

GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES COMMITTEE

2/13/2017

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 PM

AGENDA

1. CALL TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: January 9, 2017

3. APPROVAL OF AGENDA

4. REPORTS

Health Department 2017 Goals - Chelsea Moxlow

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION

07 Information Technology

RESOLUTION IN SUPPORT OF COUNTY BROADBAND INITIATIVES - Information Technology / General Government / Finance / Board

08 LETS

RESOLUTION TO AMEND RESOLUTION 2017-01-015 REGARDING THE INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2018 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD

09 County Clerk

RESOLUTION AUTHORIZING THE CREATION OF AN ADDITIONAL PART TIME VITAL RECORDS CLERK POSITION - County Clerk / General Government / Finance / Board

10 Public Health

RESOLUTION AUTHORIZING AN AGREEMENT WITH THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO) TO SUPPORT THE LIVINGSTON COUNTY HEALTH DEPARTMENT'S MEDICAL RESERVE CORPS (MRC) - Health Department / Health & Human Services / Finance / Board

11. CALL TO THE PUBLIC

12. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 9, 2017 - 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. BEZOTTE

1. **CALL to ORDER:** Meeting called to order by: **COMM. DENNIS DOLAN AT 7:30 PM.**
 - Commissioner Dolan introduced newest Committee member, Commissioner Robert "Bob" Bezotte.

2. **APPROVAL of MINUTES: MINUTES OF MEETING DATED NOVEMBER 7, 2016:**

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

3. **APPROVAL of AGENDA:**

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

4. **REPORTS:** None

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

6. **RESOLUTIONS for CONSIDERATION.**

7. **FACILITY SERVICES:** RESOLUTION AUTHORIZING AN AGREEMENT WITH SEEYLE GROUP, LTD. TO PROVIDE INSTALLATION SERVICES FOR FLOOR COVERING & SUPPLIES – GENERAL GOVERNMENT / FINANCE / BOARD

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

8. **HEALTH:** **RESOLUTION AUTHORIZING AN ADDITION TO PROGRAMS AND FUNDING TO THE COMPREHENSIVE HEALTH SERVICES CONTRACT – HEALTH DEPARTMENT / HEALTH & HUMAN SERVICES / FINANCE / BOARD**

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

9. **EMS:** **RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR THE PURCHASE OF 4 TYPE III MEDIX AMBULANCES FOR THE EMS DEPARTMENT – EMS / HEALTH & HUMAN SERVICES / FINANCE / BOARD**

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

10. **EQUALIZATION:** **RESOLUTION RENEWING A 3 YEAR CONTRACT OF COMMERCIAL APPRAISALS BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK APPRAISAL COMPANY – EQUALIZATION / GENERAL GOVERNMENT / FINANCE / BOARD**

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

11. **EQUALIZATION:** **RESOLUTION REQUESTING THE REORGANIZATION OF THE EQUALIZATION DEPARTMENT – EQUALIZATION / GENERAL GOVERNMENT / FINANCE / BOARD**

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

12. **CAR POOL:** **RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF PURCHASE ORDERS FOR THE PURCHASE OF REPLACEMENT VEHICLES APPROVED IN THE FISCAL YEAR 2017 BUDGET (vehicles) – MOTOR POOL / GENERAL GOVERNMENT / FINANCE / BOARD**

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

13. **CAR POOL:** **RESOLUTION TO AUTHORIZE CAPITAL EXPENDITURE AND ISSUANCE OF A PURCHASE ORDER FOR THE PURCHASE OF ONE (1) NEW VEHICLE APPROVED IN THE FISCAL YEAR 2017 BUDGET FOR CENTRAL**

**DISPATCH AND A MOTOR POOL BUDGET AMENDMENT – MOTOR POOL /
GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 14. LETS: RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2018 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 15. LETS: RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2018 FOR TRANSPORTATION TO WORK GRANT - L.E.T.S. / General Government / Finance / Board**

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

- 16. LETS: RESOLUTION OF INTENT TO APPLY FOR A STATE SERVICE DEVELOPMENT AND NEW TECHNOLOGY (SDNT) GRANT TO DEVELOP A COUNTYWIDE COMPREHENSIVE TRANSPORTATION PLAN - L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 17. LETS: RESOLUTION OF INTENT TO APPLY FOR A STATE SERVICE DEVELOPMENT AND NEW TECHNOLOGY (SDNT) GRANT TO DEVELOP A COUNTYWIDE COMPREHENSIVE TRANSPORTATION PLAN - L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 18. LETS: RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON - L.E.T.S. FOR FY 2018 – L.E.T.S. / General Government / Finance / Board**

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

- 19. TREASURER: RESOLUTION AUTHORIZING THE CREATION OF A NEW SEPTAGE RECEIVING STATION FUND – TREASURER / GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 20. TREASURER: RESOLUTION AUTHORIZING AN ADVANCE FROM THE DELINQUENT TAX REVOLVING FUNDS TO SNYDER-SHERWOOD DRAINAGE DISTRICT FOR THE PURPOSE OF FINANCING IMPROVEMENT COSTS – TREASURER / GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 21. TREASURER: REVOLVING FUNDS TO CONWAY NO. 23 DRAINAGE DISTRICT FOR THE PURPOSE OF FINANCING CONSTRUCTION OF THE CONWAY NO. 23 DRAIN - TREASURER / GENERAL GOVERNMENT / FINANCE / BOARD**

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

- 22. CALL TO THE PUBLIC: None.**

- 23. ADJOURNMENT:**

MOTION TO ADJOURN AT 8:15 PM.
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY



Livingston County Department of Public Health Strategic Plan/Performance Management Quarterly Progress Report January 2017

Strategic Plan

Targets and progress are monitored through Leadership Team and other action plan meetings, where progress is tracked and entered into the tracking spreadsheet located here: S:\PHAB_All Users\Strategic Plan.

