“The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County.”

3/20/2017
304 E. Grand River, Board Chambers, Howell, MI 48843
7:30 PM

AGENDA

1. CALL MEETING TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. CORRESPONDENCE
5. CALL TO THE PUBLIC
6. APPROVAL OF MINUTES
   A. Minutes of Meeting Dated: March 6, 2017
   B. Minutes of Meeting Dated: March 15, 2017
7. TABLED ITEMS FROM PREVIOUS MEETINGS
8. APPROVAL OF AGENDA
9. REPORTS
10. APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)
11. RESOLUTIONS FOR CONSIDERATION:

<table>
<thead>
<tr>
<th>Date</th>
<th>Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-03-049</td>
<td>District Court</td>
<td>RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION AND PURCHASE OF SECURITY UPGRADES AT THE COURTS, LAW CENTER, AND EAST COMPLEX – Courts / Finance / Board</td>
</tr>
<tr>
<td>2017-03-050</td>
<td>County Clerk</td>
<td>RESOLUTION AUTHORIZING THE FILLING OF THE ELECTIONS COORDINATOR/DEPUTY CLERK POSITION IN THE COUNTY CLERK'S OFFICE</td>
</tr>
<tr>
<td>2017-03-051</td>
<td>Facility Services</td>
<td>RESOLUTION AUTHORIZING AN AGREEMENT WITH VENDETEK/SATELLITE VENDING COMPANY TO PROVIDE VENDING SERVICES – General Government / Finance / Board</td>
</tr>
<tr>
<td>2017-03-052</td>
<td>Car Pool</td>
<td>RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1)</td>
</tr>
<tr>
<td>Resolution Number</td>
<td>Department</td>
<td>Resolution Description</td>
</tr>
<tr>
<td>-------------------</td>
<td>---------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>2017-03-053</td>
<td>Airport</td>
<td>RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO PROVIDE AUTHORIZATION FOR A SUPPLEMENTAL APPROPRIATION &amp; TO SOLICIT BIDS FOR THE CONSTRUCTION OF THE NORTHEAST WATER MAIN PROJECT</td>
</tr>
<tr>
<td>2017-03-054</td>
<td>Airport</td>
<td>RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GROUND LEASE AGREEMENT WITH HAWK HOLLOW FARM, L.L.C. FOR AIRPORT PROPERTY NORTH AND EAST OF THE AIRPORT TERMINAL BUILDING</td>
</tr>
<tr>
<td>2017-03-055</td>
<td>Public Health</td>
<td>RESOLUTION APPROVING THE 2017 PLAN OF ORGANIZATION FOR THE HEALTH DEPARTMENT</td>
</tr>
<tr>
<td>2017-03-056</td>
<td>Public Health</td>
<td>RESOLUTION TO REORGANIZE CLERICAL POSITIONS IN THE HEALTH DEPARTMENT - ENVIRONMENTAL HEALTH DIVISION</td>
</tr>
<tr>
<td>2017-03-057</td>
<td>Veterans</td>
<td>RESOLUTION AUTHORIZING REORGANIZATION OF THE VETERANS SERVICES DEPARTMENT</td>
</tr>
<tr>
<td>2017-03-058</td>
<td>Emergency Management</td>
<td>RESOLUTION AUTHORIZING THE ADOPTION THE LIVINGSTON COUNTY HAZARD MITIGATION PLAN – General Gov't and H&amp;HS / Finance / Full Board</td>
</tr>
<tr>
<td>2017-03-059</td>
<td>Emergency Management</td>
<td>RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2017 STATEWIDE TORNADO DRILL DAY – EMERGENCY MANAGEMENT / GEN GOV'T and H&amp;HS/FINANCE / BOARD</td>
</tr>
<tr>
<td>2017-03-060</td>
<td>Information Technology</td>
<td>RESOLUTION AUTHORIZING A MASTER SERVICE AGREEMENT CONTRACT WITH GOVCONNECTION, INC. FOR TECHNICAL SERVICES – Information Technology / General Government / Finance</td>
</tr>
<tr>
<td>2017-03-061</td>
<td>Information Technology</td>
<td></td>
</tr>
</tbody>
</table>
CONSENT
RESOLUTION AUTHORIZING A REVISED FEE SCHEDULE FOR GIS - Information Technology / General Government / Finance / Board

2017-03-062 County Clerk
RESOLUTION TO APPROVE AN APPOINTMENT TO THE 2017 TAX ALLOCATION BOARD

2017-03-063 Human Resources
RESOLUTION TO APPOINT CHAD CHEWNING TO THE NEWLY CREATED 911 DIRECTOR POSITION

2017-03-064 Board of Commissioners
RESOLUTION TO APPROVE APPOINTMENTS TO THE LIVINGSTON COUNTY PLANNING COMMISSION - Board of Commissioners

12. CALL TO THE PUBLIC
13. CLOSED SESSION
   Legal Opinion
14. ADJOURNMENT

NOTE: The Call to the Public appears twice on the Agenda: once at the beginning and once at the end. Anyone wishing to address the Board may do so at these times.
The meeting was called to order by the Chairperson Kate Lawrence at 7:30 p.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:
Present: Kate Lawrence (1), William Green (2), Douglas Helzerman (4), Donald Parker (5), Robert Bezotte (6), Dennis Dolan (8).
Absent: David Domas (3), Carol Griffith (7), Gary Childs (9).

Also present: Kevin Wilkinson (EMS), Ken Hinton (Administration), Cindy Catanach (Finance), Rich Malewicz (IT), Jeff Warder (Undersheriff), Lt. Eric Sanborn (Sheriff Department), Robert Spaulding (DPW), Matt Nordflord (Counsel), Elizabeth Hundley (Clerk), Cristina Schuster (Deputy Clerk), Ron Kardos (Sierra Club), Richard Green (Sierra Club), Tim McGuire (Michigan Counties Workers’ Compensation Fund), Beverly LaBelle (Historical Committee), Dan Wholihan (Livingston County GOP Chair).

Correspondence. None.

Call to the Public. Tim McGuire of the Michigan Counties Workers’ Compensation Fund presented the Board with a plaque and stained glass in memory of Jack LaBelle, former Board of Commissioner and Trustee of the Worker’s Compensation Fund. He spoke in regards to Mr. LaBelle’s accomplishments.

Mrs. Beverly LaBelle also addressed the Board in memory of her husband’s accomplishments.

Jim of Oceola Township spoke regarding Resolution 2017-03-045, Resolution Authorizing The 2017 Michigan Medical Marihuana Operation And Oversight Grant Between The Office Of The Sheriff And The State Of Michigan Department Of Licensing And Regulatory Affairs being considered later this evening. He has concerns about how the grant money will be allocated and invited the Board to view a You Tube video on the matter.

The following people also spoke in reference to the above resolution:
Lisa of Brighton thanked law enforcement for a recent response she experienced. She spoke regarding her concern about unannounced compliance checks for medical marihuana card holders.

Jen of Brighton spoke regarding her concerns for safety and privacy as a non-violent medical marihuana card holder. She would like the focus to be on education.

Shannon of Howell also spoke regarding her concerns of unnecessary compliance checks for law abiding citizens. She also stressed the importance of education.
Anonymous Cannabis Patient of Brighton spoke regarding the importance of education. She is law abiding and doesn’t want the police to appear unannounced. She feels she should be protected by federal law.

John Wallbank of Genoa Township feels the press has painted a disturbing picture of the grant allocation and would like clarification on the application of the grant.

Tommy of Brighton feels there is more money allocated to equipment than education in the grant. He is worried about being targeted and the police abusing the law.

Denise O’Connell supports law enforcement but disagrees with compliance checks on medical marihuana card holders. She does not feel this is a good use of the county’s money.

Laura of Brighton thanked our military and veterans and respects police officers. Although she is not a medical marihuana card holder, she values her freedom and privacy. She feels this grant would be a violation.

Undersheriff Warder addressed the Board. He stated he understands and respects the concerns of the citizens. The intent of the proposed medical marihuana grant will be focused on education and communication. Compliance will be directed to dispensaries. As a show of good faith, the Sheriff Department will remove the tasers as a line item in the grant. To further encourage communication, he will also meet with a small committee during this process.

Dan Wholihan, Livingston County GOP Chair invited the Board and the public to a Friends of the NRA Fundraiser on March 23, 2017. The cost is $60.00.

Minutes. It was moved by Commissioner Helzerman that the minutes of the regularly scheduled meetings of February 21, 2017, and March 1, 2017, be approved as printed. Seconded by Commissioner Bezotte. 6 yes; 0 no; 3 absent. MOTION CARRIED.

Tabled Items. None.

Agenda. Commissioner Parker requested Resolution 2017-03-045, Resolution Authorizing The 2017 Michigan Medical Marihuana Operation And Oversight Grant Between The Office Of The Sheriff And The State Of Michigan Department Of Licensing And Regulatory Affairs-Sheriff be pulled from the Consent Agenda and moved to Resolutions for Consideration. Chairperson Lawrence made a friendly amendment to the agenda to that affect without objection. It was moved by Commissioner Parker to approve the agenda as amended. Seconded by Commissioner Green. 6 yes; 0 no; 3 absent. MOTION CARRIED.

Reports. None.
Consent Agenda. It was moved by Commissioner Green to approve the resolutions on the consent agenda. Seconded by Commissioner Helzerman. Roll call vote: Yes: Green, Helzerman, Parker, Bezotte, Dolan, Lawrence. No: None. Absent: Domas, Griffith, Childs. 6 yes; 0 no; 3 absent. MOTION CARRIED.

Resolutions passed with the consent agenda:

Resolution No. 2017-03-039, Resolution Recognizing The Observance Of National Public Safety Telecommunications Week, April 09-15, 2017-Central Dispatch;

Resolution No. 2017-03-040, Resolution Authorizing Out Of State Travel For The Safe Havens Directors To Attend The Supervised Visitation Network 2017 Annual Conference-Circuit Court;

Resolution No. 2017-03-041, Resolution Authorizing Out Of State Travel For Four Members Of The Adult Drug Court Team To Attend The 23rd National Association Of Drug Court Professionals (NADCP) Annual Training Conference-Circuit Court;

Resolution No. 2017-03-042, Resolution Authorizing Livingston County To Participate In The 2016 Homeland Security Grant Program (HSGP), And To Submit FY-2016 HSGP Applications And Agreements-Emergency Management;

Resolution No. 2017-03-043, Resolution Authorizing An Agreement With EQ Detroit, Inc. DBA U.S. Ecology To Provide Household Hazardous Waste Collection And Disposal Services-Solid Waste Management;

Resolution No. 2017-03-044, Resolution Authorizing An Agreement With Cruisers, Inc. To Provide Emergency Lighting & Equipment For County-Owned Vehicles-Sheriff;

Resolution No. 2017-03-046, Resolution Authorizing A Budget Amendment To The Fiscal-Year 2017 Budget-Administration;

Resolution No. 2017-03-047, Resolution Authorizing Reorganization Of 911-Central Dispatch-Administration.

Resolutions for Consideration. Chairperson Lawrence presented Resolution 2017-03-045, Resolution Authorizing The 2017 Michigan Medical Marihuana Operation And Oversight Grant Between The Office Of The Sheriff And The State Of Michigan Department Of Licensing And Regulatory Affairs-Sheriff, and Commissioner Helzerman moved for its adoption. Seconded by Commissioner Parker. Discussion followed. 6 yes; 0 no; 3 absent. MOTION CARRIED.

Chairperson Lawrence then presented Resolution 2017-03-048, Resolution To Accept The Annual Report Of The Livingston County Clerk For 2016-County Clerk, and Commissioner Dolan moved for its adoption. Seconded by Commissioner Bezotte. 6 yes; 0 no; 3 absent. MOTION CARRIED.
Call to the Public. Shannon of Howell addressed the Board regarding the Medical Marihuana Grant Resolution. She would like law enforcement to be educated and still doesn’t see the need for certain items allocated within the grant.

Jim of Oceola Township appreciates the Undersheriff’s comments tonight and is looking forward to working together to dispel the miscommunication.

Adjournment. It was moved by Commissioner Helzerman that the meeting be adjourned. Seconded by Commissioner Green. 6 yes; 0 no; 3 absent. MOTION CARRIED.

The meeting was adjourned at 8:30 p.m.

Elizabeth Hundley
Livingston County Clerk
The meeting was called to order by the Chairperson, Kate Lawrence, at 8:55 a.m.

All rose for the Pledge of Allegiance.

Roll call by the Clerk indicated the presence of a quorum as follows:

Present: Kate Lawrence (1), William Green (2), Douglas Helzerman (4), Donald Parker (5), Robert Bezotte (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9).

Absent: David Domas (3).

Also present: Ken Hinton (Administration), Jennifer Palmbos (HR), Cindy Catanach (Finance), Rich Malewicz (IT), Kevin Wilkinson (EMS), Joni Harvey (911), Chad Chewning (911), Matt Bolang (Environmental Health), Chelsea Moxlow (Public Health), Elizabeth Hundley (Clerk).

Call to the Public. None.

Agenda. It was moved by Commissioner Childs to approve the agenda as printed. Seconded by Commissioner Bezotte. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Claims. It was moved by Commissioner Green to accept the Finance Committee’s recommendation for approval of claims dated March 15, 2017. Seconded by Commissioner Griffith. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Payables. It was moved by Commissioner Green to accept the Finance Committee’s recommendation for approval of payables from 3-2-17 through 3-15-17. Seconded by Commissioner Childs. 8 yes; 0 no; 1 absent. MOTION CARRIED.

Call to the Public. Commissioner Dolan announced the Grand Opening of the Dental Clinic on March 16, 2017 at 4:00 p.m.

Adjournment. It was moved by Commissioner Helzerman that the meeting be adjourned. Seconded by Commissioner Childs. 8 yes; 0 no; 1 absent. MOTION CARRIED.

The meeting was adjourned at 8:57 a.m.
RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION AND PURCHASE OF SECURITY UPGRADES AT THE COURTS, LAW CENTER, AND EAST COMPLEX—COURTS/FINANCE

WHEREAS, the security needs of County departments is continuously being monitored and keeping our employees safe remains a priority; and

WHEREAS, improved Court security needs are discussed by the Court Security Committee which includes representatives from the Courts, Sheriff’s Department, Prosecutors Office, Facility Services, IT and County Administration to analyze and prioritize these security needs and the East Complex has a security committee to review and analyze their security needs; and

WHEREAS, the current Judicial Center, Law Center, and Brighton Court security badge system is over 20 years old and has failed several times in recent months and the departments at the East Complex would like to strengthen their physical security posture in light of several recent events involving unauthorized access by the public; and,

WHEREAS, the Court Security Committee and Chief Judge have agreed on the need and approved the plan for placement of the security badge system within the Judicial and Law Centers and is recommending that the current stand-alone badge system, which is no longer supported by the vendor, be replaced and a new system be incorporated into the County managed system. Also the Law Center was inadvertently left out of the Court Camera project last year however a need exists to incorporate cameras throughout the Law Center which currently have none; and,

WHEREAS, the East Complex key card security plan was reviewed by IT and Facility Services with the East Complex Safety committee which is comprised of representatives from Health, Building, Drain Department, MSU Extension and OLHSA all who agreed to move a recommendation forward to the Board for additional key badge security equipment for the building; and

WHEREAS, quotes for the security badge system were obtained in compliance with the Livingston County Purchasing Policy, with the vendor of choice being Telecom Technicians, Inc. at a total cost of the project not to exceed $165,699; and

WHEREAS, quotes for the purchase and cabling of cameras at the Law Center were also obtained in compliance with the Livingston County Purchasing Policy, with the vendor of choice for the camera equipment being GovConnection at a total cost of $6,602 and cabling from Lee Industrial Contracting in the amount of $7,495; and

WHEREAS, funding for these projects are not budgeted in the 2017 Approved Operating Budget and will require a supplemental appropriation and/or a transfer of funds as noted below.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase and implementation of new security badge systems at the Judicial Center, Law Center and East Complex from Telecom Technicians, Inc. for a total project cost not to exceed $165,699.
BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners approves the purchase of cameras at the Law Center from GovConnection in an amount not to exceed $6,062 and cabling for the camera system from Lee Industrial Contracting in an amount not to exceed $7,495 for a total cost of the project of $13,557.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners approves the following supplemental appropriation:

<table>
<thead>
<tr>
<th>Key Card Security System Project</th>
<th>Approved 2017 Budget</th>
<th>Proposed Amendment</th>
<th>2017 Recommended Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund F101</td>
<td>$44,934,981</td>
<td>$121,903</td>
<td>$45,056,884</td>
</tr>
<tr>
<td>* Courts Central Services 10116800</td>
<td>$1,913,058</td>
<td>$100,000</td>
<td>$2,013,058</td>
</tr>
<tr>
<td>*Prosecutor 10126700</td>
<td>$2,123,494</td>
<td>$16,981</td>
<td>$2,141,475</td>
</tr>
<tr>
<td>*Drain Dept 10127500</td>
<td>$2,050,844</td>
<td>$4,922</td>
<td>$2,055,766</td>
</tr>
<tr>
<td>*F215 Friend of the Court 21514100</td>
<td>$2,613,987</td>
<td>$16,981</td>
<td>$2,630,968</td>
</tr>
<tr>
<td>F 221 Health Dept 22160100</td>
<td>$3,718,397</td>
<td>$14,501</td>
<td>$3,732,898</td>
</tr>
<tr>
<td>F 542 Building Dept 54237100</td>
<td>$2,936,487</td>
<td>$7,392</td>
<td>$2,943,879</td>
</tr>
<tr>
<td>F 631 Facility Services 63126500</td>
<td>$4,178,271</td>
<td>$4,922</td>
<td>$4,183,193</td>
</tr>
<tr>
<td><strong>Total Project</strong></td>
<td>$165,699</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Cameras Law Center Project       |                      |                    |                          |
| *F 215 Friend of the Court 21514100 | $2,630,698          | $6,779             | $2,637,477               |
| *Prosecutors 10126700            | $2,141,475           | $6,778             | $2,148,254               |
| **Total Project**                | $13,557              |                    |                          |

*Indicates funding being requested from Capital Replacement F403

BE IT FURTHER RESOLVED that the Livingston County Board authorizes a transfer from the Capital Replacement Fund in the amount of $152,441 for a supplemental appropriation to increase the budget in the following funds by the following amounts:

<table>
<thead>
<tr>
<th>Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courts Central Services 10116800</td>
<td>$100,000</td>
</tr>
<tr>
<td>Prosecutor 10126700</td>
<td>$23,759</td>
</tr>
<tr>
<td>Drain Dept 10127500</td>
<td>$4,922</td>
</tr>
<tr>
<td>F215 Friend of the Court 21514100</td>
<td>$23,760</td>
</tr>
<tr>
<td><strong>Total requested from Capital Replacement</strong></td>
<td><strong>$152,441</strong></td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign such documents as may be necessary to implement this resolution as prepared and/or approved by Civil Counsel.

MOVED:
SECONDED:
CARRIED:
2/22/17

Livingston County
304 E. Grand River Ave.
Suite 101
Howell, MI 48843

Attention: Rich Malewicz
RE: iCPAM Expansion Bid 170018

Dear Rich,

Telcom Technicians Inc. (TTI) is pleased to present this iCPAM Expansion quote. This project shall eliminate the risks posed by the legacy Software House access control system by replacing it with iCPAM door controllers and consolidating door access control of the Judicial Center, Law Center, and Brighton Courts through a single County-wide access control platform. In addition, 7 unsecured doorways in East Complex shall be secured by being added to the iCPAM platform too.

TTI accomplishes this project by leveraging existing Cisco network infrastructure and iCPAM investments, adding new iCPAM door controllers, add associated controller connectivity, and add door locking hardware. Below is a per site price breakdown. See the attached Bill of Material for line item pricing.

- Judicial Center
  - Cisco Solution & TTI Services = $27,949.79
  - Connectivity Products & TTI Services= $48,972.61
  - TTI Subcontractor Door HW Products & Services= $13,119.75
  - Total JC= $90,042.15

- Law Center
  - Cisco Solution & TTI Services = $9,418.31
  - Connectivity Products & TTI Services= $19,181.05
  - TTI Subcontractor Door HW Products & Services= $5,362.56
  - Total LC= $33,961.92

- Brighton Courts
  - Cisco Solution & TTI Services = $4,195.72
  - Connectivity Products & TTI Services= $5,761.87
  - Total BC= $9,957.59

- East Complex
  - Health Dept. = $14,501.01
  - Cisco Solution & TTI Services = N/A
  - Connectivity Products & TTI Services= $11,101.17
  - TTI Subcontractor Door HW Products & Services= $3,399.84
  - Building Dept. = $7,401.53
  - Cisco Solution & TTI Services= $2,132.64
  - Connectivity Products & TTI Services= $3,983.95
  - TTI Subcontractor Door HW Products & Services= $1,274.94

Total $100,000
Centrak Servs
- East Complex (Cont.)
  - Tenant Office (MSU) = $2,391.59
  - Cisco Solution & TTI Services = $710.88
  - Connectivity Products & TTI Services = $1,255.73
  - TTI Subcontractor Door HW Products & Services = $424.98
  - Drain Dept. = $4,921.11
    - Cisco Solution & TTI Services = $1,421.76
    - Connectivity Products & TTI Services = $2,649.39
    - TTI Subcontractor Door HW Products & Services = $849.96
  - OLSHA Dept. = $2,529.52
    - Cisco Solution & TTI Services = $710.88
    - Connectivity Products & TTI Services = $1,393.66
    - TTI Subcontractor Door HW Products & Services = $424.98

Total EC = $31,258.01

Total price for all four locations is $165,706.42. All iCPAM products come with 12 month hardware warranty.

To approve this quote and order products, please send us a purchase order for “iCPAM Expansion Bid 170018”. Please contact my directly with any questions or concerns,

Sincerely,

Fred Somes
TTI Account Manager
## Connection Public Sector Solutions

**GovConnection, Inc.**
732 Milford Road
Merrimack, NH 03054

**Account Executive:** Daniel Loofe
- Phone: (800) 800-0019 ext. 75530
- Fax: 603-663-0834
- Email: dloofe@govconnection.com

**Account Manager:**
- Phone: 
- Fax: 
- Email: 

**Customer Contact:** Ken Langley
- Phone: (517) 540-8802
- Fax: 

---

### SALES QUOTE

**# 24252404.05-W1**

**PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING**

**Date:** 2/15/2017
**Valid Through:** 3/17/2017
**Account #:** 501131

---

**QUOTE PROVIDED TO:**

**AB #: 12588434**
LIVINGSTON COUNTY ADMINISTRATION
304 E GRAND RIVER AVE
STE 101
HOWELL, MI 48843

**Phone:** (517) 540-8741

---

**SHIP TO:**

**AB #: 12588434**
LIVINGSTON COUNTY ADMINISTRATION
INFORMATION TECHNOLOGY
304 E GRAND RIVER AVE STE 101
HOWELL, MI 48843

**Phone:** (517) 540-8741

---

### DELIVERY

<table>
<thead>
<tr>
<th>DELIVERY</th>
<th>FOB</th>
<th>SHIP VIA</th>
<th>SHIP WEIGHT</th>
<th>TERMS</th>
<th>CONTRACT ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-30 Days A/R/O</td>
<td>Destination</td>
<td>Small Pkg Ground Service Level</td>
<td>25.00 lbs</td>
<td>NET 30</td>
<td></td>
</tr>
</tbody>
</table>

---

**Important Notice:** This QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

---

### ITEM LIST

<table>
<thead>
<tr>
<th>Line #</th>
<th>Item #</th>
<th>Miss. Part #</th>
<th>Description</th>
<th>Mfr.</th>
<th>Price</th>
<th>Ext.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17</td>
<td>L-CPS-VSM7-1CAM</td>
<td>Delivery License for 1 camera connection with VSM7</td>
<td>$202.30</td>
<td>$3,440.63</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>17</td>
<td>DS-2CD2132F-I-28MM</td>
<td>Acad. 2.8mm Day/ Night CCTV Dome Camera with full 360 Degree Rotation</td>
<td>Hilvision</td>
<td>$150.65</td>
<td>$2,561.05</td>
</tr>
<tr>
<td>3</td>
<td>5</td>
<td>WM110</td>
<td>110mm Wall Mount Bracket for 2x2 Series Dome Cameras</td>
<td>Global Marketing Partners</td>
<td>$11.68</td>
<td>$59.40</td>
</tr>
</tbody>
</table>

**Subtotal:** $6,061.08
**Tax:** $0.00
**Shipping and Handling:** $0.00
**Total:** $6,061.08

---

50% FOC
50% PA
# Proposal

**Ken Langley**  
Livingston County  
304 East Grand River, Suite 101  
Howell, MI 48843  
Phone: 517-540-8802  
Fax:  
E-mail: klangley@livegov.com  
Date: 03/09/17  
Proposal #: 52352 REV-4  
Project:  
Cable Install

<table>
<thead>
<tr>
<th>Description</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide labor, material and equipment to complete the following:</td>
<td>$7,495.00</td>
</tr>
<tr>
<td>* Run (17) Cat 6 Plenum cables to camera locations.</td>
<td></td>
</tr>
<tr>
<td>* Terminate all cat 6 cables.</td>
<td></td>
</tr>
<tr>
<td>* Patch the Cat 6 cables to patch panel to switch.</td>
<td></td>
</tr>
<tr>
<td>* Mount and focus (17) customer supplied cameras.</td>
<td></td>
</tr>
</tbody>
</table>

Notes:  
* Quoted for straight time only.  
* Quote assumes clear access to work area.  
* Quote includes J-Hooks.

| **50% FOC** | |  
| **50% PA**  | |

## Payment to be made as follows:  
Due Upon Completion  
Total: $7,495.00

---

**Note:** This Proposal may be withdrawn if not accepted within 15 days. See reverse side for attachments for Terms and Conditions. Unless noted in estimate, any electrical and plumbing is to be quoted separately or on a time and material basis. A Fuel Surcharge may be added and is subject to change. Taping is not included. Any taping required will be an additional charge and completed per Lee Industrial Contracting Procedures. Unless otherwise specified above, Lee uses aluminum wire due to the more stable cost of aluminum. The accuracy of this quote will vary upon the accuracy and completeness of information provided to Lee Industrial Contracting. If this is a "budgetary" quote, these costs are an approximation prepared for budgeting and planning purposes only, not for award.

**Authorized**  
Signature: ____________________________________________  
Submitted by: Richard Jovanovich  
Phone Number: 248-464-8211  
Email: richardjovanovich@leecontracting.com

**Acceptance of Proposal**  
Signature: ____________________________________________  
Print Name: ____________________________________________  
Date: ____________________________________________

Visit [http://files.leecontracting.com/LC_Terms_Conditions.pdf](http://files.leecontracting.com/LC_Terms_Conditions.pdf) for up to date terms and conditions
RESOLUTION NO: 2017-03-050

LIVINGSTON COUNTY DATE: March 20, 2017

RESOLUTION AUTHORIZING THE FILLING OF THE ELECTIONS COORDINATOR/DEPUTY CLERK POSITION IN THE COUNTY CLERK’S OFFICE - COUNTY CLERK / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Kathryn J. Runyan, Elections Coordinator/Deputy Clerk, has tendered her letter of intent to retire effective September 1, 2017; and

WHEREAS, the position of Elections Coordinator/Deputy Clerk is a critical position in the County Clerk’s Office; and

WHEREAS, the training required for the new candidate will also encompass implementation of a new voting system for the county, which will necessitate training for election inspectors and transition from the old system; and

WHEREAS, the new candidate will also be required to attend classes and obtain certification with the Bureau of Elections; and

WHEREAS, when an acceptable candidate is selected, for succession planning purposes, to avoid uncertainty among city and township clerks, and maintain organizational excellence, this appointment should be made in advance of the retirement date of the current Elections Coordinator/Deputy Clerk.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the filling of the Elections Coordinator/Deputy Clerk position on May 1, 2017.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the appropriate Budget Amendment(s) to effectuate the above.

# # # #

MOVED: 
SECONDED: 
CARRIED:
LIVINGSTON COUNTY
JOB DESCRIPTION

ELECTIONS COORDINATOR/DEPUTY CLERK

Supervised By: County Clerk
Supervises: Serves as a leader
FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the County Clerk, plans, organizes, coordinates, and manages federal, state, and county elections and all facets of the voter registration process in accordance with Michigan Election Law, and other applicable federal, state, and local laws and regulations, including administrative direction from the Michigan Secretary of State Bureau of Elections. Conducts elections for other governmental entities that may contract with the County for elections services. Responsible for maintenance of voter registration databases, training poll workers, staffing and supervising County election night workers, providing technical election support to local city and township clerks, recording minutes for the County Board of Canvassers and County Elections Commission, and preparing final canvassing documents. Responsible for handling all aspects of election recounts and recalls within the County and preserves official election documents, candidate campaign finance disclosures and official records for the County Election Commission.

Essential Job Functions:
An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Oversees day-to-day elections operations for the county. Supervises the receipt and certification of affidavits, nominating and qualifications petitions for state, county, school and library candidates as well as precinct delegates to determine if candidates are eligible to be placed on the ballot.

2. Implements election laws and procedures as necessary; develops written procedures and policies; monitors existing procedures for compliance with state and federal laws; maintains files of all laws, rules, attorney general opinions and relevant court decisions.

3. Programs the ballot design/layout as well as voting equipment programming for the county. Uses special propriety software (state and federal certification required) to create ballots and the database for election tabulation. Responsible for the ballot proofing process. Programs voter assist terminals for the disabled to properly accept and mark ballots.
4. Provides direction and guidance to local clerks’ offices regarding election law and election conduct. Provides technical support and troubleshooting to local jurisdictions relative to voting equipment and election software. Forwards voter registrations, absentee ballot applications, and absentee ballots to local clerks.

5. Manages the canvass and certification of election results by the Board of County Canvassers. Organizes and assists the Board with the ballot container inspection process. Provides training to and advises the Board on election law and proper procedure. Prepares and submits required forms for Board payment of services rendered.

6. Responsible for the setup, conduct, cost calculation, chargeback and certification of all recounts requested within the county.

7. Investigates election and campaign finance violations, ensuring that all provisions of state law have been followed and, when a violation occurs, calculates and assesses the appropriate fee and if necessary, presents it to law enforcement, the County Prosecutor and/or State Attorney General for further investigation.

8. Responds to in-person, email, and phone inquiries from the public, media, judges, state legislators, city/township/school/library officials, county commissioners and county-wide officials regarding candidacy questions, campaign finance questions and campaign violations.

