

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

9/10/2012

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

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
Meeting Minutes Dated: August 13, 2012
3. **ITEMS TABLED FROM PREVIOUS MEETINGS**
 - A. Resolution to Authorize a Two Year Extension for Banking Services with Bank of America - Treasurer
4. **APPROVAL OF AGENDA**
5. **REPORTS**
 - Bank Of America Representatives
 - 2012 On-Site Wastewater Treatment - Environmental Health
 - 2011 Annual Report & Community Assessment - Health Department
 - Isabelle Street Bridge - EMS
6. **CALL TO THE PUBLIC**
7. **RESOLUTIONS FOR CONSIDERATION**

03 Treasurer
RESOLUTION TO AUTHORIZE A TWO YEAR EXTENSION FOR BANKING SERVICES WITH BANK OF AMERICA

08 Register of Deeds
RESOLUTION APPROVING REQUEST FOR ONE PART TIME DEPUTY REGISTER OF DEEDS AT 20 HOURS TO BE RECLASSIFIED TO A PART TIME SENIOR DEPUTY REGISTER OF DEED AT 20 HOURS. – Register of Deeds / General Gov't / Finance / Full Board

09 Airport
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ADOPT THE TERMS AND CONDITIONS FOR ACCEPTING A GRANT FROM THE FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM – April 2012 -- AIRPORT

10 Airport
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF

TRANSPORTATION TO FUND CRACK SEALING AT THE LIVINGSTON COUNTY AIRPORT -- AIRPORT

- 11 Michigan Works**
RESOLUTION TO APPOINT ORGANIZED LABOR SECTOR MEMBER TO LIVINGSTON COUNTY WORKFORCE DEVELOPMENT COUNCIL
-
- 12 Michigan Works**
RESOLUTION APPROVING THE RENEWAL OF THE JOB FIT ASSESSMENT PROGRAM LICENSE FOR USE BY LIVINGSTON COUNTY MICHIGAN WORKS!
-
- 13 Animal Control**
RESOLUTION AUTHORIZING RENOVATIONS TO THE ANIMAL SHELTER BY CREATING A QUARANTINE ROOM AND REPAIRING THE EXTERIOR DOG RUNS-Animal Control/General Government/Finance/Board
-
- 14 Public Health**
RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/12 THROUGH 9/30/13 - Health Department
-
- 15 Public Health**
RESOLUTION APPROVING THE LENAWEЕ-LIVINGSTON-WASHTENAW SUBSTANCE ABUSE ADVISORY COUNCIL BY-LAWS - Public Health/General Government/Finance/Board
-
- 16 Information Technology**
RESOLUTION AUTHORIZING THE ADOPTION OF THE IT RATE ANALYSIS AS THE PREFERRED METHODOLOGY FOR PREPARING THE ANNUAL IT BUDGET - [INFORMATION TECHNOLOGY]
-
- 17. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 13, 2012 - 7:30 PM

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

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

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

OTHERS:
MARGARET DUNLEAVY
PAUL McNAMARA
JENNIFER NASH
DIANE GREGOR

JIM MANTEY
MAGGIE JONES
RON VAN HOUTEN
DARREN SPEER

BELINDA PETERS
CINDY CATANACH
LAURA CHAFY-ROGERS

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:30 PM.**
2. **APPROVAL of MINUTES: MINUTES OF MEETING DATED JUNE 11, 2012:**

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

3. **APPROVAL of AGENDA:**

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

4. **REPORTS: EMS - ISABELLE STREET BRIDGE:**

- Steve Williams briefed members on his understanding of the situation regarding the ongoing closure of Isabelle Street Bridge. He believes the current Howell Mayor is also interested in pursuing the opening of the Bridge. Monies available through federal railroad program.

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

6. **RESOLUTIONS for CONSIDERATION.**

7. **CIRCUIT COURT CLERK:** RESOLUTION TO APPROVE THE HIRING OF A PART-TIME JUDICIAL CLERK AND MAKE A TEMPORARY RECORDS RETENTION CLERK PERMANENT

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

8. **TREASURER:** RESOLUTION TO AUTHORIZE A TWO YEAR EXTENSION FOR BANKING SERVICES WITH BANK OF AMERICA

RECOMMEND MOTION TO: FINANCE
MOVED BY: DOLAN / NO SUPPORT
MOTION FAILED

RECOMMEND MOTION TO: FINANCE
MOVED BY: LA BELLE
MOTION WITHDRAWN

RECOMMEND MOTION TO BE RECONSIDERED AND TABLED
MOVED BY: DRICK / SECONDED BY LA BELLE
ALL IN FAVOR - MOTION PASSED

9. **CAR POOL:** RESOLUTION APPROVING AN AMENDMENT TO THE CONTRACT BETWEEN KRUG HILLTOP FORD, NOW BOB MAXEY FORD OF HOWELL, AND LIVINGSTON COUNTY FOR MAINTENANCE AND REPAIRS FOR COUNTY-OWNED FLEET VEHICLES

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

10. **I.T.:** RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH OAKLAND COUNTY TO PROVIDE WEBSITE HOSTING AND PROJECT MANAGEMENT SERVICES FOR A REDESIGNED LIVINGSTON COUNTY WEBSITE

RECOMMEND MOTION TO: FINANCE
MOVED BY: LA BELLE / SECONDED BY: DOLAN
YEAS: DOLAN; LA BELLE; AND, WILLIAMS
NAYS: DRICK
MOTION: PASSED 3-1

11. I.T.: RESOLUTION AUTHORIZING A CONTRACT WITH RIGHTPOINT CONSULTING, LLC, FOR A TAXONOMY AND GOVERNANCE STUDY TO BE USED AS THE FOUNDATION FOR A REDESIGNED LIVINGSTON COUNTY WEBSITE

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

12. ADJOURNMENT:

**MOTION TO ADJOURN AT 8:35 PM.
MOVED BY: LA BELLE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

July 27, 2012

Ms. Dianne McCormick, R.S.
Director of Environmental Health
Livingston County Health Department
2300 East Grand River
Howell, Michigan 48843

RECEIVED
AUG 03 2012
LIVINGSTON COUNTY
HEALTH DEPARTMENT

Dear Ms. McCormick:

SUBJECT: Annual Self-Assessment of the On-Site Wastewater Treatment Management Program

This is to acknowledge receipt and acceptance by the Department of Environmental Quality (DEQ), Resource Management Division (RMD, of the annual self-assessment as completed by Livingston County Health Department (LCHD). The annual self-assessment was submitted in accordance with Section VI, On-Site Wastewater Treatment Management (OSWTM) program of the Michigan Local Public Health Accreditation Program and the findings of our review are discussed in this correspondence.