This report is updated quarterly for the Health Department Leadership Team and staff.

| Develop Workforce | | | | | |
|---|---------------|-------------------------------|-------------------------------|---------------------------------|-------------|
| | Objective Met | Moving in the Right Direction | Moving in the Wrong Direction | No change since previous report | No Progress |
| Objective 1: All employees will engage in at least one continuing education opportunity annually | | ✓ | | | |
| Objective 2: Research and implement an internal communication protocol by June 1, 2017 | | | | | ✓ |
| Objective 3: Conduct an evaluation of personnel resources and their ability to meet the current (and future) demands of the department by October 1, 2017 | | | | | ✓ |
| Objective 4: At least 20% of employees will realize increased employee job satisfaction by January 1, 2018 | | | | | ✓ |
| Objective 5: Develop a succession plan for all employees by April 1, 2018. | | | | | ✓ |
| Objective 6: Evaluate and update the LCDPH recruitment policy (G28) by October 1, 2016 | ✓ | | | | |
| For in-depth outcomes & accomplishments – see Strategic Plan Work Plan. | | | | | |
| Challenges: Collaboration and initiating each objective in the face of other competing priorities, such as daily responsibilities, PHAB documentation selection and state accreditation preparation. | | | | | |
| Plan Revisions (if any): None at this time. | | | | | |

| Increase Public Visibility and Awareness | | | | | |
|--|----------------------|--------------------------------------|--------------------------------------|--|--------------------|
| | Objective met | Moving in the right direction | Moving in the wrong direction | No change since previous report | No progress |
| Objective 1: By the end of 2017, LCDPH will create and implement a comprehensive communication strategy to inform other local governing bodies and human service agencies of health department services | | | | | ✓ |
| Objective 2: By September 1, 2016, LCDPH will create and utilize a logo specific to the Department of Public Health | | ✓ | | | |
| Objective 3: By December 1, 2018, LCDPH will expand our use of technology to include additional social media platforms for communication to the community and our stakeholders | | | | | ✓ |
| Objective 4: By June 1, 2017, LCDPH will create and implement a community outreach strategy | | | | | ✓ |
| Objective 5: By December 1, 2019, LCDPH will create and implement a marketing strategy | | ✓ | | | |
| For in-depth outcomes & accomplishments – see Strategic Plan Work Plan. | | | | | |
| Challenges: Competing priorities and timelines made consistent progress difficult, especially in terms of logo creation. | | | | | |
| Plan Revisions (if any): None at this time. | | | | | |

| Enhance Collaboration & Partnerships | | | | | |
|---|----------------------|--------------------------------------|--------------------------------------|--|--------------------|
| | Objective met | Moving in the right direction | Moving in the wrong direction | No change since previous report | No progress |
| Objective 1: Establish baseline of current partnerships and collaborative efforts that exist by November 30, 2016. | ✓ | | | | |
| Objective 2: Determine where opportunities for mutual and beneficial collaboration and partnerships can be made by September 1, 2017 | | ✓ | | | |
| Objective 3: Develop an improvement plan to strengthen existing partnerships by September 1, 2018 | | | | | ✓ |
| Objective 4: Develop a plan to create future partnerships utilizing the gap analysis by January 31, 2018 | | | | | ✓ |
| For in-depth outcomes & accomplishments – see Strategic Plan Work Plan. | | | | | |
| Challenges: It was difficult to get representation from all divisions on the gap analysis team associated with Objective 2. Progress is being made, however. | | | | | |
| Plan Revisions (if any): None at this time. | | | | | |

| Achieve Financial Sustainability | | | | | |
|--|--|-------------------------------|-------------------------------|---------------------------------|-------------|
| | Objective met | Moving in the right direction | Moving in the wrong direction | No change since previous report | No progress |
| Objective 1: Develop a proposal to implement targeted case management (TCM) through Children's Special Health Care Services (CSHCS) by August 1, 2017 | Not feasible at this time in Michigan. | | | | |
| Objective 2: Explore at least three new grant opportunities annually | | ✓ | | | |
| Objective 3: Increase the number of hours coded to Medicaid Outreach by 20% by December 31, 2020 | | | | | ✓ |
| Objective 4: Implement at least one expense reduction quality improvement project annually. | | ✓ | | | |
| Objective 5: Explore opportunities for increasing funding and reaching financial sustainability in every program by December 31, 2020 | | | | | ✓ |
| For in-depth outcomes & accomplishments – see Strategic Plan Work Plan. | | | | | |
| Challenges: Remembering to report to the tracking sheet to show when progress is actually being made is difficult. Though constant progress on Objective 2 is being made, it is an ongoing objective over the CHIP's lifetime, so it is hard to show continuous progress in this table. | | | | | |
| Plan Revisions (if any): Objective 1 is not feasible. Targeted case management is not available in Michigan at this time. | | | | | |

