

GENERAL GOVERNMENT and HEALTH AND HUMAN SERVICES

5/13/2013

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: April 1, 2013
 3. **APPROVAL OF AGENDA**
 4. **REPORTS**
 5. **CALL TO THE PUBLIC**
 6. **RESOLUTIONS FOR CONSIDERATION**
-

07 Register of Deeds
RESOLUTION AUTHORIZING A PURCHASE ORDER FOR ROWE ENGINEERING AS THE FACILITATOR OF THE GPS PORTION OF THE 2013 REMONUMENTATION STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY – Register of Deeds / General Government – Finance – Full Board

08 LETS
RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE PURCHASE AND COMPLETE CONVERSION OF EIGHT (8) ESPAR HYDRONIC PASSENGER AUXILIARY HEATERS TO EIGHT (8) AIR-TRONIC AUXILIARY HEATERS - L.E.T.S. / General Government

09 Treasurer
RESOLUTION TO FILL A VACANT LIVINGSTON COUNTY TAX RECORDS CLERK POSITION - LIVINGSTON COUNTY TREASURER

10 Airport
RESOLUTION TO AUTHORIZE THE USE OF THE LIVINGSTON COUNTY AIRPORT TERMINAL BUILDING FOR A HOWELL AREA CHAMBER OF COMMERCE EVENT -- AIRPORT

11 Airport
RESOLUTION ACCEPTING THE TRANSFER OF AN AVIGATION EASEMENT FROM THE STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION (PARCEL E63) -- AIRPORT

- 12 Public Health**
RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)
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- 13 Public Health**
RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART-TIME VISION AND HEARING TECHNICIAN POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY AN INTERNAL TRANSFER
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- 14 Information Technology**
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BS&A SOFTWARE OR SOFTWARE SUPPORT FOR THE EQUALIZATION, TREASURER, ANIMAL CONTROL, AND DRAIN DEPARTMENTS FOR 2013/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE
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- 15 Information Technology**
RESOLUTION AUTHORIZING THE INFORMATION TECHNOLOGY DEPARTMENT/GIS DIVISION TO FILL THE FULL TIME VACATED GIS TECHNICIAN POSITION – General Government
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- 16 Information Technology**
RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO GENERAL CODE FOR LASERFICHE SOFTWARE MAINTENANCE RENEWAL FOR SEVERAL COUNTY DEPARTMENTS- 2013/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE
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- 17 Michigan Works**
PY 2013 WORKFORCE INVESTMENT ACT (WIA) YOUTH PLAN
-
- 18 Michigan Works**
RESOLUTION APPROVING THE PROGRAM YEAR 2013 WORKFORCE INVESTMENT ACT DISLOCATED WORKER PLAN FOR LIVINGSTON COUNTY
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- 19 Michigan Works**
PY 2013 WORKFORCE INVESTMENT ACT (WIA) ADULT PLAN
-
- 20 Michigan Works**
PY 2013 WAGNER-PEYSER ACT EMPLOYMENT SERVICE PLAN
-
- 21. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

APRIL 1, 2013 - 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:
CARL PARDON
ELAINE BROWN
DEBBIE OBERLE
JAMES STEINAWAY

TED WESTMEIER
WILLIAM SLEIGHT
CHRIS FOLTS
COMM. LAWRENCE

KEVIN WILKINSON
ROBERTA BENNETT
DIANE GREGOR
COMM. GRIFFITH
COMM. VAN HOUTEN

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

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS:**

➤ **Strategic National Stockpile (SNS) Plan – Ted Westmeier, Health Officer**

Ted Westmeier shared with the Board the results of the SNS evaluation. The evaluation is 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 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. CDC grant guidance requires that state and local health departments maintain a score of 89%, the health department received a score of 96%. A special thank you was given to the efforts of Don Hayduk, Emergency Preparedness Coordinator along with Jennifer Kramer in making this evaluation successful.

➤ **Michigan Works!**

Bill Sleight provided an overview about the job market and how the skills and education fit into the job market. Engineering and Information Technology are beginning to show a very large increase in the job market today.

➤ **Building Services**

Chris Folts, Director of Building Services, provided an overview of department for the new commissioners; his department is on call 24/7. They maintain and clean 1250 acres of land and 24 buildings (approximately 400,000 square foot of building space). Currently his staff consists of 13 full time/13 part time. The department provides routine maintenance of HVAC equipment, monitor and alarms for various things on a 24 hour basis, negotiate contracts for fire alarms, snow removal, lawn service, elevator maintenance, recycling and garbage pick up. Recently they have received over \$750,000 energy efficiency funds which they have used throughout various buildings to save energy. Current projects are: Revamping of East Complex roof, expansion of Animal Control building and a Veterans Memorial at Old Courthouse.

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

6. **RESOLUTIONS FOR CONSIDERATION.**

7. **PURCHASING - RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT FOR UNIFORM-CLEANING SERVICES WITH MARCY'S LAUNDRY & DRY CLEANING, LLC**

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

8. **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**

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

9. **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

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

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

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

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

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

12. **EMERGENCY MEDICAL SERVICES** RESOLUTION AUTHORIZING THE PURCHASE OF EMS RADIO EQUIPMENT AND EMERGENCY LIGHTING FOR EMS EMERGENCY RESPONSE VEHICLE

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

13. **INFORMATION TECHNOLOGY** RESOLUTION AUTHORIZING A ONE YEAR MAINTENANCE AGREEMENT WITH VMWARE FOR THE COUNTY'S VMWARE SERVICES RENEWAL

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

14. **ADMINISTRATION** RESOLUTION AUTHORIZING AN AGREEMENT WITH COHL, STOKER & TOSKEY, PC TO PROVIDE LEGAL SERVICES TO LIVINGSTON COUNTY

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

15. BUILDING SERVICES

**RESOLUTION AUTHORIZING CAPITAL IMPROVEMENT EXPENDITURE FOR
RENOVATION FOR THE EAST COMPLEX ROOF**

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

16. ADJOURNMENT:

MOTION TO ADJOURN AT 8:20 PM.
MOVED BY: GREEN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

KELLI HAWORTH
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A PURCHASE ORDER FOR ROWE ENGINEERING AS THE FACILITATOR OF THE GPS PORTION OF THE 2013 REMONUMENTATION STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY – Register of Deeds / General Government – Finance – Full Board

WHEREAS, Rowe Engineering, the only company with the necessary resources to be able to complete the work as the GPS facilitator for the 2013 Remonumentation State Plane Coordinate determination of the public land survey corners in the Livingston County Survey Plan, and

WHEREAS, the 2012 Livingston County Remonumentation coordinate determination project was able to gather data for more corners than were initially anticipated, greatly increasing the densification of the initial control network for all future contract work; and

WHEREAS, the facilitator tasks included coordination with County Representative and individual contractors, preparation of standards and data; reduction and input of data submitted; determination of final adjusted State Plane Coordinate values; and publication of final technical reports to the County and State, and

WHEREAS, Rowe Engineering, as the facilitator of the GPS program for the 2012 program, performed all tasks in a timely and exemplary manner to the satisfaction of the requirements of the County and State; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Purchase Order in the amount of \$14,000.00 to Rowe Engineering as GPS Facilitator of the 2013 Remonumentation State Plane Coordinate Determination of the public land Survey corners in Livingston County.

BE IT FURTHER RESOLVED that the competitive bid process per the Purchasing Policy be waived.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, supporting documents, and contracts/ agreements related to the grant application and subsequent award or future Amendments upon review by Civil Counsel.

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MOVED:
SUPPORTED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF REGISTER OF DEEDS

200 E GRAND RIVER AVE, HOWELL, MI 48843
Phone 517.546.0270 Fax 517.546.5996
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Sally Reynolds
Date: 04/16/2013
**Re: RESOLUTION AUTHORIZING A PURCHASE ORDER FOR
ROWE ENGINEERING AS THE FACILITATOR OF THE GPS
PORTION OF THE 2013 REMONUMENTATION STATE PLANE
COORDINATE DETERMINATION OF THE PUBLIC LAND
SURVEY CORNERS IN LIVINGSTON COUNTY – Register of Deeds
/ General Government – Finance – Full Board**

Dear Board of Commissioners,

Being fully aware of the Purchasing Department requirement of requesting RFP's for anything over \$10,000 I would like to request that procedure be waived in this instance, due to the very nature of this Purchase Order.

