

BOARD OF COMMISSIONERS

"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."

8/3/2015

304 E. Grand River Ave, Board Chambers, Howell, MI 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**
 - A. Minutes of Meeting Dated: July 20, 2015
 - B. Minutes of Work Session Dated: July 27, 2015
 - C. Minutes of Meeting Dated: July 29, 2015
7. **TABLED ITEMS FROM PREVIOUS MEETINGS**
8. **APPROVAL OF AGENDA**
9. **REPORTS**
10. **APPROVAL OF CONSENT AGENDA ITEMS (Roll Call)**

Resolutions 2015-08-156 thru 2015-08-160
11. **RESOLUTIONS FOR CONSIDERATION:**

Resolution 2015-08-161

2015-08-156 **Human Resources**
CONSENT RESOLUTION TO AUTHORIZE FIFTH AMENDMENT TO COUNTY OF
LIVINGSTON RETIREE HEALTH SAVINGS PROGRAM - Human
Resources / Personnel / Finance / Board

2015-08-157 **Human Resources**
CONSENT RESOLUTION TO PURCHASE MERS GENERIC SERVICE CREDIT BY
JOEL ASH - Human Resources / Personnel / Finance / Board

2015-08-158 **Jail**
CONSENT RESOLUTION AUTHORIZING A PROFESSIONAL CONTRACT FOR
EDUCATION SERVICES IN THE LIVINGSTON COUNTY JAIL - Jail / Public
Safety / Finance / Board

2015-08-159 **Sheriff**
CONSENT RESOLUTION TO APPROVE A CONTRACT EXTENSION WITH THE
TOWNSHIP OF TYRONE FOR LAW ENFORCEMENT SERVICES - Sheriff /
Public Safety / Finance / Board

2015-08-160 **Sheriff**
CONSENT RESOLUTION AUTHORIZING THE SHERIFF'S DEPARTMENT TO HIRE
TWO (2) ADDITIONAL PART TIME RELIEF DEPUTIES FOR COURT
SECURITY - Sheriff / Public Safety / Finance / Board

2015-08-161 **Medical Examiner**
RESOLUTION AUTHORIZING THE APPOINTMENT OF A NEW MEDICAL
EXAMINER FOR LIVINGSTON COUNTY - Medical Examiner / Health &
Human Services / Finance / Board

12. CALL TO THE PUBLIC

13. 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, July 20, 2015
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI 48843

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

Absent: None

Also present: Matt Nordjford (Counsel), Mike Kinaschuk (Emergency Management), Ken Hinton (Administrator), Erika Karfonta, Dianne McCormick, Connie Conklin, Renee Adorjan (Health Dept.), Cindy Catanach (Finance), Margaret M. Dunleavy, Debbie Warden

Correspondence. None.

Call To The Public. No response.

Minutes. It was moved by Commissioner Lawrence that the minutes of the regularly scheduled meetings of July 6 and July 15th, 2015 be approved, as printed. Seconded by Commissioner Dolan. MOTION CARRIED.

Tabled Items. None.

Agenda. It was moved by Commissioner Williams that the agenda be approved, as printed. Seconded by Commissioner Childs. MOTION CARRIED.

Reports. The Human Services Collaborative Board gave an update on all the services they provide.

Consent Agenda. Commissioner Childs presented the consent agenda and adopted each as follows:

Resolution No. 2015-07-146, Resolution Authorizing Issuance Of A Purchase Order To Ultralevel For The Purchase Of The Mimecast Email Security, Archiving And Continuity Service-Information Technology;

Resolution No. 2015-07-147, Resolution Approving The FY 2016 Annual Implementation Plan Of The Area Agency On Aging 1-B-Board of Commissioners;

Resolution No. 2015-07-148, Resolution Authorizing MDOT Project Authorization 2012-0118/P18 For FY 2015 Federal Section 5339 Grant Between The Michigan Department Of Transportation And The Livingston County Board of Commissioners For The Purchase Of Two Buses And FY 2015 Budget Amendment-L.E.T.S.;

Resolution No. 2015-07-149, Resolution Authorizing A Budget Transfer To The 2015 Approved Budget For Survey And Remonumentation-Register Of Deeds;

Resolution No. 2015-07-150, Resolution To Concur With The Livingston County Aeronautical Facilities Board To Enter Into A Grant Agreement With The Michigan Department Of Transportation To Fund Crack Sealing And Joint Repair-Airport;

Resolution No. 2015-07-151, Resolution To Concur With The Livingston County Aeronautical Facilities Board To Enter Into An Agreement With Interstate Sealant & Concrete, Inc. For Crack Sealing And Joint Repair-Airport, and

Resolution No. 2015-07-152, Resolution To Concur With The Livingston County Aeronautical Facilities Board To Amend Resolution 2015-03-070 And The Agreement With C&S Companies To Include Construction Administration Services For The Crack Sealing And Joint Repair Project-Airport.

