

# GENERAL GOVERNMENT and HEALTH AND HUMAN SERVICES

2/11/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

## AGENDA

**1. CALL MEETING TO ORDER**

**2. APPROVAL OF MINUTES**

Meeting Minutes Dated: January 7, 2013

**3. APPROVAL OF AGENDA**

**4. REPORTS**

Year End 2012 Public Health

**5. CALL TO THE PUBLIC**

**6. RESOLUTIONS FOR CONSIDERATION**

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**07 Public Health**

RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL TIME PROGRAM CLERK II POSTION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) FULL TIME PROGRAM CLERK II

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**08 Public Health**

RESOLUTION AUTHORIZING THE DIRECTOR OF PERSONAL AND PREVENTIVE HEALTH SERVICES AND THE DIRECTOR OF ENVIRONMENTAL HEALTH TO ATTEND OUT OF STATE TRAINING

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**09 Animal Control**

RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART TIME ANIMAL CONTROL ASSISTANT (ACA) POSITION WITHIN ANIMAL CONTROL DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) PART TIME ANIMAL CONTROL ASSISTANT

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**10 Michigan Works**

RESOLUTION APPROVING THE PROGRAM YEAR 2012 WORKFORCE INVESTMENT ACT (WIA) INCENTIVE GRANT PLAN

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**11 Airport**

RESOLUTION TO AMEND RESOLUTION 2012-11-314 WHICH AUTHORIZED A LEASE AGREEMENT WITH EXPERIMENTAL AIRCRAFT ASSOCIATION CHAPTER 1056 TO CHANGE THE NAME OF THE TENANT TO 1056 HANGAR GROUP LLC, A MICHIGAN LIMITED LIABILITY CORPORATION -- AIRPORT

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- 12 Airport**  
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN ACKNOWLEDGEMENT AND CONSENT TO MORTGAGE AGREEMENT WITH FIRSTBANK, OF MT. PLEASANT, MICHIGAN ON BEHALF OF LIVINGSTON AVIATION LLC -- AIRPORT
- 
- 13 Information Technology**  
RESOLUTION AUTHORIZING ENTERING INTO A MICROSOFT ENTERPRISE AGREEMENT AND THE PURCHASE OF SOFTWARE ASSURANCE FOR MICROSOFT SERVER AND DESKTOP APPLICATIONS IN ACCORDANCE WITH THE IT STRATEGIC PLAN - INFORMATION TECHNOLOGY
- 
- 14 Information Technology**  
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO CDWG FOR CISCO-IRONPORT S-SERIES WEB SECURITY AND EMAIL SECURITY ONE YEAR RENEWAL/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT
- 
- 15 Information Technology**  
RESOLUTION AUTHORIZING THE PURCHASE OF A ONE YEAR MAINTENANCE AGREEMENT FOR LIVINGSTON COUNTY INFORMATION TECHNOLOGY'S EMC SAN's (STORAGE AREA NETWORK) INCLUDING SOFTWARE, HARDWARE AND SERVICES WITH CDWG- INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE
- 
- 16 LETS**  
RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S./General Government
- 
- 17 LETS**  
RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT FISCAL YEAR 2014 - L.E.T.S./General Government
- 
- 18 LETS**  
RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2014 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S./General Government
- 
- 19 Car Pool**  
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (Vehicles) AND TO AMEND THE FISCAL YEAR 2013 MOTOR POOL BUDGET - Motor Pool/General Government

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**20. ADJOURNMENT**

2012 Year End	BRIGHTON	COHOCTAH	CONWAY	DEERFIELD	GENOA	GREEN OAK	HAMBURG	HANDY	HARTLAND	HOWELL	IOSCO	MARION	OCEOLA	PUTNAM	TYRONE	UNADILLA	TOTALS
<b>SOIL EVALUATIONS</b> Vacant	5		2	3	3	6	2	1	6	3	1	4	6	6	3	3	54
Replacement	42	6	1	4	10	20	20	5	13	6	2	8	7	7	12	4	167
<b>RESIDENTIAL SEPTIC</b> New	23	1	2	4	2	28	10	1	5	1	2	10	8	19	7	2	125
Replacement	33	3	1	4	7	22	16	4	11	4	1	5	6	8	9	4	138
<b>COMMERCIAL SEPTIC</b> New						1						1					2
Replacement						4											4
<b>RESIDENTIAL WELL</b> New	36	1	3	3	6	27	15		7	3	2	7	8	18	15	3	154
Replacement	31	11	3	8	29	29	38	4	14	8	2	8	11	12	11	8	227
<b>COMMERCIAL WELL</b> New	3					3			1				1	1			9
Replacement	1		1			3	1									1	7
Complaints	18			1	7	5	2	6	5	8	1	5		3	2	1	64
Alteration/Reconstruction	70	10	12	14	57	62	85	14	42	22	10	40	26	34	42	18	558
Denied	1																1
<b>APPEALS</b> - Administrative	1											1					2
Denied																	0
- Board of Appeals						1											1
<b>TOTALS</b>	264	32	25	41	121	211	189	35	104	55	21	89	73	108	101	44	1513
Food Service Inspections																	
Food Hearings																	
<b>FOOD PLAN REVIEW</b> New																	
Remodel																	
Temporary Food Inspections																	
DHS Inspections	10	2	3	2	13	2	6	3	5	6	2	7	4	8	5	5	83
Subdivisions																	
Total Lots ***																	

\*\*\*WS=Well & Septic  
 WO=Well Only  
 SO=Septic Only  
 CS=Community Septic



## LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH

2300 East Grand River Avenue, Suite 102 Howell, Michigan 48843-7578  
Environmental Health Division 517-546-9858 www.lchd.org

### MEMORANDUM

**TO:** Ted Westmeier, Health Officer

**FROM:** Dianne McCormick, RS  
Director of Environmental Health

**DATE:** January 10, 2013

**RE:** Environmental Health Activities

PROGRAM		YEAR END 2010 TOTALS	YEAR END 2011 TOTALS	YEAR END 2012 TOTALS
Onsite Wastewater Disposal		YTD	YTD	YTD
Permits Issued	New	57	57	126
	Replacement	142	134	142
Water Well Permits Issued	New	61	91	165
	Replacement	245	199	234
Soil Evaluations – Vacant Parcel		30	39	54
Soil Evaluations – Replacement		159	156	168
Complaints Investigated		104	55	64
Home Alteration/Addition Request		461	487	560
Fixed Food Service Evaluations		735	760	765
Food Hearings/Compliance Conf.		5	9	1
Food Plan Reviews		22	13	24
Temporary Foods		106	96	75
Administrative Appeal Hearings		0	2	2
Board of Appeal Hearings		0	0	1
Adult Foster/Child Daycare		79	100	83
Subdivision Review		0	0	0
- WS = Well & Septic	Sub #			
- WO = Well Only		0	0	0
- SO = Septic Only	Lot #			



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

January 17, 2013

Ted Westmeier, R.S., M.P.H.  
Director/Health Officer  
Livingston County Department of Public Health  
2300 East Grand River Avenue, Suite 102  
Howell, Michigan 48843-7578

Dear Mr. Westmeier:

SUBJECT: Self-Assessment of the Private and Type III Public Water Supply Program

This is to acknowledge receipt and acceptance by the Department of Environmental Quality (DEQ), Office of Drinking Water and Municipal Assistance (ODWMA), of the Fiscal Year (FY) 2012 (October 1, 2011, through September 30, 2012) self-assessment completed by the Livingston County Department of Public Health's (LCDPH) Private and Type III Public Water Supply Program. The DEQ review of your self-assessment indicates compliance with the Minimum Program Requirements.

Thank you for completing the assessment and, moreover, for the efforts of you and your staff to provide effective drinking water supply services for Michigan residents.

If you have any questions, please contact Mr. Joe Crigier at 517-241-1389; [crigierj@michigan.gov](mailto:crigierj@michigan.gov); or you may contact either of us at DEQ, ODWMA, P.O. Box 30241, Lansing, Michigan, 48909-7741.

Sincerely,

Dana DeBruyn, R.E.H.S., Chief  
Noncommunity & Private Drinking Water Supplies Unit  
Environmental Health Section  
Office of Drinking Water and Municipal Assistance  
517-241-1368/[debruynd@michigan.gov](mailto:debruynd@michigan.gov)

dd:cfl

cc: Ms. Dianne McCormick, Director of Environmental Health, LCDPH  
Mr. Joe Crigier, DEQ

# PERSONAL & PREVENTIVE HEALTH SERVICES REPORT

MONTH: DECEMBER 2012

## A. MATERNAL / CHILD HEALTH

### 1. MATERNAL HEALTH PROMOTION

	Month	YTD 2012	YTD 2011	YTD 2010
a. Plan First	0	1	0	0
b. Healthy Kids (pregnant women)	1	17	7	14
c. MOMS	1	4	8	9
d. Breastfeeding classes/attendance (3-89)	1/1	12/41	11/24	12/25

### 2. CHILD HEALTH PROMOTION

a. CSHCS - Family/Ind. Assess.	2/14	30/181	41/213	16/116
b. CSHCS - Diagnostics/Care Coordination	0/19	9/201	20/132	19/137
c. Number infants served (<1 year) (NB H.Visit 4/06)	3	58	52	73
d. Healthy Kids, MI-Child (children)	0	5	0	5
e. Number of Lead Tests	21	387	361	332

### 3. WIC

a. Enrollees	2203	---	2286	2187
b. Number clinic visits	264	4078	4010	3817
c. Number nutrition visits	2	92	79	84
d. Information Station attendance	161	1921	1718	1495

### 4. HEARING PROGRAM

a. Preliminary screening (preschool)	0	215	226	348
b. Preliminary screening (school-age)	213	6942	4798	6816
c. Threshold (audiograms - school-age)	29	484	357	449
d. Office testing (preschool / school-age)	0/1	40/40	31/33	96/63
e. Medical referral (preschool)	0	3	4	2
f. Medical referral (school-age)	14	247	209	255
g. Preliminary screening (Early Childhood)	1	3	9	5
h. Office testing (Early On)	2	42	38	33

### 5. VISION PROGRAM

a. Acuity and muscle screening (preschool)	102	737	584	852
b. Acuity and muscle screening (school-age)	1431	8844	10417	7356
c. Office screening (preschool)	0	135	197	224
d. Office screening (school-age)	0	49	66	68
e. Number referred (preschool)	6	49	38	65
f. Number referred (school-age)	85	537	606	410
g. Preliminary screening (Early Childhood)	0	2	4	2
h. Office testing (Early On)	5	49	41	30

**MONTH: DECEMBER 2012**

Month	YTD 2012	YTD 2011	YTD 2010
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**B. CONTROL OF COMMUNICABLE DISEASE**

## 1. IMMUNIZATIONS

a. Number of immunizations (not including flu)	124	2231	2964	3641
b. Number of clients immunized	67	1090	1546	1945
c. Number of influenza immunizations	61	491	628	946

## 2. HIV TESTING AND COUNSELING

a. Number of people served/Number of services	3/4	37/80	60/126	60/119
b. Court Ordered Testing (people served) at LCDPH / Jail	1/0	2/12	8/5	9/14

## 3. COMMUNICABLE DISEASE

a. Number given TB tests	24	567	591	623
b. Number served - STD's	66	802	669	643
c. Number served - other	245	3701	3890	4394
d. Number served - AIDS	7	143	225	223

**C. SUMMARY**

1. Number of home visits/services	6/9	140/236	164/263	121/232
2. Number of office visits	39	816	970	889
3. Number of telephone services	188	2087	1776	1495
4. Number of classes	1	12	11	12





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**ADMINISTRATION**

517-546-9850

Fax: 517-546-6995

**PERSONAL HEALTH**

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**ENVIRONMENTAL HEALTH**

517-546-9858

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## Goals 2012 Summary Of Accomplishments

### PERSONAL & PREVENTIVE HEALTH SERVICES

1. Emergency Preparedness – Continue to advance and improve the Livingston County Push Partner/Closed POD program and ensure that the Public Health Services Annex of the Livingston County Emergency Operation Plan is up to date and provides comprehensive response planning guidance in association with an all-hazards approach. Continue to engage the Public Health Volunteer Response team offering a variety of trainings, including online training options, and a mock exercise/hands on training; begin to expand membership to include local pharmacists on the team; and continue to engage the team with the social media options such as face book and the PHVRT webpage.

*The goals that were identified in 2012 were successfully addressed and continue to be a primary focus as we move into 2013. We did make changes and additions to our overall closed POD program planning. We also practiced putting our emergency plans into place during our July Distribution Node and Dispensing Exercise. We engaged our volunteer team with two emergency response trainings and also engaged them in the July mock drill. We did put a call out for new volunteers in the Fall of 2012; however, we still need to continue on expanding and strengthening our PHVRT team to include local pharmacists. We also need to improve upon our online training options and engage more volunteers in social media options.*

2. HAI Project – Participate in a NACCHO funded project to help identify the role of local health departments in Healthcare Associated Infections (HAI). Our efforts will include collaborating with community partners to assess the needs, challenges and gaps in HAI prevention; facilitate provider education related to prevention, surveillance and response; and increase public education on HAI awareness and prevention.

*In 2013, we plan to continue with our HAI prevention initiative. We were recently notified of funding for year two of this project. This is a very important project and our Communicable Disease collaborative group is engaged and eager to continue with our 2012 efforts. Our*

*collaborative group initiated a handwashing campaign called the Michigan Hands are Clean Coalition (MIHACC) and created a logo to represent that initiative. Our 2013 strategy will expand to include continuation of quarterly roundtable meetings, continuation of monthly check-in telephone calls, mentoring other local health departments, engaging in Michigan Hands Are Clean Coalition (MIHACC) expansion and outreach activities, ongoing education and community awareness.*

3. Improve the health status of mothers and children in the WIC program by implementing a breastfeeding peer counselor program to support breastfeeding mothers, by expanding staff training opportunities and by promoting client and community education about breastfeeding.

*In 2013, A breastfeeding peer counselor was hired in November 2011. She works in the clinic two days per week to provide information and support to pregnant women. She has a cell phone for clients to receive prompt help as needed. The breastfeeding coordinator provides updates during the monthly staff meetings and conducts training on relevant breastfeeding topics each quarter.*

*In October 2012, a peer support group for breastfeeding mothers was initiated by the breastfeeding peer counselor. Beginning November 2012, the breastfeeding class is now offered in the evening to facilitate attendance by pregnant women who are working during the day. This class is open to all Livingston County women who are pregnant and would like to know more about breastfeeding.*

4. The infant mortality rate for Livingston County has increased from 5.7 per 1,000 births for a three year average in 2006-08 to 6.9 in 2007-09. LCDPH will engage the assistance from the University of Michigan Biostatistician students to analyze data from birth abstracts and death certificates to help identify risk factors that may be associated with infant mortality.

*Infant mortality rates (the number of infant deaths per 1,000 live births) are often used to measure the overall health of a community. In Livingston County for the past few years, the number of infant deaths has been fairly steady, while the number of live births have been decreasing, resulting in an overall increase in our infant mortality rates. To better understand this trend, the Livingston County Department of Public Health has partnered with the University of Michigan School of Public Health and the Michigan Department of Community Health to conduct a statistical analysis of our infant mortality rates over the past five years. We hope to have this analysis completed by the first quarter of 2013. Our ultimate goal is to better understand the underlying causes of infant mortality in Livingston County to help improve our prevention strategies in our communities.*

## ENVIRONMENTAL HEALTH

5. Indoor radon levels in Livingston County often exceed the recommended air quality levels established by the Environmental Protection Agency. LCDPH receive numerous calls from homeowners, realtors and builders with concerns regarding elevated radon levels and the options available to reduce radon. We intend to develop an educational campaign targeted primarily toward Real Estate professionals, home builders and homeowners and present information on radon reduction and new construction technology that has improved over the past few years. We will also encourage home builders to consider incorporating radon resistant technology for new construction.

*Test kit data was address matched and tabulated in excel. The next step is to develop a GIS based map. The map will be used both internally to target radon resistant new construction, and externally as a public education tool. Once mapping is completed, this goal can move forward. Hope to engage home builders and real estate professionals in 2013.*

6. The installation of geothermal heating and cooling systems represents a potential for conflict with onsite septic systems and drinking water wells in Livingston County. These systems may be installed in a number of different configurations and depending on the installation method may endanger our drinking water supplies if not properly constructed. Additionally, these systems need to be documented as they may reduce or eliminate suitable areas for onsite septic systems or other future addition construction proposals.

Our current procedure for permitting these systems is not straight forward and can be confusing for both clerical and contractors. Our goal is to create a more simplified application and permitting procedure; and to work more closely with the Livingston County and Green Oak Township Building Departments, Michigan Department of Environmental Quality, and geothermal contractors.

*This goal is still in process. Permit fees were officially established for geothermal systems through the BOC. We are currently issuing permits and charging the appropriate fees dependant on the type of system.*

*A draft permit application was developed, but has not yet been implemented. Additional discussions with LCBD will ensue within the next few weeks to determine permitting consistency between EH and Building. Mechanical contractors, water well drillers, and excavators that work in the geothermal arena, will be formally notified of local county permitting requirements. This goal should be completed by April 1, 2013.*

7. In 2011 EH identified three specific goals related to improving service delivery to the general public. All three goals are dependant upon Information Technology Department providing staff time and direction. The goals identified in 2011 have not been accomplished and will be carried over into 2012 and include:

- a) Collection and receipting of one payment by the customer for services provided by Drain, EH and Building. Currently the customer must write out three individual checks to each department.

*Efforts were being made in 2011 and 2012 to implement a process that allowed a customer to make one payment for all multiple department permit services within the current financial accounting system. During the course of our discussions there were strong indications that the County would be investing in a new financial software system that would allow for a one payment process. This effort was paused until the new ERP is in place.*

- b) Completion of beta testing and transition to a new permitting software program called OpenFACILIS. This program is web based and will allow permit applications and collection of payments to be accomplished online.

*During the latter part of 2012, The BOC voted to invest in a new financial software program which also has permitting software features. It was the consensus of the permitting departments to invest in working with the new ERP vendor to customize a permitting program to meet each departments needs. OpenFACILIS is no longer a program being considered.*

- c) Provide online capability for public viewing of EH scanned well and septic documents. We currently receive significant volume of calls requesting this information. With the upgrade of the new Laserfiche software program, a public portal does exist, however in order for this to be accomplished; a combination of staff resources from IT and the vendor is needed.

*June 2012 all EH scanned address records are available online to the general public!*

## ANIMAL CONTROL

8. Evaluate the current staffing structure and if necessary submit a reorganization plan for consideration by Human Resources, County Administration and the Board of Commissioners. We are experiencing an increase in abuse and neglect calls which is placing significant burdens on the time of our Animal Control Officers (ACO's). We are experiencing an increasing inventory of animals, increased adoptions and increased needs in the shelter operations.

*A re-structure was done in March 2012, this has helped balance out the workload since we have to be here 7 days a week for animal cleaning and we are open to the public 6 days a week. Our revenue has increased from \$148,000 in 2011 to \$191,000 for 2012, a 29% increase. This increase is mostly from animal adoptions and the spay/neuter clinic. Ultimately, we hope that all the sterilization we are doing will lead to a decrease in animals coming into the shelter.*

9. The facilities at the shelter are in need of improvement. Funding has been placed in contingency to improve soundproofing in the dog kennel area, improve the outdoor kennels and construct a quarantine room for sick animals. We will be submitting additional information for future Board action.

*Sound proofing was completed in the late summer. There still needs to be adjustments made to the walls. However, we are looking closely at the layout of the dog room and the shelter to improve traffic flow, disease control, and to give us more usable space for storage. Mike Kennedy is in the process of bringing a plan to LCAC for review.*

10. We are planning to educate our residents about the state rules requiring dog licensing. This includes township newsletters, homeowners associations, mobile home parks, apartment complexes, and a possible dog census. We believe that less than 30% of the dogs in the county are properly licensed.

*Late in the year we met with one of the biggest mobile home parks, Howell Estates, on Mason Rd., across from the Pepsi plant. At that time they were planning to evict all residents if they did not get rid of all bully breeds; boxers, mastiffs, bull terriers, shepherds, etc. This included any dog that was mixed with these breeds or looked like them. We thought this would be a good test to see if we could implement a program and use it in other areas where we receive many complaints on dogs at large or dog bites.*

*We met with them, explained the reasons that it won't work (they would have been dropped at LCAC, is one of them!) and devised a better plan.*

*The park management agreed to notify all residents that they had a time period (until Feb 1, 2013) to buy a license. We offered a special s/n clinic so they could get a reduced license fee if they "fixed" their pet and the park agreed to forgo the monthly pet fee for three months. We also asked residents to comply with state law and get a rabies vaccines and a license.*

*Starting Feb 4, 2013, we will be going door to door to check on compliance. If it works, we will roll this out to other mobile home parks and neighborhoods with close neighbor proximity to reduce the amount of animal control calls and to increase license revenue.*

## PUBLIC HEALTH ADMINISTRATION GOALS

11. The Department of Public Health will develop a strategic plan for the next three to five years. National accreditation models require that a strategic plan be in place for the Department. The implementation of the Affordable Health Care Act might affect our future programming.

*After additional research I decided to hold off on this item due to time constraints as well as the possibility of the Michigan Public Health Accreditation Program being merged with some form of National Accreditation. In addition, there were legal issues that needed to be resolved with the Affordable Health Care Act implementation schedule.*

12. The Department of Public Health plans to totally integrate the financial operations with those of the County. We need to begin the process and hope to gain authorization to hire a Senior Accountant in the Department of Public Health that will be our first step toward full integration.

*We hired a Senior Accountant this summer and will discontinue our contract with Bonnie Detweiler for Financial Management Services. In addition, the Senior Accountant is assisting County Administration in ERP implementation, grants management and audit preparation.*



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## Goals for 2013

### ADMINISTRATION

1. Emergency Preparedness - The LCDPH Emergency Preparedness Program will improve Livingston County's ability to mitigate the effects of a public health emergency by: 1) developing a streamlined Volunteer Reception Center planning document; 2) registration of additional Closed POD Push Partners; and 3) offering community outreach preparedness presentations in coordination with other county response agencies, such as Emergency Management and the Red Cross.
2. State Health Improvement Plan - In conjunction with our many community partners, develop strategies to encourage and promote increased exercise and proper nutrition for our youth to positively affect the Body Mass Index (BMI) ratio for youth in Livingston County. Childhood Obesity is a major concern throughout the State of Michigan and our nation.
3. Plan the 2014 Community Health Assessment, which will require a review of administrative data, a review of the latest Michigan Profile for Healthy Youth Survey (MIPHY) and conducting a community wide survey of adult residents.

### ANIMAL CONTROL

4. Cost reductions. We have reduced our individual vaccine costs in the past two years by 50%. We will now look at reducing feeding costs, cat litter costs and heartworm and leukemia testing costs. We are also working on a fundraiser to help with costs of micro-chips, which runs close to \$10,000.
5. Continue with the planned facility changes. We hope to complete these in 2013. Mike Kennedy is in the process of bringing a plan to LCAC for review. We are looking closely at the layout of the dog room and the shelter to improve traffic flow, disease control, and to give us more usable space for storage.
6. We are planning to continue educating our residents about the state rules requiring dog licensing. With the completion of our project with Howell Estates Mobile Home Park, we plan to take this to other parks and densely populated areas so we can



reduce animal control calls, animal bites, and loose dogs. We believe that less than 30% of the dogs in the county are properly licensed.

## ENVIRONMENTAL HEALTH

7. Develop a well and septic educational flyer to be mailed countywide. Flyer will remind residents on septic system and well maintenance, including the need to routinely pump out their septic tank and sample their well. Residents will be directed for more extensive educational materials that will be developed on our soon to be revised county website.
8. Evaluate the ERP permitting module and begin working with Tyler and the MUNIS program to customize the software so that it meets the needs of all permitting functions. The permitting modules will allow for online permit and payment acceptance in addition to in-house and customer permit status tracking.
9. Develop and implement a customer satisfaction survey process for all EH programs and services which allows for the public to provide feedback and recommendations for improvement.

## PERSONAL/PREVENTIVE HEALTH

10. Increase breastfeeding rates in the county – We will focus our efforts on outreach: promoting the breastfeeding peer support group and the breastfeeding class; developing a breast feeding peer support webpage; educating other health professionals about our breastfeeding class and support group and encouraging their referrals; and working with the Livingston Child Connect for Family Success agency to help child care facilities support breastfeeding among mothers whose infants are cared for in these facilities.
11. Immunization waiver rates – We will continue to monitor school waiver rates and begin assessing reasons for non-medical waivers. We will work with community partners to develop a plan to reduce the number of non-medical waivers through process changes, and raise community awareness of public health implications of increased waiver rates.
12. Year of Transition – The ERP Financial system will require that we create a mechanism to capture information to prepare reports for MDCH, which was formerly obtained by the CMHC system, but due to costs will be discontinued upon full implementation of the ERP. Due to retirements, we will be losing two senior supervisory positions in PPHS, with a total loss of 38 years of PH experience. This loss will require additional oversight to assure a smooth transition.





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Director of Environmental Health

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RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
LANSING



DAN WYANT  
DIRECTOR

January 17, 2013

Ted Westmeier, R.S., M.P.H.  
Director/Health Officer  
Livingston County Department of Public Health  
2300 East Grand River Avenue, Suite 102  
Howell, Michigan 48843-7578

Dear Mr. Westmeier:

SUBJECT: Self-Assessment of the Private and Type III Public Water Supply Program

This is to acknowledge receipt and acceptance by the Department of Environmental Quality (DEQ), Office of Drinking Water and Municipal Assistance (ODWMA), of the Fiscal Year (FY) 2012 (October 1, 2011, through September 30, 2012) self-assessment completed by the Livingston County Department of Public Health's (LCDPH) Private and Type III Public Water Supply Program. The DEQ review of your self-assessment indicates compliance with the Minimum Program Requirements.

Thank you for completing the assessment and, moreover, for the efforts of you and your staff to provide effective drinking water supply services for Michigan residents.

If you have any questions, please contact Mr. Joe Crigier at 517-241-1389; [crigierj@michigan.gov](mailto:crigierj@michigan.gov); or you may contact either of us at DEQ, ODWMA, P.O. Box 30241, Lansing, Michigan, 48909-7741.

Sincerely,

Dana DeBruyn, R.E.H.S., Chief  
Noncommunity & Private Drinking Water Supplies Unit  
Environmental Health Section  
Office of Drinking Water and Municipal Assistance  
517-241-1368/[debruynd@michigan.gov](mailto:debruynd@michigan.gov)

dd:cfl

cc: Ms. Dianne McCormick, Director of Environmental Health, LCDPH  
Mr. Joe Crigier, DEQ

# PERSONAL & PREVENTIVE HEALTH SERVICES REPORT

MONTH: DECEMBER 2012

## A. MATERNAL / CHILD HEALTH

### 1. MATERNAL HEALTH PROMOTION

	Month	YTD 2012	YTD 2011	YTD 2010
a. Plan First	0	1	0	0
b. Healthy Kids (pregnant women)	1	17	7	14
c. MOMS	1	4	8	9
d. Breastfeeding classes/attendance (3-89)	1/1	12/41	11/24	12/25

### 2. CHILD HEALTH PROMOTION

a. CSHCS - Family/Ind. Assess.	2/14	30/181	41/213	16/116
b. CSHCS - Diagnostics/Care Coordination	0/19	9/201	20/132	19/137
c. Number infants served (<1 year) (NB H.Visit 4/06)	3	58	52	73
d. Healthy Kids, MI-Child (children)	0	5	0	5
e. Number of Lead Tests	21	387	361	332

### 3. WIC

a. Enrollees	2203	---	2286	2187
b. Number clinic visits	264	4078	4010	3817
c. Number nutrition visits	2	92	79	84
d. Information Station attendance	161	1921	1718	1495

### 4. HEARING PROGRAM

a. Preliminary screening (preschool)	0	215	226	348
b. Preliminary screening (school-age)	213	6942	4798	6816
c. Threshold (audiograms - school-age)	29	484	357	449
d. Office testing (preschool / school-age)	0/1	40/40	31/33	96/63
e. Medical referral (preschool)	0	3	4	2
f. Medical referral (school-age)	14	247	209	255
g. Preliminary screening (Early Childhood)	1	3	9	5
h. Office testing (Early On)	2	42	38	33

### 5. VISION PROGRAM

a. Acuity and muscle screening (preschool)	102	737	584	852
b. Acuity and muscle screening (school-age)	1431	8844	10417	7356
c. Office screening (preschool)	0	135	197	224
d. Office screening (school-age)	0	49	66	68
e. Number referred (preschool)	6	49	38	65
f. Number referred (school-age)	85	537	606	410
g. Preliminary screening (Early Childhood)	0	2	4	2
h. Office testing (Early On)	5	49	41	30

**MONTH: DECEMBER 2012**

Month	YTD 2012	YTD 2011	YTD 2010
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**B. CONTROL OF COMMUNICABLE DISEASE**

## 1. IMMUNIZATIONS

a. Number of immunizations (not including flu)	124	2231	2964	3641
b. Number of clients immunized	67	1090	1546	1945
c. Number of influenza immunizations	61	491	628	946

## 2. HIV TESTING AND COUNSELING

a. Number of people served/Number of services	3/4	37/80	60/126	60/119
b. Court Ordered Testing (people served) at LCDPH / Jail	1/0	2/12	8/5	9/14

## 3. COMMUNICABLE DISEASE

a. Number given TB tests	24	567	591	623
b. Number served - STD's	66	802	669	643
c. Number served - other	245	3701	3890	4394
d. Number served - AIDS	7	143	225	223

**C. SUMMARY**

1. Number of home visits/services	6/9	140/236	164/263	121/232
2. Number of office visits	39	816	970	889
3. Number of telephone services	188	2087	1776	1495
4. Number of classes	1	12	11	12

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE FILLING OF ONE (1) FULL TIME PROGRAM CLERK II POSTION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) FULL TIME PROGRAM CLERK II**

**WHEREAS**, the Department of Public Health has a vacant full time Program Clerk II position due to a resignation, and

**WHEREAS**, the Department has determined the need to replace this position in order to maintain an acceptable level of service to the citizens we serve as well as meeting the minimum program requirements mandated by our service delivery plan and contract with the Michigan Department of Community Health, and

**WHEREAS**, funding for this position is approved and included in the 2013 operating budget and there is no change to the total number of approved positions.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners approves the hiring of one (1) full time Program Clerk II position in the Department of Public Health.

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MOVED:

SECONDED:

CARRIED:

# LIVINGSTON COUNTY

## PROGRAM CLERK II

### **General Summary**

Under the supervision of a Public Health Supervisor, performs a variety of clerical and other tasks which require an extensive knowledge of agency computer programs to support of public health programs. Considerable judgment is needed to evaluate information and/or determine the eligibility of applicants for program services.

### **Essential Functions**

1. Interprets program guidelines, schedules appointments, and answers complex questions regarding operations and related services.
2. Receives clients and their families at a clinic or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications.
3. Processes various applications to verify client information, checking data for accuracy and completeness.
4. Calculates financial data to determine eligibility for program participation.
5. Monitors client records ensuring that proper documents are completed. Updates records and all related documents.
6. Receives and distributes referral information following established procedures and guidelines.
7. Operates a computer to enter client information and generate various reports.
8. Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures and program guidelines.
9. Types a variety of materials such as letters, memos, forms, requisitions and other similar items. May compose correspondence based on instructions from the supervisor.
10. Transports client files, other materials, and equipment to various clinic sites.
11. Compiles information regarding the charges for services rendered. Collects and processes fees.
12. Maintains sufficient supplies, restocking as necessary.
13. May assist professional staff in providing clinic services.

14. May receive specimens and facilitate routine tests.
15. May set up clinics and sanitize and disinfect equipment.
16. May notify clients of laboratory results as directed by agency protocol.
17. May issue WIC coupons or distribute medical supplies as directed by Supervisor and agency protocol.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

## **Employment Qualifications**

**Education:** Possession of a high school diploma or equivalent.

**Experience:** Two years of previous clerical experience, preferably in a clinic or medical office.

**Other Requirements:** Possession of a Michigan driver=s license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve documents from office files.
- Ability to enter and retrieve information from the computer.
- Ability to operate office equipment
- Lifts and carries files and equipment weighing up to 25 lbs.
- Ability to stoop and bend.

### **Working Conditions:**

Works in office conditions and travels throughout the County to work in clinics, often under very disruptive conditions.

Requires use of universal precautions against exposure to communicable diseases, blood, and other bodily fluids.

I have read and understand this job description, and understand that these are criteria against which

I will be evaluated.

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Employee Signature

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Date

Original: \_\_\_\_\_

Last Revised: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_  
Date Initials



# Livingston County Michigan Human Resources Policy Manual

<b>Section:</b> <b>Subject:</b>	<b>Vacancy Review</b>
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## A. POLICY

### 1. PURPOSE:

Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.

### 2. POLICY STATEMENT:

The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:

- No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick payoffs to insure personnel expenditures don't exceed the 2009 authorized budget provided that the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. APPLICABILITY:

All budgeted full-time, part-time and temporary positions that become vacant during the period of time that the hiring freeze is in effect. The hiring freeze applies to positions in a general fund department and to departments that receive a general fund subsidy. Every position will be reviewed on an individual basis.

Replacing an incumbent during a leave must follow the Vacancy Review Process. No approval is required to return the incumbent employee to the original position.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. DEFINITIONS:

5. REFERENCE AND LEGAL AUTHORITY:

Board Resolution 604-193	Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze
Board Resolution 2008-07-201	Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget
Board Resolution 2008-12-352	Resolution Adopting the 2009 Livingston County Budget
Board Resolution 2009-05-156	Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

Personnel Policy regarding Workforce Reduction  
Form: Livingston County 2004 General Hiring Freeze, Request to Fill  
Form: Request for Exception to the Hiring Freeze

7. SUPERSEDES:

8. APPROVED BY:

Personnel Committee: June 3, 2009  
Finance Committee: June 10, 2009  
Board of Commissioners: July 6, 2009

9. RESOLUTION: No. 2009-07-217

10. REVIEW HISTORY:

B. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.

## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Ted Westmeier**

Title of Position to be Filled: **Program Clerk II** Salary: **\$27,757**

Annual Cost of Budgeted Position:  
**\$44,018**

Projected Cost for the next five years:  
**\$233,699**

New Position/Classification (Yes/No): **No**  
If No: **Kathryn Kennedy**

To Temporarily Replace an Employee who is on approved leave of absence: **No**  
Name of Employee on Leave:  
Date of Expected Return:

When did the position become vacant? **February 1, 2013**

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. **This position will be primarily utilized in the WIC and PPHS Clinic Areas. Our clinics operate every weekday and this position is needed in order for the clinics to properly operate.**
2. 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. **Some of our clinic operations are mandated by Act 368, PA 1978, the Michigan Public Health Code. These include Communicable Disease Control, Immunizations, and Sexually Transmitted Infection Control. WIC is not mandated however we are the only service provider in the County and our enrollment has increased dramatically over the past few years. In December 2006 WIC enrollees averaged 1544 and as of June 2011 the average is 2165.**
3. Budgeted department head count for the past five years:  
**Jan. 2006: 35.5 FT, 4.15 PT Jan. 2007: 34.5 FT, 3.4 PT; Jan. 2008: 33.5 FT, 2.8 PT; Jan. 2009: 28.2 FT, 3.05 PT; Jan. 2010 32.3 FTE's; Jan 2011 31.1 FTE's; Jan 2013 33.425**

Please explain changes: **Budgetary Constraints resulted in the decrease for many years. The reclassification of frequently used temporary/casual staff resulted in a slight increase of part-time staff for 2011. Director/Health officer is now full time in Livingston and not being shared with Jackson.**

4. 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. **There are staff that can perform the functions of a Program Clerk II once trained, however we do not have sufficient staff to perform the necessary workload. Staff who work in the WIC Program need to be trained on the new web based Mi-WIC system.**
  
5. 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? **We do not have adequate personnel to reassign. This position is assigned to the PPHS clinic which operates Monday thru Friday.**
  
6. Specifically list three reasonable options if your request to replace a position is denied. **No reasonable options.**
  
  
  
  
  
  
  
  
  
  
7. What are the consequences of deferring the vacant position over the next several months and beyond? **With the current caseload and staffing needs, we will not be able to provide services to our clients as required/mandated by the WIC program and or by the other Public Health Code mandated programs.**
  
  
  
  
  
  
  
  
  
  
8. What budget saving measures has this department implemented? Have additional measures been identified? **We have reduced our workforce, shared positions with other county departments, shared positions with other counties, use of volunteers at the reception desk, utilization of unpaid interns, etc.**
  
  
  
  
  
  
  
  
  
  
9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? **The department cannot decrease employees to cover the cost of this position.**

10. 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. **Refer to organizational chart attached.**
  
11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? **The work needs to be performed in our county.**
  
12. Explain what services can be provided by others, private sector or non-profit? **Unaware of any other agency that would be able to provide this scope of service in our county. Some of our services are mandated in the clinic and we are the sole provider of others such as WIC.**
  
13. 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? **Not aware of any at this time. Any qualified person can apply but they would need training in the Mi-WIC software and other programs in the PPHS clinic.**
  
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **This position would not be a good fit for a temporary employee due to the Mi-WIC software application and the need to use said system routinely to be effective and efficient. We also have other mandated programs for which this employee must have adequate knowledge, especially how they interact with our WIC clients.**
  
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). **We provide client services in the WIC program 4.5 days/week and clerical support is needed during these times. We do not feel that part-time employees will work in this circumstance. We utilize part-time employees in positions we feel are appropriate for part-time in order to reduce costs.**

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)? **No overtime is being worked in this area of the Department. There is some overtime in Environmental Health due to the weekend functions.**
  
17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). **Yes, we always cross train staff when feasible. This is not a matter of staff not being able to perform the functions. The challenge is with having an adequate number of staff to perform those functions.**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE DIRECTOR OF PERSONAL AND PREVENTIVE HEALTH SERVICES AND THE DIRECTOR OF ENVIRONMENTAL HEALTH TO ATTEND OUT OF STATE TRAINING**

**WHEREAS**, the National Network of Public Health Institutes is sponsoring a two day training in Atlanta, Georgia on April 23-24, 2013 titled Public Health Improvement Training: Advancing Performance in Agencies, Systems and Communities, and

**WHEREAS**, this national training will address National Accreditation, National Public Health Performance Standards, Quality Improvement, Community Health Assessment and Improvement and Performance Management, and

**WHEREAS**, the information obtained at this training will establish a great foundation for future actions that will be needed for the advancement and continued operation of the Department of Public Health, and

**WHEREAS**, there is sufficient funding in the 2013 Department of Public Health operating budget to cover all conference and travel costs.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes out of state training for both the Director of Personal and Preventive Health Services and the Director of Environmental Health to attend the Public Health Improvement Training in Atlanta, Georgia on April 23-24, 2013.

# # #

MOVED:

SECONDED:

CARRIED:





# Memorandum

**To: Livingston County Board of Commissioners**

**From: Ted Westmeier**  
**Director/Heath Officer**

**Date: February 5, 2013**

**Re: RESOLUTION AUTHORIZING THE DIRECTOR OF PPHS AND**  
**DIRECTOR OF EH TO ATTEND OUT OF STATE TRAINING**

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The National Network of Public Health Institutes is holding a Public Health Improvement Training in Atlanta, Georgia on April 23-24, 2013. This training will cover the topics of Public Health Accreditation (PHAB), National Public Health Performance Standards (NPHPS), Quality Improvement, Community Health Assessment and Improvement Planning, and Performance Management.

I am requesting that both the Director of Environmental Health and the Director of Personal and Preventive Health Services be permitted to attend. The seminar is the necessary core training which will provide the foundation for additional work in all of these topic areas. This knowledge base must be utilized by public health management in order to maintain high quality programming. The future will demand that all public health agencies be satisfactorily implementing these programs, processes and/or certifications.

Total cost for both attendees including registration, travel, lodging, meals, and incidental transportation will be no more than \$1300, which is addressed and covered in the 2013 operating budget for the Department of Public Health.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART TIME ANIMAL CONTROL ASSISTANT (ACA) POSITION WITHIN ANIMAL CONTROL DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) PART TIME ANIMAL CONTROL ASSISTANT**

**WHEREAS,** Animal Control has a vacant part time Animal Control Assistant (ACA) due to a resignation, and

**WHEREAS,** Animal Control has determined the need to replace this position in order to maintain an acceptable level of service to the citizens and maintain minimal requirements demanded by the operations at Animal Control, and

**WHEREAS,** funding for this position is approved and included in the 2013 operating budget and the staffing levels will remain the same as authorized by the most recent reorganization plan approved by the Board of Commissioners by Resolution 2012-04-132.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby approves the hiring on one (1) part time Animal Control Assistant position in Animal Control.

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MOVED:

SECONDED:

CARRIED:

**EMPLOYEE NAME:** VACANT  
**JOB TITLE:** Animal Care Assistant  
**POSITION ID#:** 101.430-  
**EMPLOYEES SUPERVISED:** None  
**IMMEDIATE SUPERVISOR:** Debbie Oberle



**TITLE OF IMMEDIATE SUPERVISOR:** Animal Control Director

**FLSA STATUS:** Non-Exempt-Service Maintenance

**DEPARTMENT:** Animal Control      **LOCATION:** West Complex

**EFFECTIVE:** 4/10/12      **GRADE** F      **RANGE:** \$13.69 -\$17.34  
(those hired 11.1.09 or later: \$13.34 - \$16.91)

**WORKERS COMP. CODE:** 8831

**SUMMARY OF POSITION:**

This class is responsible for caring for animals at the shelter.

**ESSENTIAL FUNCTIONS:**

1. Maintains the well being of the animals and the cleanliness of the shelter, which includes feeding, cleaning, and medicating animals and cleaning and sanitizing the shelter.
2. Assists in determining the health and evaluating the needs of animals, and determining if an animal can be adopted.
3. Vaccinates animals, and prepares animals for adoption, performs euthanasia, or other outcomes.
4. Completes various forms and logs regarding animals admitted to the shelter, complaints from citizens, incidents, receipting of money, and other daily activities of the shelter.
5. Provides direction to volunteers and community service workers regarding daily operations and tasks to be completed.
6. Assists in monitoring the care and behavior of animals and documents observations.
7. Shows animals that are available for adoption and completes appropriate paperwork for sale and transfer of ownership.
8. Performs other duties of a similar nature or level.

**GENERAL DUTIES:**

1. Will behave and communicate in a manner that promotes a positive work atmosphere.
2. Will maintain an awareness to provide a safe and healthy environment and will report all hazards and/or concerns.
3. Will participate in approved staff development activities, in-services and supervisory sessions.
4. Will adjust work schedule, with supervisory approval, to meet County needs.
5. Will accept other responsibilities and duties required by the supervisor consistent with the objectives and essential functions of this position. Such responsibilities shall be incorporated into the position description if they involve a lengthy commitment of time or are on going.
6. Will advise supervisor if actual practice (activity) begins to deviate significantly from specified essential functions.

**SUPPLEMENTARY FUNCTIONS:**

1. May represent Livingston County on internal/external committees or work groups to enhance service delivery or service planning.
2. May participate in community education activities.
3. May be required to participate in the periodic evaluation of services and service planning.
4. May receive and assist in resolving complaints or inquiries related to services provided by Livingston County.
5. Will participate in approved preparedness drills or emergency activities, and will be available in the event of a county declared disaster or emergency.

**LICENSING or CERTIFICATIONS:**

- Valid MI Driver's License and a good driving record if driving is required for job.

**QUALIFICATIONS:**

1. High School Diploma, or G.E.D., and
2. **Six months to one year** of experience caring for animals such as performing vaccinations, euthanasia and assisting with surgeries.

**Knowledge of:**

- Basic knowledge of animal behavior;
- Basic office procedures;
- Sanitary procedures and practices;

**Skill in:**

- Observing the behavior of animals;
- Caring for animals;
- Ability to maintain records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.
- Must be able to maintain cooperative working relationships and possess good interpersonal skills and be able to work within a team structure.
- Must have ability to develop computer skills to manage implemented County documentation systems.

**STAFF DEVELOPMENT/TRAINING:**

- Prevention of Harassment in the Workplace
- Michigan Right to Know

**WORKING CONDITIONS:****Physical Requirements:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and seeing.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects/animals.
- Incumbents may be subjected to fumes, odors, gases, poor ventilation, chemicals and potentially lethal diseases and animals.

- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

**CRITERIA FOR MERIT INCREASES:**

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

I understand that failure to comply with all areas of this Position Description could result in disciplinary action. By signing below, I am indicating that I have read and understand all job requirements, agree to abide by them as written, and have received a copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**POSITION DESCRIPTION ESTABLISHED: 10/04**

**POSITION DESCRIPTION REVIEWED: 04/12**

# Livingston County Michigan Human Resources Policy Manual

<b>Section:</b> <b>Subject:</b>	<b>Vacancy Review</b>
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## A. POLICY

### 1. PURPOSE:

Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.

### 2. POLICY STATEMENT:

The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:

- No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick payoffs to insure personnel expenditures don't exceed the 2009 authorized budget provided that the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. APPLICABILITY:

All budgeted full-time, part-time and temporary positions that become vacant during the period of time that the hiring freeze is in effect. The hiring freeze applies to positions in a general fund department and to departments that receive a general fund subsidy. Every position will be reviewed on an individual basis.

Replacing an incumbent during a leave must follow the Vacancy Review Process. No approval is required to return the incumbent employee to the original position.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. DEFINITIONS:

5. REFERENCE AND LEGAL AUTHORITY:

Board Resolution 604-193	Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze
Board Resolution 2008-07-201	Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget
Board Resolution 2008-12-352	Resolution Adopting the 2009 Livingston County Budget
Board Resolution 2009-05-156	Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

Personnel Policy regarding Workforce Reduction  
Form: Livingston County 2004 General Hiring Freeze, Request to Fill  
Form: Request for Exception to the Hiring Freeze

7. SUPERSEDES:

8. APPROVED BY:

Personnel Committee: June 3, 2009  
Finance Committee: June 10, 2009  
Board of Commissioners: July 6, 2009

9. RESOLUTION: No. 2009-07-217

10. REVIEW HISTORY:

B. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.



## REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Debbie Oberle**

Title of Position to be Filled: **PT time ACA**

Salary: **13.3448/hr (Hire rate)**

Annual Cost of Budgeted Position: **\$20,000**  
years: **\$ 100,000**

Projected Cost for the next five

New Position/Classification (Yes/No): **NO**

If No: Name of Employee Last Occupying this Position—  
**Jessica Esper—left position in Mid Jan**

To Temporarily Replace an Employee who is on approved leave of absence:

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? **Became vacant mid January**

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.

**-There are two PT ACA. ACA's monitor all animal healthcare, for all animals in shelter—cleaning and medicating. They also cover reception window, sell licenses, do euthanasia and decapitations.**

2. 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.

**-This work is necessary part of the functions of Animal Control and operating an Animal Shelter. The staffing plan was approved by the Board of Commissioners in April of 2012.**

**Resolution #: 2012-04-132**

3. Budgeted department head count for the past five years: Not including the Director  
Jan., 2007: 7FT, 1PT      Jan., 2008: 6FT, 3PT      Jan., 2009: 5FT, 5PT  
Jan., 2010: 5FT, 4PT      Jan., 2011: 4FT, 7PT

Please explain changes: **There have been two separate reorganizations over the past two years plus significant budget reductions in the previous years.**

4. 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.

**-ACA's have animal health evaluation experience and do all Euthanasia that Kennel staff is not trained in. They also run the front reception window, answer phones, do adoptions, return to owners, license selling, animal intake... we are open 6 days a week and we will not be able to cover all open hours without having the other PT ACA going over in hours.**

5. 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?

**-I can give more hours to other staff to cover our hours open, but they will be over in hours.**

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

**-Not any reasonable option available.**

**-Use an ACO if available, but they are at a higher rate of pay**

**-Use Director if available, see above and it pulls me away from other projects—website, etc.**

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

**-An available ACO or Director will have to take the front window and phones during the day.**

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

**- We have conducted two staffing evaluations over the past two years to determine minimal staffing levels to perform activities required by the Department.**

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

**Have no other options. Staffing levels have been evaluated to determine what is needed to provide necessary services.**

10. 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.

## Proposed 2012

DIR			
FT ACO (40)	FT ACA (40)	PT Vet (15)	
FT ACO (40)	FT ACA (40)	PT Vet Tech partially grant funded	
	PT ACA (20)		
	PT ACA (20)		
	PT Kennel Assistant (19)		
	PT Kennel Assistant (19)		
	PT Kennel Assistant (19)		

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

***-Dept needs a 20 hr employee, so it can't be shared with out doing another increase in hours for one of the other positions. Person needs extensive animal experience.***

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

***-they need animal experience, decapitations, euthanasia, etc. So none that I know of..***

13. 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?

***-Veterinary experience or Euthanasia Certification is needed. I'm unaware of others with that experience.***

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

***-We were just approved for this position due to the amount of animals handled; using a temp 20 hr would only provide temp relief.***

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).

***This option was evaluated during the previous staffing evaluation. The best arrangement is two full time ACA's and 2 PT ACA.. LCAC is open 6 days per week, and two nights until 6pm. Less than 20 hrs, would place other ACA at overtime or PT ACA would be over in hours.***

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)?

***-One PT ACA has worked Over their allotted 20 hours since mid Jan. Averages about 10-15 hr per week.***

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

***-Special skills required. Kennel workers are fairly new and have not been cross-trained. They only work 19 hrs. per week, as that is what it takes to clean. To Cross-train would require them to go over 19 hrs.***

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION APPROVING THE PROGRAM YEAR 2012 WORKFORCE INVESTMENT ACT (WIA) INCENTIVE GRANT PLAN**

WHEREAS, Workforce Investment Act authorizes programs and services targeted to unemployed and economically disadvantaged youth and adults, and

WHEREAS, The Workforce Development Agency, State of Michigan has awarded an incentive grant of \$997 to Livingston County Michigan Works!, and

WHEREAS, It is the recommendation of staff that the funds be used for general operating costs of the Michigan Works! Service Center, and

WHEREAS, This plan requires approval of both the Board of Commissioners and the Livingston County Workforce Development Council.

WHEREAS, The Livingston County Workforce Development Council Executive Committee will review this plan at their meeting on February 14, 2013.

**IT IS THEREFORE RESOLVED** that the Livingston County Board of Commissioners hereby approves the PY 2012 Incentive Grant Plan in the amount of \$997 for the period of July 1, 2012 to June 30, 2013.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan.

# # #

MOVED:

SECONDED:

CARRIED:



# Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Bill Sleight, Director, Livingston County Michigan Works!  
**Date:** 1/23/2013  
**Re:** PY 2012 Workforce Investment Act (WIA) Incentive Grant Plan

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The Workforce Investment Act (WIA) requires the distribution of incentive grants to local areas based on exemplary program performance. Incentive grants are awarded to local areas as a positive reward for successful efforts to improve the provisions of workforce investment activities. Incentive grants are additional funds beyond program funds distributed by formula to local areas.

The Workforce Development Agency, State of Michigan (WDASOM) is awarding a total of \$50,000 in Appropriation Year 2012 WIA Statewide Activities funding to the Michigan Works! Agencies (MWAs) that have met their planned Program Year 2011 performance goals. An MWA's share of the incentive funds available for distribution is based on its relative size, as measured by its WIA formula allocation, and the number of PY 2011 performance indicators achieved. The methodology for the distribution of incentive grants is given as follows:

- The total funds available for incentive awards will be divided equally between the 17 included performance indicators.
- The MWAs must achieve at least 90 percent of their planned performance level for each of the 17 included performance indicators in order to be eligible to receive an incentive award.
- The MWAs that exceed their planned performance level for one indicator may share in the incentive award for that indicator.
- The incentive award for each indicator will be divided among all the MWAs that are eligible, and that exceeded their planned performance level for that indicator, with the distribution based on WIA allocation size.

Incentive award funding has a ten percent administration limitation and can be utilized for any activity authorized under WIA Title IB.

As a result, the incentive grant award for our area is \$997. The plan for the use of these funds is to off-set general operating costs of the Michigan Works! Livingston Service Center. This will free up other funds for direct participant services.

The Incentive Grant Plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. A resolution approving the incentive grant plan is attached for your consideration.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AMEND RESOLUTION 2012-11-314 WHICH AUTHORIZED A LEASE AGREEMENT WITH EXPERIMENTAL AIRCRAFT ASSOCIATION CHAPTER 1056 TO CHANGE THE NAME OF THE TENANT TO 1056 HANGAR GROUP LLC, A MICHIGAN LIMITED LIABILITY CORPORATION -- AIRPORT**

**WHEREAS,** Resolution 2012-11-314 authorized a land lease agreement between Livingston County and Experimental Aircraft Association Chapter 1056 a Michigan Corporation; and

**WHEREAS,** the tenant has requested the name on the lease be changed to 1056 Hangar Group LLC, which is a Michigan Limited Liability Corporation; and

**WHEREAS,** the mailing address will also be corrected on the revised Agreement; and

**WHEREAS,** all other terms of the lease Agreement will remain unchanged.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners amend Resolution 2012-11-314 and the lease agreement Experimental Aircraft Association Chapter 1056 to change the tenant name to 1056 Hangar Group, LLC.

**BE IT FURTHER RESOLVED** the Chair be authorized to sign the Agreement as drafted by Civil Counsel.

# # #

Moved:

Supported:

Carried:





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

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Mark D. Johnson**  
**Airport Manager**  
**Date: February 6, 2013**  
**Re: Experimental Aircraft Association Land Lease**

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In November 2012 Livingston County entered into a land lease agreement with Experimental Aircraft Association Chapter 1056 for the T-Hangars located along Grand River Avenue. Subsequent to the lease Agreement, the Experimental Aircraft Association has learned that as a chapter of the national organization, they cannot own the T-Hangars as a chapter. They have set up an LLC for the hangar ownership and the lease agreement needs to be updated to reflect this change.

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

EAA Chapter 1056

Feb.1, 2013

10750 W. Mason Road

Fowlerville Mi. 48836

Livingston County Airport

3380 W. Grand River

Howell Mi.48843

Mr. Mark Johnson

With reference to our land lease with the County of Livingston ,I would like to request a name change for the lease. The need for this cause by the position taken by the EAA organization in Oshkosh Wi. That the Chapter must obtain Insurance only form them for liability. They will not issue insurance for the hangars, therefore we have had to establish another company to own the hangars. The following is the information for the new company;

1056 Hanger Group LLC

10750 W. Mason Road

Fowlerville Mi. 48836

If you could arrange a name change on the lease it would be very much appreciated.

Sincerely

Richard Hubert

Treasurer EAA Chapter 1056

**RESOLUTION**

LIVINGSTON COUNTY

NO:  
DATE:

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**RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD AND ENTER INTO AN ACKNOWLEDGEMENT AND CONSENT TO MORTGAGE AGREEMENT WITH FIRSTBANK, OF MT. PLEASANT, MICHIGAN ON BEHALF OF LIVINGSTON AVIATION LLC -- AIRPORT**

**WHEREAS,** Livingston County has entered into a land lease agreement with Livingston Aviation LLC for property located at the Livingston County Airport; and

**WHEREAS,** the lease permits Livingston Aviation LLC to mortgage its leasehold interest in the leased premises; and

**WHEREAS,** FIRSTBANK of Mt. Pleasant, MI intends to make a mortgage loan to Livingston Aviation LLC, which loan is to be secured in part by a mortgage on the leased premises and desires certain agreements with the County concerning FIRSTBANK's rights as mortgagee and secured lender.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into an Acknowledgement and Consent to Mortgage Agreement with FIRSTBANK of Mt. Pleasant, Michigan on behalf of Livingston Aviation LLC.

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

# # #

Moved:

Supported:

Carried:



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

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Mark D. Johnson**  
**Airport Manager**  
**Date: February 6, 2013**  
**Re: Livingston Aviation Acknowledgement and Consent to**  
**Mortgage**

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Livingston Aviation LLC leases land at the Livingston County Airport on which they have constructed a hangar facility. Livingston Aviation LLC has a 20 year lease agreement with two five year extensions which was executed in June of 2001. Their lease permits the building to be mortgaged.

Livingston Aviation LLC is in the process of re-financing their mortgage on the building. Because the building is on leased property, the bank has requested that they be given the right to retain possession of the building and offer it for sale, among other rights, in the event of default by Livingston Aviation LLC. This is similar to other agreements that have been requested by the mortgagors of other hangars constructed on leased property on the airport.

I have forwarded the documents to legal counsel for their review.

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 MICROSOFT ENTERPRISE AGREEMENT AND THE PURCHASE OF SOFTWARE ASSURANCE FOR MICROSOFT SERVER AND DESKTOP APPLICATIONS IN ACCORDANCE WITH THE IT STRATEGIC PLAN - INFORMATION TECHNOLOGY**

**WHEREAS,** the IT Department needs to upgrade all of the Microsoft applications that are currently in use so all County employees are utilizing the same system; and

**WHEREAS,** having all County employees on the same versions will streamline support and development issues that currently arise while assisting employees on different versions; and

**WHEREAS,** it was recommended in the IT Strategic Plan that the County take advantage volume licensing and software assurance options available from Microsoft through an Enterprise agreement; and

**WHEREAS,** entering into this agreement will allow the County to eliminate some of the legacy systems that are no longer supported by Microsoft and upgrade to the current versions; and

**WHEREAS,** the County will remain current on both server and desktop software with the agreement by always having the latest version available; and

**WHEREAS,** adding some of the additional functionality included in the Enterprise Agreement will address some of the concerns that were identified 2012 Security Study; and

**WHEREAS,** the initial agreement is for the first three (3) years of the plan, in anticipation of the IT Department seeking renewal near the end of the initial term; and

**WHEREAS,** the pricing for the agreement is from State of Michigan contract pricing and provided through CDW-G; and

**WHEREAS,** the projected cost over the six year life of the plan is \$1,084,955 compared to purchasing only the required items “a la carte” over the next 6 years would cost \$1,287,535 creating a savings of \$202,580; and,

**WHEREAS,** additional savings of \$25,000 per year may be achieved by eliminating some of the current systems and migrating to the Microsoft products available through the agreement; and

**WHEREAS,** funding for this project is included in the approved 2013 IT budget; and

**WHEREAS,** entering into this agreement has been recommended by the Technology Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approve the IT Department entering into a three (3) year Enterprise Agreement with Microsoft for the update and upgrade of both server and desktop applications with the expectation that the IT Department will be seeking renewal at the end of the initial term with a projected 6 year total cost of \$1,084,955.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board Chair to sign any and all documents once recommended as to form by County Legal Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:

## Server CAL Suite Summaries

Product	Core CAL Suite	eCAL Suite
Windows Server CAL	X	X
Exchange Server Standard CAL	X	X
SharePoint Server Standard CAL	X	X
Lync Server Standard CAL	X	X
System Center Configuration Manager Client Management License (CML)	X	X
System Center Endpoint Protection	X	X
Exchange Server Enterprise CAL w/Services*		X
SharePoint Server Enterprise CAL		X
Lync Server Enterprise CAL		X
Active Directory Rights Management Service		X
Exchange Online Archiving		X
System Center Client Management Suite		X

\*Exchange Enterprise CAL w/Services now includes Exchange Online Protection (EOP) and Data Loss Prevention (DLP)  
Beginning December 1, 2013, User CAL prices are 15% higher than Device CAL

# Microsoft Enterprise Agreement with Software Assurance

Microsoft Part		Level	Quantity	Year 1		Year 2		Year 3			
Number	Description			Price	Extended	Price	Extended	Price	Extended		
FQC02462	WinPro ALNG UpgrdSAPk MVL Pltfrm	D	550	\$ 45.41	\$ 24,975.50	\$ 45.41	\$ 24,975.50	\$ 45.41	\$ 24,975.50		
26912445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	D	550	\$ 156.67	\$ 86,168.50	\$ 156.67	\$ 86,168.50	\$ 156.67	\$ 86,168.50		
76A00010	EntCAL ALNG LicSAPk MVL Pltfrm UsrCAL wSrvcs	D	550	\$ 140.51	\$ 77,280.50	\$ 140.51	\$ 77,280.50	\$ 140.51	\$ 77,280.50		
39502412	ExchgSvrEnt ALNG LicSAPk MVL	D	1	\$ 1,617.90	\$ 1,617.90	\$ 1,617.90	\$ 1,617.90	\$ 1,617.90	\$ 1,617.90		
5HU00215	LyncSvr ALNG LicSAPk MVL	D	1	\$ 1,456.10	\$ 1,456.10	\$ 1,456.10	\$ 1,456.10	\$ 1,456.10	\$ 1,456.10		
H0400232	SharePointSvr ALNG LicSAPk MVL	D	2	\$ 2,715.34	\$ 5,430.68	\$ 2,715.34	\$ 5,430.68	\$ 2,715.34	\$ 5,430.68		
9ED-00071	VSPremium wMSDN ALNG LicSAPK MVL	D	2	\$ 1,966.38	\$ 3,932.76	\$ 1,966.38	\$ 3,932.76	\$ 1,966.38	\$ 3,932.76		
FUD00001	CISDataCtr ALNG LicSAPk MVL	D	9	\$ 2,737.43	\$ 24,636.87	\$ 2,737.43	\$ 24,636.87	\$ 2,737.43	\$ 24,636.87		
Year 1 Total					\$ 225,498.81	Year 2 Total		\$ 225,498.81	Year 3 Total		\$ 225,498.81
Three Year Total						\$ 676,496.43					

Microsoft Part		Level	Quantity	Year 4		Year 5		Year 6			
Number	Description			Price	Extended	Price	Extended	Price	Extended		
FQC02462	WinPro ALNG UpgrdSAPk MVL Pltfrm	D	550	\$ 33.45	\$ 18,397.50	\$ 33.45	\$ 18,397.50	\$ 33.45	\$ 18,397.50		
26912445	OfficeProPlus ALNG LicSAPk MVL Pltfrm	D	550	\$ 91.08	\$ 50,094.00	\$ 91.08	\$ 50,094.00	\$ 91.08	\$ 50,094.00		
76A00010	EntCAL ALNG LicSAPk MVL Pltfrm UsrCAL wSrvcs	D	550	\$ 92.86	\$ 51,073.00	\$ 92.86	\$ 51,073.00	\$ 92.86	\$ 51,073.00		
39502412	ExchgSvrEnt ALNG LicSAPk MVL	D	1	\$ 693.37	\$ 693.37	\$ 693.37	\$ 693.37	\$ 693.37	\$ 693.37		
5HU00215	LyncSvr ALNG LicSAPk MVL	D	1	\$ 624.04	\$ 624.04	\$ 624.04	\$ 624.04	\$ 624.04	\$ 624.04		
H0400232	SharePointSvr ALNG LicSAPk MVL	D	2	\$ 1,163.75	\$ 2,327.50	\$ 1,163.75	\$ 2,327.50	\$ 1,163.75	\$ 2,327.50		
9ED-00071	VSPremium wMSDN ALNG LicSAPK MVL	D	2	\$ 914.85	\$ 1,829.70	\$ 914.85	\$ 1,829.70	\$ 914.85	\$ 1,829.70		
FUD00001	CISDataCtr ALNG LicSAPk MVL	D	9	\$ 1,234.86	\$ 11,113.74	\$ 1,234.86	\$ 11,113.74	\$ 1,234.86	\$ 11,113.74		
Year 4 Total					\$ 136,152.85	Year 5 Total		\$ 136,152.85	Year 6 Total		\$ 136,152.85
Three Year Total						\$ 408,458.55					

6 Year Total Investment with Enterprise Agreement and Software Assurance

**\$1,084,954.98**



# Microsoft Select Quote

Microsoft Part		Years 1-3				
Number	Description	Level	Quantity	Price	Extended	
381□04355	ExchgStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 53.17	\$ 29,243.50	
PGI□00602	ExchgEntCAL 2013 SNGL MVL UsrCAL woSrvcs	D	550	\$ 32.69	\$ 17,979.50	
395□04489	ExchgSvrEnt 2013 SNGL MVL	D	1	\$ 2,773.60	\$ 2,773.60	
6ZH□00530	LyncSvrStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 24.55	\$ 13,502.50	
7AH□00466	LyncSVrEnCAL 2013 SNGL MVL UsrCAL	D	550	\$ 84.59	\$ 46,524.50	
5HU□00236	LyncSvr 2013 SNGL MVL	D	1	\$ 2,496.17	\$ 2,496.17	
76M□01516	SharePointStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 74.16	\$ 40,788.00	
76N□03673	SharePointEntCAL 2013 SNGL MVL UsrCAL	D	550	\$ 65.25	\$ 35,887.50	
76P□01524	SharePointSvr 2013 SNGL MVL	D	2	\$ 4,654.76	\$ 9,309.52	
79P□04712	OfficeProPlus 2013 SNGL MVL	D	550	\$ 347.89	\$ 191,339.50	
T6L□00246	SysCtrDatactr SNGL LicSAPk MVL 2Proc*Requires SA	D	9	\$ 2,881.46	\$ 25,933.14	
P71□07307	WinSvrDataCtr 2012 SNGL MVL 2Proc	D	9	\$ 3,293.21	\$ 29,638.89	
R18□04302	WinSvrCAL 2012 SNGL MVL UsrCAL	D	550	\$ 23.02	\$ 12,661.00	
J5A□00030	SysCtrCnfgMgrCitML SNGL LicSAPk MVL PerUsr	D	550	\$ 56.99		
MFF□00542	SysCtrCitMgmtSte SNGL LicSAPk MVL PerUsr	D	550	\$ 103.54		
T98□02664	WinRghtsMgmtSrvcsCAL 2012 SNGL MVL UsrCAL	D	550	\$ 28.75		
R18□04306	WinSvrCAL 2012 SNGL MVL UsrCAL	D	550	\$ 27.26		
FQC□06424	WinPro Operating System License SNGL Upgrd MVL	D	550	\$ 127.96		
Year 1-3 Total					\$ 458,077.32	

Microsoft Part		Years 4-6				
Number	Description	Level	Quantity	Price	Extended	
381□04355	ExchgStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 53.17	\$ 29,243.50	
PGI□00602	ExchgEntCAL 2013 SNGL MVL UsrCAL woSrvcs	D	550	\$ 32.69	\$ 17,979.50	
395□04489	ExchgSvrEnt 2013 SNGL MVL	D	1	\$ 2,773.60	\$ 2,773.60	
6ZH□00530	LyncSvrStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 24.55	\$ 13,502.50	
7AH□00466	LyncSVrEnCAL 2013 SNGL MVL UsrCAL	D	550	\$ 84.59	\$ 46,524.50	
5HU□00236	LyncSvr 2013 SNGL MVL	D	1	\$ 2,496.17	\$ 2,496.17	
76M□01516	SharePointStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 74.16	\$ 40,788.00	
76N□03673	SharePointEntCAL 2013 SNGL MVL UsrCAL	D	550	\$ 65.25	\$ 35,887.50	
76P□01524	SharePointSvr 2013 SNGL MVL	D	2	\$ 4,654.76	\$ 9,309.52	
79P□04712	OfficeProPlus 2013 SNGL MVL	D	550	\$ 347.89	\$ 191,339.50	
T6L□00246	SysCtrDatactr SNGL LicSAPk MVL 2Proc*Requires SA	D	9	\$ 2,881.46	\$ 25,933.14	
P71□07307	WinSvrDataCtr 2012 SNGL MVL 2Proc	D	9	\$ 3,293.21	\$ 29,638.89	
R18□04302	WinSvrCAL 2012 SNGL MVL UsrCAL	D	550	\$ 23.02	\$ 12,661.00	
J5A□00030	SysCtrCnfgMgrCitML SNGL LicSAPk MVL PerUsr	D	550	\$ 56.99		
MFF□00542	SysCtrCitMgmtSte SNGL LicSAPk MVL PerUsr	D	550	\$ 103.54		
T98□02664	WinRghtsMgmtSrvcsCAL 2012 SNGL MVL UsrCAL	D	550	\$ 28.75		
R18□04306	WinSvrCAL 2012 SNGL MVL UsrCAL	D	550	\$ 27.26		
FQC□06424	WinPro Operating System License SNGL Upgrd MVL	D	550	\$ 127.96		
Year 4-6 Total					\$ 458,077.32	

Microsoft Part		End of Year 6				
Number	Description	Level	Quantity	Price	Extended	
381□04355	ExchgStdCAL 2013 SNGL MVL UsrCAL	D	550	\$ 53.17	\$ 29,243.50	
PGI□00602	ExchgEntCAL 2013 SNGL MVL UsrCAL woSrvcs	D	550	\$ 32.69	\$ 17,979.50	
395□04489	ExchgSvrEnt 2013 SNGL MVL	D	1	\$ 2,773.60	\$ 2,773.60	
79P□04712	OfficeProPlus 2013 SNGL MVL	D	550	\$ 347.89	\$ 191,339.50	
Other Items	60% of all other items not listed specifically noted above	D			\$ 130,044.73	
Total					\$ 371,380.83	
Total Select Quote					\$ 1,287,535.47	

## Microsoft Licensing Comparison EA vs. Select

Timeframe	EA w/ SA	Select Quote	Difference
Years 1-3	\$ 676,496.43	\$ 458,077.32	\$ 218,419.11
Years 4-6	\$ 408,458.55	\$ 458,077.32	\$ (49,618.77)
End of Year 6	\$ -	\$ 371,380.83	\$ (371,380.83)
Total	\$ 1,084,954.98	\$ 1,287,535.47	\$ (202,580.49)

### Advantages -

Incorporates recommendations from the IT Strategic Plan & the Security Study

All employees will be operating on the same version of the software

Being on the same version will streamline support issues for both hardware and applications techs

The time saved will allow techs to work on other issues

IT will have a consistent payment amount each year with little fluctuation

Exchange online archiving - Unlimited storage space per user

Enhanced functionality in the newer versions of the software

No compatibility downloads

The county would receive free training from Microsoft

Can download and test all updates before pushing them out to the organization

Server operating system will always be available for new server installations

### Disadvantages -

Committed to paying an annual maintenance fee

### \* Notes - Other potential benefits of Software Assurance

Elimination of Symantec desktop anti-virus protection (\$5,600 per year)

Can handle work orders and possibly inventory

Replacement of out of service Office Communicator using Lync which provides instant messaging, conference call bridge, and online meeting space

Could possible eliminate the for current VPN infrastructure

Windows 7 Enterprise offers Direct Access to network files while working remotely

BitLocker and BitLocker To Go provides data protection through Drive Encryption

Virtual Desktop Infrastructure could possibly replace our current VMWare environment (\$20k per year)

Access to all currently available versions of products covered in the agreement



**LIVINGSTON COUNTY, MICHIGAN**  
**INFORMATION TECHNOLOGY**

---

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: Greg Jolliff, Diane Gregor, Darren Speer**  
**Date: 2/4/2013**  
**Re: Entering into a Microsoft Enterprise Agreement**

---

Attached for your review and approval is a resolution authorizing the IT Department to enter into an Enterprise Agreement with Microsoft. This agreement allows IT to keep the workstation and server operating systems and applications current for a set annual fee. Doing so ensures that all county staff are using the same version of a given software product while also creating a savings of \$202,580 over the course of six (6) years.

This action was recommended by both the 2012 IT Strategic Plan and the 2012 Security Study. In the strategic plan LBL Technologies strongly suggested that the county move to Microsoft Volume Licensing for the following reasons:

- Volume Licensing provides access to multiple applications at a lower cost
- Access to new software versions at no additional cost
- Microsoft Online Training
- Home use program where employees can access the Office Suite from home through a low cost download
- Upgrade to the Enterprise version of the Operating System software
- Microsoft Desktop Optimization Pack

In the Security Study CDW recommended that IT implement functionality that's included in the Enterprise Agreement for the following reasons:

- Outdated software is used as a vector of malware distribution
- Outdated software can likely be attributed to the majority of internal system compromises
- Implement a patching system that updates both operating systems and applications

Using consistent software will enable county staff to assist each other, sharing tips and tricks, etc. Additionally, IT staff will be better able to troubleshoot application issues; being that they're supporting a single version of Microsoft applications. Development efforts will be

greatly reduced. Using current versions increases functionality and testing time would be confined to a single version instead of the two to three versions being used in a department. All in all, implementing the Enterprise Agreement will eliminate the duplicate efforts of staff and create greater efficiency.

The attached resolution is for the initial three (3) year agreement that is part of a six (6) year plan. It is anticipated that at the end of the initial three (3) year agreement the IT department will be presenting the Board of Commissioners with the renewal for the second three (3) year agreement. The six (6) year plan has a projected cost of **\$1,084,955**. Currently IT purchases some of the applications in an *ala carte* fashion. It is anticipated that over the next six (6) years the total cost of purchasing in this manner would cost **\$1,287,535** creating a six (6) year savings of **\$202,580**. Additional savings of over \$25,000 annually may be achieved by eliminating some of the current systems and migrating to the Microsoft equivalent included in the agreement.

The funding for implementing the agreement is included in the 2013 approved IT Budget. Finally, this project has been presented to the Technology Committee which recommended that it go forward for full Board approval.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO CDWG FOR A ONE YEAR RENEWAL OF THE CISCO-IRONPORT S-SERIES WEB SECURITY AND EMAIL SECURITY APPLIANCE 2013– INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FULL BOARD**

**WHEREAS,** Information Technology purchased the Cisco Ironport in 2010, and at that time the IT department had a three year maintenance/support agreement included in the purchase cost, and to continue with the Cisco-Ironport Appliances, designed for web security and email security we will need to renew the maintenance/support for one year; and

**WHEREAS,** a quote for a one year renewal was provided to Information Technology from CDWG for a total cost of \$20,968.00; and

**WHEREAS,** Cisco Ironport is the only appliance that checks for spam, viruses, and malware before the mail comes into our system; and

**WHEREAS,** in compliance with the Livingston County Purchasing Policy, CDW-G of Vernon Hills, Illinois has been selected for the purchase of the Cisco-Ironport S-Series Web Security Appliances; and

**WHEREAS,** funding for same is available through the Information Technology 2013 Budget; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to CDW-G for the Cisco-Ironport Web and email security Appliance one year maintenance/support renewal an amount not to exceed \$20,968.00.

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#

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MOVED:  
SECONDED:  
CARRIED:



**CISLIVINGSTON 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: Greg Jolliff**  
**Date: 1/16/2013**  
**Re: CISCO Ironport Web & Email Security Maintenance Renewal**

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Attached for your approval is a Resolution to authorize a purchase order for the Maintenance Support renewal of Livingston County IT Cisco Ironport Web and Email security Appliance.

Today's challenge of securing and controlling web traffic and email security is continually growing and changing. Traditional, gateway defenses are proving to be inadequate against a variety of web-based malware, leaving Livingston County's network exposed to the inherent danger posed by these threats.

Cisco Ironport Email Security Appliance has easy-to-deploy solutions that will defend our email system against spam, viruses, phishing, and a wide variety of other threats.

Cisco Ironport Web Security Appliance will defend against malware and allow us to monitor and restrict county web access.

Ironport is the only appliance that checks for spam, viruses, and malware before allowing the mail into our system.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE PURCHASE OF A ONE YEAR MAINTENANCE AGREEMENT FOR LIVINGSTON COUNTY INFORMATION TECHNOLOGY'S EMC SAN'S (STORAGE AREA NETWORK) INCLUDING SOFTWARE, HARDWARE AND SERVICES WITH CDWG- INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE**

**WHEREAS,** the current (2) EMC SAN's hardware maintenance agreement was for 1 year and has expired; and

**WHEREAS,** all of Livingston County's data, emergency management systems, and Handy TWP data is stored and replicated on these two SANS; and

**WHEREAS,** the EMC SAN's equipment will be in use in the Livingston County IT network for the foreseeable future; and

**WHEREAS,** after the review of the vendor and products, Purchasing recommends that a Purchase Order with CDWG, of Madison, Wisconsin, be awarded for a one year period from January 1, 2013 through December 31, 2013 for an amount not to exceed \$36,828.00; and

**WHEREAS,** the cost remains the same as it was for 2012; and

**WHEREAS,** funding for same is available through the Information Technology 2013 Budget; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to CDWG for maintenance renewal for Data Replication Site EMC SANS from January 1, 2013 through December 31, 2013 for an amount of per year, with a total contract amount not to exceed \$36,828.00.

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# # #

MOVED:  
SECONDED:  
CARRIED:



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

---

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: Greg Jolliff**  
**Date: 1/14/2013**  
**Re: EMC SAN's Software/Hardware Maintenance Renewal**

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Attached for your review and approval is a Resolution for the purchase of a one year maintenance renewal for Livingston County's EMC SAN's (Storage area Network) system.

All of the County's data, emergency management system, and Handy Township's data is stored and replicated on these two SANS. The EMC SAN's will be in use in the Livingston County IT network for the foreseeable future, and it is very important to keep the maintenance current.

The cost for the one year renewal maintenance is \$ 36,828.00.

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



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S. FOR FY 2014 – L.E.T.S. / General Government**

**WHEREAS,** L.E.T.S. is the eligible governmental agency representing SPECIALIZED SERVICES interests receiving funds under this contract for Livingston County; and

**WHEREAS,** SPECIALIZED SERVICES are public transportation services primarily designed for persons who are disabled or who are sixty (60) years of age or older; and

**WHEREAS,** This contract is to provide operating assistance funds from the Michigan Department of Transportation to SPECIALIZED SERVICES providers in Livingston County, as follows:

Specialized Services Recipients	
Hartland Senior Center	\$14,593
Brighton Community Education	\$14,593
Livingston County Community Mental Health	\$14,593
Catholic Social Charities	\$ 6,529
Special Ministries of Livingston County	\$ 9,554
<b>TOTAL:</b>	<b><u>\$59,862</u></b>

**WHEREAS,** Upon execution, this Contract shall cover the period commencing October 1, 2013, and extending through September 30, 2014.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners authorize the SPECIALIZED SERVICES Contract between the Michigan Department of Transportation and the County of Livingston, together with the above-stated provider contracts, for services from October 1, 2012, through September 30, 2013.

**BE IT FURTHER RESOLVED** that the Board Chair be authorized to sign said contracts and subsequent Project Authorizations upon review and recommendation of James Dunn, Legal Counsel for L.E.T.S.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF L.E.T.S.**

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**3950 W. Grand River, Howell, MI 48855**  
**Phone 517-546-6600 Fax 517-546-5088**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Doug Britz, L.E.T.S. Director**

**Date: 2/5/2013**

**Re: RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT  
BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION  
AND THE COUNTY OF LIVINGSTON - L.E.T.S. FOR FY 2014 – L.E.T.S.  
/ General Government**

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Attached for your review and consideration is a resolution authorizing a contract between MDOT and Livingston County - L.E.T.S. for Specialized Services Grant for FY 2014 including the authorization and signature of Board Chair of the 3<sup>rd</sup> party contracts to the sub-recipients. Once again, we are asking for \$59,862, which is the same amount as last year's allocation. This is what MDOT anticipates will be available for Livingston County. All allocated monies come through L.E.T.S. as the "pass through" agent and are distributed to the sub-recipients named in the resolution.

L.E.T.S. has the fiduciary responsibility to apply for funding and to report on activity to MDOT including the distribution of funds to qualified Specialized Service participants. The Specialized Services recipients are the Hartland Senior Center, Brighton Community Education, Livingston County Mental Health, Catholic Social Services, and Special Ministries of Livingston County.

This is strictly a "pass through" from MDOT to the five (5) sub-recipients. We receive a quarterly check from MDOT and immediately have checks issued to the sub-recipients. There are no local dollars expended for these services as Specialized Services is only a State of Michigan program.

As always, if you have any questions, please do not hesitate to contact me at your convenience at 540-7847.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT FISCAL YEAR 2014 - L.E.T.S. / General Government**

**WHEREAS,** L.E.T.S., the ARC of Livingston, Community Mental Health, and the Livingston Transportation Coalition on September 23, 2010 gathered together a Forum and conducted a review of the original Public Transportation coordination plan including area transportation providers, citizens at large, senior centers, a SEMCOG representative, Livingston County United Way, local government leaders, and others were in attendance; and

**WHEREAS,** the coordination plan is reviewed annually and there have been no changes to the original coordination plan of the September 23, 2010 with the most needed transportation was for extended weekday hours to get people to work and back home; and

**WHEREAS,** the county of Livingston has reviewed and approved the proposed FY 2014 Job Access and Reverse Commute budget and funding sources consisting of Federal funds of \$38,833 and State \$38,833 with local fare box of \$8,715 for total revenue sources of \$86,381 and total expenditures of \$86,381; and

**WHEREAS,** the grant if approved will run from October 1, 2013 through September 30, 2014 and if successful LETS can continue to apply every year until the grant is no longer available at which time the expenses will be incorporated in regular service.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby makes its intentions known to provide limited extended weekday hours to provide public transportation service for Job Access and Reverse Commute (JARC) authorizes application for Federal and State financial assistance of Federal funds of \$38,833 and State funds of \$38,833.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board Chair to sign said application documents and subsequent Project Authorizations once reviewed and recommended as to form by James Dunn, Legal Counsel for L.E.T.S.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby appoints Douglas Britz as the Transportation Coordinator for all public transportation matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of the Job Access and Reverse Commute (JARC) grant.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF L.E.T.S.**

3950 W. Grand River, Howell, MI 48855  
Phone 517-546-6600 Fax 517-546-5088  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, L.E.T.S. Director**  
**Date: 2/5/2013**  
**Re: RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB  
ACCESS AND REVERSE COMMUTE (JARC) GRANT FISCAL YEAR 2014 –  
L.E.T.S./General Government**

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Attached is a resolution for your consideration and approval for L.E.T.S. to apply for the Job Access and Reverse Commute (JARC) federal operating grant split 50% - 50 % between FTA and the State of Michigan, administered by the State of Michigan for FY 2014 (October 1, 2013 – September 30, 2014).

Prior to applying for funds, L.E.T.S. in coordination with the ARC of Livingston, and Livingston County Community Mental Health had to have public input annually based from the original review forum that was held on September 23, 2010 including many local government officials, human service agencies, citizen's at large, other transportation providers among other interested parties to determine the most needed transportation for the citizens of Livingston County.

It was determined that a need still existed for extended weekday and Saturday hours which stood out as the most needed to provide transportation to people to get to and from home to their work sites. This operating grant is 100% Federal and State funded after deducting fare box revenue. Operating funds are split 50% - 50% between the Federal (\$38,833) and State (\$38,833) respectively. Farebox revenue is estimated to be \$8,715 for total revenue of \$86,381. The budget is balanced with expenditures of \$86,381.

The resolution before you is a requirement from the State of Michigan. This is a competitive grant and the future of the grant is expected for many years and it is expected to then become part of the regular service that LETS provides.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2014 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S. / General Government**

**WHEREAS,** pursuant to Act No. 51 of the Public Acts of 1951, as amended (ACT 51), the County of Livingston will provide a local transportation program for the State as established under Act 51 for the fiscal year of 2014 and therefore, apply for State Financial Assistance under provisions of Act 51; and

**WHEREAS,** it is necessary for the County of Livingston, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of Act 51; and

**WHEREAS,** it is necessary to certify that no changes in eligibility documentation has occurred during the past State Fiscal Year, and

**WHEREAS,** the 10e(18) accessibility plan amendment for this agency has been reviewed and approved by the Livingston County Board of Commissioners; and

**WHEREAS,** the performance indicators for this agency have been reviewed and approved by the Livingston County Board of Commissioners; and

**WHEREAS,** the County of Livingston, has reviewed and approved the proposed 2014 budget and funding sources consisting of estimated Federal Funds – \$1,304,049; estimated State Funds – \$779,988; estimated Local Funds - \$274,000; estimated non transit revenues - \$49,852; for a Total Estimated Revenues of \$2,407,889 and total Estimated Expenditures of \$2,407,889; and capital requests of \$130,000 for new/replacement equipment.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby makes its intentions known to provide public transportation service and authorizes application for state financial assistance with this annual plan for Fiscal Year 2014, in accordance with Act 51.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize the Board chair to sign said application and subsequent Project Authorization as recommended by James Dunn, Legal Counsel for L.E.T.S.

**BE IT FINALLY RESOLVED** that the Livingston County Board of Commissioners hereby appoints Douglas Britz as the Transportation Coordinator for all public transportation matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of Act 51 for the Fiscal Year 2014.

# # #

MOVED:

SECONDED:

CARRIED:



# Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, L.E.T.S. Director**  
**Date: 2/5/2013**  
**Re: RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE  
FOR STATE FISCAL YEAR 2014 UNDER ACT NO. 51 OF THE PUBLIC  
ACTS OF 1951, AS AMENDED – L.E.T.S./General Government**

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Attached is a resolution for your consideration and approval is the intention of L.E.T.S. to apply for financial assistance from the State of Michigan for FY 2014 under Act 51 of the Public Act of 1951, as amended.

The Operating grant application mirrors last year's except for minor changes in some amounts in revenues and expense to provide the services we are currently providing. Revenues are based on reimbursed Federal and State funds.

The proposed FY 2014 State budget and funding sources consists of estimated Federal Funds – \$1,304,049.; estimated State Funds – \$779,988.; estimated Local Funds (fare box) -\$274,000; estimated non-transit revenues - \$49,852; for a Total Estimated Revenues of \$2,407,889 and total Estimated eligible Expenditures of \$2,407,889; and capital requests of \$130,000 for new/replacement equipment.

Please note that again there is no "Local Share" (General Fund) monies being requested in the FY 2014 budget. I anticipate that State of Michigan funding and Federal funding will cover 86.6% of our costs and the farebox will make up 11.3% and non transit revenue of 2.1%.

The resolution before you is a requirement of the State of Michigan. As stated, it is the same as in prior years except for the monetary amounts in each category, some changes in fund names/numbers and percentages adjusted for certain revenue funds.

As always, thank you for your time and if you have any questions, please do not hesitate to contact me at your convenience at 540-7847.



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (vehicles) AND TO AMEND THE FISCAL YEAR 2013 MOTOR POOL BUDGET - Motor Pool / General Government**

**WHEREAS,** the Livingston County Motor Pool Department is requesting replacement of ten (10) Motor Pool vehicles that have served their useful life based on age, mileage, and condition; and

**WHEREAS,** the recommended replacement vehicles are all model year 2013's as follows, three (3) Ford F-150 Pick up trucks for the Building Inspection Department at a cost not to exceed \$51,000; One (1) GMC Yukon XL 2500 4 x 4 for the EMS Department at a cost not to exceed \$39,995; one (1) Chevrolet Police Tahoe 4 x 4 for the sheriff's Department at a cost not to exceed \$28,000; Two (2) Chevrolet Police Tahoe for the Sheriff's Department at a cost not to exceed \$51,500; and three (3) Chevrolet Caprice Police Interceptors for the Sheriff's Department Road Patrol at a cost not to exceed 81,850; and

**WHEREAS,** the Ford F-150 Pick ups will be purchased from the State of Michigan MIDeal contract from Gorno Ford of Woodhaven, MI; the Chevrolet Caprice's will be purchased from the State of Michigan MIDeal contract from Shaheen Chevrolet of Lansing, MI; The Tahoe's and 4 x 4 Tahoe police vehicles will be purchased off the Oakland County Contract from Berger Chevrolet of Grand Rapids, MI, and the GMC Yukon XL will be purchased from the State MIDeal contract from Red Holman Pontiac GMC of Westland, Michigan; and

**WHEREAS,** monies were budgeted for CY 2013 for all ten (10) vehicles; and

**WHEREAS,** the Motor Pool department will be purchasing these vehicles from Retained Earnings from the monthly lease program payments paid by the various departments; and

**WHEREAS,** the lease payments for the new vehicles were also included in the various Departments' CY 2013 budget; and

**WHEREAS,** all new vehicles will be charged back to the individual Departments by way of the vehicle monthly lease program; and

**WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

**WHEREAS,** the proposed amendment recognizes the additional cost in the price of the new vehicles being purchased in excess of current Fiscal Year Budget.

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**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the purchase of ten (10) MY 2013 vehicles as follows; three (3) Ford F-150 Pick up trucks for the Building Inspection Department at a cost not to exceed \$51,000; One (1) GMC Yukon XL 2500 4 x 4 for the EMS Department at a cost not to exceed \$39,995; one (1) Chevrolet Police Tahoe 4 x 4 for the sheriff's Department at a cost not to exceed \$28,000, two (2) Chevrolet Police Tahoe's for the Sheriff's Department at a cost not to exceed \$51,500; and three (3) Chevrolet Caprice Police Interceptors for the Sheriff's Department at a cost not to exceed \$81,850.

**BE IT FURTHER RESOLVED** that the cost of all ten (10) vehicles are not to exceed Two Hundred Fifty-Two Thousand Three Hundred and Forty-Five dollars (\$252,345).

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorizes the following amendment to the Motor Pools Fiscal Year 2013 Budget as illustrated below:

<u>Fund</u>	Approved 2013 <u>Budget</u>	Proposed <u>Amendment</u>	Proposed 2013 Amended <u>Budget</u>
661 – Motor Pool	\$1,174,381	\$7,200	\$1,181,581

**BE IT FURTHER RESOLVED** that all ten (10) vehicles are to be leased back to the individual Departments from the Motor Pool.

**BE IT FURTHER RESOLVED** that the budgetary worksheets showing the detailed line-item changes for the budget amendment will be attached as part of the resolution

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**BE IT FINALLY RESOLVED** that the Motor Pool Director is hereby authorized to dispose  
of various department vehicles being replaced per the County  
Purchasing/Disposal Policy.

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MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF MOTOR POOL**

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3950 W. Grand River, Howell, MI 48855  
Phone 517-546-6600 Fax 517-546-5088  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Doug Britz, Motor Pool Director**  
**Date: 2/5/2013**  
**Re: RESOLUTION AUTHORIZING CAPITAL  
EXPENDITURE (vehicles) AND TO AMEND THE FISCAL  
YEAR 2013 MOTOR POOL BUDGET - Motor Pool /  
General Government**

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Attached please find a resolution for your consideration and authorization for the Motor Pool Director to replace ten (10) Motor Pool Vehicles that have served their useful life based on mileage and condition and to approved Fiscal Year 2013 Motor Pool Budget.

The recommended replacement vehicles are all model year 2013's as follows, three (3) Ford F-150 Pick up trucks for the Building Inspection Department at a cost not to exceed \$51,000; One (1) GMC Yukon XL 2500 4 x 4 for the EMS Department at a cost not to exceed \$39,995; one (1) Chevrolet Police Tahoe 4 x 4 for the sheriff's Department at a cost not to exceed \$28,000, two (2) Chevrolet Police Tahoe for the Sheriff's Department at a cost not to exceed \$51,500; and three (3) Chevrolet Caprice Police Interceptors for the Sheriff's Department Road Patrol at a cost not to exceed \$81,850.

The total purchase price of all ten (10) vehicles is not to exceed Two Hundred Fifty-Two Thousand Three Hundred and Forty-Five dollars (\$252,345).

The Ford F-150 Pick ups will be purchased from the State of Michigan MIDEal contract from Gorno Ford of Woodhaven, MI; the Chevrolet Caprice's will be purchased from the State of Michigan MIDEal contract from Shaheen Chevrolet of Lansing, MI, the Tahoe's and 4 x 4 Tahoe police vehicles will be purchased from the Oakland County Contract from Berger Chevrolet of Grand Rapids, MI; the GMC Yukon XL will be purchased from the State MIDEal contract from Red Holman Pontiac GMC of Westland, Michigan

Motor Pool – Vehicle Purchase

Funds were budgeted for the purchase of all ten (10) vehicles for CY 2013. The Motor Pool department will be purchasing these vehicles from Retained Earnings from the monthly lease program paid by the various departments. In addition, the new vehicles were also included in the various Departments' CY 2013 budget and will be charged back to those individual Departments by way of the monthly lease program.

A budget amendment is necessary due to the cost the new vehicles costing more than the budgeted anticipated cost increase. The requested amendment is to increase the Motor Pool Budget by \$7,200 to cover the cost of the purchase of the vehicles requested. The budgetary worksheets showing the detailed line-item changes will be attached as part of the resolution.

Finally, the Motor Pool Director is hereby authorized to dispose of various department vehicles being replaced per the County Purchasing/Disposal Policy.

I am available at your convenience to discuss this purchase at 517-540-7847.