

# GENERAL GOVERNMENT and HEALTH AND HUMAN SERVICES

4/1/2013

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: March 11, 2013
  3. **APPROVAL OF AGENDA**
  4. **REPORTS**  
SNS State Evaluation 2013 - Health Department  
Working Smarter: Understanding Jobs and Talent in Southeast Michigan - MI Works!  
Building Services Update - Chris Folts
  5. **CALL TO THE PUBLIC**
  6. **RESOLUTIONS FOR CONSIDERATION**
- 
- 07 **Purchasing**  
RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR UNIFORM-CLEANING SERVICES WITH MARCY'S LAUNDRY & DRY CLEANING, L.L.C. – Purchasing /Sheriff's / EMS / General Government Committee / Finance Committee
- 
- 08 **Michigan Works**  
RESOLUTION AUTHORIZING A MONTH TO MONTH SUBLEASE BETWEEN THE STATE OF MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET AND THE COUNTY OF LIVINGSTON FOR SPACE AT THE MICHIGAN WORKS! – LIVINGSTON SERVICE CENTER LOCATED 1240 PACKARD DR, HOWELL, MI
- 
- 09 **Veterans**  
RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR TWO VETERANS BENEFITS COUNSELORS FOR ACCREDITATION TRAINING IN RENO NV JUNE 2-8, 2013 AS REQUIRED BY THEIR JOB DESCRIPTIONS - Veterans/General Government/Finance/Full Board
- 
- 10 **Animal Control**  
RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART TIME KENNEL ASSISTANT WITHIN ANIMAL CONTROL DUE TO THE VACANCY CREATED BY A PROMOTION OF A KENNEL ASSISTANT TO ANIMAL CONTROL ASSISTANT

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- 11 Public Health**  
RESOLUTION AUTHORIZING FILLING THE POSITION OF ONE (1) PART TIME PROGRAM CLERK II DUE TO INCREASED WORK LOAD CREATED BY REDUCTION IN USING VOLUNTEERS
- 
- 12 Emergency Medical Services**  
RESOLUTION AUTHORIZING THE PURCHASE OF EMS RADIO EQUIPMENT AND EMERGENCY LIGHTING FOR EMS EMERGENCY RESPONSE VEHICLE - EMS / HEALTH & HUMAN SERVICES COMMITTEE / FINANCE COMMITTEE
- 
- 13 Information Technology**  
RESOLUTION AUTHORIZING A ONE YEAR MAINTENANCE AGREEMENT WITH VMWARE FOR THE COUNTY'S VMWARE SERVICES RENEWAL -INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE
- 
- 14 Administration**  
RESOLUTION AUTHORIZING AN AGREEMENT WITH COHL, STOKER & TOSKEY, PC, TO PROVIDE LEGAL SERVICES TO LIVINGSTON COUNTY - County Administration
- 
- 15 Building Services**  
RESOLUTION AUTHORIZING CAPITAL IMPROVEMENT EXPENDITURE FOR RENOVATION FOR THE EAST COMPLEX ROOF - Building Services/ General Government/ Finance Committee
- 
- 16. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

MARCH 11 - 7:30 PM

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

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

COMM. CHILDS       COMM. DOLAN       COMM. GREEN       **COMM. WILLIAMS**

OTHERS:	TED WESTMEIER	GREG JOLLIFF	ROBERTA BENNETT
	DIANNE McCORMICK	JANINE DUNNING	JEFF BOYD
	BILL SLEIGHT	DIANE GREGOR	KEVIN WILKINSON
	DEBBIE WARDEN	CHRIS FOLTS	CAROL GRIFFITH
	SALLY REYNOLDS	DOUG BRITZ	CAROL SUE JONCKHEERE

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:30 PM.**
2. **APPROVAL of MINUTES:** **MINUTES OF MEETING DATED FEBRUARY 11, 2013:**

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

3. **APPROVAL of AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**  
**MOVED BY: GREEN / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS:** **EMS BUILDING AND TRAINING CENTER UPDATE:** EMS Director, Jeff Boyd, introduced Lisa Ferris-McCann from Lansing Community College with regard to collaborating on EMT Training. Ms. Ferris-McCann went on to advise the Committee of various LCC EMT training classes, including their Veterans programs.

Jeff Boyd & Kevin Wilkinson updated the Committee on the progress of the JOHN E. LA BELLE PUBLIC SAFETY COMPLEX , which is on schedule with a mid-October finish date.

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

6. **DISCUSSION ITEMS: VETERANS MEMORIAL LANDSCAPING:** Chris Folts advised the Committee of upcoming renovations being proposed for the Veterans Memorial on the southwest corner of the Courthouse lawn.

7. **RESOLUTIONS for CONSIDERATION.**

8. **HEALTH DEPT: RESOLUTION AUTHORIZING THE ELIMINATION OF THE HEALTH EDUCATOR SUPERVISOR POSITION AND THE CREATION / FILLING OF A HEALTH EDUCATOR POSITION AT THE DEPARTMENT OF PUBLIC HEALTH**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: CHILDS / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

9. **MI WORKS!: RESOLUTION AUTHORIZING LIVINGSTON COUNTY MICHIGAN WORKS! TO PURCHASE PROMOTIONAL MATERIALS**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: GREEN / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

10. **REGISTER OF DEEDS: RESOLUTION AUTHORIZING A SET AMOUNT OF MONIES TO BE ADDED TO THE LINE ITEM FOR OVERTIME IN THE REGISTER OF DEEDS 2013 BUDGET**

**RECOMMEND MOTION TO: FINANCE**  
**MOVED BY: GREEN / SECONDED BY: CHILDS**  
**ALL IN FAVOR - MOTION PASSED**

11. **IT: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BRADSHAW CONSULTING SERVICES INC. FOR MARVLIS SOFTWARE MAINTENANCE FOR THE LIVINGSTON COUNTY EMS DEPARTMENT FROM APRIL 26, 2013 THROUGH APRIL 27, 2014**

**RECOMMEND AMENDED MOTION TO: FINANCE**  
**CORRECTING EXPIRATION DATE IN RESOLUTION TO 2014**  
**MOVED BY: CHILDS / SECONDED BY: GREEN**  
**ALL IN FAVOR - MOTION PASSED**

12. **BUILDING SERVICES: RESOLUTION AUTHORIZING CONTRACT WITH LINDHOUT ASSOCIATES ARCHITECTS FOR ARCHITECTURAL SERVICES**

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

**13. BUILDING SERVICES: RESOLUTION AUTHORIZING A CONTRACT FOR THE PURCHASE OF NATURAL GAS**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

**14. L.E.T.S.: RESOLUTION AUTHORIZING CONTRACTS FOR PREVENTATIVE MAINTENANCE SERVICES FOR MEDIUM DUTY DIESEL BUSES**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

**15. L.E.T.S.: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN PHOENIX, AZ, April 9 - 11, 2013**

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

**16. EMS: RESOLUTION AUTHORIZING THE WRITE OFF OF BAD DEBT FOR THE YEAR 2009**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

**17. EMS: RESOLUTION AUTHORIZING A CHANGE IN THE MILEAGE CHARGE FOR EMERGENCY MEDICAL SERVICES**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: CHILDS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

**18. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:13 PM.  
MOVED BY: DOLAN / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY

Don Hayduk, Emergency Preparedness Coordinator  
Livingston County Department of Public Health  
2300 E. Grand River, Ste. 102  
Howell, MI 48842

Dear Don Hayduk:

On February 8, 2013, the Office of Public Health Preparedness (OPHP) performed a review of Livingston County Health Department's Strategic National Stockpile (SNS) Plan. As required by the Centers for Disease Control and Prevention (CDC), this evaluation provided an opportunity to examine the key components of Livingston County's public health preparedness program. The attached Technical Assistance Review (TAR) Tool reflects the results of that review. The purpose of this program review was to evaluate the status and the ability of Livingston County to carry out the duties and responsibilities required to effectively perform SNS activities in meeting these requests. Furthermore, this program seeks to promote the sharing of best practices, incorporate past recommendations, and identify how OPHP can offer technical assistance.

During the evaluation process, certain areas were noted as requiring additional documentation. The items were subsequently detailed in a separate email dated February 11, 2013. Included within that email were requests for documentation to be completed and a deadline in which documentation would need to be provided in order to be included in the TAR. On February 14, Livingston County provided a detailed response and documentation to the requests made by OPHP.

The observations of OPHP staff and the Livingston County's responses have been incorporated into this completed TAR. Please review all items noted on the TAR and continue to incorporate ongoing state and federal guidance into your SNS plan. As a reminder, CDC grant guidance requires that state and local health departments maintain a score of 89% on the TAR. Failure to meet this requirement may lead to a decrease in funding.

More information regarding future SNS plan submittal and review processes will be available in the coming weeks.

Thank you and your staff for your cooperation throughout this review. The OPHP looks forward to continuing to work closely with the Livingston County Health Department to maintain and improve the overall quality of the SNS program for the State of Michigan. If you have any questions regarding this TAR, please contact Jennifer Hankinson, SNS Coordinator ([hankinsonj@michigan.gov](mailto:hankinsonj@michigan.gov)), or Jason Smith, SNS Technical Advisor ([smithj20@michigan.gov](mailto:smithj20@michigan.gov)).