Rowe Engineering, the only company with the necessary resources, was the facilitator of the GPS program for the 2012 program and performed all tasks in a timely and exemplary manner to the satisfaction of the requirements of the County and State.

Rowe was contracted for the initiation of the extensive Remonumentation GPS coordinate determination project for the 2012 program year, but the extent of the tasks required for facilitation of the project was relatively unknown.

The 2012 Livingston County Remonumentation coordinate determination project was successful and we were able to gather data for more corners than were initially anticipated, greatly increasing the densification of the initial control network for all future contract work.

The tasks required of the facilitator include:

- Coordination of project requirements and work areas with the County Representative.

- Preparation of standards and data submission requirements with the individual contractors.
- Reduction and input of data as submitted by the individual contractors.
- Determination of final adjusted State Plane Coordinate values.
- Publication of final technical reports to the County and State.

With Rowe having set up the control network last year; has set the standards for how data has to be submitted by individual contractors; and has the data in a form for the technical reports to the County and State; we would like to ask that Rowe Engineering again be the GPS facilitator of the 2013 Remonumentation Program and approving the \$14,000.00 expenditure for that position.

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

Sally Reynolds, Grant Administrator
Jack Smith, County Representative
Survey & Remonumentation

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE PURCHASE AND COMPLETE CONVERSION OF EIGHT (8) ESPAR HYDRONIC PASSENGER AUXILIARY HEATERS TO EIGHT (8) ESPAR AIR-TRONIC PASSENGER AUXILERY HEATERS – L .E .T .S . / General Government

WHEREAS, the Livingston Essential Transportation Service is hereby requesting authorization for a purchase order for the purchase and complete conversion of eight (8) ESPAR Hydronic passenger auxiliary heaters to eight (8) ESPAR Air-Tronic passenger auxiliary heaters; and

WHEREAS, the ESPAR Hydronic heaters consistently leak coolant and rebuilds only last a few months and therefore since all of L.E.T.S. new buses have ESPAR Air-Tronic auxiliary heaters without any major issues, it has been determined that the ESPAR Air-Tronic heaters will be the replacement heaters; and

WHEREAS, L.E.T.S. has an FTA approved budget revision for the Federal American Recovery and Reinvestment Act (ARRA) grant to cover the cost of the purchase and conversion to the ESPAR Air-Tronic heaters; and

WHEREAS, the Livingston County Purchasing Department sent out request for quotes per the county Purchasing Policy and there were three (3) quotes received and it was determined by the county Purchasing Department and L.E.T.S. that the Purchase Order be awarded to _Thermo King Michigan of Redford, MI in amount not to exceed Eighteen Thousand dollars (\$18,000); and

WHEREAS, the cost of the ESPAR Air-Tronic heater purchase and conversion is included in the L.E.T.S. Fiscal Year 2013 budget and reimbursable from the Federal ARRA grant.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a Purchase Order for the purchase and conversion of eight (8) ESPAR Hydronic heaters to eight (8) ESPAR Air-Tronic heaters from Thermo King Michigan of Redford, MI in an amount not to exceed Eighteen Thousand dollars (\$18,000).

BE IT FURTHER RESOLVED that the cost of the eight (8) ESPAR Air-Tronic heaters and conversion is to be reimbursed from the Federal “American Recovery and Reinvestment Act” (ARRA) grant.

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MOVED:

SECONDED:

CARRIED:

LETS HEATER CONVERSION
RFQ-0416

	Espar of Michigan	ThermoKing Michigan	Verner Technical Solution
Number of yrs in service	24	50	5
# of mechanics available	2	2	2
Location of Service	New Boston	Redford	New Boston
Turn-around time	1 day	1 day	1 day
Will all items be new	Yes	Yes	Yes
Warranty period - parts	2 yrs or 2000 hrs	2 yrs or 2000 hrs	2 yrs or 2000 hrs
Warranty period - Workmanship	2 yrs or 2000 hrs	1 yr	2 yrs or 2000 hrs
Agree to FTA clauses	Yes	Yes	Yes
Price proposed for 7 Chevrolet Eldorado Busses and 1 International Eldorado Bus	\$21,840	\$17,637	\$23,984
Vendor cost to porter per trip	\$282	No charge	\$250
Comments:			

|



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

3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: 5/8/2013
Re: RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE PURCHASE AND COMPLETE CONVERSION OF EIGHT (8) ESPAR HYDRONIC PASSENGER AUXILIARY HEATERS TO EIGHT (8) ESPAR AIR-TRONIC PASSENGER AUXILIARY HEATERS – L.E.T.S. / General Government

Attached is a resolution for your consideration and approval to issue a Purchase Order for the purchase of eight (8) ESPAR Air-Tronic passenger auxiliary heaters and the conversion of the old ESPAR Hydronic passenger auxiliary heaters.

There is an inherent coolant leak issue with the ESPAR Hydronic heaters. Each heater that is rebuilt only lasts for 3 – 4 weeks before leaking again at a cost of \$300 for each rebuild. The last round of new buses that L.E.T.S. purchased has the newer ESPAR Air-Tronic heaters with no major issues. The Air-Tronic heaters uses air to heat the air in the bus and not coolant therefore, it has been determined that Air-Tronic heaters will be the best solution of the coolant leaking heaters

The Livingston County Purchasing Department sent out request for quotes per the county Purchasing Policy and there were three (3) quotes received and it was determined that Thermo King Michigan from Redford, MI be awarded the purchase and conversion to the Air-Tronic Passenger auxiliary heaters for eight (8) buses in an amount not to exceed Eighteen Thousand dollars (\$18,000).

Funds for the purchase and conversion will be reimbursed 100% from FTA approved revision to the Federal “American Recovery and Reinvestment Act” (ARRA) grant in amount not to exceed Eighteen Thousand dollars (\$18,000).

Page 2

L.E.T.S. Resolution – ESPAR auxiliary heaters

Funds were budgeted in the L.E.T.S. Fiscal Year 2013 budget to cover this purchase and conversion.

As always, thank you for your time and if you have any questions, please contact Katrina Maxwell at your convenience at 517-540-7848 (as I will be on vacation May 10 – May 17, 2013).

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO FILL TWO VACANT LIVINTSTON COUNTY TAX RECORDS CLERK POSITIONS – LIVINGSTON COUNTY TREASURER

WHEREAS, the Livingston County Treasurer’s Office has a need to fill a vacant full time permanent Tax Records Clerk position; and

WHEREAS, the second Tax Records Clerk position is currently approved for 35 hours; and

WHEREAS, the Treasurer has a need to increase the position to 40 hours to cover office hours from 8:00 to 5:00; and

WHEREAS, the funding for both full time 40 hour positions is in place in the 2013 Livingston County Treasurer’s Budget; and

WHEREAS, the Tax Records Clerk positions are essential positions in the Treasurer’s Office as the initial contact the tax payers in Livingston County have with the Treasurer’s Office; and

WHEREAS, to serve the taxpayers in Livingston County in the most efficient manner, the County Treasurer needs to fill the two full time permanent Tax Records Clerk to assist the taxpayers at the counter and on the phone; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the filling of the two vacant full time permanent Tax Records Clerk positions in the Livingston County Treasurer’s Office.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY TREASURER

200 E. Grand River
Howell, MI 48843
Phone 517-546-7010
Fax 517-545.9638
Web Site: livingstonlive.org

Memorandum

To: Livingston County Board of Commissioners
From: Jennifer M. Nash, Livingston County Treasurer
Date: April 22, 2013
Re: Resolution Authorizing the County Treasurer to Fill Vacant Full Time Permanent Tax Records Clerk Position.

On April 3, 2013, the full time permanent position of **Tax Records Clerk** within the Treasurer's Office was vacated. This event is the result of the Non-Duty Disability Retirement (which began as an FMLA leave in August of 2012) of one of the Treasurer's fulltime staff. Under the assumption the employee would be returning to work, the position of Tax Records Clerk was filled temporarily since August of 2012 awaiting the return of the permanent employee. In light of the employee's inability to return to work, and the formal vacating of the position, it is my desire to fill this position with a full time permanent employee.