All indicators were determined as being met in the LCHD June 2012 Self-Assessment Submittal. Subsequent review by DEQ On-Site Wastewater Unit confirms the findings of LCHD and agrees with the fully met status. Great staff consistency was demonstrated with a 100 percent compliance percentage for all indicators this Self-Assessment period. It should also be noted that the number of permits reviewed by LCHD far exceeds the minimum requirements of the Self-Assessment process.

In closing, thank you for participating in the self-assessment review option. The DEQ appreciates the efforts of LCHD in the pursuit of ongoing quality assurance in the OSWTM Program. The DEQ further recognizes Mr. Beau Forgette as the key staff person within your agency assigned with the responsibility for implementing activities integral to the self-assessment process. Mr. Forget has provided excellent work in program oversight, monitoring, and reporting as part of the annual self-assessment and his involvement represents a sincere commitment to ongoing quality assurance on behalf of your agency.

Should you have any further questions about this specific correspondence or the self-assessment process in general, please contact me at, at the number below; nalepkas@michigan.gov; or DEQ, P.O. Box 30241, Lansing, Michigan, 48909-7741.

Sincerely,

Sean Nalepka, R.S.
On-Site Wastewater Unit
Solid Waste and Land Application Section
Resource Management Division
517-241-1345

cc: Mr. Beau Forgette, LCHD

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A TWO YEAR EXTENSION FOR BANKING SERVICES WITH BANK OF AMERICA – Treasurer – General Government/Finance/Board

WHEREAS, Livingston county’s current banking services agreement with Bank of America expires September 30, 2012; and

WHEREAS, Livingston County has received outstanding customer service from Bank of America over the past several years; and

WHEREAS, Bank of America has not increased baseline fees to Livingston County since 2002 and has agreed to hold the same pricing for a period of two additional years; and,

WHEREAS, Livingston County has sent out Requests for Proposal and received bid responses for a new Enterprise Resource Planning system; and

WHEREAS, It has been recommended highly by Plante Moran to delay a bank RFP until completion of implementation of the ERP; and

WHEREAS, It is the intent of the County Treasurer to prepare a Request for Proposal for banking services after the ERP system is functional; and

WHEREAS, the County anticipates implementing new ERP software which will take, approximately eighteen months to complete; and

WHEREAS, an RFP for banking services is a complex, time consuming and costly undertaking; and

WHEREAS, the departments involved will be dedicating their efforts to the implementation, training process and learning curve involved in a major implementation such as accounting software along with continuing with their normal duties.

THEREFORE BE IT RESOLVED that a contract be signed for banking services with Bank of America for a term of two (2) additional years from September 30, 2012; and

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY TREASURER

200 E. GRAND RIVER
Phone 517-546-7010 Fax 517-545-9638
Web Site: livingstonlive.org

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer M. Nash, Livingston County Treasurer
Date: 08/13/2012
Re: RESOLUTION TO AUTHORIZE A TWO YEAR EXTENSION
FOR BANKING SERVICES WITH BANK OF AMERICA

Our current banking service contract expires at the end of September. While I realize we do need to prepare a Request for Proposal for banking services to see what is "out there"; I respectfully request a two year extension at this time, with Bank of America.

Bank of America has given us outstanding customer service over the years, and has an application called "Cash Pro" that allows us to basically perform all the day to day functions of banking from our desktops. I have spoken with Joe Kiss our "Client Manager" and he has agreed to extend our fees at the current price for the two year period. Please note the baseline fees have not been increased since 2002.

We have a very aggressive deadline for the current Enterprise Resource Planning system RFP process. At this time we have begun the vendor selection portion of the process. After approval by you, the Board, we anticipate the purchase of software and beginning of implementation of the ERP system. We hope to complete the project in eighteen months from beginning of the implementation.

There will be intense training and a large learning curve to overcome during the ERP implementation period. I feel adding the possibility of transitioning to a different banking service provider at the same time would overwhelm the accounting staff. Much of our daily work is completed utilizing online banking service products through BOA. ACH transaction, juror pay card funding, electronic deposits from customers, wire transfers, check positive pay files for fraud protection, automatic deposits from the State, Feds and other agencies would all need to be reconfigured in the event of accepting a bid from a new provider. I would recommend that the accounting staff should put their full efforts into this ERP process so we can

make it a successful event. I think we should support them in this endeavor, and not overburden them with “duel” critical projects.

I did speak with Plante Moran in this regard and they highly recommended that we delay the bank RFP until the implementation of the ERP is completed.

Please give me a call to discuss prior to the meeting if you wish. I will of course be at the General Government meeting to answer any question you may have at that time.

Thank you for your consideration in this matter.

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE: September 10, 2012

RESOLUTION APPROVING REQUEST FOR ONE PART TIME DEPUTY REGISTER OF DEEDS AT 20 HOURS TO BE RECLASSIFIED TO A PART TIME SENIOR DEPUTY REGISTER OF DEED AT 20 HOURS. – Register of Deeds / General Gov't / Finance / Full Board

WHEREAS, The Livingston Register of Deeds office has reduced staff from 11 employees in 2009 to a staff of 7 full time employees and 2 part time employees in 2010; and

WHEREAS, the Register of Deeds has allowed one of the full time Senior Deputy Register of Deed position employee, with 8 years seniority, to take furlough time earlier this year due to her family situation during the school year and she is now requesting to be permanently switched to a part time position with no benefits; and

WHEREAS, the Register of Deeds office has a part time Deputy Register of Deeds willing to switch permanently into a full time Deputy Register of Deed position with benefits, which will result in a lower cost to the department; and

WHEREAS, the Register of Deeds office has two part time positions (20 hours), which are both Deputy Register of Deed positions at the new lower tier pay; and

WHEREAS, the Register of Deeds office is requesting one of the part time Deputy Register of Deed positions (20 hours) to be upgraded to a part time Senior Deputy Register of Deed position (20 hours) so the employee will be able to experience only a loss of benefits and not a reduction in her hourly wage; and

WHEREAS, the Register of Deeds office would be replacing the full time position presently funded in the budget at the old hire rate, with the new lower tier level implemented 11/01/09; and

WHEREAS, funding is available in the Register of Deed's budget and would result in retaining the Current staff of 7 full time employees and 2 part time employees at a lower cost; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby

approves one part time Deputy Register of Deeds positions at Grade F pay of \$13.34 to \$15.02 per hour to be upgraded to one part time Senior Deputy Register of Deed position at Grade G pay of \$14.55 to \$18.43 per hour to be effective immediately upon the passing of this resolution.

