

GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES COMMITTEE

4/6/2015

304 E. Grand River Ave, Howell, MI 48843

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
Minutes of Meeting Dated: March 9, 2015
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

07 Equalization
RESOLUTION APPROVING THE FILLING OF A FULL TIME SENIOR APPRAISER – Equalization / General Government

08 Animal Control
RESOLUTION AUTHORIZING AN ADDITIONAL (1) PART TIME VETERINARY POSITION OPERATING WITH 2015 BUDGET LIMITS - Animal Control / Health & Human Services / Finance / Board

09 Veterans
RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR VETERANS' SERVICES STAFF TO ATTEND THE NATIONAL ASSOCIATION OF COUNTY VETERAN COUNSELORS (NACVSO) CONFERENCE IN APPLETON, WISCONSIN FOR ACCREDITATION TRAINING - Veterans Services / General Government / Finance / Board

-
10. **CALL TO THE PUBLIC**
 11. **ADJOURNMENT**

MEETING MINUTES

LIVINGSTON COUNTY

MARCH 9 , 2015 - 7:30 PM

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

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

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

OTHERS:
JEFF BODY
MATT BOLANG
DIANNE McCORMICK
ELAINE BROWN
JON WAGGONER
DOUG BRITZ
CAROL GRIFFITH

BILL SLEIGHT
KEVIN WILKINSON
RICH MALEWICZ
ROBERTA BENNET
MARK JOHNSON
GREG KELLOGG

MARGARET DUNLEAVY
JOAN RUNYAN
DAVE DOMAS
KATE LAWRENCE
BELINDA PETERS
CINDY CATANACH

1. **CALL to ORDER:** Meeting called to order by: **COMM. DOLAN AT 7:30 PM.**
2. **APPROVAL of MINUTES: MINUTES OF MEETING FEBRUARY 9, 2015:**

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

3. **APPROVAL of AGENDA:**

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

4. **REPORTS: None.**
5. **CALL TO THE PUBLIC: None.**
6. **RESOLUTIONS for CONSIDERATION.**

7. **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: FINANCE
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

8. **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: FINANCE
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

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

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

10. **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: FINANCE
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

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

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

12. **EMS:** RESOLUTION AUTHORIZING REPLACEMENT OF AMBULANCE

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

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

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

14. PUBLIC HEALTH: RESOLUTION IN SUPPORT OF RESTORING REQUIRED ESSENTIAL LOCAL PUBLIC HEALTH SERVICES FUNDING

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

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

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

16. COUNTY CLERK: RESOLUTION APPROVING THE FILLING OF THE ELECTION ASSISTANT/VITAL RECORDS CLERK POSITION FOR THE LIVINGSTON COUNTY CLERK

**RESOLUTION #2015-03-003-GH: FILLING OF THE ELECTION ASSISTANT/VITAL RECORDS CLERK POSITION FOR THE LIVINGSTON COUNTY CLERK # 21500103
MOVED BY: GREEN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED**

17. COUNTY CLERK: RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO THE 2015 APPROVED BUDGET FOR COUNTY CLERK ELECTIONS

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

18. COUNTY CLERK: RESOLUTION AUTHORIZING ISSUANCE OF BLANKET PURCHASE ORDER FOR 2015 ELECTION SUPPLIES

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

19. **L.E.T.S.:** **RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF PURCHASE ORDER FOR TWO (2) SMALL BUSES**

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

20. **L.E.T.S.:** **RESOLUTION AUTHORIZING CONTRACTS FOR L.E.T.S. BUS AND MINI-VAN TIRES**

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

21. **L.E.T.S.** **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: FINANCE
MOVED BY: CHILDS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

22. **L.E.T.S.:** **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: FINANCE
MOVED BY: GREEN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED

23. **L.E.T.S.:** **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: FINANCE
MOVED BY: GREEN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED

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

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

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

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

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

27. **ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:10 PM.
MOVED BY: GREEN / SECONDED BY CHILDS
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO: 2015-04-004 GH

LIVINGSTON COUNTY

DATE: April 6, 2015

RESOLUTION APPROVING THE FILLING OF A FULL TIME SENIOR APPRAISER – EQUALIZATION / GENERAL GOVERNMENT

WHEREAS, The Equalization Department has an immediate need to replace a full-time Senior Appraiser, due to the resignation of the current senior appraiser; and

WHEREAS, the senior appraiser position is an integral part of the Equalization Department and provides the knowledge and expertise to appraise more complicated parcels; and

WHEREAS, assists with then preparation of studies mandated of Equalization; and

WHEREAS, this position is an existing position which would not require any additional funding.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the filling of the Senior Appraiser position.

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
25700101	EQUALIZATION DIRECTO	A	1	.125
25700102	DEPUTY EQUALIZATION	A	1	1.000
25700103	SR APPRAISER	A	0	1.000
25700104	APPRAISER	A	1	1.000
25700105	APPRAISER	A	1	1.000

#

#

#

**MOVED:
SECONDED:
CARRIED:**

Requester: Sue Bostwick
Dept. Phone Number/Extension: 540-8778

Title of Requester: Deputy Equalization Director
Date Requested: 3/9/15

Position Title: Senior Appraiser

Supervisor: Sue Bostwick

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: Delores Ricchiutti

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

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: 40 hours

Justification for change of hours/addition of position (REQUIRED):

Proposed Base Annual Salary: 44054.23 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
<input type="checkbox"/> Increased Fees	_____
<input type="checkbox"/> Contract/Charges for Service	_____
<input type="checkbox"/> Requires General Fund Resources	_____
<input checked="" type="checkbox"/> Reduction of Expenditures	_____

Which expenses were reduced and by how much?

Due to the difference of salary starting position the expenditures will be less.

FUNDS BUDGETED FOR POSITION IN 2015 Budget

Supervisor (if applicable) Date Department Head Date

Job Class: 6026 Job Title: Sr. Appraiser Grade: 8
Employee Group: NU Exempt/Union/Non-Exempt: Exempt Step: Hire

HR Reviewed Date Reviewed

Position Control 25700103 Org. 10125700 Object Code: 704000 706000 706001

Funds Available: Yes No
Budget Reviewed Date Reviewed

Board Authorized on Date: Resolution #:

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: Sue Bostwick

Title of Position to be Filled: Senior Appraiser

Salary: 44054.23 – 55806.91

Position Control#:

Annual Cost of Budgeted Position (incl. fringe benefits): 84959.56

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

New Position/Classification (Yes/No):

If No: Name of Employee Last Occupying this Position: Delores Ricchiutti

When did the position become vacant? October 24, 2014

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?

Currently this has not been a problem, however in the spring when the fieldwork is being done, there may not be anyone to cover the office if someone takes a vacation or is off sick and the person left has a meeting.

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.

211.34 of the GPTA states: Equalization is to assist the County Board of Commissioners to determine if the townships or cities has been equally and uniformly assessed at true cash value. Currently the department does not have enough qualified people to perform that task.

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

Jan., 2010: 4.525 Jan., 2011: 4.25 Jan., 2012: 4.125 Jan., 2013: 4.125
Jan., 2014: 4.125

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?

Over the past five years we have streamlined the procedures within the office, and made greater use of technology. However, within that time we have also taken on the Apportionment Report.

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

a. Reduce the work load by not reviewing and balancing the tax bills. This would however cause more work for the Treasurer's office and complicating the settlement and audit process.

- b. We would have difficulty scheduling time off.
- c. The rush to complete the study may cause mistakes and eventually could end up in tribunal.

- 1. 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).

Do to the fact our work is very specialized it makes it very difficult to have a temporary employee to come in. This person would have to have assessing and tax and appraisal experience, and be familiar with BS&A software.

- 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)?

In the past month I have worked about 10 hours a week additional, to complete the Apportionment Report, tax bill maintenance and the studies. No one else within the department has worked over.

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

Over the last several years, all employees have a working knowledge of the equalization process and tax bill process we do within the office. They are crossed trained.

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

The last three years having Delores do the industrial we have not exceeded the budget projections for the department. With a new person coming in, the current budget (2014) will be higher than the 2015 with a new employee. This is due to the difference in salary paid out for the position.



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EQUALIZATION

304 E. Grand River Ave, Howell, MI 48843
Phone 517-546-4182 Fax 517-552-2322

Memorandum

To: Livingston County Board of Commissioners
From: Sue I. Bostwick
Date: April 6, 2015
Re: Resolution – Filling the Full Time Senior Appraiser Position

As of December 8, 2014 the Board approved the filling of the Senior Appraiser position for the 2014 year. The position remains unfilled; therefore I am asking your approval of this resolution to cover the 2015 budget year.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN ADDITIONAL (1) PART TIME VETERINARY POSITION OPERATING WITH 2015 BUDGET LIMITS – Animal Control / Health & Human Services / Finance / Board

WHEREAS, Animal Control currently has one permanent 15 hour a week part-time veterinarian funded in the 2015 Budget; and

WHEREAS, Animal Control has determined the need for another veterinarian with high volume surgery experience in order to maintain an acceptable level of service to the citizens and maintain minimal requirements demanded by the operations at Animal Control, and

WHEREAS, the 15 staffing hours authorized in the budget for the Veterinarian position will remain the same and will be pooled between both veterinarians.

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

Position Control - Munis [Livingston County] > Position Control					
X	Position #	Description	Stat	# Emps	CY FTE ▲
	43000102	VETERINARIAN	A	1	.375

Position Control - Munis [Livingston County]

Position Identification

Position	Description	State Pos	Status	Create Date
43000102	VETERINARIAN		A - ACTIVE	04/06/2015

Main | Salary Data | Budget | Civil Service | Comments

Job Class 7074 VETERINARI Pooled

Group/BU NU - NON UNION, ELECTED, JUDGES Hiring Freeze

Location 4300 - ANIMAL CONTROL Reclassified

Replaced with 00000000 FLSA Exempt

Filled at

Max Employees 2.0000

#

**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Animal Control
Date: March 12, 2015
Re: Hiring of Second Part-time Veterinarian

LCAC's part-time staff veterinarian performs our in-house spay/neuter surgeries, our clinics and evaluates pets for any cases that go to prosecution.

The veterinarian performs over 250 spay/neuter surgeries per month and has concerns about keeping pace with the intake levels in the summer and the size of the clinics due to her slower surgery pace.

Since the clinic revenue has decreased, we wish to add a second vet with high speed surgery skills to keep pace with intake in the summer and to handle all the clinics. This will take the clinics from current 11-12 animals back to the 25 plus level. Thus taking current level of revenue and doubling it back to previous levels.

There will no increase in the approved vet hours of 15 per week. The hours will be split between the two vets.

A second vet will also allow us to have vacation coverage.

Due to the above, I respectfully ask for a high volume surgery veterinarian.

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

RESOLUTION

NO.:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR VETERANS' SERVICES STAFF TO ATTEND THE NATIONAL ASSOCIATION OF COUNTY VETERAN COUNSELORS (NACVSO) CONFERENCE IN APPLETON, WISCONSIN for ACCREDITATION TRAINING – VETERANS' SERVICES / GENERAL GOVERNMENT / FINANCE / BOARD

WHEREAS, Turnover of personnel in the Veterans' Services Department has caused a need for training of new Counselors to obtain Accreditation which is required by their job description; and

WHEREAS, during the 2015 budget process it was unknown if the new counselor would be required to receive training from NACVSO to maintain his accreditation; and

WHEREAS, Veterans' Services is requesting to send Nicholas Koulchar to the 2015 NACVSO annual training conference in Appleton, Wisconsin from May 30-June 6, 2015 for travel the day prior to the first seminar; and

WHEREAS, the cost of the conference and associated travel costs shall not exceed \$1500 and because the training was unknown during the 2015 budget process funds are not included in the Veteran's General Fund Operating budget and are therefore being requested to come from General Fund - Contingency.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes out-of-state travel for Nicholas Koulchar, for the 2015 NACVSO annual training conference in Appleton, Wisconsin from May 30-June 6, 2015 at a cost for registration, lodging, and transportation not to exceed \$1500.

THEREFORE BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes a transfer of \$1500 and any budget amendments needed from General Fund Contingency to the Veterans budget to cover this expenditure.

#

MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF VETERANS' SERVICES

2300 E. Grand River Ave., Suite 109
Phone 517-546-6338 Fax 517-546-0942
Web Site: www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Jon Waggoner, Livingston County Veterans' Services Director
Date: April 6, 2015
Re: Travel to the 2015 NACVSO training conference in Appleton, WI

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

Accreditation allows the Veterans Counselor to:

- Certify discharge documents prior to sending them to the US Dept. of Veterans Affairs.
- Interact with the US Dept. of Veterans Affairs on behalf of the claimant.
- Gain cross-accreditation with other Veterans Service Organizations, i.e. VFW, American Legion, etc.
- It is also necessary as the first step in a two-step process to have access to information in veterans' files in the hands of the Federal government.

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

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