additional Referee secretary due to budget realities. Currently, two secretaries serve four Attorney Referees and the Friend of the Court. These two secretaries serve are cross trained to operate the video equipment as well as scheduling and managing the FOC files**

for hearings. The Referees, Friend of the Court, as well as Custody Investigators all type their own work product.

In addition, the FOC is measured regarding their cost effectiveness. In other words, for every dollar spent, how much is collected in support. In Michigan, the average is for every dollar spent, \$5.98 is collected. For the Livingston County FOC, for every dollar spent, \$16.40 is collected, the highest in the State.

8. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire?

**At this point, I am unable to answer this question. Please refer to comments stated in #5.**

9. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

**See attached Organization Chart. Also, as stated earlier, limitations imposed by MiCSES, due to security safeguards, restrict workforce availability for performing mandated services.**

10. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

**Each County enters into a contract with the Michigan Department of Human Services to perform child support enforcement in accordance with State and Federal requirements. It is from this specific contract, that the 66% reimbursement to the County is realized.**

11. Explain what services can be provided by others, private sector or non-profit?

**Due to the requirements of the Cooperative Reimbursement contract, the answer is none. However, we have been able to supplement services, such as supervised parenting time, through a grant offered by the State Court Administrative Office and administered by Catholic Social Services. In addition, we provide a divorce education program called SMILE that is done through all volunteers.**

12. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

**Due to the complexities of the MiCSES system and the knowledge required for this position, I do not think it would be effectively feasible.**

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).

**Yes. The nature of the position of Enforcement Caseworker is literally a person who works a case. This person is the point of contact for parents, guardians, attorneys, employers, DHS workers, etc. Unlike criminal and civil cases, domestic cases can remain open for many years. The court continues to have jurisdiction over children until they reach 18 years old or graduate from high school, up to age 19 ½. In addition, if there are support arrearages owing past this date, then the FOC has 10 additional years to enforce on the arrears. Enforcement Caseworkers must develop and maintain communication and continuity with families. It not only helps families, but it helps enforcement duties as well. The use of part-time personnel would not serve the public or our enforcement responsibilities well. In addition, as 66% of salary and benefits are reimbursed by the CRP contract, the savings received by hiring someone without benefits would be relatively small compared to the loss in continuity and work productivity.**

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).

**Yes, as stated above in #14, I do not believe it would be feasible due to the long term nature of the position with families, nor do I believe it would be cost effective.**

16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

**Yes, current staff works some overtime but, due to budgetary concerns, the majority of this time is in the form of compensatory time. However, the use of this process is a balancing act. The position of Enforcement Caseworker, as are most positions at the FOC, very stressful. When clients call or come to our lobby, it is because they have questions and are generally upset with something that has happened that they do not understand. Caseworkers deal with volatile emotions on a regular basis and, in order to be effective, Caseworkers need to have a balance. To work overtime or compensatory time, on a regular basis, would not serve the Caseworker, the clients, or our office well.**

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

**Subject to the limitations imposed by MiCSES because of security safeguards, all staff are cross trained to promote efficiency. For example, my Office Coordinator, Chief Support Specialist, and Chief Account Clerk are cross trained in each position's duties. This allows for continuity in operations when there are sick, vacation, or training days. Similarly, the FOC Clerks are cross trained to assist the Referee Secretaries. As much as possible, staff are cross trained to maximize efficiency.**



**LIVINGSTON COUNTY, MICHIGAN**  
**FRIEND OF THE COURT**

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**210 S. Highlander Way, Suite 3, Howell, MI 48843**  
**Phone (517)546-0230 Fax (517)552-2312**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Melissa A. Scharrer**  
**Date: February 29, 2012**  
**Re: RESOLUTION APPROVING THE FILLING OF A VACANT FULL TIME CASEWORKER  
POSITION IN THE FRIEND OF THE COURT OFFICE**

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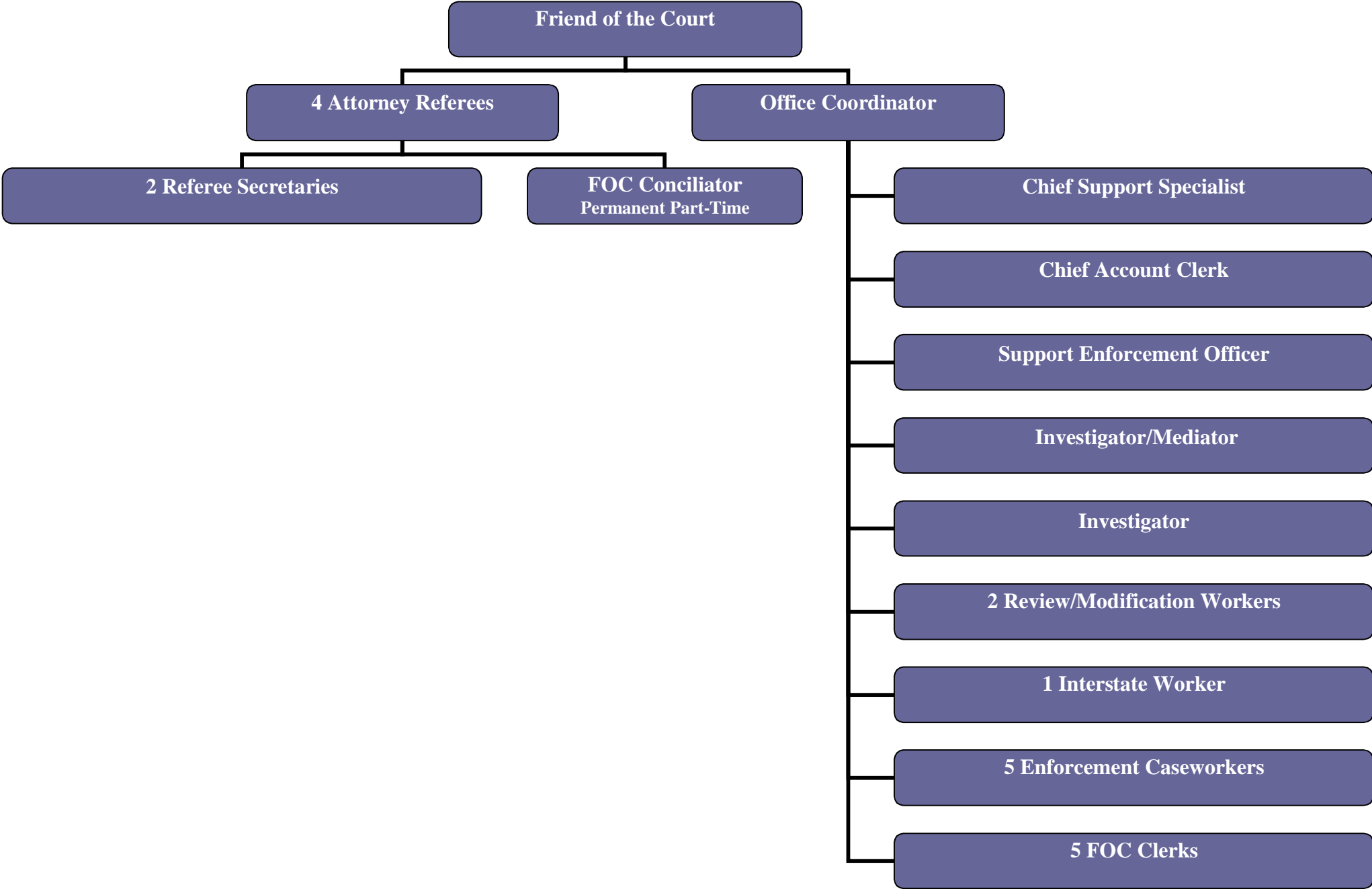
Friend of the Court Caseworker, Phyllis Hoffmeyer, is retiring from the Friend of the Court Office effective 3/16/2012. This will create a vacant Caseworker position in the Friend of the Court Office.