REGISTER OF DEEDS

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Elected: Register of Deeds	1	
Chief Deputy Reg of Deeds	1	
Senior Deputy Reg of Deeds	3	
Deputy Reg of Deeds	2	2
Totals:	7	2

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Elected: Register of Deeds	1	
Chief Deputy Reg of Deeds	1	
Senior Deputy Reg of Deeds	3	1
Deputy Reg of Deeds	2	1
Totals:	7	2

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF REGISTER OF DEEDS

200 E Grand River, Howell, MI 48843
Phone 517.540.8823 Fax 517.546.5996
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 09/05/2012
Re: RESOLUTION APPROVING REQUEST FOR ONE PART TIME DEPUTY REGISTER OF DEEDS AT 20 HOURS TO BE RECLASSIFIED TO A PART TIME SENIOR DEPUTY REGISTER OF DEED POSITION AT 20 HOURS. – Register of Deeds / General Gov't / Finance / Full Board

Dear Board of Commissioners;

I feel I have been able to deliver outstanding service to the public from the Register of Deeds Office, even with all the budget cuts and reduction in personnel. I am very well aware of the restraints of a tight budget and do my best to work within the monetary confines set forth by the Board.

This last year I had an 8 year experienced employee, very distracted about some family issues at home that she was dealing with, come to me to request if she could work part time. I told her no because both part time positions were filled and I needed the full time position to remain due to the workload increasing. I then allowed her to take furlough hours for 3 of the 5 day week. I was able to accommodate her at that time.

She has now requested to switch positions with one of the part time employees now seeking full time employment. Because of her experience and knowledge of the office inner workings I would like to accommodate this request. However, upon checking the part time positions which I thought were Senior Deputy Register of Deed positions, I find they are not. The work load has increased as the year has progressed and I don't feel it would be possible to allow her to take furlough time again resulting in undue stress to the rest of the staff.

I am now asking the Board to consider that one of the 20 hour part time positions of Deputy Register of Deeds be upgraded to a 20 hour Senior Deputy Register of Deed position.

Finance staff has prepared a spreadsheet of switching the 2 positions for me and it will not increase my approved budget for 2012, but rather reduce it, and also reduce my 2013 personnel costs.

Sally Reynolds

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ADOPT THE TERMS AND CONDITIONS FOR ACCEPTING A GRANT FROM THE FEDERAL AVIAITON ADMINISTRATION AIRPORT IMPROVEMENT PROGRAM – April 2012 -- AIRPORT

WHEREAS, Livingston County has received several grants from the Airport Improvement Program and the Federal Aviation Administration toward the ongoing improvements at the Livingston County Airport; and

WHEREAS, in order to reduce the amount of paper associated with the acceptance of an individual grant, the FAA and MDOT have developed a procedure to reference the acceptance of the grant assurance terms in the grant document and not to include them in each individual grant document; and

WHEREAS, these terms and conditions become a part of each grant agreement by reference.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to adopt the Terms and Conditions for accepting a grant from the Airport Improvement Program dated April 2012.

BE IT FURTHER RESOLVED the Chair be authorized to sign the Term and Conditions upon review by Civil Counsel.

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Moved:

Supported:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

3480 W. Grand River
Howell, MI 48855
Phone 517.546.6675 Fax 517.546.6656
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: September 4, 2012
Re: FAA Grant Assurances

The FAA has again updated their grant assurances in accordance with the new Federal Aviation Administration authorizing legislation adopted by congress last spring. Very few changes have been made to the document, and none of them will directly affect our airport.

These grant assurances are included by reference with any federal funds we receive. I have included a summary of the changes attached to this document.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GRANT AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION TO FUND CRACK SEALING AT THE LIVINGSTON COUNTY AIRPORT -- AIRPORT

WHEREAS, the Michigan Department of Transportation, Office of Aeronautics has a state-wide program for the sealing of cracks in airport pavements; and

WHEREAS, several pavement joints in Taxiway Alpha are in need of re-sealing as well as some other miscellaneous cracks that have developed in airport pavements; and

WHEREAS, it is timely to seal these cracks this fall before the winter season; and

WHEREAS, the Michigan Aeronautics Commission has authorized a grant agreement to provide funding for these services; and

WHEREAS, The total amount of the grant agreement is \$15,000 and the local share (2.5%) will be \$375.00.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into a grant agreement with the Michigan Department of Transportation to fund the crack sealing at the Livingston County Airport in the amount of \$15,000 with a 2.5% local share of \$375.00.

BE IT FURTHER RESOLVED the local share of \$375.00 shall be paid from the airport operations fund upon receipt of an invoice from MDOT.

BE IT FURTHER RESOLVED the Chair be authorized to sign the Economic Necessity Certification for non-Primary Airports planning Routine Pavement Maintenance Projects upon review by Civil Counsel.

BE IT FURTHER RESOLVED the Chair be authorized to sign the Agreement upon review by Civil Counsel.

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Moved:

Supported:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

3480 W. Grand River
Howell, MI 48855
Phone 517.546.6675 Fax 517.546.6656
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: September 4, 2012
Re: Crack Sealing of Airport Pavements

This grant agreement totals \$15,000 with a 2.5% local share of \$375.00.

When Taxiway Alpha (north side of runway) was initially constructed, no pavement edge drains were included in the project. The heavy clay soils at the airport have held water under the pavement as it has no place to drain. This has caused the pavement to shift and the control joints in the pavement to open up and allow water to flow through the pavement joints. It is anticipated that an underdrain project will be undertaken next summer to remedy this problem. In the interim, re-sealing the cracks will help protect the pavement over the winter months.

The majority of this project will be on Taxiway A. There are three cracks in Taxiway B that will be repaired, as well as some miscellaneous crack at other locations on the airport.

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

**Economic Necessity Certification
for Non-Primary Airports planning
Routine Pavement Maintenance Projects***

Sponsor's Name: Livingston County

Airport Name: Livingston County Spencer J. Hardy Airport

As defined under Title 49 U.S.C., Section 47102 (3)(H), certain routine or periodic pavement maintenance projects are considered eligible for Federal funding for sponsors who are unable to fund maintenance under the grant assurances using their own resources, including the transfer of funds to the airport from other sponsor accounts. The sponsor or State must also have implemented a pavement maintenance management program based on Advisory Circular (AC) 150/5380-6.

I certify that the sponsor of the airport does not have funds available for pavement maintenance and has implemented a pavement maintenance plan. A copy of the airport's current pavement maintenance plan is on file.

Signed: _____ Date: _____
Sponsor's Authorized Representative

Insert Typed name and Title of Sponsor's Representative

Typed Name and Title of Sponsor's Representative

*Note: Paragraph 520 of the AIP Handbook, FAA Order 5100.38C: Routine maintenance projects are defined as cleaning, filling and/or sealing longitudinal and transverse cracks, grading pavement edges, maintaining drainage systems, pavement patching, seal coats, and remarking pavements.

FAA Resources:

The FAA Advisory Circulars can be found at:

http://www.faa.gov/regulations_policies/advisory_circulars/

The FAA Orders can be found at:

http://www.faa.gov/regulations_policies/orders_notices/

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPOINT ORGANIZED LABOR SECTOR MEMBER TO LIVINGSTON COUNTY WORKFORCE DEVELOPMENT COUNCIL

WHEREAS, Due to a resignation, there is an open organized labor seat on the Livingston County Workforce Development Council, and

WHEREAS, Nominations for this position have been solicited in accordance with provisions of the Workforce Investment Act (WIA), Workforce Development Agency, State of Michigan policy and WDC Bylaws; and

WHEREAS, The WDC Executive Committee of the Livingston County Workforce Development Council has reviewed said nominations; and

WHEREAS, The WDC Executive Committee is recommending appointment of the following nominees to the Workforce Development Council:

Grace Trudell <i>IBEW Local 58</i>	Organized Labor	Completing a 3 year term - Term ends 6/30/15
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WHEREAS, The following are nominated to serve as alternates for the members named below:

Alternate Member	For Council Member:	Sector Representation
Tim Hutchins, IBEW Local 58	Grace Trudell	Organized Labor

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoints the Workforce Development Council members and alternates with the terms and representative seats as outlined above.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director, Livingston County Michigan Works!
Date: 9/5/2012
Re: Appointment to Workforce Development Council

One current Workforce Development Council (WDC) member has resigned from the Council. The Workforce Investment Act (WIA) and state policy mandates that a majority of WDC members be representatives of the Private Sector with the remaining members coming from education, labor, Department of Human Services, rehabilitation agencies, economic development and community-based organizations. Members are appointed for staggered three-year terms, with about one-third of the seats expiring each year.

The current resignation is in the following sector:

Organized Labor - 1 seat

Nominations for these open positions were solicited in accordance with WIA and state rules. The Executive Committee of the Workforce Development Council reviewed all the nominations and recommends the following:

Organized Labor **Grace Trudell** **IBEW Local 58**

In addition, state policy allows members to have alternates appointed to the WDC, providing the alternate is from the same sector as the member who they represent. As a result, nominations for the alternate position were solicited in accordance with state policy. Three nominations were received and the nominating committee of the Workforce Development Council recommends the appointment of the following nominee to act as an alternate:

Organized Labor **Tim Hutchins (for Grace Trudell)** **IBEW Local 58**

A complete list of all nominees appears in the tables below. While the WDC nominating committee has made recommendations, the Board of Commissioners is not bound by these recommendations and can choose to appoint any of the nominees.

A resolution appointing individuals to the Workforce Development Council is also attached for your consideration.

**MEMBER NOMINATIONS
LIVINGSTON COUNTY
WORKFORCE DEVELOPMENT COUNCIL 2012**

NOMINEE	SECTOR REPRESENTATION	SOURCE OF NOMINATION
Grace Trudell , IBEW Local 58 Alternate- Tim Hutchins, IBEW Local 58	Organized Labor	Michigan State AFL-CIO

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE RENEWAL OF THE *JOB FIT ASSESSMENT* PROGRAM LICENSE FOR USE BY LIVINGSTON COUNTY MICHIGAN WORKS!

WHEREAS, In 2011, Livingston County Michigan Works! procured the *Job Fit Assessment* program for use as a comprehensive/specialized assessment; and

WHEREAS, The *Job Fit Assessment* is a web-based instrument which allows job seekers to identify occupations and career fields that fit their background and interests and allows employers to identify applicants who match the profile of successful workers at their company, and

WHEREAS, During its first year of use in Livingston County, more than 1,200 job seekers used Job Fit and it is projected that more than 3,000 will take the test in the second year, and

WHEREAS, The license fee for the *Job Fit Assessment* is \$14,897.68 for a 1-year unlimited use, license renewal, and

WHEREAS, There are sufficient funds in the workforce development grants administered by Michigan Works! to pay for the license renewal.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the purchase of the license renewal for the *Job Fit Assessment* program in the amount of \$14,897.68 for Livingston County Michigan Works!

BE IT FURTHER RESOLVED, that the Director of Livingston County Michigan Works! is authorized to sign the license agreement.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director, Livingston County Michigan Works!
Date: 8/30/2012
Re: *Job Fit* license renewal

In 2011, Livingston County Michigan Works purchased a one-year site license for a web-based assessment tool developed by Profiles International, Inc., called *Job Fit*. The tool is designed to help employers find candidates for open positions who match the profiles of successful incumbents in similar positions within their company. The employer is provided with a profile of the candidate showing how closely they match the ideal candidate, and offers a series of interview questions which the employer can use to evaluate the strengths and weaknesses of the candidate.

The tool is also useful as a career planning tool for job seekers, as it provides them with a comprehensive analysis of job categories that match their identified skills, interests and personality. It includes a resume tool that helps job seekers incorporate their strengths into their resume. Since many job seekers are transitioning to new careers, this tool has proven beneficial in helping them identify suitable jobs.

Job Fit is widely used by many major employers, and by workforce programs throughout the country and state. Because many of the Michigan Works! agencies in our region also use the tool, we are able to have access a larger pool of candidates who have taken the survey, thus increasing the chances of finding a successful match for our employers. Companies that routinely use *Job Fit* report lower turnover and reduced recruitment costs.

We originally purchased the license in June 2011 at a discounted rate because we were able to piggyback on procurements of a neighboring Michigan Works! Area. We now need to renew the license for a second year at a cost of \$14,897.68. We expect about 3,000 job seekers will take the *Job Fit* assessment, making the unit cost about \$5.00 per assessment, however there is no limit on the number of people who can take the test at that price. More than 1,200 people took the test during our first year. As more employers begin to use *Job Fit* we expect that the number of job seekers taking the test will increase substantially. There are sufficient funds in our

workforce development grants to pay these charges. We have also prepared the attached analysis of other widely used assessment tools. In our judgment, *JobFit's* comprehensive nature makes it a much more cost effective tool than traditional interest, personality, achievement or aptitude tests. Unlike many other assessment tools, it has low impact on staff time and resources because it does not have to be proctored or scored, and there are no test materials to order and store.

We are requesting approval from the Livingston County Board of Commissioners to renew the license and continue use of the *Job Fit Assessment* program. Attached is a resolution that approves the renewal of our site license.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING RENOVATIONS TO THE ANIMAL SHELTER BY CREATING A QUARANTINE ROOM AND REPAIRING THE EXTERIOR DOG RUNS – Animal Control/General Government/Finance/Board

WHEREAS, the animal shelter does not have adequate space to quarantine sick or injured animals which increases the likelihood of disease transmission to the general animal population, and

WHEREAS, a very successful spay/neuter program has resulted in the need for additional storage space, and

WHEREAS, the current exterior dog runs are creating a sanitation problem, since liquid is flowing back into the main kennel area and snow accumulates in winter, and

WHEREAS, contingency funds in the amount of \$58,000 were set aside in 2012 to use for these projects, and

WHEREAS, the Animal Control Donation Fund can be used for a portion of the cost since it will aid in the low cost spay/neuter program.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorize the construction of these projects at a cost not to exceed \$100,000, funded by the Animal Shelter Donation Account in the Trust and Agency Fund at \$50,000 and the remainder from the contingency funds set aside in the 2012 budget.

BE IT FURTHER RESOLVED that if construction is required beyond the end of 2012 that the authorization and necessary funds be carried forward through 2013.

BE IT FURTHER RESOLVED that \$50,000 from the Animal Shelter Donation Account in the Trust and Agency Fund be transferred to the 2012 Animal Control Operating Budget.

#

MOVED:

SECONDED:

CARRIED:

PROBABLE COST STATEMENT

Lindhout Associates architects aia pc

v.lindhout.com



10465 citation drive, brighton, mi 48116

810-227-5668 (fax) 810-227-5855

LC Animal Shelter - Exterior Dog Runs

COMM. NO. 0051

PRELIMINARY STATEMENT OF PROBABLE PROJECT COSTS

7/16/2012

COMPONENT DESCRIPTION	UNITS	UNIT COST	TOTAL
DEMOLITION			
REMOVE & STORE CHAIN LINK	1 allow	450.00	\$450.00
DEMO CONC PAVING (small machine)	705 s.f.	4.50	\$3,172.50
DUMPSTER (misc debris)	1 allow	300.00	\$300.00
CONCRETE HAULING & DISP.	1 allow	850.00	\$850.00
SUB SECTION TOTAL			\$4,772.50
NEW WORK			
SUBBASE PREP/EXCAVATION	705 s.f.	0.60	\$423.00
CONCRETE SLAB w/ INT. GUTTER	705 s.f.	5.50	\$3,877.50
ROOF FRAMING	630 s.f.	6.00	\$3,780.00
ROOFING	630 s.f.	4.25	\$2,677.50
REINSTALL CHAIN LINK	1 allow	675.00	\$675.00
LAWN REPAIR	1 allow	300.00	\$300.00
SUBSECTION TOTAL			\$11,733.00
MECHANICAL SYSTEMS			
	0	0.00	\$0.00
	0	0.00	\$0.00
SUBSECTION TOTAL			\$0.00
ELECTRICAL SYSTEMS			
	0	0.00	\$0.00
	0	0.00	\$0.00
SUBSECTION TOTAL			\$0.00
Total Hard Construction Costs			\$16,505.50
CONTRACTOR FEES			
Pre-Design Contingency	10%	\$16,505.50	\$1,650.55
CONTRACTOR'S G.C., FEES, INSUR.	18%	\$18,156.05	\$3,268.09
Construction Contingency	5%	\$21,424.14	\$1,071.21
100% Performance & Labor Bond	3%	\$22,045.35	\$661.36
TOTAL BUILDING CONTRACT			\$23,156.71
	\$23,156.71	630 =	\$37 s.f.
A&E FEES			
Design - Field Measure	4	\$85.50	\$342.00
Construction Drawings	32	\$85.50	\$2,736.00
Bidding (Public Advertized)	24	\$85.50	\$2,052.00
Construction Observation	20	\$85.50	\$1,710.00
TOTAL PROBABLE PROJECT COSTS			\$29,996.71

From the desk of **Adam Hermesch**
 415 Osage Ave.
 Kansas City, KS 66105
 toll free 888.551.4060
 office 913.281.0722 ext. 2815
 cell 913.575.0823
 fax 913.281.3315
T-Kennel.com



Name: Debbie Oberle
Organization: Livingston County Animal Control
Address: 418 S. Highlander Way
City, State, Zip: Howell, MI 48843
Phone: 517-546-2154
Cell:
Email: doberle@co.livingston.mi.us

Date: 8/3/2012
Updated:

QTY	PART NUMBER	ITEM DESCRIPTION	UNIT PRICE	EXTENDED PRICE
Double Kennels on Concrete				
(3) 3' W x 8' L x 6' H				
6		Gates - Hot Dipped Galvanized Mesh 3' W x 6' H	\$300.00	\$1,800.00
3		Back Panel w/ Vertical Slide (Counter-Balanced Pulley System) 3' W x 6' H	\$555.00	\$1,665.00
8		Side Panels - Lower 4' PVC; Upper 2' Hot Dipped Galvanized Mesh 4' L x 6' H	\$410.00	\$3,280.00
3		Full T Cover - Stainless Steel 3' W	\$115.00	\$345.00
2		King Starter/Filler Post	\$25.00	\$50.00
		Cleaning Supplies by Health Technology; Mel Forbes mforbes@htproducts.net		
		Computer Software by K9Bytes; Josh josh@k9bytesoftware.com		
		Kennel Beds by PetCot; Kim Milantoni kim@petcot.com		
		List of Experienced Installers by Request		

Liftgate services provided at additional charge.

SUB TOTAL	\$7,140.00
SHIPPING AND HANDLING (Subject to Change)	\$448.90
TOTAL CONTRACT PRICE	\$7,588.90

Customer is responsible to pay taxes if local state sales tax applies.

Set Up Cost is NOT included in this price. Please contact us for a list of experienced installers.

Manufacturing of material does not start until signed quote, order confirmation, layouts, color selection and 50% deposit are received by T-Kennel.

T-Kennel and or Shor-Line are not responsible for the unloading of materials from the truck / trailer. This will be the soleresponsibility of the buyer or facility.

 Authorized Company Signature

 Date

IMPORTANT INFORMATION:

Allow 8 to 10 weeks to receive your order.

T-Kennel's bid is for the materials listed on this quote. NO other material will be provided or is to be implied.

Quote based on standard materials, unless specified. All specials should be noted on the quote or drawing.

There is a 15% restocking fee and the cost of shipping should a product be returned at customer request or error.

All plumbing requirements and fittings are the customer's responsibility.

T-Kennel provides a one year warranty. Inquire for additional details.

Prices within this quote are firm for 60 days.

Prices based on 50% percent down payment (non-refundable deposit). Unless specified.

Check List: Make sure there is nothing on the walls where the kennel parts will be assembled, such as fixtures, light switches, widows, etc

GENERAL INFORMATION:

If the install is completed by the customer or customer contractor, all the materials (tools) required to complete the install will need to be purchased by the customer.

T-Kennel **ONLY** provides the hardware.

Estimated time for the installation depends on the skill of the installer.

Set-up by customer or 3rd party. T-Kennel does **NOT** install the kennel materials.

Sealant and hardware included.

T-Kennel's standard gate mounts to the left and opens in or out. Standard gate provided unless specified.

The process in which the kennels are maintained and cleaned can determine the amount of maintenance required.

PROBABLE COST STATEMENT

Lindhout Associates architects aia pc

w.lindhout.com



10465 citation drive, brighton, mi 48116

810-227-5668 (fax) 810-227-5855

LC Animal Shelter - Quarantine Room

COMM. NO. 0051

PRELIMINARY STATEMENT OF PROBABLE PROJECT COSTS

7/16/2012

COMPONENT DESCRIPTION	UNITS	UNIT COST	TOTAL
DEMOLITION			
SAW CUTTING (perim & UG San)	0 l.f.	18.00	\$0.00
CONCRETE SLAB (perim & UG San)	312 s.f.	6.00	\$1,872.00
SECTIONAL DOOR	1 allow	250.00	\$250.00
CUT DOOR OPNG to Vet Surg Area	1 allow	200.00	\$200.00
DUMPSTER (misc debris)	1 allow	300.00	\$300.00
CONCRETE HAULING & DISP.	1 allow	550.00	\$550.00
SUB SECTION TOTAL			\$3,172.00
 NEW WORK			
SUB BASE PREP/EXCAVATION	150 s.f.	1.50	\$225.00
2" x 24" PERIM INSUL	100 s.f.	1.25	\$125.00
CONCRETE SLAB w/ fiber mesh	312 s.f.	5.00	\$1,560.00
EPOXY FLOORING	312 s.f.	4.25	\$1,326.00
PERM WALLS - Insulated	400 s.f.	8.50	\$3,400.00
CEILING - GYP insulated	312 s.f.	9.50	\$2,964.00
DOUBLE DOOR - Exterior (no stoop)	1 allow	1500.00	\$1,500.00
SINGLE DOOR - Interior (42")	1 allow	950.00	\$950.00
EXTERIOR SIDING	100 s.f.	4.00	\$400.00
LAWN REPAIR	0 allow	300.00	\$0.00
SUBSECTION TOTAL			\$12,450.00
 MECHANICAL SYSTEMS			
Underground Plmbing - ex. san conn	2	1200.00	\$2,400.00
Floor Drain - non priming	1	125.00	\$125.00
Wash Tub - Fiberglass	1	550.00	\$550.00
Exhaust Fan - ERV unit with M.A.	1	5800.00	\$5,800.00
HVAC - DUCTLESS wall unit	1	3600.00	\$3,600.00
SUBSECTION TOTAL			\$9,950.00
 ELECTRICAL SYSTEMS			
Distribution - Subpanel	312	9.00	\$2,808.00
Lighting & Power	312	7.00	\$2,184.00
SUBSECTION TOTAL			\$4,992.00
Total Hard Construction Costs			\$33,089.00
 CONTRACTOR FEES			
Pre-Design Contingency	10%	\$33,089.00	\$3,308.90
CONTRACTOR'S G.C., FEES, INSUR.	18%	\$36,397.90	\$6,551.62
Construction Contingency	5%	\$42,949.52	\$2,147.48
100% Performance & Labor Bond	3%	\$45,097.00	\$1,352.91
TOTAL BUILDING CONTRACT			\$46,449.91
\$46,449.91	312	=	\$149 s.f.
 A&E FEES			
Design - Field Measure	8	\$85.50	\$684.00
Construction Drawings - Architectural	48	\$85.50	\$4,104.00
Construction Drawings - M.E.P.	32	\$150.00	\$4,800.00
Bidding (Public Advertized)	24	\$85.50	\$2,052.00
Construction Observation	40	\$85.50	\$3,420.00
TOTAL PROBABLE PROJECT COSTS			\$61,509.91

THIS STATEMENT DOES NOT INCLUDE KENNELS/MASON SILVAS SEAL or associated INSTALLATION COSTS



Memorandum

To: Livingston County Board of Commissioners
From: Ted Westmeier/Debbie Oberle
Date: September 5, 2012
**Re: Resolution Authorizing Renovations to the Animal Shelter by
Creating a Quarantine Room and Repairing the Exterior Dog
Runs**

We are requesting authorization to utilize a portion of the \$58,000 in contingency funds set aside in the 2012 budget and \$50,000 from the Donation Fund within Animal Control to renovate the animal shelter facility. One area of need is the creation of an acceptable area to quarantine the sick and injured animals which will minimize the spread of disease throughout the kennel. Housing sick animals with the general population might result in the spread of very contagious diseases, sometimes requiring euthanasia of the entire population. It will also be used as additional storage and assist with the space needs due to the very successful low cost spay/neuter program. In addition court ordered long term sheltered animals will be housed so they are not mixed with the general population.

The other renovation is the outdoor dog runs. The pads have shifted and liquid runs back into the facility. When it snows there is no place to pile the snow due to the fencing. The existing runs will need to be removed and new runs installed. We are recommending a roof be installed to eliminate the need to shovel snow.

The projects were reviewed by Mike Kennedy, Lindhout Associates, for total probable costs. The quarantine room renovation will cost \$70,000 including kennels and the renovation to the exterior dog runs is \$30,000. In order to cover the cost of these much needed renovations we recommend using \$50,000 from the Animal Control Donation Fund and the remainder from the contingency fund approved in the 2012 budget.

If you have any additional questions please contact us.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/12 THROUGH 9/30/13 - Health Department

WHEREAS, the Livingston County Department of Public Health has determined a need for provision of the delivery of comprehensive health services; and

WHEREAS, these services are basic, required and allowable health services under Act 368 Public Acts of 1978, and individual categorical contractual services; and

WHEREAS, the Michigan Department of Community Health provides a contractual relationship to partially reimburse Livingston County for the following health services which represent an initial appropriation that may be revised by future amendment:

Essential Local Public Health Services - MDCH	\$281,229
Essential Local Public Health Services - MDA	113,386
Essential Local Public Health Services - MDEQ - Drinking Water	104,277
Essential Local Public Health Services - MDEQ - On-Site Sewage.....	142,327
Women, Infants & Children	331,930
Women, Infants & Children Breastfeeding	23,038
Maternal & Child Health	39,490
Vaccine Quality Assurance	10,332
Immunization IAP.....	79,420
Immunization Field Rep.....	5,000
Children's Special Health Care Services (CSHCS)	80,000
TB Control	100
Bioterrorism Emergency Preparedness	107,790
Bioterrorism Cities Readiness Initiatives	45,000
Bioterrorism Regional EPI Support	5,000
TOTAL	<u>\$1,368,319</u>

WHEREAS, the Michigan Department of Community Health may propose future amendments for the purpose of revising the funding or terms of the Agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an Agreement with the Michigan Department of Community Health for the delivery of comprehensive health services in Livingston County during the period of October 1, 2012 through September 30, 2013, upon review by civil counsel.

BE IT FURTHER RESOLVED that \$1,368,319 shall be allocated to the Health Fund Account 221 to support the provisions of the Comprehensive Health Services Agreement authorized herein.

BE IT FURTHER RESOLVED that future amendments for monetary and contract language adjustments of the above-referenced Agreement be authorized upon review by Civil Counsel.

BE IT FURTHER RESOLVED that any deletions or additions of programs shall require Board approval.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Ted Westmeier
Date: August 23, 2012
**Re: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE
DELIVERY OF COMPREHENSIVE HEALTH SERVICES
FOR THE PERIOD OF OCTOBER 1, 2012 THROUGH
SEPTEMBER 30, 2013**

The attached resolution establishes continuation of the agreement with the Michigan Department of Community health for the delivery of comprehensive health services. The MDCH provides funding to partially reimburse the county for services covered in the agreement. This resolution establishes the agreement for the period October 1, 2012 through September 30, 2013.

If you have any questions regarding this matter please contact me at (517) 552-6801.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE LENAWEЕ-LIVINGSTON-WASHTENAW SUBSTANCE ABUSE ADVISORY COUNCIL BY-LAWS – Public Health/General Government/Finance/Board

WHEREAS, the membership of the Substance Abuse Advisory Council has changed to include Lenawee County, and

WHEREAS, this requires a change in the By-Laws which governs the actions of the Council, and

WHEREAS, the primary changes involve council membership, appointment and length of term to incorporate Lenawee County as a member, and

WHEREAS, the Council approved the revisions during a special meeting on August 14, 2012.

THEREFORE BE IT RESOLVED that the Board of Commissioners approves the revised By-Laws as presented which includes Lenawee County as a member of the Substance Abuse Advisory Council.

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MOVED:

SECONDED:

CARRIED:

ACTION REQUESTED:

Review and approve changes in the Livingston Washtenaw Substance Abuse Advisory Council (SAAC) By-Laws.

BACKGROUND:

The SAAC By-Laws were last reviewed and modified in 2009. Since then, we will be adding Lenawee County to the Coordinating Agency (CA), as the MidSouth Substance Abuse Commission is dissolving. Therefore, we must update the by-laws for the Advisory Council and the CA name. These changes must be approved by the WCHO Board, Lenawee County Board of Commissioners, and the Livingston County Board of Commissioners. By approving this action, we will begin to further the integration of Lenawee County into the WCHO CA.

The development of the changes was a joint effort of council members and two representatives from Lenawee County: Commissioner Ralph Tillotson and Commissioner Cletus Smith, who currently sit on the MidSouth Board. Voting for this recommended change was managed through a special meeting of the council on August 14, 2012 where all agreed on the final language. This document must be approved by the WCHO Board, the Lenawee County Board of Commissioners, and the Livingston County Board of Commissioners.

Once approved, all council members will need to be reappointed effective October 1, 2012. The language allows for 3 year appointments (section III-C, length of term). However, in order to provide for the staggering of members, we will have an exception that will allow for members to have 1, 2, or 3 year appointments initially. Note: the Washtenaw membership will be reduced from 8 to 6 members at this time.

RECOMMENDATIONS:

Approve proposed changes.

BY-LAWS

LENAWEE-LIVINGSTON-WASHTENAW SUBSTANCE ABUSE

ADVISORY COUNCIL

ARTICLE I – Name

As mandated by P.A. 368 of 1978 of the State of Michigan, there shall be a local substance abuse advisory council for Lenawee, Livingston and Washtenaw Counties. This advisory council shall be named the Lenawee-Livingston-Washtenaw Substance Abuse Advisory Council (LLWSAAC), hereafter called the Council.

ARTICLE II – Objectives of the Council

To assist the Coordinating Agency Governing Board by:

- A. Providing an opportunity for individuals within the applicant's service delivery area to comment upon the issuance of a substance abuse services license.
- B. Assisting in the development of a comprehensive substance abuse service delivery plan.
- C. Providing review and recommendations to the Governing Board of the progress and effectiveness of services delivered in accordance with the plan.
- D. Assuring that a mechanism exists for community input on substance abuse needs and services throughout the region.
- E. Providing such other assistance to the Coordinating Agency as necessary.

ARTICLE III – Membership of the Council

- A. The council shall be made up of a maximum of fourteen (14) members, maximum of 6 from Washtenaw County, a maximum of 4 from Livingston County, and a maximum of 4 from Lenawee County:
 1. Six (6) representatives from Washtenaw County, appointed by the Coordinating Agency Governing Board, four (4) representatives from Livingston County, appointed by the Livingston County Board of Commissioners, and four (4) representatives from

Lenawee County, appointed by the Lenawee County Board of Commissioners.

2. Each county shall not have a majority of licensed program representatives over community representatives/consumers.
3. Community representatives/consumers shall reside in the county represented, and shall not be employees of a licensed program in any of the three member counties.

