

PERSONNEL COMMITTEE

8/21/2013

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

8:00 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF AGENDA**
3. **CALL TO THE PUBLIC**
4. **APPROVAL OF MINUTES**
Meeting Minutes Dated: July 17, 2013
5. **REPORTS**
6. **RESOLUTIONS FOR CONSIDERATION**
7. **COMMUNITY CORRECTIONS**
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE PRE-TRIAL INVESTIGATOR POSITION FROM GRADE LEVEL J TO GRADE LEVEL I
8. **VETERANS AFFAIRS**
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY DEPARTMENT OF VETERANS AFFAIRS COMMITTEE REGARDING VETERANS COUNSELING STAFFING
9. **EMS**
RESOLUTION AUTHORIZING 'JUST CULTURE' TRAINING EXPENDITURE FOR LIVINGSTON COUNTY MANAGEMENT STAFF
10. **HUMAN RESOURCES**
RESOLUTION AMENDING THE LIVINGSTON COUNTY DEFINITION OF A DEPENDENT FOR MEDICAL, DENTAL AND VISION PLANS
11. **HUMAN RESOURCES**
RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND BROWN AND BROWN OF CENTRAL MICHIGAN IN COMPLIANCE WITH HIPAA AS AMENDED BY THE HITECH ACT

07 Human Resources
RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE PRE-TRIAL INVESTIGATOR POSITION FROM GRADE LEVEL J TO GRADE LEVEL I

08 Human Resources
RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY DEPARTMENT OF VETERANS AFFAIRS COMMITTEE REGARDING VETERANS COUNSELOR STAFFING

09 Emergency Medical Services
RESOLUTION AUTHORIZING JUST CULTURE TRAINING EXPENDITURE
FOR LIVINGSTON COUNTY MANAGEMENT STAFF-
PERSONNEL/FINANCE/EMS

10 Human Resources
RESOLUTION AMENDING THE LIVINGSTON COUNTY DEFINITION OF
A DEPENDENT FOR MEDICAL, DENTAL, AND VISION PLANS

11 Human Resources
RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED
BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY
AND BROWN AND BROWN OF CENTRAL MICHIGAN IN COMPLIANCE
WITH HIPAA AS AMENDED BY THE HITECH ACT

12. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

JULY 17, 2013 – 8:00 AM

ADMINISTRATION BUILDING – CONFERENCE ROOM 4A
304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. VANHOUTEN COMM. GRIFFITH COMM. LAWRENCE

OTHERS: CINDY CATANACH, JENNIFER PALMBOS, BOB SMITH, BELINDA PETERS, SALLY REYNOLDS

LT. JAKRZEWSKI, MIKE MURPHY, JOEL ASH, MARGARET DUNLEAVY, LAURA CHAFY-ROGERS

1. **CALL TO ORDER: Meeting called to order by: Comm. Van Houten at 8:00 am.**

2. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA AS AMENDED MOVING ITEM 10 BEFORE ITEM 7

MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN

ALL IN FAVOR - MOTION PASSED

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

4. **APPROVAL OF MEETING MINUTES of June 19, 2013:**

MOTION TO APPROVE THE FOLLOWING MEETING MINUTES JUNE 19, 2013

AND CLOSED SESSION MEETING MINUTES OF JUNE 19, 2013

MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN

ALL IN FAVOR – MOTION PASSED

5. REPORTS:

- **Temporary Employees**
- **PPACA Update**
- **Wellness Utilization**
- **Blue Cross/Blue Shield Comprehensive Medical Claims Audit by Health Decisions, Inc.**

6. SHERIFF DEPARTMENT: Resolution To Purchase MERS Generic Service Credit By Joel Ash

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

7. COUNTY CLERK: Resolution To Request To Increase Pay For Incumbent Employee

**MOTION TO TABLE UNTIL AUGUST PERSONNEL MEETING TO
OBTAIN COSTS INFORMATION
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED**

8. DISCUSSION:

- **HOLIDAY WORK SCHEDULE – DISCUSSION ONLY**

ADMINISTRATION WILL REVIEW ALTERNATIVES AND COSTS AND MAKE RECOMMENDATIONS FOR AUGUST MEETING.