The position of Caseworker is responsible for child support enforcement and 66% of salary and benefits is reimbursed through the Cooperative Reimbursement Program through the Michigan Department of Human Services and the Federal Office of Child Support. This position performs duties that are mandated by statute, court rules, and federal regulations. It is critical to the effective operation of the Friend of the Court and their mandated duties, in addition to the responsibilities to the children and families we serve, that this vacancy be filled.

An Exception to Hiring Freeze from accompanies this request. If you have any questions, please do not hesitate to contact me. Thank you.

# Friend of the Court Organization Chart

1-1-2012



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AUTHORIZE A CONTRACT FOR DEFENSE COUNSEL SERVICES TO PARTICIPANTS OF THE MENTAL HEALTH COURT - DISTRICT COURT /FINANCE COMMITTEE / FULL BOARD**

**WHEREAS,** The District Court has identified Paige Gingerich, a defense attorney, to provide services to the participants of the Intensive Treatment Mental Health Court; and

**WHEREAS,** the Central Services has in its budget a total of \$6,500 for payment of defense counsel services to the Intensive Treatment Mental Health Court; and

**WHEREAS,** the State Court Administrative Office requires that all persons paid for services be under contract; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a twelve-month contract for Fiscal Year 2012, for services provided participants of the Intensive Treatment Mental Health Court, not to exceed a total of \$6,500.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners be authorized to sign the subsequent Contract referenced above and any future amendments for monetary and contractual language adjustments upon review by Civil Counsel.

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**MOVED:**

**SECONDED:**

**CARRIED:**

District Judges  
Theresa M. Brennan  
Suzanne Geddis  
Carol Sue Reader



Court Administrator  
Mary Ellen Nygren

Attorney/Magistrate  
Brian V. Brown

*The Fifty-Third Judicial District*  
204 SOUTH HIGHLANDER WAY, HOWELL, MICHIGAN 48843  
(517) 548-1000 – FAX (517) 548-9445

Date: 13 March 2012

To: The Livingston County Board of Commissioners

From: Joanne Hartmeyer  
Specialty Courts and Grants Administrator

Re: Contract for Mental Health Court Defense Counsel

---

The Intensive Treatment Mental Health Court of Livingston County retains the services of attorney, Paige Gingerich, to provide defense counsel to Court participants.

In the Fiscal Year 2012 Central Services budget, there exists a line item for payment for these services in the amount of \$6,500. At this time, I am requesting approval to issue a contract, to Ms. Gingerich for her services, as indicated below:

- A contract to Paige Gingerich in the amount of \$6,500, for her services as defense counsel to the participants of the Intensive Treatment Mental Health Court, for the period of 1/1/2012 to 12/31/2012.

If you have questions or concerns, please do not hesitate to contact me by email at [jhartmeyer@co.livingston.mi.us](mailto:jhartmeyer@co.livingston.mi.us), or by telephone at 517-540-7827.



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION APPROVING A GRANT APPLICATION TO THE MICHIGAN COMMUNITY POLLUTION PREVENTION GRANT PROGRAM-MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY**

**WHEREAS,** evidence of pharmaceutical waste has been detected in the groundwater and drinking water in the Great Lakes Region; and

**WHEREAS,** current technologies and equipment required to remove these compounds from drinking and waste water, on municipal systems, are expensive and currently not widely deployed by communities and virtually nonexistent in smaller on site systems; and

**WHEREAS,** currently Livingston County has a collection system established with five “Big Red Barrels” located in various locations in the County; and

**WHEREAS,** representatives from the Sheriff’s Department, Environmental Health, and the Drain Commissioner’s Office (Solid Waste Program) recognize a need to increase collection points, as well as, educating the public about the potential long-term damage to the environment that improper pharmaceuticals disposal contributes to; and

**WHEREAS,** the Michigan Community Pollution Prevention (P2) Grant Program, through the Michigan Department of Environmental Quality, is accepting grant applications from municipalities for the development of ongoing household drug collection programs; and

**WHEREAS,** the above departments, along with assistance from the Planning Department, is seeking the approval of the Livingston County Board of Commissioners to submit a grant application to the Michigan Community Pollution Prevention (P2) Grant Program for up to \$100,000; and

**WHEREAS,** the grant requires a match requirement of at least 25%, which can be in-kind goods and services; and

**WHEREAS,** the County intends to contribute only in-kind goods and services already budgeted in the 2012 Budgets as its match requirement; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a submission of a grant application, requesting up to \$100,000, to the Michigan Community Pollution Prevention (P2) Grant Program.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners agrees to provide matching funds in the form of in-kind goods and services, up to \$25,000, which is 25% of the possible requested amount.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above-referenced application and any subsequent grant agreement upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that the Chair of the Board of Commissioners be authorized to sign future amendments for monetary and contract language adjustments of any above-referenced grant agreement upon review by Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:



## **LIVINGSTON COUNTY, MICHIGAN**

### **DEPARTMENT OF DRAIN COMMISSIONER**

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**2300 E. Grand River Ave. Suite 105  
Howell MI 48843  
Phone 517-546-0040 Fax 517-545-9658  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

# Memorandum

**To: Livingston County Board of Commissioners**

**From: Robert A. Spaulding, DPW Coordinator**

**Date: 03/02/12**

**Re: RESOLUTION APPROVING A GRANT APPLICATION  
TO THE MICHIGAN COMMUNITY POLLUTION  
PREVENTION GRANT PROGRAM-MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY**

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Our Department was recently made aware of a grant opportunity from the Michigan Department of Environmental Quality called the Michigan Community Pollution Prevention (P2) Grant Program. The grant is available to municipalities to develop ongoing household drug collection programs.

