

BOARD OF COMMISSISONERS

6/17/2013

304 E Grand River, Board Chambers, Howell, Michigan 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**
Meeting Minutes of: June 3, 2013
Meeting Minutes of: June 12, 2013
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
9-1-1 Disptacher of the Year
Plante Moran 2012 Audit Report
10. **RESOLUTIONS FOR CONSIDERATION:**

REVISED

3:51 pm, Jun 12, 2013

2013-06-169

Administration

RESOLUTION TO ACCEPT THE 2012 LIVINGSTON COUNTY FINANCIAL AUDIT - Board of Commissioners / Finance Committee

2013-06-170

LETS

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND PURCHASE ORDER FOR REPLACEMENT RICON BUS LIFTS AND TO AMEND THE L.E.T.S. FISCAL YEAR 2013 BUDGET - L.E.T.S./General Government

2013-06-171

Emergency Medical Services

RESOLUTION AUTHORIZING EMS TO ENTER INTO AN AGREEMENT FOR EDUCATIONAL SERVICES WITH LANSING COMMUNITY COLLEGE - EMS/FINANCE

2013-06-172

Purchasing

RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - PURCHASING / CIRCUIT COURT CLERK'S / FINANCE DEPARTMENT / REGISTER OF DEEDS / BUILDING INSPECTION

2013-06-173

Information Technology

RESOLUTION TO APPROVE THE HIRING OF A FULL-TIME HELP DESK

TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT TO FILL A VACANT POSITION AT THE HIRE RATE OF GRADE J/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE

2013-06-174 **Information Technology**
RESOLUTION AUTHORIZATION ISSUANCE OF A PURCHASE ORDER TO ESRI, INC., FOR GIS SOFTWARE MAINTENANCE FOR 2013/INFORMATION TECHNOLOGY/GENERAL GOVERNMENT/FINANCE

2013-06-175 **Equalization**
RESOLUTUION RENEWING A 3 YEAR CONTRACT FOR COMMERCIAL APPRAISALS BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK APPRAISAL COMPANY
Equalization / General Government Committee / Finance

2013-06-176 **Juvenile Court**
RESOLUTION AUTHORIZING THE HIRING OF ONE (1) FULL-TIME JUVENILE COURT CLERK, JUVENILE DIVISION OF THE 44TH CIRCUIT COURT

- 11. CALL TO THE PUBLIC**
- 12. 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.

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, June 12, 2013
300 S. Highlander Way, 911 EOC Training Center, Howell, MI 48843 Howell, MI

The meeting was called to order by the Chairman, Carol Griffith, at 11:40 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), David Domas (3), Ronald VanHouten (4), Donald Parker (5), Steven Williams (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9)

Also present: Cindy Catanach (Finance), Belinda Peters (Administration), Margaret M. Dunleavy

Call To The Public. No response.

Agenda. It was moved by Commissioner Dolan to accept the agenda, as printed. Seconded by Commissioner Lawrence. MOTION CARRIED, 9-0-0.

Claims. It was moved by Commissioner VanHouten to accept the finance committee's recommendation for approval of claims dated June 12, 2013. Seconded by Commissioner Lawrence. MOTION CARRIED, 9-0-0.

Payables. It was moved by Commissioner Lawrence to accept the finance committee's recommendation for approval of payables: May 20 through June 3, 2013. Seconded by Commissioner Domas. MOTION CARRIED. 9-0-0.

Adjournment. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Dolan. MOTION CARRIED, 9-0-0.

The meeting was adjourned at 11:41 a.m.

Margaret M. Dunleavy
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, June 3, 2013
COMMISSIONERS CHAMBERS, 304 E, Grand River, Howell, MI

The meeting was called to order by the Chairperson, Carol Griffith, at 7:30 p.m.

All rose for the Pledge of Allegiance.

A moment of silence was observed in remembrance of Randall Wilt and Ron Parrish.

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

Present: Kate Lawrence (1), William Green (2), David Domas (3), Ronald VanHouten(4), Donald Parker (5), Steven Williams (6), Carol Griffith (7), Dennis Dolan (8), Gary Childs (9)

Absent: None

Also present: Peter Cohl (Counsel), Ted Westmeier (Health), Brian Jonckheere (Drain), Sue Bostwick (Equalization), Carl Pardon (Veterans), Belinda Peters (Administration), Diane Gregor (IT), Debbie Oberle (Animal Control), Dianne McCormick (Health), Lt. Mike Kinaschuk (Emergency Management), Margaret M. Dunleavy, Debbie Warden

Correspondence. It was moved by Commissioner Williams to accept and place on file the correspondence from Cheboygan, Crawford, Menominee, Otsego and Bay Counties. Seconded by Commissioner Domas. MOTION CARRIED, 9-0-0.

Call To The Public. Pat Coffey, 6162 Richfield, South Lyon, is here to support the Animal Control Department and Debbie Oberle.

Minutes. It was moved by Commissioner Green to approve the minutes of the May 20th and May 29, 2013 minutes, as printed. Seconded by Commissioner Childs. MOTION CARRIED, 9-0-0.

Tabled Items. None.

Agenda. It was moved by Commissioner Lawrence to approve the agenda, as printed. Seconded by Commissioner VanHouten. MOTION CARRIED, 9-0-0.

Reports. Debbie Oberle gave a presentation on the way the Animal Control was when she took over and the changes she has made. Commissioner Dolan thanked Debbie and her staff for their hard work and the volunteers for their time to the Animal Shelter.

Resolutions. Commissioner Williams presented Resolution No. 2013-06-157, Resolution To Purchase Service Credit With Livingston County In MERS For Robert L. Marshall III-Sheriff, and moved its adoption. Seconded by Commissioner Lawrence. MOTION CARRIED, 9-0-0.

Commissioner Domas presented Resolution No. 2013-06-158, Resolution Amending Resolution 2012-12-331 Authorizing The Veterans Affairs Department To Obtain VetraSpec Software Licensing And Signature Pads Utilizing The Grant From The State Of Michigan Department Of Veteran Affairs-Information Technology, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

Commissioner VanHouten presented Resolution No. 2013-06-159, Resolution Authorizing The Filling Of An Administrative Aide Position-Drain Commissioner, and moved its adoption. Seconded by Commissioner Green. MOTION CARRIED, 9-0-0.

Commissioner Domas presented Resolution No. 2013-06-160, Resolution To Levy 2013 Allocation Millage-Equalization, and moved its adoption. Seconded by Commissioner Green. Toll call vote: Ayes: Domas, VanHouten, Parker, Williams, Griffith, Dolan, Childs, Lawrence, Green; Nays: None; Absent: None. MOTION CARRIED, 9-0-0.

Commissioner Domas presented Resolution No. 2013-06-161, Resolution Authorizing The Promotion Of Deputy To Road Patrol Sergeant-Sheriff, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

Commissioner Green presented Resolution No. 2013-06-162, Resolution Authorizing Funding For Programmable Logic Controllers And A Contract With A Consultant To Select A Vendor – Jail, and moved its adoption. Seconded by Commissioner Lawrence. MOTION CARRIED, 9-0-0.

Commissioner Lawrence presented Resolution No. 2013-06-163, Resolution Authorizing Renovation Of The Intake Control Pod In The Livingston County Jail-Jail, and moved its adoption. Seconded by Commissioner Childs. MOTION CARRIED, 9-0-0.

Commissioner Domas presented Resolution No. 2013-06-164, Resolution Amending Resolution 2013-02-026 Authorizing The Purchase Of A Centralized Warning Siren Activation System- 911 Central Dispatch, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED, 9-0-0.

Commissioner Williams presented Resolution No. 2013-06-165, Resolution Amending Resolution 2012-03-075 Authorizing Expansion Of The Wide Area Network Across Airport Property- 911 Central Dispatch, and moved its adoption. Seconded by Commissioner Childs. MOTION CARRIED, 9-0-0.

Commissioner Dolan presented Resolution No. 2013-06-166, Resolution Authorizing Board Chair To Sign A Use Agreement With The Howell Area Fire Authority To Supply Emergency Power- EMS, and moved its adoption. Seconded by Commissioner Parker. MOTION CARRIED, 9-0-0.

Commissioner Green presented Resolution No. 2013-06-167, Resolution Calling Upon The Governor And State Legislature To Fully Fund Revenue Sharing Payments To Counties In Fiscal Year 2014-County Administration, and moved its adoption. Seconded by Commissioner Domas. MOTION CARRIED, 9-0-0.

Commissioner Dolan presented Resolution 2013-06-168, Resolution Authorizing Livingston County's Annual Budget Process And Calendar For 2014-County Administration, and moved its adoption. Seconded by Commissioner Childs. MOTION CARRIED, 9-0-0.

Call To The Public. No response.

Adjournment. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Green. MOTION CARRIED, 9-00.

The meeting was adjourned at 9:04 p.m.

Margaret M. Dunleavy
Livingston County Clerk

RESOLUTION

NO: 2013-06-169

LIVINGSTON COUNTY

DATE: June 18, 2012

**RESOLUTION TO ACCEPT THE 2012 LIVINGSTON COUNTY FINANCIAL AUDIT -
Board of Commissioners / Finance Committee**

WHEREAS, in compliance with statutory requirements, the accounting firm of Plante & Moran, PLLC, has prepared and completed the audit of the financial statements of Livingston County for the year ended December 31, 2012; and

WHEREAS, said audit is being presented to the Board of Commissioners on June 17, 2013.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby accepts the audit of the financial statements of Livingston County for year ending December, 31, 2012, as prepared by Plante & Moran.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: 2013-06-170

LIVINGSTON COUNTY

DATE: June 17, 2013

RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND PURCHASE ORDER FOR REPLACEMENT RICON BUS LIFTS AND TO AMEND THE L.E.T.S. FISCAL YEAR 2013 BUDGET – L.E.T.S. / General Government

WHEREAS, the Director of L.E.T.S. is requesting replacement of four (4) bus lifts; and

WHEREAS, the Director is also requesting that a Ricon lift of the same model and specification be approved as a direct replacement of the existing Ricon lift; and

WHEREAS, L.E.T.S. obtained four (4) quotes for the direct replacement Ricon lifts and Mobility Transportation Services of Canton, MI had the lowest quote including shipping; and

WHEREAS, after better than a year of trying to revise the American Recovery and Reinvestment Act (ARRA) Grant to utilize the remaining funds, the L.E.T.S. Director was finally able to revise the FTA budget to transfer the balance of the funds in the grant to purchase the replacement bus lifts; and

WHEREAS, monies were not budgeted for CY 2013 for the purchase of the replacement bus lifts; and

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

WHEREAS, the proposed amendment recognizes the cost of \$12,400 for the purchase of the new replacement Ricon bus lifts.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners

hereby authorizes a purchase order for the purchase of four (4) direct replacement Ricon bus lifts including shipping from Mobility Transportation, Services, of Canton, MI.

BE IT FURTHER RESOLVED that the cost of all four (4) Ricon bus lifts are not to exceed Twelve Thousand Four Hundred dollars (\$12,400) and be reimbursed from the L.E.T.S. revised American Recovery and Reinvestment Act (ARRA) Grant.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the following amendment to the L.E.T.S. Fiscal Year 2013 budget as illustrated below:

<u>Fund</u>	Approved 2013 <u>Budget</u>	Proposed <u>Amended</u>	Proposed 2013 Amended <u>Budget</u>
588- L.E.T.S.	\$4,037,252	\$12,400	\$4,049,652

BE IT FURTHER RESOLVED that the budgetary worksheets showing the detailed line-item changes for the budget amendment will be attached as part of the resolution.

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MOVED:

SECONDED:

CARRIED:



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

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

Memorandum

To: Livingston County Board of Commissioners
From: Doug Britz, L.E.T.S. Director
Date: June 4, 2013
**Re: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND
PURCHASE ORDER FOR REPLACEMENT OF THREE (3) RICON BUS
LIFTS AND TO AMEND THE L.E.T.S. FISCAL YEAR 2013 BUDGET –
L.E.T.S. / General Government**

Attached please find a resolution for your consideration and authorization for a purchase order for four (4) replacement bus lifts reimbursed from the L.E.T.S. American Recovery and Reinvestment Act (ARRA) grant.

It has been determined that due to extensive use of bus lifts that there are two (2) bus lifts that have been evaluated and considered worn out. With that being said, the L.E.T.S. director is requesting the purchase of four (4) new lifts. Two (2) bus lifts to be installed immediately and two (2) for a spare or back up.

It has taken more than a year to get approval to revise the L.E.T.S. ARRA grant to liquidate the balance of the grant funds. The revision is now complete and the grant was revised to purchase four (4) bus lifts. The total cost of all four (4) Ricon bus lifts is not to exceed Twelve Thousand Four dollars (\$12,400) and to be reimbursed from the ARRA grant.

The funds were not budgeted for in the L.E.T.S. CY 2013 budget, therefore a budget amendment of \$12,400 is necessary. In addition, the budgetary worksheets showing the detailed line-item changes for the budget amendment will be attached as part of the resolution

I am available at your convenience to discuss this purchase at 517-540-7847.

LETS Wheelchair lift quotes

June 4, 2013

Ricon Klearview K5505 Lift Assembly

	Each
Mobility Transportation	\$ 3,093
Midwest Bus Corporation	\$ 3,750
Hoekstra Transportation	\$ 4,875
Capital City Int'l Trucks	\$ 5,207

RESOLUTION

NO: 2013-06-171

LIVINGSTON COUNTY

DATE: June 17, 2013

RESOLUTION AUTHORIZING EMS TO ENTER INTO AN AGREEMENT FOR EDUCATIONAL SERVICES WITH LANSING COMMUNITY COLLEGE – EMS/FINANCE:

WHEREAS, Livingston County EMS has a need for a CoAEMSP accredited paramedic program and associated public safety education services; and

WHEREAS, Livingston County EMS has evaluated the three programs accredited to provide these services in the State of Michigan and has selected Lansing Community College; and

WHEREAS, Livingston County EMS and Lansing Community College have agreed on a price structure for occupying space in the new Livingston County Public Safety Complex to provide the agreed upon educational services; and,

WHEREAS, both parties require an agreement in place to bill for these services; and

WHEREAS, Livingston County EMS is requesting authorization to enter into an agreement with Lansing Community College consistent with Livingston County policies; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the entering into an agreement with Lansing Community College for public safety educational services.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon approval as to form by Civil Counsel.

BE IT FURTHER RESOLVED that, upon satisfactory performance of the contract, as determined by the County Administrator, the Board Chairperson be authorized to sign a 2 year renewal as approved as to form by Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMS

3950 W. Grand River Avenue, Howell, Michigan 48855
Phone 517-546-6220 Fax 517-546-6788
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd, Director
Date: 5/24/2013
Re: Educational agreement with Lansing Community College

As directed by the Board of Commissioners, Livingston County EMS has found a resolution to recover the costs of the construction of the second story training center through collaboration with Lansing Community College. This collaboration between Livingston County EMS and Lansing Community College will offer the CoAEMPS accredited paramedic program in the county to Livingston County residents. This collaboration will also provide the opportunity for tax payers to access the full spectrum of offerings of Lansing Community College public safety programs that include law enforcement services, fire safety services, nursing services, nursing assistant services and military paramedic transition programs.

Livingston County's best assets are the residents that live within this community. These programs will allow the Livingston County public safety services to educate and employ residents that are vested in the community. There are 3 CoAEMPS accredited programs in the State of Michigan that are prepared to meet the needs of Livingston County EMS. We have evaluated all 3 programs and are certain Lansing Community College is the best fit for the residents of Livingston County and the public safety community.

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

RESOLUTION

NO: 2013-06-172

LIVINGSTON COUNTY

DATE: June 17, 2013

RESOLUTION AUTHORIZING A CONTRACT WITH DSS CORPORATION FOR DIGITAL IMAGING AND MICROFILMING SERVICES - PURCHASING / CIRCUIT COURT CLERK'S / FINANCE DEPARTMENT / REGISTER OF DEEDS / BUILDING INSPECTION

WHEREAS, various county departments have a need for digital imaging and microfilming services; and

WHEREAS, through a competitive bid process, DSS Corporation of Southfield, Michigan, has been determined to be a responsive, responsible vendor in their performance of digital imaging and microfilming services; and

WHEREAS, expenditures for this service have been planned and budgeted in their 2013 budgets; and

WHEREAS, the annual requirements for digital imaging and microfilming services will be subject to the availability of appropriated funds.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entering into a contract for digital imaging and microfilming services for a two (2) year period with an option for a two (2) year renewal, upon written notice, for a total contract period not to exceed four (4) years with DSS Corporation, 18311 West 10 Mile Road, Southfield, Michigan, subject to the availability of appropriated funds.

BE IT FURTEHR RESOLVED that the Chairman of the Board of Commissioners is authorized to sign any contracts upon preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:

DESCRIPTION	DOCUMENT SIZE	PRICE	PER UNIT	Advanced Imaging & Micrographics, Inc.	Extended Price	Advance Microfilm, LLC	Extended Price	DSS Corporation	Extended Price	Graphic Science, Inc.	Extended Price	Secure 24	Extended Price	
PAPER DOCUMENTS	UP TO 5.5 X 8.5	PER IMAGE	0	\$ 0.0700	\$ -	\$ 0.0380	\$ -	\$ 0.0450	\$ -	\$ 0.0470	\$ -	\$ 0.0460	\$ -	
PAPER DOCUMENTS	UP TO 8.5 X 14	PER IMAGE	286,769	\$ 0.0700	\$ 20,074	\$ 0.0380	\$ 10,897	\$ 0.0450	\$ 12,905	\$ 0.0470	\$ 13,478	\$ 0.0460	\$ 13,191	
ENGINEERING DRAWINGS	ANY	PER IMAGE	19,197	\$ 1.2500	\$ 23,996	\$ 0.5000	\$ 9,599	\$ 0.0450	\$ 864	\$ 0.5000	\$ 9,599	\$ 0.0239	\$ 459	
Subtotal:					\$ 44,070	\$ 20,496	\$ 13,768	\$ 23,077	\$ 13,650					
200 DPI SCANNING – FLATBED/ENGINEERING														
B&W GRAY SCALE OR COLOR IMAGE	UP TO 11 X 14	PER IMAGE	0	\$ 0.1800	\$ -	\$ 0.0380	\$ -	\$ 0.0500	\$ -	\$ 0.3500	\$ -	0.0239	\$ -	
200 DPI MICROFILM SCANNING - BLACK AND WHITE IMAGE														
16 MM ROLL		PER IMAGE	82385	\$ 0.0735	\$ 6,055	\$ 0.0200	\$ 1,648	\$ 0.0200	\$ 1,648	\$ 0.0380	\$ 3,131	\$ 0.0280	\$ 2,307	
35 MM ROLL		PER IMAGE	0	\$ 0.1175	\$ -	\$ 0.0500	\$ -	no quote	\$ -	\$ 0.0580	\$ -	\$ 0.0800	\$ -	
Subtotal:					\$ 6,055	\$ 1,648	\$ 1,648	\$ 3,131	\$ 2,307					
DELIVERY MEDIA														
CD		PER CD	28	\$ 10.00	\$ 280	Included	\$ -	\$ 20.00	\$ 560	\$ 5.00	\$ 140	\$ 2.00	\$ 56	
DVD		PER DVD	28	\$ 10.00	\$ 280	Included	\$ -	\$ 25.00	\$ 700	\$ 5.00	\$ 140	\$ 3.00	\$ 84	
Subtotal:					\$ 560	\$ -	\$ 1,260	\$ 280	\$ 140					
MICROFILM FROM DIGITAL IMAGE (TIFF)														
SILVER 16 MM ROLL		PER IMAGE	0	\$ 0.0735	\$ -	\$ 0.0350	\$ -	no quote	\$ -	\$ 0.0200	\$ -	\$ 0.0350	\$ -	
LOADING-CARTRIDGES - JACKETS														
M CARTRIDGE LOADED & LABELED		PER CARTRIDGE	32	\$ 1.35	\$ 43	\$ 2.50	\$ 80	\$ 1.50	\$ 48	\$ 3.33	\$ 107	\$ 3.50	\$ 112	
16 MM 5 CHANNEL JACKET		PER JACKET	0	\$ 1.85	\$ -	\$ 1.50	\$ -	no quote	\$ -	\$ 0.698	\$ -	\$ 2.50	\$ -	
Subtotal:					\$ 43	\$ 80	\$ 48	\$ 107	\$ 112					
MISCELLANEOUS SERVICES														
DOCUMENT PREPARATION		PER HOUR	0	\$ 12.50	\$ -	\$ 13.50	\$ -	\$ 11.00	\$ -	\$ 14.55	\$ -	\$ 13.50	\$ -	
CORRUGATED BOX 16"X12"X10.5"		EACH	200	\$ 1.40	\$ 280	\$ 2.00	\$ 400	\$ 1.00	\$ 200	\$ 2.10	\$ 420	\$ 1.98	\$ 396	
DATA ENTRY FOR INDEXING (HEADS DOWN)		PER CHARACTER	74,550	\$ 0.0050	\$ 373	\$ 0.0075	\$ 559	\$ 0.0038	\$ 283	\$ 0.0062	\$ 462	\$ 0.005	\$ 373	
DATA ENTRY FOR INDEXING (BY THE HOUR)		PER HOUR CURRENT RATE	0	\$ 16.50	\$ -	\$ 13.50	\$ -	\$ 11.00	\$ -	\$ 25.00	\$ -	\$ 15.00	\$ -	
COMMERCIAL SHIPPING (UPS, FEDEX, ETC.)		PER RATE	0	\$ 17.00	\$ -	COST	\$ -	no quote	\$ -	N/C	\$ -	TBD	\$ -	
Subtotal:					\$ 653	\$ 959	\$ 483	\$ 882	\$ 769					
FILM PROCESSING (EXCLUDES CAMERA WORK)														
100 FT 16MM ROLL FILM	5 MIL	DIAZO	PER ROLL	32	\$ 25.00	\$ 800	\$ 7.00	\$ 224	\$ 11.00	\$ 352	\$ 6.72	\$ 215	\$ 12.50	\$ 400
215 FT 16MM ROLL FILM	2.5 MIL	DIAZO	PER ROLL	0	\$ 35.00	\$ -	\$ 14.00	\$ -	\$ 11.00	\$ -	\$ 8.68	\$ -	\$ 22.50	\$ -
100 FT 35MM ROLL FILM	5 MIL	DIAZO	PER ROLL	0	\$ 35.00	\$ -	\$ 14.00	\$ -	\$ 11.00	\$ -	\$ 8.68	\$ -	\$ 22.50	\$ -
100 FT 16MM ROLL FILM	5 MIL	SILVER	PER ROLL	0	\$ 51.00	\$ -	\$ 20.00	\$ -	\$ 11.00	\$ -	\$ 14.36	\$ -	\$ 17.00	\$ -
215 FT 16MM ROLL FILM	2.5 MIL	SILVER	PER ROLL	0	\$ 73.00	\$ -	\$ 25.00	\$ -	\$ 11.00	\$ -	\$ 26.30	\$ -	\$ 30.00	\$ -
100 FT 35MM ROLL FILM	5 MIL	SILVER	PER ROLL	0	\$ 62.00	\$ -	\$ 26.00	\$ -	\$ 11.00	\$ -	\$ 28.80	\$ -	\$ 30.00	\$ -
Subtotal:					\$ 800	\$ 224	\$ 352	\$ 215	\$ 400					
FILM PROCESSING (EXCLUDES CAMERA WORK)														
100 FT 16MM	5 MIL	SILVER	PER ROLL	2	\$ 5.00	\$ 10	\$ 4.00	\$ 8	\$ 40.00	\$ 80	\$ 6.72	\$ 13	\$ 7.00	\$ 14
215 FT 16MM	2.5 MIL	SILVER	PER ROLL	0	\$ 5.00	\$ -	\$ 8.00	\$ -	no quote	\$ -	\$ 9.85	\$ -	\$ 14.00	\$ -
Subtotal:					\$ 10	\$ 8	\$ 80	\$ 13	\$ 14					
PAPER DESTRUCTION														
DOCUMENT DESTRUCTION		PER POUND	0	N/C	\$ -	\$ 0.035	\$ -	\$ 0.10	\$ -	\$ 0.12	\$ -	\$ 0.09	\$ -	
Total:					\$ 52,191	\$ 23,415	\$ 17,639	\$ 27,075	\$ 17,392					

**All quantities are annual volume estimates and are not guaranteed. Supplied for evaluation purposes only.



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF PURCHASING

304 E. Grand River Avenue Suite 204
Howell MI 48843
Telephone: (517) 540-8740
FAX: (517) 546-7266

Memorandum

To: LIVINGSTON COUNTY BOARD OF COMMISSIONERS
From: Jana Daroczy, CPPB
Date: May 20, 2013
Re: CONTRACT FOR DIGITAL IMAGING AND MICROFILMING SERVICES

Purchasing released a Request for Proposals (RFP), for **DIGITAL IMAGING AND MICROFILM SERVICES** for various county departments. The RFP outlined the services necessary to meet the minimum requirements for digital imaging and microfilm services to meet the long-term retention schedule set by the State. The RFP was posted on the MITN e-procurement website and an ad in the local paper and received six (6) proposals. A Review Committee was formed that consisted of Circuit Court Clerk's Office, Register of Deeds; Building Inspection, Administration Department and Purchasing.

DSS Corporation is currently providing services for the Circuit Court Clerk's Office. DSS Corporation has been providing high quality, on-time services with an emphasis on customer satisfaction and service.

The Review Committee recommends an award to DSS Corporation of Southfield which has met the qualifications and criteria deemed necessary and would be the best value for Livingston County. The contract terms will be for a two (2) year period with a written option for the County, at its discretion, to renew for one additional two (2) year period. The total contract period will not exceed four (4) years. Each department has planned for and budgeted for these services in their 2013 budgets.

Therefore, we are asking that the attached resolution be approved. All proposals submitted in response to the RFP are available in the Purchasing Office for review.

I am available to answer any questions you may have, and can be reached at 517-540-8740.

RESOLUTION

NO: 2013-06-173

LIVINGSTON COUNTY

DATE: June 17, 2013

RESOLUTION TO APPROVE THE HIRING OF A FULL TIME HELP DESK TECHNICIAN IN THE LIVINGSTON COUNTY INFORMATION TECHNOLOGY DEPARTMENT AT THE HIRE RATE OF GRADE J - Information Technology / General Government / Finance Committee

WHEREAS, It is essential that the vacant position of Help Desk Technician be filled to enable Livingston County to fully support, maintain, and update the current and future Network Equipment used in Livingston County; and

WHEREAS, the position of help desk technician has been vacant since 2009; and

WHEREAS, since that time the amount of work orders has almost doubled and it is forecasted this trend will continue with the implementation of the Enterprise Resource Planning (ERP) system and the new EMS building becoming operational; and

WHEREAS, during this time we have brought on 177 phones (LESA), Internet access for Pinckney, implemented OSSI, and we are a full IT Service provider for Handy Township; and

WHEREAS, the recent LBL IT Strategic Plan states we need a Help Desk Technician; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Information Technology department to hire a full time Help Desk Technician to fill the position that is now vacant at the rate of Grade J.

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

REQUESTED POSITIONS		
POSITION TITLE	FULL -TIME #	PART -TIME #
Administrative Specialist	1	
Application Developer	2	
Chief Information Officer	1	
Financial Analyst (60%)	.60	
GIS Technician	1	
GIS Mapping Technician	1	
Hardware Technician	1	
Network Assistant	2	
Network Manager	1	
Network Security Admin.	1	
Pub. Safety Tech Spec.	1	
Systems Manager	1	
Help Desk Technician	1	
TOTALS:	14.6	

MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

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

Memorandum

To: Livingston County Board of Commissioners
From: Rich Malewicz, CIO
Date: 6/4/13
Re: Help Desk Technician

Please see the attached Resolution requesting approval for the Information Technology Department to hire a Help Desk Technician. The Help Desk position was eliminated in 2009. Since then, the IT department has implemented different procedures to help absorb this loss. These procedures are no longer sufficient.

The Information Technology Strategic Plan performed by LBL Technology explicitly states “a staff person should be hired to answer the help desk phone” and “the help desk phone must be answered during business hours.” The report also refers to the shortness of staff in the IT department multiple times as well as the need to increase headcount to meet the County’s needs. The help desk inadequacies received the severest risk rating and highest priority, with LBL recommending the help desk becoming staffed within the first year of the five year strategic plan.

The HIPAA Procedures adopted by the Livingston County Board of Commissioners on April 9th, 2013, reference the “help desk” 21 times. Per the HIPAA policy, the help desk is referred to as the immediate and single point of contact during security events such as computer viruses and malicious computer activity of which threaten the security of Electronic Protected Health Information (ePHI). The help desk will also assist County users in applying HIPAA approved technological solutions and protocols.

Since 2009 the number of IT work orders has doubled, and it is forecasted this trend will continue with the employment of the Enterprise Resource Planning (ERP) system and the new EMS building becoming operational. The increase in IT work orders from 2009 can be attributed to new services provided to LESA for IP phones, Pinckney Village for Internet, Handy Township for full service IT support, and OSSI.

The addition of a Help Desk Technician will greatly improve the time to resolution of IT issues and decrease the IT staff's time to respond. The increase in efficiencies of the IT staff and the departments they serve, gained through this addition will result in reduced downtime and will improve internal and external customer satisfaction.

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

RESOLUTION

NO: 2013-06-174

LIVINGSTON COUNTY

DATE: June 17, 2013

RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO ESRI, INC FOR GIS SOFTWARE MAINTENANCE 2013– INFORMATION TECHNOLOGY / GENERAL GOVERNMENT / FINANCE

WHEREAS, due to the need to ensure technical support services and software upgrades are received for the GIS software used by all County Departments to access mapping data maintained by the GIS Division, it has been determined that there is a need for annual software maintenance in the IT Department/GIS Division; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, ERSI, Inc. of Redlands, CA., has been selected for the purchase of annual software maintenance under the State of Michigan contract number 071B1300270; and

WHEREAS, after the review of the vendor and products, Purchasing recommends that a Purchase Order with ESRI, Inc. of Redlands, CA., be awarded for a (1) year period from August 15, 2013, through August 14, 2014 for an amount not to exceed \$28,801.00; and

WHEREAS, funding for same is available through the Information Technology 2013 Budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to ESRI, Inc. of Redlands, CA., for annual software maintenance from August 15, 2013 through August 14, 2014 for an amount not to exceed \$28,801.00 per year, with a total contract amount not to exceed \$28,801.00.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF INFORMATION TECHNOLOGY

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

Memorandum

To: Livingston County Board of Commissioners
From: Richard Malewicz
Date: 5/20/2013
Re: ESRI Software Maintenance for GIS

Attached for your approval is a resolution authorizing the purchase of software maintenance renewals for all GIS products in the County. This includes all ArcView and ArcInfo software currently utilized in the GIS, Planning, Drain Commissioner, Equalization, Public Health, Building Services and Central Dispatch/E911 Departments. Additionally, the software used to make eParcels available online and maintain the County's enterprise GIS database are also covered by this maintenance agreement. These products are purchased from, and supported by, ESRI, Inc., of Redlands, CA.

ESRI, Inc. has provided pricing through the State of Michigan Contract and they are the sole vendor for ArcGIS software. The cost for this year's annual maintenance is \$28,801.00.

Thank you for your consideration of this request. Please let me know if I can furnish any additional information.

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

RESOLUTION

NO: 2013-06-175

LIVINGSTON COUNTY

DATE: June 17, 2013

**RESOLUTUION RENEWING A 3 YEAR CONTRACT FOR COMMERCIAL APPRAISALS
BETWEEN LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND LANDMARK
APPRAISAL COMPANY** Equalization / General Government Committee / Finance

WHEREAS, the Livingston County Board of Commissioners have entered into annual Contracts with Landmark Appraisal Company, 110 Mill Street, Fenton, MI 48430 since 1996 for commercial appraisals; and

WHEREAS, The work performed by Landmark Appraisal Company is satisfactory to the Equalization Department; and

WHEREAS, Landmark Appraisal Company has built a data base of the Livingston County Commercial activity including sales of vacant and improved properties, income information and appraisals; and

WHEREAS, Landmark Appraisal has purposed a three year contract with 180 appraisals for \$36,050 for years 2014, 2015 and 2016.

THEREFORE BE IT RESOLVED THAT THE Livingston Bounty Board of Commissioners hereby approve the three year contract for the 2014, 2015 and 2016 Commercial appraisals with Landmark Appraisal Company for 180 commercial appraisals not to exceed \$36,050.00 for the total contract commencing on April 1 of each year and to be completed by November 1 of each year.

BE IT FURTHER RESOLVED THAT Civil Counsel be requested to prepare said contract.

BE IT FURTHER RESOLVED that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon preparation by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EQUALIZATION

304 E. Grand River Ave., Howell, MI 48843
Phone 517-546-4182 Fax 517-552-2322
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick, Deputy Director
Date: 6/3/2013
Re: Renewal of Commercial Appraisal Contract

I have attached a resolution to renew and extend the contract for the commercial appraisals with Landmark Appraisal Company. Current cost analyses has proven this is the most cost effective, both comparing it to a full time employee and to other commercial appraisers. Landmark has a good working relationship with the county and produces a high quality product, in a timely manner. They have continued to build the commercial data base including sales activities both improved and vacant, income information, and appraisals.

I have asked Landmark Appraisal for a three-year contract proposal for 2014, 2015 and 2016 of 180 appraisals. The proposal is for the fee of \$36,050. This the same fee as 2009, and 160 appraisals. By entering into the three year agreement the savings will be 12.5% annually over the 2009 contract. In discussions with purchasing they also concur and recommend this contract It is my request that the resolution be adopted for the multi-year contract.

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

RESOLUTION

NO: 2013-06-176

LIVINGSTON COUNTY

DATE: June 17, 2013

RESOLUTION AUTHORIZING THE HIRING OF ONE (1) FULL-TIME JUVENILE COURT CLERK, JUVENILE COURT

WHEREAS, The Juvenile Court lost one (1) full time Juvenile Court Clerk effective 06/10/2013, due to a promotion to Juvenile Probation Officer; and

WHEREAS, the Juvenile Court has determined the need to replace this position in order to maintain an acceptable level of service to the citizens we serve; and

WHEREAS, funding for this position is approved and included in the 2013 operating budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the hiring of one (1) full-time Juvenile Court Clerk within the Livingston County Juvenile Court.

JUVENILE COURT BUDGET (149)

CURRENT POSITIONS	
POSITION TITLE	FTEs
Account Clerk	1
Assistant Juvenile Officer	1.7
Atty / Family Court Referee	1
Deputy Court Clerk	2
Deputy Juvenile Register	1
Financial Officer	0.8
Juvenile Officer	1
Juvenile Register	1
Probation Officer	2
Totals:	11.5

REQUESTED POSITIONS	
POSITION TITLE	FTEs
Account Clerk	1
Assistant Juvenile Officer	1.7
Atty / Family Court Referee	1
Deputy Court Clerk	2
Deputy Juvenile Register	1
Financial Officer	0.8
Juvenile Officer	1
Juvenile Register	1
Probation Officer	2
Totals:	11.5

CHILD CARE FUND BUDGET (292)

CURRENT POSITIONS	
POSITION TITLE	FTEs
Intensive Probation Officer	3
Totals:	3

REQUESTED POSITIONS	
POSITION TITLE	FTEs
Intensive Probation Officer	3
Totals:	3

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: John H. Evans
Date: 05/28/13
Re: Approval to fill vacant Juvenile Clerk position

The Juvenile Court requests approval to fill the vacant Juvenile Court Clerk position within the Juvenile Court. The Juvenile court has a Court Clerk vacancy due to the internal promotion of Katie Niehaus to Juvenile Probation Officer effective June 10, 2013.

In order to maintain an effective level of service to the public, it is imperative that this position be filled as soon as possible. Funding for this position is available within the 2013 budget.

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

Thank you for your consideration of this request.

Respectfully submitted,

John H. Evans
Circuit Court Administrator

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

One full time Juvenile Court Clerk

Request Submitted by: John H. Evans

Title of Position to be Filled: **Juvenile Court Clerk – Juvenile Division** Salary: **\$27,757 (\$13.34 hr.)**

Annual Cost of Budgeted Position: **\$49,000 (w/benefits)**

Projected Cost for the next five years: **\$250,000 (w/benefits)**

New Position/Classification (Yes/No): **No**

If No: Name of Employee Last Occupying this Position: **Katie Niehaus (full-time)**

To Temporarily Replace an Employee who is on approved leave of absence: **N/A**

Name of Employee on Leave:

Date of Expected Return:

When did the position become vacant? **The position became vacant on June 10, 2013. The incumbent was promoted to Juvenile Court Probation Officer.**

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?

N/A

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 provides primary support for reception area of the Court, specifically supporting the activities of the attorney-referee and judges, the Court's probation staff and support staff. Duties include first point of contact for anyone coming to the Juvenile Court, assisting families with their needs, setting up appointments with court personnel, answering questions from the public, preparing orders, reports, letters, yearly and other court paperwork. Assisting staff with questions regarding clients, hearings, orders and performing other court related duties.

It is essential that this position be filled in order to maintain the efficient operation of the court. This position is one of the primary supports for not only the Judges and Juvenile Referee but also for the probation staff and Juvenile Register. The assistance to juveniles and parents who have questions about their court requirements while they are at the Court instead of having to return creates a level of efficiency that is essential to the Court's services. It is not feasible to shift the positions' workload to other staff. With the shift in the court's goal of maintaining more youth in their homes, comes the reality that more youth will report to their probation officers at the court, there are more community based interventions and better outcomes for the public including significant cost savings. This requires a full compliment of court staff to manage this improved practice. It is inevitable that the Court will incur substantial costs for payment of overtime and there is not staff to adequately cover all of the responsibilities of the vacant position.

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work.

This position is not mandated. However, it supports the statutory and court rule mandated functions of the Court, primarily the required duties of the Judges, probation officers and attorney-

referee. Without the support of this position, substantial additional burden would be placed on the remaining staff to continue meeting statutory and court rule mandates.

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

Jan., 2008: 15.75 Jan., 2009: 14.6 Jan., 2010: 14.6 Jan., 2011: 14.2 Jan., 2012: 13.6

Please explain changes:

The Adoption Supervisor position was eliminated effective 01/01/09. In 2009, the part-time Account Clerk position became and was left vacant. In 2010, the full time Account Clerk position became vacant in April 2010 and was reclassified to two 24 hours per week (0.60 FTE each) positions. One of the two, 24 hour part-time Account Clerk positions has been vacant since July 2010. In 2012, this part-time 24 hours per week (0.60) position was removed from budget.

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within Livingston County? Identify all special skills, education and/or licensing requirements for the position.

In addition to general clerical and office support skills, this position requires specialized skills. A working knowledge of court recording, knowledge of court processes, including an understanding of court rules that govern Court operations are essential to perform the daily duties. The ability to assist juveniles and families with questions regarding the court process or who are upset about their situation is essential to the effectiveness of the person in this position.

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

Staff has taken on additional duties to those defined in their job descriptions. These additional duties have occurred without seeking to amend job descriptions or seeking increases in staff pay. One example of this approach is the staff assumption of duties related court recording. Staff has developed a method to cover court recording across Courts. Staff assumed those responsibilities without question, despite the fact it added significant burden to their current daily duties.

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. These analyses are ongoing.

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

1. Evaluate the advisability of converting the positions to contractual status. This option would reduce the financial commitment for the positions. It would possibly make recruitment for the positions more difficult.

2. Distribute the work of the position among remaining staff 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. Service to juveniles and their families will be negatively impacted as staff will not be able to efficiently cover the questions and the processing of court services. 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/new duties.

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

Cases will not be processed in a timely manner, resulting in a reduction of revenue. Direct services to the public – efficient responses to questions; assistance with payment issues – will immediately suffer. Staff morale will be a significant concern as workloads increase. Expecting one staff to do the work of two or more staff is impossible.

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

The Court has implemented several evidence based community services to address youth issues in their community reducing the reliance on expensive and less effective residential placements. In the past year, the number of youth in long term residential placement has been reduced from over 35 (14 court wards and 24 state wards) to the current 9 (1 court ward and 8 state wards). While this can be impacted by a number of unforeseen conditions, it is certain that the savings is significant.

Three Juvenile Court Probation Officer positions have been moved to the Child Care Fund budget, allowing the County to receive 50% reimbursement of their salary & benefits from the State of Michigan.

The Circuit Court/Probate Court Administrator position was reclassified from Grade Level Q, to a new position of Circuit Court Administrator, which is a Grade Level P, thus resulting in personnel cost savings.

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

The Court by nature is a reactive entity based on demands of its caseload. The Court is conservative in managing its budget in all areas, but must accommodate the public demand. Given the cuts already made and the Court's current staffing level, it is impossible to identify any additional areas where cuts can be made. However, the Juvenile Court is continuously seeking additional ways to reduce costs and improve outcomes for the public and youth and their families.

10. Please provide additional information regarding the staff of this department (i.e. organizational charts, workflow chart, staff on leaves from work/job restrictions, employee training downtime, etc.) to determine the workforce available for accomplishing the necessary tasks/services.

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments?

The work performed by this position is assigned under the general supervision of the Chief Judge of the 44th Circuit Court. The work supports the statutory and court rule mandated duties of the Court, which are required of all Circuit Courts throughout Michigan. The specialized nature of the work to Livingston County courts make it impossible to share with other Counties or local governmental units.

More specifically, this position is stationed at the front desk of the Juvenile Court and logistically could not share with other counties.

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

Not applicable for this position.

13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?

Not within the Court. It is unknown if there are other county offices that could accommodate this vacancy.

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

Due to the complex and confidential matters involved, it is not possible to use temporary employees to complete the work.

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

The use of part-time employees would not be sufficient for this position. Given the continuous flow of the detailed work, setting primary duties aside or shifting between multiple part-time staff increases the risk of error and loss of continuity in dealing with the families, the attorneys and the agencies served by the Court. Also, the Court operates from 8AM to 5PM. The front desk is not able to be closed during these hours.

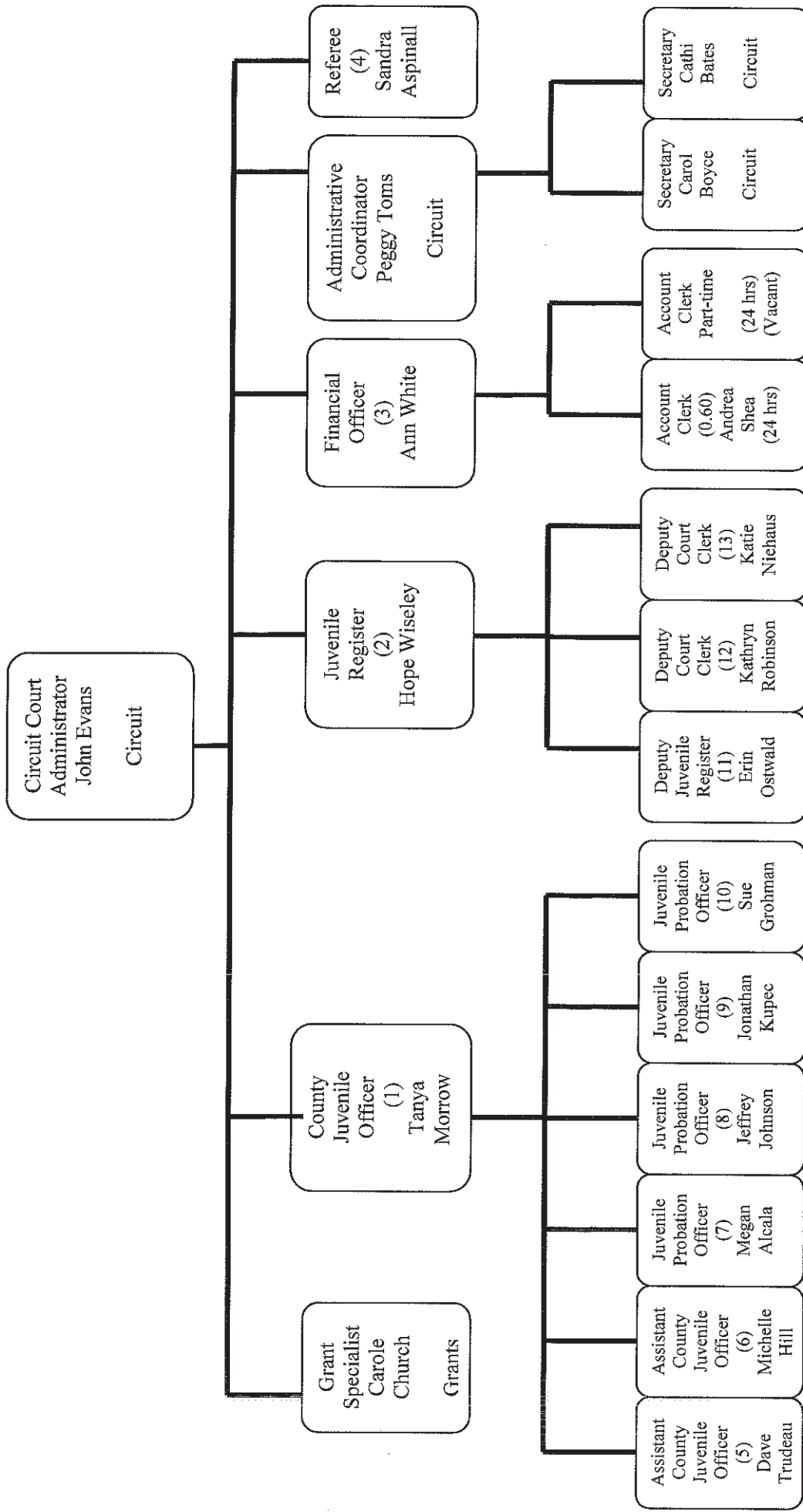
16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

No

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

Yes, it is common practice to cover for each other on a daily basis. However, this would not be a workable solution for a 40 hour week.

JANUARY 2012



JUVENILE COURT: 13.6 FTE's