Sincerely,

MISNS Team

DIVISION OF STATE AND LOCAL READINESS- STATE TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Project Area:**

**Assessment Date:**

**Reviewer:**

**Final Score:**

State Baseline Data for Review		Number	Comments
1	State population covered by the medical countermeasure distribution and dispensing plan.		
2	Total number of county and/or city health departments.		
3	Number of jurisdictions required by the state to develop mass prophylaxis planning.		
4	Number of Receive, Stage, Store facilities, both back-up and primary that have been approved by the CDC and US Marshal service assignees using the DSNS RSS Checklist. 4a-d relates to the specific types of approved RSS facilities within the project areas.		
a	Number of RSS sites that are government owned (e.g., state buildings, county buildings, etc.)		
b	Number of RSS sites that are private businesses (for example: professional warehousing company, logistics business, etc.)		
c	Number of RSS sites that are military installations (e.g., active duty base, National Guard assets)		
d	Number of RSS sites that are not listed in 4a-c (please explain in notes)		
5	Number of Regional/Local Distribution Sites (R/LDS) identified and approved by the state for local level receiving and distribution activities, if applicable. If not applicable, put N/A. 5a-d relates to the specific types of R/LDS facilities within the project area.		
a	Number of R/LDS sites that are government owned (e.g., state buildings, county buildings, etc.)		
b	Number of R/LDS sites that are private business (e.g., professional warehousing company, logistics business, etc.)		
c	Number of R/LDS sites that are military installations (e.g., active duty base, National Guard units, etc.)		
d	Number of R/LDS sites that are not listed in 5a-c (please explain in notes)		
6	Which level of government is responsible for distribution to points of dispensing? 6a-d relate to the specific types of distribution assets within the project area.		
a	Distribution assets that are government assets (e.g., state public works, department of transportation, etc.)		
b	Distribution assets are military (e.g., active duty, National Guard)		
c	Distribution assets are from private business (e.g., logistics company, warehousing company, delivery services, etc.)		
d	Distribution assets are from agencies other than those listed in 6a-c (please explain in notes)		
7	Which level of government is responsible for distribution to hospitals and treatment center sites?		
a	Indicate if distribution assets to hospitals and treatment center sites differ from those answered in 6a-d above.		
8	<b>Estimated</b> number of personnel needed to staff 100% of state- level functions for a mass prophylaxis campaign and/or medical supplies management and distribution.		
9	<b>Current</b> number of personnel on hand to staff state-level functions for a mass prophylaxis campaign and/or medical supplies management and distribution.		
10	Number of Points of Dispensing (PODs) statewide.		
11	Number of hospital facilities statewide.		
12	Number of treatment centers identified to provide non-acute medical care services during a medical countermeasure distribution and dispensing campaign.		

DIVISION OF STATE AND LOCAL READINESS- STATE TECHNICAL ASSISTANCE REVIEW SCORE SHEET



DIVISION OF STATE AND LOCAL READINESS- STATE TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 1: Developing a plan with SNS Elements (3%)**

- 1 State SNS planning elements are incorporated in the state's all hazards-plan and the plan is NIMS-compliant.
- 2 State SNS planning elements are updated annually based on deficiencies revealed during SNS Program Technical Assistance Reviews, and state/local trainings and exercises.
- 3 Multi-discipline Planning/Advisory Group meets annually to review and updated the SNS planning elements in the all-hazards plan.
- 4 Acknowledgement from state agencies/organizations with roles/responsibilities in SNS planning elements.
- 5 Policies and procedures to support medical supplies management and distribution/mass prophylaxis operations are outlined in plan.
- 6 Legal issues to support medical supplies management and distribution/mass prophylaxis operations are outlined (origin citations should be included) in plan.

**0.00 Total Points Scored Divided by 6 (Total Number of Elements) = 0**

**Section 2: Management of SNS (10%)**

- 1 The state SNS Coordinator and back-up are identified and POC information documented.
- 2 State personnel (primary and back-up) identified with documented contact information.
- 3 Call-down rosters for personnel identified in item 2.2 exist and updated at least quarterly.
- 4 State conducts and documents call-down exercises of all personnel identified in item 2.2 to test response rates quarterly.
- 5 SNS functions are integrated within the State Incident Command System (ICS) structure and are NIMS compliant.
- 6 The state has a plan to annually test the notification and activation of all staff (state and volunteer personnel) below the state level positions identified in item 2.2.

**0.00 Total Points Scored Divided by 6 (Total Number of Elements) = 0**

**Section 3: Requesting SNS (3%)**

- 1 Signed MOA between CDC and state.
- 2 Plan to communicate with the Governor and other key state officials to evaluate need to request SNS materiel.
- 3 Personnel (one or more) authorized by the governor to request SNS materiel are identified in the plan with contact information.
- 4 State plans and procedures contain initial request justification guidelines and procedures for state to request SNS materiel from CDC.
- 5 State plans contain procedures to request resupply of SNS materiel from CDC.
- 6 State plans contain the request procedures for locals to request SNS materiel from the state.

**0.00 Total Points Scored Divided by 6 (Total Number of Elements) = 0**

**Section 4: Communications Plan (Tactical) (3%)**

- 1 Tactical communication and/or IT support call-down lists are reviewed and updated quarterly.
- 2 Communications/IT support has a job aid.
- 3 Redundant communication platforms and systems are established between command and management locations and support agencies.
- 4 Communication pathways between command and management locations and support agencies are established.
- 5 quarterly.
- 6 Designated personnel (identified in item 2.2) are trained in the use of redundant communications equipment.

**0.00 Total Points Scored Divided by 6 (Total Number of Elements) = 0**

DIVISION OF STATE AND LOCAL READINESS- STATE TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 5: Public Information & Communication (PIC) (7%)**

- 1 Public information and communication personnel (primary and back-up) have been identified and trained regarding responsibilities associated with a mass prophylaxis campaign.
- 2 Written PIC plan includes messages, methods, and materials for use in a mass prophylaxis campaign or when medical supplies management and distribution efforts are required.
- 3 The state has developed, validated, and pre-cleared medical countermeasure distribution and dispensing campaign messages and provided guidance to the locals to ensure message consistency.
- 4 The state reviews local plans and provides guidance to locals on methods to disseminate the messages.
- 5 The state reviews local plans and provides guidance to locals on developing materials to ensure consistent state-wide information, including plans and materials.
- 6 The state reviews plans and provides guidance to locals on at-risk populations.

**0.00 Total Points Scored Divided by 6 (Total Number of Elements) = 0**

**Section 6: Security (10%)**

- 1 State security coordinator, back-up and support agencies identified, trained/oriented and contact information documented.
- 2 Security plans for transportation of medical material have been developed and documented.
- 3 Badging procedures are in place for all personnel responding to a public health event involving medical material and resources.
- 4 RSS site specific security plans have been developed.
- 5 Standardized security planning guidance and checklists (for PODs, R/LDS's etc.) have been developed and distributed to local health departments.

**0.00 Total Points Scored Divided by 5 (Total Number of Elements) = 0**

**Section 7: Receipt, Stage, Store (RSS) (14%)**

- 1 The state RSS strategy expedites the movement of material to the sites designated in the state plan.
- 2 RSS facilities reviewed and validated by CDC PSC and Marshal using RSS Site Survey Tool.
- 3 Written agreements are in place for reviewed and validated RSS sites.
- 4 **0** The following RSS Managers/staff have been identified for each RSS facility:

	Primary	Back-up
RSS Manager/Leader		
Security Coordinator/Leader		
Safety Manager/Leader		
Communications/IT Manager/Leader		
Inventory Control Manager/Leader		
Shipping/Receiving Manager/Leader		
Pick Team Manager/Leader		
Quality Control Manager/Leader		

Mark each position identified with an "x"

Each x is worth .5 points for a maximum total of 8 points.

- 5 RSS Leaders/Managers and back-ups have job aids and have been trained in RSS Operations.
- 6 Safety Manager/Leader and back-ups have job aids and have been trained in their RSS function.
- 7 Communications/IT Support and back ups have job aids and have been trained in their RSS function.
- 8 Inventory Manager/Leader and back-ups have job aids and have been trained in their RSS function.
- 9 Shipping/Receiving Manager/Leader and back-ups have job aids and have been trained in their RSS function.
- 10 Pick Team Manager/Leaders and back-ups have job aids and have been trained in their RSS function.
- 11 Quality Control Managers/Leaders and back-ups have job aids and have been trained in their RSS function.
- 12 Call-down rosters for 24/7 operations for all RSS Managers and staff/volunteers are reviewed for accuracy and tested at least quarterly.
- 13 Just-in-time (JIT) training materials have been developed for each of the RSS functions to familiarize personnel working within those functions.
- 14 An inventory of material handling equipment for each RSS site is documented along with a list of materials/supplies that need to be procured and/or delivered at the time of event.
- 15 An inventory of office equipment for each RSS site is documented along with a list of materials/supplies that will need to be delivered and/or procured at time of event.
- 16 The state plan lists individuals who are authorized to sign for SNS materiel.
- 17 The state plan addresses staff/volunteer management (for example, work breaks, shift schedules, meals/snacks, lodging, family care, etc.).

**0.00 Total Points Scored Divided by 24 (Total Number of Elements) = 0**

DIVISION OF STATE AND LOCAL READINESS- STATE TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 8: Inventory Management (9%)**

- 1 An Inventory Management System (IMS) is in place with back-up.
- 2 All inventory staffs are trained in IMS functions.
- 3 Chain of custody procedures are outlined in plan including the process to track pharmaceutical lot numbers.
- 4 The state plan lists DEA Registrant(s) to receive material requiring DEA Form 222.
- 5 Procedure for chain of custody involving controlled substances is outlined in plan.
- 6 The state has registered with the DEA as a Distributor.
- 7 The state inventory management system has the capability to track data elements.
- 8 The state inventory management system can perform functions.

**0.00 Total Points Scored Divided by 8 (Total Number of Elements) = 0**

**Section 9: Repackaging (2%)**

- 1 Repackaging Manager and back-up have a job aid and have been trained in their functions.
- 2 Repackaging plan or contingent contracts have been developed.
- 3 Just-in-time (JIT) training materials have been developed for the repackaging function.

**0.00 Total Points Scored Divided by 3 (Total Number of Elements) = 0**

**Section 10: Distribution (10%)**

- 1 Distribution Manager and back-up(s) have job aids and have been trained in their functions.
- 2 Plan includes distribution strategy for delivery of medical materiel (such as delivery locations, routes, delivery schedule/frequency, fueling, repair, recovery, etc. ).
- 3 Written agreement for primary agency/organization to distribute medical materiel is in place.
- 4 Written agreement for backup agency/organization to distribute medical materiel is in place.
- 5 Resource needs have been identified and those resource needs are accessible to perform distribution activities.
- 6 The state provides guidance for appropriate Material Handling Equipment (MHE) for sites that are designated to receive materiel.
- 7 Just-in-time (JIT) training materials have been developed for the distribution functions.

**0.00 Total Points Scored Divided by 7 (Total Number of Elements) = 0**

**Section 11: Medical Countermeasure Dispensing (18%)**

- 1 The state has developed specific guidelines and templates for dispensing/POD management and disseminated to their local areas.
- 2 The state has developed or coordinated development of volunteer registries and tracks registration at the local level or provided volunteer registry development and tracking at the state level.
- 3 The state can demonstrate that they have reviewed and provided annual feedback for all local and/or regional dispensing plans in the state.
- 4 The state reviews local plans for appropriate numbers of dispensing sites/PODs to cover each jurisdiction's population and has provided feedback to improve the jurisdiction's coverage.
- 5 The state reviews local plans to ensure adequate staffing (paid staff plus volunteers) for the identified dispensing sites/PODs and has provided feedback.
- 6 The state reviews and provides feedback on local plans to ensure alternate methods of dispensing are being developed to augment POD shortages and supplement the POD system.
- 7 The state reviews local plans to ensure procedures are in place to provide prophylaxis to local public health responders, local first responders, and other local critical infrastructure staff.
- 8 The state has plans to provide prophylaxis to state-level public health responders, state-level first responders, and other state-level critical infrastructure staff.
- 9 The state monitors local jurisdictions to ensure that yearly dispensing/POD training occurs or directly serves as the primary provider of dispensing/POD training to the local jurisdictions.

**0.00 Total Points Scored Divided by 9 (Total Number of Elements) = 0**

DIVISION OF STATE AND LOCAL READINESS- STATE TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 12: Hospital and Treatment Center Coordination (3%)**

- 1 Coordination exists between SNS Coordinator and Hospital Preparedness Coordinator to inform hospitals and treatment centers on how to procure emergency medical materiel.
- 2 Request process and POC(s) authorized to request materials for hospitals and treatment centers have been identified.
- 3 The state SNS plan includes documented procedures for hospitals and treatment centers to request emergency medical materiel.
- 4 Hospitals and treatment centers are trained on the emergency medical materiel request procedures.
- 5 Hospital and treatment center request procedures have been exercised.

**0.00** Total Points Score Divided by 5 (Total Number of Elements) = **0**

**Section 13: Training and Exercise (8%)**

- 1 Personnel have been assigned to lead, plan and oversee public health and medical countermeasure distribution and dispensing (MCMDD).
- 2 Developed, identified and/or documented emergency preparedness training resources and opportunities related to medical countermeasure distribution and dispensing.
- 3 State conducts an annual training and exercise workshop (T&EPW) and developed multi-year training and exercise program to HSEEP guidance.
- 4 The multi-year training and exercise plan is updated annually and incorporates medical countermeasure distribution and dispensing trainings, drills, discussion-based and operational exercises.
- 5 After Action Reports/Improvement Plans (AAR/IP) are developed in accordance with HSEEP guidance.
- 6 **0** The following functions have been annually trained and local exercises tracked.

	Trained Annually	Trained Annually
Overall SNS Planning Elements		Security Operations
Management of Operations		RSS Operations
State-Federal Requesting SNS Procedures		Inventory Management System
Local-State Requesting SNS Procedures		Distribution Methods
Communications Plan (Tactical)		Hospital and Treatment Center Coord.
Public Information And Communication		Local Dispensing Exercises Tracked
Exercise and Evaluation		

Mark each position identified with an "x"

Each x is worth .5 points for a maximum total of 6.5 points.

**0.00** Total Points Score Divided by 11.5 (Total Elements) = **0**

**Project Area:**

**Date:**

**Reviewer:**

Section Number	Section	Points	Max Points	Section Score	Section Weight	Weighted Score
1	Developing a plan with SNS Elements	0.0	6	0	3%	0
2	Management of SNS	0.0	6	0	10%	0
3	Requesting SNS	0.0	6	0	3%	0
4	Communications Plan (Tactical)	0.0	6	0	3%	0
5	Public Information and Communication (PIC)	0.0	6	0	7%	0
6	Security	0.0	5	0	10%	0
7	Receipt, Stage, Store	0.0	24	0	14%	0
8	Inventory Management	0.0	8	0	9%	0
9	Repackaging	0.0	3	0	2%	0
10	Distribution	0.0	7	0	10%	0
11	Medical Countermeasure Dispensing	0.0	9	0	18%	0
12	Hospital and Treatment Center Coordination	0.0	5	0	3%	0
13	Training and Exercise	0.0	11.5	0	8%	0

**Final TAR Score** **0**

Additional Notes:

DIVISION OF STATE AND LOCAL READINESS- LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

CRI MSA Affiliate: **Detroit**

Reviewer: Jennifer Hankinson / Jason Smith

County / Project Area /  
Planning Jurisdiction: **Livingston County**

Assessment  
Date: **03/12/13**

Final Score: **96**

Local Jurisdiction Baseline Data for Review		Number	Comments
1	Local population covered by local planning jurisdiction's medical countermeasure dispensing plan.	183,000	
a	Population within the CRI that is covered by this plan.	183,000	
2	Hourly throughput needed to provide medical countermeasures to 100% of the population within 48 hours of decision to deploy SNS.	2,700	
a	Estimate of hours of POD operations to meet the 48 hour goal for dispensing after receipt of assets from state/local distribution.	30	
3	Total number of Points of Dispensing (PODs) identified to cover 100% of the planning jurisdiction population.	3	
4	Calculated total number for estimated hourly operational throughput, based on modeling or exercise to provide medical countermeasures to 100% of the jurisdiction's population within 48 hours, through operation of all PODs identified in 3.	POD 1 = 316/hr POD 2 = 1300/hr POD 3 = 1066/hr	
a	If Head of Household is authorized, what is the max number dispensed?	10	
b	Was Head of Household used in this calculation?	Yes	
5	Number of PODs (general population) identified and supported through written agreement.	3	
6	Number of PODs (general population) identified with documented site-specific plans.	5	
7	Number of POD (general population) with identified primary and back-up management teams.	Up to 5, 3 is optimum	
8	<b>Estimated</b> number of local government personnel and volunteers needed to staff 100% of POD functions for a medical countermeasure distribution and dispensing campaign.	518	
9	<b>Current</b> number of local government personnel volunteers identified to staff POD functions for a medical countermeasure distribution and dispensing campaign.	575	
10	<b>Lines 10a-h relates to specific types of alternate dispensing modalities present in the project area.</b>		
a	Number of Closed PODs with healthcare entities/agencies (e.g., nursing homes, long term care facilities, skilled nursing facilities, retirement homes, hospitals, etc.)	1	
b	Number of Closed PODs with private business (e.g., local chemical/power plant, grocery stores, newspapers, banks, hardware stores, car companies, etc.)	0	
c	Number of Closed PODs with governmental agencies (e.g., DHS components, HHS operating divisions, VA Hospitals, local IRS offices, jails, juvenile detention programs, county/city departments, tribal, etc.)	1	
d	Number of Closed PODs with military installations e.g., active duty bases, National Guard units)	0	
e	Number of Closed PODs with academic institutions (e.g., universities, colleges, high schools, school districts, elementary schools, etc.)	0	
f	Number of Closed PODs with community-based agencies (e.g., Meals on Wheels, agencies assisting homeless, American Red Cross, United Way, VOAD, etc.)	0	
g	Number of drive-through PODs	1	

DIVISION OF STATE AND LOCAL READINESS- LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

h	Number of PODs using other types of alternate dispensing modalities ( <b>please explain in Comments section</b> )	0	
11	Population covered by all Closed PODs and alternate dispensing modalities. (10a-f above)	<5,000	

DIVISION OF STATE AND LOCAL READINESS- LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 1: Developing a Plan with SNS Elements (3%)**

- 1    **1**    Local SNS planning elements are incorporated into the local all-hazards plan and are NIMS-compliant.
- 2    **1**    Local SNS planning elements are updated annually based on deficiencies via assessments, trainings, & exercises.
- 3    **1**    Multi-discipline planning/advisory group meets annually.
- 4    **1**    Documentation from local agencies/organizations with roles/responsibilities in SNS planning elements.
- 5    **1**    State and local policies and/or procedures to support local operations referenced in plan.
- 6    **1**    Legal issues to support operations are outlined in plan.

**6.0                      Total Points Scored Divided by 6 (Total Number of Elements) =                      100**

**Section 2: Management of SNS (10%)**

- 1    **1**    Local SNS Coordinator and Back-up identified and POC information documented.
- 2    **1**    Local planning leads and back-ups identified & trained.
- 3    **1**    Call-down rosters for personnel in 2.2 current and updated at least quarterly.
- 4    **1**    Local jurisdiction conducts and documents call-down exercises of 2.2 quarterly.
- 5    **1**    SNS functions integrated with local ICS structure and are NIMS compliant.
- 6    **1**    Local jurisdiction annually exercises volunteer notification and activation.

**6.0                      Total Points Scored Divided by 6 (Total Number of Elements) =                      100**

**Section 3: Requesting SNS (3%)**

- 1    **1**    Plan to communicate with key local officials to request state assistance.
- 2    **1**    POC(s) authorized by local health director in plan to request assistance from state.
- 3    **1**    Local plan details initial request process for SNS material from the state.
- 4    **1**    Local plan details procedures to request re-supply of SNS material from state.
- 5    **1**    Local plan details procedures for dispensing sites to request SNS material.

**5.0                      Total Points Scored Divided by 5 (Total Number of Elements) =                      100**

**Section 4: Communications Plan (Tactical) (3%)**

- 1    **1**    Communication/IT support call-down lists are updated quarterly.
- 2    **1**    Communication/IT support personnel have job aids.
- 3    **1**    Redundant communication platforms and systems are in place and testes quarterly .
- 4    **1**    Communication pathways are established between command and management locations.
- 5    **1**    Communication networks between command and management locations are tested quarterly.
- 6    **0**    Personnel in 2.2 trained in use of redundant communications equipment.

**5.0                      Total Points Scored Divided by 6 (Total Number of Elements) =                      83**

DIVISION OF STATE AND LOCAL READINESS- LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 5: Public Information & Communication (PIC) (7%)**

- 1 **1** Local PIC personnel from 2.2 trained.
- 2 **1** Written PIC plan supporting medical countermeasure distribution and dispensing is in place.
- 3 **1** PIC responsibilities appear on job aid of the PIC liaison or other designated dispensing staff.
- 4 **1** Messages have been developed at the local level.
- 5 **1** Methods to disseminate the messages in 5.4 have been developed at local level.
- 6 **1** Materials or templates have been developed and cleared.
- 7 **1** Local plan details plans for communication needs of at-risk populations.

**7.0 Total Points Score Divided by 7 (Total Number of Elements) = 100**

**Section 6: Security (10%)**

- 1 **1** Local security coordinator, back-up and support agencies identified, trained/oriented and contact information documented.
- 2 **1** Security plan for transportation of medical materiel have been developed.
- 3 **1** Security plans for dispensing sites and/or R/LDS have been developed.
- 4 **1** Badging procedures are in place for all personnel responding to public health event.
- 5 **1** Site-specific security plans developed for dispensing sites and/or R/LDS locations.

**5.0 Total Points Score Divided by 5 (Total Number of Elements) = 100**

**Section 7: Regional/Local Distribution Site (R/LDS) (12%)**

(Select NA if function is Not Applicable)

- 1 **1** R/LDS strategy expedites the movement of SNS material to PODs, hospitals, treatment centers.
- 2 **1** R/LDS facilities reviewed and approved by state SNS Coordinator using RSS Site Survey Tool.
- 3 **1** Written agreements are in place for approved R/LDS sites.
- 4 **8** POC & back-ups identified for each R/LDS facility:

	Primary	Back-up
R/LDS Manager/Leader	x	x
Security Manager/Leader	x	x
Safety Manager	x	x
Communications/IT Manager/Leader	x	x
Inventory Control Manager/Leader	x	x
Shipping/Receiving Manager/Leader	x	x
Pick Team Manager/Leader	x	x
Quality Control Manager/Leader	x	x

Mark each position identified with an "x"

Each x is worth .5 points for a maximum total of 8 points.

- 5 **1** R/LDS Leaders/Managers & back-ups have job aids & are trained.
- 6 **0.5** Safety Managers & back-ups have job aids & are trained.
- 7 **0.5** Communications/IT Support & back-ups have job aids & are trained.
- 8 **0.5** Inventory Manager & back-ups have job aids & are trained.
- 9 **0.5** Shipping/Receiving Manager & back-ups have job aids & are trained.
- 10 **0.5** Pick Team Manager & back-ups have job aids & are trained.
- 11 **0.5** Quality Control Manager & back-ups have job aids & are trained.
- 12 **0.5** Call-down roster for R/LDS operational staff is accurate & tested quarterly.
- 13 **1** Just-in-time (JIT) training materials developed for each of the R/LDS functions.
- 14 **1** Material handling equipment identified and inventoried at all R/LDS locations.
- 15 **1** Office equipment identified and inventoried at all R/LDS locations.
- 16 **1** Local plan lists individuals who are authorized to sign for SNS materiel.
- 17 **1** Local plan addresses staff/volunteer management.

**20.5 Total Points Score Divided by 24 (Total Number of Elements) = 85**



DIVISION OF STATE AND LOCAL READINESS- LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 8: Inventory Management (9%)**

- 1 **1** Inventory management system (IMS) in place with back-up.
- 2 **1** All inventory staff are trained in IMS functions.
- 3 **1** Chain of custody procedures are outlined in plan, including ability to track pharmaceutical lot numbers.
- 4 **1** Procedure for chain of custody involving controlled substances received from DSNS outlined in plan.
- 5 **1** Local plan lists DEA registrant(s) to issue DEA Form 222.
- 6 **1** The local inventory management system has the capability to track data elements.
- 7 **1** The local inventory management system can perform the identified function(s).

**7.0 Total Points Score Divided by 7 (6 or 5 if NA) (Total Number of Elements) = 100**

**Section 9: Distribution (10%)**

(Select NA if function is Not Applicable)

- 1 **0.5** Distribution Manager & back-ups have job aid and are trained.
- 2 **1** Plan includes distribution strategy for delivery of medical materiel.
- 3 **1** Written agreement for primary agency/organization to distribute medical materiel is in place.
- 4 **1** Written agreement for backup agency/organization to distribute medical materiel is in place.
- 5 **1** Transportation resource needs have been identified and are accessible to perform distribution activities.
- 6 **1** Inventory and plans for material handling equipment (MHE) support at PODs are in place.
- 7 **1** Just-in-time (JIT) training materials developed for distribution functions.

**6.5 Total Points Score Divided by 7 (Total Number of Elements) = 93**

**Section 10: Medical Countermeasure Dispensing (22%)**

- 1 **1** Local mass prophylaxis/dispensing plan addresses procedures for operational issues.
- 2 **1** Local mass prophylaxis/dispensing plan includes a rapid dispensing strategy for dispensing sites.
- 3 **1** Alternate dispensing modalities are included in the plan.
- 4 **1** Local mass prophylaxis/dispensing plan has criteria to alter for increasing throughput.
- 5 **1** Procedures for providing medical countermeasures to public health responders and critical infrastructure personnel.
- 6 **1** Procedures for providing medical countermeasures to homebound and other at-risk populations.
- 7 **1** There are site specific plans for each of the dispensing/POD sites.
- 8 **1** Plan specifies how various items will be available at every dispensing/POD site.
- 9 **1** Core management teams have been identified and trained for each site.
- 10 **1** Personnel available to staff dispensing/POD sites.
- 11 **1** Volunteer/staff database is maintained and current.
- 12 **1** The plan includes job aids and JIT for all dispensing/POD roles identified.
- 13 **1** Local plan addresses staff/volunteer management.

**13.0 Total Points Score Divided by 13 (Total Number of Elements) = 100**

DIVISION OF STATE AND LOCAL READINESS- LOCAL TECHNICAL ASSISTANCE REVIEW SCORE SHEET

**Section 11: Hospital and Treatment Center Coordination** (Select NA if function is Not Applicable)

NA

- 1 Process established for hospitals and treatment centers to be informed of procedures.
- 2 Request process and POC(s) authorized to request materials for hospitals/Treatment centers have been identified.
- 3 The local plan includes documented procedures for hospitals and treatment centers to request emergency medical materiel.
- 4 Hospitals and treatment centers are trained on the emergency medical materiel request procedures.
- 5 Hospital and treatment center request procedures have been exercised.

