

# MEETING MINUTES

LIVINGSTON COUNTY

DECEMBER 12, 2011 - 7:30 PM

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

## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

**COMM. DOLAN**     **COMM. DRICK**     **COMM. LA BELLE**     **COMM. WILLIAMS**

OTHERS:  
SALLY REYNOLDS  
DIANE GREGOR  
DARREN SPEER  
TED WESTMEIER  
ELAINE BROWN  
DIANNE MCCORMICK  
JACK SMITH  
JENNIFER DEFENDERFER

CANDY ATKINS  
PAUL McNAMARA  
HILERY DEHATE  
KATRINA MAXWELL  
DOUG BRITZ  
CINDY MENDOZA  
BELINDA PETERS

BEVERLY MOSTOWY  
MARJ KNURICK  
ERICA KARFONTA  
ROBERTA BENNETT  
COMM. GRIFFITH  
COMM. VANHOUTEN  
COMM. MANTEY  
COMM. JONES

1. **CALL to ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:33 PM**.
2. **APPROVAL of MINUTES:** **MINUTES OF MEETING DATED NOVEMBER 14, 2011:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**  
**MOVED BY: LA BELLE / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL of AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS MODIFIED: PLACING OF ADMINISTRATIVE  
POLICY RESOLUTIONS #25 THROUGH #28 AT TOP OF RESOLUTIONS FOR  
CONSIDERATION.**  
**MOVED BY: DOLAN / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS:**

**HEALTH DEPARTMENT UPDATE:** TED WESTMEIER - Department of Public Health Director

- **PERSONAL / PREVENTATIVE HEALTH:** Mr. Westmeier provided a brief report updating the Commissioners on their 2011 goals and actions that were taken to address and achieve these goals. They have created a secure website, expanded their communicable disease program and have an impressive public volunteer response system. They have been working with the Hunger Counsel, animal bite follow up and children's special health care needs to name a few.

- ENVIRONMENTAL HEALTH: EH has been keeping up and working with body art law. Cross-training with the Building Department which now allows up to 4 people in the Building Department's front reception area that can help with the Environmental Health desk.
- The Health Department would like to begin investigating to see if there is a need for a community health center. The community health center would have to be a stand-alone facility; it cannot be tied to or run by hospitals. It is an effective method of helping the community because the health center can receive enhanced reimbursement from Medicaid. Federal funding may also be available for start-up costs, etc. Mr. Westmeier plans to schedule an exploratory meeting sometime in January and would like a member of the Board of Commissioners and/or County Administration to participate in same to keep abreast of the situation.

**WEBSITE REDESIGN:** DIANE GREGOR - I.T. Applications Manager; and, DARREN SPEER - I.T. Financial Analyst

- The County website was initially deployed in 2000. It is a department structure style website which is out of date now. Most counties organize their information by function.
- By redesigning the website, it will assist county employees by increasing and improving transactions, reducing staff time for routine inquires and provide mobile-friendly web pages as well. Each department will be able maintain their own information and reduce redundancy.
- Various award-winning sites were presented, demonstrating their ease of use. Currently, Oakland County and Cleary University have offered to assist with re-designing process.
- Comm. Jones asked what the projected time line for this project would be and was informed that it would take about One (1) year to do a complete conversion. Comm. Griffith asked if there is currently a counter on our website which would show which area people are interested in or accessed the most. The board was advised that there are various reports that can be generated showing same and those would be the first targeted for redesign.

5. **CALL to the PUBLIC:** None.

6. **RESOLUTIONS for CONSIDERATION.**

25. **ADMINISTRATION: RESOLUTION TO ADOPT A BUSINESS EXPENSE REIMBURSEMENT POLICY FOR LIVINGSTON COUNTY**

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

**COMMENT 1: CHANGE IN TITLE**  
**MOTION TO MODIFY TITLE AS: COUNTY BUSINESS EXPENSE REIMBURSEMENT POLICY**  
**MOVED BY: DOLAN / SECONDED BY: DRICK**  
**ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: CONSEQUENCES NEED TO BE ADDED**  
**MOTION TO ADD ADDITIONAL LANGUAGE AT END OF ITEM #3 OF THE AUTHORIZATION PROCESS AS FOLLOWS:** Failure to comply with the policy regarding submission of allowable expenses can result in the claim being adjusted or disallowed by the Board of Commissioners requiring the purchase be paid for out of pocket by the Elected Official, Department Director or Supervisor that verified the claim as an allowable expense.  
**MOVED BY: DRICK / SECONDED BY: DOLAN**  
**ALL IN FAVOR - MOTION PASSED**

**COMMENT 3: ADDITIONAL CONFERENCES**

**MOTION TO ADD ADDITIONAL LANGUAGE AT THE END OF PARAGRAPH #3 OF THE CONFERENCE SECTION AS FOLLOWS:** Any additional conferences must get approval from Board of Commissioners.