9. Responsible for staffing and supervising additional staff required for election night.

10. Develops training curriculum and conducts training classes for poll workers and local clerks as required by law.

11. Coordinates the scheduling and assists the County Clerk in conducting post-election audits as mandated by the Bureau of Elections.

12. Reviews existing and proposed legislation to determine the impact on the administration of elections. Communicate with legislators, city and township clerks, and others as necessary to impact election laws and regulations.

13. Maintains and updates the County Clerk elections web page.

14. Ensures proper maintenance and storage of election related records in compliance with federal, state and local record retention requirements.

15. Serves as the local clerk in jurisdictions where the local clerk “opted-out” of conducting school elections.

16. Responsible for invoicing the state, city, townships, school and library districts for costs permitted to be recovered by statute.
17. Responds to election-related FOIA requests within prescribed legal timeframe.

18. Responsible for keeping county precinct and district maps accurate and updated for each elected district.

19. Prepares and posts meeting notices, agendas, minutes and packets of the Board of County Election Commissioners.

20. Monitors vacancies, appointments, and partial terms for county, township, city, village, school and library offices.

21. Performs all the duties of a Deputy Clerk in the Vital Records Division.

22. Performs other duties as directed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**
The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate’s Degree in business technology, business administration, or related field and four years of progressively more responsible experience in a clerk’s office operations and election administration.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.

- Certified as a Notary Public, Deputized Clerk, and Certified Election Official.

- Michigan Vehicle Operator’s License.

- Thorough knowledge of the principles and practices of election processes and procedures and all election activities.

- Considerable knowledge of election terminology, Election Day processes and procedures, training election volunteers and staff, voter registration procedures, utilizing maps and tax digest, and maintaining detailed and accurate records in both electronic and non-electronic formats.

- Skill in assembling and analyzing data and preparing accurate reports.

- Skill in effectively communicating ideas and concepts orally and in writing.
• Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.

• Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

• Skill in the use of office equipment and technology, including Microsoft Suite applications and the ability to learn software applications and databases utilized by the Clerk’s Office.

• Skill in the use of specialized election equipment including, but not limited to, ballot marking devices, scanning equipment, and specialized election software.

• Skill in the use of document imaging software and equipment.

• Ability to attend meetings scheduled at times other than normal business hours.

**Physical Demands and Work Environment:**
The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.
Memorandum

To: Livingston County Board of Commissioners
From: Elizabeth Hundley
Date: 3/10/2017
Re: Elections Coordinator/Deputy Clerk Replacement

Ms. Joan Runyan has tendered her letter of intent to retire as Elections Coordinator effective September 1, 2017.

The position of Elections Coordinator is a critical position within the County Clerk’s Office. While the County Clerk is the Chief Election Official and presides over every election held within the County, it is the Elections Coordinator who coordinates most aspects of administering elections. A copy of the job description is attached for your reference.

If an acceptable candidate is selected, to avoid uncertainty among our city and township clerks, to aide a smooth transition with the implementation of a new voting system, and to maintain organizational excellence, I am requesting this candidate be allowed to begin work as the Elections Coordinator on May 1, 2017, working along Ms. Runyan until her retirement on September 1, 2017.

I am requesting approval of the attached resolution to ensure a smooth transition.

If you have any questions regarding this matter please contact me.
RESOLUTION AUTHORIZING AN AGREEMENT WITH VENDTEK/SATELLITE VENDING COMPANY TO PROVIDE VENDING SERVICES – FACILITY SERVICES / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Livingston County has a need for vending services; and

WHEREAS, in accordance with the County’s Purchasing Policy, a formal bid process was performed and the only submitted proposal was evaluated; and

WHEREAS, VendTek/Satellite Vending Company of Wixom, Michigan submitted a proposal to provide vending services per the proposed annual minimum guarantee of $4,550.00 or 16% of gross sales whichever is greater for the (3) three year term beginning March 1, 2017 to December 31, 2020 with the option for an additional (2) two-year renewal for a total contract period not to exceed five (5) years.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with VendTek/Satellite Vending Company for vending services for a three (3) year term commencing on March 1, 2017 to December 31, 2020 with the option for an additional (2) two-year renewal for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign a renewal for an additional two-year period for vending services as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

MOVED: 
SECONDED: 
CARRIED:
Memorandum

To: Livingston County Board of Commissioners
From: Chris Folts, Facility Services Director
Date: 02-24-2017
Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH VENDTEK/SATELLITE VENDING COMPANY TO PROVIDE VENDING SERVICES – General Government/Finance/Board

The Livingston County Facility Services Department is requesting Board of Commissioners’ approval to contract with VendTek/Satellite Vending Company to provide vending services. The current contract for this service expired February 22, 2017.

Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County Purchasing website, and an ad was placed in the local newspaper. One proposal was received from VendTek/Satellite Vending Company.

The proposal from VendTek/Satellite Vending Company proposes a commission rate of 16% with an annual minimum guarantee of $4,550 or 16% of gross sales whichever is greater. This proposal increases the current contract commission rate by 4% and increases the annual minimum guarantee by $200.

In response to the County’s request for healthier vending options, VendTek has proposed an optional micro-market solution that could be implemented at the Judicial Center in the future. The proposed micro-market solution is customized to the space available with a rewards program for frequent users and promotes the County’s commitment to the health and wellness.

VendTek has provided exemplary customer service and quality vending services. As a result, we are requesting the attached resolution be approved which authorizes a contract with VendTek/Satellite Vending Company to provide vending services for a period of three (3) years with the option to renew for one (1) additional two-year period.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.
RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND SUPPLEMENTAL APPROPRIATION TO CAR POOL AND BUILDING DEPARTMENT – Motor Pool / Building Department / General Government

WHEREAS, the Building Department has a vehicle that wasn’t planned to be replaced this year even though it has met the replacement criteria based on age, mileage, and overall condition; and

WHEREAS, to be consistent with replacement vehicles because of the extreme use of these vehicles, it was discussed and decided between the Building Official and the Motor Pool Director to replace the last of the 2012 F-150 pickup trucks; and

WHEREAS, the Livingston County Motor Pool through the lease program has the funds to replace this vehicle; and

WHEREAS, The replacement vehicle will be a Ford F-150 4 x 4 pickup truck and it will be purchased from the State of Michigan MIDeal purchasing Program (contract # 3905-0090) from Gorno Ford of Woodhaven, Michigan; and

WHEREAS, the requested replacement vehicle was not intended to be replaced in the current year; therefore, the purchase of this vehicle was not budgeted within the current Fiscal Year Motor Pool Budget and a budget amendment not to exceed Twenty-Three Thousand Four Hundred Eighty-Nine dollars ($23,489) is necessary to allow for the purchase; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and authorizes the Motor Pool Director to purchase one (1) MY 2017 Ford F-150 4 x 4 pickup truck from Gorno Ford of Woodhaven, Michigan for an amount not to exceed Twenty-Three Thousand Four Hundred Eighty-Nine dollars ($23,489).

BE IT FURTHER RESOLVED that the replacement vehicle will be leased back to the Building Department for the term of 48 months.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby adopt the Proposed Amended 2017 Budget as follows;

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Proposed Amended Budget</th>
<th>Proposed Budget Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>661</td>
<td>Motor Pool</td>
<td>$1,750,210</td>
<td>$23,489</td>
</tr>
<tr>
<td>542</td>
<td>Building Dept</td>
<td>$2,936,487</td>
<td>$3,600</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED that the Budgetary Status Reports showing the line item changes for this amendment will be attached as part of this amendment.

BE IT FINALLY RESOLVED that the Motor Pool Director is hereby authorized to dispose of the replaced vehicle per the County Purchasing/Disposal Policy.

MOVED:
SECONDED:
CARRIED:
Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, Transportation Director
Date: March 1, 2017
Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE FOR ONE (1) VEHICLE AND BUDGET AMENDMENT – Motor Pool / Building Department / General Government

Attached is a resolution for your consideration and approval for the purchase of a replacement vehicle and a budget amendment to the Motor Pool and Building Department’s 2017 Budget.

The requested replacement vehicle was not intended to be replaced in the current year along with the other vehicles being replaced that have reached their replacement criteria. To be consistent with replacement criteria based on age, mileage and overall condition the Building Official and I have discussed and decided to request a replacement for the last of the 2012 F-150’s in his fleet, to be replaced by a 2017 F-150 4 x 4 pickup. The vehicles used by the Building Department inspectors during the normal course of business are under extreme use within construction sites.

With that being said, the purchase of this vehicle was not budgeted within the current Fiscal Year Motor Pool or Building Department Budgets, therefore the Motor Pool is in need of a Budget Amendment of Twenty-Three Thousand Four Hundred Eighty-Nine dollars ($23,489) for the purchase of this replacement vehicle and the Building Department is in need of a Budget Amendment of $3,600 to cover the cost of the new lease payments to the Motor Pool leasing program.

Lastly, the replacement vehicle will be leased back to the Building Department for the term of 48 months. The Motor Pool Department will dispose of the replaced vehicle per the County Purchasing/Disposal Policy.

Please contact me if you have any questions, my direct phone number is 517-540-7847.
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO PROVIDE AUTHORIZATION FOR A SUPPLEMENTAL APPROPRIATION & TO SOLICIT BIDS FOR THE CONSTRUCTION OF THE NORTHEAST WATER MAIN PROJECT -- AIRPORT

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

WHEREAS, the lease agreement between Livingston County Airport and Hawk Hollow Farms, LLC. (Tenant) will require a larger water main to be installed including fire hydrants for the airport and tenant’s use; and

WHEREAS, Livingston County Airport has authorized the Tenant to build an additional hanger for Tenant lease; and

WHEREAS, the water main servicing the Livingston County Airport has been granted permission to allow one additional water service connection for tenant use; and

WHEREAS, Tetra Tech is the engineering firm under contract to the Marion Howell Oceola Genoa (MHOG) water authority and has prepared drawings with specifications for bidding purposes; and

WHEREAS, the total cost of construction as specified by the plan drawings is estimated to not exceed $180,000.00; including construction supervision by MHOG, surveying by Tetra Tech, and contingency.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to authorize a supplemental appropriation for the construction of the northeast water main project and for Livingston County Purchasing Department to solicit bids upon the authorization of this resolution.

BE IT FURTHER RESOLVED that the funding for this project shall not to exceed $180,000.00 and shall be transferred from the airport fund balance to 58305400-819000.

MOVED:
SECONDED:
CARRIED:
Memorandum

To: Livingston County Board of Commissioners  
From: Mark D. Johnson  
   Airport Manager  
Date: March 6, 2017  
Re: Water Line Installation at the Airport

With the anticipated construction of a new hangar this spring near the airport terminal building, it is necessary to install an upgraded water line for this additional development. The existing water line to the terminal and one additional hangar is a 2” line, and MHOG has advised that no additional buildings can be serviced by that small line.

Last year, Tetra Tech prepared design engineering drawings for the first phase of this project. The initial project will be to install approximately 1750’ of 8” water main from Tooley Road to just north of the terminal building. At some point in the future, once there is demand, a second project will complete the loop along the airport entrance road back to Tooley Road. It is unknown at this time when that may occur. Ultimately, this will provide water service to 20 buildable sites for future hangars.

Tetra Tech has estimated the cost of construction will be $125,000. In addition, Tetra Tech will provide assistance with the bid reviews and surveying work for $7,000 and MHOG will charge $14,320 for construction oversight on the project.

MHOG will own, maintain and operate the line once it has been installed to their specifications.

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

LIVINGSTON COUNTY  Date: March 20, 2017

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO A GROUND LEASE AGREEMENT WITH HAWK HOLLOW FARM, L.L.C. FOR AIRPORT PROPERTY NORTH AND EAST OF THE AIRPORT TERMINAL BUILDING -- AIRPORT

WHEREAS, Hawk Hollow Farm L.L.C. of Brighton, Michigan has determined that a larger hangar is needed to house their aircraft; and

WHEREAS, they have requested to construct a hangar to the north and east of the terminal building, utilizing existing ramp space to the north of the main ramp; and

WHEREAS, the proposed lease will be for a twenty (20) year term and two five (5) year extensions at the current lease rate; and

WHEREAS, the lease agreement is the standard airport lease; and

WHEREAS, the lease rate will be adjusted on an annual basis.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners concurs with the Livingston County Aeronautical Facilities Board to enter into a ground lease agreement with Hawk Hollow Farm L.L.C. for airport property located north and east of the airport Terminal Building.

BE IT FURTHER RESOLVED the Chair is authorized to sign the Agreement as drafted by Civil Counsel and any other related documents.

#   #   #   #

Moved:

Supported:

Carried:
## Locations of Proposed Hangar Corners

**Livingston County Airport**

<table>
<thead>
<tr>
<th>Corner</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>NE Corner</td>
<td>N42°37'53.23&quot;</td>
<td>W83°58'39.73&quot;</td>
</tr>
<tr>
<td>SE Corner</td>
<td>N42°37'51.85&quot;</td>
<td>W83°58'39.68&quot;</td>
</tr>
<tr>
<td>SW Corner</td>
<td>N42°37'51.81&quot;</td>
<td>W83°58'41.95&quot;</td>
</tr>
<tr>
<td>NW Corner</td>
<td>N42°37'53.19&quot;</td>
<td>W83°58'42.00&quot;</td>
</tr>
</tbody>
</table>

Provided locations are NAD83
Memorandum

To: Livingston County Board of Commissioners
From: Mark D. Johnson
   Airport Manager
Date: March 6, 2017
Re: Airport Ground Lease with Hawk Hollow Farms LLC

Hawk Hollow Farms LLC presently has a ground lease and hangar on the Grand River side of the airport. They are in the process of acquiring a different aircraft and will require a larger hangar in order to meet their aircraft storage needs.

After looking at several options, they have decided to construct a hangar north and east of the airport terminal building, utilizing existing ramp space that was constructed in 2005.

This is the standard airport lease agreement and also includes an assessment for a portion of the water line that will need to be constructed to service this hangar and others in the future.

If you have any questions regarding this matter please contact me.
RESOLUTION APPROVING THE 2017 PLAN OF ORGANIZATION FOR THE HEALTH DEPARTMENT – GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, the Health Department participates in the state accreditation process for local public health agencies; and

WHEREAS, the Health Department is required to submit a Plan of Organization whenever changes to the Department occur but at a minimum once every three years prior to the Michigan Local Public Health Accreditation Program review; and

WHEREAS, the accreditation review is scheduled for the week of June 5, 2017; and,

WHEREAS, the Health Department is submitting the 2017 Plan of Organization for review and approval by the Board of Commissioners.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the Health Department’s 2017 Plan of Organization.

MOVED:
SECONDED:
CARRIED:
Part 1—Legal Responsibilities

A. Outline or list State and Local Statutory Authority for your LHD.

Refer to Attachment A.

B. Brief description of the Governing Entity relationship with the Local Health Department (LHD).

The local governing entity is a nine-member elected Board of Commissioners who meet twice monthly and act as the policy making, authoritative body. The Livingston County Health Department (LCHD) is considered a county department under the authority of the Livingston County Board of Commissioners. The General Government/Health and Human Services Committee, a four-member Standing Committee of the Board, meets monthly and acts as the Board of Health for Public Health. This committee works in conjunction with the County Administrator to ensure adequate and full administration and implementation of Board policy affecting the LCHD and various other county departments. The Health Officer reports to the County Administrator.

The Health Officer meets regularly with the County Administrator and reports monthly to the General Government/Health and Human Services Committee regarding governance in response to state and local laws and related issues. The Health Officer keeps the General Government/Health and Human Services Committee informed of all public health required services and legal mandates as required by the Public Health Code. The full Board of Commissioners is responsible for approval of the LCHD budget and fee schedule, approves the Plan of Organization, and appoints the Health Officer with concurrence by the Michigan Department of Community Health. The County Board of Commissioners and the Health Officer use the County Administrator as their liaison for most communications but may contact each other directly.

C. Brief description of the manner in which your LHD defends and indemnifies employees for civil liability sustained in the performance of official duties except for wanton and willful misconduct.

As stated in MCL 333.2228 (2) “The director or an employee or representative of the department is not personally liable for damages sustained in the performance of departmental functions, except for wanton and willful misconduct.”

Livingston County also carries personal liability insurance with the Michigan Municipal Risk Management Authority (MMRMA). Refer to Attachment B.
D. Briefly describe, if applicable, Delegation of Food Service Sanitation Program responsibilities.

Not applicable.

E. Exposure Plan for Blood Borne Pathogens and Chemical Hygiene Plan (Hazard Communication Plan).

Refer to Attachment C or the plan binders.

Part 2—LHD Organization

A. Organizational chart contains official positions (titles) and lines of authority and displays names of Directors and higher level managers.

Refer to Attachment D.

B. Documentation of board approval of Local Health Department Plan of Organization.

Refer to Attachment E.

C. List annual LHD total operating budget amount and total number of FTEs for public health services. Include documentation indicating local governing entity approval of budget and copy of most recent approved budget.

2017 total operating budget: $3,705,397.00
2017 total FTE’s: 36.85

Refer to Attachment F.

D. Responses to audit findings, subrecipient monitoring issues and responses, corrective action regarding (1) and (2) above.

Refer to Attachment G.

E. Briefly describe information technology capacity needed to access and distribute up-to-date public health information.

Livingston County has an internal Information Technology Department that support hardware, software, and network services. For continuity of operations LCHD maintains several methods for retrieving and sending public health information.

The following list includes software applications to access public health information:

- CDC Website – Medical topics and recommendations
- CHAMPS
- Children’s Special Health Care Services state database
- DCH – File transfer for lead
- EpiInfo- Outbreak analysis
- Evaluation Web
- EPI-X – National communicable disease specific information
- Healthy Homes and Lead Poisoning Surveillance System
- Laser Fische – Waste management and water information
- Livingston Web Viewer – Intranet based GIS
- MCIR – Immunization database
- MDSS – Communicable disease reporting
- MICL-PPP – Michigan Childhood Lead Poison Prevention Program
- MIHAN – Health alerting system, including LHD documentation
- MI-WIC – WIC online statewide data entry system
- MMWR – Medical articles and recommendations from the CDC
- Netwerkes.com – Billing and eligibility information
- Outlook – Used for staff communication
- Sword Solutions – Food service information
- Tidemark – Waste management and water well information

The following list includes technology used to distribute public health information:

- 800 MHz radios – Ability to receive OPHP information and communicate with county-wide emergency planners
- Amateur radio – Ability to share information through radio waves
- Broadcast fax – Ability to send information to multiple groups, including physicians, restaurants, media, schools, etc.
- Cell phones – Ability to share information via telephone
- Code Spear – Emergency information alerting and distribution system
- Facebook – Ability to broadcast information for the community to “follow”
- Internet – Ability to broadcast information for the community to retrieve
- Intranet – Ability to broadcast information to LHD and all county employees
- Local radio and newspapers
- MIHAN – Health alerting system
- Rooftop antenna – Ability to view local news and emergency information
- Telephone paging system – Ability to share information throughout the building or county via telephone
- Video conferencing – Ability to distance conference face-to-face
- VIOP – Ability to share information via county computer network and fixed telephone lines
- Webcasting – Ability to receive webcasts

Part 3—Missions, Vision, and Values
A. Contains a clear, formally written, publicized statement of the local health department’s mission (may include the LHD’s Vision, Values, Goals, Objectives).

**Mission:** Livingston County Health Department will protect, preserve, and promote the health and safety of the people of Livingston County.

**Vision:** Livingston County will be a safe and healthy community where all people realize their fullest health potential and live enriched and productive lives.

The LCDPH Mission Statement is publicized in our Annual Report and on our website.

Refer to Attachment H for the latest Annual Report and goals/objectives.

Refer to Attachment I for a screenshot of our website homepage.

**Part 4—Local Planning and Collaboration Initiatives**

A. Outline or list LHD-specific priorities.

Refer to Attachment H.

B. Outline or list the LHD activities to plan or pursue priority projects with available resources.

Refer to Attachments H and I. Additionally, the department’s Strategic Plan 2016-2020 and the community’s 2015 Community Health Improvement Plan are available on the department’s website under Publications.

C. Outline or list community partnerships and collaborative efforts.

- Brighton Go-Getters – Support & Advocacy Group
- Building Healthy Communities Grant
- CD Forum
- Child Abuse Prevention (CAP) Council
- Child Death Review Team
- Chronic Disease Action Team
- Cities Readiness Initiative
- City of Brighton Well Head Protection Committee
- City of Howell Wellhead Protection
- Community Needs Assessment & Evaluation Committee
- Dental Action Team
- District 1 Regional Medical Response Coalition
- Economic Development Workgroup (LC Strategic Plan)
- Epidemiology Laboratory Capacity meeting
- Fair & Equitable Employer Committee (LC Strategic Plan)
- Great Start Livingston Collaborative
- Great Start Livingston Steering Committee
- Great Start Livingston Pediatric & Family Health Committee
- Hartland Township Wellhead Protection
- Health & Human Services Safety Committee (LC Strategic Plan)
- Health Education & Promotion Forum
- Health Education Wellness Coalition
- Healthcare Integration Action Team
- Healthy Families Advisory Council
- Healthy Habits for Youth Workgroup
- Howell City Brownfield Development Committee
- HSCB Funding Partners
- Human Services Collaborative Body (HSCB)
- Immunization Advisory Coalition
- Livingston County Community Alliance
- Livingston County Local Emergency Planning Committee
- Livingston County MAPP Team
- Livingston County Phase II Watershed Planning Committee
- Livingston County Solid Waste Planning Committee
- Livingston Leadership Council on Aging
- MALPH Administrators Forum
- MALPH Management Information Systems Forum
- MDEQ Part 201 Workgroup
- MHOG Wellhead Protection Committee
- Michigan Association for Local Public Health (MALPH)
- Michigan Association of Local Environmental Health Administrators- Groundwater Committee Member (MALEHA)
- MiPIO Network
- MRC Michigan Coordinator Group
- NACCHO Accreditation Coordinator Learning Community
- Nurse Administrators Forum
- Nutrition Subcommittee (Hunger Council)
- Oversight Policy Board (OPB)
- Partnering for Immunizations Grant
- Prescription for Health grant
- Public Health Advisory Committee (LHP)
- Region 1 Infection Control, Communicable Disease, & Epidemiology (RICE) meeting
- Safe Kids Huron Valley
- SEMHA IAP
- SEMI PIO Subcommittee
- Sexual Violence Task Force
- SHIFT District Leadership Team
- SOPHE Communications Committee
Part 5—Service Delivery

A. Outline or list the LHD’s locations (including addresses), services, and hours of operation.

Livingston County Health Department
2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843

Hours of Operation:   Monday through Friday
                       8:00 AM – 5:00 PM
Additional clinic evening hours are available on the 2nd & 4th
Wednesdays of each month until 7:30 p.m.
24/7 on call via 911

Refer to Attachment J for services.

Part 6—Reporting and Evaluation

A. Briefly describe the LHD’s efforts to evaluate its activities.

Livingston County Health Department (LCHD) participates in an accreditation review
process administered every three years to assure and enhance the quality of local public
health in Michigan. This process evaluates all of our programs to assure we meet
minimum program requirements and allows for continual quality improvement through
corrective plans of action.

All grant funded programs must meet the guidelines specifying program objects,
evaluation, and reporting procedures in order to receive funding.

Personal and Preventive Health Services (PPHS) staff are committed to continuous
quality improvement and have adapted a quality assurance framework. The process
includes an annual environmental survey, client survey, and staff survey. Survey results
are shared with staff and management and help direct activities for improvement in
designated areas where additional training or guidance is needed to assure that program
requirements are being met. Staff meetings are held bimonthly to provide an opportunity for program in-services and updates.

Environmental Health Services (EH) conducts regular staff meetings to discuss emerging issues and updates with all staff present. Programs such as the private and public water supply programs conduct annual self-assessments or an onsite review by MDEQ staff to determine program compliance. A customer satisfaction survey is housed on the EH homepage and is available to all EH customers at any time.

LCHD also utilizes a performance management system that includes goals (see Attachment H, page 5) and quality improvement activities to drive improvement.

B. Outline or list the LHD’s mechanism to report on its activities to the community and its governing entity.

- Annual Reports
- CD Update (quarterly)
- Division reports/updates (monthly)
- Emails to community partners (ex: Livingston Google Group listserv)
- Group fax updates to medical providers
- Lobby displays
- Periodic reports to the General Government/Health and Human Services Committee of the Board of Commissioners
- Presentations to community groups and organizations
- Press releases
- Select reports to the Board of Commissioners
- Social media presence via department Facebook page
- Steaming Kettle News (food sanitation)
- Updates through attendance at HSCB meetings and various committees of the HSCB
- Website updates
- WIC Newsletter

Part 7—Health Officer and Medical Director

A. Procedure for appointment of a Health Officer and Medical Director.

All candidates are required to meet the requirements for the Health Officer and Medical Director positions as specified in the Michigan Public Health Code and will have resumes submitted to the Michigan Department of Community Health (MDCH) for review and approval prior to final appointment by the Board of Commissioners.

B. Health Officer: MDCH Approval

Refer to Attachment K.

C. Medical Director: MDCH Approval
Refer to Attachment L.

Part 8—LHD Plan of Organization Approval Form

Refer to Attachment M.
Attachment A: Laws Applicable to Local Public Health (LPH)

Public Health Code (PA 368 of 1978)
MCL § 333.1105 – Definition of Local Public Health Department
MCL § 333.1111 – Protection of the health, safety, and welfare
Part 22 (MCL §§ 333.2201 et seq.) – State Department
Part 23 (MCL §§ 333.2301 et seq.) – Basic Health Services
Part 24 (MCL §§ 333.2401 et seq.) – Local Health Departments
Part 51 (MCL §§ 333.5101 et seq.) – Prevention and Control of Diseases and Disabilities
Part 52 (MCL §§ 333.5201 et seq.) – Hazardous Communicable Diseases
Part 53 (MCL §§ 333.5301 et seq.) – Expense of Care
MCL § 333.5923 – HIV Testing and Counseling Costs
MCL § 333.9131 – Family Planning
Part 92 (MCL §§ 333.9201 et seq.) – Immunization
Part 93 (MCL §§ 333.9301 et seq.) – Hearing and Vision
MCL § 333.11101 – Prohibited Donation or Sale of Blood Products
MCL § 333.12425 – Agricultural Labor Camps
Part 125 (MCL §§ 333.12501 et seq.) – Campgrounds, etc.
Part 127 (MCL §§ 333.12701 et seq.) – Water Supply and Sewer Systems
Part 138 (MCL §§ 333.13801 et seq.) – Medical Waste
(Required to investigate if complaint made and transmit report to MDHHS – 13823 and 13825)
MCL § 333.17015 – Informed Consent

Appropriations (Current: PA 349 of 2004)
Sec. 218 – Basic Services
Sec. 904 - LPHO

Michigan Attorney General Opinions
OAG, 1987-1988, No 6415 – Legislative authority to determine appropriations for local health services
OAG, 1987-1988, No 6501 – Reimbursement of local department for required and allowable services

Food Law of 2000 (PA 92 of 2000)
MCL §§ 289.1101 et seq.
Specifically:
     MCL § 289.1109 – Definition of local health department
     MCL § 289.3105 – Enforcement, Delegation to local health department

Natural Resources and Environmental Protection Act (PA 451 of 1994)
Part 31- Water Resources Protection
Specifically: MCL §§ 324.3103 powers and duties and 324.3106 (establishment of pollution standards)
Part 22 - Groundwater Quality rules (on-site wastewater treatment)
Part 117 - Septage Waste Services
Specifically: MCL §§ 324.11701 - 324.11720

**Land Division Act (PA 288 of 1967)**
MCL § 560.105(g) - Preliminary Plat Approvals
MCL § 560.109a - Parcels less than 1 acre
MCL § 560.118 - Health Department Approval

**Condominium Act (PA 59 of 1978 as amended)**
MCL § 559.171a - Approval of Condominiums not served by public sewer and water

**Safe Drinking Water Act (PA 399 of 1976 as amended)**
MCL § 325.1016 - Public Water Supplies
Agreements with Local health departments to administer

**Livingston County Sanitary Code: 2009**

This document may serve as a survey of appropriate laws, but may not be considered exhaustive or as a limit to responsibilities required by law.
A. Introduction

The Michigan Municipal Risk Management Authority (hereinafter “MMRMA”) is created by authority granted by the laws of the State of Michigan to provide risk financing and risk management services to eligible Michigan local governments. MMRMA is a separate legal and administrative entity as permitted by Michigan laws. County of Livingston (hereinafter “Member”) is eligible to be a Member of MMRMA. County of Livingston agrees to be a Member of MMRMA and to avail itself of the benefits of membership.

County of Livingston is aware of and agrees that it will be bound by all of the provisions of the Joint Powers Agreement, Coverage Documents, MMRMA rules, regulations, and administrative procedures.

This Coverage Overview summarizes certain obligations of MMRMA and the Member. Except for specific coverage limits, attached addenda, and the Member’s Self Insured Retention (SIR) and deductibles contained in this Coverage Overview, the provisions of the Joint Powers Agreement, Coverage Documents, reinsurance agreements, MMRMA rules, regulations, and administrative procedures shall prevail in any dispute. The Member agrees that any dispute between the Member and MMRMA will be resolved in the manner stated in the Joint Powers Agreement and MMRMA rules.

B. Member Obligation - Deductibles and Self Insured Retentions

County of Livingston is responsible to pay all costs, including damages, indemnification, and allocated loss adjustment expenses for each occurrence that is within the Member's Self Insured Retention (hereinafter the "SIR"). County of Livingston’s SIR and deductibles are as follows:
### Table I

**Member Deductibles and Self Insured Retentions**

<table>
<thead>
<tr>
<th>COVERAGE</th>
<th>DEDUCTIBLE</th>
<th>SELF INSURED RETENTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability</td>
<td>N/A</td>
<td>$75,000 Per Occurrence</td>
</tr>
<tr>
<td>Vehicle Physical Damage</td>
<td>$1,000 Per Vehicle</td>
<td>$15,000 Per Vehicle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$30,000 Per Occurrence</td>
</tr>
<tr>
<td>Fire/EMS Replacement Cost</td>
<td>$1,000 Per Occurrence</td>
<td>N/A</td>
</tr>
<tr>
<td>Property and Crime</td>
<td>$1,000 Per Occurrence</td>
<td>N/A</td>
</tr>
<tr>
<td>Sewage System Overflow</td>
<td>N/A</td>
<td>$75,000 Per Occurrence</td>
</tr>
</tbody>
</table>

The member must satisfy all deductibles before any payments are made from the Member’s SIR or by MMRMA.