Seconded by Commissioner Green. Roll call vote: Ayes: Childs, Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith, Dolan; Nays: None; Absent: None. MOTION CARRIED.

Commissioner Lawrence presented Resolution No. 2015-07-153, Resolution To Approve Reappointments To The Livingston County Jury Commission-Board of Commissioners, and moved its adoption. Seconded by Commissioner Williams. MOTION CARRIED.

Commissioner Domas presented Resolution No. 2015-07-154, Resolution Authorizing The County Emergency Management Program Manager To Submit Names For Appointment To The Livingston County Local Emergency Planning Committee (LEPC) – 9-1-1, and moved its adoption. Seconded by Commissioner Lawrence.

Commissioner Dolan presented Resolution No. 2015-07-155, Resolution To Approve Appointments To The Livingston County Building Construction Board Of Appeals-Board of Commissioners, and moved its adoption. Seconded by Commissioner Lawrence. MOTION CARRIED.

Call To The Public. Commissioner Domas passed out a questionnaire to the commissioners regarding Michigan prisoners, violent crimes and public safety.

Adjournment. It was moved by Commissioner Williams that the meeting be adjourned. Seconded by Commissioner Lawrence. MOTION CARRIED.

The meeting was adjourned at 8:45 p.m.

Margaret M. Dunleavy
Livingston County Clerk

LIVINGSTON COUNTY WORK SESSION
COMMISSIONERS CHAMBERS, 304 E. Grand River, Howell, MI
July 27, 2015

The meeting was called to order by Donald Parker at 5:05 p.m.

Roll call by the Clerk indicated a quorum as follows:

Present: William Green (2), David Domas (3), Donald Parker (5), Steven Williams (6), Carol Griffith (7),
Dennis Dolan (8) (arrived at 5:10), Gary Childs (9)

Absent: Kate Lawrence (1), Ronald VanHouten (4)

Also present: Rich Malewicz, William Vaillencourt, Tony Paruk, Ken Hinton, Hilery DeHate, Cindy Catanach, Dianne McCormick, Rob Spaulding, Ken Recker, Chad Chewning, Jeff Boyd, Kathleen Kline-Hudson, Scott Barb, Diane Gregor, Jim Rowell, Roberta Bennett, Margaret Dunleavy, Debbie Warden

Call To The Public. No response.

Agenda. It was moved by Commissioner Griffith to accept the agenda, as printed. Seconded by Commissioner Williams. MOTION CARRIED.

Information And Discussion Regarding 2016 Budget Introduction:

Macro work session on July 27th

Work session on August 10

Budget Presentation on August 24

Budget Presentation on September 8

Budget adoption will be in early October

Prosecutor

The office will have a \$40,000 a year savings due to the retirement of an employee. Family support will be requesting an additional part time position due to the increase in work load. Prosecutor is also looking in to an imaging project.

Drain

The drain department is looking into an imaging project in late 2016 or early 2017. They want to re-class a part time position to full time in August of 2016. Looking into remodel building and new furniture. Solid waste is looking to make repairs to a storage facility.

Planning

The department is working on a new master plan and a paid intern to assist with the preparation of the master plan.

Building

Jim Rowell reported that new construction for commercial work is up so they will be discussing the ability to create a pool of inspectors. They will have a reduction of fees and looking into Baker College to send instructor out to teach employees. Checking into building renovations with new furniture and reorganization.

Information Technology

The department is looking into Sharepoint upgrade, new door access cards and network refresh.

Central Dispatch

The department will be requesting a full time emergency manager and call taking protocol project EFD(Emergency Fire Dispatch or EPD (Emergency Police Dispatch)

Sheriff

The overtime request will be increasing due to deputies not being assigned to DEA. The ammunition cost will be going down and bullet proof vests need to be replaced. Carpeting needs to be replaced in entrance to Sheriff's office.

Adjournment. It was moved by Commissioner Griffith that the work session be adjourned. Seconded by Commissioner Williams. MOTION CARRIED.

The meeting was adjourned at 7:13 p.m.

