

PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT COMMITTEE

7/27/2015

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

7:30 PM

AGENDA

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: May 26, 2015

3. APPROVAL OF AGENDA

4. REPORTS

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION:

07 Medical Examiner

RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW MEDICAL EXAMINER FOR LIVINGSTON COUNTY - Medical Examiner / Health & Human Services / Finance / Board

08 Jail

RESOLUTION AUTHORIZING A PROFESSIONAL CONTRACT FOR EDUCATION SERVICES IN THE LIVINGSTON COUNTY JAIL - Jail / Public Safety / Finance / Board

09 Sheriff

RESOLUTION TO APPROVE A CONTRACT EXTENTION WITH THE TOWNSHIP OF TYRONE FOR LAW ENFORCEMENT SERVICES - Sheriff / Public Safety / Finance / Board

10 Sheriff

RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO HIRE TWO (2) ADDITONAL PART TIME RELIEF DEPUTIES FOR COURT SECURITY - Sheriff / Public Safety / Finance / Board

11. CALL TO THE PUBLIC

12. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

MAY 26, 2015 - 7:30 PM

ADMINISTRATION BUILDING – BOARD CHAMBERS
304 E. GRAND RIVER AVENUE, HOWELL, MI 48843

PUBLIC SAFETY & JUDICIARY COMMITTEE

DAVID DOMAS **KATE LAWRENCE** DON PARKER RON VANHOUTEN

OTHERS:

DENISE SMITH
KEN RECKER
MICHELLE LAROSE
STEVE WILLIAMS

JEFF BOYD
MIKE MURPHY
CINDY CATANACH

GARY CHILDS
CAROL GRIFFITH
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. LAWRENCE** at **7:31 PM.**

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED APRIL 20, 2015:**

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS:** Comm. Domas advised that his Townships would be meeting with the new County Administrator next month.

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

6. **RESOLUTIONS FOR CONSIDERATION:**

7. **SHERIFF: RESOLUTION TO APPROVE A CONTRACT WITH THE TOWNSHIP OF PUTNAM FOR LAW ENFORCEMENT SERVICES**

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

8. 911: **RESOLUTION AUTHORIZING LIVINGSTON COUNTY TO PARTICIPATE IN THE 2014 HOMELAND SECURITY GRANT PROGRAM (HSGP), AND TO SUBMIT FY-2014 HSGP APPLICATIONS PURSUANT TO DECISIONS OF THE LIVINGSTON COUNTY HOMELAND SECURITY LOCAL PLANNING TEAM**

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

9. **DRAIN COMMISSIONER: RESOLUTION TO ESTABLISH NEW FEES FOR THE SOIL EROSION CONTROL PROGRAM**

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

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

11. **ADJOURNMENT:**

**MOTION TO ADJOURN AT 7:42 PM
MOVED BY: DOMAS / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW MEDICAL EXAMINER FOR LIVINGSTON COUNTY – MEDICAL EXAMINER / HEALTH & HUMAN SERVICES / FINANCE / BOARD

WHEREAS, according to our contract with Sparrow Health Systems all new Medical Examiner and Deputy Medical Examiners must be approved by the Board of Commissioners; and

WHEREAS, it has been recommended by Sparrow Health Systems to appoint an additional Medical Examiner to our system, we therefore recommend the appointment of Dr. Stephanie Dean; and

WHEREAS, this appointment has been recommended for approval by the Health & Human Services Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the appointment of Dr. Stephanie Dean as a Medical Examiner while employed with Sparrow Health Systems.

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**MOVED:
SECONDED:
CARRIED:**



Improving the health of the people in our communities by
providing quality, compassionate care to everyone, every time

June 12, 2015

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

Dear Commissioner Griffith

I am pleased to announce that Dr. Stephanie Dean will join Sparrow Forensic Pathology on July 13, 2015. Dr. Dean is board certified in Anatomic and Clinical Pathology and has recently completed her fellowship in Forensic Pathology at the Maryland Office of the Medical Examiner.

Attached, please find a copy of Dr. Dean's Curriculum Vita and proof of her medical licensure in Michigan. The law requires that the Livingston County Board of Commissioners appoint Dr. Dean as a Deputy Medical Examiner to allow her to sign death certificates and cremation permits.

I kindly request that you appoint Dr. Dean as a Deputy Medical Examiner at your Board's earliest opportunity. Please contact me if you need any additional information or have questions regarding this matter.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth M. Reust".

Elizabeth M. Reust
Supervisor



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF MEDICAL EXAMINER

1911 Tooley Road, Howell, MI 48843
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: 7/21/2015
Re: Appointment of Dr. Stephanie Dean

Sparrow Health Systems has provided us documentation requesting the addition of Dr. Stephanie Dean as a Board Certified Forensic Pathologist to work on behalf of Livingston County as a Deputy Medical Examiner. I am respectfully requesting to appoint Dr. Dean as a Deputy Medical Examiner for Livingston County. The letter of request is attached, along with Dr. Dean's Curriculum Vita.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A PROFESSIONAL CONTRACT FOR EDUCATION SERVICES IN THE LIVINGSTON COUNTY JAIL – SHERIFF JAIL / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the proposed contract will allow the Livingston County Jail to contract with Michael L. Gaden, a teacher, to provide educational services to inmates at the County Jail; and

WHEREAS, the funds will be paid from the Inmate Rec and Ed Fund, which are the County's profit from Inmate Commissary; and

WHEREAS, the contract will allow the Jail to provide a variety of education services such as high school completion, GED, creative writing, life-skills and other specialized programs deemed appropriate and may vary dependent on jail populations; and

WHEREAS, the terms of the contract: an hourly rate of \$27 per hour, without benefits, for a total not to exceed \$42,000 annually for the period of July 15, 2015 through December 31, 2017.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contact, as referenced above for inmate education services with Michael Gaden for \$27 per hour for a total not to exceed \$42,000 annually, with the contract period effective from July 15, 2015 through December 31, 2017.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners be authorized to sign the above-referenced contract and any future amendments upon preparation or approval as to form by Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY JAIL

150 S. Highlander Way, Howell, MI
Phone 517-546-2445 Fax 517-552-2542
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Tom Cremonte
Date: 6/23/2015
Re: Inmate Educational Services

The Livingston County Jail provides educational services to inmates at the jail. This includes high school completion, GED, creative writing and other specialized coursework. For the last three years our teacher, Michael Gaden, has done an outstanding job providing the teaching services. Michael has been a science teacher at Pinckney High School and for six years was a biologist at MSU Extension in Howell.

The cost of this service is \$27 per hour for a total not to exceed \$42,000 annually. This service is paid from inmate commissary commissions and not the county's general fund. We would also request that legal counsel authorize a professional service contract.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE A CONTRACT EXTENTION WITH THE TOWNSHIP OF TYRONE FOR LAW ENFORCEMENT SERVICES - SHERIFF DEPARTMENT / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the Tyrone Township contract to provide Law Enforcement services will expire on August 4, 2015; and

WHEREAS, the proposed contract extension of Law Enforcement services to Tyrone Township sets an annual fee from August 5, 2015 through March 31, 2019; and

WHEREAS, Tyrone Township shall make payments quarterly to Livingston County during said period; and

WHEREAS, the agreement would be for 56 hours of coverage, eight (8) hours a day, seven (7) days a week.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the contract extension as referenced above for Law Enforcement services with the Township of Tyrone to be effective August 5, 2015 through March 31, 2019 with the township to pay said amounts in accordance with the following payment schedule:

- August 5, 2015 - December 31, 2015 \$45,489 (\$38.42 per hour)
- January 1, 2016 - December 31, 2016 \$139,371 (\$47.73 per hour)
- January 1, 2017 - December 31, 2017 \$144,248 (\$49.40 per hour)
- January 1, 2018 - December 31, 2018 \$149,299 (\$51.13 per hour)
- January 1, 2019 - March 31, 2019 \$39,372 (\$52.92 per hour)

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

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**MOVED:
SECONDED:
CARRIED:**

COHL, STOKER & TOSKEY, P.C.
ATTORNEYS AND COUNSELORS
601 NORTH CAPITOL
LANSING, MICHIGAN 48933

PETER A. COHL
DAVID G. STOKER
ROBERT D. TOWNSEND
BONNIE G. TOSKEY
RICHARD D. McNULTY
TIMOTHY M. PERRONE
MATTIS D. NORDFJORD

June 18, 2015

(517) 372-9000
FAX (517) 372-1025

Sent Via Email

Carol Sue Jonckheere, Executive Administrative Assistant
Livingston County Administration
304 E. Grand River, Suite 202
Howell, Michigan 48843

Re: 2015-2019 Law Enforcement Services Agreement with Tyrone Township

Dear Ms. Jonckheere:

At the request of Undersheriff Michael Murphy, I have prepared and attached an Agreement for Law Enforcement Services to be entered into between the County on behalf of the Sheriff and Tyrone Township. The term of the Agreement will cover the period of August 5, 2015 through March 31, 2019. The compensation which the Township shall pay the County over the term of the Agreement is as follows:

- A. \$45,489.00 during the period covering August 5, 2015 through December 31, 2015.
- B. \$139,371.00 during the period covering January 1, 2016 through December 31, 2016.
- C. \$144,248.00 during the period covering January 1, 2017 through December 31, 2017.
- D. \$149,299.00 during the period covering January 1, 2018 through December 31, 2018.
- E. \$39,372.00 during the period covering January 1, 2019 through March 31, 2019.

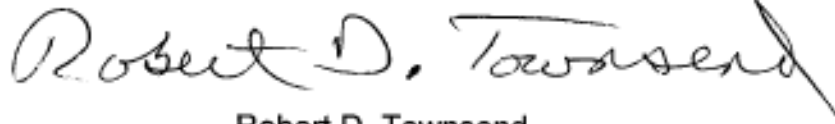
It is my understanding that the County Board of Commissioners has not authorized the attached Agreement. Undersheriff Murphy has, however, provided me with the attached draft of a Resolution which I understand will be soon be submitted to the Board for consideration.

Provided the attached Agreement is satisfactory, you may, when the Board of Commissioners pass a Resolution authorizing entry into the Agreement, proceed to obtain signatures necessary for execution of copies of the Agreement. Please e-mail a signed copy of the attached Agreement to my assistant Nicole Moles at nmoles@cstmlaw.com for insertion into our electronic file.

If you have any questions with regards to the attached, or if any changes need to be made thereto, do not hesitate to contact me.

Very Truly Yours,

COHL, STOKER & TOSKEY, P.C.

A handwritten signature in black ink that reads "Robert D. Townsend". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Robert D. Townsend

RDT/nam

Enclosures

cc: Undersheriff Michael Murphy

N:\Client\Livingston\Sheriff\Jonckheere\Ltr re Tyrone Twp Agr for LE Svcs (2015-2019).doc



LIVINGSTON COUNTY SHERIFF DEPARTMENT

**150 S. Highlander Way
Howell, Michigan 48843-2323**

(517) 546-2400

MEMORANDUM

DATE: 6-23-15

TO: Board of Commissioners

FROM: Undersheriff Michael Murphy

RE: Agreement for Law Enforcement Services with Tyrone Township

Attached for your consideration and approval is a resolution for a contract extension for Law Enforcement Services between the Livingston County Sheriff Department and Tyrone Township. The extension of the agreement would be from August 5, 2015 through March 31, 2019.

The contract is a renewal of a current contract that expires August 4, 2015. We have been approached by Tyrone Township and they are agreeable to the current terms and proposed financial increases. The only things that are changing are the term of the contract and the financial compensation. The contract calls for 56 hours of dedicated Law Enforcement Services in the Township of Tyrone. The hours are determined by the Township, 7 days a week.

The financial terms are as follows:

- August 5, 2015 - December 31, 2015 \$45,489 (\$38.42 per hour)
- January 1, 2016 - December 31, 2016 \$139,371 (\$47.73 per hour)
- January 1, 2017 - December 31, 2017 \$144,248 (\$49.40 per hour)
- January 1, 2018 - December 31, 2018 \$149,299 (\$51.13 per hour)
- January 1, 2019 - March 31, 2016 \$39,372 (\$52.92 per hour)

Per County policy this reflects the true costs of the contract minus the 25% contracting incentive. The contract will continue to be staffed by existing Road Patrol personnel that are covered by the current 2015 FY approved budget.

The contract has been prepared and approved by civil counsel. Upon approval and authorization of the Board, it will be signed by the Board and the Sheriff.

If you have any further questions, feel free to document to contact me.

**Undersheriff Michael Murphy
Livingston County Sheriff Department**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SHERIFF’S DEPARTMENT TO HIRE TWO (2) ADDITIONAL PART TIME RELIEF DEPUTIES FOR COURT SECURITY – SHERIFF / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the Livingston County Sheriff’s Department has been providing part-time certified Deputies for the courts; and

WHEREAS, currently these duties are performed by fourteen (14) part-time deputies, however, due to increased need and time off, it is becoming inefficient for both the Sheriff Department and the Courts; and

WHEREAS in order to keep these Deputies truly as part-time and adequately staff the security positions, it is necessary to add these relief positions; and

WHEREAS, this would allow for minimal disruption and decreased hours for current staff; and

WHEREAS, this is not an increase in hours, only the number of authorized part-time positions; and

WHEREAS, the only additional cost would be a one-time expense to outfit the Deputies with uniforms, a firearm, equipment and physical/psych evaluations; and

WHEREAS, it is requested that the 2015 Sheriff Department’s approved budget be amended in the uniform line item and operating supplies to outfit these new employees and deputy physicals line as follows:

10130500 743000	\$ 1,200.00
10130500 747000	\$ 1,000.00
<u>10130500 821000</u>	<u>\$ 800.00</u>
	\$ 3,000.00

WHEREAS, the requested funds will be transferred from General Fund Contingency.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes and approves the adding of two (2) additional part time Deputies within the Livingston County Sheriff’s Department for the purpose of serving as relief positions for the current court security.

THEREFORE BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the Sheriff Department 2015 approved budget be amended with funds to be transferred from General Fund Contingency to reflect the addition and all related line items as listed above.

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**MOVED:
SECONDED:
CARRIED:**

Livingston County

Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Eric J. Sanborn

Title of Requester: Lieutenant

Dept. Phone Number/Extension: 540-7903

Date Requested: 7/20/2015

POSITION REQUESTED INFORMATION

Position Title: Court Security Officer

Supervisor: Eric J. Sanborn

Name and title of current (or previous) incumbent: N/A

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? No From: _____ To: _____

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

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: 20.0

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

To provide court security coverage in the event regularly assigned personnel are absent

FUNDING INFORMATION

Base Annual Salary: \$15,600.00 *POOLED POSITIONS* This position is funded in whole or in part by a grant % Funded 0.00%

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

Funding Source(s) (check all that apply)

Funding Source(s)	Percent
<input type="checkbox"/> Increased Fees	0.00%
<input type="checkbox"/> Contract/Charges for Service	0.00%
<input checked="" type="checkbox"/> Requires General Fund Resources	100.00%
<input type="checkbox"/> Reduction of Expenditures	0.00%

Which expenses were reduced and by how much?

COURT SECURITY ARE POOLED. The annual amount does not change based on # of officers. Hrs are static.

Authorized department head count for the past five years: Jan., 2011: 11; Jan., 2012: 11; Jan., 2013: 11; Jan., 2014: 11; Jan., 2015: 11

Briefly describe this position and why you believe that it is essential to warrant an addition to this year's budget:

This position would provide coverage in the absence of an assigned Court Security Officer; thereby limiting the hours of existing CSO's to maintain part-time status. No increase in hours; only number of positions.

REQUIRED APPROVALS

Supervisor (if applicable)

Date

Department Head

Date

HR OFFICE ONLY

Job Class: 4006 Job Title: Court Security Officer Grade: Select off scale

Employee Group: Select NU Step: Select "

HR Reviewed

Date Reviewed

BUDGET OFFICE ONLY

Position Control # 30500100 Org.

Object Code: 704000 706000 706001 705000

Funds Available: Yes No

NO ADD'L FUNDS - POOLED POSITIONS 7/22/15

Budget Reviewed

Date Reviewed

Board Authorized on Date:

Resolution #:

Livingston County Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Eric J. Sanborn Title of Requester: Lieutenant
 Dept. Phone Number/Extension: 540-7903 Date Requested: 7/20/2015

POSITION REQUESTED INFORMATION

Position Title: Court Security Officer Supervisor: Eric J. Sanborn

Name and title of current (or previous) incumbent: N/A

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? No From: _____ To: _____

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

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: 20.0

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

To provide court security coverage in the event regularly assigned personnel are absent

FUNDING INFORMATION

Base Annual Salary: \$15,600.00 This position is funded in whole or in part by a grant % Funded 0.00%

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	0.00%
<input type="checkbox"/> Contract/Charges for Service	0.00%
<input checked="" type="checkbox"/> Requires General Fund Resources	100.00%
<input type="checkbox"/> Reduction of Expenditures	0.00%

Which expenses were reduced and by how much?

*POOLED ~~HEAD~~ POSITION
 HOURS REMAIN SAME
 NO CHANGE IN
 WAGE & BENEFIT
 BUDGET*

Authorized department head count for the past five years: Jan., 2011:¹¹³² Jan., 2012:¹¹³² Jan., 2013:¹¹³² Jan., 2014:¹¹³² Jan., 2015:¹¹³²

Briefly describe this position and why you believe that it is essential to warrant an addition to this year's budget:

This position would provide coverage in the absence of an assigned Court Security Officer; thereby limiting the hours of existing CSO's to maintain part-time status. No increase in hours; only number of positions.

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____

[Signature] 7/22/15
 Department Head Date

HR OFFICE ONLY

Job Class: 4006 Job Title: Court Security Officer Grade: Select Off scale
 Employee Group: Select SU Step: Select 11

HR Reviewed [Signature]

7-22-15
 Date Reviewed

BUDGET OFFICE ONLY

Position Control # 30500100 Org. _____ Object Code: 704000 706000 706001 705000

Funds Available: Yes No *POOLED POSITIONS - NO CHANGE IN FUNDING*
[Signature] 7/22/15

Budget Reviewed _____

Date Reviewed _____

Board Authorized on Date: _____ Resolution #: _____



LIVINGSTON COUNTY SHERIFF DEPARTMENT
150 S. Highlander Way
Howell, Michigan 48843-2323

(517) 546-2400

MEMORANDUM

DATE: 7-20-15

TO: Board of Commissioners

FROM: Lt. Eric J. Sanborn

RE: Hiring of two (2) additional part time deputies for relief for court security

We are requesting the hiring of two (2) additional part time deputies to serve as relief for the current court security positions. We currently have part time deputies at the court houses doing building security. It has become necessary with vacancies and need for time off that we need to add relief positions.

This would not increase the total number of hours (FTEs) or personnel expenses. It would only increase the number of authorized part-time positions. These would be used to fill-in during vacations and time off as well as support during times of vacancy. This is to ensure our part-time deputies remain in that status. These additional positions would not be regularly scheduled, only relief. These Deputies would be given first opportunity should a position become vacant.

The only associated cost would be a one-time cost to outfit the Deputies with uniforms, firearms, equipment and for their physical and psychological evaluations.

We approximate the one-time expense to be a total of \$3,000, approximately \$1,500 per deputy. Subsequent filling of position would not be nearly as costly as firearms, duty gear and even some uniforms (dependent on size) will be re-issued.

If you have any further questions, feel free to document to contact me.

Lt. Eric J. Sanborn,
Road Patrol Lieutenant