

GENERAL GOVERNMENT and HEALTH AND HUMAN SERVICES

9/9/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

7:30 PM

AGENDA

1. **CALL MEETING TO ORDER**
2. **APPROVAL OF MINUTES**
Meeting Minutes Dated: August 12, 2013
3. **APPROVAL OF AGENDA**
4. **REPORTS**
5. **CALL TO THE PUBLIC**
6. **RESOLUTIONS FOR CONSIDERATION**

07 Michigan Works
RESOLUTION APPROVING THE FISCAL YEAR 2014 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS

08 County Clerk
RESOLUTION TO APPROVE THE HIRING OF A PART-TIME VITAL RECORDS CLERK-County Clerk

09 Public Health
RESOLUTION TO AUTHORIZE AGREEMENT FOR THE DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014

10 Public Health
RESOLUTION TO AUTHORIZE INTERGOVERNMENTAL TRANSFER TO THE STATE OF MICHIGAN - Department of Public Health / Health & Human Services Committee

11. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

AUGUST 12, 2013 - 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:
DOUG BRITZ
WILLIAM SLEIGHT
RICH MALEWICZ
GREG JOLLIFF
ROBERTA BENNETT
CHRIS FOLTS

DAVE DOMAS
DON PARKER
KEVIN WILKINSON
CINDY CATANACH
BELINDA PETERS

DIANNE McCORMICK
TED WESTMEIER
ROBERTA BENNETT
DIANE GREGOR
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 JULY 8, 2013:**

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

3. **APPROVAL of AGENDA:**

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

4. **REPORTS: CONSTRUCTION COMMITTEE UPDATE – COMM. DENNIS DOLAN:** AIRPORT – Terminal building open and functional. EMS PROJECT - On target and scheduled for completion November 1st.
5. **CALL to THE PUBLIC: None:**
6. **RESOLUTIONS for CONSIDERATION.**

7. **L.E.T.S.:** RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT, PROJECT AUTHORIZATION 2012-0118/P7 FOR THE EXPENDITURE OF FUNDS FOR RENOVATION AND RESURFACING OF THE DRIVEWAY AND PARKING LOTS AND PURCHASE AND INSTALL OF AN ELECTRIC BACKUP GENERATOR AT THE COUNTY INTERMODAL BUILDING AND TO AMEND THE L.E.T.S. FY 2013 BUDGET

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

8. **L.E.T.S.:** RESOLUTION AUTHORIZING A CONTRACT BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND MDOT FOR THE EXPENDITURE OF FUNDS FOR PREVENTIVE MAINTENANCE OF L.E.T.S. FACILITY, BUSES, AND EQUIPMENT

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

9. **MI WORKS:** RESOLUTION APPROVING THE FISCAL YEAR 2013 WORKFORCE INVESTMENT ACT DISLOCATED WORKER- NATIONAL EMERGENCY GRANT FOR LIVINGSTON COUNTY MI WORKS!

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

10. **MI WORKS:** RESOLUTION APPROVING THE SUBMISSION OF THE MI WORKS! STATEWIDE ACTIVITIES SERVICE CENTER OPERATION PLAN FOR THE PERIOD JULY 1, 2013, TO JUNE 30, 2014

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

11. **MI WORKS:** RESOLUTION APPROVING THE RENEWAL OF THE JOB FIT ASSESSMENT PROGRAM LICENSE FOR USE BY MI WORKS! FOR 7/1/13 THROUGH 6/30/14

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

12. **MI WORKS: RESOLUTION APPROVING A MODIFICATION TO THE CURRENT WORKFORCE INVESTMENT ACT COMPREHENSIVE 5-YEAR LOCAL PLAN**

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

13. **IT: RESOLUTION AUTHORIZING THE PURCHASE OF PANASONIC MOBILE DATA COMPUTERS, INSTALLATION, AND ACCESSORIES FOR EMS**

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

14. **IT: RESOLUTION AUTHORIZING ENTERING INTO AN AGREEMENT WITH THE STATE OF MICHIGAN CENTER FOR SHARED SOLUTIONS AND TECHNOLOGY PARTNERSHIPS TO PROVIDE GIS DATA FOR THE STATEWIDE 911 GIS REPOSITORY**