Margaret M. Dunleavy
Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING, July 29, 2015
COMMISSIONERS CHAMBERS, 304 E GRAND RIVER, HOWELL MI

The meeting was called to order by the Chairperson, Carol Griffith, at 9:20 a.m.

All rose for the Pledge of Allegiance.

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

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

Absent: David Domas (3), Steven Williams (6)

Also present: Ken Hinton (Administrator), Debbie Warden

Call To The Public. No response.

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

Claims. It was moved by Commissioner Dolan to accept the finance committee's recommendation for approval of claims dated July 29, 2015.

Payables. It was moved by Commissioner Childs to accept the finance committee's recommendation for approval of payables for July 16, 2015 through July 29, 2015. Seconded by Commissioner Lawrence. MOTION CARRIED.

Adjournment. It was moved by Commissioner Parker that the meeting be adjourned. Seconded by Commissioner Lawrence. MOTION CARRIED.

The meeting was adjourned at 9:21 a.m.

Debbie Warden
Deputy County Clerk

RESOLUTION

NO: 2015-08-156

LIVINGSTON COUNTY

DATE: August 3, 2015

RESOLUTION TO AUTHORIZE FIFTH AMENDMENT TO COUNTY OF LIVINGSTON RETIREE HEALTH SAVINGS PROGRAM

WHEREAS, Livingston County Board of Commissioners adopted Resolution #1203-450 that established the Livingston County Retiree Health Savings Program with an effective date of January 1, 2004, for eligible employees hired after March 17, 2003, and an effective date of November 18, 2003, for eligible employees choosing the Special Window “opt-out”; and

WHEREAS, Livingston County Board of Commissioners adopted Resolution #2007-10-271 to amend the Livingston County Retiree Health Savings Program as required by the IRS to eliminate elective features; and

WHEREAS, the County of Livingston Retirement Health Savings Program was amended a second time under Resolution #2008-12-374 pursuant to the collective bargaining agreement between Livingston County Courts and the Michigan Association of Public Employees which provides that effective January 1, 2009 Court employees may participate in the County of Livingston Retirement Health Savings Program; and

WHEREAS, Livingston County Board of Commissioners adopted Resolution #2009-10-317 that provides that all employees hired on or after November 1, 2009 shall no longer be eligible to participate Retiree Health Savings Program; and

WHEREAS, this program document was amended a fourth time by Resolution #2010-04-126 to clarify judges’ eligibility for the benefit; and

WHEREAS, THE PROGRAM NEEDS TO BE AMENDED TO ALLOW FOR PAYMENTS TO BE MADE ON A PER PAY BASIS WHEN PRACTICABLE AND TO REFLECT CHANGES NEGOTIATED IN COLLECTIVE BARGAINING AGREEMENTS.

THEREFORE BE IT RESOLVED that subject to review by pension and benefit counsel, the Livingston County Board of Commissioners hereby amends the program as previously adopted:

**COUNTY OF LIVINGSTON
RETIREE HEALTH SAVINGS PROGRAM**

PROGRAM GUIDELINES

SECTION 1

PURPOSE

The purpose of the Program is to assist employees with saving for their future health care costs in retirement. The Livingston County Board of Commissioners hereby reserves and retains, solely and exclusively, all rights to interpret and operate the Program. Furthermore, the County Board reserves the right to add to, delete from, modify and/or change the Program in any way it deems appropriate, including termination of any and all provisions of the Program. The Board Chair is authorized to sign any agreement in order to effectuate this resolution.

SECTION II

DEFINITIONS

For the purposes of this Program, the following words shall have the meanings respectively ascribed to them by this section;

1. *COUNTY or EMPLOYER* means the County of Livingston.
2. *COLLECTIVE BARGAINING ASSOCIATIONS* means those associations which have negotiated to participate in this Program, either specifically or by a “me too” provision.
3. *EMPLOYER CONTRIBUTIONS* means the payment made to the Participant’s Plan Account by the County up to the maximum amount allowed under the Program.
4. *EMPLOYEE* means any of the following:
 - (a) a non-union person employed by the County after March 17, 2003 and hired before November 1, 2009;
 - (b) a non-union person employed by the County before March 17, 2003 who has not met the age and service requirements for a normal or reduced pension under the Municipal Employees’ Retirement System of Michigan as of February 28, 2010;
 - (c) a non-union person employed by the County on or before March 17, 2003, who is otherwise eligible to participate in the Retiree Health Care Plan, and (1) voluntarily elects to irrevocably cease participation in the Retiree Health Care Plan, and (2) elects to participate in this Program upon being offered that opportunity by the County;
 - (d) a person who is an elected official or judge of the County elected or appointed after March 17, 2003 and before November 1, 2009;
 - (e) a person who is an elected official or judge of the County elected or appointed on or before March 17, 2003, who is otherwise eligible to participate in the Retiree Health Care Plan, and (1) voluntarily elects to irrevocably cease participation in the Retiree Health Care Plan, and (2) elects to participate in this Program upon being offered that opportunity by the County; or