The County of Livingston is afforded all coverages provided by MMRMA, except as listed below:

1. Specialized Emergency Response Expense Recovery Coverage
2.
3.
4.

All costs including damages and allocated loss adjustment expenses are on an occurrence basis and must be paid first from the Member’s SIR. The Member’s SIR and deductibles must be satisfied fully before MMRMA will be responsible for any payments. The most MMRMA will pay is the difference between the Member’s SIR and the Limits of Coverage stated in the Coverage Overview.

**County of Livingston** agrees to maintain the Required Minimum Balance as defined in the Member Financial Responsibilities section of the MMRMA Governance Manual. The Member agrees to abide by all MMRMA rules, regulations, and administrative procedures pertaining to the Member’s SIR.

### C. MMRMA Obligations - Payments and Limits of Coverage

After the Member’s SIR and deductibles have been satisfied, MMRMA will be responsible for paying all remaining costs, including damages, indemnification, and allocated loss adjustment expenses to the Limits of Coverage stated in Table II. The Limits of Coverage include the Member’s SIR payments.

The most MMRMA will pay, under any circumstances, which includes payments from the Member’s SIR, per occurrence, is shown in the Limits of Coverage column in Table II. The Limits of Coverage includes allocated loss adjustment expenses.
#### Table II
**Limits of Coverage**

<table>
<thead>
<tr>
<th>Liability and Motor Vehicle Physical Damage</th>
<th>Limits of Coverage Per Occurrence</th>
<th>Annual Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member</td>
<td>All Members</td>
</tr>
<tr>
<td>1 Liability</td>
<td>15,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>2 Judicial Tenure</td>
<td>100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>3 Sewage System Overflows</td>
<td>500,000</td>
<td>N/A</td>
</tr>
<tr>
<td>4 Volunteer Medical Payments</td>
<td>25,000</td>
<td>N/A</td>
</tr>
<tr>
<td>5 First Aid</td>
<td>2,000</td>
<td>N/A</td>
</tr>
<tr>
<td>6 Vehicle Physical Damage</td>
<td>1,500,000</td>
<td>N/A</td>
</tr>
<tr>
<td>7 Uninsured/Underinsured Motorist Coverage</td>
<td>100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>(per person)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Uninsured/Underinsured Motorist Coverage</td>
<td>250,000</td>
<td>N/A</td>
</tr>
<tr>
<td>(per occurrence)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Michigan No-Fault</td>
<td>Per Statute</td>
<td>N/A</td>
</tr>
<tr>
<td>9 Terrorism</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Property and Crime

<table>
<thead>
<tr>
<th>Property and Crime</th>
<th>Limits of Coverage Per Occurrence</th>
<th>Annual Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member</td>
<td>All Members</td>
</tr>
<tr>
<td>1 Buildings and Personal Property</td>
<td>120,200,021</td>
<td>350,000,000</td>
</tr>
<tr>
<td>2 Personal Property in Transit</td>
<td>2,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>3 Unreported Property</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>4 Member's Newly Acquired or Constructed Property</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>5 Fine Arts</td>
<td>2,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>6 Debris Removal (25% of Insured direct loss plus)</td>
<td>25,000</td>
<td>N/A</td>
</tr>
<tr>
<td>7 Money and Securities</td>
<td>1,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>8 Accounts Receivable</td>
<td>2,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>9 Fire Protection Vehicles, Emergency Vehicles, and Mobile Equipment (Per Unit)</td>
<td>2,000,000</td>
<td>10,000,000</td>
</tr>
<tr>
<td>10 Fire and Emergency Vehicle Rental (12 week limit)</td>
<td>1,000 per week</td>
<td>N/A</td>
</tr>
<tr>
<td>11 Structures Other Than a Building</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>12 Storm or Sanitary Sewer Back-Up</td>
<td>1,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>13 Marine Property</td>
<td>1,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>14 Other Covered Property</td>
<td>10,000</td>
<td>N/A</td>
</tr>
<tr>
<td>15 Income and Extra Expense</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>16 Blanket Employee Fidelity</td>
<td>1,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>17 Faithful Performance</td>
<td>Per Statute</td>
<td>N/A</td>
</tr>
<tr>
<td>18 Earthquake</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>19 Flood</td>
<td>5,000,000</td>
<td>N/A</td>
</tr>
<tr>
<td>20 Terrorism</td>
<td>50,000,000</td>
<td>50,000,000</td>
</tr>
</tbody>
</table>
### TABLE III

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense Coverage

**Limits of Coverage**

**Retroactive Dates:**
- For Coverage A -- Data Breach and Privacy Liability Coverage: 07/01/2013
- For Coverage C -- Electronic Media Liability Coverage: 07/01/2013

<table>
<thead>
<tr>
<th>Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense</th>
<th>Limits of Coverage Per Occurrence/Claim</th>
<th>Annual Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage A -- Data Breach and Privacy Liability Coverage: Each Claim:</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Coverage B -- Data Breach Loss to Member Coverage: Each Unauthorized Access:</td>
<td>Included in the limit above</td>
<td>Included in the limit above</td>
</tr>
<tr>
<td>Coverage C -- Electronic Media Liability Coverage: Each Claim:</td>
<td>Included in the limit above</td>
<td>Included in the limit above</td>
</tr>
<tr>
<td>Coverage D -- Breach Mitigation Expense Coverage: Each Unintentional Data Compromise:</td>
<td>Included in the limit above</td>
<td>Included in the limit above</td>
</tr>
</tbody>
</table>

The total liability of MMRMA shall not exceed $1,000,000 per Member aggregate Limit of Liability for coverages A, B, C, and D, in any coverage period.

The total liability of MMRMA shall not exceed $15,000,000 for All Members aggregate Limit of Liability for coverages A, B, C, and D, from July 1, 2016, to June 30, 2017.

### TABLE IV

Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense Coverage

**Deductibles**

<table>
<thead>
<tr>
<th>Data Breach and Privacy Liability, Data Breach Loss to Member, Electronic Media Liability, and Breach Mitigation Expense</th>
<th>Deductible Per Occurrence/Claim</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coverage A -- Data Breach and Privacy Liability Coverage: Each Claim:</td>
<td>$25,000</td>
</tr>
<tr>
<td>Coverage B -- Data Breach Loss to Member Coverage: Each Unauthorized Access:</td>
<td>$25,000</td>
</tr>
<tr>
<td>Coverage C -- Electronic Media Liability Coverage: Each Claim:</td>
<td>$25,000</td>
</tr>
<tr>
<td>Coverage D -- Breach Mitigation Expense Coverage: Each Unintentional Data Compromise:</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
### Table V
Specialized Emergency Response Expense Recovery Coverage

**Limits of Coverage**

<table>
<thead>
<tr>
<th>Specialized Emergency Response Expense Recovery</th>
<th>Limits of Coverage per Occurrence</th>
<th>Annual Aggregate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member</td>
<td>All Members</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Table VI
Specialized Emergency Response Expense Recovery Coverage

**Deductibles**

<table>
<thead>
<tr>
<th>Specialized Emergency Response Expense Recovery</th>
<th>Deductible per Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>
D. Contribution for MMRMA Participation

County of Livingston

Period: July 01, 2016               To July 01, 2017

Coverages per Member Coverage Overview:                      $1,034,382
Stop Loss Coverage:                                          $32,511
Member Loss Fund Deposit:                                   $150,000
TOTAL ANNUAL CONTRIBUTIONS:                                 $1,216,893

E. List of Addenda
1. Stop Loss Program Participation Agreement
ADDENDUM

STOP LOSS PROGRAM
PARTICIPATION AGREEMENT

Optional

The Stop Loss Program limits the Member’s cash payments during a July 1 - June 30 year for those costs falling within the Member’s SIR. The Stop Loss Program responds only to cumulative Member SIR payments, including damages, indemnification, and allocated loss adjustment expenses, within a July 1 - June 30 calendar year. The paid costs include payments for any coverage provided to the Member by MMRMA provided that the costs are actually paid within the July 1 - June 30 period. On July 1 of each year, the Member’s paid costs accumulate from zero.

If the Member has chosen to participate in the Stop Loss Program, and if the Member’s paid costs exceed the member’s entry point, the Stop Loss Program will pay, until July 1, all costs that would, in the absence of the Stop Loss Program, be paid from the Member’s SIR. **County of Livingston’s** entry point is $375,000. Withdrawing Members do not participate in the Stop Loss Program after the date of withdrawal.

The Member agrees to be bound by MMRMA rules relating to the Stop Loss Program.
LIVINGSTON COUNTY DEPARTMENT of PUBLIC HEALTH
PERSONAL AND PREVENTIVE HEALTH SERVICES

STANDARD OPERATING PROCEDURE

EXPOSURE CONTROL PLAN:

BLOODBORNE PATHOGENS COMPONENT
September 13, 2016

The Exposure Control SOP: Bloodborne Pathogens Component has been reviewed and approved for use by the Livingston County Department of Public Health. This document is based on current State and Federal guidelines/recommendations, and is reviewed annually and updated as appropriate by the Program Coordinator and program staff.

Dr. Donald Lawrenchuk
Medical Director

Kris Moyer
PHN Program Coordinator
I have read the Bloodborne Pathogens Component of the Exposure Control SOP and understand the concepts contained therein. I recognize that additional information and clarification may be obtained from my Program Supervisor, and I assume responsibility for seeking such information as needed. I, therefore, agree to follow these orders, protocols, and procedures.

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baran, Nicole</td>
<td>[Signature]</td>
<td>9-15-16</td>
</tr>
<tr>
<td>Brown, Elaine</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Bunyak, Michele</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Chiappelli, Mary</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Considine, Sharon</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Doyle, Gail</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Forster, Louise</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Hamilton, Emily</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Joliet, Cheri</td>
<td>[Signature]</td>
<td>9-13-16</td>
</tr>
<tr>
<td>Kaiser, Jennifer</td>
<td>[Signature]</td>
<td>9-15-16</td>
</tr>
<tr>
<td>Kennedy, Katie</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Kersten, Terry</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Kramer, Jen</td>
<td>[Signature]</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Lawrenchuk, Don</td>
<td>[Signature]</td>
<td>9-20-16</td>
</tr>
<tr>
<td>Leach, Ellen</td>
<td>[Signature]</td>
<td>9-13-16</td>
</tr>
</tbody>
</table>
2016 Exp. Control: Bloodborne Pathogens Signatures  Pg. 2

Marks, Jackie

Moore, Pat

Moxlow, Chelsea

Moyer, Kris

Murray, Carol

Pedigo, Maryann

Pendell, Amy

Porter, Ray

Sikora, Lucy

Slavin, Janet

Steele, Michelle

Trochio, Thearess

Weiman, Linda

Williams, Sandy

9-16-16
9-14-16
9/13/16
9/13/16
9/15/16
9-14-16
9-14-16
9-14-16
9-14-16
9-14-16
9-14-16
9/19/16
9-13-16
9-13-16
INDEX

Title Page...............................................................1
Signature Page(s)..................................................2a,b
Goal ...........................................................................4
Objectives ...............................................................5
Purpose and Introduction........................................6
Employee Exposure Determination........................7
Methods of Implementation and Control..................8
Post Exposure Evaluation and Follow-up................13
Record Keeping .......................................................15
Evaluation and Review ...........................................17
Appendix ..................................................................18
LIVINGSTON COUNTY DEPARTMENT of PUBLIC HEALTH
PERSONAL AND PREVENTIVE HEALTH SERVICES

STANDARD OPERATING PROCEDURES

EXPOSURE CONTROL PLAN
CHEMICAL HYGIENE COMPONENT
September 28, 2016

The Exposure Control SOP: Chemical Hygiene Component has been reviewed and approved for use by the Livingston County Department of Public Health. This document is based on current State and Federal guidelines/recommendations, and is reviewed annually and updated as appropriate by the Program Coordinator and program staff.

Dr. Donald Lawrenchuk
Medical Director

Ray Porter
Emergency Preparedness Coordinator
LIVINGSTON COUNTY DEPARTMENT of PUBLIC HEALTH
Personal and Preventive Health Services

Exposure Control: Chemical Hygiene
Standard Operating Procedures

2016 Annual Review by Program Staff

I have read the Chemical Hygiene Component of the Exposure Control SOP and understand the concepts contained therein. I recognize that additional information and clarification may be obtained from my Program Supervisor, and I assume responsibility for seeking such information as needed. I, therefore, agree to follow these orders, protocols, and procedures.

<table>
<thead>
<tr>
<th>Staff Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baran, Nicole</td>
<td>Nicole Baran</td>
<td>9-15-16</td>
</tr>
<tr>
<td>Brown, Elaine</td>
<td>Elaine Brown</td>
<td>9-13-16</td>
</tr>
<tr>
<td>Bunyak, Michele</td>
<td>Michele Bunyak</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Chiappelli, Mary</td>
<td>Mary Chiappelli</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Considine, Sharon</td>
<td>Sharon Considine</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Doyle, Gail</td>
<td>Gail Doyle</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Forster, Louise</td>
<td>Louise Forster</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Hamilton, Emily</td>
<td>Emily Hamilton</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Joliet, Cheri</td>
<td>Cheri Joliet</td>
<td>9-13-16</td>
</tr>
<tr>
<td>Kaiser, Jennifer</td>
<td>Jennifer Kaiser</td>
<td>9-13-16</td>
</tr>
<tr>
<td>Kennedy, Katie</td>
<td>Katie Kennedy</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Kersten, Terry</td>
<td>Terry Kersten</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Kramer, Jen</td>
<td>Jen Kramer</td>
<td>9-14-16</td>
</tr>
<tr>
<td>Lawrenchuk, Don</td>
<td>Don Lawrenchuk</td>
<td>9-20-16</td>
</tr>
<tr>
<td>Leach, Ellen</td>
<td>Ellen Leach</td>
<td>09-13-16</td>
</tr>
<tr>
<td>Marks, Jackie</td>
<td>Jackie Marks</td>
<td>9-16-16</td>
</tr>
</tbody>
</table>
Moore, Pat  

Moxlow, Chelsea  

Moyer, Kris  

Murray, Carol  

Pedigo, Maryann  

Pendell, Amy  

Porter, Ray  

Sikora, Lucille  

Slavin, Janet  

Steele, Michelle  

Trochio, Thareesa  

Weiman, Linda  

Williams, Sandy
INDEX

Title Page .............................................................................................................................................. 1

Staff Signature Page ................................................................................................................................. 2a,b

Legal / Regulatory / Statutory Reference ................................................................................................. 4

Plan Components
   A. Chemical handling procedures and basic rules ................................................................................. 4
   B. Chemical procurement, hazard determination, inventory, storage and distribution procedures .................................................................................................................. 4
   C. Housekeeping, maintenance and inspection procedures ................................................................. 6
   D. Hazard labeling and signage ............................................................................................................. 6
   E. Chemical spill response and cleanup procedures ............................................................................ 7
   F. Medical program compliance ........................................................................................................... 8
   G. Personal protective apparel and equipment selections, provision, use and accessibility ................. 8
   H. Records maintenance ......................................................................................................................... 9
   I. MSDS maintenance and locations .................................................................................................. 10
   J. Waste Management ......................................................................................................................... 11
   K. Employee information and training ................................................................................................. 12
   L. Annual review of documentation by management ........................................................................... 13
   M. Authors ............................................................................................................................................ 13

Procedure Review Signature Page ........................................................................................................... 14

Appendix ................................................................................................................................................... 15
   A "Important Information on Michigan's Employee Right to Know Law"
   B Healthcare Hazards - Compliance and Guidelines
   C MIOSHA Michigan Right to Know Law & Hazard Communication Standard
   D LCPDH Training Outlines
   E Current MSDSs
   F Other MSDSs
   G Housekeeping Calendar 2007
   H Chemical Exposure Incident Form
RESOLUTION ADOPTING THE 2017 LIVINGSTON COUNTY BUDGET - BOARD OF COMMISSIONERS

WHEREAS, in accordance with the provisions of Public Act 2 of 1968, Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, the County Administrator has submitted a proposed budget as required by statute which implements board policies; Elected Officials, Judges and Department Directors were requested to submit a line-item budget; and,

WHEREAS, the Finance Committee has requested and reviewed the proposed budget for the County departments, including the courts, under the scope of its policy, and recommends adoption of the Proposed 2017 Budget to the Board of Commissioners; and

WHEREAS, the County of Livingston was allocated 5.0 mills by the County Tax Allocation Board and on the 13th of June, 2016, the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.3700 to support the 2017 General Fund Operations, .2982 to support Ambulance and on September 26, 2016 the Board authorized .1240 to support Veterans Services; and

WHEREAS, it is recommended that the 2017 General Fund Budget be approved for the total of $44,864,281 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2017 Budget Plan, as well as the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2017 Budget was filed with the Livingston County Clerk for public viewing on the 4th day of November, 2016; pursuant to state statute.

THEREFORE BE IT RESOLVED that the 2017 General Fund Budget is approved in the amount of $44,864,281 and revenues shall be appropriated and expenditures budgeted for the 2017 General Fund Budget, Special Revenue Funds, and Enterprise Funds on a fund and cost center basis in the amounts set forth below.

<table>
<thead>
<tr>
<th>Prosecuting Attorney</th>
<th>101-26700</th>
<th>$2,123,494</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Support – GF Contribution</td>
<td>101-26717</td>
<td>$96,333</td>
</tr>
<tr>
<td>State Grants–Crime Victims’ Rights</td>
<td>239-26718</td>
<td>$136,697</td>
</tr>
</tbody>
</table>

| Equalization                                | 101-25700 | $499,058 |

<p>| MSU Extension                               | 101-26100 | $225,258 |</p>
<table>
<thead>
<tr>
<th><strong>VETERANS SERVICES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans Operation &amp; Srvs</td>
<td>295-68900</td>
</tr>
<tr>
<td>Veterans State Grant</td>
<td>239-68200</td>
</tr>
<tr>
<td>Veterans Trust Fund</td>
<td>294-68300</td>
</tr>
<tr>
<td>Veterans Relief Fund</td>
<td>293-68900</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>COUNTY CLERK</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>101-21500</td>
</tr>
<tr>
<td>Co. Clerk Circuit Court Div.</td>
<td>101-21599</td>
</tr>
<tr>
<td>Tax Allocation</td>
<td>101-24800</td>
</tr>
<tr>
<td>Elections</td>
<td>101-26200</td>
</tr>
<tr>
<td>Concealed Pistol Licensing</td>
<td>268-21500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>REGISTER OF DEEDS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Plat Board</td>
<td>101-24900</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>101-26800</td>
</tr>
<tr>
<td>Co. Survey Remonumentation</td>
<td>245-27800</td>
</tr>
<tr>
<td>Register of Deeds Automation</td>
<td>256-26801</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TREASURER</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Treasurer</td>
<td>101-25300</td>
</tr>
<tr>
<td>Chargebacks</td>
<td>101-89900</td>
</tr>
<tr>
<td>Homestead Property Exemption</td>
<td>255-22300</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BOARD OF COMMISSIONERS/COUNTY ADMINISTRATION</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>101-10100</td>
</tr>
<tr>
<td>Administration</td>
<td>101-17200</td>
</tr>
<tr>
<td>ERP Project</td>
<td>101-19200</td>
</tr>
<tr>
<td>Professional Services</td>
<td>101-22300</td>
</tr>
<tr>
<td>Purchasing</td>
<td>101-23300</td>
</tr>
<tr>
<td>Facilities Services</td>
<td>101-26500</td>
</tr>
<tr>
<td>Civil Counsel</td>
<td>101-26900</td>
</tr>
<tr>
<td>Human Resources</td>
<td>101-27000</td>
</tr>
<tr>
<td>Insurance Policies &amp; Bonds</td>
<td>101-85100</td>
</tr>
<tr>
<td>Retirement - Additional</td>
<td>101-86100</td>
</tr>
<tr>
<td>Ins – Unemployment</td>
<td>101-87000</td>
</tr>
<tr>
<td>Appropriations – Capital Replace</td>
<td>101-96600</td>
</tr>
<tr>
<td>Contingencies</td>
<td>101-96800</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>AMBULANCE</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Examiner</td>
<td>101-64800</td>
</tr>
<tr>
<td>Ambulance Fund</td>
<td>210-65100</td>
</tr>
</tbody>
</table>
## COMMUNITY & ECONOMIC DEVELOPMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economic Development</td>
<td>101-72800</td>
<td>$200,000</td>
</tr>
<tr>
<td>Community Action Programs</td>
<td>101-74700</td>
<td>$555,499</td>
</tr>
<tr>
<td>Planning</td>
<td>101-72100</td>
<td>$373,012</td>
</tr>
</tbody>
</table>

## HEALTH & WELFARE

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Services</td>
<td>101-43000</td>
<td>$741,787</td>
</tr>
<tr>
<td>Mental Health</td>
<td>101-64900</td>
<td>$600,470</td>
</tr>
<tr>
<td>Senior Services</td>
<td>101-67200</td>
<td>$136,250</td>
</tr>
<tr>
<td>Social Welfare</td>
<td>290-67000</td>
<td>$9,000</td>
</tr>
<tr>
<td></td>
<td>General Fund Appropriation</td>
<td>$4,500</td>
</tr>
<tr>
<td>Child Care – Social Services</td>
<td>292-66300</td>
<td>$845,000</td>
</tr>
<tr>
<td></td>
<td>General Fund Appropriation</td>
<td>$845,000</td>
</tr>
</tbody>
</table>

## DRAIN COMMISSIONER

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Commission</td>
<td>101-27500</td>
<td>$2,050,844</td>
</tr>
<tr>
<td>DPW</td>
<td>101-44100</td>
<td>$177,652</td>
</tr>
<tr>
<td>Drains Public Benefit</td>
<td>101-44500</td>
<td>$200,000</td>
</tr>
<tr>
<td>Landfill Fund</td>
<td>517-44100</td>
<td>$93,135</td>
</tr>
<tr>
<td></td>
<td>General Fund Appropriation</td>
<td>$68,200</td>
</tr>
<tr>
<td>Septage Receiving Station</td>
<td>577-27500</td>
<td>$1,552,153</td>
</tr>
</tbody>
</table>

## AIRPORT

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Fund</td>
<td>581-05400</td>
<td>$1,193,780</td>
</tr>
</tbody>
</table>

## BUILDING & SAFETY INSPECTIONS

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Safety</td>
<td>542-37100</td>
<td>$2,936,487</td>
</tr>
</tbody>
</table>

## CENTRAL DISPATCH / 911

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Management</td>
<td>101-42600</td>
<td>$143,411</td>
</tr>
<tr>
<td>Emergency Mngt-Fed Grant</td>
<td>238-42600</td>
<td>$209,072</td>
</tr>
<tr>
<td>911 Services Operations</td>
<td>261-32500</td>
<td>$3,911,812</td>
</tr>
<tr>
<td>911 Enhanced Services</td>
<td>261-32525</td>
<td>$365,739</td>
</tr>
<tr>
<td>911 Personal Training</td>
<td>261-32526</td>
<td>$33,000</td>
</tr>
</tbody>
</table>

## HEALTH DEPARTMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Diseases</td>
<td>101-60500</td>
<td>$4,000</td>
</tr>
<tr>
<td>Public Health</td>
<td>101-60100</td>
<td>$200,000</td>
</tr>
<tr>
<td>Health Department</td>
<td>221-60100</td>
<td>$3,705,397</td>
</tr>
<tr>
<td></td>
<td>General Fund Appropriation</td>
<td>$588,292</td>
</tr>
</tbody>
</table>
RESOLUTION NO: 2016-11-187  
PAGE: 4

<table>
<thead>
<tr>
<th>SHERIFF</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheriff – Road Patrol</td>
<td>101-30100</td>
<td>$7,284,258</td>
</tr>
<tr>
<td>Secondary Road Patrol</td>
<td>101-30106</td>
<td>$143,517</td>
</tr>
<tr>
<td>Jail</td>
<td>101-35100</td>
<td>$9,550,650</td>
</tr>
<tr>
<td>Federal Marine Grant</td>
<td>238-33100</td>
<td>$8,600</td>
</tr>
<tr>
<td>State Grant</td>
<td>239-30100</td>
<td>$14,000</td>
</tr>
<tr>
<td>State Secondary Road</td>
<td>239-30106</td>
<td>$240,669</td>
</tr>
<tr>
<td>Correction Officer Training</td>
<td>263-35100</td>
<td>$12,000</td>
</tr>
<tr>
<td>Drug Law Enforcement Fund</td>
<td>265-30100</td>
<td>$16,500</td>
</tr>
<tr>
<td>Federal Equitable Sharing</td>
<td>266-30100</td>
<td>$57,166</td>
</tr>
<tr>
<td>Criminal Forfeiture Fund</td>
<td>296-30100</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>L.E.T.S.</td>
<td>588-53800</td>
<td>$3,328,804</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED that the Board of Commissioners requested and the Courts presented line-item budget requests and those are authorized in the amounts set forth below:

<table>
<thead>
<tr>
<th>COURTS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit Court</td>
<td>101-13100</td>
<td>$1,590,430</td>
</tr>
<tr>
<td>District Court</td>
<td>101-13600</td>
<td>$2,645,908</td>
</tr>
<tr>
<td>Probate Court</td>
<td>101-14800</td>
<td>$707,111</td>
</tr>
<tr>
<td>Juvenile Court</td>
<td>101-14900</td>
<td>$838,661</td>
</tr>
<tr>
<td>Guardianship Services</td>
<td>101-15000</td>
<td>$13,941</td>
</tr>
<tr>
<td>Circuit Court Probation</td>
<td>101-15100</td>
<td>$94,586</td>
</tr>
<tr>
<td>Appellate Court</td>
<td>101-16700</td>
<td>$68,700</td>
</tr>
<tr>
<td>Central Services</td>
<td>101-16800</td>
<td>$1,905,145</td>
</tr>
<tr>
<td>Court Security Officers</td>
<td>101-30500</td>
<td>$438,596</td>
</tr>
<tr>
<td>Family Counseling Services</td>
<td>214-14100</td>
<td>$14,000</td>
</tr>
<tr>
<td>Friend of Court</td>
<td>215-14100</td>
<td>$2,613,987</td>
</tr>
<tr>
<td>Federal Grants</td>
<td>238-16800</td>
<td>$519,778</td>
</tr>
<tr>
<td>State Grants</td>
<td>239-16800</td>
<td>$658,278</td>
</tr>
<tr>
<td>Law Library Fund</td>
<td>269-14500</td>
<td>$6,600</td>
</tr>
<tr>
<td>Child Care - Juvenile</td>
<td>292-66200</td>
<td>$2,355,281</td>
</tr>
</tbody>
</table>

*General Fund Appropriation*
BE IT FURTHER RESOLVED that the projected revenues and expenditures for Internal Service Funds is also approved; but not as part of the Livingston County Budget for 2017, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

<table>
<thead>
<tr>
<th>FACILITY SERVICES</th>
<th>631-26500</th>
<th>$4,006,671</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Services</td>
<td>631-26500</td>
<td>$4,006,671</td>
</tr>
<tr>
<td>FACILITY SERVICES</td>
<td>631-26500</td>
<td>$4,006,671</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAR POOL</th>
<th>661-26300</th>
<th>$1,714,780</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car Pool Fund</td>
<td>661-26300</td>
<td>$1,714,780</td>
</tr>
<tr>
<td>CAR POOL</td>
<td>661-26300</td>
<td>$1,714,780</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INFORMATION TECHNOLOGY</th>
<th>636-22800</th>
<th>$4,172,162</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>636-22800</td>
<td>$4,172,162</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>636-22800</td>
<td>$4,172,162</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BENEFIT FUND</th>
<th>677-85200</th>
<th>$8,974,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Benefits</td>
<td>677-85200</td>
<td>$8,974,000</td>
</tr>
<tr>
<td>BENEFIT FUND</td>
<td>677-85200</td>
<td>$8,974,000</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2017 fiscal year as deemed necessary. It is the responsibility of the Chief Judges, County Elected Officials and County Department Heads to monitor their respective budget quarterly. If projected expenditures exceed the authorized budget or projected revenues are less than budgeted, then they shall come before the Board of Commissioners and present a corrective plan of action to the Finance Committee.

BE IT FURTHER RESOLVED, items under $100,000 that are approved with the adoption of the 2017 Budget, and include department line item detail deemed sufficient by the County Administrator or Deputy County Administrator/Financial Officer will receive authorization to purchase or enter into contract as of January 1, 2017. Variances of the amount listed in the detail for that item, that are greater than 10 percent or $25,000, whichever is lower, will require Board authorization prior to purchase or entering into contract. Variances less than 10 percent or $25,000 of the line item detail may be approved by the County Administrator.

BE IT FURTHER RESOLVED, that the County Administrator is authorized to execute transfers among line items and cost centers within funds in amounts not to exceed $25,000 per transfer. The County Administrator will notify the Finance Committee of any such transfers.

BE IT FURTHER RESOLVED, that any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health and safety of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
BE IT FURTHER RESOLVED, that any services that lose funding (either charges-for-services, fees, or contractual, etcetera) or which costs exceed the revenue generated and which services are not basic to the health and safety of the residents of Livingston County and/or the services are provided by others; shall be reduced to commensurate with funding levels.

BE IT FURTHER RESOLVED, that all Judges, County Elected Officials and County Department Heads shall abide by the Purchasing Policy, as adopted and amended from time to time by this Board, for all purchases made with funds appropriated by the Board of Commissioners and these budgeted funds shall be appropriated contingent upon compliance with the Purchasing Policy.

BE IT FURTHER RESOLVED, that all Judges, County Elected Officials and County Department Heads shall abide by the County Cash Policy, as adopted and amended by this Board from time to time.

BE IT FURTHER RESOLVED, that all Judges, County Elected Officials and County Department Heads shall abide by the County Claims & Payable Policy and Budget Transfer Policy, as adopted and amended by this Board from time to time.

BE IT FURTHER RESOLVED, that the mileage reimbursement rate for employees and elected officials for use of their personal vehicles to travel/perform county business be established at $.40 per mile.

BE IT FURTHER RESOLVED, that all County Elected Officials and County Department Heads shall review departmental fees and make a recommendation, with justification, for fee adjustments to the Board of Commissioners to cover the costs of providing services.

BE IT FURTHER RESOLVED, that the approved Authorized & Funded Employee List contained in the attached budget reflects the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List.

BE IT FURTHER RESOLVED, that the positions below be authorized as of January 1, 2017 and included in the budget as active positions in Position Control.