RECOMMEND MOTION TO: FULL BOARD
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

15. **IT: RESOLUTION APPROVING THE AGREEMENT BETWEEN THE MULTISTATE INFORMATION SHARING AND ANALYSIS CENTER OF THE UNITED STATES (MS-ISAC), A DIVISION OF THE CENTER FOR INTERNET SECURITY (CIS)**

RECOMMEND MOTION TO: FULL BOARD
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

16. **IT: RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR THE COUNTY CHIEF INFORMATION OFFICER TO ATTEND THE 2013 GARTNER SYMPOSIUM INFORMATION TECHNOLOGY EXPO IN ORLANDO, FLORIDA**

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

17. **IT: RESOLUTION AUTHORIZING THE SHARING OF GIS DATA FOR THE 4-H PLATBOOK**

RECOMMEND MOTION TO: FULL BOARD
MOVED BY: DOLAN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

18. IT: RESOLUTION AUTHORIZING THE HIRING OF THE INFORMATION TECHNOLOGY ADMINISTRATIVE SPECIALIST TO REPLACE DONNA WHITE PRIOR TO HER RETIREMENT IN ORDER TO RECEIVE ERP TRAINING

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

19. IT: RESOLUTION AUTHORIZING THE POSITION OF ANOTHER PUBLIC SAFETY TECHNOLOGY SPECIALIST FOR THE COUNTY OWNED PUBLIC SAFETY TECHNOLOGY SOLUTION WITH SUNGARD PUBLIC SAFETY SECTOR OSSI AND FIREHOUSE

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

20. BUILDING SERVICES: RESOLUTION AUTHORIZING THE HIRING OF A FULL-TIME ASSISTANT MAINTENANCE MECHANIC

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

21. BUILDING SERVICES: RESOLUTION AUTHORIZING A CONTRACT FOR SNOW REMOVAL SERVICES WITH PROGRESSIVE IRRIGATION, INC

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

22. BUILDING SERVICES: RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE NAME CHANGE OF THE LIVINGSTON COUNTY BUILDING SERVICES DEPARTMENT TO LIVINGSTON COUNTY FACILITY SERVICES

RECOMMEND MOTION TO: FULL BOARD
MOVED BY: DOLAN / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

23. EMS: RESOLUTION AUTHORIZING EMS TO SIGN PURCHASE ORDERS FOR PROMOTIONAL MATERIALS

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

24. EMS: RESOLUTION AUTHORIZING THE PURCHASE OF PEDIATRIC DISASTER RESPONSE EQUIPMENT, AND ACCESSORIES UTILIZING MATCHING DISTRICT 1 REGIONAL MEDICAL RESPONSE COALITION FUNDS

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

25. EMS: RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR EMS DEPARTMENT TACTICAL TEAM MEDIC

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

26. MEDICAL EXAMINER: RESOLUTION AUTHORIZING A CONTRACT WITH THE EDWARD W. SPARROW HOSPITAL ASSOCIATION TO PROVIDE MEDICAL EXAMINER AND FORENSIC PATHOLOGY SERVICES

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

27. PUBLIC HEALTH: RESOLUTION AUTHORIZING THE FILLING OF A NEW FULL TIME SANITARIAN POSITION WITHIN THE ENVIRONMENTAL HEALTH DIVISION OF THE DEPARTMENT OF PUBLIC HEALTH

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

28. ADJOURNMENT:

MOTION TO ADJOURN AT 8:15 PM.
MOVED BY: GREEN / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION APPROVING THE FISCAL YEAR 2014 PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE (PATH) PLAN FOR THE DELIVERY OF JOB TRAINING SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS IN LIVINGSTON COUNTY.

WHEREAS, The PATH Program was established as a way for assisting welfare applicants/recipients and low-wage workers in addressing employment barriers and succeeding in the labor market, and;

WHEREAS, The emphasis of the program is on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, gain skills, and advance in their professions rather than only emphasizing initial placement; and

WHEREAS, The PATH Program is a partnership Michigan Works! agencies (MWAs), Michigan Department of Human Services (DHS), and Workforce Development Agency, State of Michigan (WDASOM) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses; and

WHEREAS, The WDASOM requires that MWAs develop plans for submission to WDASOM to address PATH activities for the period October 1, 2013, through September 30, 2014; and

WHEREAS, The estimated plan budget amount for Livingston County is \$204,875 (\$163,466 from TANF and \$41,409 from General Fund/General purpose); and

WHEREAS, The WDASOM requires that the Workforce Development Council and the local elected officials approve the local PATH plan; and

WHEREAS, At their meeting on September 4, 2013, the Job Seeker Services Committee of the Workforce Development Council will review the plan; and

WHEREAS, At their meeting on September 12, 2013, the Executive Committee of the workforce Development Council will review the plan.

NOW THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the FY 2014 PATH Plan in the amount of \$204,875 for the period of October 1, 2013 to September 30, 2014.

BE IT FURTHER RESOLVED that the Chair of the Board of Commissioners is authorized to sign said plan for submission to the Workforce Development Agency, State of Michigan

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Bill Sleight, Director, Livingston County Michigan Works!
Date: 8/16/2013
Re: RESOLUTION APPROVING THE FISCAL YEAR 2014
PARTNERSHIP, ACCOUNTABILITY, TRAINING AND HOPE
(PATH) PLAN FOR THE DELIVERY OF JOB TRAINING
SERVICES TO PUBLIC ASSISTANCE PARTICIPANTS

The Partnership, Accountability, Training and Hope (PATH) program was implemented in early 2013 to replace the Jobs, Education and Training (JET) program. The goal of PATH is to assist welfare applicants/recipients and low-wage workers succeed in the labor market. PATH places a strong emphasis on helping welfare applicants/recipients and other at-risk workers address employment barriers, stay employed, learn job skills and advance in their professions rather than only emphasizing initial placement.

The PATH Program is a partnership between Michigan Works Agencies (MWAs) and the Michigan Department of Human Services (DHS) to connect Michigan's families with the kind of employability services that will help them achieve self-sufficiency and meet the workforce and skill needs of Michigan's businesses.

The State of Michigan has implemented a 21-day Application Eligibility Period (AEP) which would require participants to participate in the PATH program for 21 days before their cases are processed. The goal of this approach is to provide Michigan Works! agencies with more time to evaluate, assess and prepare participants to attain employment and meet Federal Work Participation requirements.

The Workforce Development Agency, State of Michigan requires that MWAs and local DHS offices develop plans to address PATH activities for the period October 1, 2013, through September 30, 2014. The initial FY 2014 PATH allocation is funded by two different funding sources: Federal Temporary Assistance for Needy Families (TANF) and State General Fund/General Purpose (GF/GP) funds. Funding from these two sources is allocated by formula to Workforce Development Boards (WDBs) to operate the PATH program through the MWAs. Preliminary funding for our area from the two funding streams is as follows:

Federal Temporary Assistance for Needy Families (TANF)	\$163,466
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State General Fund/General Purpose (GF/GP)

\$ 41,409

TOTAL

\$204,875

Our program budget for last year was \$225,068. This would mark a decrease of \$20,193 for the FY 2014, due to a change in the allocation formula that the State uses. All of the above allocations may be subject to change. We estimate that we will serve approximately 100 individuals in the program. The FY 2014 PATH Plan must be approved by both the Workforce Development Council and the Livingston County Board of Commissioners. The Job Seeker Service Committee will review the plan at their meeting on September 4, 2013 and the Executive Committee will review the plan at their meeting on September 12, 2013.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE

RESOLUTION TO APPROVE THE HIRING OF A PART-TIME VITAL RECORDS CLERK – *County Clerk*

WHEREAS, the Livingston County Clerk’s Vital Records Division has seen an increase in transactions in the last twelve months; and

WHEREAS, it is essential to comply with the Michigan Constitution and Michigan Statutes; and we have adapted every method to accomplish our tasks efficiently and correctly,

WHEREAS, increased revenue in this year’s budget will cover the cost of this position; and

WHEREAS, it is essential that these sensitive records be handled correctly and confidentially,

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners approve the hiring of a part-time Vital Records Clerk.

CURRENT POSITIONS		
POSITION TITLE	FULL - TIME #	PART - TIME #
Administrative Coordinator	1	
Chief Deputy/Legal Div. Supvr	1	
County Clerk	1	
Courtroom/Circ Ct Jd Clerk	8.925	
Elections Coordinator	1	
Records Retention Clerk		1
Sr. Circuit Ct Jud Clerk	1	
Vital Records Clerk	2	
TOTAL	15.925	1

REQUESTED POSITIONS		
POSITION TITLE	FULL - TIME #	PART - TIME #
Administrative Coordinator	1	
Chief Deputy/Legal Div. Supvr	1	
County Clerk	1	
Courtroom/Circ Ct Jd Clerk	8.925	
Elections Coordinator	1	
Records Retention Clerk		1
Sr. Circuit Ct Jud Clerk	1	
Vital Records Clerk	2	1
TOTAL	15.925	2

#

MOVED:

SECONDED:

CARRIED:

CONCEALED PISTOL LICENSE COUNT FOR THE YEAR 2012
TO CURRENT

Total approved applicants for Livingston County: 2176 for year 2012

Total approved applicants for Livingston county: 281 for January 2013

Total approved applicants for Livingston county: 379 for February 2013

Total approved applicants for Livingston county: 420 for March 2013

Total approved applicants for Livingston county: 396 for April 2013

Total approved applicants for Livingston county: 334 for May 2013

Total approved applicants for Livingston county: 227 for June 2013

Total approved applicants for Livingston county: 236 for July 213

As of August 20, 2013 we have approved a total of 2569 applicants



Margaret M. Dunleavy
LIVINGSTON COUNTY CLERK

County Clerk
200 East Grand River
Howell, Michigan 48843-2399
517-546-0500

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, Michigan 48843-1953
517-546-9816

TO: Livingston County Board of Commissioners

FROM: Margaret M. Dunleavy

DATE: August 21, 2013

RE: Waiving of hiring freeze

There has been a substantial increase in the number of transactions in the Vital Records division. This is necessitating the need for a permanent part time clerk to absorb the workload. I have been delaying this request, thinking that perhaps the need would subside. This has not been the case. I have had a temporary employee since October 2012 and she has been able to assist us. I thought we might see a decrease in requests in our office but there has been little slow down.

I appreciate your consideration of this request for a permanent part-time Vital Records (up to 20 hours per week) at a Grade F.

Livingston County Vacancy Review Policy

Resolution No. 2012-01-019

Amended: January 17, 2012

A. POLICY

1. PURPOSE:

Livingston County instituted a number of cost reduction measures in light of the financial forecasts indicating the County would be unable to sustain current levels of services within available resources. One of those measures is a hiring freeze. The objective of the hiring freeze for general fund departments and departments that receive a subsidy from the general fund is to contribute to the reduction of the budget deficit and to begin to make long-term structural changes and improved efficiencies in Livingston County's work force.

2. POLICY STATEMENT:

The Board of Commissioners instituted a hiring freeze on July 7, 2008, which resolved:

- No position in a General Fund department which becomes vacant shall be replaced. In departments not funded by the General Fund, vacancies shall be posted internally with employees in General Fund departments given first consideration. The Board encourages the sharing of responsibilities within or between Departments. In addition, supervisory positions may be filled internally as long as a vacancy ultimately falls off the payroll. The Board of Commissioners also endorses consolidation of County offices in order to reduce operating expenses.

In addition, on December 1, 2008 the Board reaffirmed their position on the hiring freeze by resolving:

- Any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health, safety, and welfare of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.
- The approved Authorization and Funded Employee List contained in the budget shall limit the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorization and Funded Employee List.
- All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized and Funded Employee List for each such vacated position and funding shall be removed from the Courts, Elected Officials and Department Head budgets. Said vacated position shall not be filled, except by specific Board authorization.
- If the Board of Commissioners authorizes a vacant position to be filled, then all Judges, County Elected Officials and County Department Heads will hold that position vacancy that occurs during the 2009 fiscal year for the appropriate duration of time to properly compensate for vacation and/or sick payoffs to insure personnel expenditures don't exceed the 2009 authorized budget provided that

the judges and elected officials can still perform their mandated functions at a serviceable level.

However, there may be a few instances in which the best interests of Livingston County are served by allowing a hire to take place. The attached Vacancy Review Guidelines explain the objective, criteria and procedures for granting exceptions to the hiring freeze.

Vacancy requests will be approved only when it is clear to the Board of Commissioners that:

- The work is essential to Livingston County;
- The Elected Official/Department Head has examined current work and staffing to identify and then implement changes that improve service, reduce costs and reduce the number of staff required to get the department's work done;
- Alternatives to getting the work done have been seriously explored including redesigning work, reassigning current staff, using additional technology or rethinking how work is performed, streamlining and any other staff-suggested means;
- Lower priority work has been eliminated, deferred, or handled some other way. In other words, with approval, can some of the department's current duties be discontinued?;
- There is no reasonable alternative to hiring.

Where there is no reasonable alternative to hiring, it is expected that another position will be surrendered. Step placement at hiring should be scrutinized to minimize overall personnel costs. Avoid incurring any costs that are not necessary. All County expenditures – not just personnel costs need to be examined to reduce costs to the greatest extent possible.

3. APPLICABILITY:

Applies to all budgeted full-time and part-time positions that become vacant during the period of time that the hiring freeze is in effect. The hiring freeze applies to positions in a general fund department and to departments that receive a general fund subsidy. Every position will be reviewed on an individual basis. The following are the exceptions whereby a department head may fill a vacancy without first obtaining the approval of the Board of Commissioners:

- Where the Board of Commissioners has previously approved the filling of a vacancy of the same job classification and hours within the same budget year and that position is again vacated.

Departments are permitted to temporarily increase staffing levels due to increased workload, vacancies created by terminations or employee leaves of absence if sufficient funding is available within that department's budget. No approval is required to return the incumbent employee to the original position. If funding is not available within a department's budget sufficient to cover the expense of a temporary position, the department must receive approval from the Board of Commissioners through the vacancy review procedure prior to filling a temporary vacancy.

The hiring freeze will be in effect until further notice, and will not be lifted without an affirmative action taken by the Board of Commissioners.

4. DEFINITIONS:

5. REFERENCE AND LEGAL AUTHORITY:

Board Resolution 604-193	Resolution Establishing a Position Review Process to Justify the Current Need for Vacant Positions under the General Hiring Freeze
Board Resolution 2008-07-201	Resolution Authorizing Implementation of Adjustments to the 2008 Livingston County Budget
Board Resolution 2008-12-352	Resolution Adopting the 2009 Livingston County Budget
Board Resolution 2009-05-156	Resolution Authorizing Livingston County's Annual Budget Process and Calendar for 2010

6. SEE ALSO:

Personnel Policy regarding Workforce Reduction
 Form: Livingston County 2004 General Hiring Freeze, Request to Fill
 Form: Request for Exception to the Hiring Freeze

7. SUPERSEDES: No. 2010-06-189 and No. 2009-07-217

8. APPROVED BY:

Personnel Committee:	12/21/11
Finance Committee:	01/11/12
Board of Commissioners:	01/17/12

9. RESOLUTION: No. 2012-01-019

10. REVIEW HISTORY:

A. PROCEDURE:

The requesting Elected Official/Department Head will complete the analysis required to Request an Exception to the Hiring Freeze. The appropriate Board Sub-Committee will review all requests for hiring within their jurisdiction. Only when the appropriate Board Sub-Committee is confident that the hire meets the criteria will the request receive further review from the Finance Committee and ultimate authorization will be provided by the Board of Commissioners prior to making a job offer.

The Board Sub-Committee may request clarification or additional information as deemed necessary.

Administration will adjust budgets to reflect the savings from vacant positions.

REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: [Margaret M. Dunleavy](#)

Title of Position to be Filled: [PT Vital Records Clerk](#) Salary: [\\$13.3448/hr](#)

Annual Cost of Budgeted Position (incl. fringe benefits): [\\$15,099.00](#)

Projected Cost for the next five years (incl. fringe benefits): [\\$79,691.00](#)

New Position/Classification (Yes/No): [Yes](#)

If No: Name of Employee Last Occupying this Position
[Colleen Fortier\(Part time temporary\)](#)

When did the position become vacant? [N/A](#)

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? [N/A](#)

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

[There has been an increase in the number of transactions conducted in the Vital Records Division.](#)

2. Indicate if this is a mandated program/service by citing the act, rule, resolution, order, etc. that has necessitated this work. Also, if mandated, explain what effect this program/service has on current operations. If not mandated, outline the reason(s) for the department providing this task/work. [All functions in the Vital Records' Division are mandated, except for the Veteran's ID cards.](#)

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

Jan., 2009: [22](#) Jan., 2010: [21](#) Jan., 2011: [19](#) Jan., 2012: [16.425](#)
Jan., 2013: [16.425](#)

Please explain changes: [Two payroll employees transferred to Human Resources](#)
[One accounts payable employee transferred to Finance](#)
[Three other positions were not filled](#)

4. Does the vacant position for which an exemption is being requested perform essential function(s) that cannot be performed with the existing staff resources within

Livingston County? Identify all special skills, education and/or licensing requirements for the position. [Exemplary customer service and techniques to handle difficult situations, attention to detail and ability to concentrate in a sometimes-chaotic atmosphere.](#)

5. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring? [This department has exhausted all options for assigning and reassigning personnel to meet the demands of this division. The information and documents that are created and utilized in this division require precise accuracy.](#)

6. Specifically list three reasonable options if your request to replace a position is denied.
 1. [Limit the number of CPL applications for each gun board. \(This could cause a problem, because the gun board is required to act on applications in a timely fashion.\)](#)

7. What are the consequences of deferring the vacant position over the next several months and beyond?
[Overtime may be incurred.](#)
[Errors could occur that may have ominous consequences.](#)

8. What budget saving measures has this department implemented? Have additional measures been identified?
[There has been an increase in revenue because of the increase in demand for service.](#)

9. What position or other costs would you be willing to drop to enable hiring – if that becomes necessary to obtain approval for hire? [None](#)

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

11. Is the work required by statute to be performed at the County level or can it be shared with other Counties? With local governments? [Mandated responsibilities](#)
12. Explain what services can be provided by others, private sector or non-profit?
[None](#)
13. Are there other County employees with the skills and knowledge that can be transferred from another department thereby shifting the vacancy to another department where the position will not be filled?
[I am not aware of any.](#)
14. Has the use of temporary employees been evaluated to handle the work? Please provide explanation(s).
[I have had a temporary employee in this position since October, 2012. It is my understanding that there is specific amount of time for temporary employment.](#)
15. Has the use of part-time (less than 30 hours) employees been evaluated for feasibility and cost-effectiveness to accomplish the work? Please provide explanation(s). [N/A](#)
16. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)? [No](#)
17. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s). [Yes](#)

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/13 THROUGH 9/30/14 - 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	\$675,522
Women, Infants & Children	331,930
Women, Infants & Children Breastfeeding	20,734
Maternal & Child Health	39,490
Vaccine Quality Assurance	10,711
Immunization IAP.....	78,820
Immunization Field Rep.....	5,000
Children’s Special Health Care Services (CSHCS)	80,000
TB Control	100
Bioterrorism Emergency Preparedness	100,857
Bioterrorism Cities Readiness Initiatives	45,000
Bioterrorism Regional EPI Support	3,750
TOTAL	<u>\$1,391,914</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, 2013 through September 30, 2014, upon review by civil counsel.

BE IT FURTHER RESOLVED that \$1,391,914 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.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Ted Westmeier
Date: August 28, 2013
**Re: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE
DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR
THE PERIOD OF OCTOBER 1, 2013 THROUGH
SEPTEMBER 30, 2014**

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, 2013 through September 30, 2014.

If you have any questions regarding this matter please contact me at (517) 552-6801.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE INTERGOVERNMENTAL TRANSFER TO THE STATE OF MICHIGAN - Department of Public Health / Health & Human Services Committee

WHEREAS, the County of Livingston is committed to supporting programs that provide access to appropriate health care services for low-income residents of Livingston County; and

WHEREAS, the Federal government has approved Michigan’s Medicaid State Plan Amendment TN No. 05-13, effective June 1, 2006, which creates an “Indigent Care Agreements Pool” for hospitals qualifying for Medicaid Disproportionate share (“DSH”) payments to receive DSH payments under the Indigent Care Agreements Pool so long as: (a) the hospital has an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation d/b/a Livingston Health Plan; and (b) the Indigent Care Agreement stipulates that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs; and

WHEREAS, Ingham Health Plan Corporation d/b/a Livingston Health Plan’s purposes include promoting, organizing, managing and administering programs to create a system for providing or arranging and paying for health care services in a cost effective manner for persons unable to pay for such health care services; and

WHEREAS, Ingham Health Plan Corporation d/b/a/ Livingston Health Plan has entered into an Indigent Care Agreement with one or more qualifying hospital(s), requiring Ingham Health Plan Corporation d/b/a/ Livingston Health Plan to directly or indirectly operate a program of arranging and paying for health care to low-income individuals with special needs who are not covered under other public or private health care programs and who are unable to pay for such services; and

WHEREAS, both the Federal government and the State of Michigan participate in the financing of the Indigent Care Agreements Pool, with the Federal government matching the State’s portion pursuant to the Federal medical assistance percentage formula; and

WHEREAS, certain intergovernmental transfers of public funds from Livingston County may be made to the State of Michigan to be used as the State’s share in claiming the Federal match.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the County Treasurer and the Financial Officer to implement intergovernmental transfer up to \$140,000, to the State of Michigan for the purpose of participating in the financing of the non-federal share of DSH payments made under the Indigent Care Agreements Pool to be paid to qualifying hospitals who have signed Indigent Care Agreements with Ingham Health Plan Corporation d/b/a Livingston Health Plan, so long as Ingham Health Plan Corporation d/b/a Livingston Health Plan maintains a current Indigent Care Agreements with those hospital(s).

BE IT FURTHER RESOLVED that the intergovernmental transfer is authorized once the following condition is in place: The Ingham Health Plan Corporation d/b/a Livingston Health Plan has an Indigent Care Agreement currently in effect with one or more qualifying hospital(s).

BE IT FURTHER RESOLVED that this Resolution shall be effective as of October 1, 2013 through December 31, 2013.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Ted Westmeier

Date: September 4, 2013

Re: Resolution to Authorize Intergovernmental Transfer to the State of Michigan

For the past nine years the Livingston County Board of Commissioners approved sending an intergovernmental transfer of up to \$500,000 annually to the State of Michigan to support the Michigan Medicaid Disproportionate Share Hospital (DSH) payments supported by the Indigent Care Agreements between hospitals and the Livingston Health Plan. This resolution requests an amount up to \$140,000 to cover only the October thru December 2013 quarterly amount. If the DSH payments are still in place past January 1, 2014 and the expanded Medicaid program is not in effect by January 1, 2014 there might be additional requests going forward.

There are currently 1050 individuals enrolled in the Livingston Health Plan under Parts A and B. Those enrolled in Part A will be transferred to Medicaid this fall. The vast majority of those in Part B, which qualify if they are at or below 150% poverty, will be eligible for Medicaid once it becomes available. Plan B provides some basic care but Medicaid will provide a more comprehensive and inclusive coverage.

The Livingston Health plan is a d/b/a under the Ingham Health Plan. There is an advisory committee that provides direction and recommendations as to coverage, limitation, enrollment, etc. Belinda Peters and I are both members of the advisory committee.

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