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- (f) A person employed by the County who is a member of a Collective Bargaining Association which has agreed to participate in this Program subject to the participation provisions of the collective bargaining agreement and this Program.
5. *PARTICIPANT CONTRIBUTIONS* means the voluntary payment made to the Participant's Plan Account by the Employee. Participant contributions shall cease as of December 31, 2007.
 6. *PARTICIPANT* means an Employee who is a member of a retirement plan of the County or of the State of Michigan Judges Retirement System, is eligible for County provided health insurance while actively employed by the County and is also enrolled in the Program. No person shall be considered a Participant of the Program who is compensated for services to the County on a fee or independent contractual basis. In all cases of doubt, the Personnel Director shall decide who is a Participant within the meaning of this Program provided such decision is consistent with any applicable collective bargaining agreements or established County Policy.
 7. *COUNTY POLICY* means those personnel and other policies as adopted by the Board of Commissioners and as contained in the employee manual or other appropriate written documents.
 8. *PLAN ACCOUNT* means the account into which Participant Contributions and/or Employer Contributions under this Program are credited. Such Plan Account may be the Employee's 457 Plan or such other County plan which may be established by the County for purposes of this Program.
 9. *PROGRAM* means the Retiree Health Savings Program of the County as described herein and any subsequent changes.
 10. *PROGRAM YEAR* means the period commencing on January 1 and ending on December 31 of each year.
 11. *RETIREMENT PLAN* means those retirement systems (collectively and individually) provided by the County of Livingston for its eligible employees and shall include any retirement program adopted by the County of Livingston and administered by the Michigan Municipal Employees Retirement System as provided by Act 135, the Public Acts of 1945, as amended. Notwithstanding the foregoing, "Retirement Plan" also includes the State of Michigan Judges Retirement System.
 12. *RETIREE HEALTH CARE PLAN* means the County of Livingston Retiree Health Care Plan as adopted by the County Board of Commissioners on June 2, 2003 and as amended in which participation has been granted to certain non-union employees hired on or before March 17, 2003 who have met the age and service requirements for a normal or reduced pension under the Municipal Employees' Retirement System of Michigan as of February 28, 2010, elected officials first elected on or before March 17, 2003, and certain union employees represented by Collective Bargaining Associations that have negotiated agreements granting participation in the plan (see the Retiree Health Care Plan document for details).

SECTION III

ELIGIBILITY

In order to be eligible to participate in this Program during any Program Year, an individual must meet all of the following:

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1. be a current permanent Employee of the County; and
 2. be eligible, under County Policy or an applicable collective bargaining agreement, to participate in a County's Retirement Plan; and
 3. be eligible, under County Policy or an applicable collective bargaining agreement, to receive the County's health care insurance as an active employee; and
 4. have filed a written election with the County to participate in this Program and be enrolled in a Plan Account; and
 5. not be eligible for participation in the Retiree Health Care Plan.

SECTION IV

ENROLLMENT IN PROGRAM

Subject to all applicable provisions of this Program, the County shall give each eligible Employee initial notice of his or her opportunity to enroll in the Program at the time he/she completes the necessary paperwork for new hires. Additionally, each eligible Employee shall have an opportunity to enroll in the Program each year during the month of December for the next upcoming year. Once enrolled, the Participant will be expected to continue their participation until such a time as the participant notifies the payroll department in writing that they wish to withdraw from the Program. Depending upon the alternative funding plan chosen, however, participation once begun may require continuation in the program for as long as the Participant is employed by the County. Employees participating in the Retiree Health Care Plan shall only have the opportunity to enroll during special "opt-out" windows at the discretion of the County.

SECTION V

TERMINATION OF PARTICIPATION

Participation in the Program shall terminate in accordance with the Program Guidelines and/or applicable collective bargaining agreement, on the earliest of:

1. termination of the Program;
2. voluntary or involuntary separation of employment;
3. termination of an Employee's eligibility to participate in the County's Retirement Plan;
4. termination of an Employee's eligibility to participate in the County's regular health insurance plan as an active employee.

