

MEETING MINUTES

LIVINGSTON COUNTY

JANUARY 14, 2015 - 7:30 A.M.

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

FINANCE COMMITTEE

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> COMM. GARY CHILDS | <input checked="" type="checkbox"/> COMM. BILL GREEN | <input checked="" type="checkbox"/> COMM. DON PARKER- FINANCE CHAIR |
| <input checked="" type="checkbox"/> COMM. DENNIS DOLAN | <input checked="" type="checkbox"/> COMM. CAROL GRIFFITH | <input checked="" type="checkbox"/> COMM. RON VAN HOUTEN |
| <input checked="" type="checkbox"/> COMM. DAVID DOMAS | <input checked="" type="checkbox"/> COMM. KATE LAWRENCE | <input checked="" type="checkbox"/> COMM. STEVE WILLIAMS |

OTHERS:
ROBERTA BENNETT
KEVIN WILKINSON
DIANE MCCORMICK
RICH MALEWICZ
SANDY RICH
TODD SURLINE

GREGG KELLOGG
DOUG BRITZ
CINDY CATANACH
JENNIFER PALMBOS
JEFF BOYD
JOHN EVANS
DEBRA KUBITSKEY

NATALIE HUNT
MARK ROBINSON
KATHLEEN KLINE-HUDSON
MARGARET DUNLEAVY
CHRIS FOLTS
BELINDA PETERS

1. **CALL TO ORDER:** Meeting called to order by **COMM. DONALD PARKER** at **7:35 AM.**
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES:** **MINUTES OF MEETING DATED:** December 10, 2014

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

4. **TABLED ITEMS FROM PREVIOUS MEETINGS.** None.
5. **APPROVAL OF AGENDA:**

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

6. **REPORTS:** None.
7. **CALL TO THE PUBLIC:** None.

8. RESOLUTIONS FOR CONSIDERATION:

- 9. DISTRICT COURT RESOLUTION APPROVING THE FILLING OF A FULL TIME DISTRICT COURT PROBATION OFFICER POSITION IN THE 53RD DISTRICT COURT PROBATION DEPARTMENT**

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

- 10. MSU EXTENSION RESOLUTION TO APPROVE THE MEMORANDUM OF AGREEMENT (MOA) WITH MSU EXTENSION AND THE PROPOSED 2015 MSUE BUDGET**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED**

- 11. PUBLIC HEALTH RESOLUTION AUTHORIZING OUT- OF- STATE TRAINING TO ATTEND NEW PREPAREDNESS COORDINATORS TRAINING AND MENTORING PROGRAM**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED**

- 12. EMS RESOLUTION APPROVING THE CREATION OF ONE (1) ADDITIONAL FULL TIME ADMINISTRATIVE ASSISTANT**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: DOLAN / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED**

- 13. MI WORKS! RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL (LIVINGSTON COUNTY MICHIGAN WORKS!) AS THE CERTIFIED ONE-STOP OPERATOR FOR CALENDAR YEAR 2015**

**RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED**

14. **MI WORKS!** **RESOLUTION APPROVING THE SUBMISSION OF THE CALENDAR YEAR 2015 MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD JANUARY 1, 2015, TO DECEMBER 31, 2015**

RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED

15. **MOTOR POOL** **RESOLUTION AUTHORIZING CAPITAL EXPENDITURE AND ISSUANCE OF PURCHASE ORDERS AND TO AMEND THE FISCAL YEAR 2015 BUDGETS FOR MOTOR POOL, SHERIFF ROAD, BUILDING SAFETY, ANIMAL SERVICES, AIRPORT, AND FACILITY SERVICES (VEHICLES)**

RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED

16. **LETS** **RESOLUTION AUTHORIZING LETTER OF AGREEMENT FOR TRANSPORTATION SERVICES BETWEEN THE LIVINGSTON COMMUNITY MENTAL HEALTH AUTHORITY AND L.E.T.S.**

RECOMMEND MOTION TO THE BOARD: 16 &17
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

17. **LETS** **RESOLUTION OF INTENT TO APPLY FOR FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2016 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

18. **FACILITY SERVICES** **RESOLUTION AUTHORIZING LIVINGSTON COUNTY JAIL ROOF REPLACEMENT**

RECOMMEND MOTION TO THE BOARD
MOVED BY: DOLAN / SECONDED BY: VAN HOUTEN
ALL IN FAVOR - MOTION PASSED

19. FACILITY SERVICES RESOLUTION AUTHORIZING CONTRACTUAL AGREEMENT FOR HVAC SERVICES

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED**

20. FACILITY SERVICES RESOLUTION AUTHORIZING CONTRACTUAL AGREEMENT FOR GENERATOR MAINTENANCE SERVICES

**RECOMMEND MOTION TO THE BOARD
MOVED BY: DOLAN / SECONDED BY: WILLIAMS
ALL IN FAVOR – MOTION PASSED**

21. PLANNING COMMUNITY FOUNDATION FOR SOUTHEAST MICHIGAN/LIVINGSTON FILLMORE COUNTY PARK

**RECOMMEND MOTION TO THE BOARD
MOVED BY: DOMAS / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED**

22. HUMAN RESOURCES RESOLUTION APPROVING THE TENTATIVE AGREEMENT REGARDING THE WAGE-ONLY REOPENER BETWEEN THE LIVINGSTON COUNTY BOARD OF COMMISSIONERS AND THE MICHIGAN ASSOCIATION OF FIRE FIGHTERS REPRESENTING PARAMEDICS

**RECOMMEND MOTION TO THE BOARD:
MOVED BY: LAWRENCE / SECONDED BY: VAN HOUTEN
ALL IN FAVOR – MOTION PASSED**

23. I.T. RESOLUTION TO APPROVE A PURCHASE ORDER FOR A ONE-YEAR SERVICE/MAINTENANCE AGREEMENT ON THE COURT RECORDING SYSTEMS FOR LIVINGSTON COUNTY COURTS AND FRIEND OF THE COURT

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOMAS
YEAS – THE REST
NAYS – DOMAS, WILLIAMS
ALL IN FAVOR – MOTION PASSED**

➤ WILL DISCUSS THIS PROCESS WITH THE CHIEF JUDGE FURTHER. AND COSTS

24. I.T. RESOLUTION AUTHORIZING THE PURCHASE OF MUNIS ERP SOFTWARE MAINTENANCE AND SUPPORT

**RECOMMEND MOTION TO THE BOARD 24, 25, 26
MOVED BY: WILLIAMS / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED**

25. I.T. RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO GOVCONNECTION FOR HARDWARE PURCHASES FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR 2015

**RECOMMEND MOTION TO THE BOARD
MOVED BY: / SECONDED BY:
ALL IN FAVOR – MOTION PASSED**

26. I.T. RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO ULTRALEVEL FOR CONTRACT SERVICES AND HARDWARE PURCHASES FOR THE INFORMATION TECHNOLOGY DEPARTMENT FOR 2015

**RECOMMEND MOTION TO THE BOARD
MOVED BY: / SECONDED BY:
ALL IN FAVOR – MOTION PASSED**

27. ADMINISTRATION RESOLUTION TO AUTHORIZE SYSTEMATIC TRANSFERS BETWEEN FUNDS

**RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED**

28. ADMINISTRATION RESOLUTION TO REVISE THE BUDGET TRANSFER POLICY

**RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED**

29. ADMINISTRATION RESOLUTION AUTHORIZING CONTRACTS FOR LIVINGSTON COUNTY NON-PROFIT PROGRAMS FOR 2015

**RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: WILLIAMS
ALL IN FAVOR – MOTION PASSED**

30. ADMINISTRATION FINANCE STAFF MEMBERS TO ATTEND THE GOVERNMENT FINANCE OFFICER ASSOCIATION (GFOA) ANNUAL CONFERENCE IN PHILADELPHIA, PENNSYLVANIA

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE/ SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED**

31. ADMINISTRATION RESOLUTION AUTHORIZING THE PROCESS FOR FILLING THE VACANCY OF THE COUNTY ADMINISTRATOR POSITION

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR – MOTION PASSED**

➤ SANDY RICH PROVIDED AN EXPLANATION OF THE PROCESS TO THE BOARD.

Bill Green exited at 8:30am and returned at 8:30am

32. CLAIMS

**MOTION TO APPROVE THE CLAIMS DATED JANUARY 14, 2015.
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR – MOTION PASSED**

33. PAYABLES:

**MOTION TO APPROVE THE PAYABLES DATED 01-06-15 THROUGH 01-14-15.
MOVED BY: LAWRENCE / SECONDED BY: GREEN
ALL IN FAVOR - MOTION PASSED**

34. Closed Session

**MOTION TO RECESS TO CLOSED SESSION AT: 8:54 AM
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
YEAS: GRIFFITH, CHILDS, DOLAN, DOMAS, GREEN, LAWRENCE, VAN HOUTEN, WILLIAMS, PARKER
NAYS: NONE
MOTION PASSED**

RETURN TO OPEN SESSION AT: 9:59 AM

MOTION TO AGREE WITH CIVIL COUNSEL'S RECOMMENDATION

MOVED BY: DOMAS / SECONDED BY: GRIFFITH

ALL IN FAVOR - MOTION PASSED

35. Call to the Public: None.

Members discussed possibilities of changing the location of the Finance Meeting, will be discussed further at a later date.

36. ADJOURNMENT:

MOTION TO ADJOURN AT 10:01 AM

MOVED BY: WILLIAMS / SECONDED BY: LAWRENCE

ALL IN FAVOR - MOTION PASSED

Respectfully Submitted

NATALIE HUNT
RECORDING SECRETARY