**DRAIN**
- Elimination of One (1) Full Time Term Drain Soil Inspector (1.0) FTE

**SHERIFF – ROAD PATROL**
- Creation of One (1) part time Data Analyst, or .50 FTEs
- Creation of One (1) part time Crime Analyst, or .50 FTEs

**SHERIFF – JAIL**
- Elimination of One (1) full time Jail Population Monitor, or (1.0) FTEs
- Creation of One (1) part time Inmate Services Clerk, or .50 FTEs

**VETERANS SERVICES**
- Addition of One (1) part time Driver, or .48 FTEs
- Creation of One (1) full time Veteran’s Court Coordinator, or 1.0 FTEs

**HEALTH DEPARTMENT**
• Creation of Three (3) part time Community Health Worker, or .75 FTEs

CENTRAL DISPATCH/911
• Addition of One (1) full time Quality Improvement Specialist, or 1.0 FTEs

FACILITY SERVICES
• Creation of One (1) full time Maintenance Assistant, or 1.0 FTEs
• Elimination of Four (4) part time Custodians, or 1.90 FTEs

BE IT FURTHER RESOLVED that the County utilizes Position Control in the County’s ERP system to maintain all Board authorized positions. Creation of new positions should be presented during the budget process. Resolutions for new positions or department reorganizations being presented to the Board of Commissioners for approval will clearly state the funding source and amount requested for that position on the resolution, as well as the position control number with position description and FTE. Positions being funded by grants or other stated sources of funding will not be made active in the County Position Control module until an approved categorized budget from the awarding agency is received by County Administration Finance as the position will be tied to this funding source in Position Control.

BE IT FURTHER RESOLVED that if the Board of Commissioners authorizes a vacant position to be filled; then all Judges, County Elected Officials and County Department Heads will hold that position open during the 2017 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick pay-offs and/or any separation payments to insure personnel expenditures don’t exceed the 2017 authorized budget provided that mandated functions can be performed at serviceable levels. Positions that will become vacant where the department head deems it necessary to temporarily double fill for either transition or succession planning purposes will need to bring this request to the Board for approval and authorization of funding.

Moved: Commissioner VanHouten
Seconded: Commissioner Green
Carried: 9-0-0
Roll Call Vote: Yes: VanHouten, Parker, Williams, Griffith, Dolan, Childs, Lawrence, Green, Domas; No: None; Absent: None.
Audit Report

Livingston County Department of Public Health
WIC Program

October 1, 2014 – September 30, 2015

Michigan Department of Health & Human Services

Bureau of Audit, Reimbursement, and Quality Assurance
Quality Assurance and Review
August 2016
August 5, 2016

Dianne McCormick, RS, MSA, Director/Health Officer
Livingston County Department of Public Health
2300 E. Grand River Ave., Suite 102
Howell, Michigan 48843-7578

Dear Ms. McCormick:

Enclosed is our final report from the Michigan Department of Health and Human Services audit of the Livingston County Department of Public Health WIC Program for the period October 1, 2014 through September 30, 2015.

The final report contains the following: description of agency; funding methodology; purpose; objectives; scope and methodology; conclusions, findings and recommendations; Statement of Grant Program Revenues and Expenditures; and Corrective Action Plans. The conclusions, findings, and recommendations are organized by audit objective. The Corrective Action Plans include the agency’s paraphrased response to the Preliminary Analysis, and the Bureau of Audit, Reimbursement, and Quality Assurance’s response to those comments where necessary.

Thank you for the cooperation extended throughout this audit process.

Sincerely,

[Signature]
Debra S. Hallenbeck, Manager
Quality Assurance and Review
Bureau of Audit, Reimbursement and Quality Assurance

Enclosure

cc: Stan Bien, Director, WIC Division
    Pam Myers, Director, Bureau of Audit, Reimbursement and Quality Assurance
    Bryce Wooton, Auditor, Quality Assurance and Review
    Barton Maas, Financial Officer, Livingston County Department of Public Health
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Description of Agency</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Methodology</td>
<td>1</td>
</tr>
<tr>
<td>Purpose and Objectives</td>
<td>1</td>
</tr>
<tr>
<td>Scope and Methodology</td>
<td>1</td>
</tr>
</tbody>
</table>

**Conclusions, Findings, and Recommendations**

<table>
<thead>
<tr>
<th>Financial Reporting</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Salaries and Fringes Reported on FSR Not in Agreement with Final General Ledger</td>
<td>2</td>
</tr>
<tr>
<td>2. Distribution of Salaries Not Based on Personnel Activity Reports</td>
<td>3</td>
</tr>
<tr>
<td>3. Administration Indirect Cost Allocation Inaccuracies</td>
<td>4</td>
</tr>
<tr>
<td>4. All Indirect Costs and County Central Services Costs Not Reported</td>
<td>6</td>
</tr>
<tr>
<td>5. Personal &amp; Preventive Health Services (PPHS) Allocation Inaccuracies</td>
<td>7</td>
</tr>
<tr>
<td>6. Internal Service Fund Working Capital Reserve Exceeds Allowable Amount</td>
<td>8</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MDHHS Share of Costs</th>
<th>9</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Statement of Grant Program Revenues and Expenditures – WIC</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Grant Program Revenues and Expenditures – WIC Breastfeeding</td>
<td>11</td>
</tr>
</tbody>
</table>

| Corrective Action Plans | 12 |
DESCRIPTION OF AGENCY

The Livingston County Department of Public Health (Health Department) is governed under the Public Health Code, Act 368 of 1978. The Health Department is a Special Revenue Fund of Livingston County, and the administrative office is located in Howell, Michigan. The Health Department operates under the legal supervision and control of the Board of Health, which is appointed by the Board of Commissioners of Livingston County. The Health Department provides community health program services to the residents of Livingston County.

FUNDING METHODOLOGY

The Health Department services are funded from local appropriations, fees and collections, and grant programs. The Michigan Department of Health and Human Services (MDHHS) provided the Health Department with grant funding monthly, based on Financial Status Reports, in accordance with the terms and conditions of each grant agreement and budget. The WIC Program was funded by MDHHS Grant Funds and Other Local Funds. Grant funding from MDHHS for the WIC Program is federal funding under federal catalog number 10.557.

PURPOSE AND OBJECTIVES

The purpose of this audit was to assess the WIC Program financial reporting, and to determine the MDHHS share of WIC Program costs. The following were the specific objectives of the audit:

1. To assess the Health Department's effectiveness in reporting their WIC Program financial activity to MDHHS in accordance with applicable MDHHS requirements and agreements, applicable federal standards, and generally accepted accounting principles.
2. To determine the MDHHS share of costs for the WIC Program in accordance with applicable MDHHS requirements and agreements, and any balance due to or due from the Health Department.

SCOPE AND METHODOLOGY

We examined the Health Department's records and activities for the fiscal period October 1, 2014 to September 30, 2015. Our review procedures included the following:

- Reviewed the most recent Health Department Single Audit report for any WIC Program concerns.
- Reviewed the completed Subrecipient Questionnaire.
- Reconciled the WIC Program Financial Status Reports (FSRs) to the accounting records.
- Reviewed a sample of payroll expenditures.
- Tested a sample of expenditures for program compliance and adherence to policy and approval procedures.
- Reviewed indirect cost and other cost allocations for reasonableness, and an equitable methodology.
- Reviewed building space/lease costs for proper reporting and compliance with Federal requirements.
- Reviewed WIC equipment inventory.

Our audit did not include a review of program content or quality of services provided.

CONCLUSIONS, FINDINGS AND RECOMMENDATIONS

FINANCIAL REPORTING

Objective 1: To assess the Health Department’s effectiveness in reporting their WIC Program financial activity to MDHHS in accordance with applicable MDHHS requirements and agreements, applicable federal standards, and generally accepted accounting principles.

Conclusion: The Health Department did not report its WIC Program financial activity to MDHHS in accordance with applicable MDHHS requirements and agreements, applicable federal standards, and generally accepted accounting principles. We identified the following exceptions: the FSR did not agree with the general ledger (Finding 1), the distribution of salaries was not based on personnel activity reports (Finding 2), the indirect cost allocations had errors and omissions (Findings 3, 4, and 5), and an internal service fund exceeded the 60 day working capital reserve limit (Finding 6).

Finding 1. Salaries and Fringes Reported on FSR Not in Agreement with Final General Ledger

The Health Department added a salary and fringe benefit accrual to the WIC Program FSR, but this accrual was not recorded in the general ledger.

The Health Department’s accounting records related to salaries and fringes are on the cash basis. However, for FSR reporting purposes, the Health Department added a salary and fringe benefit accrual to the WIC Program FSR. By adding the accrual to the FSR, without it also being recorded in the general ledger, the Health Department may erroneously double report expenditures, since the accrual was reported on the FYE 2015 FSR, and also reported on the cash basis on the general ledger in FYE 2016.

The MDHHS Grant Agreement, Part II, Section III. A. Compliance with Applicable Laws states:

The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement.
According to OMB Circular A-87, Appendix A, Section C:

1. Factors affecting allowable costs. To be allowable under Federal awards, costs must meet the following general criteria:
   g. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.

The Financial Status Report (FSR) Form Preparation Instructions state, in part:

The Financial Status Report is to be prepared reporting expenditures on a cash or accrued basis and revenue on an accrued basis...

According to the FSR Form Preparation Instructions the Health Department must choose to report expenditures on a cash or accrued basis, but cannot report using both.

Adjustments decreasing WIC Program salaries by $6,812 and decreasing WIC Program fringes by $2,752 are shown on the attached Statement of Grant Program Revenues and Expenditures.

Recommendation

We recommend that the Health Department adopt policies and procedures to ensure expenditures are consistently reported using the same basis, and to ensure the FSR reported expenditures agree with accounting records.

Finding

2. Distribution of Salaries Not Based on Personnel Activity Reports

The Health Department adjusted salary allocations to the WIC Program for two staff members based on a three week time study, but this substitute system for distributing salaries had not been approved.

The MDHHS Grant Agreement, Part II, Section III. A. Compliance with Applicable Laws states:

The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement.

OMB Circular A-87, Appendix B, subsection 8. h. (4) states:

Where employees work multiple activities or cost objectives, a distribution of their salaries and wages will be supported by personnel activity reports or equivalent documentation which meets the standards in subsection 8. h (3) of this appendix unless a statistical sampling system (see subsection 8. h. (6) of this appendix) or other substitute system has been approved by the cognizant Federal agency.
The Health Department requires employees to record their daily time per program on time sheets, and this information is entered into a system that distributes salaries and wages to benefitting programs. However, two employees did not code certain activities that related to the WIC Program to the WIC Program for at least the last three quarters of the fiscal year. Once this was realized in November 2015, the Health Department conducted a three week time study and made adjustments based on the time study moving salary and fringe benefit expense from other programs to the WIC Program. Consequently, the distribution of the employees’ salaries was not based on personnel activity reports as required, but a substitute system that had not been approved.

The Health Department changed its process since this was discovered. Employees use electronic time entry on a daily basis. Additionally, biweekly meetings are held to assure appropriate coding, and any needed corrections are completed within one month with supporting documentation retained.

An adjustment is not included in the report since the activities that had been coded incorrectly were related to the WIC Program and should appropriately be reported as WIC Program costs. The three week time study was likely the best way to identify the appropriate adjustment.

Recommendation

We recommend that the Health Department implement policies and procedures to ensure proper coding of employee time and the proper distribution of employee salaries and wages that complies with applicable Federal cost principles.

Finding

3. Administration Indirect Cost Allocation Inaccuracies

The Health Department did not accurately compute the administration indirect cost allocation resulting in a misstatement of indirect costs for programs.

The MDHHS Grant Agreement, Part II, Section III. A. Compliance with Applicable Laws states:

The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement.

OMB Circular A-87, Appendix A, states the following with respect to allowable and indirect costs:

C. Basic Guidelines
   1. To be allowable under Federal awards, costs must meet the following general criteria:
      a. Be allocable to Federal awards...
i. Be the net of all applicable credits...

3. Allocable costs
   b. All activities which benefit from the governmental unit's indirect cost...will receive an appropriate allocation of indirect costs.

4. Applicable credits
   a. Applicable credits refer to those receipts or reduction of expenditure-type transactions that offset or reduce expense items allocable to Federal awards as direct or indirect costs...

F. Indirect Costs
   1. ...Indirect cost pools should be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

In our review of the administration indirect cost allocation computation, we noted inaccuracies in the distribution base and the cost pool, which are explained below:

A. The distribution base, which is salaries and fringes of benefitting programs, had the following inaccuracies:

1. Administration salaries and fringes were included in the distribution base, which had the effect of allocating administration costs back to the administration cost center rather than benefitting programs.

2. The salaries and fringes adjustment (described in Finding 2 and impacting several program areas) was not factored into the distribution base to ensure an equitable allocation to all benefitting programs.

3. Salaries and fringes for two programs were significantly overstated due to a formula error in the spreadsheet.

4. Salaries and fringes for two programs were limited to a portion of the year rather than the entire year.

5. Two programs were excluded from the distribution base, but are benefitting programs that need to be included in the allocation.

B. The administration cost pool was not the net of all applicable credits as required. All Health Plan revenues were not entirely excluded.

After the correction of the above inaccuracies, we determined that administration indirect costs were understated. Adjustments increasing indirect costs for the WIC Program and the WIC Breastfeeding Program are shown on the attached Statements of Grant Program Revenues and Expenditures.
Recommendation

We recommend that the Health Department adopt policies and procedures to ensure that all indirect allocations are documented and recorded properly.

Finding

4. All Indirect Costs and County Central Services Costs Not Reported

The Health Department does not allocate all indirect costs and County Central Services costs to benefitting programs.

When the Health Department calculated indirect costs, it failed to include County Central Services costs and the National Accreditation costs in the cost pool. Over $300,000 of indirect costs were not allocated to benefitting programs.

The MDHHS contract (Part II, Section IV, Part D) requires that FSRs report total actual program expenditures regardless of the source of funds.

The MDHHS Grant Agreement, Part II, Section III. A. Compliance with Applicable Laws states:

The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement.

According to OMB Circular A-87, Appendix A.:

C. Basic Guidelines

3. Allocable costs
   a. A cost is allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received.
   b. All activities which benefit from the governmental unit’s indirect cost...will receive an appropriate allocation of indirect costs.

D. Composition of Cost

1. Total cost. The total cost of Federal awards is comprised of the allowable direct cost of the program, plus its allocable portion of allowable indirect costs, less applicable credits.

F. Indirect Costs

1. …Indirect cost pools should be distributed to benefitting cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.
Adjustments to add appropriate indirect costs and County Central Services costs are included on the attached Statements of Grant Program Revenues and Expenditures.

**Recommendation**

We recommend that the Health Department implement policies and procedures to ensure total actual program expenditures are reported on the FSR in compliance with the contract.

**Finding**

5. **Personal & Preventive Health Services (PPHS) Allocation Inaccuracies**

The Health Department did not accurately compute the PPHS indirect cost allocation resulting in a misstatement of indirect costs for programs.

The MDHHS Grant Agreement, Part II, Section III. A. Compliance with Applicable Laws states:

> The Grantee will comply with applicable federal and state laws, guidelines, rules and regulations in carrying out the terms of this agreement. The Grantee will also comply with all applicable general administrative requirements such as OMB Circulars covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement.

OMB Circular A-87, Appendix A, states the following with respect to allowable and indirect costs:

**C. Basic Guidelines**

1. To be allowable under Federal awards, costs must meet the following general criteria:
   - b. Be allocable to Federal awards...

3. Allocable costs
   - b. All activities which benefit from the governmental unit's indirect cost...will receive an appropriate allocation of indirect costs.

**F. Indirect Costs**

1. ...Indirect cost pools should be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.

In our review of the PPHS indirect cost allocation computation, we noted inaccuracies in the distribution base and the cost pool, which are explained below:

A. The distribution base (total hours worked in cost centers receiving a PPHS allocation) is based on 4th quarter information only instead of the entire fiscal year, which does not ensure an equitable distribution for the entire year. This is a repeat issue from the last MDHHS audit.

B. The PPHS cost pool total was incorrect due to an accidental adjustment removing expenditures from the PPHS cost center that related to another cost center.
C. The PPHS cost pool total was incorrect due to an incorrect administration indirect cost allocation to PPHS (noted in Finding 3). The administration indirect cost amount allocated to PPHS was $54,553, but should have only been $22,228.

D. The PPHS cost pool total was incorrect due to not allocating all indirect costs and County Central Services costs to benefitting programs (Finding 4). After adding all indirect costs and County Central Services costs, the administration indirect cost amount allocated to PPHS increased $13,457.

Adjustments decreasing Other Costs Distributed for the WIC Program and the WIC Breastfeeding Program are shown on the attached Statements of Grant Program Revenues and Expenditures.

Recommendation

We recommend that the Health Department adopt policies and procedures to ensure that all indirect allocations are documented and recorded properly.

Finding

6. **Internal Service Fund Working Capital Reserve Exceeds Allowable Amount**

A Livingston County Internal Service Fund had a working capital reserve that exceeded the allowable amount established by OMB Circular A-87 as of December 31, 2014.

Livingston County charges most departments (including the Health Department) for several expenses using internal service funds. The funds are used to finance the cost providing services for their departments. Based on the December 31, 2014 financial statements, the County had accumulated excess balances for one of their internal service funds.

OMB Circular A-87 (located at 2 CFR Part 225), Appendix C, Sections G.3. and G.4. require comparisons of the charges to the actual allowable costs, and adjustments by one of several methods. Additionally, OMB Circular A-87, Appendix C, Section G.2., allows for the establishment and maintenance of a reasonable level of working capital reserve for internal service funds. According to OMB Circular A-87, a working capital reserve as part of retained earnings of up to 60 days cash expenses for normal operating purposes is considered reasonable.

According to Maximus’s analysis of the Livingston County Internal Service Funds for the Year Ended December 31, 2014, cash expenses for the Car Pool Fund were $1,022,868. The net position after allowable adjustments as of December 31, 2014 for the Car Pool Fund was $448,235. The 60 day operating expense equates to $170,478. Accordingly, the working capital reserve exceeded the allowable amount by $277,757; excess of 3.3 months. Reductions are needed to achieve compliance with OMB Circular A-87.
Recommendation

We recommend that Livingston County devise a plan to ensure the Internal Service Funds working capital reserves are reduced to the allowable limit (60 days cash expenses) by FYE 2017 by either cash refunds or adjustments to future billing rates/allocations.

MDHHS SHARE OF COSTS AND BALANCE DUE

Objective 2: To determine the MDHHS shares of costs for the WIC and WIC Breastfeeding Programs in accordance with applicable MDHHS requirements and agreements, and any balance due to or due from the Health Department.

Conclusion: The MDHHS obligations under the WIC and WIC Breastfeeding Programs for fiscal year ended September 30, 2015, are $317,730 and $23,038, respectively. The attached Statements of Grant Program Revenues and Expenditures show the budgeted, reported, and allowable costs. The audit made adjustments but none affected WIC grant program funding.
<table>
<thead>
<tr>
<th></th>
<th>Budgeted</th>
<th>Reported</th>
<th>Audit Adjustment</th>
<th>Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH Grant</td>
<td>317,730</td>
<td>317,730</td>
<td>1</td>
<td>317,730</td>
</tr>
<tr>
<td>Local Funds - Other</td>
<td>54,356</td>
<td>98</td>
<td>30,252 2,3,4,5</td>
<td>30,350</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>372,086</td>
<td>317,828</td>
<td>30,252</td>
<td>348,080</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary &amp; Wages</td>
<td>178,712</td>
<td>158,265</td>
<td>(6,812) 2</td>
<td>151,453</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>72,200</td>
<td>66,917</td>
<td>(2,752) 2</td>
<td>54,165</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>3,250</td>
<td>2,652</td>
<td></td>
<td>2,652</td>
</tr>
<tr>
<td>Travel</td>
<td>1,300</td>
<td>1,424</td>
<td></td>
<td>1,424</td>
</tr>
<tr>
<td>Communication</td>
<td>3,327</td>
<td>3,150</td>
<td></td>
<td>3,150</td>
</tr>
<tr>
<td>Space Costs</td>
<td>7,788</td>
<td>4,840</td>
<td></td>
<td>4,840</td>
</tr>
<tr>
<td>All Other</td>
<td>26,159</td>
<td>25,408</td>
<td></td>
<td>25,408</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>45,118</td>
<td>37,108</td>
<td>40,343 3,4</td>
<td>77,451</td>
</tr>
<tr>
<td>Other Costs Distributions</td>
<td>34,232</td>
<td>28,064</td>
<td>(527) 4,5</td>
<td>27,537</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>372,086</td>
<td>317,828</td>
<td>30,252</td>
<td>348,080</td>
</tr>
</tbody>
</table>

1 Actual MDCH payments.
2 FSR and G.L. Do Not Reconcile (Finding 1)
3 Incorrect Indirect Cost Allocation (Finding 3) - $11,135 Increase After Corrections
4 AC and County Central Services Costs (Finding 4) - $29,208 Increase to Indirect Costs After Corrections
5 Incorrect PPHS Other Indirect Costs Allocation (Finding 5) - $3,073 Decrease After Corrections
<table>
<thead>
<tr>
<th></th>
<th>BUDGETED</th>
<th>REPORTED</th>
<th>AUDIT ADJUSTMENT</th>
<th>ALLOWABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDCH Grant</td>
<td>23,038</td>
<td>23,038</td>
<td>1</td>
<td>23,038</td>
</tr>
<tr>
<td>Local Funds - Other</td>
<td>10,572</td>
<td>5,011</td>
<td>1,119 2,3,4,5</td>
<td>6,130</td>
</tr>
<tr>
<td><strong>TOTAL REVENUES</strong></td>
<td>33,610</td>
<td>28,049</td>
<td>1,119</td>
<td>29,168</td>
</tr>
<tr>
<td><strong>EXPENDITURES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salary &amp; Wages</td>
<td>13,802</td>
<td>12,997</td>
<td></td>
<td>12,897</td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td>5,576</td>
<td>2,049</td>
<td></td>
<td>2,049</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>75</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>175</td>
<td>11</td>
<td></td>
<td>11</td>
</tr>
<tr>
<td>Communication</td>
<td>489</td>
<td>451</td>
<td></td>
<td>451</td>
</tr>
<tr>
<td>Space Costs</td>
<td>1,145</td>
<td>746</td>
<td></td>
<td>746</td>
</tr>
<tr>
<td>All Other</td>
<td>3,830</td>
<td>3,514</td>
<td></td>
<td>3,514</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>3,484</td>
<td>2,833</td>
<td>2,835 2,4</td>
<td>6,068</td>
</tr>
<tr>
<td>Other Costs Distributions</td>
<td>5,034</td>
<td>5,448</td>
<td>(1,716) 3,4,5</td>
<td>3,732</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURES</strong></td>
<td>33,610</td>
<td>28,049</td>
<td>1,119</td>
<td>29,168</td>
</tr>
</tbody>
</table>

1. Actual MDCH payments.
2. Incorrect Indirect Cost Allocation (Finding 3) - $697 Increase to Indirect Costs After Corrections
3. Original PPHS Other Indirect Cost Allocation does not reconcile to FSR - $248 Decrease to FSR Amt.
4. AC and County Central Services Costs (Finding 4) - $2,138 Increase to Indirect Costs After Corrections $345 Increase to Other Cost Distr. After Corrections
5. Incorrect PPHS Other Indirect Costs Allocation (Finding 5) - $1,913 Decrease After Corrections
Corrective Action Plan

Finding Number: 1
Page Reference: 2
Finding: Salaries and Fringes Reported on FSR Not in Agreement with Final General Ledger

The Health Department added a salary and fringe benefit accrual to the WIC Program FSR, but this accrual was not recorded in the general ledger.

Recommendation: Adopt policies and procedures to ensure expenditures are consistently reported using the same basis, and to ensure the FSR reported expenditures agree with accounting records.

Comments: The Health Department has adopted new methods for FSR reporting, and accounting procedures. The majority of the findings will be remedied with the 3rd and 4th quarter FSRs.

Corrective Action: The Health Department will implement policies and procedures to ensure expenditures are consistently reported using the same basis, and to ensure the FSR reported expenditures agree with accounting records. The Health Department will continue to review procedures to ensure compliance with all MDHHS contract guidelines and OMB Circular A-87.

Anticipated Completion Date: No later than 9/30/2016

MDHHS Response: None
Corrective Action Plan

Finding Number: 2
Page Reference: 3
Finding: Distribution of Salaries Not Based on Personnel Activity Reports
The Health Department adjusted salary allocations to the WIC Program for two staff members based on a three week time study, but this substitute system for distributing salaries had not been approved.

Recommendation: Implement policies and procedures to ensure proper coding of employee time and the proper distribution of employee salaries and wages that complies with applicable Federal cost principles.

Comments: The Health Department has adopted new methods for FSR reporting, and accounting procedures. The majority of the findings will be remedied with the 3rd and 4th quarter FSRs.

Corrective Action: The Health Department will implement policies and procedures to ensure proper coding of employee time and proper distribution of employee salaries and wages that complies with applicable Federal cost principles. No future allocations will be based on anything but personnel activity logs. The Health Department will continue to review procedures to ensure compliance with all MDHHS contract guidelines and OMB Circular A-87.

Anticipated Completion Date: No later than 9/30/2016

MDHHS Response: None
Corrective Action Plan

Finding Number: 3
Page Reference: 4
Finding: Administration Indirect Cost Allocation Inaccuracies
The Health Department did not accurately compute the administration indirect cost allocation resulting in a misstatement of indirect costs for programs.

Recommendation: Adopt policies and procedures to ensure that all indirect allocations are documented and recorded properly.

Comments: The Health Department has adopted new methods for FSR reporting, and accounting procedures. The majority of the findings will be remedied with the 3\textsuperscript{rd} and 4\textsuperscript{th} quarter FSRs.

Corrective Action: The Health Department will implement policies and procedures to ensure that all indirect allocations are documented and recorded properly. The Health Department will continue to review procedures to ensure compliance with all MDHHS contract guidelines and OMB Circular A-87.

Anticipated Completion Date: No later than 9/30/2016

MDHHS Response: None
Corrective Action Plan

Finding Number: 4
Page Reference: 6
Finding: All Indirect Costs and County Central Services Costs Not Reported
The Health Department does not allocate all indirect costs and County Central Services costs to benefitting programs.

Recommendation: Implement policies and procedures to ensure that total actual program expenditures are reported on the FSR in compliance with the contract.

Comments: The Health Department has adopted new methods for FSR reporting, and accounting procedures. The majority of the findings will be remedied with the 3rd and 4th quarter FSRs.

Corrective Action: The Health Department will implement policies and procedures to ensure that total actual program expenditures are reported on the FSR in compliance with the contract. All indirect and County Central Services costs will be allocated to benefitting programs. The Health Department will continue to review procedures to ensure compliance with all MDHHS contract guidelines and OMB Circular A-87.

Anticipated Completion Date: No later than 9/30/2016

MDHHS Response: None
Corrective Action Plan

Finding Number: 5
Page Reference: 7
Finding: Personal & Preventive Health Services (PPHS) Allocation Inaccuracies

The Health Department did not accurately compute the PPHS indirect cost allocation resulting in a misstatement of indirect costs for programs.

Recommendation: Adopt policies and procedures to ensure that all indirect allocations are documented and recorded properly.

Comments: The Health Department has adopted new methods for FSR reporting, and accounting procedures. The majority of the findings will be remedied with the 3rd and 4th quarter FSRs.

Corrective Action: The Health Department will implement policies and procedures to ensure that all indirect allocations are documented and recorded properly. The Health Department will continue to review procedures to ensure compliance with all MDHHS contract guidelines and OMB Circular A-87.

Anticipated Completion Date: No later than 9/30/2016

MDHHS Response: None
Corrective Action Plan

Finding Number: 6
Page Reference: 8
Finding: Internal Service Fund Working Capital Reserve Exceeds Allowable Amount

A Livingston County Internal Service Fund had a working capital reserve that exceeded the allowable amount established by OMB Circular A-87 as of December 31, 2014.

Recommendation: Devise a plan to ensure the Internal Service Funds working capital reserves are reduced to the allowable limit (60 days cash expenses) by FYE 2017 by either cash refunds or adjustments to future billing rates/allocations.

Comments: The Car Pool Fund’s working capital does exceed the 60 day allowable limit. For the past several years, the Car Pool department has not charged administration costs to departments that use its services, therefore reducing its reserves.

Corrective Action: Livingston County will continue to reduce future billings to departments to bring the working capital reserves to within the 60 day allowable limit.

Anticipated Completion Date: Currently in process; to continue.

MDHHS Response: None
Livingston County, Michigan

Federal Awards
Supplemental Information
December 31, 2015
### Contents

**Independent Auditor's Reports:**

- Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance  
  
- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards  
  
- Report on Compliance for Each Major Federal Program; Report on Internal Control Over Compliance  
  
**Schedule of Expenditures of Federal Awards**  

7-9

**Notes to Schedule of Expenditures of Federal Awards**  

10

**Schedule of Findings and Questioned Costs**  

11-19

**Summary Schedule of Prior Audit Findings**  

20
Report on Schedule of Expenditures of Federal Awards
Required by the Uniform Guidance

Independent Auditor’s Report

To the Board of Commissioners
Livingston County, Michigan

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Livingston County, Michigan (the "County") as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the County’s basic financial statements. We issued our report thereon dated June 10, 2016, which contained unmodified opinions on the financial statements. Our audit was conducted for the purpose of forming opinions on the financial statement that collectively comprise the basic financial statements. We have not performed any procedures with respect to the audited financial statements subsequent to June 10, 2016. We did not audit the financial statements of Livingston County Road Commission, which represent 60 percent, 73 percent, and 77 percent of the assets, net position, and revenue of the discretely presented component units, respectively. Those financial statements were audited by other auditors, whose report thereon has been furnished to us, and our opinion, insofar as it relates to the amounts included for Livingston County Road Commission, is based on the report of the other auditors.

The accompanying schedule of expenditures of federal awards is presented for the purpose of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

June 10, 2016
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Independent Auditor's Report

To Management and the Board of Commissioners
Livingston County, Michigan

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of Livingston County, Michigan (the "County") as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated June 10, 2016. Our report includes a reference to other auditors who audited the financial statements of Livingston County Road Commission as described in our report on Livingston County, Michigan's basic financial statements. This report does not include the results of the other auditors’ testing of internal control over financial reporting or compliance and other matters that are reported on separately by those auditors. The financial statements of Livingston County Road Commission were not audited in accordance with Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Livingston County, Michigan's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County's internal control. Accordingly, we do not express an opinion on the effectiveness of the County's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.
To Management and the Board of Commissioners  
Livingston County, Michigan  

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of findings and questioned costs, that we consider to be a significant deficiency. The finding is reported as 2015-001.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Livingston County, Michigan's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with these provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under Government Auditing Standards.