SECTION VI

PARTICIPANT CONTRIBUTION(S) (PLEASE NOTE: ALL PARTICIPANT CONTRIBUTIONS SHALL CEASE AS OF DECEMBER 31, 2007)

The Participant Contributions will be made by payroll deduction and deposited into the Participant’s Plan Account. The Participant will authorize the amount to be deducted on a per pay period basis from their paycheck. It is expressly understood that the Participant Contributions and matching Employer Contributions will be subject to the applicable deferral limitations for the Plan Account in accordance with the Internal Revenue Code. Participant Contributions shall cease as of December 31, 2007.

SECTION VII

EMPLOYER’S CONTRIBUTION(S)

The amount of the Employer Contribution will be calculated based on the Participant’s years of service. The Employer will contribute the Employer Contribution amount to the Participant’s Plan Account with the first pay after last pay of each quarter **OR, IF PRACTICABLE, ON A PER PAY BASIS**. The Employer’s Contribution shall not be included as compensation or earnings when computing the Participant’s retirement benefits. In addition, any deductions required from the Employer Contributions by state or federal rule, regulation or law shall be subtracted from the total contribution made by the Employer on behalf of the Participant.

The Employer Contribution shall be subject to the following maximum limitation in each calendar year of participation:

For Non-Union Employees:

YEARS OF SERVICE	AMOUNT
First five (5) years of service with the County	Up to \$520.00 per year (pro-rated)
Beginning with sixth (6 th) year of service with the County until termination of Participation	Up to \$1560.00 per year (pro-rated)
Adjusted annually consistent with the non-union salary schedule adjustment, beginning in 2005.	
The County contribution shall be distributed over a twelve (12) month period in either four equal payments OR ON A PER PAY BASIS .	

For Court Bargaining Unit Employees – County Contributions to be Effective January 1, 2009, **AND ELIMINATED FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2011:**

YEARS OF SERVICE	AMOUNT
First five (5) years of service with the County	Up to \$350.00 per year (pro-rated)
Beginning with sixth (6 th) year of service with the County until termination of Participation	Up to \$1000.00 per year (pro-rated)

Adjusted annually consistent with the Court bargaining unit salary schedule adjustment, beginning in 2010.

The County contribution shall be distributed over a twelve (12) month period (four equal payments) **OR WITH WRITTEN UNION CONCURRENCE, ON A PER PAY BASIS IF PRACTICABLE.**

FOR 911 CENTRAL DISPATCH BARGAINING UNIT EMPLOYEES - BEGINNING ON JANUARY 1, 2014, THE EMPLOYER SHALL ANNUALLY CONTRIBUTE \$350 FOR EMPLOYEES WITH LESS THAN FIVE YEARS SERVICE; \$1000 FOR EMPLOYEES WITH FIVE TO FOURTEEN YEARS OF SERVICE; \$2,000 FOR EMPLOYEES WITH FIFTEEN TO NINETEEN YEARS OF SERVICE; AND \$2,500 FOR EMPLOYEES WITH 20 YEARS OR MORE, ON A PRE-TAX BASIS. IN ADDITION, WITHIN THIRTY (30) DAYS FOLLOWING COUNTY RETIREMENT, AN EMPLOYEE'S REMAINING SICK BANK BALANCE, IF ANY, SHALL BE PAID INTO THE EMPLOYEE'S RETIREE HEALTH SAVINGS PLAN AT A FIFTY PERCENT (50%) RATE UP TO A MAXIMUM OF SEVENTY-TWO (72) DAYS BASED UPON THE EMPLOYEE'S CURRENT SALARY ON A PRETAX BASIS. THE RETIREE HEALTH SAVINGS PLAN SHALL PROVIDE FOR IMMEDIATE EMPLOYEE VESTING.

FOR SHERIFF DEPUTIES, CORRECTIONS OFFICERS, AND DETECTIVES BARGAINING UNIT EMPLOYEES - EMPLOYEES HIRED AFTER JUNE 20, 2011 RECEIVE THE RETIREE HEALTH SAVINGS PROGRAM. EMPLOYER PRE-TAX CONTRIBUTIONS ARE 4% OF BASE SALARY IN THE INDIVIDUAL'S RETIREE HEALTH SAVINGS PROGRAM ACCOUNT. EMPLOYER CONTRIBUTION INCREASES/DECREASES WITH ANNUAL WAGE SCALE INCREASES.

EMPLOYEES HIRED ON OR BEFORE JUNE 20, 2011 GET THE CHOICE OF STAYING IN THE DEFINED BENEFIT RETIREE HEALTH CARE PLAN AS DESCRIBED IN 35.4 OR MAY MAKE A ONE-TIME IRREVOCABLE ELECTION TO GO TO THE RETIREE HEALTH SAVINGS PROGRAM AND RECEIVE \$18,000 AS EITHER CASH OR AS A PRE-TAX CONTRIBUTION TO A RETIREE HEALTH SAVINGS ACCOUNT IN THE EMPLOYEE'S NAME. FUTURE EMPLOYER PRE-TAX CONTRIBUTIONS ARE 4% OF BASE SALARY IN THE INDIVIDUAL'S RETIREE HEALTH SAVINGS PROGRAM ACCOUNT. EMPLOYER CONTRIBUTION INCREASES/DECREASES WITH ANNUAL WAGE SCALE INCREASES. THOSE TRANSFERRED OR PROMOTED INTO THE BARGAINING UNIT WHO ALREADY PARTICIPATE IN THE RETIREE HEALTH SAVINGS PROGRAM RETAIN THAT BENEFIT.

FOR SERGEANT BARGAINING UNIT EMPLOYEES - ALL EMPLOYEES HIRED INTO ANY BARGAINING UNIT OR NON-UNION POSITION FROM OUTSIDE THE COUNTY AFTER JUNE 30, 2011 RECEIVE THE RETIREE HEALTH SAVINGS PROGRAM. EMPLOYER PRE-TAX CONTRIBUTIONS ARE 4% OF BASE SALARY IN THE INDIVIDUAL'S RETIREE HEALTH SAVINGS PROGRAM ACCOUNT. EMPLOYER CONTRIBUTION INCREASES/DECREASES WITH ANNUAL WAGE SCALE INCREASES.

EMPLOYEES HIRED ON OR BEFORE JUNE 30, 2011 GET THE CHOICE OF STAYING IN THE DEFINED BENEFIT RETIREE HEALTH CARE PLAN AS DESCRIBED IN 32.4, OR MAY MAKE A ONE-TIME IRREVOCABLE ELECTION TO GO TO THE RETIREE HEALTH SAVINGS PROGRAM. IF THE EMPLOYEE CHOOSES THE RETIREE HEALTH SAVINGS PROGRAM, AT THEIR OPTION, SHALL RECEIVE A ONE-TIME PAYMENT OF \$18,000 AS EITHER CASH OR AS A PRE-TAX CONTRIBUTION TO THE RETIREE HEALTH SAVINGS ACCOUNT IN THE EMPLOYEE'S NAME. FUTURE EMPLOYER PRE-TAX CONTRIBUTIONS ARE 4% OF BASE SALARY, PAID QUARTERLY, TO THE INDIVIDUAL RETIREE HEALTH SAVINGS PROGRAM ACCOUNT. EMPLOYER CONTRIBUTION INCREASES/DECREASES WITH ANNUAL WAGE SCALE INCREASES. THOSE TRANSFERRED OR PROMOTED INTO THE BARGAINING UNIT WHO ALREADY PARTICIPATE IN THE RETIREE HEALTH SAVINGS PROGRAM RETAIN THAT BENEFIT.

FOR LIEUTENANT BARGAINING UNIT EMPLOYEES - EMPLOYEES HIRED AFTER JUNE 30, 2011 RECEIVE THE RETIREE HEALTH SAVINGS PROGRAM. EMPLOYER PRE-TAX CONTRIBUTIONS ARE 4% OF BASE SALARY IN THE INDIVIDUAL'S RETIREE HEALTH SAVINGS PROGRAM ACCOUNT. EMPLOYER CONTRIBUTION INCREASES/DECREASES WITH ANNUAL WAGE SCALE INCREASES.

EMPLOYEES HIRED ON OR BEFORE JUNE 30, 2011 GET THE CHOICE OF STAYING IN THE DEFINED BENEFIT RETIREE HEALTH CARE PLAN AS DESCRIBED IN 24.3 OR MAY MAKE A ONE-TIME IRREVOCABLE ELECTION TO GO TO THE RETIREE HEALTH SAVINGS PROGRAM AND RECEIVE \$20,000 AS EITHER CASH OR AS A PRE-TAX CONTRIBUTION TO A RETIREE HEALTH SAVINGS ACCOUNT IN THE EMPLOYEE'S NAME. FUTURE EMPLOYER PRE-TAX CONTRIBUTIONS ARE 4% OF BASE SALARY IN THE INDIVIDUAL'S RETIREE HEALTH SAVINGS PROGRAM ACCOUNT. EMPLOYER CONTRIBUTION INCREASES/DECREASES WITH ANNUAL WAGE SCALE INCREASES.