The Sheriff's Department has worked with a local non-profit agency, Livingston County Community Alliance, in the placement of five drop-off "Big Red Barrels", located throughout the County, that accept unused household medications, including controlled and uncontrolled substances.

The Sheriff's Department, Environmental Health and the Drain Commissioners Office, through its Solid Waste Program, seek your approval to submit an application in an amount up to \$100,000 to the Michigan Community Pollution Prevention (P2) Grant Program. Our intent is to increase the number of collection sites, promote their locations, and educate our constituents about the long-term environmental and societal damage that occur from improper disposal of unused household medications.

The grant requires a match requirement of at least 25% and can include in-kind goods and services. We intend to provide in-kind goods and services that are already allocated in our respective 2012 budgets.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING AN INDEFEASIBLE RIGHT OF USE AGREEMENT  
BETWEEN LIVINGSTON COUNTY AND ARIALINK- Information Technology**

**WHEREAS,** Livingston County owns or has secured a right to use excess fiber optic capacity extending from Webberville, MI to Brighton, MI and from Brighton Township, MI near the intersection of Taylor and Hyne Roads south to Hamburg, MI; and

**WHEREAS,** Aerialink has excess fiber optic capacity extending from Webberville, MI west to Lansing, MI; and

**WHEREAS,** Livingston County has a need to connect the Livingston County 911 Central Dispatch Building at 300 Highlander Way, Howell, MI 48843 to the Ingham County 911 Central Dispatch Building at 710 E. Jolly Road, Lansing MI 48910; and

**WHEREAS,** Livingston County will grant to Aerialink an Indefeasible Right of Use for two strands of spare dark fiber in exchange for a 100 Mb/s Ethernet connection between the two 911 Central Dispatch Buildings; and

**WHEREAS,** Aerialink will be responsible for performing all maintenance on the fibers at Aerialink's expense at no charge to the County; and

**WHEREAS,** the agreement shall be for a term of five years, renewable in successive five year increments.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County IT Department to enter into an Indefeasible Right of Use Agreement with Aerialink of Lansing, MI

**BE IT FURHTER RESOLVED** that the Chairman of the Livingston County Board of Commissioners be authorized to sign any necessary documents pertinent to this agreement upon review of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

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**304 E. Grand River Ave., 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: 2/23/2012**  
**Re: Letter of Agreement with Arialink**

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I am submitting for your review and approval a letter of agreement with Arialink of Lansing to enter into an Indefeasible Right of Use (IRU) for two strands of the County's dark fiber between Webberville and the intersection of Hyne and Taylor Roads in Brighton Township. In exchange Arialink will grant to the County the use of an Ethernet connection from the Livingston County 911 Central Dispatch Building to the Ingham County 911 Building in Lansing at no cost to the County.

In addition, Arialink will perform all maintenance on the fiber being used at Arialink's expense.

This agreement will be for a five year period and can be renewed in successive five year increments.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING ENTERING INTO A TWO YEAR ENTERPRISE IT LEADERS SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY INFORMATION TECHNOLOGY AND GARTNER, INC./INFORMATION TECHNOLOGY/GENERAL GOVERNMENT**

**WHEREAS,** Livingston County is entering into a period of major development in applications and infrastructure in Information Technology; and

**WHEREAS,** Information Technology have demonstrated a need for assistance and advise in developing strategic plans, RFPs, ROIs, and implementation for high priority projects; and

**WHEREAS,** the Information Technology Department has identified Gartner, Inc. as the leading research and advisory company in the world; and

**WHEREAS,** Gartner, Inc has an existing agreement with the State of Michigan which can be extended to Livingston County; and

**WHEREAS,** the cost of the two year agreement will be \$52,800 in the first year and \$55,600 in the second year which is in the approved 2012 Information Technology budget under contract services; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into a two-year Enterprise IT Leaders Service agreement between Livingston County Information Technology and Gartner, Inc., which will be \$52,800 in the first year and \$55,600 in the second year.

**BE IT FURTHER RESOLVED** that the Board Chair be authorized to sign said agreement upon review of Civil Counsel.

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**MOVED:**

**SUPPORTED:**

**CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

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**304 E. Grand River Ave., 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, Director**  
**Date: 3/6/2012**  
**Re: Gartner Enterprise IT Leaders Service Solution**

---

During the next two years Livingston County will be implementing and adding application processes to meet the business needs of various County departments in their attempts to provide services to the citizens of the County. In addition, we will be working with surrounding Counties, Schools and 911 Centers in collaborative projects to improve our infrastructure, applications and technical skills. In order for us to optimize our strategic business planning and development we will need to rely on planning partners and trusted advisors.

Many of the projects we will be undertaking involve significant commitment in time and resources. It is imperative that these projects get off on the right foot. Our proposed project list includes: a new financial package (ERP), Web Page redesign, court imaging, EMS technical center, expansion of the fiber optic network and data Deduplication.

Considering the significant amount of research and planning that each of these projects will require, I am submitting for your review and approval a service agreement between Livingston County and Gartner, Inc. Gartner, Inc. is the world's leading information technology research and advisory company. The resources available through Gartner Research, Gartner Executive Programs, Gartner Consulting and Events will work with us to research, analyze, plan and monitor our upcoming IT projects

Gartner, Inc. has a unique place in the Information Technology industry. For the last 23 years they have been researching, testing and reporting on IT products and services in the rapidly developing IT industry. Gartner, Inc. employs over 4,500 associates and 1,500 analysts. The services that Livingston County will be using include; requirement definitions, cost benefits analysis, RFP development and review, bid review and implementation. Gartner will become a valued member of our development team.