9. ADJOURNMENT

**MOTIONED BY LAWRENCE / SECONDED BY VAN HOUTEN
TO ADJOURN AT 8:35AM
ALL IN FAVOR – MOTION PASSED**

Respectfully Submitted,

Personnel Subcommittee Minutes

July 17, 2013

Page 2

BOB SMITH
BENEFITS COORDINATOR

RESOLUTION

NO. PC 2013-08-014

LIVINGSTON COUNTY

DATE:

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RESOLUTION TO APPROVE THE JOB RECLASSIFICATION OF THE PRE-TRIAL INVESTIGATOR POSITION FROM GRADE LEVEL J TO GRADE LEVEL I (District Court / Community Corrections) *Personnel Subcommittee 08/21/13*

WHEREAS, the duties of the position of Pre-Trial Investigator, which identifies eligible defendants for appropriate release and makes recommendations to all adult courts, has been revised; and

WHEREAS, this position no longer provides casework supervision (including drug testing and electronic monitoring results) to the courts on all defendants released on a “conditional release; basis; and

WHEREAS, this position has been evaluated by Rahmberg Stover and Associates who is recommending this position be reclassified from a Grade J to a Grade I. This resolution has been recommended for approval by the Personnel Committee; and

WHEREAS, funding for this position is provided by a grant.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the part-time Pre-Trial Investigator from a Gr. J to a Gr. I, effective with the approval of this resolution. If funding from the grant is eliminated; this position will also be eliminated.

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MOVED:

SECONDED:

CARRIED:

EMPLOYEE NAME: VACANT
JOB TITLE: Pretrial Investigator
POSITION ID#: 275.362-00
EMPLOYEES SUPERVISED: None
IMMEDIATE SUPERVISOR: Diane Bockhausen
TITLE OF IMMEDIATE SUPERVISOR: Community Corrections Manager
FLSA STATUS: Non-Exempt **REGULAR, PART TIME**
DEPARTMENT: Community Corrections **LOCATION:** Asset Building
EFFECTIVE: 01/10/13 **GRADE:** I **HOURLY:** \$17.28 - \$21.89
WORKERS COMPENSATION CODE: 8810



Job Summary:

This position is responsible for identifying eligible defendants that are detained in the Livingston County Jail, conducting pretrial investigations, and providing appropriate release recommendations to all adult courts in Livingston County.

Essential Responsibilities/Duties:

- Identify unsentenced defendants detained in the Livingston County Jail that have not been able to meet bond conditions and are potential candidates for modification of bond conditions and release.
- Within the restricted and confined areas of the jail, Interview and investigate detained defendants identified as potential candidates for release prior to their scheduled pretrial or preliminary exam.
- Assess and summarize criminal history, personal information, and employment, housing situation and substance abuse history for each defendant for release.
- Contact references provided by the defendant to verify information relevant to the setting of bond.
- Submit written investigation reports to the court and other appropriate criminal justice stakeholders detailing the findings of the investigation including release options and a bond recommendation.
- Appear in court as needed to explain pre-trial investigation findings and recommendations.
- Track defendants that are not released as a result of the initial investigation and update the court of any changes that may impact the decision to release the defendant.
- Conduct investigations for defendants referred by the court, prosecutor, or defense attorney and submit completed investigation reports.
- Facilitate the release of defendants where bond is granted including the coordination and installation of electronic monitoring devices and ensuring the defendant understands and complies with any other bond conditions.
 - Interview and investigate defendants detained in the Livingston County Jail that have been identified as potential candidates for pretrial supervision prior to pretrial or preliminary exam.
- Work closely with the courts, police, prosecutors and defense attorneys in an effort to maximize defendant release without increasing the risk to the community or flight to avoid prosecution. .
- Keep records for the preparation of program performance and outcome reports.
- Perform related work as required. Above listed responsibilities/duties are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position.

General Knowledge/Skills/Abilities:

- Knowledge of court processing and the Michigan courts and criminal justice system, knowledge of Livingston County is preferred.
- Knowledge of pretrial interviewing and investigation techniques
- Knowledge of community organizations and resources

- Ability to read and understand police reports, court files, and computer screens.
- Ability to articulate information clearly during oral investigations and during court presentations.
- Skill using a computer, e-mail, word processing, spreadsheets, and database management systems
- Skill prioritizing tasks and managing time
- Ability to conduct investigations, evaluates findings, and prepares investigation reports
- Ability to give court room testimony
- Ability to understand and implement evidence-based practices relative to community pretrial investigation of defendants
- Ability to establish and maintain positive working relationships with the courts, prosecutors, defense attorneys, law enforcement, other criminal justice stakeholders, defendants, victims, families, and the general public
- Ability to communicate effectively both orally and in writing
- Ability to learn and apply new techniques and skills as trained

QUALIFICATIONS:

Minimum Education and Experience:

Bachelor's degree from an accredited college or university with major course work in criminal justice or a related field.

A minimum of 2 years experience in criminal justice, public administration, and social or public interest field is desirable.

Possession and maintenance of a valid, unrestricted Michigan Driver's License and access to transportation.

Thorough knowledge of legal terminology, and the various stages of criminal case processing.

Knowledge of the criminal sentencing process and sanctions normally imposed for various crimes.

Knowledge of the various community based treatment facilities and programs which could address the needs of defendants and serve as an option to pretrial incarceration.

Ability to interview and communicate effectively with persons of diverse backgrounds.

Ability to report to the courts both orally and in written form. Must be able to use a keyboard and software programs.

Ability to react and move quickly and defensively within the secured areas of a detention facility should an emergency occur.

WORKING CONDITIONS:

Physical Requirements:

- Ability to sit for long periods of time verifying information over the phone, conducting interviews with clients and preparing bail information reports for court review.
- Ability to stand for extended periods of time interviewing clients.
- Positions in this class typically require; manual dexterity, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- Incumbents may be subjected to travel.
- May be exposed to hazardous materials found in a home or general office environment.
- Use of household cleaning products and disinfectants may be required.

CRITERIA FOR MERIT INCREASES:

- Has developed specific efficiencies in performance of duties.
- Exceeds performance objectives for the position.
- Demonstrates on-going skill development through readings, journals, etc.
- Initiates constructive ideas with supervisor for unit/position performance.
- Assumes constructive leadership role with co-workers.
- Assists in providing training to other staff, share skills with other staff.
- Functions willingly as a training consultant/resource to colleagues.
- Pursues appropriate certification/licensure.

STAFF DEVELOPMENT/TRAINING:

- Prevention of Harassment in the Workplace
- Michigan Hazardous Communications

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

Signature of Employee

Signature of Supervisor

Date

Date

Position Created: 2011

Revised: August, 2013



To: Jennifer Palmbos

From: Karine Stover

Date: August 13, 2013

Re: Pretrial Investigator

At your request, I have reviewed the Pretrial Investigator position based on the changes made to the job description. Given the reduction in responsibilities for pretrial supervision for defendants on bond, points in the areas of Job Complexity and Impact were reduced.

Based on the information provided and my understanding of the position, my evaluation yielded total points of 1985. With a point value of 1985, the position would be removed from Grade J and placed in Grade I.

Detailed job evaluation points are attached. If you have any questions or would like to discuss this position further, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO CONCUR WITH THE LIVINGSTON COUNTY DEPARTMENT OF VETERANS AFFAIRS COMMITTEE REGARDING VETERANS COUNSELOR STAFFING–
Human Resources / Finance / Full Board

WHEREAS, the Livingston County Board of Commissioners appoints members to the Department of Veterans Affairs Committee; and

WHEREAS, the Committee is responsible for oversight of the Department and appointment of the Director; and

WHEREAS, on a monthly schedule the Committee meets with the Director to make decisions not delegated to the Director, and to be briefed on affairs of the office; and

WHEREAS, since May 17, 2012 an employee in the office has had a medical condition which caused that employee to be unable to return to work for an extended period of time; and

WHEREAS, the Director and the Human Resource Department have worked as a team to keep the Department fully staffed within the approved Board rules, and

WHEREAS, the Director and the Human Resource Department, along with outside State and Federal resources, have worked to determine if there are any possibilities to accommodate the return of the employee to active employment; and

WHEREAS, following standard recruitment and selection processes, a temporary employee was hired March 7, 2013, who has achieved National Accreditation training, a requirement of the position, and is satisfactorily performing the duties of the position.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Human Resources Department to change the status of the incumbent temporary employee to a regular full-time employee.

BE IT FURTHER RESOLVED that if the employee who is on a long-term leave is able to return to work due to changes in their condition, or the department, or state or federal governments make changes or technological advances within one (1) year to permit that employee to work within the department, that employee has the right to bump back to this position which could result in layoff for the employee.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

TO THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM THE LIVINGSTON COUNTY DEPARTMENT OF VETERANS AFFAIRS COMMITTEE

AUGUST 8, 2013

WHEREAS, The Livingston County Board of Commissioners appoints members to the Department of Veterans Affairs Committee, and

WHEREAS, The Committee is responsible for oversight of the Department and appointment of the Director, and

WHEREAS, On a monthly schedule the Committee meets with the Director to make decisions not delegated to the Director, and to be briefed on affairs of the office, and

WHEREAS, Since May 17, 2012 the office has had a personnel issue when an employee had a medical condition which caused that employee to eventually be placed on long term leave of absence, and

WHEREAS, The Director and the Human Resource Department have worked as a team to keep the Department fully staffed within the approved Board rules, and

WHEREAS, A temporary employee was hired March 7, 2013, and sent out of state for National Accreditation training, a requirement of the position,

NOW THEREFORE BE IT RESOLVED,

It is the desire of the undersigned Committee members to have the Board of Commissioners take the necessary steps to cause the full time temporary Veterans Counselor to be made a full time regular employee.

John Colone

James Wallace

James Pratt

Laura Heatwole

Jennifer Atkins

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING JUST CULTURE TRAINING EXPENDITURE FOR LIVINGSTON COUNTY MANAGEMENT STAFF-PERSONNEL/FINANCE/EMS

WHEREAS, it has been determined that there is a need for Management Training in the EMS Department; and

WHEREAS, in compliance with the Livingston County Purchasing Policy, Outcome Engenuity, of Plano, TX has been selected for the purchase of Just Culture Training; and

WHEREAS, the EMS Department has secured pricing that will allow the entire Livingston County Management Staff to attend; and

WHEREAS, the Just Culture training will meet the Boards Strategic planning goal to provide training, education and succession planning for our future leaders; and

WHEREAS, the costs including travel and fees for services should not exceed \$55,000.00; and

WHEREAS, pricing will be the same in the event EMS chooses to host the training in 2014; and

WHEREAS, a budget amendment may be required for the 2013 Budget; and

WHEREAS, funds will be in the 2014 Budget prior to expenditure; and

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

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves a Purchase Order be issued to Outcome Engenuity for Management Training Services for an amount not to exceed \$55,000.00 for each of the years FY 2013 and FY 2014.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R Boyd Director
Date: 08/16/2013
Re: Just Culture Management Training

The EMS department will soon begin an accreditation process and part of that process includes initial and continued management training. We have evaluated multiple training programs for managers that address workforce change management and feel that Just Culture Training presents the best opportunity for the entire Livingston County management team to create an empowered and accountable workforce.

Originally we found the cost of the program for our 9 management team members (\$4500.00 per person plus 6 days of travel) to be cost prohibitive and the time frame to send our staff would have been lengthy and unacceptable. After some tough negotiations EMS was able to secure a flat fee of \$50,000.00 dollars plus travel expenses for a group of no more than 70 people here on our site. The course would be shortened to three days with online homework prior to the instructors coming to reduce the travel costs.

This presents an excellent management training opportunity for the entire county and if successful we were able to hold the pricing agreement for a second year.

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

Pricing Proposal

Recipient: Livingston County Michigan EMS Department

Submittal Date: Thursday, July 25, 2013

Accelerated Just Culture Certification Course 2013-2014

This proposal expires thirty (30) days from the submittal date and is provided to and solely intended for the designated recipient.

Livingston County Michigan EMS Department will receive:

Description of Products and/or Services	Estimated Quantity	Total Price
<p>I. One (1) Accelerated Just Culture Certification Course presented in MI by an O^e Advisor(s) in 2013, which includes:</p> <ul style="list-style-type: none"> • Digital copies of certain training resources, when applicable • Setting of initial expectations and guidance through the Just Culture Certification process for each participant: including proficiency exam grading and verbal debriefing • Recognition awards for Just Culture Certified Champions • The following participant resources (including any printing): <ul style="list-style-type: none"> ○ Training products ○ Online training access ○ Certification Course Resources Binder and Case Book ○ Whack-A-Mole book, The Final Check Toolkit Brochure, The Proposition (when available) 	*Up to 70 attendees	*\$50,000
<p>II. One (1) Accelerated Just Culture Certification Course presented in MI by an O^e Advisor(s) in 2014, which includes:</p> <ul style="list-style-type: none"> • Digital copies of certain training resources, when applicable • Setting of initial expectations and guidance through the Just Culture Certification process for each participant: including proficiency exam grading and verbal debriefing • Recognition awards for Just Culture Certified Champions • The following participant resources (including any printing): <ul style="list-style-type: none"> ○ Training products ○ Online training access ○ Certification Course Resources Binder and Case Book • Whack-A-Mole book, The Final Check Toolkit Brochure, The Proposition (when available) 	*Up to 70 attendees	*\$50,000
<p>III. Livingston EMS will be responsible for the following requirements for services listed in paragraph I:</p> <ul style="list-style-type: none"> • Travel and meals for O^e Advisor(s) • Adequate facility • Onsite meals for all participants • Audio visual equipment • Wireless internet access for O^e Advisor(s) when necessary 		
<p>All service and product pricing is offered as a one-time arrangement and is only valid upon acceptance of all provisions within this proposal.</p>	*Estimated Total	\$100,000

PROVISIONS:

* Submission of payment in full for 'Estimated Total' is due net fifteen (15) from date of formal contract execution.

RESOLUTION

NO.

LIVINGSTON COUNTY

DATE:

**RESOLUTION AMENDING THE LIVINGSTON COUNTY DEFINITION OF A
DEPENDENT FOR MEDICAL, DENTAL, AND VISION PLANS – Human Resources /
Personnel Committee / Finance Committee**

WHEREAS, Federal health reform legislation requires the County to amend its Definition of a Dependent for all medical, dental, and vision plans; and

WHEREAS, The Patient Protection and Affordable Care Act has specific guidelines requiring the County to expand its definition of dependent to include stepchildren; and

WHEREAS, the Personnel Committee has reviewed this matter and recommends approval by the Board of Commissioners; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the Definition of a Dependent as amended to include stepchildren, to take effect January 1, 2014.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby continues its authorization to the Human Resources Department to enforce compliance with the definition to ensure that all covered dependents are eligible for benefits under this revised Definition of a Dependent.

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MOVED:

SECONDED:

CARRIED:

Definition of a Dependent

Employees electing to provide coverage for their spouse and children on the Livingston County medical, dental, or vision plans must provide proof of dependent status according to the “Definition Of A Dependent,” prior to the eligible dependent coverage becoming effective.

This policy has been amended to be compliant with the Patient Protection and Affordable Care Act and takes effect on January 1, 2014.

DEFINITION OF A DEPENDENT:
<ul style="list-style-type: none">• The legal Spouse of the Subscriber (employee)• Children/stepchildren of the Subscriber (employee) as follows:
<p><u>Relationship</u> - Child of the Subscriber by birth, legal adoption or legal guardianship; Child of the legal spouse of subscriber by birth, legal adoption or legal guardianship (Stepchildren)</p>
<p><u>Age</u> – For children/stepchildren as defined above, coverage will end at the end of the year in which the adult child reaches age 26, unless in the case of permanent and total disability.*</p>
<p><u>Residence</u> – Child/stepchild as defined above may enroll in the group health plan even if he or she is no longer living with a parent, or is not a dependent on a parent’s tax return.</p>
<p><u>Student Status</u> – Child/stepchild as defined above need not be a full-time student to enroll on the plan.</p>
<p><u>Marital Status</u> – Both married and unmarried children/stepchildren as defined above of the Subscriber (employee) can enroll on the Subscriber’s coverage, however, the coverage does not extend to the adult child’s spouse or children.</p>

**NOTE: The term “permanently or totally disabled” as defined in subparagraph Age above, and for whom an application for coverage hereunder is submitted by the Subscriber to Blue Cross Blue Shield, includes any child defined hereafter: the terms “totally and permanently disabled” and “total and permanent disability” as used herein mean any medically determinable physical or mental condition which prevents the dependent from engaging in substantial gainful activity and which can be expected to result in death or to be a long-continued or indefinite duration. The Subscriber shall submit periodically to Blue Cross Blue Shield such evidence as is required of said child’s total and permanent disability and determination of eligibility by Blue Cross Blue Shield shall be conclusive.*

Employees must provide appropriate documentation (marriage license, birth certificate, adoption order, proof of legal guardianship, complete divorce decree indicating responsibility for covering stepchildren of the employee and any subsequent court orders for any dependent(s) they wish to insure on Livingston County benefit plans.

Coverage for *Dependent Children* shall terminate upon the occurrence of any of the following events:

- (1) The end of the year following the child's 26th birthday; except in the case of "total and permanent disability"*;
- (2) In the case of any such child who was totally and permanently disabled, and upon determination by Blue Cross Blue Shield that such child is no longer totally and permanently disabled;
- (3) Upon date of death;
- (4) At the time that the coverage of the Subscriber (employee) under this Certification is terminated.

Coverage for *Dependent Stepchildren* shall terminate upon the occurrence of any of the following events:

- (1) The end of the year following the step-child's 26th birthday; except in the case of "total and permanent disability"*;
- (2) In the case of any such stepchild who was totally and permanently disabled, and upon determination by Blue Cross Blue Shield that such child is no longer totally and permanently disabled;
- (3) Upon date of divorce of subscriber and the parent of stepchildren as defined
- (4) Upon the death of the parent of stepchild
- (5) Upon date of death;
- (6) At the time that the coverage of the Subscriber (employee) under this Certification is terminated.

Coverage for *legal Spouse* hereunder shall terminate as to any legal Spouse upon the occurrence of any of the following events:

- (1) Upon date of divorce;
- (2) Upon date of death;
- (3) At the time that the coverage of the Subscriber under this Certification is terminated.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND BROWN AND BROWN OF CENTRAL MICHIGAN IN COMPLIANCE WITH HIPAA AS AMENDED BY THE HITECH ACT– *Human Resources / Finance / Full Board*

WHEREAS, Livingston County contracts with Brown and Brown of Central Michigan to provide employee benefits consulting services and

WHEREAS, an updated Business Associate Agreement is needed in light of changes in federal Health Information Technology for Economic and Clinical Health (HITECH) Act which amends HIPAA; and

WHEREAS, as our benefits consultant, Brown and Brown of Central Michigan, is required to operate in accordance with the enhanced privacy and security guidelines in regard to protected health information; and

WHEREAS, Brown and Brown of Central Michigan has provided Livingston County with an updated Business Associate Agreement reflecting the required provisions under the HITECH Act.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board Chair to sign the updated Business Associate Agreement with Brown and Brown of Central Michigan, as well as any and all related documents upon review of civil counsel, to ensure compliance with HIPAA as amended by the HITECH Act.

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**MOVED:
SECONDED:
CARRIED:**