THOSE TRANSFERRED OR PROMOTED INTO THE BARGAINING UNIT WHO ALREADY PARTICIPATE IN THE RETIREE HEALTH SAVINGS PROGRAM RETAIN THAT BENEFIT.

Years of service for purposes of this section must be actual service rendered with the County as an eligible employee or elected official. Purchased service or other service recognized for retirement under the Reciprocal Retirement Act (P.A. 88 of 1961, as amended (MCL 38.1102 et. seq.)) shall not be included.

In the event a Participant terminates Participation in the Program prior to the end of a calendar year, the Employer Contribution, up to the maximum allowed for the Participant's years of service, will be appropriately adjusted (1/12 of an allowed match for each full month of service in that calendar year **OR IF PAID ON A PER PAY BASIS 1/26 OF THE ALLOWED MATCH FOR EACH FULL PAY PERIOD OF SERVICE IN THAT CALENDAR YEAR**) and paid to the Participant's Plan Account with the last paycheck.

SECTION VIII

SPECIAL WINDOW “OPT-OUT”

Employees beginning service on or before March 17, 2003, who are participants in the Retiree Health Care Plan, will be given a special one-time window of opportunity to voluntarily “opt-out” of the Retiree Health Care Plan and elect Participation in this Program. The decision to opt out of the Retiree Health Care Plan shall be made in writing upon such form or forms as the County may require and once made is IRREVOCABLE. In consideration for such a non revocable decision to “opt-out” of the Retiree Health Care Plan, the County will make an Employer Contribution in an amount equal to the maximum amounts provided under the Program for each of the eligible years of County service the employee has served. Any elected Official whose date of continuous employment is different than the date of participation in the MERS pension plan, the earlier date shall be the basis of the calculations for the buyout. Said Employer Contribution will be payable to the Participant’s Plan Account. There will be no required Participant Contribution into the Participant’s Plan Account to match the Employer’s special “opt-out” contribution. Continued Participation in the Program, however, will require Participant Contributions to receive future Employer Contributions. Future Employer Contributions would be based upon all years of actual service with the County in accordance with the provisions of Section VII. By way of illustration only, the following examples are offered:

EMPLOYEE A - Hired on March 2, 1998, Employee A would receive **\$3,900*** in the last pay period in December of 2003 if that employee chooses the irrevocable option to “opt-out” of the County of Livingston Retiree Health Care Plan to participate in this Program.

SERVICE REQUIREMENT	FORMULA	AMOUNT
First five (5) years of service	\$520 per year x 5	\$2,600.00
Ten (10) months of 6 th year of service (March through to December 2003)	\$130 per month x 10	\$1,300.00
EMPLOYER CONTRIBUTION TOTAL:		\$3,900.00

EMPLOYEE B - Hired in September 24, 1979, Employee B would receive **\$32,630*** in the last pay period in December of 2003 if that employee chooses the irrevocable option to “opt-out” of the County of Livingston Retiree Health Care Plan to participate in this Program.

SERVICE REQUIREMENT	FORMULA	AMOUNT
First five (5) years of service	\$520 per year x 5	\$2,600.00
Next nineteen (19) years of service	\$1,560 per year x 19	\$29,640.00

Three (3) months of 25 th year of service	\$130 per month x 3	\$390.00
EMPLOYER CONTRIBUTION TOTAL:.....		\$32,630.00

*Any Employer Contribution that exceeds the dollar amount allowed for deferment into the Participant’ Plan Account on a yearly basis: 1. may be paid - out into the Participant’s Plan Account over a maximum of three years; or, 2. may be taken as a lump-sum payment which will be considered taxable income; or, 3. a combination of payments to the Plan Account and lump-sum payment; or, 4. defer receipt of lump sum pay-off until new program (401a or Retirement Health Savings Plan) is established. For those employees who opt to either take the Employer Contributions over a two to three year period, and/or those who decide to defer the Employer Contributions until a new program is established, the deferred amount(s) shall be enhanced by the annual interest rate equivalent earned on the investment of surplus County funds. The Employer’s Contribution, nevertheless, shall not be included as compensation or earnings when computing the Participant’s retirement benefits. As always, any deductions required from the Employer’s Contributions by state or federal rule, regulation or law shall be subtracted from the total contribution made by the Employer on behalf of the Participant.

SECTION IX

INTERNAL COUNTY TRANSFERS

The transfer of an Employee from another employee group into an employee group that participates in this Program will require a review by the Personnel Department of the Employee’s eligibility both to participate in this Program and for a possible “opt-out” of the Retiree Health Care Plan, if the Employee was covered under that plan while with the former employee group. The following are provided for illustrative purposes only:

1. Employee A transfers from an employee group that has not already agreed to participate in this Program and does not participate in the County of Livingston Retiree Health Care Plan. In that case, if Employee A is otherwise qualified for this Program, the employee could begin participation at the Employer’s Contribution maximum level allowed for his length of County service. There would be no “opt-out” available for Employee A.
2. Employee B transfers from an employee group that has not already agreed to participate in this Program, but does participate in the Retiree Health Care Plan. Employee B would be offered an initial opportunity to voluntarily “opt-out” of the Retiree Health Care Plan. If Employee B elects to make an irrevocable decision to “opt-out” of the Retiree Health Care Plan, the County will make an appropriate Employer Contribution to the Participant’s Plan Account in accordance with Section VIII. Continued participation in this Program after the date of transfer is subject to all provisions herein.

In those circumstances where the opportunity to “opt-out” of the Retiree Health Care Plan is appropriate, the Personnel Department will prepare and provide the necessary form or forms to the transferring employee for his/her consideration and election.

SECTION X

AMENDMENT - TERMINATION OF PROGRAM

The County Board of Commissioners reserves the right to amend or terminate the Program in any manner deemed appropriate by the Board in its sole discretion so long as such amendment or termination is not inconsistent with any applicable collective bargaining agreement. Notwithstanding, such amendment or termination, Participant shall be fully vested in any Employer Contribution paid by the County on a Participant’s behalf in accordance with this Program prior to such amendment or termination.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2015-08-157

LIVINGSTON COUNTY

DATE: August 3, 2015

**RESOLUTION TO PURCHASE MERS GENERIC SERVICE CREDIT BY JOEL ASH - Sheriff /
Human Resources/ Personnel Committee / Finance Committee**

WHEREAS, As of August 1, 2015, Joel Ash has 18 years' service credit with the Municipal Employees' Retirement System (MERS); and

WHEREAS, Joel Ash has requested that he be allowed to purchase two (2) years of generic service with MERS; and

WHEREAS, MERS requires that the Governing Body of the employing municipality approve the purchase; and

WHEREAS, Joel Ash will pay \$31,412.00, which is the total actuarial cost for purchasing two (2) years of generic service.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Joel Ash to be credited with two (2) years of generic service in MERS providing he pays the total cost of such service which was actuarially determined to be \$31,412.00.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the necessary documentation to effectuate this purchase.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: 2015-08-158

LIVINGSTON COUNTY

DATE: August 3, 2015

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: 2015-08-159

LIVINGSTON COUNTY

DATE: August 3, 2015

RESOLUTION TO APPROVE A CONTRACT EXTENSION 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.

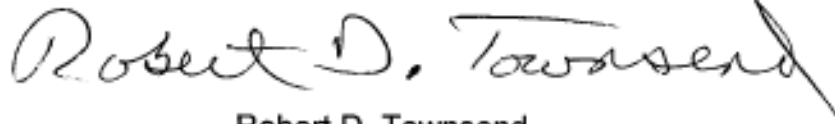
It is my understanding that the County Board of Commissioners has not authorized the attached Agreement. Undersheriff Murphy has, however, provided me with the attached draft of a Resolution which I understand will be soon be submitted to the Board for consideration.

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: 2015-08-160

LIVINGSTON COUNTY

DATE: August 3, 2015

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 _____

[Signature] Department Head Date 7/22/15

HR OFFICE ONLY

Job Class: 4006 Job Title: Court Security Officer Grade: Select off scale
 Employee Group: Select NU Step: Select "

HR Reviewed *[Signature]* Date Reviewed 7-22-15

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 *[Signature]* 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 _____

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*
Cynthia Catanan 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

RESOLUTION

NO: 2015-08-161

LIVINGSTON COUNTY

DATE: August 3, 2015

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.