The Enterprise IT Leaders Service Solution Agreement that I am recommending we enter into with Gartner supplies us with access to all of their research and product services, contract reviews, IT metrics, and product library. In addition, we will be assigned a client services advisor who will work specifically with Livingston County. The advisor's job will be to familiarize with Livingston County IT architecture, applications and projects in order to become part of our team and our single point of contact.



I am recommending that we enter into a two year agreement with Gartner, Inc. at a cost in the first year of \$52,800 and in the second year of \$55,600. These costs and agreement are part of a State of Michigan agreement with Gartner. The cost can be covered in the 2012 IT budget under the line item for consulting services. Additionally a portion of the contract costs will be included in the cost of the large scale ERP, Imaging, EMS and Fiber Projects.

If you have any questions please call me.

January 11, 2012

Ms. Belinda Peters  
728F7838  
County Administrator  
Livingston County  
304 East Grand River  
Howell, MI 48843

Re: Gartner for Enterprise IT Leaders Advisor Service Solution

Dear Belinda:

I would like to thank you for giving Gartner the opportunity to demonstrate our research and advisory services expertise in support of your ERP initiative. Based on our recent discussions, you recognize the importance of working with a trusted advisor on optimizing your strategic business and IT planning process for your ERP initiative this coming year. I believe the direct interaction with one of our Leadership Partners, and our community of analysts will provide you and your staff the valuable insight into all the important phases of this critical enterprise initiative.

Gartner recommends our Enterprise IT Leaders Service Solution to provide the independent analysis, critical focus, and independent insight and advice to address the business and IT challenges you will be facing upon implementation of your selected ERP solution. Ultimately, we believe this level of service will deliver the timely and relevant advice needed to accomplish your overall objective of a successful ERP implementation in the months ahead. Gartner for Enterprise IT Leaders Advisor is the specific IT Research & Advisory Services Program recommended to you and your team.

If you have any questions or comments regarding this proposal, please contact me at 614-431-7150 or email: [brian.lynch@gartner.com](mailto:brian.lynch@gartner.com). Our Enterprise IT Leaders Service Delivery Team looks forward to working with you and your staff in the upcoming year. Thank you.

Sincerely,

Brian Lynch  
Sr. Account Executive

IT Research & Advisory Services

A Proposal for

Belinda Peters-County Administrator  
Livingston County, Michigan

Prepared by: Brian Lynch  
Sr. Account Executive

January 11, 2012

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## Proposal

### Executive Summary

Livingston County Michigan is continuing to move forward with their ERP initiative which will help the County automate and integrate their HR, Procurement and Payroll / Financial applications. The County Administrator wants to ensure that the technology selected and implemented will meet the user's business needs and be easily supported by the various stakeholders throughout the county, particularly those senior IT and business leaders in the Administrative and Financial offices of Livingston County.

Gartner Key Findings show that between 20% and 35% of all ERP implementations fail, and up to 80% exceed time and budget estimates. The business often blames ERP "failure" on the software implemented. Gartner analysis, however, shows that these failures are often attributable to organizational factors. ERP project success requires a focus on people and process, as well as the software. Ignoring these aspects will cause your project to fail.

Given the limited resources and experience for implementing ERP, Livingston County is interested in an executive advisory program that will help them be successful with the implementation of such a solution. Livingston County has expressed the need for on-going guidance and independent advice on how to get this right, by leveraging industry best practices and lessons learned. To-date, Livingston County has reviewed some of Gartner's research regarding key issues associated with transformational initiatives like ERP. Key personnel experienced an analyst inquiry to address a number of ERP questions in the areas of negotiating strategies, RFP development, implementation concerns, software vendor qualifications and on-going support for such a critical initiative.

Gartner recommends that Livingston County subscribe to our IT Research and Advisory Leadership Program service called Gartner for Enterprise IT Leaders Advisor. This program provides a "Teach, Coach and Critique" methodology to help ensure the success of Livingston County's ERP initiative. Through Gartner's Enterprise IT Leaders Service program our experts will deliver the appropriate advice and guidance on how to successfully implement your ERP initiative. This program will continue to provide proactive oversight by delivering a combination of objective guidance and coaching by your Leadership Partner, proactive scheduling of analyst inquiry calls throughout your ERP project, Client /Member Forums & Workshop(s) plus enhanced research specific to all phases of the ERP Lifecycle. This proposal outlines our approach and delivery for these services.

As discussed previously this program is not limited to your ERP initiative. Livingston County can also leverage Gartner's advice and support on a variety of other key IT initiatives as expressed in our meeting of September 27, 2011. Some of these areas include advice on: IT strategic planning; integrating iPads/Apple into the enterprise; mobile application development; document imaging; VoIP; and Virtualization best practices.

The annual investment for the Gartner for Enterprise IT Leaders Advisor service is \$52,800 in Year 1, and \$55,600 in Year 2. To launch your service for a March 1st start date, Gartner requires a PO by no later than February 28, 2012. The details associated with this offer are included in the investment summary of this proposal.

Gartner continues to be the best, single source for timely, strategic advice as you use Information Technology to enhance the effectiveness and efficiency of your organization. Our public and private sector clients benefit from our research and advisory services by reducing risk, saving time and money, gaining a true national perspective, and by leveraging the knowledge and advice that only Gartner's size and experience can provide.

### Comprehensive Strategic Planning Approach & Support

Over the past decade, technology has changed, matured, and evolved at a tremendous pace. Livingston County's use of technology has also increased dramatically, and the County has grown dependent upon the technology that has been implemented to support its most critical day-to-day functions and operations.

Livingston County's management and staff continue to struggle to improve the level of service it provides agency customers. It intends to embark on a strategic ERP planning effort that will touch about every aspect of how business is done in Livingston County for the next several years. Livingston County wishes to ensure that the ERP strategy, planning, implementation and support aspects of this critical initiative are aligned with and derived from, the needs of the various stakeholders throughout the County. In addition, Livingston County wants to ensure that the pending selection, staffing, implementation and on-going support of the ERP solution is continually monitored at various "check points" to ensure project success for the enterprise.