Livingston County's Response to Finding

Livingston County, Michigan's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. Livingston County's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control or on compliance. This report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the County's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 10, 2016

Plante & Moran, P.L.L.C
Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance

Independent Auditor's Report

To the Board of Commissioners
Livingston County, Michigan

Report on Compliance for Each Major Federal Program

We have audited Livingston County, Michigan's (the "County") compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2015. Livingston County, Michigan's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to each of its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Livingston County, Michigan's major federal programs based on our audit of the types of compliance requirements referred to above.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Livingston County, Michigan's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Livingston County, Michigan's compliance.
To the Board of Commissioners
Livingston County, Michigan

Opinion on Each Major Federal Program

In our opinion, Livingston County, Michigan complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2015.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2015-005 and 2015-007. Our opinion on each major federal program is not modified with respect to these matters.

Livingston County, Michigan's responses to the noncompliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and/or corrective action plan. Livingston County, Michigan's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on them.

Report on Internal Control Over Compliance

Management of Livingston County, Michigan is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Livingston County, Michigan's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

Our consideration of internal control over compliance was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as discussed below, we identified certain deficiencies in internal control over compliance that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.
To the Board of Commissioners  
Livingston County, Michigan

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance such that there is reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2015-003, 2015-004, 2015-005, and 2015-007 to be material weaknesses.

A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance. We consider the deficiencies in internal control over compliance described in the accompanying schedule of findings and questioned costs as items 2015-002 and 2015-006 to be significant deficiencies.

Livingston County, Michigan's responses to the internal control over compliance findings identified in our audit are described in the accompanying schedule of findings and questioned costs and/or corrective action plan. Livingston County, Michigan's responses were not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on them.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

June 10, 2016

Pante & Moran, P.L.L.C
## Livingston County

### Schedule of Expenditures of Federal Awards

**Year Ended December 31, 2015**

<table>
<thead>
<tr>
<th>Federal Agency/Pass-through Agency/Program Title</th>
<th>CFDA Number</th>
<th>Pass-through Entity Identification Number</th>
<th>Total Amount Provided to Subrecipients</th>
<th>Federal Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Clusters:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WIA Cluster - U.S. Department of Labor - Passed through the Workforce Development Agency, Michigan Department of Talent and Economic Development.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workforce Investment Act:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult - AY 2014</td>
<td>17.158</td>
<td>N/A</td>
<td>70,046</td>
<td>246,239</td>
</tr>
<tr>
<td>Adult - AY 2015</td>
<td>17.158</td>
<td>N/A</td>
<td>18,371</td>
<td>93,567</td>
</tr>
<tr>
<td><strong>Total CFDA 17258</strong></td>
<td></td>
<td></td>
<td>91,417</td>
<td>339,806</td>
</tr>
<tr>
<td>Youth - AY 2014</td>
<td>17.159</td>
<td>N/A</td>
<td>21,377</td>
<td>302,152</td>
</tr>
<tr>
<td>Youth - AY 2015</td>
<td>17.159</td>
<td>N/A</td>
<td>29,695</td>
<td>124,437</td>
</tr>
<tr>
<td><strong>Total CFDA 17259</strong></td>
<td></td>
<td></td>
<td>31,072</td>
<td>426,589</td>
</tr>
<tr>
<td>Dislocated Worker - AY 2012</td>
<td>17.278</td>
<td>N/A</td>
<td>41,295</td>
<td>45,538</td>
</tr>
<tr>
<td>Dislocated Worker - AY 2014</td>
<td>17.278</td>
<td>N/A</td>
<td>144,947</td>
<td>316,986</td>
</tr>
<tr>
<td><strong>Total CFDA 17278</strong></td>
<td></td>
<td></td>
<td>186,242</td>
<td>362,460</td>
</tr>
<tr>
<td>Statewide Activities - MWA Service Center Operations - AY 13</td>
<td>12.238/17.159/17.278</td>
<td>N/A</td>
<td>4,757</td>
<td>10,696</td>
</tr>
<tr>
<td>Statewide Activities - MWA Service Center Operations - AY 14</td>
<td>12.238/17.159/17.278</td>
<td>N/A</td>
<td>24,317</td>
<td>50,000</td>
</tr>
<tr>
<td>Statewide Activities - MWA Service Center Operations - AY 15</td>
<td>12.238/17.159/17.278</td>
<td>N/A</td>
<td>4,851</td>
<td>14,000</td>
</tr>
<tr>
<td>WIA Local Administration - AY 20 2</td>
<td>12.238/17.159/17.278</td>
<td>N/A</td>
<td>-</td>
<td>5,366</td>
</tr>
<tr>
<td>WIA Local Administration - AY 20 4</td>
<td>12.238/17.159/17.278</td>
<td>N/A</td>
<td>-</td>
<td>70,432</td>
</tr>
<tr>
<td>WIA Local Administration - AY 20 5</td>
<td>12.238/17.159/17.278</td>
<td>N/A</td>
<td>-</td>
<td>57,898</td>
</tr>
<tr>
<td><strong>Total CFDA 17,159/17.278/17.278</strong></td>
<td></td>
<td></td>
<td>35,925</td>
<td>207,892</td>
</tr>
<tr>
<td><strong>Total WIA Cluster</strong></td>
<td></td>
<td></td>
<td>620,658</td>
<td>1,336,876</td>
</tr>
<tr>
<td>Employment Service Cluster - U.S. Department of Labor - Passed through the Workforce Development Agency, Michigan Department of Talent and Economic Development:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wagner-Peyser Act ES 7A - AY 2014</td>
<td>17.207</td>
<td>N/A</td>
<td>9477</td>
<td>100,974</td>
</tr>
<tr>
<td>Wagner-Peyser Act ES 7A - AY 2015</td>
<td>17.207</td>
<td>N/A</td>
<td>90,668</td>
<td>86,411</td>
</tr>
<tr>
<td><strong>Total Employment Service Cluster</strong></td>
<td></td>
<td></td>
<td>97,145</td>
<td>187,385</td>
</tr>
<tr>
<td>Federal Transit Cluster - U.S. Department of Transportation:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Section 5307 Operating Assistance - 20 1</td>
<td>20.507</td>
<td>-</td>
<td>-</td>
<td>76,359</td>
</tr>
<tr>
<td>Federal Section 5307 Operating Assistance - 20 1</td>
<td>20.507</td>
<td>-</td>
<td>-</td>
<td>660,030</td>
</tr>
<tr>
<td>Federal EMA Grant - Passed thru to People's Express</td>
<td>20.507</td>
<td>-</td>
<td>10,146</td>
<td>10,146</td>
</tr>
<tr>
<td>Federal Section 5301 Preventive Maintenance - 20 1</td>
<td>20.507</td>
<td>-</td>
<td>157,417</td>
<td>157,417</td>
</tr>
<tr>
<td>Federal Section 5307 Program Income</td>
<td>20.507</td>
<td>-</td>
<td>-</td>
<td>161,770</td>
</tr>
<tr>
<td>Federal Section 5307 Local/Surface Transportation Program - 20 13</td>
<td>20.507</td>
<td>-</td>
<td>26,161</td>
<td>26,161</td>
</tr>
<tr>
<td><strong>Total CFDA 20,507</strong></td>
<td></td>
<td></td>
<td>10,146</td>
<td>1,392,124</td>
</tr>
<tr>
<td>Federal Section 5301 State of Good Repair</td>
<td>20.500</td>
<td>-</td>
<td>-</td>
<td>146,389</td>
</tr>
<tr>
<td><strong>Total Federal Transit Cluster</strong></td>
<td></td>
<td></td>
<td>10146</td>
<td>1,358,513</td>
</tr>
<tr>
<td>Medicaid Cluster - U.S. Department of Health and Human Services - Passed through the State of Michigan Department of Community Health:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Outreach Activities</td>
<td>93.718</td>
<td>2015-1764, 2016-1690</td>
<td>-</td>
<td>97,478</td>
</tr>
<tr>
<td>CSHCS Medicaid Outreach Activities</td>
<td>93.718</td>
<td>2015-1764, 2016-1690</td>
<td>-</td>
<td>23,170</td>
</tr>
<tr>
<td>CSHCS Outreach &amp; Advocacy</td>
<td>93.718</td>
<td>2015-1764, 2016-1690</td>
<td>-</td>
<td>40,020</td>
</tr>
<tr>
<td><strong>Total Medicaid Cluster</strong></td>
<td></td>
<td></td>
<td>-</td>
<td>160,668</td>
</tr>
<tr>
<td>TANF Cluster - U.S. Department of Health and Human Services - Passed through the Workforce Development Agency, Michigan Department of Talent and Economic Development:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TANF - PATH FY 2015</td>
<td>13.535</td>
<td>N/A</td>
<td>16,318</td>
<td>98,257</td>
</tr>
<tr>
<td>TANF - PATH FY 2016</td>
<td>13.535</td>
<td>N/A</td>
<td>44,495</td>
<td>44,495</td>
</tr>
<tr>
<td>TANF - PATH FY 15 Supportive Services</td>
<td>13.558</td>
<td>N/A</td>
<td>15,392</td>
<td>9,090</td>
</tr>
<tr>
<td><strong>Total TANF Cluster</strong></td>
<td></td>
<td></td>
<td>76,106</td>
<td>141,314</td>
</tr>
<tr>
<td>SNAP Cluster - U.S. Department of Agriculture - Passed through the Workforce Development Agency, Michigan Department of Talent and Economic Development -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY 14 SNAP Grants SNAP</td>
<td>10.561</td>
<td>N/A</td>
<td>-</td>
<td>2,892</td>
</tr>
</tbody>
</table>

See Notes to Schedule of Expenditures of Federal Awards
### Livingston County

**Schedule of Expenditures of Federal Awards (Continued)**

**Year Ended December 31, 2015**

<table>
<thead>
<tr>
<th>Federal Agency/Pass-through Agency/Program Title</th>
<th>CFDA Number</th>
<th>Pass-through Entry Identifying Number</th>
<th>Total Amount Provided to Subrecipients</th>
<th>Federal Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other federal awards:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Department of Labor - Passed through the Workforce Development Agency, Michigan Department of Tourism and Economic Development: Trade Adjustment Assistance FY13 (2002)</td>
<td>17245</td>
<td>N/A</td>
<td>1,950</td>
<td>-</td>
</tr>
<tr>
<td>Trade Adjustment Assistance FY13 (2002/2003)</td>
<td>17245</td>
<td>N/A</td>
<td>205,863</td>
<td></td>
</tr>
<tr>
<td>Trade Adjustment Assistance FY14 (2009/2010)</td>
<td>17245</td>
<td>N/A</td>
<td>30,343</td>
<td></td>
</tr>
<tr>
<td>Trade Adjustment Assistance FY15 (2009/2010)</td>
<td>17245</td>
<td>N/A</td>
<td>6,318</td>
<td>58,082</td>
</tr>
<tr>
<td>Trade Adjustment Assistance FY16 (2009/2011)</td>
<td>17245</td>
<td>N/A</td>
<td>46,496</td>
<td>46,496</td>
</tr>
<tr>
<td>Trade Adjustment Assistance FY17 (2015)</td>
<td>17245</td>
<td>N/A</td>
<td>8,392</td>
<td>35,919</td>
</tr>
<tr>
<td>Total CFDA 17.245</td>
<td></td>
<td></td>
<td>381,926</td>
<td></td>
</tr>
<tr>
<td>Disseminated Worker 2014 NR-EMRG-OV-OTH OLYMPIC</td>
<td>17277</td>
<td>N/A</td>
<td>32,524</td>
<td>-</td>
</tr>
<tr>
<td>Disseminated Worker 2014 NR-EMRG-OV-OTH OLYMPIC</td>
<td>17277</td>
<td>N/A</td>
<td>160,227</td>
<td>-</td>
</tr>
<tr>
<td>Total CFDA 17.277</td>
<td></td>
<td></td>
<td>192,751</td>
<td></td>
</tr>
<tr>
<td>Total U.S. Department of Labor</td>
<td></td>
<td></td>
<td>574,677</td>
<td></td>
</tr>
<tr>
<td>U.S. Department of Agriculture - Passed through State of Michigan Department of Health - Special Supplemental Nutrition Program for Women, Infants, and Children</td>
<td>10557</td>
<td>20151746: 20161493</td>
<td>346,941</td>
<td></td>
</tr>
<tr>
<td>U.S. Department of Health and Human Services -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passed through the State of Michigan Department of Community Health Biobehavioral Focus Area, EPI &amp; CRI, Ebola</td>
<td>93069</td>
<td>20151746: 20161693</td>
<td>195,568</td>
<td>-</td>
</tr>
<tr>
<td>TB Control</td>
<td>93116</td>
<td>20151746: 20161693</td>
<td>100</td>
<td>-</td>
</tr>
<tr>
<td>Maternal and Child Health Services</td>
<td>93394</td>
<td>20151746: 20161693</td>
<td>35,489</td>
<td>-</td>
</tr>
<tr>
<td>Immunization VAP</td>
<td>93368</td>
<td>20151746: 20161693</td>
<td>67,659</td>
<td>-</td>
</tr>
<tr>
<td>Immunization - Vaccine for Children</td>
<td>93368</td>
<td>20151746: 20161693</td>
<td>55,180</td>
<td>-</td>
</tr>
<tr>
<td>Total CFDA 93.268</td>
<td></td>
<td></td>
<td>124,994</td>
<td>-</td>
</tr>
<tr>
<td>Total Passed through the Michigan Department of Community Health</td>
<td></td>
<td></td>
<td>561,151</td>
<td>-</td>
</tr>
<tr>
<td>Passed through the State of Michigan Department of Human Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Support Enforcement - Cooperative Agreement</td>
<td>93563</td>
<td>CSFDC13-47001</td>
<td>79,128</td>
<td>-</td>
</tr>
<tr>
<td>Child Support Enforcement - Cooperative Agreement</td>
<td>93563</td>
<td>CSFDC13-47001</td>
<td>296,680</td>
<td>-</td>
</tr>
<tr>
<td>Child Support Enforcement - Family Support Cooperative Agreement</td>
<td>93563</td>
<td>CSFDC13-47002</td>
<td>158,143</td>
<td>-</td>
</tr>
<tr>
<td>Total Passed through the Michigan Department of Human Services</td>
<td></td>
<td></td>
<td>1,431,955</td>
<td>-</td>
</tr>
<tr>
<td>Passed through the State of Michigan Department of Agriculture and Rural Development Food and Drug Administration Research</td>
<td>93.103</td>
<td>79/04300136</td>
<td>5,000</td>
<td>-</td>
</tr>
<tr>
<td>Passed through the National Association County &amp; City Health Officials</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancer Control &amp; Prevention-Medical Reserve Corps</td>
<td>93283</td>
<td>MRC 16-2386</td>
<td>5,500</td>
<td>-</td>
</tr>
<tr>
<td>U.S. Department of Homeland Security - Passed through Michigan State Police: Emergency Management Performance Grant (EMPG)</td>
<td>97.042</td>
<td>N/A</td>
<td>27,282</td>
<td>-</td>
</tr>
<tr>
<td>Homeland Security Grant Program FY 13</td>
<td>97.067</td>
<td>N/A</td>
<td>51,427</td>
<td>-</td>
</tr>
<tr>
<td>Homeland Security Grant Program FY 14</td>
<td>97.067</td>
<td>N/A</td>
<td>51,427</td>
<td>-</td>
</tr>
<tr>
<td>Total CFDA 97.067</td>
<td></td>
<td></td>
<td>51,427</td>
<td>-</td>
</tr>
<tr>
<td>Total Passed through Michigan State Police</td>
<td></td>
<td></td>
<td>84,700</td>
<td>-</td>
</tr>
<tr>
<td>U.S. Department of Homeland Security - Passed through State of Michigan Department of Natural Resources - Federal Boating Safety Assistance - Marine Safety Grant</td>
<td>97.012</td>
<td>N/A</td>
<td>4,700</td>
<td>-</td>
</tr>
<tr>
<td>U.S. Department of Justice:</td>
<td></td>
<td></td>
<td>-</td>
<td>201,253</td>
</tr>
<tr>
<td>Federal Equitable Share Funds</td>
<td>16.922</td>
<td>-</td>
<td>106,886</td>
<td></td>
</tr>
<tr>
<td>Drug Court Discretionary Grant</td>
<td>16.956</td>
<td>-</td>
<td>11,691</td>
<td></td>
</tr>
<tr>
<td>State Criminal Alien Assistance Program</td>
<td>14.426</td>
<td>-</td>
<td>1,054</td>
<td></td>
</tr>
<tr>
<td>Supervised Visitation &amp; Safe Havens</td>
<td>16.827</td>
<td>-</td>
<td>81,620</td>
<td></td>
</tr>
<tr>
<td>Total U.S. Department of Justice</td>
<td></td>
<td></td>
<td>201,253</td>
<td>-</td>
</tr>
</tbody>
</table>

*See Notes to Schedule of Expenditures of Federal Awards*
### Schedule of Expenditures of Federal Awards (Continued)
#### Year Ended December 31, 2015

<table>
<thead>
<tr>
<th>Federal Agency/Pass-through Agency/Program Title</th>
<th>CFDA Number</th>
<th>Pass-through Entity Identifying Number</th>
<th>Total Amount Provided to Subrecipients</th>
<th>Federal Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Federal awards (Continued):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Department of Health &amp; Human Services:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substance Abuse &amp; Mental Health Services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>U.S. Environmental Protection Agency - Passed through the Michigan Department of Environmental Quality:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Drinking Water Revolving Fund - Standard</td>
<td>66.471</td>
<td>N/A</td>
<td></td>
<td>5,159</td>
</tr>
<tr>
<td>State Drinking Water Revolving Fund - Capacity</td>
<td>66.471</td>
<td>N/A</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>Total CFDA 66.471</td>
<td></td>
<td></td>
<td></td>
<td>5,459</td>
</tr>
<tr>
<td>State Drinking Water Revolving Fund - Capacity RTCR</td>
<td>66.468</td>
<td>N/A</td>
<td></td>
<td>6,320</td>
</tr>
<tr>
<td>Total U.S. Environmental Protection Agency</td>
<td></td>
<td></td>
<td></td>
<td>11,679</td>
</tr>
<tr>
<td>Total Federal awards</td>
<td></td>
<td></td>
<td></td>
<td>886,359</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,924,945</td>
</tr>
</tbody>
</table>

See Notes to Schedule of Expenditures of Federal Awards
Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal grant activity of Livingston County under programs of the federal government for the year ended December 31, 2015. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (the "Uniform Guidance"). Because the Schedule presents only a selected portion of the operations of Livingston County, it is not intended to and does not present the financial position, changes in net assets, or cash flows of Livingston County.

Note 2 - Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

The County has elected not to use the 10-percent de minimus indirect cost rate to recover indirect costs as allowed under the Uniform Guidance.
Section I - Summary of Auditor's Results

Financial Statements
Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses?  Yes  None reported

Noncompliance material to financial statements noted?  Yes  No

Federal Awards

Internal control over major programs:

- Material weakness(es) identified?  Yes  No
- Significant deficiency(ies) identified that are not considered to be material weaknesses?  Yes  None reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 2 CFR 200.516 (a)?  Yes  No

Identification of major program:

<table>
<thead>
<tr>
<th>CFDA Numbers</th>
<th>Name of Federal Program or Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.258, 17.259, 17.278</td>
<td>Workforce Investment Act Cluster</td>
</tr>
<tr>
<td>20.507, 20.500</td>
<td>Federal Transit Cluster</td>
</tr>
</tbody>
</table>

Dollar threshold used to distinguish between type A and type B programs: $750,000

Auditee qualified as low-risk auditee?  Yes  No
## Section II - Financial Statement Audit Findings

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-001</td>
<td>Finding Type - Significant Deficiency</td>
</tr>
</tbody>
</table>

**Criteria** - Management should record all year-end closing entries in accordance with generally accepted accounting principles (GAAP) prior to the start of the audit.

**Condition** - Journal entries were required during the audit related to the retiree healthcare obligation to ensure the financial statement presentation was in conformity with generally accepted accounting principles.

**Context** - The journal entries included adjustments to increase the retiree healthcare obligation by approximately $830,000.

**Cause** - The County's internal controls for reviewing and preparing year-end journal entries were the underlying cause that required these journal entries to be posted.

**Effect** - Auditor-proposed journal entries were recorded that could have been material.

**Recommendation** - The County should implement procedures to ensure that all appropriate journal entries for the areas listed above are made prior to the start of the audit.

**Views of Responsible Officials and Planned Corrective Actions** - The County concurs with the recommendation and will work toward putting a process in place to address the issue.

## Section III - Federal Program Audit Findings

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-002</td>
<td>CFDA Number, Federal Agency, and Program Name - 20.507, 20.500, Department of Transportation Federal Transit Cluster</td>
</tr>
</tbody>
</table>

**Federal Award Identification Number and Year** - MI-90-X702-00

**Pass-through Entity** - N/A

**Finding Type** - Significant Deficiency

**Repeat Finding** - No

**Criteria** - Per 49 CFR 5307(b)(1)(F), (F) "operating costs of equipment and facilities for use in public transportation" are allowable costs.
Section III - Federal Program Audit Findings (Continued)

Reference Number | Finding
--- | ---
2015-002 (Cont.) | **Condition** - It was noted that during the year, a charge to the grant for a maintenance expense was for a department that was not eligible for operating costs of equipment and facilities under the award.

**Questioned Costs** - $11,119

**Identification of How Questioned Costs Were Computed** - Questioned costs consist of the total error of the invoice tested plus any additional errors identified by the County during their review of all additional significant work orders.

**Context** - During our testing of 40 transactions charged against the grant, one transaction selected contained charges for a different department.

**Cause and Effect** - Work orders are charged to departments by the facilities department, and the invoice support for these work orders is not always reviewed by the grant personnel. Upon discovery of the error, all significant work orders were reviewed and any errors were corrected.

**Recommendation** - We recommend invoice support be viewed for all charges, including work orders, when approving expenses.

**Views of Responsible Officials and Planned Corrective Actions** - All maintenance work orders for 2015 have been reviewed to ensure costs are charged appropriately to the grant. New procedures have been implemented that require staff to review work orders and reconcile to the general ledger.

Reference Number | Finding
--- | ---
2015-003 | **CFDA Number, Federal Agency, and Program Name** - 17.258, 17.259, 17.278, Department of Labor WIA Cluster, 17.245 Department of Labor Trade Adjustment Assistance Grant, 17.207 Employment Service Cluster

**Federal Award Identification Number and Year** - AA253601455A26, AA253601455A26, ES274971555A26, and TA252941455A26

**Pass-through Entity** - Workforce Development Agency

**Finding Type** - Material Weakness

**Repeat Finding** - No

**Criteria** - Per 2 CFR 200 Subpart F requires organizations to properly reflect expenditures on the schedule of expenditures of federal awards (SEFA).
### Section III - Federal Program Audit Findings (Continued)

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-003 (Cont.)</td>
<td><strong>Condition</strong> - The original SEFA required adjustments related to expenditures that occurred at year end or formula/data entry errors, resulting in three revisions to correct the SEFA by approximately $15,000, $55,000, and $17,000. The required revisions to the SEFA did not impact major program determination.</td>
</tr>
<tr>
<td></td>
<td><strong>Questioned Costs</strong> - None</td>
</tr>
<tr>
<td></td>
<td><strong>Identification of How Questioned Costs Were Computed</strong> - N/A - No questioned costs were identified.</td>
</tr>
<tr>
<td></td>
<td><strong>Context</strong> - The adjustments made to the expenditures reported on the schedule of expenditures of federal awards did not impact major program determination.</td>
</tr>
<tr>
<td></td>
<td><strong>Cause and Effect</strong> - Internal controls over determining which expenditures should be reported on the SEFA did not operate effectively. This resulted in an understatement of expenditures in the initial SEFA.</td>
</tr>
<tr>
<td></td>
<td><strong>Recommendation</strong> - We recommend the general ledger be compared to other accounting support regularly.</td>
</tr>
<tr>
<td></td>
<td><strong>Views of Responsible Officials and Planned Corrective Actions</strong> - The quarterly expenditure reports to Hillsdale ISD have been corrected. This was a timing issue due to County fiscal year-end accruals and grant fiscal years. The County general ledger has been reconciled to the Hillsdale ISD expenditure reports. Livingston County MI Works will be merging with the Southeast Michigan Consortium on July 1, 2016. The County’s general ledger will be reconciled through June 30, 2016 prior to the MI Works transition to the consortium.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-004</td>
<td><strong>CFDA Number, Federal Agency, and Program Name</strong> - 17.258, 17.259, 17.278, Department of Labor WIA Cluster</td>
</tr>
<tr>
<td></td>
<td><strong>Federal Award Identification Number and Year</strong> - AA229421255A26, AA240991355A26, AA253601455A26, and AA267861555A26</td>
</tr>
<tr>
<td></td>
<td><strong>Pass-through Entity</strong> - Workforce Development Agency</td>
</tr>
<tr>
<td></td>
<td><strong>Finding Type</strong> - Material Weakness</td>
</tr>
<tr>
<td></td>
<td><strong>Repeat Finding</strong> - No</td>
</tr>
</tbody>
</table>
Section III - Federal Program Audit Findings (Continued)

Reference Number | Finding
-----------------|----------------------------------
2015-004 (Cont.) | Criteria - Per 2 CFR 200.303(a) - Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance of Standards for Internal Control in the Federal Government, issued by the Comptroller General of the United States, or the Internal Control Integrated Framework, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

Condition - It was noted that the controls and processes in place were not adequate to ensure the accuracy of the expenditures as well as required reports. The individual performing the allocation is the direct supervisor and is well aware of time spent on each award as he has been performing this task for several years and therefore the estimating process ensures that amounts charged to each award are close to accurate.

Questioned Costs - N/A

Identification of How Questioned Costs Were Computed - N/A

Context - During audit testing, there were many instances whereby workpapers did not agree or there were formula or hard entered errors on workpapers which were used to create reports for submission to the funding agency.

Cause and Effect - The County must maintain a process over tracking of expenditures in order to ensure they are accurately captured in the County's records and implement controls and processes to ensure the accuracy of the expenditures as well as required reports. It was noted that in several instances, the process to track expenditures off the general ledger was cumbersome and prone to errors. Additionally, the lack of reviews of reports generated to support reimbursements could lead to errors in reports. During our testing, we did not note any errors that would create noncompliance with laws and regulations.

Recommendation - The County should consider their processes and determine what would be the most effective and efficient method to meet the accounting requirements as well as the requirements laid out by the funding agency.
Section III - Federal Program Audit Findings (Continued)

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-004 (Cont.)</td>
<td>Views of Responsible Officials and Planned Corrective Actions - The quarterly expenditure reports to Hillsdale ISD have been corrected, as well as the Excel spreadsheets used to track expenses. Livingston County MI Works will be merging with the Southeast Michigan Consortium on July 1, 2016. The consortium will be utilizing different software to allocate time and expenses to the appropriate grants.</td>
</tr>
</tbody>
</table>

CFDA Number, Federal Agency, and Program Name - 17.258, 17.259, 17.278 Department of Labor WIA Cluster

Federal Award Identification Number and Year - AA229421255A26, AA240991355A26, AA253601455A26, and AA267861555A26

Pass-through Entity - Workforce Development Agency

Finding Type - Material Weakness and Material Noncompliance with Laws and Regulations

Repeat Finding - No

Criteria - A-87 Attachment B (8)(h)(4-5) and 2 CFR 200.430 (i) explain that appropriate records must be maintained and documented outlining the amount of time workers spent on each grant (i.e., timesheets, etc).

Condition - Employee time is allocated between grants based on the director's estimate of how much they worked on each grant during the period. Breakout of time spent on each grant is not supported by timesheets and employees are unaware of how much of their time is being charged to each grant.

Questioned Costs - Unknown

Identification of How Questioned Costs Were Computed - N/A - The questioned costs could not be calculated.

Context - Employee time allocation is the primary driver to allocate costs shared between all grants within this department.

Cause and Effect - As timesheets or other support are not maintained to break out employees' time between grants, the director estimates how much time each employee spent on each grant.
### Section III - Federal Program Audit Findings (Continued)

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-005 (Cont.)</td>
<td><strong>Recommendation</strong> - We recommend timesheets be maintained documenting how much time employees spent on each grant.</td>
</tr>
</tbody>
</table>

**Views of Responsible Officials and Planned Corrective Actions** - The Michigan Works Director believes he was allocating staff time appropriately due to having the cognizant agency, Workforce Development Agency's approval of allocations in prior years, as an approved alternate method according to OMB guidance. Livingston County MI Works will be merging with the Southeast Michigan Consortium on July 1, 2016. The consortium will be utilizing a timesheet-based system effective July 1, 2016 to allocate staff time.

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-006</td>
<td><strong>CFDA Number, Federal Agency, and Program Name</strong> - 17.278, Department of Labor WIA Cluster</td>
</tr>
</tbody>
</table>

**Federal Award Identification Number and Year** - AA253601455A26

**Pass-through Entity** - Workforce Development Agency

**Finding Type** - Significant Deficiency

**Repeat Finding** - No

**Criteria** - Per 29 USC 2801(9), to be eligible as a dislocated worker, an employee must be eligible for or have exhausted unemployment compensation and have been employed for a duration sufficient to demonstrate attachment to the workforce but that they are not eligible for unemployment due to insufficient earnings.

**Condition** - In one instance, it was noted that there was no documentation of pay rates and as a result, no support for the individual's eligibility to receive benefits under this grant.

**Questioned Costs** - $33

**Identification of How Questioned Costs Were Computed** - N/A

**Context** - During our testing of 25 participants, one employee did not have the appropriate documentation to support his eligibility under the dislocated worker program.