Performance Management

Targets and progress are monitored through the Health Department's QI/PM Team, Leadership Team, and other performance management meetings, where progress is tracked and entered into the tracking spreadsheet located here: S:\PHAB_All Users\Performance Management.

| Wildly Important Goal (WIG) | Performance Measure (Key Performance Indicator) | Target | 2015 Baseline | 2016 Total (%s are averaged) | Progress Indicator* |
|--|--|--------------------------|---------------|------------------------------|---------------------|
| SP: Implement efforts to achieve financial sustainability by July 1, 2020 (Strategic Plan - Financial Goal). | # of hours coded to Medicaid Outreach. | 317.1 (3,805.2 annually) | 4,127.3 | 3,796.6 | |
| WIC: Reduce the number of WIC Management Evaluation indicators not met from 6 to 3 by July 1, 2018. | % of clients scheduled for evaluation appointment | 100% | 50% | 94.8% | |
| | % of Medical Justification forms completed correctly | 100% | 75% | 90.2% | |
| CD: Increase the percentage of high-risk persons who are aware of their Hepatitis C virus infection from 45% to 60% by July 1, 2018 | Mean # of days to complete Hep C cases in MDSS | 40 | 80 | 32 | |
| | % of high-risk individuals contacted about their infection | 75% | N/A | 41.7% | |
| | # of provider education activities | 8 | N/A | 3 | |
| CSHCS: Increase the number of CSHCS families who receive a plan of care from 140 per year to 200 per year by July 1, 2018. | Average % contacts per month for transition ages 14-20. | 50% | N/A | 57.5% | |
| STI: Decrease total Chlamydia cases from 167 cases per 100,000 to 142 cases per 100,000 for Livingston County by July 1, 2018. | % of clients who receive EPT | 15% | N/A | 16.9% | |
| | # of condoms distributed | 300 | N/A | 1,125 | |
| | % of cases with partner services addressed | 75% | N/A | 48.3% | |

*Red = missed/below target, Yellow = moderate progress, Green = at/close to target

| Wildly Important Goal (WIG) | Performance Measure (Key Performance Indicator) | Target | 2015 Baseline | 2016 Total (%s are averaged) | Progress Indicator* |
|---|--|---|---------------|------------------------------|---|
| <p>IMMS: Increase the percentage of children aged 24 to 36 months who receive the recommended doses of DTaP, polio, MMR, Hib, hepatitis B, varicella, pneumococcal conjugate vaccine and Hepatitis A from 71% to 80 % by May 1, 2018.</p> <p>Increase the percentage of teenagers 13 years to 18 years who are complete for 1 Tdap, 3 polio, 2 MMR, 3 Hep B, 2 Varicella, 1 MCV4 and 3 HPV from 31% to 70% by May 1, 2018.</p> | # of reminder/recall notices | 1 per age group per quarter (8 notices total per year) | 4 | 8 | |
| | # of AFIX visits to providers | 2 per provider per year (11 providers as of November 2016) | 12 | 23 | |
| <p>HEARING: Increase the number of grade-eligible hearing screens from 5,289 to 5,400 by June 30, 2018.</p> | # of hearing screening information letters sent to grade-eligible schools for school staff to copy and send home with each kindergarten, 2nd and 4th grade student | 32 | 0 | 31 | Note: one school ended up not getting a license to teach kindergarten |
| <p>VISION: Increase the number of grade-eligible vision screens from 8,549 to 8,700 by June 30, 2018.</p> | # of vision screening information letters sent to grade-eligible schools for school staff to copy and send home with each 1st, 3rd, 5th 7th and 9th grade student | 49 | 0 | 48 | Note: Hartland High School "opted-out" of screening |
| <p>EP: Increase the number of emergency preparedness partnerships exercised by LCDPH from 0 to 3 by July 1, 2018.</p> | # of new emergency preparedness partnerships formed | 2 | N/A | 1 | |
| | # of planning meetings conducted | 4 | N/A | 1 | |

*Red = missed/below target, Yellow = moderate progress, Green = at/close to target