Some of the essential consultative activities needing to be provided as part of this important ERP Initiative include:

- . Guidance on RFP development
- . Review of RFP components prior to releasing it to the public
- . Feedback on RFP responses
- . Evaluating ERP staffing delivery and production support
- . Assessing ERP technology platform alternatives (i.e. Linux vs. Windows)

In addition, Livingston County needs ongoing advice and support across a number of technology domains and initiatives to ensure sound decision making and the implementation of optimum IT solutions within acceptable costs with minimum risks. In support of this activity and the development and execution of a comprehensive ERP Implementation and Support Strategy, the following proposal has been developed as the recommended methodology that will enable the Livingston County Administrator and Chief Financial Officer to mitigate risk associated with their ERP solution.

### Scope and Methodology

To this end, Gartner proposes a specialty advisory relationship with Livingston County over the next 12 months to augment internal talent and knowledge by subscribing to Gartner for Enterprise IT Leaders Advisor service. The Enterprise IT Leaders solution will be utilized to stimulate fresh thinking, ensure an objective and independent validation of decision making through the use of best practices, executive advisors, and peer network sharing. Gartner believes that this relationship will provide Livingston County with the advice, tools and assistance required to confidently advance the implementation and support of the County's ERP project.

The ability to access this intelligence consistently and in-context will provide Livingston County the ability to effectively create, maintain and refine key planning disciplines required to ensure the successful implementation of the selected ERP solution. In order to address the stated objectives, Gartner's Enterprise IT Leaders Advisory Service will not only be used to address the various ERP Lifecycle phases but also assist Livingston County in a multitude of other topics within the parameters that the service deliverables provide. Gartner feels that the Leadership Partner's trusted advisory relationship with the CFO / CIO (CXO) and associated inquiries with our analyst community will create an optimal strategic business planning environment for the successful deployment of the ERP solution.

#### Desired Outcome

- . Development of a validated ERP RFP document to solicit qualified solution and service responses for the County to evaluate.
- . Implementation and on-going support plan based on Livingston County's review of vetted ERP responses and vendor interviews
- . Assistance to address and evaluate the content of the ERP responses (i.e. pricing, terms & conditions, SLAs, etc.)
- . Understand how IT & the pending ERP selection, implementation, and on-going support impacts business issues and contributes to the overall operational performance of Livingston County's Administration and Financial Operations.
- . Institutionalize the ERP planning process, the knowledge, and experience to enable Senior IT/Business Leadership to execute the plan more effectively with county agency program managers, team leads, and other stakeholders in strategic business planning, HR, procurement, budget preparation, and performance metrics across the enterprise
- . Assistance on additional Key Initiatives (i.e. IT Strategic Planning, iPad/Apple integration into the enterprise, Mobile Device Strategy/Policy, Application Development, etc.)
- . Create ability to develop and support sound decision-making processes and the implementation of optimum IT solutions within acceptable costs with minimum risks.
- . Align overall ERP & IT Strategic Planning with Livingston County's mission and business requirements to better understand IT investment prioritization and decision choices
- . Effectively Prepare, Assess, Plan, Act, Measure, and Communicate how key mission/business drivers and strategies can direct more-effective IT strategic planning.

#### Implementation

- . Gartner will work with Livingston County's Administration (and Steering Committee as appropriate) on governance best practices, funding mechanisms, executive communication, validating implementation and support staffing and overall plan coordination to oversee the successful implementation of the County's ERP solution with the assistance and guidance of Gartner resources.
- . A senior Gartner Leadership Partner (LP) will be assigned to Livingston County's CFO and/or CIO (CXO) to assist in the following areas:

- o Work with Livingston County's CXO to understand the organization's goals and initiatives and the impact the ERP initiative will have on them
- o Act as the CXO's on-going trusted advisor
- o Coordinate, organize and deliver to Livingston County's Senior IT/Business Leadership the information on the trends and best practices around the areas of:
  - . ERP Governance, ERP Project Execution, ERP Management Support, enterprise-scale technology directions, change management, customer service, information access and business intelligence, security, and other areas pertinent to the strategic planning & implementation of ERP
- o Personally deliver content in the areas of ERP Staff Planning & Support
- o Coordinate the delivery of the information from Gartner subject matter experts to address additional areas as necessary including:
  - . Observations of potential gaps between today's ERP implementation and support best practices and the County's prospective ERP responses in this area
  - o Deliver a facilitated session as appropriate to communicate these best practices to the audience of the CXO's choice.
  - o Be available for document review and routine consultation; ensuring that best practices and trends are identified in an on-going manner and in the proper context (public sector)
  - o Participate in two community partnership meetings off-site with CXO and her/his peers focused on providing insight and advice on member-selected topics pertinent to enterprise applications.
  - o Conduct a one-half day on-site workshop/ planning session with the CXO and his/her IT/Business Leadership Team to facilitate strategy, RFP development, implementation, support, and change management issues regarding your ERP initiative.
  - o Engage in bi-monthly one hour outreach calls with the CXO for additional support
  - o Extend the County's IT/Financial staff by bringing the distilled intelligence of more than 600 Gartner analysts to this engagement

In addition, this Leadership Service Program will also provide facilitated access to all Gartner Core Research and analysts across a wide spectrum of technology topics as needed for the licensed seat holder.

## Key Deliverables

### Program Deliverables

- . Relationship Team. A senior leadership-level relationship manager (i.e. Leadership Partner), backed by a qualified support team (i.e. Client Manager), will know and track Livingston County's issues, business, and ongoing work with Gartner. This Service Delivery Team will be the CXO's primary interface with Gartner and will work with her to maximize the value of her relationship with Gartner.
- . Personalized Inquiry Services. The Service Delivery Team will serve as the primary Gartner interface for all Livingston County's inquiry and research needs. As the need arises for Livingston County to speak with a Gartner expert, the CXO (or designated delegate) will simply

call Gartner's Service Delivery Team. Gartner's team will do the footwork for Livingston County's CXO. These services are available throughout the term (1/01/12 to 12/31/12) and are not limited to the number of times they can be used.

#### Exceptional Knowledge and Expertise

. Exclusive Strategic IT Research. Livingston County's CXO will formulate the research agenda and dedicated Gartner Service Delivery Team personnel and analysts fulfill it. The CXO and her/his direct reports will receive research exclusive to the program – and focused on her needs – on a regular basis. Typical themes are ERP Strategy, Governance, Business Value of IT, IT Organizational Design, Shared Services, Workforce Change Management, and Portfolio Management.

. Gartner Intelligence. With the assistance of the Gartner for Enterprise IT Leaders Service Delivery Team, Livingston County will receive the research it needs from the distilled intelligence of more than 600 Gartner analysts, recognized as the world's most valuable single source of IT knowledge and opinion. The CXO will be able to access Gartner Core and Role-based research through gartner.com, or she/he can rely on the Gartner relationship team to keep her/him updated on the latest information that's pertinent to Livingston County's ERP initiative. This research is available to Paul McNamara (CIO) or Cindy Mendoza (CFO) as the designated seat holder.

. On-site Consultative Strategy Meeting with your Leadership Partner to provide advice, coaching, strategic planning and review of key initiative(s) execution.

. Member Forum Meetings & Workshops – Two one and one-half (1.5) days focused on member-selected topics providing a venue for networking and peer exchange, plus features member presentations on working solutions and facilitated workshops with Gartner analysts.

. Monthly Outreach Calls with Gartner's Leadership Partner and Client Manager for additional support around specific topics/issues.

#### Extended Networking

. Facilitated Peer Networking. Membership guidelines ensure that the CFO will be partnered with other members that have similar challenges, goals, and professional experience. Gartner's Peer Connect Service will connect the CFO and/or CIO with fellow members to extend her/his network, both proactively and based on her/his requests.

. Gartner Summit Ticket. CXO members receive complimentary admission to a Gartner Summit Conference Event. Event topics cover Application Architecture & Development, Business Process Management, IT Financial Procurement, Data Centers, etc. for senior IT professionals.

#### Additional Support

Beyond traditional IT & ERP Strategic Business Planning, the Enterprise IT Leaders Service will provide support to many IT projects on an on-going basis at Livingston County. Some of the project lifecycle support areas available include:

. Strategic Discussion and direction – Is Livingston County going in the right direction strategically – what are the risks?



- . Market Trends and Emerging Technology – What direction is the market going - what are the latest technologies available to accomplish the County Administrator’s goals?
- . Requirements Definition – As an example the CXO can request Gartner analysts to review the ERP software, hardware, maintenance, staffing, and support requirements and future scope of work to identify risk, and provide general counsel/validation. Other projects identified under the Livingston County’s IT Strategic Plan can also be sent through this process
- . Cost Benefit Analysis – Business Case Justification - What are the projected benefits and cost analysis in doing such a project (implementing the ERP solution)? How can we communicate the value to all stakeholders (citizens, county agencies, various Governance Boards, ERP Steering Committee, and business groups) within the County?
- . Vendor Identification – Which vendors are in a particular space (i.e. ERP, Document Imaging for the Courts, Mobile Application Development Tools, etc.), how do they match up, what are the pros and cons, which vendor, based on the Livingston County’s ERP’s requirements best suits the needs of the County?.
- . RFP/RFQ Development – What goes into an RFP? What should a successful RFP look like? Terms and Conditions, SLA’s, Contract Writing & Framework, Benchmark Metrics, Evaluation Criteria, etc.
- . RFP Review – Let’s review your RFP (up to 25 pages per interaction) to ID risk and name topics that have not been entered.
- . Vendor Responses – Let us review the selection criteria and the vendor responses (i.e. ERP or otherwise) to ensure Livingston County is making the right choice.
- . Bid Review – Lets review the deal to ensure you are getting the best T’s & C’s, SLA’s and Price – let’s compare the price to ensure you are paying a fair amount – and if not, how you can secure that.
- . Implementation Best Practices - Thousands of deployments of all sizes and complexities can offer lots of experience and lessons learned, and using them can allow Livingston County to avoid having to “reinvent the wheel”.

### Key Benefits

- . Provides expert advice and industry experience on how to successfully implement ERP
- . Provides proactive delivery of all analyst inquiries and meetings, plus targeted ERP research to support your implementation.
- . Ensures external oversight to help Livingston County keep their ERP project momentum on track with objective advice and guidance throughout the entire ERP Lifecycle. (One public sector client attributes Gartner’s IT Research and Advisory Services to keeping their multi-million dollar ERP project on time and on budget.)
- . Ensures the County makes the right technology decisions as part of the ERP Software and Hardware Vendor Selection Process.
- . Provides contract reviews to secure potential hard dollar savings from hardware and software vendors that can range from 10 – 30 % of your best and final offers.
- . Offers an On-Site Strategy Meeting facilitated by either a Leadership Partner and/or ERP subject matter expert (SME) to discuss pertinent concerns or challenges regarding the County’s ERP initiative and other top priorities as appropriate.

- . Ensures that the ERP Strategy, Implementation Plan, and on-going Management Plan are continually scrutinized by an industry recognized, impartial third party IT advisor.
- . Fosters an awareness of the best practices in private sector ERP Lifecycle activities and allows Livingston County to apply that experience in the public sector as appropriate
- . Provides access to additional peer networking opportunities with Peer Connect and Enterprise IT Leader Program members in the public and private sector who have deployed ERP solutions and can convey lessons learned.

## Gartner Research Aligned to the County's ERP Initiative

Below are examples of recommended research available from Gartner that are aligned to Livingston County's primary key initiative for the next twelve months – the Selection, Implementation and Management of the Livingston County ERP initiative. Access to this research and all Enterprise IT Leader Service research will be coordinated through Gartner's Service Delivery Team on behalf of the CXO.

### Livingston County's Key Initiative

#### Gartner Solution

#### Recommended Research

#### Enterprise Resource Planning

#### Gartner for Enterprise IT Leaders Advisor

- Q&A: What ERP Is and What the Associated Terms Really Mean
- ERP Strategy: Why You Need One, and Key Considerations for Defining One
- Life Cycle Guide to ERP Research, Update 2011
- Predicts 2011: Aligning Enterprise Business Applications to Drive Business Outcomes
- Market Insight: ERP/CRM/SCM Applications Outsourcing, Worldwide and Regions, 2009-2014
- Essential Metrics for Outsourcing ERP Services
- Hype Cycle for ERP
- Case Study: Deploying SaaS-Based ERP
- An ERP Business Case Tutorial
- Tutorial: How to Use a Robust Business Case Process to Avoid Seven Common ERP Pitfalls
- Balance Process Agility and Process Integrity Choices Along the Application Continuum
- Master Data Management of Product Data Market Overview
- Applying Gartner's Pace Layers to Customer-Centric Order Management Processes and Applications

- Use Gartner's Pace Layers Model to Structure Your Procurement Application Portfolio

## Managing the Livingston County Relationship

A large part of the on-going Gartner relationship is the careful, considerate management of client requests. Gartner values and promotes a collaborative, interactive environment and will work hand-in-hand to continually understand the IT and business needs of Livingston County. Livingston County will benefit from the Gartner Account Team's ability to facilitate relationships with analysts, consultants and executive leadership. Gartner is proud to offer an account support team that will continually monitor the needs at all levels of Livingston County. In addition, Gartner will periodically conduct status meetings and reviews to ensure Livingston County's needs are being met.

Executive Program Value Service Plans — Gartner and Livingston County will develop a Value Service Plan at the beginning of this contract to determine all necessary action items, timeframes, analyst meetings, as well as research needed to successfully support your ERP Project.

Gartner for Enterprise IT Leaders Advisor – Workgroup  
Essentials – CXO Account Management Team

Joe Farrugia – Leadership Partner – Public Sector

- . Focal point for your strategic business relationship with Gartner.
- . A former senior IT executive with extensive IT leadership experience provides coaching & advice, summarizes research and leverages expertise of Gartner analysts to assist client in achieving their goals.
- . Experience in ERP implementations
- . Responsible for understanding your issues, initiatives, and needs so Gartner can contribute in the best way possible.
- . Reaches out regularly to senior level executives to understand critical business and technology issues facing your organization.
- . Conducts/provides quarterly reviews with your organization on use of Gartner services to ensure the maximum value is delivered to your organization.

Brian Lynch – Sr. Account Executive – Public Sector

- . Responsible for understanding your issues, initiatives, and needs so Gartner can contribute in the best way possible.
- . Meets regularly with senior level executives to understand critical business and technology issues facing your organization.
- . Administers billing and client service issues through Gartner Client Financial Services group.
- . Conducts/provides quarterly reviews with your organization on use of Gartner services to ensure the maximum value is delivered to your organization.
- . Develops an action plan for your organization to review new or additional Gartner services.

. Distributes Gartner information pertaining to analyst calls / visits, Gartner events, and audio conferences within your organization.

#### TBD - Client Manager – Public Sector

The Client Manager (CM) will supplement the Leadership Partner's and Account Executive's efforts by providing timely support to your organization. The CM is virtually accessible all of the time by phone fax or email during normal business hours, and will contact you when your organization needs immediate assistance on most of the issues listed above, plus:

- . Focal point for your day-to-day operational relationship with Gartner.
- . Proactively scheduling of analyst inquiry calls and delivering research based on your issues and needs
- . Provide ongoing training within your organization.
- . Provide web-based product demonstrations.
- . Act as liaison with the Gartner analyst community.
- . Provide electronic communications with highlighted Gartner research and audio-conference schedule
- . Alert clients to Analysts visiting Livingston County.
- . Alert clients to Conferences and Local Briefings in their area.

#### Gartner Value for Public Sector Clients

Some examples of the impact of our services for public sector clients:

**Reduced Time to Action** Utilize Gartner to shorten the process of information gathering and assimilation thereby reducing time to action. Do not re-invent the wheel with each new initiative or new technology evaluation.

**Accountability Insurance** Ensure that IT decisions are made on the best possible information and planning assumptions. Avoid dead-end technologies and mistakes others have made.

**Cost Avoidance** Avoid initiatives that are destined to fail. Avoid vendors that lack market strength and scalability.

**Sounding Board** Objective, unbiased analysis of technology, vendor claims, and trade hype.

On the experiences of Gartner's other clients, you are able to get outside, pragmatic interpretation of vendor vision and technical direction

**Vendor Qualification** Assess the financial and business viability of vendors. Determine their ability to survive and the soundness of their vision.

**Staff Extension** Avoid hiring additional staff or expensive consultants to evaluate technology.

Gartner provides you with a depth and breadth of information and research that cannot be obtained in-house.

**Negotiate Better** By maintaining a frequent dialogue with our clients, Gartner analysts are the best informed as to what deals are being cut, what negotiating tactics are most successful, how standard contracts can be modified, how to get special Ts & Cs added, or how to obtain a special discount.

**RFP/Proposal Assistance** Gartner analysts assist in compiling requirements for RFPs. Proposals from vendors can be reviewed to insure you negotiate from a position of strength.

**Source of Credibility** Gartner lends credibility to IT initiatives as a verification source to non-IT management. Gartner serves as an effective seal of approval by providing you with the long-term advantages or consequences of choices.

**Strategic Plan Support** The information technology industry has become so complex that every user needs plans to serve as a basis for decision making. Gartner Scenarios - outlines of evolving markets and vendor strategies - provide strategic planning assumptions, which you can use to customize your own directions.

**Justify IT Budgets** Gartner analysts assist with budget justifications and business case analyses.

## Service Agreement

Gartner Service Agreement for Livingston County (.Client.)

This Service Agreement (“SA”) including the General Terms and all applicable Service Descriptions, constitutes the complete agreement between Gartner, Inc. of 56 Top Gallant Road, Stamford, CT 06904 (“Gartner”) and Livingston County of 304 E. Grand River Ave., Suite 204, Howell, MI 48843 (“Client”), for the Services (as defined below). Client agrees to subscribe to the following Services for the term and fees set forth below.

### 1. DEFINITIONS AND ORDER SCHEDULE:

Services are the subscription-based research and related services purchased by Client in the Order Schedule below and described in the Service Descriptions. Service Names and Levels of Access are defined in the Service Descriptions. Gartner may periodically update the names and the deliverables for each Service. If Client adds Services or upgrades the level of service or access, an additional Service Agreement will be required.

Service Descriptions describe each Service purchased, specify the deliverables for each Service, and set forth any additional terms unique to a specific Service. Service Descriptions for the Services purchased in this SA may be viewed and downloaded through the hyperlinks listed in Section 2 below or may be attached to this SA in hard copy, and are incorporated by reference into this SA.

Service Name

Level of Access

Number of Users

Name of User to be Licensed

Contract Term

Start Date 4/1/12

Contract Term

End Date 3/31/13

Annual Fee \$ 52,800

Total Fee \$ 52,800

Gartner for Enterprise IT Leaders Advisor

Contract Term

Start Date 4/1/13

Contract Term

End Date 3/31/14

Annual Fee \$ 55,600

Total Fee \$ 55,600

Advisor Applications Oracle: Paul McNamara

Gartner for Enterprise IT Leaders Advisor

Advisor Applications Oracle Paul McNamara

Total Services: (Excluding applicable sales tax) \$108,400

## 2. SERVICE DESCRIPTIONS:

Service Name/ Level of Access

Service Description URL

Gartner for Enterprise IT Leaders Advisor

[http://www.gartner.com/it/sd/sd\\_eitl\\_apps\\_oracle.pdf](http://www.gartner.com/it/sd/sd_eitl_apps_oracle.pdf)

## 3. PAYMENT TERMS

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Gartner will invoice Client in advance for all Services. Payment is due 30 days from the invoice date.

Client shall pay any sales, use, value-added, or other tax or charge imposed or assessed by any governmental entity upon the sale, use or receipt of Services, with the exception of any taxes imposed on the net income of Gartner.

Please attach any required Purchase Order (“PO”) to this SA and enter the PO number below. If an annual PO is required for multi-year contracts, Client will issue the new PO at least 30 days prior to the beginning of each subsequent contract year. Any pre-printed or additional contract terms included on the PO shall be inapplicable and of no force or effect. This SA may be signed in counterparts.

## 4. CLIENT BILLING INFORMATION

Purchase Order Number Billing Address

Invoice Recipient Name Invoice Recipient Tel. No.

Invoice Recipient Email

## 5. AUTHORIZATION

Client: Gartner, Inc.

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Signature/Date Signature/Date

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Brian Lynch – Sr. Account Executive

Print Name and Title Print Name and Title

### General Terms

1. This SA for subscription-based research and related services (the “Services”) is non-cancelable, and may be terminated only for material breach by either party, upon 30 days prior written notice, if the breach is not cured within the notice period.
2. Ownership and Use of the Services. Gartner owns and retains all rights to the Services not expressly granted to Client. Only the individuals named in this SA (each a “Licensed User”) may access the Services. Each Licensed User will be issued a unique password, which may not be shared. Client agrees to review and comply with the Usage Guidelines for Gartner Services (“Guidelines”), which are accessible to all Licensed Users via the “Policies” section of gartner.com. Among other things, these Guidelines describe how Client may substitute Licensed Users, excerpt from and/or share Gartner research documents within the Client organization, and quote or excerpt from the Services externally.
3. **DISCLAIMER OF WARRANTIES. THE SERVICES ARE PROVIDED ON AN “AS IS” BASIS, AND GARTNER EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, STATUTORY OR OTHERWISE, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE OR AS TO ACCURACY, COMPLETENESS OR ADEQUACY OF INFORMATION. CLIENT RECOGNIZES THE UNCERTAINTIES INHERENT IN ANY ANALYSIS OR INFORMATION THAT MAY BE PROVIDED AS PART OF THE SERVICES, AND ACKNOWLEDGES THAT THE SERVICES ARE NOT A SUBSTITUTE FOR ITS OWN INDEPENDENT EVALUATION AND ANALYSIS AND SHOULD NOT BE CONSIDERED A RECOMMENDATION TO PURSUE ANY COURSE OF ACTION. GARTNER SHALL NOT BE LIABLE FOR ANY ACTIONS OR DECISIONS THAT CLIENT MAY TAKE BASED ON THE SERVICES OR ANY INFORMATION OR DATA CONTAINED THEREIN. CLIENT UNDERSTANDS THAT IT ASSUMES THE ENTIRE RISK WITH RESPECT TO THE USE OF THE SERVICES.**
4. Client Confidential Information. Gartner agrees to keep confidential any Client-specific information communicated by Client to Gartner in connection with this SA that is (i) clearly marked confidential if provided in written form, or (ii) preceded by a statement that such information is confidential, if provided in oral form, and such statement is confirmed in writing within 15 days of its initial disclosure. This obligation of confidence shall not apply to any



information that: (1) is in the public domain at the time of its communication; (2) is independently developed by Gartner; (3) entered the public domain through no fault of Gartner subsequent to Client's communication to Gartner; (4) is in Gartner's possession free of any obligation of confidence at the time of Client's communication to Gartner; or (5) is communicated by the Client to a third party free of any obligation of confidence. Additionally, Gartner may disclose such information to the extent required by legal process.

## 5. Miscellaneous

(a) Assignability. This SA and the rights granted to Client hereunder may not be assigned, sublicensed or transferred, in whole or in part, by either party without the prior written consent of the other party, except to a successor to substantially all of the business or assets of a party by merger or acquisition. Where consent is required, it will not be unreasonably withheld.

(b) Arbitration. Any unresolved dispute under this SA shall be decided by arbitration conducted in Stamford, Connecticut before a single arbitrator under the administration of JAMS, in accordance with JAMS' Streamlined Arbitration Rules and Procedures. The decision of the arbitrator shall be final and binding, and the award may be entered in any court having jurisdiction. The prevailing party in any arbitration shall be entitled to an award of its reasonable attorneys' fees and costs, in addition to any award of damages or other relief.

(c) Applicable Law. This SA shall be governed by and construed in accordance with the procedural and substantive laws of the State of Connecticut, without reference to its conflict of law principles.

(d) Use of Name, Trademark, and Logo. Absent the prior written consent of the other party, neither party shall use the name, trademarks, or logo of the other in promotional materials, publicity releases, advertising, or any other similar publications or communications.

(e) No Third Party Beneficiaries. This SA is for the benefit of the parties only.

(f) Surviving Clauses. Sections 3, 4 and 5 (b), (c), (d), (e) and (f) shall survive the termination of this SA.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION RECOGNIZING THE 35TH BIRTHDAY OF THE LIVINGSTON COUNTY UNITED WAY**

WHEREAS, the Livingston County United Way became a full-fledged United Way organization on February 4, 1977 as a result of local community chests coming together for the Common Good; and

WHEREAS, the Livingston County United Way is recognized as a true non-profit organization, funded solely by community, residential and corporate donations, and state and federal grants where possible; and

WHEREAS the Livingston County United Way has continued to focus on the greatest needs of the Livingston County community through programs and initiatives for the past 35 years; and

WHEREAS the Livingston County United Way Board of Directors, Staff, and Volunteers recognize transparency and fiscal responsibility to its donors, and will do the utmost to maximize and leverage donors' gifts; and

WHEREAS the Livingston County United Way Board of Directors, Staff, and Volunteers are committed to convening partnerships to better serve all Livingston County residents in times of need, now and in the future; and

THEREFORE IT BE RESOLVED that the Livingston County Board of Commissioners recognizes the 35<sup>th</sup> Birthday Celebration of the Livingston County United Way and the importance of the organization's impact on the greater Livingston County community.

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MOVED:

SECONDED:

CARRIED: