

FINANCE COMMITTEE

3/25/2015

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

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
 2. **ROLL CALL**
 3. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: March 11, 2015
 4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
 5. **APPROVAL OF AGENDA**
 6. **REPORTS**
Annual Report - Prosecuting Attorney
Annual Report - MI Works!
Year End Financial Update
 7. **CALL TO THE PUBLIC**
 8. **RESOLUTIONS FOR CONSIDERATION:**
-
- 09 **District Court**
RESOLUTION APPROVING THE FILLING OF ONE PART TIME LAW CLERK/MAGISTRATE POSITION AT 53RD DISTRICT COURT - District Court / Finance
-
- 10 **Circuit Court**
RESOLUTION APPROVING THE FILLING OF A VACANT CLERK/COURT RECORDER POSITION IN THE CIRCUIT COURT - Circuit Court / Finance
-
- 11 **Friend of the Court**
RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR FOC INTERSTATE CASEWORKER TO ATTEND THE EASTERN REGIONAL INTERSTATE CHILD SUPPORT ASSOCIATION (ERICSA) ANNUAL CONFERENCE - Friend of the Court / Finance / Board
-
- 12 **Central Dispatch**
RESOLUTION AUTHORIZING RECOGNITION OF NATIONAL PUBLIC SAFETY TELECOMMUNICATORS' WEEK, APRIL 12 - 18, 2015 - 9-1-1 Central Dispatch / Emergency Management / Public Safety / Finance / Board
-
- 13 **Building Inspections**
RESOLUTION OPPOSING ADDITIONAL REQUIREMENTS AND COSTS TO BUSINESS OWNERS, CONTRACTORS, AND DEVELOPERS - Building Inspections / Infrastructure & Development / Finance / Board

-
- 14. CLAIMS**
 - 15. PREAUTHORIZED**
 - 16. CALL TO THE PUBLIC**
 - 17. ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 11, 2015 - 7:30 A.M.

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

FINANCE COMMITTEE

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> COMM. GARY CHILDS | <input checked="" type="checkbox"/> COMM. BILL GREEN | <input checked="" type="checkbox"/> COMM. DON PARKER - FINANCE CHAIR |
| <input checked="" type="checkbox"/> COMM. DENNIS DOLAN | <input checked="" type="checkbox"/> COMM. CAROL GRIFFITH | <input checked="" type="checkbox"/> COMM. RON VAN HOUTEN |
| <input checked="" type="checkbox"/> COMM. DAVID DOMAS | <input checked="" type="checkbox"/> COMM. KATE LAWRENCE | <input type="checkbox"/> COMM. STEVE WILLIAMS |

OTHERS:
JENNIFER PALMBOS
BRIAN JONCKHEERE
KEVIN WILKINSON
JON WAGGONER
JON WESTENDORF
JENNIFER NASH
JOAN RUNYAN
MATT BOLANG

MARGARET DUNLEAVY
GREGG KELLOGG
DIANE McCORMICK
CINDY CATANACH
DEBBIE OBERLE
DOUG BRITZ
JEFF BOYD
ROB STANFORD

NATALIE HUNT
BELINDA PETERS
ROBERTA BENNETT
JENNIFER PALMBOS
RICH MALEWICZ
ELAINE BROWN
MARK JOHNSON
JANINE DUNNING

1. **CALL TO ORDER:** Meeting called to order by **COMM. DONALD PARKER** at **7:32 AM.**
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES:**

A. MINUTES OF MEETING DATED: February 25, 2015

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS.** None.
5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.

MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

6. **REPORTS:**

A. Animal Control – Annual Report:

- Jon Westendorf presented the annual report of Animal Control detailing the accomplishments and statistics of 2014. Completed with answering questions from the Committee.

B. Drain Commissioner – Annual Report:

- Brian Jonckheere presented the annual report of the Drain Commissioner detailing the role in Livingston County. Answered questions from the Committee.

C. Commissioner Domas reported that the presentation of the Strategic Plan at the MTA meeting went well.

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

8. **RESOLUTIONS FOR CONSIDERATION:**

9. **MI WORKS RESOLUTION AUTHORIZING SUBLEASES BETWEEN THE STATE OF MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET AND THE COUNTY OF LIVINGSTON FOR SPACE AT THE MICHIGAN WORKS! LIVINGSTON SERVICE CENTER**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED**

10. **VETERANS RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2015 APPROVED BUDGET FOR VETERANS TRUST FUND AND VETERANS STATE GRANT**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: DOMAS / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED**

11. **PURCHASING RESOLUTION AUTHORIZING THE PARTICIPATION OF AN EXTENDABLE CONTRACT WITH OFFICE DEPOT FOR OFFICE SUPPLIES**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: CHILDS / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

12. **INFORMATION TECHNOLOGY RESOLUTION AUTHORIZING RENEWAL OF A TWO YEAR ENTERPRISE IT LEADERS SERVICE AGREEMENT BETWEEN LIVINGSTON COUNTY INFORMATION TECHNOLOGY AND GARTNER, INC.**

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

- 13. COUNTY CLERK RESOLUTION AUTHORIZING ISSUANCE OF BLANKET PURCHASE ORDER FOR 2015 ELECTION SUPPLIES**

RECOMMEND MOTION TO THE BOARD
MOVED BY: VAN HOUTEN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

- 14. COUNTY CLERK RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2015 APPROVED BUDGET FOR COUNTY CLERK ELECTIONS**

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

- 15. AIRPORT RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY AERONAUTICAL FACILITIES BOARD TO ENTER INTO AN AGREEMENT WITH C&S COMPANIES OF LIVONIA, MICHIGAN FOR THE DESIGN OF PAVEMENT CRACK AND JOINT REPAIR**

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
ALL IN FAVOR - MOTION PASSED

- 16. AIRPORT RESOLUTION TO AUTHORIZE AN INCREASE IN HOURS FOR THE OFFICE ASSISTANT POSITION TO FULL TIME**

RECOMMEND MOTION TO THE BOARD
MOVED BY: DOLAN / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

- 17. PUBLIC HEALTH RESOLUTION IN SUPPORT OF RESTORING REQUIRED ESSENTIAL LOCAL PUBLIC HEALTH SERVICES FUNDING**

RECOMMEND MOTION TO THE BOARD
MOVED BY: CHILDS / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

18. PUBLIC HEALTH RESOLUTION TO INCREASE AND AMEND SELECTED FEES CHARGED FOR SERVICES PROVIDED BY THE DEPARTMENT OF PUBLIC HEALTH

RECOMMEND MOTION TO THE BOARD
MOVED BY: GREEN / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

19. ADMINISTRATION RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR TREASURER, FINANCE, AND HUMAN RESOURCE STAFF TO ATTEND THE TYLER CONNECT ANNUAL TRAINING CONFERENCE IN ATLANTA, GEORGIA

RECOMMEND MOTION TO THE BOARD
MOVED BY: CHILDS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

20. ADMINISTRATION RESOLUTION AUTHORIZING A CONTRACT FOR BROKER SERVICES WITH SCOTT BOHLEN, PREVIEW PROPERTIES

RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR - MOTION PASSED

21. EMS RESOLUTION AUTHORIZING REPLACEMENT OF AMBULANCE

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

22. EMS RESOLUTION AUTHORIZING THE WRITE OFF OF AGED RECEIVABLES FOR THE YEAR 2011

RECOMMEND MOTION TO THE BOARD
MOVED BY: CHILDS / SECONDED BY: VAN HOUTEN
YEAS: VAN HOUTEN, LAWRENCE, GREEN, DOLAN, CHILDS, GRIFFITH, PARKER
NAYS: DOMAS / ABSENT: WILLIAMS

Commissioner Van Houten exited at 9:54 A.M. and returned at 9:56 A.M.

Commissioner Childs exited at 9:56 A.M. and returned at 9:57 A.M.

23. LETS RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF PURCHASE ORDER FOR TWO (2) SMALL BUSES

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

24. LETS RESOLUTION AUTHORIZING CONTRACTS FOR L.E.T.S. BUS AND MINI-VAN TIRES

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

25. LETS RESOLUTION AUTHORIZING A CONTRACT BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND WILTSE ELECTRIC FOR THE PURCHASE AND INSTALLATION OF A BACK-UP GENERATOR FOR THE COUNTY INTERMODAL BUILDING

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

26. LETS RESOLUTION AUTHORIZING CONTRACT BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND CONCRETE CONSTRUCTION, INC. FOR CONCRETE WORK AT THE COUNTY INTERMODAL BUILDING

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

27. LETS RESOLUTION AUTHORIZING CONTRACT BETWEEN LIVINGSTON COUNTY (L.E.T.S.) AND NAGLE PAVING COMPANY FOR ASPHALT WORK AT THE COUNTY INTERMODAL BUILDING

RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

28. CLAIMS

MOTION TO APPROVE THE CLAIMS DATED MARCH 11, 2015.
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

29. PAYABLES:

**MOTION TO APPROVE THE PAYABLES DATED 02-26-15 THROUGH 03-11-15.
MOVED BY: GREEN / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

30. CALL TO THE PUBLIC: None.

31. ADJOURNMENT:

**MOTION TO ADJOURN AT 10:01 AM
MOVED BY: DOLAN / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY

RESOLUTION

NO: 2015-03-004 F

LIVINGSTON COUNTY

DATE: March 25, 2015

RESOLUTION APPROVING THE FILLING OF ONE PART TIME LAW CLERK/MAGISTRATE POSITION IN THE 53RD DISTRICT COURT – District Court / Finance

WHEREAS, the 53RD District Court has a need to replace a part time law clerk/magistrate due to the resignation of a law clerk; and

WHEREAS, for purposes of continuity, the 53RD District Court would continue to function efficiently if the filling of this position is granted; and

WHEREAS, funding for same is available in the 2015 budget for 53RD District Court; and

WHEREAS, this Resolution has been recommended for approval by the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the filling of a part time law clerk position in the 53RD District Court.

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
13600105	LAWCLERK/ATTY MAGSTR	A	1	.500

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MOVED:
SECONDED:
CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Debra Kubitskey, 53rd District Court – Court Administrator

Title of Position to be Filled: Law Clerk/Magistrate Salary: \$21,632

Position Control#: 13600105

Annual Cost of Budgeted Position (incl. fringe benefits): \$21,632 – no benefits attached to this position

Projected Cost for the next five years (incl. fringe benefits): \$110,000

New Position/Classification (Yes/No): No

If No: Name of Employee Last Occupying this Position: Ashley Justice

When did the position become vacant? March 6, 2015

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

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

This position is vital to the assigned District Court Judge, specifically supporting the activities and the docket of the judge. Primary duties include legal research on pending or outstanding cases, case management, assistance in docket flow, assistance in legal correspondence, assist judge with daily operations of office, and serve as back up court recorder.

It is essential that this position be filled for a number of reasons. This position provides essential assistance to the judge in organizing their office and docket by scheduling meetings and cases, responding to phone calls, case flow management, communication with parties and reviewing files. In addition, this position provides primary legal research duties for the judge as well as prepares legal opinions for the Judge's review.

2. Budgeted department head count for the past five years:

Jan. 2015: 29 full time, 8 part time Jan. 2014: 30 full time, 9 part time Jan. 2013: 30 full time, 8 part time Jan. 2012: 30 full time, 8 part time Jan. 2011: 31 full time, 6 part time

3. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

Due to the specialized legal nature of the law clerk position, reassignment of essential work would be complex. Although some organizational work could potentially be reassigned, the legal research and legal writing skills are limited to those individuals with legal backgrounds. In addition, staff has taken on additional duties to those defined in their job descriptions on request. These changes have occurred without seeking to amend job descriptions or seeking

increases in staff pay. Additionally, workload analysis is conducted to ensure that there is an even distribution of work. Staff capacity, based on factors such as demonstrated ability to manage complex tasks, change in educational background, and other individualized factors, is evaluated to determine the most efficient ways of assigning work short of requesting hiring for new positions.

4. Specifically list three reasonable options or detriments to the department if your request to replace a position is denied.

- 1. Distribute some of the work of the position among remaining staff (other law clerks) and obtain a budget amendment to cover anticipated overtime and other costs. This option is unlikely to have a positive impact on court services and county fiscal issues, as it would most likely delay research on legal matters for specific cases. Costs will increase for overtime. In addition, positions will have to be re-evaluated for change in classification and/or pay to compensate for assumption of additional or new duties.*
- 2. Evaluate the advisability of converting the position to contractual basis. This option would reduce the financial commitment for the position; however, it would make recruitment for the position more difficult.*
- 3. Leaving the position vacant would have a similar impact as option 1, as this would cause unnecessary case delays and service to the public will be negatively impacted.*

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

The District Court has implemented many budget saving measures in the past including reducing full time employees to part time, combining positions through attrition (i.e. Traffic/Criminal Supervisor position), use of interns and elimination of other positions, including one part time clerk and a full time Probation Officer. In addition, we continually evaluate our needs and services to secure appropriately priced product and services within our budget.

6. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

On a short term basis thus far, other staff have filled in duties where possible, however some duties have not been covered at this time.

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

It is difficult to cross train staff to perform legal research and legal correspondence. These skills are learned through continued education, and specifically law school. Due to the educational requirements and duties of this position, it can only be covered by other law clerks.

8. Are your actual revenues coming in at your projected budget.

We have adjusted our expenses over the past several years to support the continued funding of this, and other positions.

Livingston County



CONTACT INFORMATION

Requester: **Debra Kubitskey**
Dept. Phone Number/Extension: **7637**

Title of Requester: **Court Administrator**
Date Requested: **3/18/15**

POSITION REQUESTED INFORMATION

Position Title: **Law Clerk/Magistrate - Dst Ct** Supervisor: **District Court Judge**

Is the purpose of this request to fill a position as a result of a vacancy? Yes No

Is the purpose of this request to change the scheduled hours of an existing position? **Select** From: To:

Is the purpose of this request to reclassify a current position? Yes No

If yes, name and title of incumbent: _____

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: **Ashley Justice**

Position Type: Reg. Term/Grant Temp. Unpaid Special

Position Status: Full-Time 30+ Part-Time 21-29 Part-Time 20 or Less

Number of Work Hours Per Week: **20**

Justification for change of hours/addition of position (REQUIRED): **no change being requested**

13600105

Fill vacant position

FUNDING INFORMATION

Proposed Base Annual Salary: **\$20.80/hr** This position is funded in whole or in part by a grant % Funded

Position will be 100% funded by: General Fund Enterprise Fund Special Revenue Fund Internal Service Fund

Funding Source(s) (check all that apply)

Percent

Increased Fees

Contract/Charges for Service

Requires General Fund Resources

Reduction of Expenditures

Which expenses were reduced and by how much?

100%

REQUIRED APPROVALS

Debra Kubitskey *3/18/15* *Debra Kubitskey*
Supervisor (if applicable) Date Department Head Date

HR OFFICE ONLY

Job Class: **7063** Job Title: **Law Clerk / Attorney Magistrate** Grade: **7**

Employee Group: **NU** Exempt/Union/Non-Exempt: **NE** Step: **2**

HR Reviewed *sample*

Date Reviewed *3-19-15*

BUDGET OFFICE ONLY

Position Control # **13600105** Org. **10113600** Object Code: 704000 706000 706001

Funds Available: Yes No

Budget Reviewed *Cynthia Cotarac*

Date Reviewed *3/19/15*

Board Authorized on Date:

Resolution #:



LIVINGSTON COUNTY, MI
DEPARTMENT OF 53RD DISTRICT COURT

204 S. Highlander Way, Ste. 1
Howell, MI 48843

Phone 517-540-7637 Fax 517-548-9445

Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Debra Kubitskey, 53rd District Court
Date: March 17, 2015
Re: Resolution to fill one part time law clerk position

Ashley Justice has been a Law Clerk/Magistrate with us for approximately one year. She was recently offered a position in another court and has accepted that position. We are excited for her and the new opportunities she will have on her career path; however, this leaves an opening in one of our part time District Court Law Clerk/Magistrate positions. The Law Clerk/Magistrate position is one that assists the District Court Judges and is essential to the operations of their offices.

This is not a new position, rather an existing position that is budgeted at 20 hours per week in the 2015 budget. We would appreciate your support of this proposed resolution.

If you have any questions regarding this matter please feel free to contact me at your earliest convenience.

Thank you very much.

RESOLUTION

NO: 2015-03-005 F

LIVINGSTON COUNTY

DATE: March 25, 2015

RESOLUTION APPROVING THE FILLING OF A VACANT CLERK/COURT RECORDER POSITION IN THE CIRCUIT COURT – CIRCUIT COURT / FINANCE

WHEREAS, the Circuit Court has a need for a full time Clerk/Video Operator for the Hon. David J. Reader; and

WHEREAS, the position is vacant due to the resignation of the Clerk/Video Operator who currently holds the position; and

WHEREAS, the position is mandated and is essential to providing recording functions for Circuit Court proceedings

WHEREAS, funding for the position is available in the Circuit Court budget; and

WHEREAS, this Resolution has been recommended for approval by the Finance Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the filling of a position Clerk/Video Operator in the Circuit Court.

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE ▲
13100206	CLERK / COURT RECORD	A	1	1.000

#

MOVED:

SECONDED:

CARRIED:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: John Evans

Title of Position to be Filled: Clerk/Video Recorder

Salary: \$34,018

Position Control#:

Annual Cost of Budgeted Position (incl. fringe benefits):

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

New Position/Classification (Yes/No): NO

If No: Name of Employee Last Occupying this Position

When did the position become vacant? March 18, 2015

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

Yes

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

attached

Circuit Court Recorder, required for court proceedings

2. Budgeted department head count for the past five years:

Jan., 2011: *12* Jan., 2012: *12* Jan., 2013: *12* Jan., 2014: *12* Jan., 2015: *12*

3. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

N/A

4. Specifically list three reasonable options or detriments to the department if your request to replace a position is denied. *N/A*

Position Required

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

N/A

7. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

N/A

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

N/A *only 3 staff in office with full workloads*

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

~~GF~~ *GF - overall revenues are on target*

EMPLOYEE NAME: VACANT
JOB TITLE: Clerk / Court Recorder
POSITION ID#: 101.136-
EMPLOYEES SUPERVISED: None
IMMEDIATE SUPERVISOR: Judge David Reader
TITLE OF IMMEDIATE SUPERVISOR: Chief Circuit Judge
FLSA STATUS: Non-Exempt
DEPARTMENT: Circuit Court **LOCATION:** Howell Judicial Center
EFFECTIVE: 01/01/12 **GRADE:** Union Gr. V
WORKERS COMP. CODE: 8810



SUMMARY OF POSITION:

Under the supervision of a Circuit Court Judge, monitors the video recording equipment in the courtroom and takes notes on actions in court in order to help prepare an accurate record of court proceedings. Prepares a variety of legal form documents in the courtroom. Marks exhibits, administers oaths and performs other functions of a courtroom clerk. Pulls and returns files for court and provides various support functions for the Judge.

ESSENTIAL FUNCTIONS:

1. Monitors the video recording system in the courtroom, includes ensuring that the people who are speaking are properly positioned to ensure recording, monitoring graphic voice indicators to ensure sufficient volume, and changing video tapes as necessary.
2. Takes notes and maintains log of actions in court, includes describing actions taken on each case, noting time case started and ended, noting appearance of witnesses and marking of exhibits, and other actions.
3. Prepares a variety of forms in the courtroom such as warrant recalls, orders to show cause, bond forms, requests for appointed counsel, and other forms. Secures the signature of the Judge as necessary.
4. Marks exhibits, administers oaths to witnesses and others, draws jurors and alternates, prepares and distributes jury seating chart, and provides other courtroom assistance.
5. Pulls files for the day's docket from the County Clerk's Office. Calls cases in the courtroom.
6. Prepares statistical summaries of pre-sentence investigation reports for the State Court Administrative Office. Prepares monthly trial activity report and files with the County Clerk.
7. Maintains list of attorneys who have indicated they will represent indigents on Friend of the Court matters.
8. Returns files from courtroom to the County Clerk's Office. Files daily log of court proceedings. Retains video tape A and files video tape B with Circuit Court administration office.

OTHER FUNCTIONS:

9. May serve as back-up to Secretary/Assignment Clerk, includes scheduling cases, taking adjournments, typing correspondence and legal documents, and related secretarial tasks.

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

QUALIFICATIONS:

1. Enrolled in an accredited law school working towards a law degree (preferred) or high school graduate with appropriate legal/court experience.
2. Experience in the court system which provided familiarity with courtroom procedures.
3. Must be certified as a Certified Electronic Operator soon after employment.

Knowledge of:

- Office principles and practices;
- Customer service principles.

Skill in:

- Maintaining digital/video record of court proceedings.;
- Operating a computer and applicable software applications;
- Providing customer service;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Ability to maintain records, prepare reports and answer questions.
- Ability to maintain effective working relationships and productively serve as a member of a team with employees and the public plus have the ability to deal with problems courteously and tactfully.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Michigan Right to Know
- For positions "at risk" for work-related musculoskeletal disorder (WMSD), will participate in Ergonomics Training minimally every three years.

WORKING CONDITIONS:**Physical Requirements:**

- Positions in this class typically require: fingering, grasping, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.
- For positions "at risk" for work-related musculoskeletal disorder (WMSD):
Will be aware of the risk factors and proper computer posture, as this position has been identified as a problem job for work-related musculoskeletal disorder (WMSD) risk.
Must recognize the signs and symptoms of WMSDs and the importance of early reporting to

Human Resources with recommendations for control.

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

Signature of Employee

Signature of Supervisor

Date

Date

POSITION DESCRIPTION ESTABLISHED: 1996

POSITION DESCRIPTION REVIEWED: 02/13



Memorandum

To: Livingston County Board of Commissioners
From: John Evans
Date: 3/25/2015
**Re: RESOLUTION APPROVING THE FILLING OF A VACANT
CLERK/VIDEO OPERATOR POSITION IN THE CIRCUIT
COURT**

The Clerk/Video Operator position in the office of the Hon. David J. Reader is vacant due to the resignation of the current Clerk/Video Operator.

This position provides support to Judge Reader through the performance of recording of circuit court proceedings for cases assigned to Judge Reader's docket. The position also performs essential functions that effectively and efficiently aids in the conducting of court proceedings. The position performs other functions as designated by the Judge. It is essential that this position be filled quickly so that there is minimal disruption in management of cases assigned to Judge Reader that would result in extensive delays in the administration of justice.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR FOC INTERSTATE CASEWORKER TO ATTEND THE EASTERN REGIONAL INTERSTATE CHILD SUPPORT ASSOCIATION (ERICSA) ANNUAL CONFERENCE IN HERSHEY, PENNSYLVANIA – FRIEND OF THE COURT / FINANCE / BOARD

WHEREAS, the ERICSA annual training conference is a great opportunity to discover new case management skills and technology trends in the federal child support program which will enhance productivity and efficiency in our Friend of the Court Office; and

WHEREAS, Interstate Caseworker Wendy Amell will be able to interact and learn directly from other interstate caseworkers and the conference will allow Ms. Amell to meet other interstate caseworkers from across the country to exchange cases processes and best practices in formal and informal settings; and

WHEREAS, Friend of the Court Melissa Scharrer is requesting authorization for Interstate Caseworker Wendy Amell to attend the ERICSA annual training conference in Hershey, Pennsylvania from April 26-April 30, 2015 for travel the day prior to the first preconference seminar; and

WHEREAS, the cost of the conference and associated travel costs shall not exceed \$1,300 and will be reimbursed through the Cooperative Reimbursement Grant at a rate of 66% and the funds are available in line items Travel, Travel Reimbursement and Employee Training.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes out-of-state travel for Wendy Amell, Friend of the Court Interstate Caseworker to the ERICSA annual training conference in Hershey, Pennsylvania from April 26-April 30, 2015, at a cost for registration, lodging, and transportation not to exceed \$1,300.

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MOVED:

SECONDED:

CARRIED:



Memorandum

March 17, 2015

To: Board of Commissioners

From: Melissa A. Scharrer, Friend of the Court

RE: Eastern Regional Interstate Child Support Association (ERICSA)
2015 Annual Conference

Friend of the Court Melissa Scharrer is requesting authorization from the Board of Commissioners for Wendy Amell, Interstate Caseworker, to attend the ERICSA 2015 conference on April 26-30th, 2015 in Hershey, Pennsylvania. Wendy will have the opportunity to discover new case management skills and technology trends in the Federal Child Support Program which will enhance productivity and efficiency in our Friend of the Court Office (FOC). She will be able to interact and learn directly from other interstate caseworkers and the conference will allow her to meet other interstate caseworkers from across the country to exchange cases processes and best practices in formal and informal settings.

Wendy has been at the FOC for 18 years as a clerk, enforcement caseworker, review and modification caseworker, and for the last several years as an interstate caseworker. With our mobile society, the FOC office has seen a substantial increase in the volume of interstate support cases both in the United States and around the world. I believe this opportunity for Ms. Amell to interact with various professionals throughout the country will provide extraordinary benefits to her work at the Livingston County FOC.

Thank you for considering the request to attend ERICSA Annual Conference 2015. If you have any questions, please do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING RECOGNITION OF NATIONAL PUBLIC SAFETY TELECOMMUNICATORS' WEEK, APRIL 12 - 18, 2015 - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, emergencies may occur at any time; and

WHEREAS, when emergencies occur, the prompt intake of information and timely dispatch of first responders is critical to the protection of life and preservation of property; and

WHEREAS, the safety and well-being of Livingston County citizens and first responders alike is dependent upon the accuracy of information obtained from citizens who telephone 9-1-1, and then disseminate to first responders; and

WHEREAS, 9-1-1 telecommunicators are the single vital link providing information and instructions to ensure their safety; and

WHEREAS, Livingston County's 9-1-1 telecommunicators contribute substantially to the apprehension of criminals, suppression of fires and treatment of the ill and injured with compassion, understanding and professionalism; and

WHEREAS, the United States Congress passed a proclamation in 1991 creating the second full week of April as National Public Safety Telecommunicators' Week.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby joins the congressional proclamation declaring April 12 – 18, 2015, as National Public Safety Communicators' Week in honor of the men and women of Livingston County 9-1-1 Central Dispatch.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
911 CENTRAL DISPATCH/
EMERGENCY MANAGEMENT DEPARTMENT
300 S. Highlander Way, Howell, MI 48843
Phone 517-546-4620
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd and Chad Chewning
Date: 3/18/2015
Re: National Public Safety Communicators' Week
April 12 – 18, 2015

The 911 Central Dispatch/Emergency Management Department respectfully requests the Livingston County Board of Commissioners join with the United States Congress in recognition of the second full week of April as National Public Safety Telecommunicators' Week. The Board is invited to the awards ceremony on the afternoon of April 13, 2015. More details regarding the schedule will follow.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION OPPOSING ADDITIONAL REQUIREMENTS AND COSTS TO BUSINESS OWNERS, CONTRACTORS, AND DEVELOPERS – BUILDING DEPARTMENT / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD

WHEREAS, as result of the great recession which created hardships for local business owners and residents, resulting in job losses and foreclosures; and

WHEREAS, these losses also impacted local governments with reduced revenues, staff layoffs and reductions in services to county residents; and

WHEREAS, the direction of the State of Michigan and the Livingston County Board of Commissioners is to streamline development, save costs, eliminate redundancies, and efficiently use resources to reduce or eliminate the potential of similar losses in the future; and

WHEREAS, the Livingston County Building Department is charged with ensuring the health safety and welfare of residents and first responders in buildings located within Livingston County; and

WHEREAS, the Brighton Area Fire Authority (BAFA), which is not a State mandated agency and has authority of the locally adopted Fire Codes in Genoa Township, Brighton Township and the City of Brighton, and are currently promoting additional regulations which will result in additional costs, redundant efforts for developers and property owners and such requirements will create additional hardships and costs for these developers and business owners; and

WHEREAS, these efforts do not serve the common good of Livingston County residents, developers and contractors and these types of new regulations would be contrary to the direction of the County Board of Commissioners and the Governor’s office.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby opposes any efforts by any group to increase regulations or costs and / or duplicate efforts, due to its lack of necessity and poses a negative impact to the citizens and businesses and such efforts fail to serve the common good of Livingston County.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent directly to Governor Rick Snyder, US Representative Mike Bishop, State Senator Joe Hune, Representative Lana Theis and the local Townships, Cities and Villages within Livingston County.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Jim Rowell, Building Official
Date: March 19, 2015
Re: DUPLICATION OF CODE SERVICES

It was recently brought to the attention of Staff that there is an effort by the Brighton Area Fire Authority (BAFA) as well as other efforts on a national level to create an additional permitting agency based on the Fire Codes. The local effort is being put forward without consent or input from the County Building Department, the County Board of Commissioners or any stakeholders.

Background:

Local Fire Authorities are not a State mandated department. We agree they provide a great service however their authority comes only from the locally adopted ordinances. In fact, many communities have not adopted any Fire Codes as there are no requirements to do so. Conversely, enforcement of the Building Codes is a State Law governed by Public Act 230 of 1972. The scope of most fire departments is limited to fire fighting and does not include building code enforcement.

The proposal being put forth in the three (3) communities where BAFA provides services would authorize BAFA as a permitting agency. Many of the Fire Codes have always been in the Building Code. Therefore such duplication is unnecessary, redundant and does not serve the common good of developers and business owners of the County and is contrary to the direction of the County Board of Commissioners and the Governor.

The Livingston County Building Department is charged with ensuring the health, safety and welfare of the citizens and first responders in buildings located in the county.

Since the Building Codes are state law, any duplicate permitting agency will not and cannot negate the building codes or the authority of the County Building Department. Any other permitting agency will always be just a redundant permitting department. The Fire Code and the Building Code mirror each other to some extent however BAFA is always on a newest version of the Fire Code whereas the Building Codes are 3-6 years behind the newest version. Therefore the Fire Code will always be more stringent. Historically, with few exceptions, the newest addition of any code is always more stringent than the prior addition. Staff's experience is that the codes never get less regulatory with new versions. To illustrate this point, as an example, the current version of the Fire Code provides for suppression systems in residential homes which is not required in the Building Code.

Additionally, the State mandated Building Code allows potential clients or their Architects to choose the Rehabilitation Code for Existing Buildings as an option for designing building renovations. This is their choice. This "Rehab" code offers more relief than the prescriptive codes. This is especially important in Livingston County where we have 150-180 year old downtown districts. The Fire Code does not include a Rehabilitation Code option.

In the past, as a courtesy, the Building Department has always solicited comments from the BAFA. We also let the BAFA Staff perform reviews and attend inspections. When BAFA performs a review, they also charge the client for the reviews which is already a duplication of fees.

Since the staff at BAFA is already charging for their plan reviews, already commenting on building plans and already attending inspections, the need for a duplicate permitting agency has not been demonstrated.

To date, we have only seen a draft of the proposed ordinance, however we believe this ordinance will increase the burden and costs of developing business in Livingston County and will factor into the decisions of any developer that may consider Livingston County as a place to do business.

If you have any questions or comments, I can be reached at 517-552-6724.