**NA Total Points Score Divided by 5 (Total Number of Elements) = NA**

**Section 12 : Training and Exercise (8%)**

- 1 **1** Personnel have been assigned to lead, plan, and oversee PHEP related training, exercise and evaluation.
- 2 **1** Developed, identified and/or documented emergency preparedness training resources and opportunities related to medical countermeasure distribution and dispensing.
- 3 **1** Conducts training and exercise plan work-shops (T&EPW) annually and has developed a multi-year training and exercise plan in accordance with HSEEP guidance.
- 4 **1** The multi-year training and exercise plan is updated annually and incorporates medical countermeasure distribution and dispensing trainings, drills, discussion-based and operational exercises.
- 5 **1** After Action Reports/Improvement Plans (AAR/IP) are developed in accordance with HSEEP guidance.
- 6 **5.5** The following functions have been annually trained.

Mark each position identified with an "x"

Each x is worth .5 points for a maximum total of 6 points. (5.5, 5 or 4.5 if NA)

	Trained Annually	Trained Annually
Overall SNS Planning Elements	x	Security Operations
Management of Operations	x	Inventory Management
Local-State Requesting SNS Procedures	x	Dispensing Operations
POD-Local Requesting SNS Procedures	x	Distribution Operations (If Applicable)
Communications Plan (Tactical)	x	Regional/Local (R/LDS) Operations (If Applicable)
Public Information And Communication	x	

**10.5 Total Points Score Divided by 11 (10.5, 10 or 9.5 if NA) (Total Elements) = 100**

**MSA: Detroit**  
**Plan Area: Livingston County**

**Date: 03/12/13 Reviewer: Jennifer Hankinson / Jason Smith**

Section Number	Section	Points	Max Points	Section Score	Section Weight	Weighted Score
1	Developing a Plan with SNS Elements	6.0	6	100	3%	3
2	Management of SNS	6.0	6	100	10%	10
3	Requesting SNS	5.0	5	100	3%	3
4	Communications Plan (Tactical)	5.0	6	83	3%	3
5	Public Information and Communication (PIC)	7.0	7	100	7%	7
6	Security	5.0	5	100	10%	10
7	Regional/Local Distribution Site (R/LDS)	20.5	24	85	12%	10
8	Inventory Management	7.0	7	100	9%	9
9	Distribution	6.5	7	93	10%	9
10	Medical Countermeasure Dispensing	13.0	13	100	22%	22
11	Hospitals/Alternate Care Facilities	NA	5	NA	3%	NA
12	Training and Exercise	10.5	10.5	100	8%	8
				<b>Final TAR Score</b>	<b>96</b>	

Additional Notes:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR UNIFORM-CLEANING SERVICES WITH MARCY’S LAUNDRY & DRY CLEANING, L.L.C. –  
Purchasing / Sheriff’s / EMS / General Government Committee / Finance Committee**

**WHEREAS,** various departments within Livingston County uses uniform-cleaning services; and

**WHEREAS,** a competitive bid process was performed in 2009 in which the current contract is due to expire with Marcy’s Laundry & Dry Cleaning, L.L.C., of Howell; and

**WHEREAS,** Marcy’s Laundry & Dry Cleaning, L.L.C., has agreed to continue the same services at the same pricing schedule offered in 2009; and

**WHEREAS,** pricing for these services are on a flat rate schedule, billed monthly, based on the number of full time employees (FTE), and department, in which the Sheriff and EMS Departments have had staff increases for uniformed employees and the increases shown below are due to staff increases; and

**WHEREAS,** the flat rate price schedule, for the EMS Department, Sheriff’s Department and the Department of Public Health are as follows:

<b>Department</b>	<b>Annual Total</b>	<b>Monthly Flat Rate</b>	
EMS Department:	\$16,200	\$1350	(\$375 monthly increase)
Sheriff Department:	\$24,192	\$2016	(\$96 monthly increase)
Department of Public Health:	\$312	\$26	no change
<b>Annual Total:</b>	<b>\$40,704.00</b>		

**WHEREAS,** the expenditure for Uniform Cleaning Services for the above mentioned departments has been planned for and approved in the Departments’ budgets for 2013.

**WHEREAS,** the contract will be for a two (2) year period, based upon available appropriated funds for each Department; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into a contract with Marcy’s Laundry & Dry Cleaning, L.L.C., 920 East Grand River Ave., Howell, Michigan, for uniform-cleaning services for a two-year period expiring August 31, 2015.

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

# # #

MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Jana Daroczy, CPPB  
**Date:** March 14, 2013  
**Re:** RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT FOR LAUNDRY AND DRY CLEANING SERVICES

Various departments within Livingston County use uniform-cleaning services. A competitive bid process was performed in 2009 in which the current contract is due to expire with Marcy's Laundry & Dry Cleaning, L.L.C., of Howell.

Marcy's Laundry & Dry Cleaning, L.L.C., has agreed to continue the same services at the same pricing schedule offered in 2009. Pricing for these services are on a flat rate schedule, billed monthly, based on the number of full time employees (FTE), and by department. The Sheriff and EMS Departments have had staff increases for uniformed employees, which the increases shown below are due to staff increases.

The flat rate price schedule, for the EMS Department, Sheriff's Department and the Department of Public Health are as follows:

<b>Department</b>	<b>Annual Total</b>	<b>Monthly Flat Rate</b>	
EMS Department:	\$16,200	\$1350	(\$375 monthly increase)
Sheriff Department:	\$24,192	\$2016	(\$96 monthly increase)
Department of Public Health:	\$312	\$26	no change
<b>Annual Total:</b>	<b>\$40,704.00</b>		

Therefore, we are requesting that the attached resolution be approved to authorize entering into a contract with Marcy's Laundry & Dry Cleaning, L.L.C., 920 East Grand River Ave., Howell, Michigan, for uniform-cleaning services for a two-year period expiring August 31, 2015.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING A MONTH TO MONTH SUBLEASE BETWEEN THE STATE OF MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET AND THE COUNTY OF LIVINGSTON FOR SPACE AT THE MICHIGAN WORKS! – LIVINGSTON SERVICE CENTER LOCATED 1240 PACKARD DR, HOWELL, MI**

**WHEREAS,** Livingston County Michigan Works! currently leases space at 1240 Packard Drive in Howell, MI for use as the Michigan Works! Livingston Service Center; and

**WHEREAS,** According to the lease, the County of Livingston may sublease portions of the leased premises to the State of Michigan – Department of Technology Management and Budget; and

**WHEREAS,** Under the guidance of the Livingston County Workforce Development Council, the Director of Livingston County Michigan Works! negotiated a sublease with the Michigan Department of Technology, Management and Budget for space at the Michigan Works! Livingston Service Center at the Livingston Regional M-TEC, 1240 Packard Driver, Howell, Michigan 48843; and

**WHEREAS,** On April 10, 2012, in Resolution 2012-04-113, the Livingston County Board of Commissioners approved a month-to-month sublease with the State of Michigan for the time period April 1, 2012 through March 31, 2013; and

**WHEREAS,** It is favorable to renew the month to month sublease for the period of April 1, 2013 to March 31, 2014, with a rental rate of \$174.25 per month; and

**WHEREAS,** The State of Michigan prepared the sublease for the facility.

**IT IS THEREFORE RESOLVED,** That the Livingston County Board of Commissioners approves renewing a month-to-month sublease with the State of Michigan Department of Technology, Management and Budget for space at the Michigan Works! Livingston Service Center commencing April 1, 2013 and ending March 31, 2014 at the Livingston Regional M-TEC, 1240 Packard Drive, Howell, at a rate of \$174.25 per month.

**BE IT FURTHER RESOLVED,** That the Chair of the Livingston County Board of Commissioners is authorized to sign said sublease with the Michigan Department Technology, Management and Budget upon review and approval of Civil Counsel.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY MICHIGAN WORKS!**

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1240 Packard Dr Howell, MI 49943  
Phone 517-552-2100 Fax 517-546-2353  
Web Site: [www.lcmw.org](http://www.lcmw.org)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Bill Sleight, Director, Livingston County Michigan Works!**  
**Date: 3/19/13**  
**Re: Month to Month sublease with State of Michigan**

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The State of Michigan- Department of Technology, Management and Budget for the Department of Licensing and Regulatory Affairs (LARA) provides itinerant staff at the Michigan Works! Service Center such as the Michigan Rehabilitation Services (MRS) and Veterans Employment Services (VES). MRS provides services to individuals with disabilities and the (VES) provides employment services to Veterans. The State of Michigan agrees to reimburse us for their share of rent.

Livingston County Michigan Works! has a lease with Mott Community College (Livingston Regional M-TEC) for space to house our service center operation. According to our lease, we may sublease portions of the leased premises to State of Michigan- Department of Technology, Management and Budget for the Department of Licensing and Regulatory Affairs (LARA). As a result, we are proposing to renew the month-to-month sublease between the State of Michigan and the County of Livingston that would cover the cost of space which is 150 sq. ft. The monthly base rental amount would be \$174.25 including monthly operating cost. The rent includes all utilities, custodial services, maintenance, landscaping, snow removal, computers for customers and contractors, copiers, fax machines and phones. The month-to-month sublease would be effective starting April 1, 2013 and end on March 31, 2014.

Attached is a resolution approving the renewed sublease between the County of Livingston and the State of Michigan- Department of Technology, Management and Budget for the Department of Licensing and Regulatory Affairs (LARA) for space at the Michigan Works! Service Center for your consideration.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR TWO VETERANS BENEFITS COUNSELORS IN RENO NV, JUNE 2-8, 2013 – Veterans Affairs/General Government/Finance/Board**

**WHEREAS,** it is the policy of Livingston County that out of state travel be held to a minimum and usually only Department Heads are authorized travel outside of Michigan; and

**WHEREAS,** turnover of personnel in the Veterans Affairs Department has caused an unexpected need for training of new Counselors to obtain Accreditation which is required by their job description; and

**WHEREAS,** this turnover occurred after the 2013 budget process was completed; and

**WHEREAS,** there is a need to amend the 2013 budget to add \$3,900 to the Veterans Affairs Travel and Conference line item; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the out of state travel for two Veterans Benefits Counselors to Reno, NV, June 2 – 8, 2013.

**BE IT FURTHER RESOLVED THAT** the Travel and Conference line item of the Veterans Affairs budget be amended to add \$3,900 for the purpose of sending two Veterans Benefits Counselors for Accreditation training.

# # #

MOVED:  
SECONDED:  
CARRIED:

# Memorandum

To: Livingston County Board of Commissioners

From: Carl Pardon, Veterans Affairs Director

Date: March 27, 2013

Re: Resolution authorizing out of state travel for two Veterans Benefits Counselors to attend Accreditation training in Reno, NV, June 2 – 8, 2013 as required by their job description.

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Attached for your consideration and approval is a resolution to allow out of state travel for two Veterans Benefits Counselors. This training will provide them with the opportunity to gain Accreditation with the US Department of Veterans Affairs, which is required by their job description.

Accreditation allows the Veterans Counselors to certify discharge documents prior to sending them to the US Dept. of Veterans Affairs. It is also necessary as the first step in a two step process to have access to information in veterans' files in the hands of the Federal government. The second step is an on-line training that will take place at a later date. This will allow the Veterans Counselors direct computer access to a veterans file in the Detroit Regional Office.

Accreditation coupled with our new software, VetraSpec, will allow our Veterans Counselors the ability to work hand in hand with the Veterans service organizations, i.e. VFW, American Legion, etc.

Turnover in personnel in the Veterans office has caused the unexpected need for this request. We did not anticipate this expense at the time of budget preparation and so, are also asking the Board of Commissioners to amend the 2013 budget for Veterans Affairs to include \$3,900 in the Travel and Conference line item.



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART TIME KENNEL ASSISTANT WITHIN ANIMAL CONTROL DUE TO THE VACANCY CREATED BY A PROMOTION OF A KENNEL ASSISTANT TO ANIMAL CONTROL ASSISTANT**

**WHEREAS,** Animal Control has a vacant part time Kennel Assistant due to a promotion, and

**WHEREAS,** Animal Control has determined the need to replace the 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 via Resolution 2012-04-132.

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

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MOVED:

SECONDED:

CARRIED:

**EMPLOYEE NAME:** VACANT

**JOB TITLE:** Kennel 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:** 07/01/11      **GRADE** D      **RANGE:** \$11.23 - \$14.23  
(Wage range established for those hired 11/1/09 or later)

**WORKERS COMP. CODE:** 8831



**SUMMARY OF POSITION:**

This class is responsible for cleaning of animal kennels, feeding and watering of animals, moving pets or bringing them to the lobby for viewing along with handling/petting of animals.

**ESSENTIAL FUNCTIONS:**

1. Maintains the well being of the animals and the cleanliness of the shelter, which includes feeding, watering and cleaning of animals along with the cleaning and sanitizing of the shelter.
2. Assists in determining the health and evaluating the needs of animals, and determining if an animal can be adopted.
3. Assists in monitoring the care and behavior of animals and documents observations.
4. Shows animals that are available for adoption.
5. 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.

**QUALIFICATIONS:**

1. High school degree or G.E.D. and,
2. Three (3) to six (6) months of experience caring for animals; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**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 basic 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.

**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.
- 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: 07/11**

**POSITION DESCRIPTION REVIEWED: 07/11**

# 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 Kennel Assist  
rate)**

Salary: **\$11,679(hire  
rate)**

Annual Cost of Budgeted Position: **\$11,679**  
years: **\$ 58,395**

Projected Cost for the next five

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

If No: Name of Employee Last Occupying this Position—

**Carol Campbell —moved up to PT ACA, leaving this position open.**

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? **March 11, 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? **There will be none as she is still employed by the county.**

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 3 PT kennel workers. They clean 7 days a week from 8-12. Two workers per day are needed to care for dogs and cats housed here. They also wash all animal food dishes, clean floors, clean bathroom, and our windows and doors. They also clean the outside dog runs.**

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 is not mandated by the state, but re-org was approved 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.

***-kennel staff cleans all animals and building. Other staff (ACA) do medical care, answer phones, and wait on customers. ACO,s are law enforcement. Both are unable to clean every morning and get shelter ready for day by 11am. No special skills, license or education are required.***

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?

***There is not enough other staff to dedicate to cleaning every morning by 11am. Staff would be pulled away for medical, phones and customers. Cleaning occurs 7 days a week. Volunteers do help but are unreliable and most will not clean more than a few times.***

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

***-Use and ACO if available, but they are at a higher rate of pay  
-Use Director if available,  
-Pull an ACA, they do clean, but can't clean and handle other duties and be done by 11AM.***

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

***-ACA will have to do the job.***

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. We have reduced our vaccine costs by 50%,and have added new revenue, with the clinic.***

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.

APPROVED  
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 19 hr employee, between 8-12pm daily. Due to the nature of the job, sharing with other counties would be difficult.***

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

***-Inmates from jail can be used. But availability in inconsistent and they can't get here at 8am..***

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?

***- I'm unaware of others that would be available to clean animal cages from 8-12pm..***

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

***-I'm using a temp now. However, this is a long term position so temp help will not work.***

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 position is 19 hrs. per week.***

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)?

***-current staff was been working over allotted hrs since Carol Campbell was promoted to PT ACA.***

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

***-cross training is in place. Difficulty is number, time of day and having to clean 7 days per week.***

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING FILLING THE POSITION OF ONE (1) PART TIME PROGRAM CLERK II DUE TO INCREASED WORK LOAD CREATED BY REDUCTION IN USING VOLUNTEERS**

**WHEREAS,** the Department of Public Health has been using volunteers at the front desk reception area for over four years with mixed results, and

**WHEREAS,** the Department of Public Health is experiencing a dramatic decrease in the number of long term volunteers resulting in increased training and backup needs, and

**WHEREAS,** the majority of personnel cuts over the past few years occurred to financial, program support and clerical support staff, and

**WHEREAS,** the Department of Public Health has determined the need for additional clerical and program support staffing needs 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,** there are sufficient funds in the 2013 operating budget to cover the costs of the position without any additional appropriation from the County General Fund.

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

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MOVED:

SECONDED:

CARRIED:

**EMPLOYEE NAME:**

**JOB TITLE:** Program Clerk II

**POSITION ID#:** 221.601-015

**EMPLOYEES SUPERVISED:** None

**IMMEDIATE SUPERVISOR:** Jennifer Lavelle

**TITLE OF IMMEDIATE SUPERVISOR:** Health Educator

**FLSA STATUS:** Non-Exempt – Administrative Support

**DEPARTMENT:** Public Health

**LOCATION:** East Complex

**EFFECTIVE:** 01/01/10 **GRADE** F **RANGE:** \$13.69 - \$17.34  
(Those hired 11/01/09 or later: \$13.34 - \$16.91)

**WORKERS COMP. CODE:** 9410

**SUMMARY OF POSITION:**

This class is responsible for clerical and clinical support for various public health programs.

**ESSENTIAL FUNCTIONS:**

1. Schedules appointments, gathers background information, responds to inquiries, and assists in the completion of various forms.
2. Calculates financial data to determine eligibility status of client.
3. Assists professional staff in a clinic setting by receiving clients, making referrals, providing client with information, and following established procedures and guidelines.
4. Performs various office duties to include preparing reports, entering data, and updating records.
5. Maintains inventory of supplies and materials.
6. 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 emergency activities and/or preparedness drills in the case of a county declared disaster or emergency.

**LICENSING or CERTIFICATIONS:**

- Valid MI Driver's License and a good driving record.

**QUALIFICATIONS:**

1. High School Diploma or equivalent (G.E.D.) and;
2. One experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Knowledge of:**

- General office procedures;
- Basic math;
- Customer service principles;
- Basic clinical principles;

**Skill in:**

- Providing customer service;
- Operating a computer and applicable software applications;
- Providing clerical support;
- Providing clinical support;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**STAFF DEVELOPMENT/TRAINING:**

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

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

- Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- Incumbents may be subjected to travel.
- May be exposed to hazardous materials found in a home, restaurant, or general office environment.
- Use of household cleaning products and disinfectants may be required.
- Work involves exposure to environmental conditions such as inclement weather conditions.

**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: 03/08**

# 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: **\$16,654**

Annual Cost of Budgeted Position: **\$ 19,649** Projected Cost for the next five years: **\$100,928**

New Position/Classification (Yes/No): **Yes a new position**  
If No

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? **Currently occupied by a number of volunteers**

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? **NA**

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 at the front PPHS Desk and PPHS Clinic Areas. Approximately 75% (30 Hours Weekly) of the time the front reception desk in the PPHS area is handled by volunteers. There have been mixed results using volunteers. A few years ago we were able to find consistent long term volunteers, one that agreed to work one day a week. In fact we have had two long term volunteers that have been with us since we began using volunteers more than four years ago. However we will be losing those two long term volunteers in June.**

The typical breakdown is as follows:

**Decide not to volunteer after our orientation—12**  
**Less than 3 months—15**  
**3 months to 6 months—7**  
**6 months to 12 months—2**  
**Greater than one year—6 (2 are current)**

**Working the front desk reception area requires more than transferring phone calls and directing traffic. It acts like a public health/healthcare/ human services 211. In fact all volunteers have staffing backup to handle situations the volunteers are not able to handle. Unfortunately this takes considerably more time away from the staff's duties, the newer the volunteer. It is becoming quite difficult to staff the front reception area with volunteers. Due to the retirement of the Health Education Supervisor, we will be losing the supervisor assigned to oversee the volunteers. We need a part time Program Clerk II to add to the resources needed to properly maintain our operations and assist with the front reception desk duties. They will also be cross trained in other**

**clinic operations. We will still use volunteers to a lesser degree, when appropriate.**

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.**
  
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.**
  
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. The front desk is served by volunteers and our two longest serving volunteers will be leaving in June.**

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 Public Health Code.**
  
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 our various programs as well as other health and human service agencies and programs throughout the county.**
  
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). **We are seeking a longer commitment but do use temporary employees when appropriate.**
  
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 are recommending part time to assist with our current work load.**
  
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:

**RESOLUTION AUTHORIZING THE PURCHASE OF EMS RADIO EQUIPMENT AND EMERGENCY LIGHTING FOR EMS EMERGENCY RESPONSE VEHICLE - EMS / HEALTH & HUMAN SERVICES COMMITTEE / FINANCE COMMITTEE**

**WHEREAS,** the EMS Department is hereby requesting authorization to purchase radio equipment, lights and sirens, for one emergency response vehicle; and

**WHEREAS,** the equipment will be purchased through Motorola per their quotes attached, for the total amount of \$5,774.49; and

**WHEREAS,** the pricing for the radio equipment is under State of Michigan pricing contract #071B50000240; and

**WHEREAS,** the lights and sirens will be purchased through Emergency Equipment Unlimited per their quote attached, for the total amount of \$7,679.60; and

**WHEREAS,** the total amount will not exceed \$13,454.09; and

**WHEREAS,** funding for same is available in the EMS 2013 Budget; and

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

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the purchase of EMS Radio Equipment from Motorola 228 Maple Street Springport, MI 49284 for a total cost of \$5,774.49 and the purchase of lights and sirens from Emergency Equipment Unlimited 920 Meadowlark Lane Howell, MI 48843 for a total cost of \$7,679 for a total project cost not to exceed \$13,454.09.

# # #

MOVED:  
SECONDED:  
CARRIED:



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

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R Boyd**  
**Date: 03/26/2013**  
**Re: Radios, Lights and Sirens for Emergency Response Vehicle**

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Attached is a quote from Motorola for purchase of one 800 mhz radio, and lights and sirens for the new Echo unit due to be delivered in May. The radios are specific to the vehicle and will meet the digital requirements for 800 mhz as are the lights and sirens. The money is available in the 2013 budget.

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



# Emergency Equipment Unlimited LLC

222 N Center St, #3  
Howell, MI 48843

# ESTIMATE

517-861-7564

DATE	ESTIMATE #
03/25/2013	13001

## BILL TO:

Livingston County EMS  
3950 W Grand River Ave  
Howell, MI 48843

## SHIP TO:

Livingston County EMS  
3950 W Grand River Ave  
Howell, MI 48843

Truck/Odometer/Unit		P.O. NUMBER	TERMS	PROJECT	
			Net 30	Yukon/Tahoe/Suburban	
QUANTITY	DESCRIPTION		RATE	AMOUNT	
1.00	SA Series Siren Bracket, Chevy Suburban, 2007-2012		\$36.00	\$36.00	
1.00	SA315 Series, 123db Speaker, Nylon Composite		\$260.00	\$260.00	
1.00	Headlight Flasher, 100% Solid-State		\$76.00	\$76.00	
4.00	ION™ Surface Mount Series Super-LED, Split Red/Cle		\$172.00	\$688.00	
1.00	Inner Edge® Low-Profile 6-LED,Chevy Silverado, 200		\$669.00	\$669.00	
1.00	CenCom Sapphire, Single Master Push Button Switch		\$1,341.00	\$1,341.00	
4.00	Dominator™ Plus LINZ6™ Super-LED® Serie, Red/White		\$318.00	\$1,272.00	
2.00	Swivel Mount Bracket Kit for DP2 & DP4 Series Only		\$30.50	\$61.00	
2.00	Upper Rear Window Mounting Bracket Kit for 2008-20		\$23.00	\$46.00	
2.00	Vertex™ Super-LED® Light, Red		\$129.00	\$258.00	
2.00	Vertex™ Super-LED® Light, White		\$129.00	\$258.00	
1.00	Havis, Vehicle specific console for 2007-2013 Chev		\$404.25	\$404.25	
1.00	Shipping Charge, Freight In		\$35.00	\$35.00	
3.00	Havis Clip, Mic		\$11.55	\$34.65	
3.00	Havis, Bracket, Mic Clip		\$14.70	\$44.10	
1.00	Havis, Internal Double Cup Holder		\$44.10	\$44.10	
2.00	ST Blade Fuse Block - 6 Circuits with Negative Bus		\$35.00	\$70.00	
1.00	Continuous duty solenoid relay power for any leng		\$85.00	\$85.00	
1.00	Shop Supplies		\$400.00	\$400.00	
35.50	Labor/Installation/Repair:		\$45.00	\$1,597.50	
			<b>TOTAL</b>	<b>\$7,679.60</b>	



Quote Number: QU0000218907

Effective: 28 JAN 2013

Effective To: 29 MAR 2013

**Bill-To:**

LIVINGSTON COUNTY EMS  
3950 W GRAND RIVER  
HOWELL, MI 48843  
United States

**Ultimate Destination:**

LIVINGSTON COUNTY EMS  
3950 W GRAND RIVER  
HOWELL, MI 48843  
United States

**Attention:**

**Name:** John Waters  
**Email:** jwaters504@gmail.com  
**Phone:** 517-546-6220

**Sales Contact:**

**Name:** Mike Wriggelsworth  
**Email:** mikewriggelsworth@comsourcemi.com  
**Phone:** 2488535430

**Contract Number:** MICHIGAN STATE CONTRACT

**Freight terms:** FOB Destination

**Payment terms:** CREDIT CARD PAY METHOD

Item	Quantity	Nomenclature	Description	Your price	Extended Price
1	1	M30TSS9PW1AN	APX7500 DUAL BAND MID POWER	\$5,231.20	\$5,231.20
1a	1	W484AF	ALT: ANT 3DB GAIN 762-870MHZ		
1b	1	G67BK	ADD: REMOTE MOUNT MID POWER		
1c	1	G444AE	ADD: CONTROL HEAD SOFTWARE	-	-
1d	1	G806BE	ENH: ASTRO DIGITAL CAI OP APX		
1e	1	GA00244AA	ADD: 7/800MHZ PRIMARY BAND	-	-
1f	1	GA00579AA	ADD: ENABLE DUAL BAND OPERATION		
1g	1	GA00308AA	ADD: VHF MP SECONDARY BAND		
1h	1	W432AG	ADD: AUXILARY SPKR 13W (3.2OHM)		
1i	1	G361AH	ADD: P25 TRUNKING SOFTWARE		
1j	1	G51AT	ENH: SMARTZONE OPERATION APX		
1k	1	G442AJ	ADD: APX O5 CONTROL HEAD		
1l	1	W22BA	ADD: PALM MICROPHONE		
1m	1	QA01749AB	ADD: ADVANCED SYSTEM KEY - SOFTWARE KEY	-	-

**Total Quote in USD**

\$5,231.20

Pricing Per State of Michigan Contract with Motorola Solutions. Contract #071B2200101

PO Issued to Motorola Solutions Inc. must:

- >Be a valid Purchase Order (PO)/Contract/Notice to Proceed on Company Letterhead. Note: Purchase Requisitions cannot be accepted
- >Have a PO Number/Contract Number & Date
- >Identify "Motorola Solutions Inc." as the Vendor
- >Have Payment Terms or Contract Number
- >Be issued in the Legal Entity's Name
- >Include a Bill-To Address with a Contact Name and Phone Number
- >Include a Ship-To Address with a Contact Name and Phone Number

- >Include an Ultimate Address (only if different than the Ship-To)
- >Be Greater than or Equal to the Value of the Order
- >Be in a Non-Editable Format
- >Identify Tax Exemption Status (where applicable)
- >Include a Signature (as Required)

Date: February 26, 2013

Proposal for:  
John Waters  
Livingston County EMS  
3950 W. Grand River  
Howell, MI 48843  
517-546-6220

Submitted by:  
Mike Wriggelsworth  
ComSource, Inc.  
2130 Austin Dr  
Rochester Hills, MI 48309  
517-899-9098 Phone  
517-327-2571 Fax

### Sharkee Antenna System

Quantity	Description	Each Price	Extended
1	Sharkee Combo Antenna System	\$518.29	\$518.29
	To Include: 800MHz/VHF, WiFi, GPS, Data/LTE		
	All jumpers and connectors		
	<b>Pricing Per State of Michigan Contract with Motorola Solutions Inc. Contract 071B2200101.</b>		
		Sub-Total	\$518.29
		Tax	EXEMPT
		Installation	QUOTED
		S/H	\$25.00
		<b>Total</b>	<b>\$543.29</b>

**Terms:** Corporate Check / Visa / MasterCard / Purchase Order  
**Delivery:** 7-10 Business Days

Thank you for allowing ComSource to serve you!  
Sincerely,  
Mike Wriggelsworth  
ComSource, Inc.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING A ONE YEAR MAINTENANCE AGREEMENT WITH  
VMWARE FOR THE COUNTY'S VMWARE SERVICES RENEWAL - INFORMATION  
TECHNOLOGY/GENERAL GOVERNMENT/FINANCE**

**WHEREAS,** the Livingston County Information Technology Department has the responsibility of providing the highest level of technology possible; and

**WHEREAS,** the Livingston County IT Data Center is currently 95% Virtual; and

**WHEREAS,** we have 85 Virtual servers spread out over 9 physical servers in a redundant configuration; and

**WHEREAS,** for these virtual servers, service maintenance is required to keep our Virtual Center running; and

**WHEREAS,** the “VMWare Software as a Service Support” (SaaS) includes technical support and product upgrades; and

**WHEREAS,** the cost for one year of maintenance support (SaaS) is \$19,018.68 paid to CDWG, which covers a list of all the services being provided; 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 one year maintenance agreement with VMWare for the County’s VMWare Services renewal with a total amount not to exceed \$19,018.68.

# # #

**MOVED:**

**SECONDED:**

**CARRIED:**



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

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Jolliff, Network Manager**  
**Date: 3/19/2013**  
**Re: VMWare Hardware/Software Support Renewal**

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Attached for approval is a Resolution for a one year Maintenance agreement with VMWare for the Livingston County's VMWare services renewal. The cost for a one year maintenance renewal (SaaS) is \$19,018.68. A Purchase Order will be issued to CDWG, Inc.

The Livingston County Information Technology department has the responsibility of providing the highest level, and the most current technology possible, in the most economical way. Keeping our Virtual Center running with fewer interruptions is very important.

The County has 85 Virtual servers spread over 9 physical servers in a redundant configuration. These virtual servers require service maintenance to keep our Virtual center up to date and running.

The VMWare Software as a Service Support known as SaaS, includes technical support and product upgrades.

Each physical server costs \$400.00 per year for their maintenance agreements. With the use of VMWare we were able to eliminate 76 physical servers from our data center. We will see a savings of \$30,400 in maintenance cost for 2013. Livingston County will also experience a 75 to 85 percent reduction of energy use!

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

RESOLUTION

NO: 2013-04-

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH COHL, STOKER & TOSKEY, P.C., TO PROVIDE LEGAL SERVICES TO LIVINGSTON COUNTY - COUNTY ADMINISTRATION**

**WHEREAS,** Livingston County has retained the law firm of Cohl, Stoker, & Toskey as civil counsel for the County and its various departments since 1980; and

**WHEREAS,** the agreement with Cohl, Stoker, & Toskey was to be reviewed on or after June 21, 2012; and

**WHEREAS,** inasmuch as this is a professional service the selection is based upon the ability of the firm to provide satisfactory service as opposed simply to price; and

**WHEREAS,** Cohl, Stoker, et al, recognizes the current difficult economic climate and has agreed to hold their previous pricing for 2013;

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with the firm of Cohl, Stoker, & Toskey, P.C., to provide legal services consisting of:

- a) Answers to request for legal opinions, verbally and in writing;
- b) Attendance at all Board of Commissioners' meetings and requested Committee meetings, excluding labor and litigation matters;
- c) Notifies the County of legal issues which require action by the Board of Commissioners to either modify existing or create new policies;
- d) Answers general labor questions as requested by the County Administrator, but excluding meeting attendance for labor questions and labor legal services which are specific to a matter such as grievances, collective bargaining issues, civil rights charges, wage and hour complaints, unit clarifications, unfair labor practice charges. etc.
- e) Drafts contracts, leases and ordinances; and,
- f) Performs other necessary legal research not involving specific labor issues.

**BE IT FURTHER RESOLVED** that the retainage for these services for the period commencing immediately upon approval of the Resolution through June 21, 2014, shall be \$8,631.75 per month. In addition, the firm shall be paid an hourly rate of \$135 for litigation work and \$140 for labor negotiations, grievances and arbitrations, including PA 312 arbitrations and ULP hearings, etc. On or after June 21, 2014, the yearly compensation shall be reviewed between the parties.

**BE IT FURTHER RESOLVED** that this contract for legal services will continue upon the same terms and conditions unless terminated by either party upon sixty (60) days prior written notice.

**BE IT FURTHER RESOLVED** that the Chairperson of the Board of Commissioners be authorized to sign this Agreement, inclusive of the above terms and conditions, with Cohl, Stoker, & Toskey, P.C.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY ADMINISTRATION**  
**INTER-OFFICE MEMORANDUM**



**TO: BOARD OF COMMISSIONERS**

**FROM: BELINDA M. PETERS**

**RE: CONTRACT FOR LEGAL SERVICES**

**DATE: 3.27.13**

Attached for your consideration is a Resolution renewing and modifying the Legal Services Agreement with Cohl, Stoker & Toskey. The retainer will remain at the same as it has for the past several years in the amount of \$108,000. However I am supporting increasing his hourly fee for litigation work from \$130 per hour to \$135 per hour, which is equivalent to the rate we pay MMRMA-assigned litigation attorneys, as well as increasing their rate for labor legal services from \$135 to \$140 per hour. Based on prior Six (6) year history, we will see an increase of approximately \$1,300 per year.

Please note that I do expect that our labor legal fees will be slightly higher this year due the fact that our Human Resources / Labor Relations Director is off on FMLA and we will be utilizing the firm during her absence more than usual.

☞ ☞ ☞ ☞ ☞ ☞



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING CAPITAL IMPROVEMENT EXPENDITURE FOR RENOVATION FOR THE EAST COMPLEX ROOF - Building Services/ General Government/ Finance Committee**

**WHEREAS,** Livingston County has a need for a renovation to the roof of the East Complex; and

**WHEREAS,** per the purchasing policy, The Building Services Department has utilized the US Communities contract and selected Garland Design Build Solutions as the general contractor; and

**WHEREAS,** this renovation was planned and budgeted for in the 2013 Building Services capital budget; and

**WHEREAS,** the Livingston County Building Services Department is requesting authorization to issue a purchase order in the amount not to exceed \$300,000.00 to Garland Design Build Solutions.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the expenditures for the renovation to the roof of the East Complex Building not to exceed \$300,000 to Garland Design Build Solutions.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes a transfer of current year budgeted funds from the Capital Improvement Fund to the Building Services Fund for the amount not to exceed \$300,000.

# # #

MOVED:

SECONDED:

CARRIED:



## **Livingston County Building Services**

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

### **MEMORANDUM**

To: Livingston County Board of Commissioners

From: Chris Folts, Building Services Director

Date: March 28, 2013

Subject: Resolution Authorizing the Renovation and Repair to the East Complex Roof

The Building Services Department has a need to have a major renovation and repair to the roof of the East Complex.

The East Complex roof is past its life expectancy of 15 years. The roof has been showing signs of deterioration over the past couple of years.

As Building Services Director I believe that one of the most crucial parts of a building is its envelope. Building Services has had an evaluation performed to the roof and has planned and budgeted for its renovation.

Livingston County Building Services and the Purchasing Department have utilized the US Communities program and Garland Design Building Solutions will be the general contractor.

The total cost of the project will not exceed \$300,000 and have a warranty of 10 years. The funds for this will come out of the Building Services Capital Fund.

Therefore, we are requesting authorization of the attached resolution and the issuance of a purchase order to Garland/DBS for the roof renovation at the East Complex at a cost not to exceed \$300,000;

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