**Cause and Effect** - Due to lack of review of eligibility criteria, one client was admitted to the dislocated worker program without the appropriate support.
Section III - Federal Program Audit Findings (Continued)

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-006 (Cont.)</td>
<td><strong>Recommendation</strong> - We recommend a checklist be maintained listing the required support for eligibility and all forms of such support that can be accepted. <strong>Views of Responsible Officials and Planned Corrective Actions</strong> - The County provided additional training to staff. The County revised client filed documentation guidelines to ensure accurate supportive documents are contained in client files.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Number</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-007</td>
<td><strong>CFDA Number, Federal Agency, and Program Name</strong> - 17.258, 17.259, 17.278, Department of Labor WIA Cluster <strong>Federal Award Identification Number and Year</strong> - AA229421255A26, AA240991355A26, AA253601455A26, and AA267861555A26 <strong>Pass-through Entity</strong> - Workforce Development Agency <strong>Finding Type</strong> - Material Weakness and Material Noncompliance with Laws and Regulations <strong>Repeat Finding</strong> - No <strong>Criteria</strong> - Per 2 CFR section 200.331(a), there are certain data points that are required to be included in subrecipient contracts. Additionally, per 2 CFR 200.331(b), pass-through entities must &quot;evaluate each subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring&quot;. <strong>Condition</strong> - During review of a sample of subrecipient contracts, it was noted that a few of the required data points were not included. Additionally, there was not a policy in place during the year to perform a risk assessment on subrecipients. <strong>Questioned Costs</strong> - N/A <strong>Identification of How Questioned Costs Were Computed</strong> - N/A <strong>Context</strong> - During review of subrecipient monitoring for two subrecipients, it was noted that a few of the required data points were not included in the contract and risk assessments were not performed. There are four total subrecipients.</td>
</tr>
</tbody>
</table>
Section III - Federal Program Audit Findings (Continued)

<table>
<thead>
<tr>
<th>Reference Number (Cont.)</th>
<th>Finding</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-007</td>
<td>Cause and Effect - Internal controls in place did not ensure compliance with the requirements under 2 CFR 200.331(a) and 2 CFR 200.331(b).</td>
</tr>
</tbody>
</table>

**Recommendation** - We recommend that the County review the requirements under 2 CFR 200.331(a) and 2 CFR 200.331(b) and implement them.

**Views of Responsible Officials and Planned Corrective Actions** - As of October 1, 2015 all contracts with subrecipients have been transferred to the Southeast Michigan Consortium. The contract boiler plate language has been sent to the Consortium’s legal counsel to revise in accordance with the Uniform Grant Guidance requirements.
<table>
<thead>
<tr>
<th>Prior Year Finding Number</th>
<th>Fiscal Year in Which the Finding Initially Occurred</th>
<th>Federal Program, CFDA Number, and Name</th>
<th>Original Finding Description</th>
<th>Status/Partial Corrective Action (as applicable)</th>
<th>Planned Corrective Action (if finding not corrected)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2014-001</td>
<td>2014</td>
<td>N/A</td>
<td>Bank reconciliations were not performed timely.</td>
<td>Corrected</td>
<td>N/A</td>
</tr>
<tr>
<td>2014-002</td>
<td>2014</td>
<td>Federal Transit Cluster, CFDA# 20.507</td>
<td>Certain revenue amounts were not subtracted from operating expenses before requesting reimbursement and other postretirement benefits expenses were improperly included in the reimbursement request.</td>
<td>Corrected</td>
<td>N/A</td>
</tr>
<tr>
<td>2014-003</td>
<td>2014</td>
<td>Child Support Enforcement Cluster (Family Support), CFDA #93.563</td>
<td>Cases referred to the family support department were not addressed within the 90-day timeframe.</td>
<td>Corrected</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Livingston County Health Department
Annual Report 2016

To protect, preserve, and promote the health and safety of the people of Livingston County.

Personal/Preventive Health
- 388 Communicable disease cases
- 19 Tests for HIV/AIDS
- 402 Sexually transmitted disease cases
- 447 Tuberculin skin tests
- 501 Families enrolled in Children’s Special Health Care Services
- 7,452 Hearing and 9,831 vision screenings
- 919 Individuals immunized
- 1,829 WIC clients served

Health Promotion
- 26 Press releases sent to local media
- 8 Community events attended as an exhibitor
- 26 health promotion/education presentations to classrooms and community groups
- 2 professional conference presentations
- 70 New Facebook page ‘likes’
- 12 Employee newsletters
- 4 Employee wellness activities
- 1 Employee wellness room created
- 7 quality improvement projects initiated
- Applied for national accreditation status

Emergency Preparedness
- Medical Reserve Corps gave 1,360 volunteer hours worth approximately $44,000
- Responded to the Flint Water Crisis via lead clinics and the volunteer reception center
- Held 9 training workshops
- Conducted 1 full-scale exercise
- Facilitated 8 tabletop exercises
- Added 2 new closed point of dispensing sites

AT A GLANCE

Environmental Health
- 1,135 Food service inspections
- 63 Food service complaints investigated
- 565 Well permits issued
- 488 Septic system permits issued
- 57 Public swimming pools regulated
- 14 Public beaches regulated
- 47 General complaints investigated
- 380 Non-community public water supplies regulated
- 9 Public campgrounds inspected

Photo credit: Pam Ries
New Chronic Disease Prevention Programs

Livingston County Health Department expanded their health promotion programming in 2016 with the addition of two new programs: Building Healthy Communities and Prescription for Health. Both of these programs focus on preventing and/or effectively managing chronic disease(s).

Building Healthy Communities is financed through a Michigan Department of Health and Human Services grant to Washtenaw County. LCHD is working with Washtenaw County to promote healthy eating habits in Livingston County, including promoting healthy food service guidelines and promoting healthy food choices through product placement and promotion.

Prescription for Health is a fruit and vegetable prescription program funded by St. Joseph Mercy Health System. The program involves clinicians prescribing patients who are food insecure with (or at risk for) a chronic disease prescriptions for tokens to redeem fresh fruits and vegetables at Howell and Brighton Farmers Markets and Gleaners Community Food Bank. Community Health Workers (CHWs) will provide participants with information that is tailored to preventing or managing their chronic disease.

“Chronic diseases were identified as one of the top ten issues of concern in Livingston County. By addressing chronic diseases via prevention programs provided by LCHD, we are not only decreasing the burden of healthcare costs for our residents, but improving quality of life.”

~Emily Hamilton, LCHD

Both programs educate residents of Livingston County on the importance of healthy lifestyle choices to maintain good health. The implementation of these two programs will certainly lead to a healthier Livingston County!
Zika virus has been around for many years, but in May 2015 the CDC began responding to increased reports of Zika in Brazil, and the first travel notice was posted shortly thereafter. In February 2016, because of clusters of microcephaly and other neurological disorders, an international public health emergency was declared.

Many people won’t have symptoms or will only have mild symptoms, such as fever, rash, joint pain or conjunctivitis (red eyes). Zika virus infection during pregnancy can cause microcephaly and other severe brain defects for the fetus. Zika virus infection can be passed to his or her sex partners, and Zika virus may be spread through blood transfusions.

Local health departments coordinated testing with health care providers, using state and federal guidance. All testing needed to be approved by the local health department before submission to the Michigan Department of Health and Human Services (MDHHS) lab. Since February 2016, 42 Livingston County residents who traveled to Zika-infected areas have been tested through MDHHS for Zika virus. Thirty-five were female (29 of them were pregnant) and seven were male. Four tested positive – two females who were not pregnant and two males.

Livingston County Health Department (LCHD) provided education and outreach to residents on avoiding mosquito bites. Since the mosquitoes have not been identified in our state, LCHD Public Health Nurses counseled women who were pregnant not to travel to areas with Zika, but if they had to travel to use precautions to prevent mosquito bites. We included these messages on our Facebook page, placed informational posters in our clinic area, and we sent information to the medical community about the criteria for testing.

Radon gas is a naturally occurring air quality issue caused by the decomposition of radioactive materials in the earth. Elevated radon is routinely found in homes in Livingston County and is one of our biggest air quality concerns. According to the U.S. Surgeon General, radon is the second leading cause of lung cancer in the U.S. and results in approximately 20,000 lung cancer deaths each year. As such, LCHD is continually engaged in public outreach opportunities directed toward testing, remediation, and radon resistant new construction.

January is recognized as “Radon Action Awareness” month by EPA, MDEQ, and LCHD. This year, LCHD organized a “Radon Summit” on January 19 and invited local realtors, builders, township officials, and the general public. This event was well attended with over 40 people representing our various target groups. The presenters included air quality professionals from MDEQ, a local home builder, a home inspector, and LCHD. The topics presented included a background on radon science and health concerns, Livingston County radon program and results, testing for radon, remediating existing homes, and building new homes radon resistant.
Greetings from Our Health Officer

I am pleased to present to the Livingston County community and to the Board of Commissioners our 2016 Annual Report. The Livingston County Health Department is committed to providing quality services to all residents of the County and to achieving the department’s mission. As you will see in the report, we pursue our mission in many different ways throughout the year. In addition to changing our name back to the Livingston County Health Department, some very noteworthy accomplishments in 2016 also include:

- Our first ever strategic plan was developed with input from all staff and will serve as a guide over the next five years.
- Construction began on the Livingston County Dental Center through collaborative efforts with St. Joseph Mercy Livingston Hospital and My Community Dental Centers. The center will provide dental service to those on Medicaid and to the underserved.
- We submitted our application for national accreditation to the Public Health Accreditation Board (PHAB) and once achieved, will drive accountability and improve program service delivery among many other benefits.
- We began communicating key public health messages in a series of popular editions called Livingston County’s Road to Community Health which informs and empowers residents on key health issues in our community.

All of these noteworthy activities listed throughout this report could not have been done without the commitment, dedication and passion of our public health workforce. I am very proud of our accomplishments and wish to extend my gratitude to all those who helped make these achievements a reality.

Sincerely,
Dianne McCormick, Director/Health Officer

Public Health Emergency Preparedness & Response

In early 2016 the LCHD Emergency Preparedness program and Livingston County Medical Reserve Corps responded to the Flint Water Crisis, providing support and running multiple lead testing clinics for the children affected by the crisis.

In 2016, the LCHD Emergency Preparedness program also conducted several emergency response exercises throughout the county, such as the Full Scale Mass Dispensing exercise conducted at Fowlerville High School. It is the mission of the LCHD Emergency Preparedness program to continue to educate and help Livingston County’s residents prepare for all potential public health emergencies.
### MONTHLY DATA DASHBOARD

<table>
<thead>
<tr>
<th>Wildly Important Goal (WIG)</th>
<th>Performance Measure (Key Performance Indicator)</th>
<th>Target</th>
<th>Jan-16</th>
<th>Feb-16</th>
<th>Mar-16</th>
<th>Apr-16</th>
<th>May-16</th>
<th>Jun-16</th>
<th>Jul-16</th>
<th>Aug-16</th>
<th>Sep-16</th>
<th>Oct-16</th>
<th>Nov-16</th>
<th>Dec-16</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP: Implement efforts to achieve financial sustainability by July 1, 2020 (Strategic Plan - Financial Goal).</td>
<td># of hours coded to Medicaid Outreach.</td>
<td>317.1 (3805.2 annually)</td>
<td>316.5</td>
<td>271.0</td>
<td>409.0</td>
<td>319.5</td>
<td>283.0</td>
<td>258.8</td>
<td>303.1</td>
<td>311.6</td>
<td>451.9</td>
<td>295.0</td>
<td></td>
<td>3293.4</td>
<td></td>
</tr>
<tr>
<td>WIC: Reduce the number of WIC Management Evaluation indicators not met from 6 to 3 by July 1, 2018.</td>
<td>% of clients scheduled for evaluation appointment</td>
<td>100%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>79.0%</td>
<td>100.0%</td>
<td>93.0%</td>
<td>100.0%</td>
<td>93.0%</td>
<td>93.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>79.3%</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>% of Medical Justification forms completed correctly</td>
<td>100%</td>
<td>100.0%</td>
<td>0.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>92.0%</td>
<td>100.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>74.3%</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Mean # of days to complete Hep C cases in MDSS</td>
<td>40 days</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>18</td>
<td>6</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>% of high-risk individuals contacted about their infection</td>
<td>75%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>50.0%</td>
<td>50.0%</td>
<td>50.0%</td>
<td>50.0%</td>
<td></td>
</tr>
<tr>
<td></td>
<td># of provider education activities</td>
<td>8</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td>Average % contacts per month for transition ages 14-20.</td>
<td>50%</td>
<td>0.9%</td>
<td>100.0%</td>
<td>55.0%</td>
<td>100.0%</td>
<td>50.0%</td>
<td>40.0%</td>
<td>100.0%</td>
<td>65.0%</td>
<td>29.0%</td>
<td>0.0%</td>
<td>100.0%</td>
<td>100.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td>STI: Decrease total Chlamydia cases from 167 cases per 100,000 to 142 cases per 100,000 for Livingston County by July 1, 2018.</td>
<td>% of clients who receive EPT</td>
<td>15%</td>
<td>15.0%</td>
<td>28.0%</td>
<td>19.0%</td>
<td>17.0%</td>
<td>3.0%</td>
<td>14.0%</td>
<td>0.0%</td>
<td>21.0%</td>
<td>21.0%</td>
<td>32.0%</td>
<td>11.0%</td>
<td>16.5%</td>
<td></td>
</tr>
<tr>
<td></td>
<td># of condoms distributed</td>
<td>300</td>
<td>120</td>
<td>60</td>
<td>60</td>
<td>60</td>
<td>75</td>
<td>150</td>
<td>50</td>
<td>80</td>
<td>150</td>
<td>60</td>
<td>200</td>
<td>1065</td>
<td></td>
</tr>
<tr>
<td></td>
<td>% of cases with partner services addressed</td>
<td>75%</td>
<td>61.0%</td>
<td>57.0%</td>
<td>55.0%</td>
<td>43.0%</td>
<td>41.0%</td>
<td>57.0%</td>
<td>21.0%</td>
<td>51.0%</td>
<td>50.0%</td>
<td>54.0%</td>
<td>40.0%</td>
<td>48.2%</td>
<td></td>
</tr>
</tbody>
</table>
### 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.

<table>
<thead>
<tr>
<th># of reminder/recall notices</th>
<th>1 per age group per quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 1 1 0 0 1 0 0 0 1 2 0 8</td>
</tr>
</tbody>
</table>

(8 notices total per year)

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.

<table>
<thead>
<tr>
<th># of AFIX visits to providers</th>
<th>2 per provider per year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 2 1 1 4 1 3 2 2 3 3 1 23</td>
</tr>
</tbody>
</table>

(11 providers as of November 2016)

### HEARING

Increase the number of grade-eligible hearing screens from 5,289 to 5,400 by June 30, 2018.

<table>
<thead>
<tr>
<th># 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>32 0 0 0 0 0 0 0 0 0 14 10 3 4 31</td>
</tr>
</tbody>
</table>

### VISION

Increase the number of grade-eligible vision screens from 8,549 to 8,700 by June 30, 2018.

<table>
<thead>
<tr>
<th># 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</th>
</tr>
</thead>
<tbody>
<tr>
<td>49 0 0 0 0 0 0 0 0 0 13 22 3 10 48</td>
</tr>
</tbody>
</table>

### EP

Increase the number of emergency preparedness partnerships formed by LCDPH from 0 to 3 by July 1, 2018.

<table>
<thead>
<tr>
<th># of new emergency preparedness partnerships formed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 0 0 0 0 0 0 0 0 0 1</td>
</tr>
</tbody>
</table>

Increase the number of emergency preparedness partnerships exercised by LCDPH from 0 to 3 by July 1, 2018.

<table>
<thead>
<tr>
<th># of planning meetings conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 0 0 0 0 0 0 0 0 0 1</td>
</tr>
</tbody>
</table>

### Monthly Data
<table>
<thead>
<tr>
<th>MRC: Increase the types of public health volunteers represented on the MRC from 3 categories to 6 categories by July 1, 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td># of presentations given to mental health partners, businesses, and organizations</td>
</tr>
<tr>
<td># press releases sent to local media regarding MRC recruitment</td>
</tr>
<tr>
<td># of MRC team surveys conducted to gain feedback on improvements, additional training, and partner resources that could benefit the team</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HP: Increase the number of Prescription for Health participants from 0 to 125 by July 1, 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td># of “touches” with referral sites</td>
</tr>
<tr>
<td># of participants who attend group enrollment sessions</td>
</tr>
<tr>
<td># of participants using benefits</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance: Maintain expended amount of all supply line items at or below 90% of the budgeted amount by July 1, 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td>% expended of supply line items versus budgeted amounts</td>
</tr>
<tr>
<td>$ per month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CH&amp;S: Increase the total number of annual outreach actions from 16 to 25 by July 1, 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td># of outreach actions (facebook posts, press releases, presentations, events)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>% of unsafe water samples</td>
</tr>
<tr>
<td>% of missing water samples</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>WASTE: Reduce the number of failed septic systems noted in 2015 of 76 by 5% by July 1, 2018.</th>
</tr>
</thead>
<tbody>
<tr>
<td># of repair soil evaluations conducted</td>
</tr>
</tbody>
</table>
### Monthly Data

<table>
<thead>
<tr>
<th>Year</th>
<th># of sewage complaints received</th>
<th># of facilities with repeat violations</th>
<th>% of facilities with at least 1 priority violation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>16</td>
<td>5</td>
<td>25%</td>
</tr>
</tbody>
</table>

**FOOD:** Decrease the number of enforcement hearings annually from 6 (2016) to 3 by December 31, 2017.
Health Department

Mission: Livingston County Health Department will protect, preserve, and promote the health and safety of the people of Livingston County.

Vision: Livingston County will be a safe and healthy community where all people realize their fullest health potential and live enriched and productive lives.

DIVISIONS

The Emergency Preparedness program’s purpose is to help protect the public in the event of a public health emergency. The program was implemented to help mitigate, respond quickly and effectively recover from public health emergencies.

Cities Readiness Initiative
Public Health Preparedness
Public Health Volunteer Response Team

Environmental Health Services are responsible for improving and protecting the public health, welfare, and environment through inspection programs, educational outreach, and as a last resort, enforcement powers conveyed through the State of Michigan Public Health Code and the Livingston County Sanitary Code. Our programs and services include inspections for:

- Public Swimming Pools
- Public Bathing Beaches
- Public Campgrounds
- Body Art Facilities
- Child and Adult Care Facilities
- Food Protection
- Housing and Indoor Air
- Septic Systems
- Water Wells

Personal and Preventive Health Services are designed to protect and improve the health status of the
community; prevent and/or control the disease, disability and death associated with communicable disease; and to promote health lifestyle factors. Our program and services include:

<table>
<thead>
<tr>
<th>Children’s Special Health Care Services</th>
<th>Health Insurance Enrollment Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicable Disease Control</td>
<td>Nurses Welcome Newborns</td>
</tr>
<tr>
<td>Healthy Habits</td>
<td>Personal Health Fact Sheets</td>
</tr>
<tr>
<td>Hearing and Vision Screening</td>
<td>Women, Infants, &amp; Children</td>
</tr>
<tr>
<td>Immunizations, Influenza, and TB Testing</td>
<td></td>
</tr>
</tbody>
</table>

**General Information**

[2015 LCDPH Fee Schedule](https://www.livgov.com/health/Pages/default.aspx)
We are committed to protect, preserve & promote the health & safety of the people of Livingston County.

It is our vision that Livingston County will be a safe & healthy community where all people realize their fullest health potential & live enriched & productive lives.

Personal & Preventive Health Services are designed to protect & improve the health status of the community, prevent &/or control disease, disability & death associated with communicable diseases, & to promote healthy lifestyles.

Environmental Health Services are responsible for improving & protecting the public health, welfare, & environment through inspection programs, educational outreach, & as a last resort, enforcement powers conveyed through the State of Michigan Public Health Code & the Livingston County Sanitary Code.

Emergency Preparedness programs focus on protecting the public in the event of a public health emergency. The program was implemented to help mitigate, respond quickly, & effectively recover from public health emergencies.

Livingston County Health Department
2300 East Grand River Ave., Suite 102
Howell, MI 48843-7578

Personal & Preventive Health Services
Phone: (517) 546-9850
Fax: (517) 546-6995

Environmental Health Services
Phone: (517) 546-9858
Fax: (517) 546-9853

Hours
Monday – Friday
8:00am–5:00pm

www.LCHD.org

This institution is an equal opportunity provider.
Revised July 2014
**PERSONAL & PREVENTIVE HEALTH SERVICES**

**Children’s Special Health Care Services**
- A State of Michigan program designed to provide early identification & advocacy for children with eligible medical conditions & assistance with medical costs.

**Communicable Disease Control**
- A Public Health Nurse is available by phone to answer questions regarding communicable diseases & sexually transmitted infections. To report serious communicable disease outbreaks, call (517) 546-9850, available 24 hours daily.

**Hearing & Vision Screening**
- This program offers hearing & vision screenings, free of charge, for children from 3 to 21 years old. Screenings are conducted in public, private, & charter schools, as well as, by appointment.

**HIV Testing**
- Free confidential or anonymous HIV testing is available by appointment.

**Immunizations**
- Immunizations are available on a walk-in basis on Wednesdays from 8:30am-4:30pm, with extended hours until 7:00pm on the 2nd & 4th Wednesdays of the month. LCDPH offers all childhood immunizations, & many immunizations for adults. There may be a charge for immunization services.

**MICHild, Healthy Kids, & MOMS**
- LCDPH assists children & pregnant women who are income eligible in obtaining health insurance, & can assist with referrals to LCDPH programs & medical providers.

**Nurses Welcome Newborns**
- A home visit from a Public Health Nurse is offered to all parents of newborns to provide educational information about infant nutrition, growth & development, safety, community resources, & referrals.

**TB Testing**
- TB skin tests are offered Wednesdays from 8:30-4:30pm on a walk-in basis with a testing service fee.

**Women, Infants, & Children (WIC)**
- This nutrition education and supplemental food program provides benefits for nutritious foods to pregnant women, women up to 6 month post partum, breastfeeding women up to 1 year, infants, & children up to 5 years of age who are income eligible & have a nutrition related health risk. Call the WIC office at (517) 546-5459.

**Healthy Michigan Plan**
- The Healthy Michigan Plan provides health care coverage to low income Michigan residents ages 19-64. Assistance with applying for the program is available.

**ENVIRONMENTAL HEALTH SERVICES**

**Air Quality**
- LCDPH provides information & consultations on various sources of air pollutants, such as: radon, mold, lead, asbestos, mercury, carbon dioxide, environmental tobacco smoke, & volatile organic compounds.

**Community Health & Safety**
- LCDPH provides environmental health inspections for: public swimming pools & bathing beaches, child & foster care facilities, & public campgrounds.
- LCDPH is an emergency resource to local EMS in potential contamination events that could impact the public’s health.

**Food Protection**
- LCDPH inspects food service establishments to ensure proper food handling & reviews standard operations to eliminate potential foodborne illnesses.
- LCDPH trains & certifies food service employees & managers.
- Local restaurant inspections can be found on our website.

**Waste Management**
- LCDPH evaluates conditions for suitability of onsite sewage disposal, system construction, & complaints of improper operation & maintenance of onsite sewage disposal facilities.
- LCDPH acts as the local permitting agency for all residential & small commercial onsite sewage treatment systems.

**Water Quality**
- LCDPH acts as the local permitting agency for all residential & small public water supply systems & maintains active involvement in mapping & monitoring sites of environmental concern within the county.
January 21, 2014

Carol Griffith  
Chairperson  
Livingston County Commissioners  
304 E. Grand River, Suite 201  
Howell, MI 48843

Dear Ms. Griffith:

We have received your communication requesting the approval of Diane McCormick, MSA, as the Health Officer for the Livingston County Health Department. That appointment is approved.

We congratulate you and the Board of Commissioners on the selection of such a superbly qualified individual. Ms. McCormick has extensive public health experience and will provide exceptional leadership to the Livingston County Health Department.

I look forward to continuing the positive working relationship between Livingston County and the Michigan Department of Community Health. If you need assistance or if any of the above changes, please contact Mark Miller, Director, Local Health Services, at (517) 335-8928.

Sincerely,

Melanie Brim, MHA  
Senior Deputy Director  
Public Health Administration

cc: Ted Westmeier  
Diane McCormick
November 29, 2005

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

Dear Mr. Westmeier:

Thank you for the notification of your selection of Donald W. Lawrenchuk, M.D., M.P.H. as your new medical director.

Our review of his credentials, state licensure, and his tenure in Michigan's public health system all support our approval of his appointment as a fully qualified Medical Director for Livingston County Health Department in accordance with Administrative Rule R 325.13002.

To complete our Local Health Services files we would appreciate your forwarding a copy of the official local governing entity resolution approving Dr. Lawrenchuk’s selection as well as a copy of any applicable contract or service agreement executed as a requirement of Dr. Lawrenchuk’s employment as Medical Director for the county.

We look forward to working with your entire administrative team as we strive for a healthier Michigan.

Sincerely,

Jean Chabut
Deputy Director for Public Health

JC/ke
RESOLUTION AUTHORIZING LIVINGSTON COUNTY DEPARTMENT OF PUBLIC HEALTH TO ENTER INTO AN AGREEMENT WITH WASHTENAW COUNTY PUBLIC HEALTH TO PROVIDE INTERIM MEDICAL DIRECTOR COVERAGE—DEPARTMENT OF PUBLIC HEALTH / HEALTH & HUMAN SERVICES COMMITTEE / PERSONNEL COMMITTEE / FINANCE COMMITTEE

WHEREAS, Washtenaw County is requesting the Livingston County Department of Public Health provide temporary interim medical direction to the Washtenaw County Public Health due to the recent resignation of their current medical director effective January 29, 2016; and

WHEREAS, Washtenaw County Public Health is requesting a minimum of 16 hours of medical director coverage on an interim basis while they actively seek to fill this position on a permanent basis; and

WHEREAS, expanding the responsibilities of the current Medical Director to include both Livingston and Washtenaw Counties warrants an increase in hours and rate of compensation; and

WHEREAS, the Medical Director position in Livingston County is currently a permanent part time position at 16 hours per week and will be increased to 32 hours per week on a temporary basis; and

WHEREAS, Livingston County Medical Director, Donald Lawrenchuk, is agreeable to provide interim medical direction for Washtenaw County on a temporary basis as Washtenaw County actively seek to fill medical director position on a permanent basis; and

WHEREAS, Washtenaw County is entering into an agreement to fully reimburse Livingston County all costs including salary, fringes and is cost neutral to the budget; and

WHEREAS, this Resolution has been recommended for adoption by the Health & Human Services, and Finance Committees.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering in to an agreement to provide a minimum of 16 hours of interim medical direction coverage for a combined total of 32 hours of coverage between Livingston and Washtenaw Counties contingent upon an acceptable agreement which demonstrates Livingston County being fully compensated for these services effective at the close of business beginning January 29, 2016.

BE IT FURTHER RESOLVED that, at which time the contract with Washtenaw County to provide Medical Direction is terminated, the hours per week and rate of compensation for Livingston County medical direction will revert back to the minimum of 16 hours in accordance with R 325.13004a of Michigan Public Health Code.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes any future budget amendments necessary to effectuate this agreement.
BE IT STILL FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign the above referenced contract upon review and approval by Civil Counsel.

MOVED: Commissioner Childs
SECONDED: Commissioner Van Houten
CARRIED: 9-0-0 Roll call vote: Ayes: Childs, Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith, Dolan. 9 yes; 0 no; 0 absent.
RESOLUTION LIVINGSTON COUNTY

RESOLUTION TO TERMINATE THE CONTRACT WITH WASHTENAW COUNTY TO PROVIDE MEDICAL DIRECTION TO THE WASHTENAW COUNTY HEALTH DEPARTMENT – PUBLIC HEALTH/GENERAL GOVERNMENT/FINANCE/BOARD

WHEREAS, on January 29th, 2016, pursuant to Resolution No. 2016-01-008, Livingston County entered into a Medical Director Services Agreement with Washtenaw County, by which the Medical Director for the Livingston County Department of Public Health (LCDPH) would also serve as Medical Director for the Washtenaw County Health Department, and provide medical director and consultation services to the Washtenaw County Health Department; and

WHEREAS, Section XI of the Medical Director Services Agreement allows for termination of the Agreement at any time by either party, with or without cause, upon sixty (60) days prior written notice to the other party; or any subsequent superseding agreement entered into by these parties; and

WHEREAS, on August 5, 2016, the Washtenaw County Health Department notified the LCDPH Medical Director, Donald W. Lawrenchuk, M.D., that his services were no longer needed as they had found a permanent medical director.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners authorizes the termination of the January 29th, 2016 Medical Director Services Agreement with Washtenaw County.

BE IT FURTHER RESOLVED, that the Chairperson of the Livingston County Board of Commissioners is authorized to sign and submit attached amendment to the January 29th, 2016 Medical Director Services Agreement with Washtenaw County, approving the termination of this agreement.

MOVED: Commissioner Childs
SECONDED: Commissioner Williams
CARRIED: 9-0-0

Roll call vote: Yes: Childs, Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith, Dolan; No: None; Absent: None
Donald W. Lawrenchuk

License
Physician

Board of Medicine
Michigan Department of Licensing and Regulatory Affairs
State of Michigan
M129277
Memorandum

To: Livingston County Board of Commissioners
From: Dianne McCormick
Date: March 13, 2017
Re: 2017 Plan of Organization

The Michigan Local Public Health Accreditation Program identifies and promotes the implementation of public health standards for local public health departments and evaluates and accredits departments based upon their ability to meet these standards.

The program is a collaborative effort between the Michigan Public Health Institute; the Michigan Departments of Agriculture and Rural Development, Environmental Quality, and Health and Human Services; the Michigan Association for Local Public Health; and Michigan's local public health departments. The Michigan Department of Health and Human Services provides oversight and funding for the program.

The Livingston County Health Department (LCHD) is preparing for its sixth cycle of this accreditation program. The site visit will take place the week of June 5, 2017. LCHD is required to submit a Plan of Organization whenever changes to the Department occur but at a minimum once every three years prior to the Michigan Local Public Health Accreditation Program review. The Plan of Organization includes details about:

- Legal responsibilities and authority
- Local health department organization
- Mission, vision, and values
- Local planning and collaboration initiatives
- Service delivery
- Reporting and evaluation
- Health Officer and Medical Director

If you have any questions regarding this matter please contact me.
RESOLUTION TO REORGANIZE CLERICAL POSITIONS IN THE HEALTH DEPARTMENT - ENVIRONMENTAL HEALTH DIVISION - General Government & Health and Human Services/Finance/Full Board

WHEREAS, the Senior Environmental Health (EH) Clerk has requested the desire to phase her retirement by reducing her working hours from 40 hours (full time) to 24 hours (part time) starting July 10, 2017; and

WHEREAS, the Senior EH Clerk has indicated her retirement date would occur in May of 2019; and

WHEREAS, EH has experienced growth in permit activity over the last three years and is in need of additional clerical support; and

WHEREAS, the phased retirement presents an opportunity for succession planning for this critical lead clerical role in EH; and

WHEREAS, the hiring of an Administrative Aide (Grade 3) to train and provide backfill during the phased retirement would be beneficial and essential to EH operations during this period; and

WHEREAS, LCHD budgeted $15,000 for a temporary part time position that was not hired; and

WHEREAS, the reduction of hours & benefits from the Senior EH Clerk combined with the budgeted amount for the temporary part time position will cover the cost of the Administrative Aide position.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes LCHD to reduce the hours of the Senior EH Clerk from 40 hours to 24 hours and creates a full time Administrative Aide position (Grade 3).

Current:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Description</th>
<th>Stat</th>
<th># Emps Gr...</th>
<th>CY FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>60100127</td>
<td>SR ENVN HEALTH CLERK</td>
<td>A</td>
<td>1   NU</td>
<td>1.000</td>
</tr>
</tbody>
</table>

Proposed:

<table>
<thead>
<tr>
<th>Position #</th>
<th>Description</th>
<th>Stat</th>
<th># Emps Gr...</th>
<th>CY FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>60100127</td>
<td>SR ENVN HEALTH CLERK</td>
<td>A</td>
<td>1   NU</td>
<td>.000</td>
</tr>
<tr>
<td>5000146</td>
<td>ADMINISTRATIVE AIDE</td>
<td>P</td>
<td>0   NU</td>
<td>1.000</td>
</tr>
</tbody>
</table>
BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above.

MOVED:
SECONDED:
CARRIED:
**Supporting Info for EH Clerical Resolution**

### 2017 Proposed Change Cost Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Proposed Cost (6 mo full, 6 mo part)</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Senior EH Clerk (current)</td>
<td>$71,175.53</td>
<td>$7,087.38</td>
</tr>
<tr>
<td>Proposed 2017 Cost (6 mo full, 6 mo part)</td>
<td>$54,088.15</td>
<td></td>
</tr>
<tr>
<td>Temp Part Time Budgeted</td>
<td>$15,000.00</td>
<td></td>
</tr>
<tr>
<td>Total budgeted + savings</td>
<td>$32,087.38</td>
<td></td>
</tr>
<tr>
<td>Proposed 2017 Admin Aide (7 mo)</td>
<td>$28,671.57</td>
<td>$3,415.81</td>
</tr>
</tbody>
</table>

Note: EH activity levels have shown a gradual steady increase over the last few years.

### Environmental Health Activity Levels

<table>
<thead>
<tr>
<th>Year</th>
<th>Permits</th>
<th>% increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>2400</td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>2816</td>
<td>17,333,333</td>
</tr>
<tr>
<td>2014</td>
<td>2962</td>
<td>5,184,659</td>
</tr>
<tr>
<td>2015</td>
<td>3162</td>
<td>6,752,194</td>
</tr>
<tr>
<td>2016</td>
<td>3367</td>
<td>6,483,284</td>
</tr>
</tbody>
</table>

This table shows the cost breakdown for the proposed changes in 2017. The changes result in a budgeted savings of $3,415.

### 2018 Proposed Change Cost Breakdown

<table>
<thead>
<tr>
<th>Description</th>
<th>Year</th>
<th>EH Permit Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time Senior EH Clerk</td>
<td>2014</td>
<td>$668,475.52</td>
</tr>
<tr>
<td>Part Time Senior EH Clerk</td>
<td>2015</td>
<td>$869,611.41</td>
</tr>
<tr>
<td>Full Time Administrative Aide</td>
<td>2016</td>
<td>$944,737.97</td>
</tr>
<tr>
<td>Difference</td>
<td>2017</td>
<td>$1,006,145.94</td>
</tr>
<tr>
<td>Difference</td>
<td>2018</td>
<td>$1,071,545.42</td>
</tr>
</tbody>
</table>

Note: Anticipated increase in permit revenue based on volume will make up the difference in the 2018 budget.

### EH Clerical Budgeted FTEs

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Ramsey</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>Pat Moore</td>
<td>0</td>
<td>0</td>
<td>0.6</td>
<td>0.4</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>Carol Murray</td>
<td>0.5</td>
<td>0.5</td>
<td>0.6</td>
<td>0.4</td>
<td>0.4</td>
<td>0.4</td>
</tr>
<tr>
<td>Katie Kennedy</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
</tr>
<tr>
<td>Proposed Administrative Aide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>2.1</td>
<td>2.7</td>
<td>2.8</td>
<td>2.6</td>
<td>2.8</td>
<td>3.2</td>
</tr>
</tbody>
</table>

This table is used as an internal budgeting tool for the allocation of clerical resources for Environmental Health. Note that FTEs increased following the 2013 year increase but have been relatively flat since.

### Health Department Clerical Budgeted FTEs

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gail Ramsey</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>Pat Moore</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Carol Murray</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
<td>0.7</td>
</tr>
<tr>
<td>Katie Kennedy</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>Cheri Jollet</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Thearea Trochio</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Janet Slavin</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Maryann Pedigo</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Lucy Sikora</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Proposed Administrative Aide</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>8.9</td>
<td>8.9</td>
<td>8.9</td>
<td>8.9</td>
<td>8.9</td>
<td>9.5</td>
</tr>
</tbody>
</table>

This table shows all of the budgeted clerical FTEs for the Health Department. This resolution is requesting a department increase of 0.6 FTE.
Livingston County, Michigan

POSITION REQUEST/CHANGE FORM

CONTACT INFORMATION

Requester: Matt Bolang
Dept. Phone Number/Extension: 6870

Title of Requester: Director of Environmental Health
Date Requested: 2/28/2017

POSITION REQUESTED INFORMATION

Position Title: Administrative Aide (G3 S1)
Supervisor: Matt Bolang

Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☐
Name of person last holding this position: partial vacancy due to reduction of Sr EH Clerk from full to part time
Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☐ From: To:
Is the purpose of this request to reclassify a current position? Yes ☐ No ☐

If so, name of current incumbent:
Position Type: Regular ☑ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐
Position Status: Full Time (30+) ☑ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐
Number of expected work hours per week: 40

Justification for change of hours/addition of position (REQUIRED): Due to the planned phased retirement of the Sr Env Health Clerk, this position will fulfill the work duties required for daily operations in EH, as well as, provide essential backup during our implementation of a new permitting software system. Additionally, there will be added benefits for succession planning.

FUNDING INFORMATION

Base Annual Salary: 15.83/hr. This position is funded in whole or in part by a grant: Yes ☐ No ☑ % Funded:

Position will be funded by: General Fund ☑ Enterprise Fund ☐ Special Revenue Fund ☑ Internal Service Fund ☐

Funding Source(s) (Check all that apply)
Percent
Increased Fees ☑ 50% ☑
Contract/Charges for Services ☐ ☑

Which expenses were reduced and by how much?

Reduction in salary and fringe for Sr Env Health Clerk to part time ($17K) and budgeted temp part time position ($15K), will cover the cost for this position for 2017 (~$28K)

REQUIREDP APPROVALS

Supervisor (if applicable) Date

Department Head Date

HR OFFICE ONLY

Job Class: 1070 Job Title: Administrative Aid Position Grade: N 3
Employee Group: NV HR Reviewed: 3/1/17

BUDGET OFFICE ONLY

Position Control #: 0700146 Org. 2210000 Object Code: ☑ 704000 ☑ 706000 ☑ 706001 ☑ 705000
Funds Available: Yes ☑ No ☐ Plan:

Comments: REQUEST A NEW ADDITIONAL FULL TIME ADMIN AIDE- Will fund in current year w/ reduction in exp from making FT staff to PR utilizing Temp #

Cynthia Cutner 3/8/17

Budget Reviewed: Date

Resolution #: Board Authorized on Date:
Livinston County, Michigan

POSITON REQUEST/CHANGE FORM

CONTACT INFORMATION
Requester: Matt Bolang
Dept. Phone Number/Extension: 6870
Title of Requester: Director of Environmental Health
Date Requested: 2/28/2017

POSITION REQUESTED INFORMATION
Position Title: Senior Environmental Health Clerk
Supervisor: Matt Bolang
Is the purpose of this request to fill a position as a result of a vacancy? 
Yes [ ] No [ ]
Name of person last holding this position: 
Is the purpose of this request to change the scheduled hours of an existing position? Yes [ ] No [ ]
From: 40 To: 24
Is the purpose of this request to reclassify a current position? Yes [ ] No [ ]
If so, name of current incumbent: Vicky Atkinson
Position Type: Regular [ ] Term/Grant [ ] Temp. [ ] Unpaid [ ] Special [ ]
Position Status: Full Time (30+) [ ] Part-Time (21-29) [ ] Part-Time (20 or Less) [ ]
Number of expected work hours per week: 24
Justification for change of hours/addition of position (REQUIRED): The current Sr Env Health Clerk (Vicky Atkinson) wishes to reduce her hours starting July 10, 2017 from full time (40) to part time (24) as a phased retirement. She plans to retire in May of 2019.

FUNDING INFORMATION
Base Annual Salary: 23.78/hr.
This position is funded in whole or in part by a grant: Yes [ ] No [ ] % Funded: 
Position will be funded by: General Fund [ ] Enterprise Fund [ ] Special Revenue Fund [ ] Internal Service Fund [ ]
Funding Source(s) (Check all that apply) Percent Funding Source(s) Percent
[ ] Increased Fees [ ] General Fund Resources [ ] Reduction of Expenditures [ ]
[ ] Contract/Charges for Services
Which expenses were reduced and by how much?

REQUIRED APPROVALS
Supervisor (if applicable) 
Date 2/28/17
Department Head 
Date

HR OFFICE ONLY
Job Class: 1030
Job Title: Sr. Environmental Health Clerk
Employee Group: NU
HR Reviewed: 
Position Grade: NU5
Date: 3/1/17

BUDGET OFFICE ONLY
Position Control #: 00100127
Org. 216000
Object Code: [ ] 704000 [ ] 706000 [ ] 706001 [ ] 705000
Funds Available: Yes [X] No [ ]
Comments: Request to reduce from 1.0 FTE to .60 FTE

Cynthia Cutriss
Date 3/18/17
Budget Reviewed Pending Approval
Resolution #: Board Authorized on Date:
March 7, 2017

To: Livingston County Board of Commissioners

From: Matt Bolang, Director of Environmental Health

Re: Resolution for Environmental Health Clerical Staff Reorganization

The attached resolution is the result of a request from our Senior Environmental Health Clerk to phase her retirement by changing her hours from 40 to 24 hours/week commencing July 10, 2017 and concluding on her retirement date planned for May 2019. As a result of her reduction in hours there is a need for additional clerical support in Environmental Health.

The resolution would also authorize creating the position of a full time Administrative Aide at a Grade 3 level. Due to our increase in activity/permit levels over the last few years, this position is necessary to maintain daily operations in the department, as well as provide an opportunity for training and successional planning.

Our 2017 budget included $15,000 as a contingency to hire a temporary part time clerical position should we have the need for additional clerical support during our busier months. This amount, combined with the savings from the Senior EH Clerk transitioning to part time will cover the expense of the Administrative Aide position.

For 2018, based on the cost differences caused by the proposed reorganization, and anticipated continued growth in permit revenue, this change becomes cost neutral. Moving forward to 2019 and beyond, EH will determine clerical staffing needs as a result of the Senior EH Clerk retirement.

I recommend the approval of this resolution in order to maintain adequate clerical capacity for operations in Environmental Health. If you have any questions regarding this matter please contact me at (517) 552-6870.
WHEREAS, the Benefits Counselor positions within Veterans Services are funded as full-time in the 2017 budget; and

WHEREAS, an employee currently serving as Benefits Counselor has requested to reduce her hours from 40 to 24 per week for approximately two (2) years period, resulting in savings of about $32,884 per year; and

WHEREAS, because of the skillset, experience, and education of this employee, it is practical to recommend approval of this request on a trial basis; and

WHEREAS, in order to fulfill the essential functions of this position, the savings may be utilized to fund the filling of a currently vacant Benefits Counselor position as needed.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the reorganization for Veterans’ Services as follows:

- Temporarily reduce the Benefits Counselor position within the Veterans’ Services department from 40 to 24 hours per week at the request of the current incumbent for a period not to exceed two (2) years.
- Utilize the savings from the reduction in hours to fund a currently vacant position.
- In the event of a vacancy in the Benefits Counselor position, staffing needs will be reevaluated.

<table>
<thead>
<tr>
<th>Position</th>
<th>Current</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veteran Counselor</td>
<td>3</td>
<td>2.6</td>
</tr>
</tbody>
</table>
Memorandum

To: Livingston County Board of Commissioners
From: Jon Waggoner
Date: 03/13/2017
Re: Reduction is hours from full-time to part-time

I have received a request from one of the department veteran benefits counselors for a reduction from full-time to part-time. The question of 20 or 24 hours was brought up and what each would cost. A 20 hour or less employee is not eligible for any pension benefits from the county and the cost is simply the hourly wage, FICA, and Workers Compensation Insurance. An employee working 21 hours or more is eligible to receive pension benefits based on their wages earned. The total savings per year is approximately $32,884 at 24 hours per week with the pension benefits paid.

Because of the cost and time it takes to train a benefits counselor, to get to the level of expertise of the counselor requesting the reduction, it is more that reasonable to allow the reduction to 24 hours per week on a trial basis. At the end of the trial period, or in the event of a vacancy, staffing needs would be reevaluated.

<table>
<thead>
<tr>
<th></th>
<th>24 hours</th>
<th>20 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wage</td>
<td>$27,306.60</td>
<td>$22,755.50</td>
</tr>
<tr>
<td>FICA</td>
<td>$2,088.95</td>
<td>$1,740.80</td>
</tr>
<tr>
<td>Pension</td>
<td>$4,855.11</td>
<td>$3,932.91</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>$76.46</td>
<td>$63.72</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$34,327.13</strong></td>
<td><strong>$24,560.01</strong></td>
</tr>
</tbody>
</table>

If you have any questions regarding this matter please contact me.
RESOLUTION NO: 2017-03-058
LIVINGSTON COUNTY DATE: March 20, 2017

RESOLUTION AUTHORIZING THE ADOPTION THE LIVINGSTON COUNTY HAZARD MITIGATION PLAN – EMERGENCY MANAGEMENT / GENERAL GOVT AND H&HS / FINANCE / FULL BOARD

WHEREAS, The Livingston County Hazard Mitigation Plan has been expired for a few years and Livingston County is required to have a county wide Hazard Mitigation Plan on file with the State of Michigan and approved by FEMA; and,

WHEREAS, The Livingston County Emergency Management Department in conjunction with the Livingston County Planning Department has compiled and developed a Hazard Mitigation Plan unique to Livingston County; and,

WHEREAS, All 20 local jurisdictions have been included in the survey for the county's Hazard Mitigation Plan and also in the mitigation strategies in some manner so they may also adopt the plan on their local level and be eligible to apply for federal mitigation grant funding; and,

WHEREAS, The Michigan State Police Emergency Management and Homeland Security Division has reviewed and approved the plan, and the FEMA subject matter expert has reviewed and accepted the plan with a letter of initial approval; and,

WHEREAS, Once formally adopted by the Livingston County Board of Commissioners, FEMA will send a letter of final approval, and the local jurisdictions may then also adopt the Livingston County Hazard Mitigation Plan; and,

WHEREAS, this Resolution has been recommended for approval by the General Gov’t and H&HS/Finance/Committees.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution to accept and adopt the current version of the Livingston County Hazard Mitigation Plan that will be valid five years from the date of adoption.

# # #

MOVED:

SECONDED:

CARRIED:
Mr. Matt Schnepf  
State Hazard Mitigation Officer  
Michigan State Police  
Emergency Management and  
Homeland Security Division  
P.O. Box 30634  
Lansing, MI 48909

Dear Mr. Schnepf:

Thank you for submitting the Livingston County Hazard Mitigation Plan for our review. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. Livingston County met the required criteria for a multi-jurisdiction hazard mitigation plan. Formal approval of this plan is contingent upon the adoption of the plan by the jurisdictions. Once FEMA Region V receives documentation of adoption we will send a letter of official approval to your office.

We look forward to receiving the adoption documentation and completing the approval process for the Livingston County Hazard Mitigation Plan.

If you or the community has any questions, please contact Christine Meissner at (312) 408-4460.

Sincerely,

Mark J. Peterson, Acting Director  
Mitigation Division

Attachment: Local Plan Review Sheets
Memorandum

To: Livingston County Board of Commissioners  
From: Therese Cremonte, Emergency Management Department  
Date: 03/10/2017  
Re: Adoption of the Livingston County Hazard Mitigation Plan

The Livingston County Hazard Mitigation Plan has been expired for a few years. A county Hazard Mitigation Plan is required by the State of Michigan and FEMA to be eligible to apply for federal mitigation grant funding. Further, the plan is required for competent preparedness planning for Livingston County in regards to known hazards and events that can affect the county’s population and/or commerce. The Livingston County Emergency Management Department and the Livingston County Planning Department have been working cooperatively to get the plan completed and approved by the State of Michigan and FEMA.

The Michigan State Police Emergency Management and Homeland Security Division (MSP EMHSD) has already reviewed and approved the Livingston County Hazard Mitigation Plan. FEMA too has reviewed and given initial approval of the plan. For final approval from FEMA, the plan must officially be adopted by the Livingston County Board of Commissioners. Once adopted the plan will be valid for five years, FEMA will issue a letter of final approval and the plan will be on file with the State of Michigan at the MSP EMHSD.

Once adopted and approved by FEMA, local jurisdiction in the county who have taken part in the survey and mitigation strategies in the plan may also adopt the plan. This adoption of the current Hazard Mitigation Plan allows them to apply for federal mitigation grant funding. The local jurisdictions will also be working with the Livingston County Emergency Management Department and the Livingston County Planning Department to meet various mitigation strategies outlined in the plan to mitigate noted local hazards.

Due to the size of the Livingston County Hazard Mitigation Plan, a copy will be made available to the board for review via thumb drive or hard copy if preferred.

If you have any questions regarding this matter please contact me.
RESOLUTION NO: 2017-03-059  
LIVINGSTON COUNTY DATE: March 20, 2017

RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2017 STATEWIDE TORNADO DRILL DAY – EMERGENCY MANAGEMENT / GEN GOV’T AND H & HS / FINANCE/ FULL BOARD

WHEREAS, Livingston County may experience severe weather in the form of thunderstorms, wind storms, floods, and tornadoes, which threatens the health and safety of residents; and

WHEREAS, each year, more than 1,000 tornadoes strike the United States, including an average of 15 in Michigan and there is a chance, based on past incidents, that tornados can occur in Livingston County; and

WHEREAS, that just this year, on February 28, 2017, Cass County Michigan experienced three tornadoes on the same day, and that tornadoes have the potential to result in substantial loss of life and property; and

WHEREAS, all individuals are encouraged to be aware of the warning signs of severe weather and follow proper safety and emergency procedures; and

WHEREAS, Livingston County Emergency Management joins together with the Michigan State Police and other emergency management partners to educate the public about the dangers of tornadoes and other severe weather events and the precautions that can be taken to save lives and protect families.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners, hereby approves this resolution and proclaims Wednesday, April 19, 2017, as Tornado Drill Day and request that all county agencies and facilities participate, as able, during this drill on the aforementioned date at 1:30 pm.

MOVED:
SECONDED:
CARRIED:
Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Management Department
Date: 03/10/2017
Re: Livingston County Participation in the Statewide Tornado Drill on April 19, 2017

This resolution is to request the support of the Livingston County Board of Commissioners for Livingston County offices and personnel to participate in the Michigan Statewide Tornado Drill on Wednesday, April 19, 2017 at 1:30 PM.

This would be a repeat exercise of the drill that was conducted on April 13, 2016. This year we would like to emphasize communications along with the sheltering portion of the drill in the form of the initial warning going out to the county building for the event and then the all clear.

This drill was a great success in 2016 for Livingston County and it is important to practice our sheltering an communication abilities.

If you have any questions regarding this matter please contact me.
RESOLUTION AUTHORIZING A MASTER SERVICE AGREEMENT CONTRACT WITH
GOVCONNECTION, INC. FOR TECHNICAL SERVICES – Information Technology / General
Government / Finance

WHEREAS, the County has a need to utilize GovConnection, Inc. (d/b/a Connection) for their expertise,
ability to meet urgent needs within time constraints, and best practices guidance for a multitude
of technical services; and

WHEREAS, GovConnection, Inc. is very familiar with Livingston County’s technical environment and has
had experience working within the environment that no other vendor has; and

WHEREAS, currently, Livingston County is utilizing the National Intergovernmental Purchasing Alliance
for the discounted pricing structure for technical services; and

WHEREAS, the terms and conditions in the proposed Master Agreement will remain unchanged throughout
the duration of the contract with a new scope of services/work to be issued identifying the
services needed for each new project; and

WHEREAS, Each new Scope of Service will be approved based on available budget and will follow the
requirements as described in the Livingston County Purchasing Policy; and

WHEREAS, this Master Agreement shall be in effect for one-year with the option to renew for four (4)
additional one-year periods. The total contract period will not exceed five (5) years.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes the
approval of a Master Agreement with GovConnection which shall be in effect for one-year with
the option to renew for four (4) additional one-year periods. The total contract period not to
exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairwoman of the Livingston County Board of Commissioners is
authorized to sign all forms, assurances, contracts/agreements, and future amendments and
renews related to the above upon review by Civil Counsel.

MOVED: #
SECONDED: #
CARRIED: #
MASTER
SERVICE AGREEMENT

THIS MASTER SERVICE AGREEMENT ("AGREEMENT") with an effective date of ______________ is made and entered into by and between GovConnection, Inc. d/b/a Connection (also "Service Provider") and Livingston County, a MI corporation with its principal place of business at _______________________________ ("Client").

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, the parties hereby agree as follows:

1. **Services & Statements of Work**

The Services to be covered under this Agreement are set forth in one or more Statements of Work ("SOW"), together with any Exhibits, which shall reference this Agreement; and the terms and conditions contained herein will be a part of any such Statements of Work or Exhibits. In the event Client chooses to order products or services from Service Provider utilizing the Internet or Service Provider’s website, the terms and conditions contained therein shall apply to any such products or services ordered. The cost, installation and functioning of all products not provided by Service Provider in rendering services hereunder, including, without limitation, electric power, electrical wiring, cabling, telephone equipment, computers, modems, printers, tables, etc. shall be Client’s sole responsibility.

2. **Pricing & Terms of Payment**

(a) The price for services, including subscription services, to be provided will be set forth in Exhibits or SOWs. Service Provider may, after the initial term of an Exhibit of Statement of Work, increase charges for services by giving the Client thirty (30) days written notice. For Cloud Service subscriptions, fee increases by the Cloud Service Provider shall be passed through to Client.

(b) All terms are net 30 days, unless otherwise specified in the SOW, contingent upon Client qualifying for credit with Service Provider. Should Client not qualify for sufficient credit with Service Provider, payment must be made via other acceptable form such as credit card or prepayment. Failure to pay within specified terms may at the option of Service Provider result in the suspension of the contract, imposition of interest charges at the rate of a 1.5% per month or the highest allowed by law, whichever is lower, and may result in the termination of the contract by Service Provider upon written notice.

(c) The SOW shall specify whether the contract is based on a fixed price or hourly rate, or subscription rates. All reasonable travel, lodging, car rentals, and meal expenses will be billed to the Client unless otherwise specified in SOW or Exhibit.

(d) Any sales and use taxes shall be added to the invoice. In the event Client claims exemption from sales and use taxes, Client must provide Service Provider with the appropriate tax exemption certificate from the taxing authority.

3. **Fees & Taxes**

Client, at its expense, shall pay, discharge, and be responsible for, all licensee fees, business, sales, use, or other similar taxes or assessments charged or levied by reason of anything performed under this Agreement, excluding, however, all taxes and assessments applicable to Service Provider income or applicable to Service Provider property. If Service Provider is required to remit any fee, tax, or duty on behalf of or for the account of Client, Client will reimburse Service Provider within ten (10) days after Service Provider notifies Client in writing of such remittance.

4. **Proprietary Rights**

Except as may be expressly set forth in a SOW for specific Deliverables, Service Provider does not convey or transfer, nor does Client obtain any right or interest in, any of the software programs, systems, tools, data, materials, or processes utilized or provided by Service Provider in connection with the performance of this Agreement, including but not limited to the WebSPOC® software. Service Provider grants to Client a perpetual, royalty-free, worldwide right to use the technology imbedded in the Services provided under this Agreement.
5. **Client Representations**

Client represents and warrants to Service Provider that Client has the right to authorize Service Provider to repair and/or service all items of computer products, hardware or software, which are or become subject to this Agreement, or for Cloud Services to authorize Service Provider to obtain subscription services on behalf of Client.

6. **Client Responsibilities**

Client, at its expense, shall:

(a) Allow employees or agents of Service Provider reasonable access to the premises and facilities where the service is to be provided, and Client shall not require Service Provider’s personnel to sign any document that has not been approved in advance by Service Provider.

(b) Provide appropriate electric current for any necessary purpose with suitable outlets.

(c) Provide safe, suitable and easily accessible floor space, adjacent to where service will be provided.

(d) Ensure the timely backup, removal, protection, and restoration, as applicable, of any programs, data and removable storage media contained in the computer products, hardware or software, before rendering same for service and the restoration of all data after the completion of service.

(e) Provide suitable environmental conditions for installation as may be specified in a SOW.

(f) Provide reasonable assistance to Service Provider as requested.

(g) Use the Services only on or with equipment and software recommended by Client, or the applicable manufacturers and software providers.

(h) Encrypt data before transmission via Internet to Cloud (minimum 256 bit encryption) and undertake reasonable security and backup precautions while using Cloud Services.

(i) Comply with applicable law and use policies for Cloud Services.

(j) Ensure that only its authorized personnel have access to data or use of Cloud Services.

Upon the failure of Client to comply with the responsibilities set forth in this Section ("Non-compliance"), Service Provider may, at its option, refuse to perform any service where Non-compliance has occurred until such Non-compliance has been cured to the reasonable satisfaction of Service Provider without any liability or obligation under this Agreement or any applicable law; provided further, that Service Provider may charge Client at its then current labor rates for any service call at which no service was performed by Service Provider as a result of Non-compliance. For Cloud Services, services may be suspended for Non-compliance, during which time Client may not have access to data.

7. **Time/Days/Place for Service/Service Level Agreement**

(a) Unless otherwise set forth in an Exhibit or Statement of Work, Service Provider agrees to provide services during local service hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays. Local legal holidays will apply.

(b) For Cloud Services, there will be no restrictions on the place for services, including data storage, unless specifically set forth in the applicable SOW.

(c) For Cloud Services, a Service Level Agreement (SLA), if any, may be set forth in the applicable SOW.

8. **Limited Warranty**

(a) Computer & Technical Services. Service Provider shall provide computer and/or other technical services in a good workmanlike and professional manner consistent with current industry standards, and that such Services shall for a period of sixty (60) days following completion conform to the specifications in the Scope of Work. The foregoing limited warranty is contingent upon Client fulfilling the Client responsibilities set forth above and any other conditions that may be specified in the applicable SOW. All product and service completion schedules provided by Service Provider are estimates and are provided for planning purposes only.

In the event Client finds any Services provided hereunder to be defective or nonconforming during the warranty period, subject to the limitations set forth above, Service Provider shall promptly correct such Services to the reasonable satisfaction of Client in accordance with the specifications set forth in the SOW. In the event such corrected Services fail to comply with the specifications set forth in the SOW, then at Client’s option, Service Provider shall again promptly
correct such Services or shall reimburse to Client the payments made to Service Provider for such Services. To the extent Service Provider is supplying third party hardware or software as part of the Services, such hardware and software shall be provided with the manufacturers’ or publishers’ standard end user warranties, if any. Service Provider makes no independent warranties with regards to third party hardware or software.

The foregoing constitutes Client’s sole remedy for Service warranty claims relating to computer and technical services.

(b) For Cloud Services, services are provided “AS IS” except for the provisions expressly set forth in an applicable Service Level Agreement (SLA) made part of a Statement of Work (SOW). Service Provider passes through to Client the limited warranty, if any, provided by any third parties providing cloud services under this Agreement. The foregoing constitutes Client’s sole remedy for Service warranty claims relating to Cloud Services.

(c) Personnel Services. Warranties, if any, relating to the provision of personnel placement and recruiting services will be as set forth in the applicable SOW.

9. Disclaimer of All Other Warranties

WITH THE EXCEPTION OF THE LIMITED WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, SERVICE PROVIDER DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED UNDER LAW, INCLUDING THE WARRANTIES OF NON-INFRINGEMENT, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SERVICE PROVIDER DOES NOT PROMISE THAT THE PRODUCTS OR SERVICES PROVIDED, INCLUDING CLOUD SERVICES, WILL BE ERROR-FREE OR THAT CLIENT’S COMPUTER PRODUCTS, HARDWARE OR SOFTWARE, OR ACCESS TO CLOUD SERVICES, WILL OPERATE WITHOUT DIMINISHMENT OR INTERRUPTION.

10. Limitation of Liability

(a) SERVICE PROVIDER WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES INCLUDING BUT NOT LIMITED TO, PROPERTY DAMAGE, LOSS OF PROFIT, LOST TIME, LOSS OF DATA, LOSS OF USE OF ANY SUCH EQUIPMENT, COST OF PROCUREMENT OF SUBSTITUTE PRODUCTS, TECHNOLOGY OR SERVICES, OR ANY OTHER DAMAGES RESULTING FROM THE BREAKDOWN OR FAILURE OF ANY COMPUTER PRODUCTS, HARDWARE OR SOFTWARE, OR FROM DELAYS IN SERVICING OR THE INABILITY TO RENDER SERVICE ON ANY COMPUTER PRODUCTS, HARDWARE OR SOFTWARE EVEN IF IT HAS BEEN ADVISED OF THE LIKELIHOOD OF SUCH DAMAGES. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THIS AGREEMENT, SERVICE PROVIDER’S LIABILITY FOR DAMAGES RESULTING FROM ANY CAUSE WHATSOEVER, INCLUDING BUT NOT LIMITED TO SERVICE PROVIDER’S NEGLIGENCE OR INSTALLATION OF DEFECTIVE PARTS OR COMPONENTS, WHETHER OR NOT SUCH DEFECT WAS KNOWN OR DISCOVERABLE, SHALL NOT EXCEED THE ACTUAL PRICE PAID TO SERVICE PROVIDER BY CLIENT FOR THE COMPUTER HARDWARE OR SOFTWARE PRODUCTS, PARTS OR SERVICES, OR FOR SUBSCRIPTION SERVICES, NO MORE THAN THE SUBSCRIPTION SERVICES PAID TO SERVICE PROVIDER FOR THE THREE (3) MONTHS IMMEDIATELY PRECEDING THE EVENT THAT GAVE RISE TO THE LIABILITY, OR THE SUM OF $10,000, WHICHEVER IS GREATER.

(b) Service Provider shall not be responsible for damages caused by (i) accidents, misuse, misapplication, or neglect of Client or any of its agents or employees or as result of service by any person other than a Service Provider representative; (ii) placement or operation of computer products in an area that does not comply with manufacturer's published space or environmental requirements; or (iii) improper storage, use, and movement of any computer products to be serviced.

(c) Internet/Transmission Disclaimer. Service Provider does not and cannot control the flow of data over the Internet or the integrity of the Internet (the global system of interconnected computer networks). Therefore, Service Provider disclaims all liability for loss of data, corruption of data, or inability to provide Services, as a result of disruptions, slowdowns, breakdowns, or other technical issues affecting the Internet.

11. Completion of Services

(a) Completion of Services shall be documented by the Service Provider’s Acceptance Form – Exhibit A, which Client shall execute and return promptly. Services shall be deemed complete if Client fails to return the Acceptance Form within 10
days of the completion of Services by Service Provider. For products that do not require installation or services, an Acceptance Form is not required and Acceptance shall occur upon delivery of products to Client. 

(b) If provided for in the Statement of Work, an Acceptance Plan may be co-developed by Service Provider and Client and used to determine successful completion of the deliverables and final acceptance.

12. **Software as a Service (SaaS)**

All software provided for Client’s use is subject to the terms of this Agreement, including software that Service Provider may authorize Client to install on devices located outside of its datacenter. Client may not use any software provided after the expiration or termination of this Agreement, the particular SOW, and Client may not copy the software unless expressly permitted by the Agreement. Client may not remove, modify or obscure any copyright, trademark or other proprietary rights notices that appear on any software provided. Unless permitted by the terms of an open source software license, Client may not reverse engineer, decompile or disassemble any software provided. Any additional restrictions which may apply to software utilized in the performance of the Services will be specified in the applicable SOW.

13. **Term**

The initial term of this Agreement shall be for 12 months following the effective date. This Agreement shall continue in effect for successive 12 month periods unless terminated by either Party pursuant to paragraph 14, with or without cause, by providing at least thirty (30) days written notice. In no event will this Agreement be deemed terminated until the conclusion of all services provided for in any executed Exhibit or Statement of Work. Upon termination, Client must cease use of all Subscription Services provided under this Agreement.

14. **Right of Termination**

(a) **Service Provider:**

If Service Provider is unable to furnish any parts or acquire technical data required to repair and/or service any item of computer hardware products, then Service Provider may cancel coverage for that item under the Agreement and Service Provider will refund payment for the remaining days of coverage under this Agreement, on a pro rata basis.

If, during the course of this Agreement, items of computer products experience an excessive failure rate due to age, discontinuance of spare parts availability from the manufacturer or other causes beyond Service Provider's control, Client agrees to replace or refurbish said Equipment at no charge to Service Provider. If Client fails to do so, Service Provider may, at its option, exclude such item from coverage by giving the Client thirty (30) days written notice.

(b) **Mutual Rights of Termination:**

Either party may terminate this Agreement at any time if the other party breaches any material provision hereof and fails within fourteen (14) days after receipt of notice of default to correct such default promptly or to commence corrective action reasonably acceptable to the aggrieved party and proceed with diligence to completion. Payment for Services is deemed a material provision of this Agreement.

After the initial term, unless dates are otherwise designated for specific services, including subscription services, set forth in an Exhibit or Statement of Work, either Party hereto shall have the right to terminate this Agreement without cause, without penalty, and without liability for any damages as a result of such termination at any time giving the other Party at least thirty (30) days prior written notice of such termination. If either Party properly terminates the Agreement, Service Provider will provide a prorata refund for any advanced payment for the remaining days of coverage under the Agreement. Any funds so owed by Service Provider will be refunded in full within sixty (60) days after receiving written notice of contract termination. Notwithstanding any termination of this Agreement, Client shall be obligated to pay Service Provider for (i) all products and services provided by Service Provider in accordance with this Agreement at any time on or prior to the effective date of termination; and (ii) all incidental costs and expenses incurred by Service Provider in accordance with this Agreement at any time on or prior to the effective date of termination.
15. **Personal Information**

Service Provider represents and warrants to Client that in connection with the receipt, storage, use and/or transfer of Personal Information, it shall (a) at all times maintain the confidentiality of Personal Information provided Service Provider or otherwise disclosed to Service Provider in connection with the provisions of services under this Agreement, and (b) maintain appropriate security measures that are in compliance with data protection regulations promulgated under applicable state and federal laws of the United States. For the purposes of this section “Personal Information” means the first and last name or first initial and last name of an individual together with one or more of the following relating to such individual: (i) Social Security number; (ii) driver’s license number/state-issued identification number; or (iii) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number, or password, that would permit access to the account.

16. **Nondisclosure**

(a) Each party shall retain all rights to its Confidential Material. Each receiving party agrees to take such measures to prevent the unauthorized disclosure to third parties of Confidential Material, as it would take to prevent disclosure of its own proprietary or confidential information but in no event less than reasonable measures. To the extent practicable, information protected by this Agreement shall be marked "Confidential". Information exchanged prior to the date of this Agreement shall be considered Confidential Material.

(b) Disclosure will be limited to such employees and agents of receiving party as necessary for proper evaluation and provision of Services under this Agreement. In the event receiving party must secure the services of a third party for proper evaluation, receiving party shall obtain an agreement from such third party at least as restrictive as this Agreement. Receiving party shall disclose such agreements to other party upon request. Except as necessary for proper evaluation and provision of Services under this Agreement, Confidential Material obtained pursuant to this agreement may not be duplicated, and all Confidential Material exchanged pursuant to this Agreement must be destroyed or returned to the originating party upon request.

(c) Confidential Material may not be used by the receiving party except as expressly permitted herein; no grant of license to use Confidential Material is given by this Agreement.

(d) Confidential Material shall not include the following: Information obtained by receiving party that (i) is or becomes generally known or available to the public through no breach by receiving party, (ii) is lawfully known to it at the time of receipt, (iii) is subsequently furnished to it lawfully by a third party without restriction, or (iv) is furnished by the originating party to a third party without restriction.

(e) Confidential Material is provided “AS IS” and no warranties or representations are given, and receiving party shall rely on such information at its own risk. The exchange of Confidential Material shall not obligate either party to enter into a business or other relationship.

In the event a receiving party receives a subpoena or discovery request for Confidential Material, it shall immediately notify originating party in writing and give originating party the opportunity to contest the disclosure of Confidential Information.

(f) Service Provider may from time to time disclose information to the PCI Security Standards Council or a Qualified Security Assessor in order to remain in compliance with the credit card security standards. Such disclosure shall be permitted under this Section.

(g) The parties acknowledge that unauthorized disclosure or use of Confidential Material may cause irreparable damage to the disclosing party for which monetary damages may not be adequate relief. Therefore, in addition to any other remedies it may have, the disclosing party shall be entitled to seek injunctive relief against actual or threatened unauthorized disclosure or use of Confidential Material.

(h) Confidential Material shall be protected hereunder for a period of five (5) years following the termination of this Agreement.
17. **Non-Solicitation of Personnel**

Client shall not solicit for employment, directly or indirectly, the officers, employees, subcontractors or agents (“Personnel”) of Service Provider who have performed duties in support of this Agreement during the term hereof and until eighteen (18) months after the earlier of: (a) the termination of such Personnel’s engagement; and (b) the termination of this Agreement, unless explicitly agreed to in writing by the parties. No offer or other form of solicitation of employment will be made at any time when the employment of such Personnel is prohibited by this Agreement. Should Client solicit any Personnel for employment in violation of this Section, and should that employee subsequently become an employee of the Client, the Client agrees to reimburse Service Provider an amount equal to the salary and commissions, if any, earned by the employee during the last twelve (12) months while employed by Service Provider. Both parties agree that this amount represents reasonable compensation to Service Provider for its cost of recruiting and training, and does not constitute a penalty. Such amount will be due and payable by the Client within ten (10) days of receipt of written demand from Service Provider. Nothing herein shall prevent an employee of Service Provider from responding to an employment advertisement or announcement of general circulation made by Client. The intention of this Section is to prohibit the active recruitment of Personnel.

18. **Binding Agreement and Assignments**

This Agreement shall be binding upon and shall inure to the benefit of the parties and their respective successors and permitted assigns. This Agreement is not transferable or assignable without the prior written consent of the other party.

19. **Waiver**

No waiver of any provision or breach shall be implied by failure to enforce any rights or remedies herein provided, and no express waiver shall affect any provision or breach other than that to which the waiver is applicable and only for that occurrence.

20. **Subcontracting**

Service Provider may subcontract Services, including on-site Services to be provided to Client under a SOW. Such subcontracting will not release Service Provider from any of its obligations in this Agreement.

21. **Force Majeure**

Neither Party shall be liable for any failure, inability or delay to perform hereunder (except the payment of money), if such failure, inability or delay is due to circumstances beyond its reasonable control, including, but not limited to, acts of God, war, terrorism, strike, lockout, labor disturbance, social conflict, fire, explosion, earthquake or sabotage.

22. **Notices**

All notices herein provided for or which may be given in connection with this Agreement shall be by certified mail with postage prepaid and return receipt requested or personal delivery or facsimile.

If any such notice by Client to Service Provider, it shall be addressed to:

To: Connection, Inc.
730 Milford Road
Merrimack, NH 03054
ATTN: Legal Department

And if given by Service Provider to Client such notice shall be addressed to:

Client: ____________________________________________
Attn: _____________________________________________
Address: __________________________________________
23. **Dispute Resolution**

The parties shall attempt in good faith to resolve any dispute arising out of or relating to this Agreement promptly by negotiation between executives who have authority to settle the controversy and who are at a higher level of management than the persons with direct responsibility for administration of this project. Any party may give the other party written notice of any dispute not resolved in the normal course of business. Within fifteen (15) days after delivery of the notice, the receiving party shall submit to the other a written response. The notice and the response shall include (a) a statement of each party’s position and a summary of arguments supporting that position, and (b) the name and title of the executive who will represent that party and of any other person who will accompany the executive. Within thirty (30) days after delivery of the disputing party’s notice, the executives of both parties shall meet at a mutually acceptable time and place to attempt to resolve the dispute. All reasonable requests for information made by one party to the other will be honored. All negotiations pursuant to this clause are confidential and shall be treated as compromise and settlement negotiations for purposes of applicable rules of evidence. In the event the parties cannot reach a satisfactory settlement under the aforementioned process, they each agree to present the dispute to non-binding mediation before a mutually agreeable neutral mediator at a mutually agreeable neutral site. If mediation is not successful, the parties may proceed to binding arbitration or litigation.

24. **Governing Law**

This Agreement shall be interpreted and governed by the laws of the State of Michigan without giving effect to choice of law provisions.

25. **Attorneys’ Fees**

The prevailing party in any litigation shall be entitled to recover its reasonable attorneys’ fees and related costs.

26. **Independent Contractor**

Nothing in this Agreement, and no course of dealing between the parties, shall be construed to create an employment or agency relationship or a partnership between a party and the other party. Each party shall be solely responsible for payment of its employees’ salaries (including withholding of income taxes and social security), workers’ compensation, and all other employment benefits.

27. **Entire Agreement**

This Agreement sets forth the entire Agreement and understanding between the Parties with respect to the subject matter hereof, and replaces any prior oral or written communications. The attached Exhibits hereto are made a part of this Agreement. This Agreement shall not be supplemented, modified or amended except by a written instrument signed by duly authorized representatives of Client and Service Provider, respectively, and no other person has or shall have the authority to supplement, modify or amend this Agreement in another manner.

28. **Severability**

In the event any term or provision of this Agreement is determined to be invalid, illegal or unenforceable, the remaining terms and provisions will continue in full force and effect if the essential terms and conditions of this Agreement for each party remain valid, binding and enforceable.

29. **Headings and Interpretations**

The headings of the Sections of this Agreement are intended solely for convenience or reference, and shall be given no effect in the construction or interpretation of this Agreement. The use of the masculine pronoun herein shall, where the context so indicates, be deemed to include the feminine and the neuter and vice versa, and the use of the singular shall be deemed to include the plural and vice versa.
30. **Order of Precedence**

In the event of any conflict or inconsistency of terms among the various documents that, at any given time, constitute this Agreement, the order of precedence that shall apply is as follows, with each listed document or type of document superseding and prevailing over any subsequently listed document or type of document, and with later executed documents prevailing over earlier documents of the same type, each solely to the extent of any irreconcilable conflict or inconsistency of the terms and conditions thereof: (i) this Agreement; (ii) any exhibits or Statements of Work; (iii) change authorizations and/or orders executed by the parties; and (iv) purchase orders and/or statements of work executed by the parties. Any preprinted terms and conditions in any Client purchase order shall be deleted and be void and of no effect.

31. **Counterparts**

This Agreement may be executed in duplicate counterparts. Each such counterpart, if executed by both parties, shall be an original and all such counterparts together shall constitute but one and the same document. This Agreement shall not be deemed executed unless and until at least one counterpart bears the signature of each party’s designated signatory.

IN WITNESS WHEREOF, the parties have signed this Agreement by their duly authorized representatives.

**GovConnection, Inc. d/b/a Connection**

By: ________________________________

Printed Name: ________________________________

Title: ________________________________

Date: ________________________________

**Client: County of Livingston**

By: ________________________________

Printed Name: Kate Lawrence, Chairwoman

Title: County Board of Commissioners

Date: ________________________________

Approved as to Form for County of Livingston:

COHL, STOKER & TOSKEY, P.C.

By: Mattis D. Nordfjord

Date: February 16, 2017
WHEREAS, Livingston County GIS fees have not changed since they were instituted over a decade ago; and

WHEREAS, in an effort to align our fees with our neighboring counties and make our products more saleable, Information Technology / GIS Division has reviewed our current fees; and

WHEREAS, we found that our established fees for GIS maps and data extracts are not in line with our neighbors; and

WHEREAS, our data extract fees are considerably higher and our map fees are somewhat lower; and

WHEREAS, the Information Technology/GIS Division has produced a proposed simplified fee schedule that is comparable to our neighboring counties; and

WHEREAS, we anticipate that our revised fee schedule will result in sales of products that were overpriced in comparison with our counterparts.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners approves the revised GIS Fee Schedule to take effect 4/1/2017.

MOVED:
SECONDED:
CARRIED:
## Annual Projected GIS Sales

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Data Sales</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Parcels (Individual)</td>
<td>2000</td>
<td>$0.34</td>
<td>$680.00</td>
</tr>
<tr>
<td>Tax Parcels (Small Unit)</td>
<td>1</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Tax Parcels (Medium Unit)</td>
<td>1</td>
<td>$775.00</td>
<td>$775.00</td>
</tr>
<tr>
<td>Tax Parcels (Large Unit)</td>
<td>1</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Tax Parcels (Countywide)</td>
<td>2</td>
<td>$10,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Tax Parcels - Table Export</td>
<td>6000</td>
<td>$0.06</td>
<td>$360.00</td>
</tr>
<tr>
<td>Orthophoto (Section)</td>
<td>3</td>
<td>$100.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Road Centerlines (Countywide)</td>
<td>1</td>
<td>$600.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Elevation Contours (Local Unit)</td>
<td>5</td>
<td>$100.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Subdivision (Countywide)</td>
<td>1</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Subdivision (Individual)</td>
<td></td>
<td>$60 per Hour</td>
<td></td>
</tr>
<tr>
<td>Hydorlogy (Local Unit)</td>
<td>1</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Points of Interest (Individual)</td>
<td></td>
<td>$60 per Hour</td>
<td></td>
</tr>
<tr>
<td>GIS Service Fee ($60/hour)</td>
<td>34</td>
<td>$60 per Hour</td>
<td>$2,040.00</td>
</tr>
<tr>
<td><strong>MAP Sales</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parcels with Base Map 8x11</td>
<td>54</td>
<td>$5.00</td>
<td>$270.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto 8x11</td>
<td>603</td>
<td>$8.00</td>
<td>$4,824.00</td>
</tr>
<tr>
<td>Parcels with Base Map 11x17</td>
<td>13</td>
<td>$7.00</td>
<td>$91.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto 11x17</td>
<td>109</td>
<td>$14.00</td>
<td>$1,526.00</td>
</tr>
<tr>
<td>Parcels with Base Map 17x22</td>
<td>1</td>
<td>$11.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto 17x22</td>
<td>21</td>
<td>$23.00</td>
<td>$483.00</td>
</tr>
<tr>
<td>Parcels with Base Map 22x34</td>
<td>13</td>
<td>$18.00</td>
<td>$234.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto 22x34</td>
<td>31</td>
<td>$33.00</td>
<td>$1,023.00</td>
</tr>
<tr>
<td>Parcels with Base Map 34x44</td>
<td>73</td>
<td>$26.00</td>
<td>$1,898.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto 34x44</td>
<td>9</td>
<td>$44.00</td>
<td>$396.00</td>
</tr>
<tr>
<td>Parcels with Base Map 54x76</td>
<td>1</td>
<td>$35.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto 54x76</td>
<td>2</td>
<td>$56.00</td>
<td>$112.00</td>
</tr>
<tr>
<td>Self-Serve [Kiosk] Map</td>
<td>83</td>
<td>$4.00</td>
<td>$332.00</td>
</tr>
<tr>
<td>County Street Wall Map 54x76</td>
<td>3</td>
<td>$65.00</td>
<td>$195.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$38,715.00</td>
</tr>
<tr>
<td>GIS Average Map and Data Sales Revenue (2014-2016)</td>
<td></td>
<td></td>
<td>$14,413.81</td>
</tr>
</tbody>
</table>

Highlighted Cells are anticipated sales based on reduced GIS fees.
# Livingston County GIS - Price List Comparison

**Red Text indicates a fee revision.**

Livingston County Information Technology / GIS Division
304 E Grand River Ave., Suite 102 Howell, MI 48843
Phone: 517.548.3230  Fax: 517.545.9608
Website: [http://www.livgov.com/gis](http://www.livgov.com/gis)

<table>
<thead>
<tr>
<th>GIS Data Layers Available</th>
<th>Data Format</th>
<th>Countywide</th>
<th>Township, City or Village</th>
<th>Individual Feature</th>
<th>GIS Service Fee</th>
<th>$60 per hour Minimum 1/4 hour charge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>PROPOSED</td>
<td>Current</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Parcels</td>
<td>$10,000</td>
<td>$86,381</td>
<td>$350</td>
<td>$775</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tax Parcels w/dimensions</td>
<td>$11,000</td>
<td>N/A</td>
<td>$400</td>
<td>$850</td>
</tr>
<tr>
<td>Orthophoto</td>
<td>MrSID / TIFF</td>
<td>$5,000</td>
<td>$57,600</td>
<td>$400</td>
<td>N/A</td>
<td>$850</td>
</tr>
<tr>
<td>Address Points</td>
<td>Shapefile</td>
<td>$2,500</td>
<td>$36,000</td>
<td>$200</td>
<td>$40</td>
<td>$80</td>
</tr>
<tr>
<td>Road Centerline</td>
<td>Shapefile</td>
<td>$600</td>
<td>$5,300</td>
<td>$100</td>
<td>N/A</td>
<td>$200</td>
</tr>
<tr>
<td>Elevation Contours</td>
<td>Shapefile</td>
<td>$1,800</td>
<td>$100</td>
<td>N/A</td>
<td>$150</td>
<td>$60/hr (minimum 1/4 hr)</td>
</tr>
<tr>
<td>Section Lines</td>
<td>Shapefile</td>
<td>$100</td>
<td>$2,300</td>
<td>N/A</td>
<td>$150</td>
<td>$60/hr (minimum 1/4 hr)</td>
</tr>
<tr>
<td>Municipal Boundary</td>
<td>Shapefile</td>
<td>$100</td>
<td>$380</td>
<td>N/A</td>
<td>$20</td>
<td>N/A</td>
</tr>
<tr>
<td>Voting Precinct</td>
<td>Shapefile</td>
<td>$100</td>
<td>$400</td>
<td>N/A</td>
<td>$20</td>
<td>N/A</td>
</tr>
<tr>
<td>School District</td>
<td>Shapefile</td>
<td>$100</td>
<td>$400</td>
<td>N/A</td>
<td>$20</td>
<td>N/A</td>
</tr>
<tr>
<td>Zip Code Boundary</td>
<td>Shapefile</td>
<td>$100</td>
<td>$400</td>
<td>N/A</td>
<td>$20</td>
<td>N/A</td>
</tr>
<tr>
<td>Subdivision / Condominium</td>
<td>Shapefile</td>
<td>$350</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>$60/hr (minimum 1/4 hr)</td>
</tr>
<tr>
<td>Hydrology</td>
<td>Shapefile</td>
<td>$1,000</td>
<td>N/A</td>
<td>N/A</td>
<td>$50</td>
<td>N/A</td>
</tr>
<tr>
<td>Points of Interest</td>
<td>Shapefile</td>
<td>$60/hr (minimum 1/4 hr)</td>
<td>$1,000</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maps Available</th>
<th>8x11</th>
<th>11x17</th>
<th>17x22</th>
<th>22x34</th>
<th>34x44</th>
<th>54x76</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parcels with Base Map</td>
<td>$5.00</td>
<td>$7.00</td>
<td>$11.00</td>
<td>$18.00</td>
<td>$26.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Parcels with Orthophoto</td>
<td>$8.00</td>
<td>$14.00</td>
<td>$23.00</td>
<td>$33.00</td>
<td>$44.00</td>
<td>$56.00</td>
</tr>
<tr>
<td>Self-Serve (Kiosk) Map</td>
<td>$4.00</td>
<td>$2.50</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The fee is charged for maps that require creation of buffers or new layers. The GIS Service Fee will also be charged to complete custom queries or extensive data sorting, and labeling.
**Neighboring County GIS Fee Comparison**

<table>
<thead>
<tr>
<th>County</th>
<th>Parcel Count</th>
<th>Flat Fee (Cost)</th>
<th>Flat Fee (Per Parcel Cost)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eaton</td>
<td>196000</td>
<td>$10,000</td>
<td>$0.05</td>
</tr>
<tr>
<td>Genesee</td>
<td>96,600</td>
<td>$17,160</td>
<td>$0.18</td>
</tr>
<tr>
<td>Jackson</td>
<td>80000</td>
<td>$1,000</td>
<td>$0.01</td>
</tr>
<tr>
<td>Livingston*</td>
<td>86381</td>
<td>$86,381</td>
<td>$1.00</td>
</tr>
<tr>
<td>Macomb</td>
<td>322000</td>
<td>$48,300</td>
<td>$0.15</td>
</tr>
<tr>
<td>Monroe*</td>
<td>34000</td>
<td>$33,827</td>
<td>$0.99</td>
</tr>
<tr>
<td>St. Clair</td>
<td>79000</td>
<td>$6,600</td>
<td>$0.08</td>
</tr>
<tr>
<td>Washtenaw</td>
<td>141000</td>
<td>$7,500</td>
<td>$0.05</td>
</tr>
<tr>
<td>Wayne</td>
<td>752000</td>
<td>$105,309</td>
<td>$0.14</td>
</tr>
<tr>
<td>Average</td>
<td>238,086</td>
<td>$27,981</td>
<td>$0.10</td>
</tr>
</tbody>
</table>

Livingston County Calculated Parcel Flat Fee = $8638 Rounded to $10,000 to allow for county growth.

**Individual Parcel Data**

<table>
<thead>
<tr>
<th>County</th>
<th>Per Parcel Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eaton</td>
<td>$0.47</td>
</tr>
<tr>
<td>Genesee</td>
<td>$0.30</td>
</tr>
<tr>
<td>Ingham</td>
<td>$0.10</td>
</tr>
<tr>
<td>Jackson*</td>
<td>$2.00</td>
</tr>
<tr>
<td>Livingston*</td>
<td>$1.00</td>
</tr>
<tr>
<td>Monroe</td>
<td>$0.25</td>
</tr>
<tr>
<td>Washtenaw</td>
<td>$0.20</td>
</tr>
<tr>
<td>Wayne</td>
<td>$0.69</td>
</tr>
<tr>
<td>Average</td>
<td>$0.34</td>
</tr>
</tbody>
</table>

* Not included in averages.

**Parcel Maps**

<table>
<thead>
<tr>
<th>County</th>
<th>8.5x11 Parcel Map</th>
<th>8.5x11 Ortho Map</th>
<th>11x17 Parcel Map</th>
<th>11x17 Ortho Map</th>
<th>17x22 (18x24) Parcel Map</th>
<th>17x22 (18x24) Ortho Map</th>
<th>22x34 (24 x 36) Parcel Map</th>
<th>22x34 (24 x 36) Ortho Map</th>
<th>34x44 (36 x 48) Parcel Map</th>
<th>34x44 (36 x 48) Ortho Map</th>
<th>54x76 Parcel Map</th>
<th>54x76 Ortho Map</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eaton</td>
<td>$2.50</td>
<td>$11.00</td>
<td>$5.00</td>
<td>$22.50</td>
<td>$10.00</td>
<td>$30.00</td>
<td>$21.00</td>
<td>$57.50</td>
<td>$34.00</td>
<td>$34.00</td>
<td>$75.50</td>
<td>$75.50</td>
</tr>
<tr>
<td>Genesee</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$8.00</td>
<td>$15.00</td>
<td>$10.00</td>
<td>$20.00</td>
<td>$15.00</td>
<td>$30.00</td>
<td>$20.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Ingham</td>
<td>$5.25</td>
<td>$10.50</td>
<td>$10.50</td>
<td>$21.00</td>
<td>$15.50</td>
<td>$31.00</td>
<td>$21.00</td>
<td>$42.00</td>
<td>$31.00</td>
<td>$63.00</td>
<td>$63.00</td>
<td>$63.00</td>
</tr>
<tr>
<td>Jackson</td>
<td>$8.00</td>
<td>$12.00</td>
<td>$12.00</td>
<td>$18.00</td>
<td>$18.00</td>
<td>$27.00</td>
<td>$36.00</td>
<td>$54.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Livingston*</td>
<td>$2.00</td>
<td>$5.00</td>
<td>$5.00</td>
<td>$10.00</td>
<td>$8.00</td>
<td>$23.00</td>
<td>$10.00</td>
<td>$30.00</td>
<td>$12.00</td>
<td>$37.00</td>
<td>$15.00</td>
<td>$55.00</td>
</tr>
<tr>
<td>Macomb</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$6.00</td>
<td>$7.00</td>
<td>$11.00</td>
<td>$15.00</td>
<td>$16.00</td>
<td>$20.00</td>
<td>$21.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$20.00</td>
</tr>
<tr>
<td>Oakland</td>
<td>$5.50</td>
<td>$5.50</td>
<td>$7.50</td>
<td>$7.50</td>
<td>$7.50</td>
<td>$17.50</td>
<td>$17.50</td>
<td>$22.50</td>
<td>$22.50</td>
<td>$22.50</td>
<td>$22.50</td>
<td>$22.50</td>
</tr>
<tr>
<td>St. Clair</td>
<td>$5.00</td>
<td>$15.00</td>
<td>$5.00</td>
<td>$25.00</td>
<td>$8.00</td>
<td>$35.00</td>
<td>$15.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
<td>$40.00</td>
</tr>
<tr>
<td>Washtenaw</td>
<td>$2.00</td>
<td>$4.00</td>
<td>$4.00</td>
<td>$8.00</td>
<td>$6.00</td>
<td>$21.00</td>
<td>$8.00</td>
<td>$28.00</td>
<td>$10.00</td>
<td>$35.00</td>
<td>$12.00</td>
<td>$42.00</td>
</tr>
<tr>
<td>Wayne</td>
<td>$4.75</td>
<td>$9.71</td>
<td>$7.11</td>
<td>$14.44</td>
<td>$11.06</td>
<td>$23.13</td>
<td>$18.17</td>
<td>$33.33</td>
<td>$25.94</td>
<td>$44.00</td>
<td>$44.00</td>
<td>$44.00</td>
</tr>
</tbody>
</table>

**Suggested Fee**

- $5.00  8.5x11 Parcel Map
- $8.00  8.5x11 Ortho Map
- $7.00  11x17 Parcel Map
- $14.00 11x17 Ortho Map
- $11.00 17x22 (18x24) Parcel Map
- $23.00 17x22 (18x24) Ortho Map
- $18.00 22x34 (24 x 36) Parcel Map
- $33.00 22x34 (24 x 36) Ortho Map
- $26.00 34x44 (36 x 48) Parcel Map
- $44.00 34x44 (36 x 48) Ortho Map
- $35.00 54x76 Parcel Map
- $56.00 54x76 Ortho Map

**Self-Serve (Kiosk) Map Fee**

- $4.00
RESOLUTION TO APPROVE AN APPOINTMENT TO THE 2017 TAX ALLOCATION BOARD
- BOARD OF COMMISSIONERS

WHEREAS, it is necessary to appoint the General Public Seat on the Tax Allocation Board whose appointment is in effect during the term of the 2017 Tax Allocation Board meetings which begin on April 17, 2017; and

WHEREAS, the Board Chairman desires to appoint JERE MICHAELS as the 2017 Livingston County Member-at-Large representing the general public.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners appoints JERE MICHAELS as the 2017 Member-at-Large representing the general public on the Tax Allocation Board during the term of the 2017 Tax Allocation Board Meetings which begin on April 17, 2017.

MOVED: #
SECONDED: #
CARRIED: #
RESOLUTION TO APPOINT CHAD CHEWNING TO THE NEWLY CREATED 911 DIRECTOR POSITION

WHEREAS, Resolution 2017-03-047 approved the reorganization of both 911 Central Dispatch and EMS, creating a department director position for 911 Central Dispatch and removing the 911 Central Dispatch director duties from the EMS Director position; and

WHEREAS, the position of 911 Director is essential to insure the coordination of operations and administration of the department; and

WHEREAS, the current Deputy Director, Chad Chewning, possesses the necessary education, experience, organizational knowledge, and demonstrated abilities to assume the responsibilities of the 911 Director position; and

WHEREAS, both the Personnel Subcommittee and the 911 Dispatch Administrative Oversight Board recommend and support Mr. Chewning’s appointment to this position.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves the appointment of Chad Chewning to the newly created 911 Director position effective with the approval of this resolution.

# # #

MOVED:
SECONDED:
CARRIED:
RESOLUTION NO: 2017-03-064
LIVINGSTON COUNTY DATE: March 20, 2017

RESOLUTION TO APPROVE APPOINTMENTS TO THE LIVINGSTON COUNTY PLANNING COMMISSION - BOARD OF COMMISSIONERS

WHEREAS, the term of representative seats on the Livingston County Planning Commission have expired and/or been vacated; and

WHEREAS, the following appointments have been recommended:

PLANNING COMMISSION
Bill Anderson…………………………… term expires 10/31/19
Laura Abramson………………………… term expires 10/31/19

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reappointments and expiration dates referenced above.

# # #

MOVED:
SECONDED:
CARRIED: