

# GENERAL GOVERNMENT and HEALTH & HUMAN SERVICES

9/8/2014

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: August 11, 2014
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

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**07**     **Animal Control**  
RESOLUTION AUTHORIZING THE FILLING OF THE DIRECTOR OF ANIMAL CONTROL POSITION

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**08**     **Public Health**  
RESOLUTION TO AMEND THE CONTRACT WITH JACKSON COUNTY TO PROVIDE MEDICAL DIRECTION TO THE JACKSON COUNTY HEALTH DEPARTMENT

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**09**     **Information Technology**  
RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE/PROBATE COURTS, CIRCUIT COURT AND COUNTY CLERK FOR 2015 WITH THE STATE OF MICHIGAN, JUDICIAL INFORMATION SYSTEMS - INFORMATION TECHNOLOGY

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**10**     **Administration**  
RESOLUTION AUTHORIZING AN ESTABLISHING AGREEMENT WITH THE COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN FOR REPRESENTATION ON THE SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD

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**11**     **Public Health**  
RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/14 THROUGH 9/30/15 - Health Department

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**12.**     **ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 11 , 2014 - 7:30 PM

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

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

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

OTHERS:  
DIANNE McCORMICK  
DOUG BRITZ  
BILL SLEIGHT  
DON PARKER

CINDY CATANACH  
KEVIN WILKINSON  
RICH MALEWICZ

TOM DARLING  
DAVE DOMAS  
CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS AT 7:30 PM.**

2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JUNE 9, 2014:**

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

3. **APPROVAL OF AGENDA:**

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

4. **REPORTS:**

- **MI WORKS!: DISCUSS REGIONAL PROSPERITY INITIATIVE:** Bill Sleight informed Members that this Report will be given at Wednesday's Finance Meeting.
- **HEALTH: DISCUSS JACKSON COUNTY MEDICAL DIRECTOR SERVICE CONTRACT:** Dianne McCormick updated the Committee on the current subsidizing of the Medical Director services provided to Jackson County and the upcoming renewal of the Agreement correcting same. The Health Department will be looking for reimbursement from Jackson County from January of 2014 to correct the subsidization, together with updating the amounts in the renewal.

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

**6. RESOLUTIONS for CONSIDERATION.**

- 7. HEALTH: RESOLUTION AUTHORIZING OUT OF STATE TRAINING TO ATTEND THE CENTER FOR DOMESTIC PREPAREDNESS IN ANNISTON, ALABAMA**

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

- 8. L.E.T.S.: RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT AND TO AMEND THE L.E.T.S. FISCAL YEAR 2014 BUDGET**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: GREEN / SECONDED BY CHILDS**

**RECOMMEND AMENDED MOTION WITH CORRECTED 2014 REVISED BUDGET OF \$3,939,400 TO: FINANCE  
MOVED BY: DOLAN / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

- 9. MIWORKS!: RESOLUTION AUTHORIZING LIVINGSTON COUNTY MICHIGAN WORKS! TO PURCHASE PROMOTIONAL MATERIALS**

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

- 10. MIWORKS!: RESOLUTION APPROVING THE JOBS DRIVEN-NATIONAL EMERGENCY GRANT FOR PROSPERITY REGION #9**

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

- 11. EMS: RESOLUTION AUTHORIZING OUT-OF-STATE TRAINING FOR FINANCE MANAGER**

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

12. IT: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BS&A SOFTWARE FOR SOFTWARE SUPPORT FOR THE EQUALIZATION, TREASURERS, ANIMAL CONTROL, AND DRAIN DEPARTMENTS FOR 2014–2015

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

13. ADJOURNMENT:

MOTION TO ADJOURN AT 7:55 PM.  
MOVED BY: DOLAN / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING THE FILLING OF THE DIRECTOR OF ANIMAL CONTROL POSITION – ADMINISTRATION**

**WHEREAS,** Debbie Oberle, Director of Animal Control, has tendered her letter of intent to retire effective March 31, 2015; and

**WHEREAS,** the individual appointed as Director shall meet the minimum qualifications and have the contacts in the animal control / shelter industry that Director Oberle possesses, making the transition as smooth as possible; and

**WHEREAS,** currently, other Michigan counties are experiencing difficulties filling their respective Animal Control Director position; therefore, this request is being made several months in advance, to insure a smooth transition; and

**WHEREAS,** if an acceptable candidate is selected, for succession planning purposes, to avoid uncertainty among staff, and maintain organizational excellence, this appointment should be made in advance of the retirement date of the current Director.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the filling of the Animal Control Director position as soon as a suitable candidate can be selected, to provide for a smooth management transition within Animal Control.