**COMMENT 4: REMOVAL OF LANGUAGE**

**MOTION TO REMOVE LANGUAGE IN THE MIDDLE OF PARAGRAPH FOLLOWING ITEM #8, OF THE MISCELLANEOUS SECTION AS FOLLOWS:** ~~Department budgets will not be amended to fund out of state travel for amounts greater than the amount originally appropriated in the annual budget.~~

**COMMENTS ABOVE MOVED BY: LA BELLE / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTIONS PASSED**

**26. ADMINISTRATION: RESOLUTION TO ADOPT A CLAIMS AND PAYABLES POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE**

**MOVED BY: DRICK / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: ADDITION OF UNALLOWABLE EXPENSES**

**MOTION TO MODIFY UNALLOWABLE EXPENSES AS FOLLOWS: ADDING HOLIDAY, BIRTHDAY, RELIGIOUS AND 501(c)(3) CHARITIES**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: CHANGE OF RESTRICTED EXPENSES**

**MOTION TO MODIFY SUB-TITLE AS: COFFEE/NON-ALCOHOLIC BEVERAGES/MEALS**

**MOVED BY: DRICK / SECONDED BY: DOLAN**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 3: CHANGE OF RESTRICTED EXPENSES**

**MOTION TO REMOVE SECTION ON UNIFORMS WITH RE-SUBMISSION AT LATER DATE WHEN IT IS RESTRUCTURED AS TO NOT PENALIZE EMPLOYEES**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**27. ADMINISTRATION: RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE AUDIT POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE**

**MOVED BY: DRICK / SECONDED BY: LA BELLE**

**ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: ADDITION OF CLARIFYING LANGUAGE**

**MOTION TO ADD ADDITIONAL LANGUAGE TO ITEM #3 AS FOLLOWS:** Department will be contacted by County Administration for clarification or to gather additional information, when necessary, on certain invoices being audited before that invoice is placed on the Claims Report for the Commissioners attention.

**MOVED BY: DRICK / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: ADDITION OF ADMINISTRATION COMMENT SECTION  
MOTION TO MODIFY CERTIFICATION OF ACCOUNTS PAYABLE FORM**

**MOVED BY: DRICK / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED**

**28. ADMINISTRATION: RESOLUTION TO ADOPT AN ACCOUNTS PAYABLE WITH BOARD PRE-AUTHORIZATION POLICY FOR LIVINGSTON COUNTY**

**RECOMMEND MOTION TO: FINANCE**

**MOVED BY: DRICK / SECONDED BY: DOLAN  
ALL IN FAVOR - MOTION PASSED**

**COMMENT 1: REMOVAL OF LANGUAGE**

**MOTION TO REMOVE LANGUAGE FROM FIRST PARAGRAPH: ~~HOLIDAY AND SEASONAL~~**

**MOVED BY: DRICK / SECONDED BY: LA BELLE  
ALL IN FAVOR - MOTION PASSED**

**COMMENT 2: ADDITIONAL LANGUAGE**

**MOTION TO ADD ADDITIONAL LANGUAGE AT THE END OF ITEM #3 OF THE PROCEDURE SECTION AS FOLLOWS:** Any changes to Exhibit A made by the County Administrator will be brought to the attention of the Board of Commissioners at their next meeting.

**MOVED BY: DOLAN / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

**COMMENT 3: ADDITIONAL LANGUAGE**

**MOTION TO MODIFY LANGUAGE IN EXHIBIT A UNDER PRE-AUTHORIZED ACCOUNTS AS FOLLOWS:** Statutory Witness and Juror Appearance Fees.

**COMMENT 4: ADDITIONAL LANGUAGE**

**MOTION TO MODIFY LANGUAGE IN EXHIBIT A UNDER PRE-AUTHORIZED ACCOUNTS AS FOLLOWS:** Non general fund County Drain Expenses

**COMMENT 5: ADDITIONAL LANGUAGE**

**MOTION TO ADD LANGUAGE IN EXHIBIT A UNDER PRE-AUTHORIZED ACCOUNTS AS FOLLOWS: RENT**

**COMMENTS ABOVE MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTIONS PASSED**

7. **MICHIGAN WORKS:** RESOLUTION APPROVING THE PROGRAM YEAR 2011 WORKFORCE INVESTMENT ACT CAPACITY BUILDING AND PROFESSIONAL DEVELOPMENT FUNDING FOR LIVINGSTON COUNTY

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

8. **OLSHA:** RESOLUTION TO PURSUE 2011-2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND AUTHORIZING AN AGREEMENT WITH OAKLAND LIVINGSTON HUMAN SERVICE AGENCY TO ACT AS GRANT ADMINISTRATOR

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

9. **ANIMAL CONTROL:** RESOLUTION APPROVING REVISIONS TO THE ANIMAL CONTROL DEPARTMENT FEE SCHEDULE

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

10. **PUBLIC HEALTH:** RESOLUTION TO AUTHORIZE AN AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS

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

11. **PUBLIC HEALTH:** RESOLUTION APPROVING THE FILLING OF ONE (1) PART-TIME VISION AND HEARING TECHNICIAN POSITION WITHIN THE DEPARTMENT OF PUBLIC HEALTH DUE TO THE VACANCY CREATED BY THE RESIGNATION OF ONE (1) PART-TIME TECHNICIAN

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

12. **PUBLIC HEALTH:** RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY TO CONDUCT ENVIRONMENTAL HEALTH SERVICES

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

13. **PUBLIC HEALTH: RESOLUTION AUTHORIZING THE ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF VACCINES FOR THE DEPARTMENT OF PUBLIC HEALTH**

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

14. **L.E.T.S.: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR THE PURCHASE OF TIRES FOR L.E.T.S. AND CAR POOL FOR FISCAL YEAR 2012**

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

15. **L.E.T.S.: RESOLUTION AUTHORIZING BLANKET PURCHASE ORDER FOR DIESEL FUEL FOR FISCAL YEAR 2012**

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

16. **L.E.T.S.: RESOLUTION AUTHORIZING CONTRACT AGREEMENT FOR ATTORNEY SERVICES FOR LIVINGSTON ESSENTIAL TRANSPORTATION SERVICE**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

17. **L.E.T.S.: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER TO ATTEND TWO (2) OF THE F.T.A. TRANSIT RAIL ADVISORY COMMITTEE FOR SAFETY (TRACS) PRESCRIPTION AND OVER THE COUNTER DRUGS WORKGROUP IN WASHINGTON, DC, JANUARY 26-27, 2012, AND ATLANTA, GA, IN LATE FEBRUARY**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

18. **REGISTER of DEEDS: RESOLUTION APPOINTING COUNTY REPRESENTATIVE OF THE SURVEY REMONUMENTATION PLAN 2012**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

19. REGISTER of DEEDS: RESOLUTION APPOINTING THE GRANT ADMINISTRATOR OF THE SURVEY REMONUMENTATION PLAN 2012

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

20. REGISTER of DEEDS: RESOLUTION AUTHORIZING PER DIEM MEETING PAYMENT FOR SURVEY & REMONUMENTATION PEER GROUP MEMBERS FOR 2012 FOR THE LIVINGSTON COUNTY SURVEY & REMONUMENTATION PROGRAM

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

21. REGISTER of DEEDS: RESOLUTION AUTHORIZING CONTRACTS FOR 2012 FOR THE REMONUMENTATION AND STATE PLANE COORDINATE DETERMINATION OF THE PUBLIC LAND SURVEY CORNERS IN LIVINGSTON COUNTY

RECOMMEND MOTION TO: FINANCE  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED

22. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A BLANKET PURCHASE ORDER TO CDWG, INC., FOR CONTRACT SERVICES AND HARDWARE PURCHASES FOR THE IT DEPARTMENT FOR 2012

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

23. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF A PURCHASE ORDER TO BRAWSHAW CONSULTING SERVICES, INC. FOR MARVLIS SOFTWARE MAINTENANCE FOR THE LIVINGSTON COUNTY EMS DEPARTMENT FROM APRIL 26, 2011 TO APRIL 26, 2012

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

24. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING ISSUANCE OF BLANKET PURCHASE ORDERS AUTHORIZING THE PURCHASE OF COMPUTER EQUIPMENT THAT HAS BEEN BUDGETED FOR THROUGH IT FOR PURCHASES OF COMPUTER EQUIPMENT FOR ALL COUNTY DEPARTMENTS

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

[ 25. Through 28. Moved to Top of Agenda ]

**29. ADJOURNMENT:**

**MOTION TO ADJOURN AT 9:29 PM.  
MOVED BY: LA BELLE / SECONDED BY: DRICK  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**KELLI HAWORTH**  
RECORDING SECRETARY