| Wildly Important Goal (WIG) | Performance Measure (Key Performance Indicator) | Target | 2015 Baseline | 2016 Total (%s are averaged) | Progress Indicator* |
|--|--|-------------------------|---------------|------------------------------|---------------------|
| MRC: Increase the types of public health volunteers represented on the MRC from 3 categories to 6 categories by July 1, 2018. | # of presentations given to mental health partners, businesses, and organizations | 10 | 0 | 3 | |
| | # press releases sent to local media regarding MRC recruitment | 4 | 0 | 0 | |
| | # of MRC team surveys conducted to gain feedback on improvements, additional training, and partner resources that could benefit the team | 3 | 0 | 1 | |
| HP: Increase the number of Prescription for Health participants from 0 to 125 by July 1, 2018. | # of "touches" with referral sites | TBD upon program launch | 1 | 1 | TBD |
| | # of participants who attend group enrollment sessions | 150 | N/A | 0 | TBD |
| | # of participants using benefits | 125 | N/A | 0 | TBD |
| Finance: Maintain expended amount of all supply line items at or below 90% of the budgeted amount by July 1, 2018. | % expended of supply line items versus budgeted amounts | 90% | 81.1% | 85.8% | |
| CH&S: Increase the total number of annual outreach actions from 16 to 34 by July 1, 2018. | # of outreach actions (Facebook posts, press releases, presentations, events) | 34 | 16 | 24 | |
| WATER: Reduce the number of unapproved well permits (due to unsafe and non-submitted water samples) 16% in 2014 to 10% by July 1, 2018. | % of unsafe water samples | 3% | N/A | 0.0% | TBD |
| | % of missing water samples | 7% | N/A | 0.0% | TBD |

*Red = missed/below target, Yellow = moderate progress, Green = at/close to target

| Wildly Important Goal (WIG) | Performance Measure (Key Performance Indicator) | Target | 2015 Baseline | 2016 Total (%s are averaged) | Progress Indicator* |
|--|--|--------|---------------|------------------------------|---------------------|
| WASTE: Reduce the number of failed septic systems noted in 2015 of 76 by 5% by July 1, 2018. | # of repair soil evaluations conducted | 158 | 167 | 207 | Red |
| | # of sewage complaints received | 16 | 17 | 22 | Red |
| FOOD: Decrease the number of enforcement hearings annually from 6 (2016) to 3 by December 31, 2017. | # of facilities with repeat violations | 5 | N/A | 12 | Red |
| | % of facilities with at least 1 priority violation | 25% | N/A | 17.2% | Green |

*Red = missed/below target, Yellow = moderate progress, Green = at/close to target

This report will be distributed to all LCHD staff and the Leadership Team for review. Questions for consideration include:

- Based on the first year of data, is the target still appropriate for the program?
- Are there barriers to entering your data at the beginning of each month? If so, how can those barriers be addressed to ensure timely data entry?
- If the status is **green**:
 - What contributed to being at/close to the target? Is there still room for improvement? Should the target change?
- If the status is **yellow**:
 - Why is there only moderate progress? Should a quality improvement process or tools be used to investigate?
- If the status is **red**:
 - What contributed to missing or being below the target? Should a quality improvement process or tools be used to alter a process involved in the measure or WIG?
- If the status is **TBD**:
 - What needs to happen to ensure data collection takes place?

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION IN SUPPORT OF COUNTY BROADBAND INITIATIVES – INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, broadband is a critical infrastructure service to education, businesses, and residents in Livingston County; and

WHEREAS, Preschool through twelfth grade students need broadband Internet access to complete their schoolwork, take online classes, and communicate with their teachers, school personnel and families; and

WHEREAS, post-secondary and adult students need broadband Internet access due to the remote distance from colleges. Online broadband college options are needed to complete their required coursework, access academic support and effectively communicate with academic leadership; and

WHEREAS, local, county, state and federal government agencies are transitioning to online services, information and communication both internally and with local residents; and

WHEREAS, local, county and state emergency, health/medical services, and public safety officials are transitioning to online services, communication and information; and

WHEREAS, local, county, education, and state agencies are making economically responsible decisions towards moving into shared service agreements that require broadband internet access, such as police protection, fire and ambulance services, educational resources. and 911 and homeland security; and

WHEREAS, residents require broadband internet for services, banking, entertainment, communication, education, shopping, health services, and other daily activities; and

WHEREAS, large businesses, small businesses, home businesses, and farm businesses require Internet access for day-to-day operation; and

WHEREAS, broadband Internet access is imperative to enhance the overall quality of life and increase property values, further to attract new businesses and new residents; and

WHEREAS, using less paper, less traffic, less fuel and reducing the community's carbon footprint is good for the environment; and

WHEREAS, Livingston County believes that broadband expansion will provide vital infrastructure to the businesses and residents of our community; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners supports
County broadband initiatives to expand broadband access to the citizens of the County.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AMEND RESOLUTION 2017-01-015 REGARDING THE INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2018 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S. / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, since the approval of resolution 2017-01-015, Congress has appropriated 7/12 of the FTA Section 5307 funding for FY 2017. Despite historical year-over-year funding increases of 1-2% it appears that Livingston County's FY 2017 appropriation will remain unchanged from the prior year. In an effort to budget conservatively we are revising grant revenue estimates for FY 2018 to also reflect a zero increase; and

WHEREAS, due to this change in anticipated funding the FY 2018 application to apply for state and federal funding was overstated and is needed to be revised; and

WHEREAS, the application budget has been revised to bring expenses in line with anticipated revenues; and

WHEREAS, pursuant to Act No. 51 of the Public Acts of 1951, as amended (ACT 51), the County of Livingston will provide a local transportation program for the State as established under Act 51 for Fiscal Year 2018 and therefore, apply for State Financial Assistance under provisions of Act 51; and

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

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

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

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

WHEREAS, the County of Livingston, has reviewed and approved the proposed 2018 budget and funding sources consisting of estimated Federal Funds – \$1,301,696; estimated State Funds – \$1,006,007; estimated Local Funds - \$514,900; estimated non transit revenues - \$29,755; for a Total Estimated Revenues of \$2,852,359 and total Estimated Expenditures of \$2,852,359; and capital requests of \$372,000 for new/replacement equipment.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby makes its intentions known to provide public transportation service and authorizes application for state financial assistance with this annual plan for Fiscal Year 2018, in accordance with Act 51.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the Board chair to sign said application documents and subsequent Project Authorization(s) as approved to form by Mark T. Koerner, L.E.T.S. Legal Counsel.

BE IT FINALLY RESOLVED that the Livingston County Board of Commissioners hereby appoints Transportation Director, Douglas J. Britz (or Deputy Transportation Director, Greg Kellogg in his absence) as the Transportation Coordinator for all public transportation matters and who is authorized to provide such information as deemed necessary by the Commission or Department for its Administration of Act 51 for the Fiscal Year 2018.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Doug Britz, Transportation Director

Date: 2/7/2017

**Re: RESOLUTION TO AMEND RESOLUTION 2017-01-015 REGARDING THE INTENT
TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2018
UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED - L.E.T.S. /
GENERAL GOVERNMENT / FINANCE / BOARD**

Attached for your consideration and approval is a resolution amending resolution 2017-01-015 authorizing LETS intention to apply for financial assistance from the State of Michigan for FY 2018 under Act 51 of the Public Act of 1951, as amended. This amended resolution needs to accompany the Application to be considered for Federal and State of Michigan Act 51 of the Public Act of 1951, as amended reimbursement funding.

Since the approval of resolution 2017-01-015, Congress has appropriated 7/12 of the FTA Section 5307 funding for FY 2017. Despite historical year-over-year funding increases of 1-2% it appears that Livingston County's FY 2017 appropriation will remain unchanged from the prior year. In an effort to budget conservatively we are revising grant revenue estimates for FY 2018 to also reflect a zero increase. Due to no increase in Federal funding, the FY 2017 application for state and federal funding was overstated and is needed to be revised to bring expenses in line with anticipated revenues.

The revised proposed FY 2018 State application operating budget and funding sources consists of estimated Federal Funds – \$1,301,696; estimated State Funds – \$1, 006,007; estimated Fare Box/Local Funds \$514,900; estimated non-transit revenues - \$29,755; for a Total Estimated Revenues of \$2, 852,359 and total Estimated eligible Expenditures of \$2,852,359.

In addition to the Operating Application Budget, L.E.T.S. is requesting \$372,000 in Capital funds for two (2) replacement buses, two (2) vans, a garage sweeper/scrubber, and various facility improvements.

Please note that there is no “Local Contribution” (General Fund) monies being requested in the FY 2018 budget. I anticipate that State of Michigan funding and Federal funding will cover 80.91% of our costs and the farebox/local funds will make up 18.05% and non-transit revenue of 1.04%.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE CREATION OF AN ADDITIONAL PART TIME DEPUTY CLERK POSITION IN THE VITAL RECORDS DEPARTMENT – COUNTY CLERK / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, for the past few years there has been a substantial increase in the number of applications filed with the Vital Records Division which directly impacts the workload of the vital records deputy clerks; and

WHEREAS, duties previously mandated to the county concealed weapon licensing boards were statutorily transferred to the County Clerk with the new CPL law that went into effect December 1, 2015; and

WHEREAS, the Vital Records Division will operate more effectively if a part-time position were granted and we will better meet the needs of our citizens; and

WHEREAS, the position of Part-Time Vital Records Clerk, Grade 3, will be funded in part from fees for services collected within the Concealed Pistol License Fund and part from the General Fund.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the creation of a part-time vital records clerk position, Pay Grade 3, not to exceed 20 hours per week effective immediately.

CURRENT

| Position # | Description | Stat | Gr/BU | # Emps | CY FTE |
|------------|----------------------|------|-------|--------|--------|
| 21500001 | COUNTY CLERK | A | NU | 1 | 1.000 |
| 21500101 | ELECTN COORD DEPCLRK | A | NU | 1 | 1.000 |
| 21500102 | ADMINISTRATIVE COORD | A | NU | 1 | 1.000 |
| 21500103 | ELECTN ASST VITL REC | A | NU | 1 | 1.000 |
| 21500104 | VITAL RECORDS CLERK | A | NU | 1 | 1.000 |
| 21500105 | VITAL RECORDS CLERK | A | NU | 1 | .625 |

PROPOSED

| Position # | Description | Stat | Gr/BU | # Emps | CY FTE |
|------------|----------------------|------|-------|--------|--------|
| 21500001 | COUNTY CLERK | A | NU | 1 | 1.000 |
| 21500101 | ELECTN COORD DEPCLRK | A | NU | 1 | 1.000 |
| 21500102 | ADMINISTRATIVE COORD | A | NU | 1 | 1.000 |
| 21500103 | ELECTN ASST VITL REC | A | NU | 1 | 1.000 |
| 21500104 | VITAL RECORDS CLERK | A | NU | 1 | 1.000 |
| 21500105 | VITAL RECORDS CLERK | A | NU | 1 | .625 |
| 21500106 | VITAL RECORDS CLERK | P | NU | 0 | .500 |

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes any budget amendments to effectuate the above.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF COUNTY CLERK

200 East Grand River, Howell, MI 48843
Phone 517-546-0500 Fax 517-546-4354
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Elizabeth Hundley
Date: 2/8/2017
Re: Addition of Part-Time Vital Records Clerk

The Vital Records Division has seen a substantial increase in the number of applications and certificates filed over the past few years as evidenced by the 2014 – 2016 comparison chart below. This increase has directly impacted the work load of the vital records clerk staff.

VITAL RECORDS COMPARISON FOR CALENDAR YEARS 2016 – 2014

| | 2016 | 2015 | 2014 |
|--|-------|-------|-------|
| Deaths Recorded & Filed | 1,401 | 1,024 | 1,022 |
| Births Recorded & Filed | 30 | 18 | 23 |
| Marriage Licenses Issued & Filed | 1,011 | 1,042 | 1,110 |
| Assumed Names Filings | 872 | 932 | 1,042 |
| Concealed Pistol License Applications | 4,244 | 3,405 | 2,974 |
| Notary Commissions Issued, Bonds Filed | 310 | 338 | 424 |
| | 7,868 | 6,759 | 6,595 |

The laws governing the issuance of Concealed Pistol Licenses (“CPLs”) underwent major revision that went into effect on December 1, 2015. The changes legally mandated additional responsibilities on the County Clerk that had previously been performed by the county concealed weapon licensing board. Additional staff time is required in order to meet our statutorily mandated duties.

The addition of a part-time vital records position will also contribute to a safer work environment within the Vital Records Division and enable the implementation of better cash handling procedures. I have responsibilities that do not allow me to be in the Vital Records Division at all times. When I am out of the Vital Records Division the possibility exists that one person will be working alone if someone calls in sick or is on a scheduled vacation. This creates an unsafe work environment and certainly violates proper cash handling procedures.

The County established a Concealed Pistol Licensing Fund (268) for the deposit of a portion of the fees the Clerk collects from each CPL application processed. The Clerk’s Office collects \$115 for each new and renewal application. Of that fee, \$26 from a new application and \$36 from a renewal application is deposited to that fund. Expenditures from this fund is limited to expenditures for the cost of administering the law. Based on current applications and filings, I anticipate 80% of the cost for this position will be funded from the CPL Fund and 20% will be funded by the General Fund.

I believe this resolution will allow adequate customer service to the public and create a safer work environment. Therefore, I request your approval of the attached resolution.

Please do not hesitate to contact me if you have any questions.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO) TO SUPPORT THE LIVINGSTON COUNTY HEALTH DEPARTMENT'S MEDICAL RESERVE CORPS (MRC) – PUBLIC HEALTH / GENERAL GOVERNMENT AND HEALTH & HUMAN SERVICES / FINANCE / BOARD

WHEREAS, the National Association of County and City Health Officials (NACCHO) has received a grant from the Department of Health and Human Services to build the capacity of local Medical Reserve Corps ('MRC') units in Public Health Departments; and

WHEREAS, NACCHO has awarded LCHD with a \$13,000 MRC Challenge Grant Award to assist in the development of the *Senior and Youth (SAY) LivReady Initiative* which utilizes the MRC volunteers in developing an educational outreach support team; and

WHEREAS, the purpose of the *SAY LivReady Initiative* is to build a resilient community by promoting individual and family preparedness/wellness in our senior and youth population; and

WHEREAS, LCHD is working collaboratively with our preparedness partners in developing the training and utilizing the team to assist in the whole community inclusive planning approach to preparedness and wellness education in Livingston County.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an agreement with National Association of County and City Health Officials to support the Livingston County Health Department's Medical Reserve Corps (MRC) in developing the *SAY LivReady Initiative* and educational outreach support team.

THEREFORE BE IT RESOLVED that the Board Chairperson be authorized to sign any agreements or documents needed for this funding award upon review of Civil Counsel.

THEREFORE BE IT RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above award.

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**MOVED:
SECONDED:
CARRIED:**

| Section | Item | Description | Qty | Unit Cost | Total |
|---|--|---|-----|--------------|---------------------|
| 1: Administrative Cost and Fees | NA | NA | - | - | - |
| 2: Professional Service Fees | ECSI Instructor Course | Fee for two staff to become Certified ECSI Instructors | 1 | \$ 100.00 | \$ 100.00 |
| | BLS CPR/First Aid Train the Trainer | Train the Trainer Course for 10 MRC Volunteers | 1 | \$ 250.00 | \$ 250.00 |
| 3: Facilities, Rentals and AV Fees | Vendor Space at Senior Power Day 2017 | Fee for MRC Table at Senior Power Day | 1 | \$ 135.00 | \$ 135.00 |
| | Vendor Space at Readiness Expo 2017 | Fee for MRC Table at Annual Family Readiness Expo | 1 | \$ 75.00 | \$ 75.00 |
| 4: Uniforms, Equipment and Resources | CPR/AED Training Program | Manikans | 1 | \$ 1,500.00 | \$ 1,500.00 |
| | CPR/AED Training Program | lungs (adult, child, 100 pack) | | | |
| | CPR/AED Training Program | lung insertion tool | | | |
| | CPR/AED Training Program | Face shields (240 pack) | | | |
| | CPR/AED Training Program | wipes | | | |
| | CPR/AED Training Program | 4 AED Trainers | | | |
| | CPR/AED Training Program | replacement pads (adult & child) | | | |
| | CPR/AED Training Program | Choking Trainers (4 pack) | | | |
| | CPR/AED Training Program | Foam Plug (30 pack) | | | |
| | Polo MRC Shirts | Uniform shirts for MRC Team | 78 | \$ 15.00 | \$ 1,170.00 |
| | ID Badges & Emergency Cards for Youth/Seniors | Additional Badges for Team | 4 | \$ 25.00 | \$ 100.00 |
| | ID Printer Ink | Additional ink for ID Badging system | 1 | \$ 120.00 | \$ 120.00 |
| | ID Slot Punch | Slot maker for ID Badges | 1 | \$ 50.00 | \$ 50.00 |
| | Go-Kits | MRC Go-Kits | 40 | \$ 30.00 | \$ 1,200.00 |
| | Preparedness Kit for Seniors | Preparedness/Readiness Kit | 50 | \$ 30.00 | \$ 1,500.00 |
| | Ready Bags for Youth | Preparedness/Readiness Kit | 40 | \$ 20.00 | \$ 800.00 |
| 5: Training and Exercise | Instruction Book for CPR Training | CPR Pocket Guide (30pack) | 4 | \$ 60.00 | \$ 240.00 |
| | Conference Registration - 2017 Great Lakes Homeland Secu | 2017 Great Lakes Homeland Security Conf - Registration for 9 MRC Volunteers | 9 | \$ 300.00 | \$ 2,700.00 |
| 6: Travel/Transportation Services | Conference Hotel (2 Nights Lodging) | 2017 Great Lakes Homeland Security Conference Lodging for 9 MRC volunteers | 9 | \$ 340.00 | \$ 3,060.00 |
| 7: Awards, Recruitment and Outreach | NA | NA | - | - | - |
| | | | | TOTAL | \$ 13,000.00 |

| | |
|---|---|
| Livingston County Department of Public Health | |
| Livingston County MRC | |
| Livingston County 911/Emergency Management | 1 |
| Livingston County EMS | 1 |
| Livingston County Sheriff | 1 |
| Livingston County United Way | 1 |
| Livingston County Mental Health (CMH) | 1 |
| Livingston Essential Transportation Service (LETS) | 1 |
| Livingston County Drain Commission | 1 |
| Livingston County Spencer Hardy Airport | 1 |
| Livingston County American Red Cross | 1 |
| Livingston County CERT | 1 |
| Fire Authority (Howell, Brighton, Hartland, Fowlerville, Pinckney) | 5 |
| Police Department (Howell, Brighton, Hartland, Fowlerville, Pinckney) | 5 |
| District 1 Regional Medical Response Coalition | |
| St. Joseph Livingston Hospital | 1 |
| St. Joseph Mercy Brighton | 1 |
| HOSA | |
| LESA | |
| OLSHA | |
| Hazmat | |

Dummies on the Run
EPIC Races
Michigan School Shows

Region 1 RMCC (Regional Medical Coordination Center)
MDCH Office of Public Health Preparedness
Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD)

5 High Schools (Brighton, Fowlerville, Pinckney, Howell and Hartland)
Pinckney: 2 Elementary (K-3) and 1 Middle (4-6gr)
Brighton: 4 Elementary (K-4) and 1 Middle (5-6)
Hartland: 4 Elementary (K-4) and 1 Middle (5-6)
Howell: 7 Elementary (K-5)
Fowlerville: 2 Elementary (one K-2 and the other 3-5)



January 30, 2017,

Dear MRC Challenge Award Applicant,

The National Association of County and City Health Officials (NACCHO) is pleased to inform you that your application for a 2017 MRC Challenge Award was **approved**. With over 170 MRC Challenge Award applications submitted, your MRC Challenge Award application exhibited an innovative practice and impressed reviewers.

Please read the following guidelines below and acknowledge via email to mrc@naccho.org that you agree to follow them and the intent of your project as submitted. Your contract will be sent once we receive your acknowledgement that you have read this letter.

By accepting the MRC Challenge Award funding, you are agreeing to:

- Unit's that received MRC Challenge Award funding for 2015-16 **must be current in reporting requirements** before a contract will be sent out for 2017.
- Provide NACCHO an initial project report by 1 June 2017 and a final project no later than 1 April 2018. Report formats will be sent out by NACCHO at least 30 days prior to the due dates.
- Update your unit's profile on the Medical Reserve Corps Program website, www.medicalreservecorps.gov, (including contact information, volunteer numbers, unit activities, and additional unit information) quarterly in alignment with the Federal fiscal calendar (Q1: October 1 – December 31, Q2: January 1 – March 31, Q3: April 1 – June 30 and Q4: July 1 – September 30).
- Participate in special MRC projects (e.g., Network Profile Study, evaluations, surveys, etc.), when requested to do so by NACCHO.
- Participate in a Technical Assistance (TA) Assessment, when requested to do so by an MRC Regional Coordinator.
- Use your MRC Challenge Award funds as described in your award application and budget submission. Ensure that your budget is expended in accordance with all applicable guidelines, laws and executive orders. Monies under this award **shall not be used** for food or beverages, incentives/give-away/swag or promotional items.
- Use MRC Challenge Award funds for only approved MRC related activities that assist in the development of the unit's capacity and sustainability and/or promote community resiliency as specified in the funding application. If future changes to your budget, as outlined in the application, exceed 10% of the overall budget you must submit a proposed budget modifications to NACCHO for approval. Include your budget as it was submitted, an explanation of where you are moving money from/to or the cost difference, and a date by which you will execute the work as you have proposed in your revision. All budget modification requests must be emailed to mrc@naccho.org. You should submit a copy of your initial budget, a narrative with a brief explanation of where you are moving monies from/to and a justification for doing so. We strongly recommend you use the "read receipt" feature and keep copies of all communications in your funding file.

- Please see Federal Guidance, [45 CFR Part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) for guidance on using the MRC Award funding.
- Any branding of durable equipment purchases must include MRC branding to acknowledge the intent of the funding. Equipment purchases are not transferable to partner agencies or organizations.
- **Please acknowledge that you have read this letter and agree to the terms of the funding opportunity, by sending an email to mrc@naccho.org.** Please include your MRC unit number. Sample language may be found in the attached guidance to successfully submit your contract.
- Contracts will be sent out upon receipt of acknowledgement of terms. **All contracts must be signed and returned to NACCHO by March 31, 2017**, or risk possible non-funding of the award. Checks will be sent via Fedex within 4 weeks of receipt of the signed contract.

We look forward to your execution of the innovative concepts and strategies presented in your application. We strongly recommend that you capture information on how your MRC Challenge Award activities translate into building your unit's capacity or enhancing your community's resiliency through quantifiable metrics and measures and report the information quarterly as required to HHS, MRC Program office. If you have any questions, please contact NACCHO MRC staff at mrc@naccho.org.

Thank you for your support and commitment to the Medical Reserve Corps mission.

Sincerely,

A handwritten signature in black ink, appearing to read 'A.C.', followed by a horizontal line extending to the right.

A Chevelle Glymph, MPH, CPM

Director, Community Preparedness and Resilience

National Association of County and City Health Officials (NACCHO)



Guidance on Successfully Submitting your MRC Award Contract:

Award contracts are due to NACCHO March 31, 2017. No contract extensions will be granted.

Submitting your award contracts to NACCHO:

Your MRC Award contract will be sent electronically to the email listed in the application after receipt of acknowledgement of the terms outlined in the congratulatory letter. See sample acknowledgement below.

- The contract must be signed with an **original signature** of the individual authorized to sign contracts as identified in your original application.
- You must specify your organization's full mailing address (STREET ADDRESS). **Note: Contracts and checks cannot be mailed to a PO Box.** Failure to provide a street address will result in non-delivery.
- You **MUST** obtain an **original signature** on the last page of the contract and the **Certification of Non-Debarment or Suspension** for your contract to be processed. **Contracts received without signatures will not be processed.**
- Scan and email the **signed** copy of the contract and the Certification of Non-Debarment or Suspension to:
NACCHO MRC Team at mrc@naccho.org
****If you are unable to email a scanned copy, please mail original copy to:**
National Association of County and City Health Officials
1100 17th St. NW
Seventh Floor
Washington, DC 20036
- Upon receipt of contract documents, assuming there are no errors, award checks and countersigned contracts will be sent via FedEx within 25 business days.

Requesting Changes:

- 1) If you need to make changes to the **contact information** (i.e., Authorized Signer Name/Title, phone, EIN, address) you may do so by crossing out the incorrect information, hand-writing in the corrected information, and initialing next to all changes and submit as previously described.
- 2) **Changes to contract language are not allowed.** This is a "Fixed Price Agreement" award and awardees are expected to follow the award acceptance requirements outlined in the notification letter and contract.

Sample Acknowledgement to be sent to mrc@naccho.org:

MRC Unit xxxx agrees to the terms and expectations as outlined in the 2017 MRC Challenge Award congratulatory letter of funding. We understand that we will receive an electronic contract after we acknowledge the terms and have until March 31, 2017 to return the signed contract.



Memorandum

To: Livingston County Board of Commissioners
From: Dianne McCormick
Date: 2/8/2017
Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO) TO SUPPORT THE LIVINGSTON COUNTY HEALTH DEPARTMENT'S MEDICAL RESERVE CORPS (MRC)

Dear Commissioners

LCHD applied and received a \$13,000 grant from National Association of City and County Health Officials (NACCHO) to support training and community outreach efforts of our volunteer Medical Reserve Corps (MRC) program. Specifically, the funding will be used to implement a senior and youth outreach initiative (SAY LivReady Initiative) and establish a trained MRC educational support team. The outreach of the campaign will initially focus on providing preparedness/wellness education to middle school students, senior venues (long term care and senior centers), and local community events. SAY LivReady is a long-term project with initial training of our MRC followed by outreach to our seniors and youth and ongoing partner collaboration to help foster resiliency in our community.

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

Dianne McCormick
(517) 552 - 6865