Position Control - Munis [Livingston County] > Position Control					
Position #	Description	Stat	# Emps	Employee Name	CY FTE
43000101	ANIMAL CONTROL DIREC	A	1	OBERLE, DEBORAH	1.000

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**MOVED:  
SECONDED:  
CARRIED:**

# REQUEST FOR EXCEPTION TO THE HIRING FREEZE

REQUEST SUBMITTED BY: **BELINDA PETERS**

TITLE OF POSITION TO BE FILLED: **ANIMAL CONTROL DIRECTOR**

POSITION CONTROL #: **43000101**

SALARY: **\$52,341 - \$66,304**

ANNUAL COST OF BUDGETED POSITION  
(INCLUDING FRINGE BENEFITS):

**\$73,578**

PROJECTED COST FOR THE NEXT FIVE YEARS  
(INCLUDING FRINGE BENEFITS):

**\$398,549**

NEW POSITION/CLASSIFICATION: - YES - NO

IF NO, NAME OF EMPLOYEE LAST OCCUPYING THIS POSITION: **DEBBIE OBERLE**

WHEN DID THE POSITION BECOME VACANT? **EST: MARCH 31, 2015**

HAS SUFFICIENT TIME BEEN GIVEN TO PROPERLY COMPENSATE FOR VACATION AND/OR SICK  
PAY-OFFS TO INSURE PERSONNEL EXPENSES DO NOT EXCEED THE AUTHORIZED BUDGET? - YES  
- NO

**Minimal expense and we are asking for an overlap between the positions**

1. BRIEFLY DESCRIBE THIS POSITION AND WHY YOU BELIEVE THAT IT IS ESSENTIAL ENOUGH TO WARRANT AN EXCEPTION TO THE OVERALL LIVINGSTON COUNTY HIRING FREEZE. PROVIDE A COPY OF THE JOB DESCRIPTION.

**This position provides oversight for mandated functions authorized by state statute and County ordinance. Currently, other Michigan counties are experiencing difficulties filling their respective Animal Control Director position; therefore, this request is being made several months in advance, to insure a smooth transition. If an acceptable candidate is selected, for succession planning purposes, to avoid uncertainty among staff, and maintain organizational excellence, this appointment should be made in advance of the retirement date of the current Director**

2. BUDGETED DEPARTMENT HEAD COUNT FOR THE PAST FIVE YEARS:

JANUARY 2010:	JANUARY 2011:	JANUARY 2012:	JANUARY 2013:	JANUARY 2014:
Full: 5	Full: 4	Full: 4	Full: 5	Full: 5
Part: 6	Part: 5	Part: 7	Part: 7	Part: 8
Total: 11	Total: 9	Total: 11	Total: 12	Total: 13

3. RECOGNIZING THAT ALL ELECTED OFFICIALS/DEPARTMENT HEADS ARE EXPECTED TO PROVIDE QUALITY SUPERVISION AND BE CREATIVE PROBLEM SOLVERS, HOW COULD THE DEPARTMENT REASSIGN WORK AND/OR PERSONNEL TO GET ALL ESSENTIAL WORK OF THE DEPARTMENT DONE WITHOUT ADDITIONAL HIRING?

**In other counties Animal enforcement is provided by the Sheriff's Office. If animal enforcement was transferred to the Sheriff's Office; then, this positions duties could be modified to provide leadership for the animal shelter. There are no positions in the County that can take on this full-time responsibility. This is a position that cannot remain vacant.**

4. SPECIFICALLY LIST THREE REASONABLE OPTIONS OR DETRIMENTS TO THE DEPARTMENT IF YOUR REQUEST TO REPLACE A POSITION IS DENIED.

- Board chamber will be filled with animal activists; they are a very passionate group against animal neglect/abuse.**
- Disruption of services to the residents of the county, under the current director the quantity of work has increased substantially for both the shelter and animal complaints.**
- The animal enforcement calls would fall to the Sheriff Deputies; or, Local Unit Police Departments.**

5. **WHAT BUDGET SAVING MEASURES HAS THIS DEPARTMENT IMPLEMENTED? HAVE ADDITIONAL MEASURES BEEN IDENTIFIED? FOR EXAMPLE, USE OF TEMPORARY EMPLOYEES OR PART-TIME (LESS THAN 30 HOURS) EMPLOYEES PLEASE PROVIDE EXPLANATION(S).**

Part-time positions and volunteers are utilized where practical. Two temp employees and three part-time employees are in use in kennel and office area. However daily decisions on liability exposure, human safety and criminal cases are still left to director to decide. With the creation of the "Friends of Livingston County Animal Shelter" a 501c-3, non-profit, they have picked up \$4,000 in expenses relating to medical needs this year.

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6. **HAS CURRENT STAFF BEEN WORKING OVERTIME AND, IF SO, HOW MUCH IS CURRENTLY BEING WORKED OR HOW MUCH IS PLANNED TO BE WORKED PER WEEK (ON THE AVERAGE)?**

Very little overtime is used. Part-time staff and temp are utilized so overtime is rarely needed except by two animal control officers that respond to 911 calls.

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7. **HAS CROSS-TRAINED STAFF BEEN FULLY UTILIZED TO MAXIMIZE THE OUTPUT OF EXISTING STAFF? PLEASE PROVIDE EXPLANATION(S).**

Yes, to the extent possible staff has been cross-trained in specific disciplines. The Animal Control Officers are quasi-Enforcement Officers, deputized by the Sherriff. They provide law enforcement and prosecution for the abuse/neglect of animals. This is a Director's position necessary for oversight and leadership of the department. The duties and responsibilities are unique to the care of animals and prosecution for cruelty to animals. Cross-training with another Director position is not a practical option.

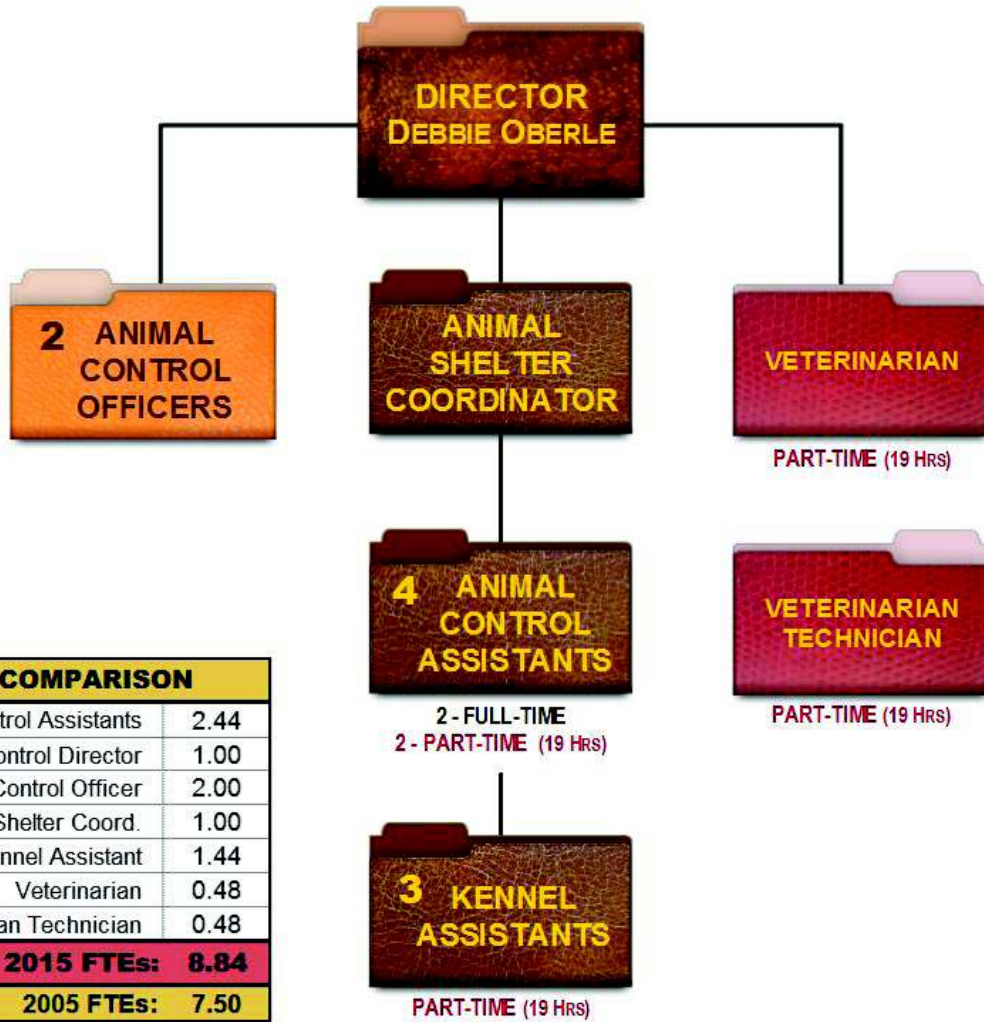
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8. **ARE YOUR ACTUAL REVENUES COMING IN AT YOUR PROJECTED BUDGETED REVENUE AMOUNTS?**

Yes.

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# ANIMAL CONTROL



FTE COMPARISON	
Animal Control Assistants	2.44
Animal Control Director	1.00
Animal Control Officer	2.00
Animal Shelter Coord.	1.00
Kennel Assistant	1.44
Veterinarian	0.48
Veterinarian Technician	0.48
<b>2015 FTEs:</b>	<b>8.84</b>
<b>2005 FTEs:</b>	<b>7.50</b>





# LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669  
E-MAIL: [lpeters@livgov.com](mailto:lpeters@livgov.com)

BELINDA M. PETERS  
COUNTY ADMINISTRATOR

## MEMORANDUM

**TO:** GENERAL GOVERNMENT COMMITTEE  
**FROM:** BELINDA M. PETERS - COUNTY ADMINISTRATOR  
**RE:** ANIMAL CONTROL DIRECTOR VACANCY AUTHORIZATION  
**DATE:** SEPTEMBER 3, 2014

It is with regrets that I inform you effective March 31, 2015, Debbie Oberle will be retiring from her position as Director of Livingston County Animal Control. Her intent is to relocate out of the state of Michigan by the end of 2015. Until that time she is available to assist with the transition to the new leadership for the Animal Control Department.

I thank Debbie for her nearly four years of dedicated/professional service to the residents of Livingston County. Through her leadership she has implemented several positive procedural changes to improve the atmosphere of the animal shelter and enforcement of the Livingston County Animal Control Ordinance and State of Michigan Act #339 of the Public Acts of 1919, as amended. A few of her successes include:

- Low cost spay/neuter clinic and Trap, Neuter & Release program for feral cats. These two programs have greatly reduced the overcrowding of the animal shelter.
- Prompt response to animals-at-large and abuse/neglect of animals complaints.
- Built positive relationships with the animal rescue groups. To the extent that they created the non-profit group "Friends of Livingston County Animal Shelter".

In order to make a smooth transition, I am requesting the position be filled as soon as practicable to provide overlap for training purposes, relationship building, and continuity of current services/processes. Additionally, the Animal Control Ordinance is dated and our policies/procedures require analysis and potential rewriting. Finally, a number of Michigan Counties are experiencing difficulties filling their respective vacant Animal Control Director positions; this is a position that cannot remain vacant.

Debbie and I will be present at the September 8<sup>th</sup> General Government and Health & Human Services meeting to answer any questions you may have. Also, please feel free to contact me before the meeting to discuss this request.



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION TO AMEND THE CONTRACT WITH JACKSON COUNTY TO PROVIDE MEDICAL DIRECTION TO THE JACKSON COUNTY HEALTH DEPARTMENT – PUBLIC HEALTH/GENERAL GOVERNMENT/FINANCE/BOARD**

**WHEREAS,** Jackson County wishes to continue contracting with Livingston County Department of Public Health for 8 hours of Medical Director services; and

**WHEREAS,** the Medical Director currently works 24 hours weekly between Livingston and Jackson Counties, and is on call for 24/7 consultation; and

**WHEREAS,** the current contract does not factor in increases in salaries and other costs associated with providing the services; and

**WHEREAS,** Civil Counsel has recommended language in the contract which captures future increase in costs and is satisfactory to both LCDPH and JCHD.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorize amending the Medical Director Services Agreement with Jackson County.

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

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**MOVED:  
SECONDED:  
CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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2300 E Grand River Ave Ste 102 Howell, MI 48843  
Phone 517-546-9850 Fax 517-546-6995  
Web Site: [lchd.org](http://lchd.org)

## Memorandum

**To:** Livingston County Board of Commissioners  
**From:** Dianne McCormick, Director  
**Date:** August 28, 2014  
**Re:** Resolution Authorizing a Contract with Jackson County to Provide  
Medical Direction to the Jackson County Health Department

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Jackson County wishes to continue contracting with Livingston County to provide medical direction for the Jackson County Health Department. Jackson County currently has a contract with Livingston County; however the reimbursement language in the contract does not cover increases in salary and other costs associated with providing 8 hours of medical direction service requested.

Livingston County Medical Director, Dr. Donald Lawrenchuk has expressed an interest to continue with the current arrangement with Jackson County Health Department. The amended contract addresses employee cost increases; therefore I am recommending approval of the resolution.

If you have any additional questions or need further clarification do not hesitate to contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE/PROBATE COURTS, CIRCUIT COURT AND COUNTY CLERK FOR 2015 WITH THE STATE OF MICHIGAN, JUDICIAL INFORMATION SYSTEMS - INFORMATION TECHNOLOGY**

**WHEREAS,** the software used by Central Services Departments, District Court, Juvenile/Probate Court, Circuit Court and County Clerk-West Complex require annual support subscriptions to ensure software updates and technical software support services are received; and

**WHEREAS,** the Information Technology Department is hereby requesting authorization to purchase the software support for District Court, Juvenile/Probate Court, and County Clerk West Complex for the year 2015 through the State of Michigan Judicial Information Systems; and

**WHEREAS,** the Information Technology Department has obtained total costs for technical software services for the year 2015 and recommends that a Blanket Purchase Order with the State of Michigan Judicial Information Systems, be issued for a one (1) year period covering January 1, 2015 through December 31, 2015 for an amount not to exceed \$93,592.16; and

**WHEREAS,** funding for same is available in the through the Information Technology Department 2014 budget in the software line item 636 258 933.020 Budget; and

**WHEREAS,** last year's total cost for JIS services totaled \$97,487.18.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves a Blanket Purchase Order be issued to the State of Michigan for the Judicial Information Systems for technical software support for Central Services, Juvenile/Probate Court, Circuit Court and County Clerk West Complex for the year 2015 for January 1, 2015 through December 31, 2015 for an amount not to exceed \$93,592.16.

# # #

**MOVED:  
SECONDED:  
CARRIED:**

## Allison Nalepa

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**From:** Darleen Ringe <ringed@courts.mi.gov>  
**Sent:** Tuesday, July 15, 2014 3:46 PM  
**To:** Allison Nalepa  
**Subject:** RE: 2015 JIS Quote

For 2015:

C44 - \$34,708.26

D53 - \$40,654.14

P47 - \$18,229.76

>>> Allison Nalepa <[ANalepa@livgov.com](mailto:ANalepa@livgov.com)> 7/15/2014 3:44 PM >>>  
Hi Ms. Ringe,

I would like quotes for each please. Thank you!

Allison Nalepa  
Administrative Specialist  
Livingston County Information Technology  
304 E. Grand River Ave. Suite 101  
Howell, MI 48843  
Phone: (517)540-8803  
FAX: (517)545-9608  
[analepa@co.livingston.mi.us](mailto:analepa@co.livingston.mi.us)

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**From:** Darleen Ringe [<mailto:ringed@courts.mi.gov>]  
**Sent:** Tuesday, July 15, 2014 3:18 PM  
**To:** Allison Nalepa  
**Subject:** Re: 2015 JIS Quote

Hi Allison,

I have 3 courts in Livingston which are C44, D53 and P47. Will you please let me know what courts you are asking about?

>>> Allison Nalepa <[ANalepa@livgov.com](mailto:ANalepa@livgov.com)> 7/15/2014 2:21 PM >>>  
Ms. Ringe,

I just wanted to confirm that the quotes I received for Livingston County's Courts totals \$53,008.02. Thank you for your help!

Allison Nalepa  
Administrative Specialist  
Livingston County Information Technology  
304 E. Grand River Ave. Suite 101  
Howell, MI 48843

Phone: (517)540-8803

FAX: (517)545-9608

[analepa@co.livingston.mi.us](mailto:analepa@co.livingston.mi.us)



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF INFORMATION TECHNOLOGY**

304 E. Grand River Ave., Ste 101, Howell, MI 48843  
Phone 517-548-3230 Fax 517-545-9608  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Richard Malewicz, CIO**  
**Date: 8/07/2014**  
**Re: JIS Software Maintenance for District Ct., Circuit Ct.,  
Juvenile/Probate Cts., and County Clerk-West Complex 2014**

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Attached for your approval is a Resolution authorizing the purchase of software support services for Central Services department, Juvenile/Probate Courts, District Court, Circuit Court and County Clerk-West Complex through the State of Michigan Judicial Information Systems (JIS). Said services include software technical support as well as upgrades to the software applications.

The Information Technology Department is requesting a blanket purchase order issued to the State of Michigan Judicial Information Systems for an amount not to exceed \$93,592.16 for the 2015 budget year requirements, which will be \$3,895.02 less than 2014's total charges.

The Judicial Information Systems (JIS) software is the primary case management application for the Livingston County court system. JIS software and other systems software provide for automated delivery of case disposition information to the Secretary of State and Michigan State Police. The yearly fees also provide technical assistance to all trial courts regarding the application of technology for judicial operations and direct software and hardware support.

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

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING AN ESTABLISHING AGREEMENT WITH THE COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN FOR REPRESENTATION ON THE SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD**

**WHEREAS,** Section 330.1204b of Public Act 258 of 1974 enables the Michigan Department of Community Health to designate a regional community mental health entity; and

**WHEREAS,** Section 287 (5) of Public Act 500 of 2012 requires the department designated regional community mental health entity to establish a substance use disorder oversight policy board through a contractual agreement with each of the counties served; and

**WHEREAS,** the Community Mental Health Partnership of Southeast Michigan (CMHPSM) has been designated by the Michigan Department of Community Health as the community mental health entity board for Lenawee, Livingston, Monroe and Washtenaw counties; and

**WHEREAS,** the Oversight Policy Board membership includes FOUR members from each county served by the CMHPSM; and

**WHEREAS,** TWO of the FOUR members from each county to be appointed by the county Board of Commissioners with the remaining TWO members from each county appointed by the CMHPSM Regional Board as recommended by the respective Community Mental Health Boards; and

**WHEREAS,** the appointed members of this board will approve local funds for treatment and prevention services of substance use disorders contained in the CMHPSM budget, advise and make recommendations regarding CMHPSM's budget for substance use disorder treatment or prevention services using other non-local funding sources, advise and make recommendations regarding contracts with substance use disorder treatment or prevention services providers and perform other responsibilities as determined by the CMHPSM related to the planning and implementation of substance use disorders treatment and prevention services across the region.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners shall hereby authorize the execution of an establishing agreement between Livingston County and the Community Mental Health Partnership of Southeast Michigan, for representation by Livingston County on the Substance Use Disorder Oversight Policy Board after review and approval by Civil Counsel.

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**MOVED:  
SECONDED:  
CARRIED:**



## **MENTAL HEALTH CODE (EXCERPT)**

**Act 258 of 1974**

**330.1287 DEPARTMENT-DESIGNATED COMMUNITY MENTAL HEALTH ENTITY; COMPOSITION OF BOARD; USE OF FUNDS; CONTRACTS; ALLOCATION FORMULA; ESTABLISHMENT OF SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD; REPORT ON REDISTRICTING OF REGIONS; ADMINISTRATIVE AND REPORTING REQUIREMENTS; ENTITIES AS COORDINATING AGENCIES.**

### **Sec. 287.**

- (1) The composition of the department-designated community mental health entity board shall consist of representatives of mental health, developmental or intellectual disabilities, and substance use disorder services.
- (2) The department-designated community mental health entity shall ensure that funding dedicated to substance use disorder services shall be retained for substance use disorder services and not diverted to fund services that are not for substance use disorders.
- (3) A department-designated community mental health entity designated by the director to assume the responsibilities of providing substance use disorder services for a county or region shall retain the existing providers who are under contract to provide substance use disorder treatment and prevention services for a period of 2 years after the effective date of the amendatory act that added this section. Unless another plan is approved by the county board of commissioners, counties or regions that have local public health departments that contract with substance use disorder providers on the effective date of the amendatory act that added this section shall continue to allow the local public health department to carry out that function for 2 years after the effective date of the amendatory act that added this section.
- (4) The department and the department-designated community mental health entity shall continue to use the allocation formula based on federal and state data sources to allocate and distribute nonmedical assistance substance use disorder services funds.
- (5) A department-designated community mental health entity shall establish a substance use disorder oversight policy board through a contractual agreement between the department-designated community mental health entity and each of the counties served by the community mental health services program under 1967 (Ex Sess) PA 8, MCL 124.531 to 124.536, or other appropriate state law. The substance use disorder oversight policy board shall include the members called for in the establishing agreement, but shall have at least 1 board member appointed by the county board of commissioners for each county served by the department-designated**

**community mental health entity. The substance use disorder oversight policy board shall perform the functions and responsibilities assigned to it through the establishing agreement, which shall include at least the following responsibilities:**

- (a) Approval of any department-designated community mental health entity budget containing local funds for treatment or prevention of substance use disorders.**
  - (b) Advice and recommendations regarding department-designated community mental health entities' budgets for substance use disorder treatment or prevention using other nonlocal funding sources.**
  - (c) Advice and recommendations regarding contracts with substance use disorder treatment or prevention providers.**
  - (d) Any other terms as agreed to by the participating parties consistent with the authorizing legislation.**
- (6) The department shall report to the house of representatives and the senate appropriations subcommittee on community health on the redistricting of regions not later than 30 days before implementation of the plan.
- (7) The department shall work with department-designated community mental health entities and community mental health services programs to simplify the administrative and reporting requirements for mental health services and substance use disorder services.
- (8) Beginning not later than October 1, 2014, or at the time the implementation of the changes in this chapter are complete, whichever is sooner, department-designated community mental health entities are coordinating agencies for purposes of receiving any funds statutorily required to be distributed to coordinating agencies.

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History: Add. 2012, Act 500, Imd. Eff. Dec. 28, 2012

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Rendered 9/3/2014 15:35:05 Michigan Compiled Laws Complete Through PA 280 of 2014  
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**COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN  
AGREEMENT TO ESTABLISH THE OVERSIGHT POLICY BOARD FOR THE  
PROVISION OF SERVICES FOR PERSONS WITH SUBSTANCE USE DISORDERS**

THIS AGREEMENT, entered into by and between the **COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN**, located at 705 N. Zeeb Road, Ann Arbor, MI 48103, made as of this eighth day of September, 2014, AND **Livingston County**, located at 304 E. Grand River Avenue, Suite 201, Howell, MI 48843, shall be considered as the establishing agreement for representation on the Substance Use Disorder (SUD) Oversight Policy Board.

**PURPOSE: The purpose of this Agreement is to set forth the terms and conditions for the establishment of a SUD Policy Board pursuant to MCL 330.1287(5).**

**Section 1:** Pursuant to Section 330.1204b of Act 258 of the Public Acts of 1974 as amended (Mental Health Code), the COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN (CMHPSM) was established as the Regional Entity by the Community Mental Health Authorities of Lenawee, Livingston, and Monroe Counties and the Community Mental Health Organization of Washtenaw County (the Partner Entities to function as the Prepaid Inpatient Health Plan (PIHP) for the four county region. The Counties are located in a region designated by the Michigan Department of Community Health (“MDCH”) as Region 6 under MDCH’s restructuring of PIHPs in Michigan.

**Section 2:** The CMHPSM is a public governmental entity separate from the county, authority, or organizations that establishes it. The CMHPSM and the Counties are authorized to enter into contracts under 1951 PA 35, Intergovernmental Contracts between Municipal Corporations, MCL 124.1 et. seq.

**Section 3:** Pursuant to Section 287 (5) of Public Act 500 of 2012 states, “A department-designated community mental health entity [PIHP/Regional Entity] shall establish a substance use disorder oversight policy board through a contractual agreement between the department-designated community mental health entity and each of the counties served by the community mental health services program.”

**Section 4: Required responsibilities**

The CMHPSM SUD oversight policy board shall:

1. Include FOUR members from each county served by the CMHPSM
2. Have two board members appointed by the county board of commissioners for each county served by the CMHPSM. The Board of Commissioners may appoint any combination of County Commissioners or others, as allowed by Michigan law, that it deems best represents the interests of its County. The remaining two members from each county are appointed by the Regional Board with recommendations forwarded by each respective community mental health board.
3. Perform the functions and responsibilities assigned to it through this establishing agreement, that shall include the following responsibilities:
  - a. Approve the LOCAL FUNDS for treatment and prevention services of substance use disorders contained in the CMHPSM budget.
  - b. Advise and make recommendations regarding CMHPSM’s budget for substance use disorder treatment or prevention services using other non-local funding sources.
  - c. Advise and make recommendations regarding contracts with SUD treatment or prevention services providers.

**Section 5: Other Responsibilities**

1. Ensure quality of SUD services including culturally competent policy and practices for the delivery of those services.
2. Ensure that SUD services, made available through the CMHPSM, are accessible, responsive to regional needs, available to all segments of the community, and are delivered in a comprehensive manner.

3. Receive, review and provide recommendations regarding the strategic plan developed by the CMHPSM to address the prevalence of SUD in the service areas from a Recovery Oriented System of Care (ROSC) perspective and approach.
4. Receive, review and provide input regarding the establishment of sustainability plans for ROSC initiatives to include prevention, treatment and recovery supports.
5. Provide advice and recommendations to the efforts to expand and coordinate resources and activities with other agencies, community organizations and individuals to support the mission of the CMHPSM where recovery-oriented systems of care are concerned.
6. Provide opportunity for public comment, and receive and review comments on matters relevant to SUD prevention, treatment and recovery within the communities serviced by the CMHPSM.
7. Comment on the annual application for the federal block grant, as well as the renewal and issuance of SUD services licenses.
8. Review, comment and advise, annually, on the progress and effectiveness of the delivery of SUD services in the region.

## **Section 6: Membership**

The SUD Oversight Policy Board (OPB) membership **must** include at least one individual from each county who is or has been directly served by SUD prevention, treatment, and/or recovery programs.

The SUD Oversight Policy Board membership **may** include representation from the following sectors:

1. Public and private SUD prevention, treatment or recovery providers, ***where conflicts of interest do not exist.***
2. Epidemiologists from the university sector and local health departments. Representatives of primary care agencies including federally qualified health centers and local hospitals. Representatives of accountable care organizations and health insurance plans.
3. Local agencies and stakeholders, related services agencies, other health, social services and faith-based advocacy-oriented agencies and organizations (e.g., housing, education, law enforcement and employment assistance.
4. The general public **and** civic organizations, the corporate community, representatives from the schools of medicine and others interested and willing to advocate for prevention, treatment **and** recovery services for persons with, or **who are** at risk for SUDs.

**Section 7: Term**

1. Length of Term:
  - A. All representatives shall serve three-year terms, starting October 1, of the year appointed.
  - B. Appointments shall be effective upon approval of the respective organization.
  - C. All reappointments shall be made by the respective appointing organization.
2. Terms shall be staggered to ensure that no more than one third of OPB members turn over each year.
3. Representative to the CMHPSM Regional Board:

One member of the OPB shall be selected to represent the OPB on the CMHPSM Regional Board. This person shall be a representative of the recovery community and have lived experience. The term of this appointment shall be no more than three (3) years and may rotate between the four Counties with each new appointment to ensure equal representation.

**Section 8: Signatures**

**The persons signing this Agreement on behalf of the parties hereto certify by said signatures that they are duly authorized to sign this Agreement on behalf of said parties, and that this Agreement has been authorized by said parties as provided in their governing body resolutions, meeting minutes or some other form of written verification of the same, copies of which shall be provided to CMHPSM.**

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**BOARD CHAIR, CMHPSM**

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**DATE**

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**CHAIR, LIVINGSTON COUNTY BOARD OF COMMISSIONERS**

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**DATE**



September 2, 2014

Belinda Peters  
County Administrator  
Livingston County  
304 E. Grand River Avenue - Ste. 202  
Howell, MI 48843

**ADMINISTRATION**

705 N. Zeeb Rd.  
Ann Arbor, Michigan 48103  
Phone (734) 222-3806  
FAX (734) 222-3844

Mary O'Hare  
Managing Director, CMHPSM

Marci Scalera  
SUD Director, CMHPSM

**BOARD MEMBERS**

Judy Ackley  
Peg Ball  
Barbara Levin Bergman  
Thomas Biggs  
Lisa Berry-Bobovski  
Gregory Lane  
Sandra Libstorff  
Charles Londo  
Melnee McPherson  
Jan Plas  
Barbara Spalding  
Ralph Tillotson  
Bob Wilson

RE: Regional Establishing Agreement

Dear Ms. Peters,

This is to inform you that effective October 1, 2014, the Community Mental Health Partnership (CMHPSM) will be statutorily responsible for the administration of the former Substance Use Disorders (SUD) Coordinating Agency. Under Section 287 (5) of Public Act 500 of 2012, the CMHPSM has developed an "establishing agreement" that creates the required Oversight Policy Board (OPB) in which members from each of the four counties in the region will have representation.

This agreement requests that the County Board of Commissioners appoint two members to the OPB. There will be two additional representatives identified by the Livingston County CMH Board. These individuals will join representatives from Lenawee, Monroe and Washtenaw Counties to form the OPB, which will be responsible for making recommendations to CMHPSM Board on matters related to Substance Use Disorders, treatment, prevention and recovery services. They will have the authority to direct the expenditures of local funds, specifically, PA 2 liquor tax funds that are directed to the region.

The CMHPSM has requested that at least one member of the OPB from each county represent the recovery community, in particular, a person who is in recovery. Other members of the OPB should be a representation of various community members, public health, human service agencies, education, criminal justice, and county government or commissioners. There will be an effort to coordinate membership across the region to meet this requirement.

We look forward to meeting with you and the Livingston County Board of Commission to continue the great relationship that we have enjoyed in prior years.

Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Marci Scalera".

Marci Scalera, LMSW, ACSW  
Community Mental Health Partnership of Southeast Michigan

RESOLUTION  
LIVINGSTON COUNTY

NO:  
DATE:

**RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/14 THROUGH 9/30/15 - HEALTH DEPARTMENT**

**WHEREAS,** the Livingston County Department of Public Health has determined a need for provision of the delivery of comprehensive health services; and

**WHEREAS,** these services are basic, required and allowable health services under Act 368 Public Acts of 1978, and individual categorical contractual services; and

**WHEREAS,** the Michigan Department of Community Health provides a contractual relationship to partially reimburse Livingston County for the following health services which represent an initial appropriation that may be revised by future amendment:

Essential Local Public Health Services .....	\$701,248
Women, Infants & Children .....	317,730
Women, Infants & Children Breastfeeding .....	23,038
Maternal & Child Health .....	39,490
Vaccine Quality Assurance .....	11,983
Immunization IAP.....	80,602
Immunization Field Rep.....	5,000
Children’s Special Health Care Services (CSHCS) .....	80,000
TB Control .....	100
Bioterrorism Emergency Preparedness .....	107,481
Bioterrorism Cities Readiness Initiatives .....	45,011
Bioterrorism Regional EPI Support .....	3,750
TOTAL .....	<u>\$1,415,433</u>

**WHEREAS,** the Michigan Department of Community Health may propose future amendments for the purpose of revising the funding or terms of the Agreement.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes an Agreement with the Michigan Department of Community Health for the delivery of comprehensive health services in Livingston County during the period of October 1, 2014 through September 30, 2015, upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that \$1,415,433 shall be allocated to the Health Fund Account 221 to support the provisions of the Comprehensive Health Services Agreement authorized herein.

**BE IT FURTHER RESOLVED** that future amendments for monetary and contract language adjustments of the above-referenced Agreement be authorized upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that any deletions or additions of programs shall require Board approval.

# # #

**MOVED:  
SECONDED:  
CARRIED:**





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF PUBLIC HEALTH**

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2300 E Grand River Ave Ste. 102 Howell, MI 48843  
Phone 517-546-9850 Fax 517-546-6995  
Web Site: [www.livgov.com](http://www.livgov.com)

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Dianne McCormick**

**Date: September 3, 2014**

**Re: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE DELIVERY OF  
COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF OCTOBER 1, 2014  
THROUGH SEPTEMBER 30, 2015**

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The attached resolution establishes continuation of the agreement with the Michigan Department of Community health for the delivery of comprehensive health services. The MDCH provides funding to partially reimburse the county for services covered in the agreement. This resolution establishes the agreement for the period October 1, 2014 through September 30, 2015.

If you have any questions regarding this matter please contact me at (517) 552-6865.