B. Vacancies During Term of Office:

1. All vacancies shall be filled by the respective appointing organization.
2. All vacancies shall be filled only until expiration of the term.

C. Length of Term:

1. All representatives shall serve three-year terms, starting October 1, of the year appointed.
2. Appointments shall be effective upon approval of the respective organization.
3. All reappointments shall be made by the respective appointing organization.
4. Terms shall be staggered to ensure that no more than 30% of council members turn over each year.

D. Attendance:

1. Meeting attendance may be face to face or through electronic participation via phone or video conference when available.
2. Conference call participation must be arranged prior to the meeting.

E. Termination and Resignation:

1. A member must resign in writing to the appointing body and to the Coordinating Agency.
2. In the absence of a written resignation, three (3) consecutive absences from regularly scheduled meetings without prior notification or four (4) consecutive absences regardless of notification, would require a request for reappointment.

ARTICLE IV – Meetings

- A. Regular meetings shall be scheduled at least six times per year, at least once each quarter, with each county being the site for at least two meetings during the calendar year.
- B. Written notification and agenda shall be made at least one week in advance of all regularly scheduled meetings.
- C. Special meetings may be called by the Chairperson or Acting Chairperson of the Council or by four (4) members of the Council.
- D. Council members must receive prior notification, in writing, of special meetings.
- E. Eight (8) active members of the Council shall constitute a quorum, *with* representation from each county. In the case of a minimum membership, 50% plus 1 with representation from each county will constitute a quorum.
- F. Motions shall be passed by a majority vote of those present.
- G. All regular and special meetings are open to the public. Minutes will be made available.

ARTICLE V – Officers

- A. The Chairperson, Vice-Chairperson, and Secretary shall be elected by the Council. Elections shall be held annually in October.
- B. Duties and Responsibilities:
 - 1. The Chairperson shall:
 - a. Call meetings.
 - b. Preside over meetings.
 - c. Appoint special committees as deemed necessary.
 - d. Serve ex-officio on all committees with the right to vote.
 - e. Make appointments as necessary.
 - 2. The Vice-Chairperson shall, in the absence of the Chairperson, assume the duties of the Chairperson.
 - 3. The Secretary shall:
 - a) Assure that minutes are kept and distributed

- b) Keep attendance of members at meetings.
4. The Officers shall serve one year terms, and may be renewed.

ARTICLE VI – Amendments

- A. The By-laws may be amended by a majority vote of the total membership of the Council, provided that notice of proposed amendments is made available in writing to members at least two weeks in advance.
- B. Amendments shall not become effective until they have been reviewed and accepted by the Livingston County Board of Commissioners and the Lenawee County Board of Commissioners, and approved by the Governing Board of the Coordinating Agency, Washtenaw Community Health Organization.

ARTICLE VII – COMMITTEES

- A. Ad Hoc Committees may be formed by the Council at any time and shall act only on the direction of the council.
- B. Committee membership may include individuals other than Council Members, but each Committee must have a least one Council member appointed to it.
- C. One committee shall consist of recipients of recovery services and act to inform the Council on recipient issues.

ARTICLE VIII

- A. For all items not otherwise covered in the By-Laws, Roberts Rules of Order shall apply.

**Council Adopted Revised By-
Laws 12/02/02
Revised 10/27/03
Revised 06/22/09
Revised 08/14/12**



Memorandum

To: Livingston County Board of Commissioners
From: Ted Westmeier
Date: September 4, 2012
**Re: Resolution Approving the Lenawee-Livingston-Washtenaw
Substance Abuse Advisory Council By-Laws**

In accordance with the requirements of Act 368 of 1978, known as the Michigan Public Health Code, a substance abuse advisory council is to be formed to assist in determining the needs of the organization in providing substance abuse treatment and prevention programs. The Washtenaw County Health Organization is the Substance Abuse Coordinating Agency for Livingston County and has until now been served by the Livingston-Washtenaw Substance Abuse Advisory Council. Due to coordinating agency organizational changes within the State of Michigan, Lenawee County is no longer being served by the Mid South Substance Abuse Coordinating Agency. They have decided to join the Livingston-Washtenaw Council.

The proposed by-laws changes are necessary to include representation from Lenawee County. The Council will be represented by four members from Lenawee, four members from Livingston, and six members from Washtenaw. Appointments will need to be made on October 1st of each year. In 2012 the members need to be appointed for one, two and three year terms to permit a turn over of no more than 30% each year.

I recommend that the Board of Commissioners approve the By-Laws as presented.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE ADOPTION OF THE IT RATE ANALYSIS AS THE PREFERRED METHODOLOGY FOR PREPARING THE ANNUAL IT BUDGET - [INFORMATION TECHNOLOGY]

WHEREAS, the Information Technology department provides services to many internal and external customers throughout the county; and

WHEREAS, several of the IT customers are funded through Federal and State grant programs; and

WHEREAS, the Office of Management and Budget (OMB) Circular A-87 provides guidance on how those federally funded entities can be charged for Internal Service Fund expenditures; and

WHEREAS, MGT of America has prepared a rate study that is in compliance with OMB Circular A-87 for the departments that are funded by Federal grant programs; and

WHEREAS, the rate study provides a more streamlined approach to creating the annual budget for the IT department and will be reviewed annually; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the adoption of the methodology set forth in the rate study prepared by MGT of America as the preferred method for creating the annual IT budget.

#

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

pmcnamara@co.livingston.mi.us
Phone (517) 548-3230 Fax (517) 545-9608
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Paul McNamara
Date: 9/5/2012
Re: Adoption of the IT Rate Analysis

The Information Technology Department is requesting approval of the methodology set forth in the IT Rate Study conducted by MGT of America. The last rate study that was conducted for the IT department was in 2000. In the past 12 years IT has begun providing service to entities beyond those that are county departments. To ensure that the rates being charged to the users is accurate it was determined that a new rate study be commissioned.

In the process of conducting the rate study we learned that the Federal Government has increased the reporting requirements for departments that are funded by federal grant dollars. The Office of Management and Budget (OMB) Circular A-87 provides the requirements and the level of reporting and that the county will be held to in the event that a Federal Auditor questions the IT expenses.

The rate study as prepared by MGT of America provides the level of detail, defensibility, and transparency if ever there was a question by a Federal agency. The methodology used by MGT is explained in the attachment to this resolution.

Finally, the rate study provides a more streamlined approach to the preparation of the annual IT budget. The plan will be reviewed and adjusted accordingly on an annual basis due largely to the changing demands of the county departments.

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