On April 25, 2013, a full time permanent position of **Account Clerk** within the Treasurer's Office was vacated, as a result of an employee retirement. This position has been filled by one of our current Tax Records Clerk wishing to make a lateral move from Tax Records Clerk to Account Clerk. This opens a **SECOND Tax Records Clerk** position within the Treasurer's Office; of which there are only three. This second position is currently a 35 hour position, but it is my desire to increase this to a 40 hour position to ensure adequate staffing levels from 8:00 to 5:00 Monday through Friday.

Taking into account the migration from 35 hours to 40 hours for the one position, and the lower pay grades for new hires as opposed to that of the retired employees; the overall result would be a reduction to the Treasurer's salary line item.

These two positions are crucial to the staffing of the Treasurer's Office. The Tax Records Clerks are the lead customer service providers in my office. The employees in these positions bear the responsibility of assisting customers by email, phone, and at the counter in accepting tax payments, issuing dog licenses, certifying deeds, assisting tax payers with the completion of various forms, providing information on the delinquent tax process, and aiding tax payers with their property tax related problems and concerns. In addition, the Tax Records Clerks play a

crucial role in the statutorily required functions of the Treasurer, by assisting in the managing of the Tax Foreclosure process and the auditing and billing of Principal Residence Exemptions.

The authorization to fill these two positions will allow the Treasurer's office to maintain adequate staffing levels in order to meet the work load demands and required segregation of duties that comes with handling large volumes of cash on a regular basis.

I welcome any questions you may have and thank you in advance for your consideration in this matter.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: LIVINGSTON COUNTY TREASURER

Title of Position to be Filled: TAX RECORDS CLERK

Salary: \$30,255-\$38,326

Annual Cost of Budgeted Position (incl. fringe benefits): 2013-\$59,266(current)

Projected Cost for the next five years (incl. fringe benefits):

2014-47,014

2015-48,907

2016-51,084

2017-53,265

2018-55,555

New Position/Classification (Yes/No): NO

If No: Name of Employee Last Occupying this Position

DANIELLE DEWAARD-TEMPORARY FOR SHAWN MCNALLY-PERMANENT

When did the position become vacant? BY TEMPORARY-4/19/13

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

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. THIS POSITION IS THE FIRST CONTACT MOST TAXPAYERS ENCOUNTER EITHER ON THE PHONE OR AT THE COUNTER AT THE COUNTY TREASURER'S OFFICE. WE NEED TO STAFF SUCH THAT WE HAVE SOMEONE FROM 8:00 TO 5:00 MONDAY THROUGH FRIDAY. WE WOULD BE UNABLE TO SERVE THE LIVINGSTON COUNTY TAXPAYERS IN AN EFFICIENT MANNER WITHOUT THIS POSITION. THOUGH WE HAVE STAFF THAT ARE CROSS TRAINED TO PERFORM THESE ESSENTIAL TASKS, THEY HAVE DUTIES THAT PRECLUDE THEM FROM PERFORMING THIS FUNCTION ON A DAILY BASIS. THEY COVER FOR LUNCHES, DAYS OFF AND HEAVY CUSTOMER SERVICE DAYS, AND ACT AS 2ND AND 3RD IN ORDER TO ANSWER THE PHONES AND ASSIST THE CUSTOMERS EVERY DAY.

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. MANDATED – MCL 211

3. Budgeted department head count for the past five years: (EXCLUDING ELECTED OFFICIAL)

Jan., 2009: 8 FULL TIME/1 PT TIME 30 HR/1 PT TIME 20 HOUR **Jan., 2010:** 7 FULL TIME/1PT TIME 30 HR/1PT TIME 20 HOUR **Jan., 2011:** 7 FULL

TIME/1 PT TIME 30 HR/1PT TIME 20 HOUR Jan., 2012: 7 FULL TIME/1 PT
TIME 30 HR/1PT TIME 20 HOUR Jan., 2013: 7 FULL TIME/1 PT TIME 30
HR/1PT TIME 20 HOUR

Please explain changes: IN 2009 A FULL TIME EMPLOYEE RETIRED AND WE DID NOT FILL THAT POSITION

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? YES Identify all special skills, education and/or licensing requirements for the position.
CUSTOMER SERVICE, CASH HANDLING SKILLS
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? FOR INTERNAL CONTROL PURPOSES, WE DO NOT WISH TO REDUCE OUR STAFF FURTHER. WE NEED TO ADEQUATELY STAFF THE TREASURER'S OFFICE SO THERE IS SOMEONE HERE AT ALL TIMES TO COLLECT TAXES AND BALANCE CASH, CERTIFY DEEDS, COLLECT OTHER REVENUE, SELL DOG LICENSES, ASSIST WITH TAX QUESTIONS, ETC.
6. Specifically list three reasonable options if your request to replace a position is denied. N/A - THERE ARE NONE IDENTIFIED.
7. What are the consequences of deferring the vacant position over the next several months and beyond? WE ARE IN THE TIME FRAME WHERE WE CAN ADEQUATELY TRAIN A TAX RECORDS CLERK BEFORE WE GET BACK IN TO OUR HEAVY COLLECTION PERIODS. WE NEED TO BEGIN TRAINING AS SOON AS POSSIBLE. THERE ARE SEVERAL ASPECTS OF THE POSTION THAT VARY, DEPENDING UPON THE TIME OF THE YEAR AND IN WHICH TAX CYCLE WE ARE WORKING.
8. What budget saving measures has this department implemented? Have additional measures been identified?(1) THE TREASURER HAS ONLY UTILIZED OUR AUTHORIZED 20 HOUR "PART TIME POSITION" WHEN IT HAS BEEN ESSENTIAL TO COVER OUR OFFICE ON DAYS WHEN THE TEMPORARY PERSON WAS NOT AVAILABLE TO COME TO WORK, OR VERY HEAVY

WORKLOAD TIMES. (2) THE TREASURER HAS LIMITED OVERTIME TO A VERY MINIMAL AMOUNT.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? NONE IDENTIFIED.

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. WE HAVE HAD AN EMPLOYEE OUT ON FMLA SINCE THE END OF AUGUST 2012. THAT EMPLOYEE HAS NOW BEEN APPROVED FOR DISABILITY AND HAS THEREFORE BEEN TERMINATED FROM THE COUNTY. WE HAD TO STAFF WITH A TEMPORARY EMPLOYEE DURING THAT TIME. NOW WE NEED TO HAVE A COMMITTED, FULL TIME PERMANENT EMPLOYEE THAT IS HERE FOR THE LONG TERM TO HANDLE THE COUNTY ASSETS.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? MUST BE AT THE COUNTY LEVEL. WE HAVE NOT IDENTIFIED ANY NEW SERVICES THAT CAN BE SHARED WITH OTHER COUNTIES AT THIS TIME With local governments? IF ANYTHING, WE MAY BE CALLED UPON TO DO MORE **FOR** THE LOCAL UNITS OF GOVERNMENT,

12. Explain what services can be provided by others, private sector or non-profit? NOT AWARE OF ANY.

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? WE ARE NOT AWARE OF ANY BECAUSE WE HAVE NOT ADVERTISED THIS POSITION. WHEN WE ADVERTISE THIS POSITION, WE WILL LOOK AT ANY POSSIBILITIES.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). WE USED A TEMPORARY EMPLOYEE DURING THE FMLA PORTION OF THE LEAVE OF THE PRIOR EMPLOYEE. WITH THE VOLUME OF CASH TRANSACTIONS AND THE LARGE AMOUNT OF CASH THAT OUR EMPLOYEES HANDLE ON A DAILY BASIS, WE DO NOT FEEL COMFORTABLE CONTINUING WITH A NON-COMMITTED TEMPORARY EMPLOYEE. THIS IS A CONTROL ISSUE.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). YES, AND WE NEED SOMEONE THAT IS HERE TO WORK FROM 8-5 MONDAY THROUGH FRIDAY – SEE NUMBER (1) ABOVE.

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

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). YES, SEE NUMBER (1) ABOVE.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: LIVINGSTON COUNTY TREASURER

Title of Position to be Filled: TAX RECORDS CLERK

Salary: \$30,255-\$38,326

Annual Cost of Budgeted Position: 2013-\$59,266(CURRENT) Projected Cost for the next five years:

2014-47,014

2015-48,907

2016-51,087

2017-53,265

2018-55,555

New Position/Classification (Yes/No):NO

If No: Name of Employee Last Occupying this Position EVELYN VOGLRIEDER

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?

04/19/13

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

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. THIS POSITION IS THE FIRST CONTACT MOST TAXPAYERS ENCOUNTER EITHER ON THE PHONE OR AT THE COUNTER AT THE COUNTY TREASURER'S OFFICE. WE NEED TO STAFF SUCH THAT WE HAVE SOMEONE FROM 8:00 TO 5:00 MONDAY THROUGH FRIDAY. WE WOULD BE UNABLE TO SERVE THE LIVINGSTON COUNTY TAXPAYERS IN AN EFFICIENT MANNER WITHOUT THIS POSITION. THOUGH WE HAVE STAFF THAT ARE CROSSTRAINED TO PERFORM THESE ESSENTIAL TAXKS, THEY HAVE DUTIES THAT PRECLUDE THEM FROM PERFORMING THIS FUNCTION ON A DAILY BASIS. THEY COVER FOR LUNCHES, DAYS OFF AND HEAVY CUSTOMER SERVICE DAYS, AND TO ANSWER THE PHONES AND ASSIST THE CUSTOMERS EVERY DAY.
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.MANDATED-MCL211

3. Budgeted department head count for the past five years: (EXCLUDING ELECTED OFFICIAL)

Jan., 2009: 8 FULL TIME/1 FULL TIME 35 HOUR/1 PT TIME 20 HOUR Jan.,
2010: 7 FULLTIME/1 FULL TIME 35 HR/1PT TIME 20 HOUR Jan., 2011: 7
FULLTIME/1 FULL TIME 35 HR/1PT TIME 20 HOUR Jan., 2012: 7 FULL TIME/1
FULL TIME 35 HOUR/1 PT TIME 20 HOUR Jan., 2013: 7 FULL TIME/1 FULL
TIME 35 HOUR/1 PT TIME 20 HOUR.

Please explain changes: IN 2009 A FULL TIME EMPLOYEE RETIRED AND WE DID NOT REFILL THAT POSITION.

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? YES Identify all special skills, education and/or licensing requirements for the position. CUSTOMER SERVICE, CASH HANDLING SKILLS
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? FOR INTERNAL CONTROL PURPOSES, WE DO NOT WISH TO REDUCE OUR STAFF FURTHER. WE NEED TO ADEQUATELY STAFF THE TREASURER'S OFFICE SO THERE IS SOMEONE HERE AT ALL TIMES TO COLLECT TAXES, BALANCE CASH, CERTIFY DEEDS, COLLECT OTHER REVENUE, SELL DOG LICENSES, ASSIST HOMEOWNERS WITH TAX FORFEITURE AND FORECLOSURE QUESTIONS, ETC.
6. Specifically list three reasonable options if your request to replace a position is denied. THERE ARE NONE IDENTIFIED.
7. What are the consequences of deferring the vacant position over the next several months and beyond? WE ARE IN THE TIMEFRAME WHERE WE CAN ADEQUATELY TRAIN A TAX RECORDS CLERK BEFORE WE GET BACK IN TO OUR HEAVY COLLECTION PERIODS. WE NEED TO BEGIN TRAINING AS SOON AS POSSIBLE. THERE ARE SEVERAL ASPECTS OF THE POSITION THAT VARY, DEPENDING UPON THE TIME OF THE YEAR AND IN WHICH TAX CYCLE WE ARE WORKING.

8. What budget saving measures has this department implemented? Have additional measures been identified? THE TREASURER HAS ONLY UTILIZED OUR AUTHORIZED 20 HOUR "PART TIME POSITION" WHEN IT HAS BEEN ESSENTIAL TO COVER OUR OFFICE ON DAYS WHEN THE TEMPORARY PERSON WAS NOT AVAILABLE TO COME TO WORK, OR VERY HEAVY WORKLOAD TIMES. (2) THE TREASURER HAS LIMITED OVERTIME TO A VERY MINIMAL AMOUNT.

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? NONE IDENTIFIED.

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. WE HAVE HAD AN EMPLOYEE OUT ON FMLA SINCE THE END OF AUGUST 2012. THAT EMPLOYEE HAS NOW BEEN APPROVED FOR DISABILITY AND HAS THEREFORE BEEN TERMINATED FROM THE COUNTY. WE HAD TO STAFF WITH A TEMPORARY EMPLOYEE DURING THAT TIME. NOW WE NEED TO HAVE A COMMITTED, FULL TIME PERMANENT EMPLOYEE THAT IS HERE FOR THE LONG TERM TO HANDLE THE COUNTY ASSETS. IN ADDITION WE HAD AN EMPLOYEE RETIRE APRIL 25, SO WE ARE ANOTHER PERSON "DOWN" DURING THIS TIME AS WELL.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? MUST BE AT THE COUNTY LEVEL, WE HAVE NOT IDENTIFIED ANY NEW SERVICES THAT CAN BE SHARED WITH OTHER COUNTIES AND THIS TIME. With local governments? IF ANYTHING, WE MAY BE CALLED UPON TO DO MORE **FOR** THE LOCAL UNITS OF GOVERNMENT.

12. Explain what services can be provided by others, private sector or non-profit? NOT AWARE OF ANY

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? WE ARE NOT AWARE OF ANY BECAUSE WE HAVE NOT ADVERTISED THIS POSITION. WHEN WE ADVERTISE THIS POSITION, WE WILL LOOK AT ANY POSSIBILITIES.

14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s). WE USED A TEMPORARY EMPLOYEE DURING THE FMLA PORTION OF THE LEAVE OF A FORMER EMPLOYEE. WITH THE VOLUME OF CASH TRANSACTIONS AND THE LARGE AMOUNT OF CASH THAT OUR EMPLOYEES HANDLE ON A DAILY BASIS, WE DO NOT FEEL COMFORTABLE CONTINUING WITH A NON-COMMITTED TEMPORARY EMPLOYEE. THIS IS A CONTROL ISSUE.

15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s).YES, AND WE NEED SOMEONE THAT IS HERE TO WORK FORM 8-5 MONDAY THROUGH FRIDAY – SEE NUMBER (1) ABOVE

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

17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). YES, SEE NUMBER (1) ABOVE.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION TO AUTHORIZE THE USE OF THE LIVINGSTON COUNTY
AIRPORT TERMINAL BUILDING FOR A HOWELL AREA CHAMBER OF
COMMERCE EVENT -- AIRPORT**

WHEREAS, the Howell Area Chamber of Commerce has requested the use of the Livingston County Airport Terminal Building to hold their monthly Chamber Connect event in June 2013; and

WHEREAS, this event is normally attended by 20 – 30 people; and

WHEREAS, the Howell Area Chamber of Commerce will provide insurance to cover the event; and

WHEREAS, the Livingston County Airport will be required to provide light refreshments and three small door prizes for the event; and

WHEREAS, the cost of this will not exceed \$200 and is in the 2013 budget.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners authorizes the use of the Livingston County Airport terminal building by the Howell Area Chamber of Commerce for their ChamberConnect event on June 5, 2013.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners authorizes the purchase of light refreshments and three small door prizes for the event not to exceed \$200.

BE IT FURTHER RESOLVED the Chair be authorized to sign the application form.

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Moved:

Supported:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

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

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: May 1, 2013
Re: Use of Airport Terminal Building

The Howell Area Chamber of Commerce has requested the airport hold a ChamberConnect event at the new terminal building on June 5, 2013. I believe this will be a good way to expose members of the business community to the airport and the new building. It may even generate rental income for the conference room at some point in the future.

One of the requirements of sponsoring the event is to provide light refreshments and three small door prizes. There are funds available in the advertising budget for these costs.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION ACCEPTING THE TRANSFER OF AN AVIGATION EASEMENT FROM THE STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION (PARCEL E63) -- AIRPORT

WHEREAS, the Livingston County Airport requires an Avigation Easement over Parcel E63 which is owned by the State of Michigan, Department of Transportation; and

WHEREAS, this Avigation Easement is necessary for the protection of the runway approach surfaces; and

WHEREAS, the Michigan Department of Transportation has prepared an easement agreement for the transfer of the property to Livingston County; and

WHEREAS, the purchase price of the Avigation Easement is one dollar (\$1.00).

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners accept the transfer of an Avigation Easement from the State of Michigan Department of Transportation for Parcel E63.

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Moved:

Supported:

Carried:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF AIRPORT

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

Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
Airport Manager
Date: May 1, 2013
Re: Parcel E63

The State of Michigan Department of Transportation owns a parcel of land north of Grand River, east of Tooley Road and south of M-59 that was used as a source of sand during the reconstruction of M-59. The airport requires an Avigation Easement over this parcel to control the height of any future development once the parcel is sold by MDOT.

MDOT has agreed to transfer the Avigation Easement to Livingston County at no charge.

This is the last of the Avigation Easements that is necessary to protect the approaches of the airport and the last of any remaining property in the Runway Protection Zone that has not been under our control either through acquisition or easement.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

WHEREAS, the Board of Commissioners authorized an agreement between the Department of Public Health and the National Association of County and City Health Officials (NACCHO) regarding Healthcare-Associated Infections (HAI's) via Resolution 2011-12-324, and

WHEREAS, Healthcare-Associated Infections result in severe disability, increased hospital stays and increased health care costs, and

WHEREAS, NACCHO is requesting that the Department of Public Health continue our work with HIA's by conducting additional education, outreach and assistance to other health care facilities within Michigan, and

WHEREAS, NACCHO is requesting that we mentor other HIA prevention programs in the United States, as well as attend local, state and national conferences regarding HIA, and

WHEREAS, the agreement will reimburse the Department of Public Health for costs associated with the project not to exceed \$11,500.

THEREFORE BE IT RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign an agreement between the Livingston County Department of Public Health and the National Association of County and City Health Officials to participate in the Healthcare-Associated Infection demonstration project after review by legal counsel, and

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes required out of state travel for staff assigned to this project in order to comply with the contract agreement.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Ted Westmeier
Date: May 8, 2013
Re: Resolution to Authorize an Agreement Between the Department of
Public Health and NACCHO

We are requesting authorization to enter into an agreement with the National Association of County and City Health Officials (NACCHO). We had a similar agreement in 2011/12 as authorized by resolution 2011-12-324. The agreement was a demonstration grant with the goal of increasing capacity and processes to prevent healthcare associated infections (HAI). NACCHO would like us to continue our work through expansion/outreach services, ongoing education, and community awareness and by helping mentor other agencies to develop similar programs within their community. It will require attendance at local, state and national meetings/conferences during the grant period. We are honored to be awarded this continuation grant in the amount of \$11,500.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE FILLING OF ONE (1) PART-TIME VISION AND HEARING TECHNICIAN POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY AN INTERNAL TRANSFER

WHEREAS, the Department of Public Health currently has one vacant part-time Vision and Hearing Technician position, and

WHEREAS, the Department has determined the need to replace this position in order to maintain an acceptable level of service to the children we serve and remain compliant with the minimum program requirements for vision and hearing screening as stated in our comprehensive contract with the State of Michigan, and

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

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby authorizes and approves the hiring of one (1) part-time 20 hour per week Vision and Hearing Technician in the Livingston County Department of Public Health.

CURRENT POSITIONS		
POSITION TITLE	FULL - TIME #	PART - TIME #
Administrative Aide	1	1
Breastfeeding Peer Counselor		1
Communicable Disease Clerk	1	
Director - Environmental Health	1	
Director - Personal Health	1	
Environmental Sanitarian II	5	1
Ground Water Specialist	0.7	
Health Education Supervisor	1	
Health Officer	1	
Hearing /Vision Tech		4
Hearing/Vision Coordinator	1	
Medical Director		1
Office Specialist	1	
PHN Program Coordinator	5	
Program Clerk II	3	2
Public Health Nurse II		2
Public Health Nutritionist	1	
Public Health Supervisor	1	
Emg. Preparedness Coord.	1	
Sanitarian Supervisor	1	
Senior Accountant	1	
Senior Environ Clerk	1	
TOTALS:	27.7	12

REQUESTED POSITIONS		
POSITION TITLE	FULL - TIME #	PART - TIME #
Administrative Aide	1	1
Breastfeeding Peer Counselor		1
Communicable Disease Clerk	1	
Director - Environmental Health	1	
Director - Personal Health	1	
Environmental Sanitarian II	5	1
Ground Water Specialist	0.7	
Health Education Supervisor	1	
Health Officer	1	
Hearing /Vision Tech		4
Hearing/Vision Coordinator	1	
Medical Director		1
Office Specialist	1	
PHN Program Coordinator	5	
Program Clerk II	3	2
Public Health Nurse II		2
Public Health Nutritionist	1	
Public Health Supervisor	1	
Emg. Preparedness Coord.	1	
Sanitarian Supervisor	1	
Senior Accountant	1	
Senior Environ Clerk	1	
TOTALS:	27.7	12

MOVED:
SECONDED:
CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: **Ted Westmeier**

Title of Position to be Filled: Vision & Hearing Technician
Salary: **\$27,757**

Annual Cost of Budgeted Position: **\$13,878** Projected Cost for the next five years: **\$69,390**

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position
Janet Slavin

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? **04-01-13**

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

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

The V&H position will allow us to provide screening services as required by the Public Health Code. We will be unable to screen required children without filling this position.

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.

Vision & Hearing Programs are mandated programs – Act 386, PA 1978; Comprehensive Planning & Budgeting Contract with the Michigan Department of Community Health.

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 FTE's				

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 County.

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.

Staff need to be certified V&H technicians in order to perform the screenings.

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?

These are specially trained staff that work during the school year. We will not be able to complete the screening without additional staff.

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?

We will not be able to complete the requirements of the V&H Programs.

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

We have reduced our workforce, shared positions with other county departments, shared positions with other counties, use of volunteers at the front counter, 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 these positions.

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?

Screenings are conducted at the same time (during the school year) throughout the state.

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 services in the schools/preschools.
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. These positions also require working with preschool and young school aged children.
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).
Screenings need to be done by certified technicians, and the state only provides this training 1x/year.
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 requesting one PPT position up to 20 hours, no benefits.
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)?
Overtime would not be helpful since the screenings need to be done when the students are in school.
17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).
We do not have additional capacity to cross train our current staff.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BS&A SOFTWARE FOR SOFTWARE SUPPORT FOR THE EQUALIZATION, TREASURERS, ANIMAL CONTROL, AND DRAIN DEPARTMENTS FOR 2013- INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE

WHEREAS, due to the need to ensure that technical support services and software upgrades are received for the several departments that share the BS&A Software it has been determined that there is a need for these software support services for the Equalization, Treasurers, Animal Control, and Drain Departments; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, BS&A Software, of Bath, MI, is the sole source for the purchase of the annual BS&A software support services for the departments so mentioned; and

WHEREAS, after the review of the vendor and products, the Purchasing Department recommends that a purchase order with BS&A Software of Bath, MI, be awarded for a 1 year period from May 1, 2013 through November 30, 2014 for all programs for the amount not to exceed \$29,410.00; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to BS&A for annual software maintenance from May 1, 2013 through November 30, 2014 for all programs for the amount not to exceed \$29,410.00.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E. Grand River Ave., Howell MI 48843
Phone 517 548-3230 Fax 517 545-9608
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Diane Gregor, Applications Manager
Date: 4/23/2013
Re: BS&A Software Maintenance Renewal 2013

Attached for your approval is a resolution authorizing the purchase of a renewal of annual software support services for the following departments, Equalization, Animal Control, Treasurers, and the Drain Department, from BS&A Software of Bath, MI. Support Services cover technical software support as well as software fixes and upgrades.

Below are the support fees that will be invoiced in 2013, and a part of the year 2014, as we are doing pre-paid software so the software maintenance charges are applied to the correct year for budgeting purposes.

- Animal License \$ 305.00 – will be invoiced on 8/1/2013
- Equalization \$9,385.00 – will be invoiced on 8/1/2013
- Drain Assessment \$3,060.00 – will be invoiced on 8/1/2013
- Delinquent Tax - \$9,180.00 – will be invoiced on 11/1/2013
- Pre –Homestead Audit \$ 340.00 – will be invoiced on 11/1/2013
- Equalizer Tax - \$7,140.00 – will be invoiced on 5/1/2013

Totaling \$29,410.00

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE INFORMATION TECHNOLOGY DEPARTMENT/GIS DIVISION TO FILL THE FULL TIME VACATED GIS TECHNICIAN POSITION – General Government

WHEREAS, the Information Technology Department/GIS Division has experienced the loss of an essential position, GIS Technician, the resignation effective 4/30/2013; and

WHEREAS, the Information Technology Department/GIS Division has determined the need to fill the position with an individual that can fulfill the job duties as the prior employee; and

WHEREAS, in order to provide the desired level of service to our many GIS users, including our Public Safety consortium, Drain Commission, Equalization, Treasurer’s Office, Planning Department, local units of government and many others, we must fill the position with a person of equal abilities; and

WHEREAS, this funding for this position is in the approved 2013 Information Technology budget; and

WHEREAS, per the County's Vacancy Review Policy, if the GIS Technician position should become available during the 2013 budget year, it may be filled without first obtaining the approval of the Board of Commissioners.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of one (1) full time GIS Technician within the Livingston County Information Technology Department/ GIS Division.

CURRENT POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Administrative Specialist	1	
Application Developer	2	
Chief Information Officer	1	
Financial Analyst (60%)	.60	
GIS Technician	1	
GIS Mapping Technician	1	
Hardware Technician	1	
Network Assistant	2	
Network Manager	1	
Network Security Admin.	1	
Pub. Safety Tech Spec.	1	
Systems Manager	1	
TOTALS:	13.6	

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Administrative Specialist	1	
Application Developer	2	
Chief Information Officer	1	
Financial Analyst (60%)	.60	
GIS Technician	1	
GIS Mapping Technician	1	
Hardware Technician	1	
Network Assistant	2	
Network Manager	1	
Network Security Admin.	1	
Pub. Safety Tech Spec.	1	
Systems Manager	1	
TOTALS:	13.6	

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

304 E. Grand River, Suite 101, Howell, MI 48843
Phone 517.548.3230 Fax 517.545.9608
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz, CIO
Date: 5/8/13
Re: Filling the vacated GIS Technician position

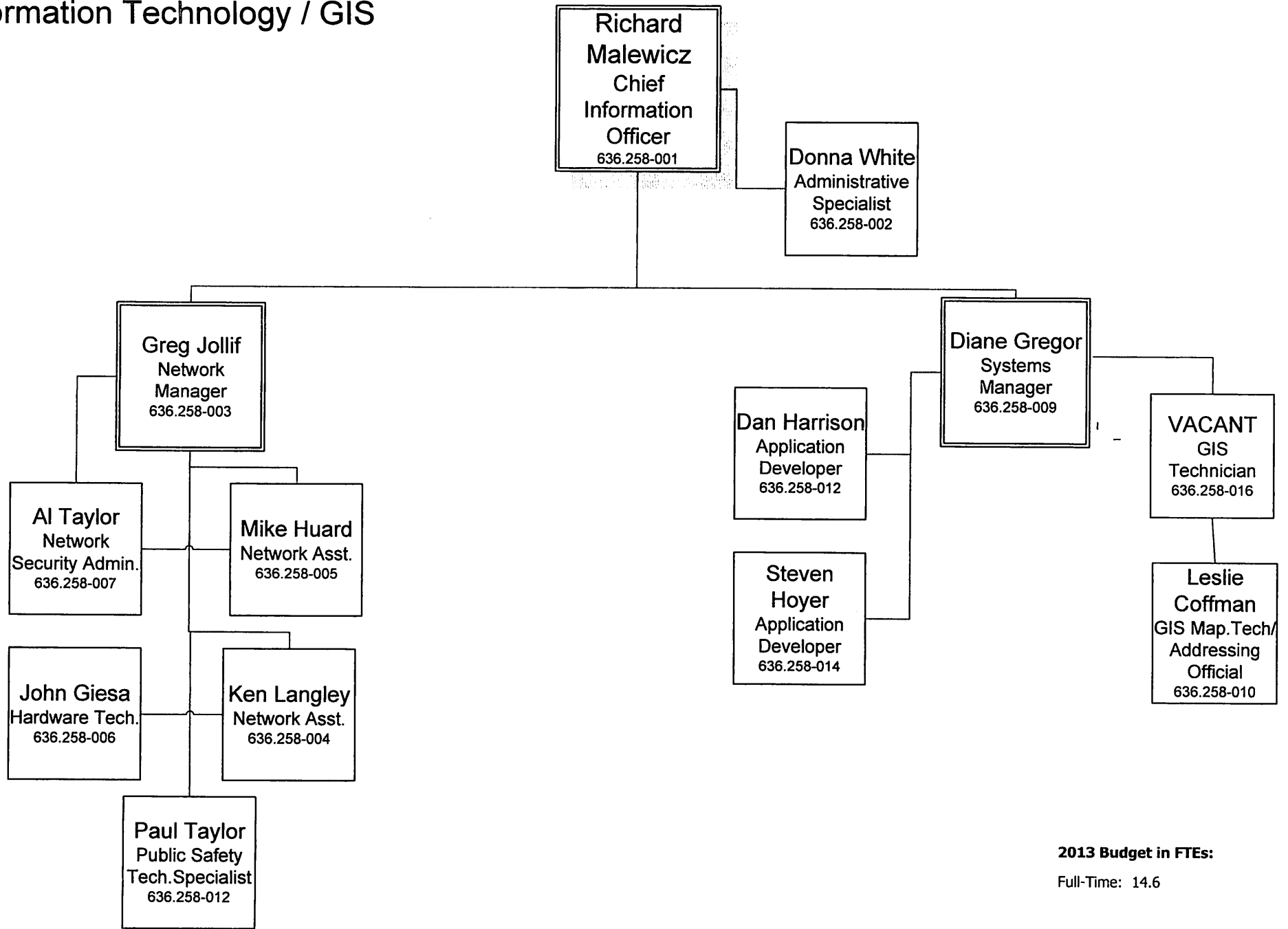
As a result of the resignation of our GIS Technician, effective April 30, 2013; it is imperative that we fill this position. To maintain the appropriate level of support to our county GIS users, Public Safety Consortium, and local units of government; we must find a qualified individual to fill this position as soon as possible.

The approved 2013 Information Technology budget currently contains the GIS Technician position at the Step 8 level.

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

LIVINGSTON COUNTY

Information Technology / GIS



2013 Budget in FTEs:

Full-Time: 14.6

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Richard Malewicz, CIO

Title of Position to be Filled: GIS Technician

Salary: *\$55,488*

Proposed fill of position at Grade K, 1 Year Step: *\$43,999.08*

Annual Cost of Budgeted Position (incl. fringe benefits): *\$63,096*

Projected Cost for the next five years (incl. fringe benefits): *\$334,985*

New Position/Classification (yes/no): NO

If No: Name of Employee Last Occupying this Position: Keri Konarska Blough

When did the position become vacant?: May 1, 2013

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

YES

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description. The GIS Technician position was in charge of coordinating the use of GIS applications and technologies within Livingston County and local units of government, including our Public Safety consortium. She edited essential GIS layers, including road segments and public safety boundaries as well as parcel boundaries mandated to be maintained by the Equalization Department. Not having someone in that position leaves a huge gap in our ability to support key County functions and our local units.
2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated tis work. Also, if not mandated, outline the reason(s) for the department providing this task/work.

211.10e of the General Property Tax Act states: Beginning with the tax assessing year of 1978, all assessing official shall maintain records relevant to the assessments, including appraisal record cards, personal property records, historical assessment data, tax maps, and land value maps consistent with standards set forth in the assessor's manual published by the state tax commission. This responsibility has been delegated to the GIS Division of Information Technology, due to the use of the availability of GIS mapping tools.

3. Budgeted department head count for the last five years: Information Technology

Jan. 2009 – 16.2 Jan. 2010 – 16.6 Jan 2011 – 14.6 Jan 2012 – 14.6 Jan 2013 – 13.6

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?
YES. There is only one other person on staff that is somewhat familiar with the GIS software being used at the county and GIS functionality in general. Her job duties do not require her to edit GIS layers of critical importance. It is imperative that the person filling this position is highly skilled in the use of the ESRI GIS platform. That they can edit GIS layers with an exceptionally high level of accuracy. Be able to look at new requirements and make adjustments to the existing databases to accommodate those needs.

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 the staff to reassign job duties to fill the gap left by the GIS Technician's resignation. We could potentially train the Application Developers to fill in, but that would take them away from other duties assigned to them; namely working on the implementation of the ERP system. In addition, they are quite often called upon to support county users. Their plates are full.

6. Identify all special skills, education and/or licensing requirements for the position.

Preferably a BA degree in GIS. However, a degree in Geography, or Cartography, with associated experience in using GIS software and technologies, could be sufficient requirements for this job.

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

Stop providing GIS technical support to our county GIS users, including local units of government and Public Safety Consortium users. The users that do employ GIS are highly dependent upon it, it is critical to their operations. We need to be sensitive to that and thoroughly support their needs.

Contract for services for specialized tasks and GIS support. This will come at a price, as we do need the GIS support to be quite often on-site.

Struggle to provide support on an on-demand basis using the staff we have.

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

It is imperative that the needed Public Safety layers of GIS are current, as our public safety system (specifically the CAD module) depends on the accuracy of these layers. Ultimately our constituents' safety is impacted by the currency of these layers.

9. What budget saving measures has the department implemented? Have additional measures been identified?

We have decreased staff in the past years. Additionally, when our GIS Application Developer left, we used Contract Services for development where customized applications were needed.

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

As mentioned above, we have decreased staff and cut costs where possible. We are at bare-bones, we cannot reduce further. As other departments' staff has decreased, they have looked to IT to assist through use of technology. Decreasing IT staff is not the answer.

11. 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.

GIS is a division of Information Technology, that requires skills related to our current GIS application software (ESRI). We have one person on staff that is tasked with assigning addresses or making address corrections. She also can make custom maps for the public. From time to time we'll have a data extract request, either for spatial (map) or tabular (associated data attributes.. parcel owner, address, etc.); she isn't equipped to fulfill these requests. When these requests come up, one of the application developers will most likely have to assist. As mentioned above they do not have available time to dedicate to these tasks.

12. 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 could potentially be shared with another county. However, I believe that the workload here warrants at LEAST one full time position. Due to the importance / dependence upon our GIS data, we need to provide a consistent and continuous level of support.

Our local governments do not have the expertise on staff. Quite often they've looked to this position for support.

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

Possibly contractual, however, I believe that on-site, support is critical for our operation.

14. 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?

NO

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

The need for this position will be on-going full-time position given the workload and importance of the information being maintained.

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

Due to the need for continuous and consistent support, I feel it necessary to fill with a full-time position. Our experience has shown that hiring part time employees for IT positions leads to a high turnover rate. This would result in retraining issues, ultimately providing inadequate support to our client base.

17. 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, there isn't anyone on staff that is trained on the duties assigned to this position.

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

No, as previously mentioned above other staff have assignments that are all-consuming. They are dedicated to either the ERP project, or do not have the skill set to accomplish the duties assigned to the GIS Technician position.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO GENERAL CODE FOR LASERFICHE SOFTWARE MAINTENANCE RENEWAL FOR SEVERAL COUNTY DEPARTMENTS 2013/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE

WHEREAS, due to need to ensure that technical support and that software upgrades are received for several departments in Livingston County for using Laserfiche System Software through General Code; and

WHEREAS, the departments using Laserfiche are the Building Department, Circuit Court Probation, District Court/DC Probation, Drain, Environmental Health, and Prosecutor; and

WHEREAS, after the review of the vendor and products, Information Technology recommends that a Purchase Order with General Code, of Rochester, N.Y. be awarded for a one (1) year period from June 30, 2013 through June 29, 2014 for an amount not to exceed \$14,743.00; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to General Code for Laserfiche System Software Maintenance from June 30, 2013 through June 29, 2014 for an amount not to exceed \$14,743.00.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

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

Memorandum

To: Livingston County Board of Commissioners
From: Diane Gregor, Applications Manager
Date: 4/10/2013
Re: Laserfiche System Software Renewal

Attached for your approval is a resolution authorizing the purchase of a renewal of annual software support services with Laserfiche through General Code for the following departments: Building Inspection, Circuit Court Probation, District Court/DC Probation, Drain, and Prosecutors.

Laserfiche is a software development company that creates Enterprise Content Management, Work Flow, Records Management, and Document Imaging.

In 2011 we had an upgrade on our current Laserfiche software. Since several County departments are using Laserfiche, it is very important to continue to have expertise support and upgrades when necessary.

The renewal runs from June 30, 2013 through June 29, 2014 at a cost not to exceed, \$14,743.00.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE PROGRAM YEAR 2013 WORKFORCE INVESTMENT ACT (WIA) YOUTH PLAN FOR LIVINGSTON COUNTY

WHEREAS, The Workforce Investment Act (WIA) authorizes the expenditure of federal funds for job training programs in locally determined Workforce Investment Area's /Michigan Works! Agency's; and

WHEREAS, The County of Livingston constitutes a jurisdiction designated as a Michigan Works! Agency's by the Governor of the State of Michigan; and

WHEREAS, Each Michigan Works! Agency is required to submit job training plans which describe the planned services and goals for the programs; and

WHEREAS, The Livingston County WIA Youth Plan proposes to serve Youth ages 14-21 with an allocation of \$383,687, and

WHEREAS, The WIA requires that the Workforce Development Council and the local elected officials jointly approve and submit all job training plans; and

WHEREAS, The Workforce Development Council will review the plan at their May 16, 2013 meeting.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners hereby approves the PY 2013 Workforce Investment Act Youth Plan in the amount of \$383,687 for the period of July 1, 2013 to June 30, 2014.

BE IT FURTHER RESOLVED that the Chair be authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan, as well as any future amendments for monetary and contract language adjustments.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director
Date: 5/8/2013
Re: PY 2013 Workforce Investment Act (WIA) Youth Plan

The Workforce Development Agency, State of Michigan has issued planning allocations for the Workforce Investment Act Youth program for Program Year (PY) 2013 (July 1, 2013, through June 30, 2014). Federal law requires that we submit a WIA Youth Plan to the State signed by both the chair of the Workforce Development Council and by the Chair of the County Board of Commissioners.

The WIA law requires that eligible youth seeking academic and employment success be provided effective and comprehensive activities to improve their educational and skill competencies while providing effective connections to employers.

The vision for the youth activities is to provide all eligible area youth completing the Michigan educational system with the necessary academic, technical, and work behavior knowledge and skills for success in a career of their choice and lifelong learning. We will meet the WIA provisions regarding youth program design through existing services provided through the Michigan Works! Service Center, subcontracts, and referral for the following activities:

- preparation for postsecondary educational opportunities;
- strong linkages between academic and occupational learning;
- preparation for unsubsidized employment opportunities;
- effective linkages with intermediaries with strong employer connections;
- alternative secondary school services;
- summer employment opportunities;
- paid and unpaid work experiences;
- occupational skill training;
- leadership development opportunities;
- supportive services; and
- follow-up services.

We are required to offer summer youth employment opportunities that link academic and occupational learning as part of the required services. The WDC may determine how much of available youth funds

will be used for summer and for year-round activities. The summer youth employment opportunities element is not intended to be a stand-alone program. Youths who participate in summer employment opportunities must be provided with a minimum of 12 months of follow-up services.

Our allocation for PY 2013 is \$383,687. In PY 2012 our allocation was \$428,435. This represents a decrease of \$44,748 or about 10.4%. Statewide, youth program allocations to Michigan Works! agencies are about 14.7% lower than last year.

The plan must be approved by both the Workforce Development Council and the Board of Commissioners. The Workforce Development Council will review the plan at their May 16, 2013 meeting. Attached is a resolution for your consideration.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING THE PROGRAM YEAR 2013 WORKFORCE INVESTMENT ACT
DISLOCATED WORKERS PLAN FOR LIVINGSTON COUNTY**

WHEREAS, The Workforce Investment Act (WIA) authorizes programs and services targeted to dislocated workers, and

WHEREAS, The County of Livingston constitutes a jurisdiction designated as a Michigan Works! Agency (MWA) by the Governor of the State of Michigan; and

WHEREAS, Each MWA is required to submit job training plans which describe the planned services and goals for the programs; and

WHEREAS, The Livingston County WIA Dislocated plan proposes to serve dislocated workers with an allocation of \$351,895; and

WHEREAS, The Act requires that the Workforce Development Council and the local elected officials jointly approve and submit all job training plans; and

WHEREAS, The Workforce Development Council will review the plan at their May 16, 2013 meeting.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners approves the PY 2013 WIA Dislocated Worker Plan in the amount of \$351,895 for the period of July 1, 2013 to June 30, 2014.

BE IT FURTHER RESOLVED that the Chair be authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan, as well as any future amendments for monetary and contract language adjustments.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY MICHIGAN WORKS!

1240 Packard Dr Howell, MI
Phone 517-552-2100 Fax 517-546-2353
Web Site: www.lcmw.org

Memorandum

To: Livingston County Board of Commissioners

From: Bill Sleight, Director

Date: 5/8/2013

Re: PY 2013 Workforce Investment Act (WIA) Dislocated Worker Plan

The Workforce Development Agency, State of Michigan has issued planning allocations for the Workforce Investment Act (WIA) Dislocated Worker program. Federal law requires that we submit a WIA Dislocated Worker Plan for Program Year (PY) 2013 (July 1, 2013, through June 30, 2014).

WIA Dislocated Worker PY 2013 allocations are determined by formula. Our allocation for PY 2013 is \$351,895. The most significant change is the decrease in our allocation. In PY 2012 our allocation was \$396,846. This represents a decrease of \$44,951 or 11.4%. For comparison, our dislocated worker allocation a few years ago was just under \$1 million.

Fund transfers are permitted between the Adult and Dislocated Worker Programs. A maximum of 50% of our PY 2012 allocation for adult employment and training activities, and up to 50% of our PY 2013 allocation for Dislocated Worker employment and training activities may be transferred between the two programs. At this time there are no plans for transfer of funds. During the course of the program year, we will assess the needs of each program and make a determination if a transfer of funds is needed.

The plan must be approved by both the Workforce Development Council and the Board of Commissioners. The Workforce Development Council will review the plan at their May 16, 2013 meeting. Attached is a resolution for your consideration.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING THE PROGRAM YEAR 2013 WORKFORCE INVESTMENT ACT
ADULT PLAN FOR LIVINGSTON COUNTY**

WHEREAS, The Workforce Investment Act authorizes the expenditure of federal funds of job training programs in locally determined Michigan Works! Agency's/Workforce Investment Areas; and

WHEREAS, The County of Livingston constitutes a jurisdiction designated as a Michigan Works Agency by the Governor of the State of Michigan; and

WHEREAS, Each Michigan Works! Agency is required to submit job training plans which describe the planned services and goals for the programs; and

WHEREAS, The Livingston County WIA Adult plan proposes to provide core, intensive, and training services to eligible adults with an allocation of \$385,602; and

WHEREAS, The Act requires that the Workforce Development Council and the local elected officials jointly approve and submit all job training plans.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners hereby approves the PY 2013 Workforce Investment Act Adult Plan in the amount of \$385,602 for the period of July 1, 2013 to June 30, 2014; and

BE IT FURTHER RESOLVED that the Chair be authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan, as well as any future amendments for monetary and contract language adjustments.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY MICHIGAN WORKS!

1240 Packard Dr Howell, MI
Phone 517-552-2100 Fax 517-546-2353
Web Site: www.lcmw.org

Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director
Date: 5/8/2013
Re: PY 2013 Workforce Investment Act (WIA) Adult Plan

The Workforce Development Agency, State of Michigan has released draft allocations for the WIA Adult Program for (PY) 2013 (July 1, 2013, through June 30, 2014).

WIA Adult funds are allocated to MWAs by formula, to provide assistance for adult employment and training activities. Our allocation for PY 2013 is \$385,602. In PY 2012 our allocation was \$403,990. This represents a decrease of \$18,388, or 4.5%. Statewide, WIA adult allocations were down 15.1% for PY 2013 so our decrease is less than the state average. With anticipated carry-in from PY 2012, total fund availability in this grant will be about the same as last year. It is always possible that we may face rescissions later in the year as Congress addresses the budget deficit.

Fund transfers are permitted between the Adult and Dislocated Worker Programs. A maximum of 50% of our PY 2013 allocation for adult employment and training activities, and up to 20 percent of our PY 2012 allocation for Dislocated Worker employment and training activities may be transferred between the two programs. At this time there are no plans for transfer of funds. During the course of the program year, we will assess the needs of each program and make a determination if a transfer of funds is needed.

The plan must be approved by both the Workforce Development Council and the Board of Commissioners. The Workforce Development Council will review the plan at their meeting on May 16, 2013. Attached is a resolution for your consideration and a copy of the plan summary.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE SUBMISSION OF THE PROGRAM YEAR 2013
WAGNER-PEYSER ACT LOCAL EMPLOYMENT SERVICE PLAN

WHEREAS, The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state and;

WHEREAS, The Workforce Investment Act of 1998 mandates that Employment Services become part of the "One-Stop" system; and

WHEREAS, The Workforce Development Agency, State of Michigan requires the Livingston County Workforce Development Council to develop an Employment Services Plan for the period from July 1, 2013 through June 30, 2014; and

WHEREAS, Livingston County's employment service plan allocation is \$247,543; and

WHEREAS, Staff will prepare a plan based on the planning allocation; and

WHEREAS, The Wagner-Peyser Employment Services plan will be reviewed by the Employer Services Subcommittee of the Livingston County Workforce Development Council on May 8, 2013; and

WHEREAS, The Wagner-Peyser Employment Services plan will be reviewed by the Livingston County Workforce Development Council on May 16, 2013.

IT IS THEREFORE RESOLVED that the Livingston County Board of Commissioners hereby approves the submission of the PY 2013 Wagner-Peyser Act Employment Services Plan for the period of July 1, 2013 to June 30, 2014 in the amount of \$247,543 to the Workforce Development Agency, State of Michigan

BE IT FURTHER RESOLVED that the Chair be authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan, as well as any future amendments for monetary and contract language adjustments.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director
Date: 5/8/2013
Re: PY 2013 Wagner-Peyser Act Employment Service Plan

The Workforce Development Agency, State of Michigan has sent us a draft policy issuance for plan instructions for the Wagner-Peyser Employment Service program for Program Year (PY) 2013 (July 1, 2013 – June 30, 2014).

The federal Wagner-Peyser Act establishes the United States Employment Service (USES) to provide a nationwide labor exchange system and establishes State Employment Security Agencies (SESA's) to administer the system in each state. The Workforce Investment Act of 1998 mandates that Employment Services become part of the "One-Stop" system. The ES focuses on a variety of employment-related labor exchange services including, job search assistance, assessment, job referral, and placement of job seekers, re-employment services to unemployment insurance claimants and recruitment services to employers.

Our planning allocation for PY 2013 is \$247,543. Our allocation for PY 2012 was \$271,618. This represents a decrease from last year's allocation by \$24,075. However, according to the draft policy issuance, we may carry-in unexpended PY 2012 funds that could bring our total funds available higher.

Staff will prepare a plan based on the allocation, which contains input and review by the Employer Services Committee of the Workforce Development Council.

The Employment Service plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. The Workforce Development Council will review at their meeting on May 16, 2013.

Attached is a resolution for your consideration.

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