

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 13, 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:	CANDY ATKINS	CYNTHIA DARLING	DIANNE MCCORMICK	DELLA SHOOK
	ANNELIESE BELKNAP	JIM DARLING	SARAH MCKINNEY	WALTER SHOOK
	MIKE BENNETT	DIANE GREGOR	PAUL MCNAMARA	BILL SLEIGHT
	PHIL BERTOLINI	CAROL GRIFFITH	LYNN MORRISON	DARREN SPEER
	DOUG BRITZ	MARY HOWISON	PAUL MORRISON	RON VANHOUTEN
	JOEL BRITZ	KAREN KRUSE	BELINDA PETERS	TED WESTMEIER
	ELAINE BROWN	JIM MANTEY	BRENT SAMPIER	KEVIN WILKINSON
	DIANE CONSTABLE	KATRINA MAXWELL	MATTHEW SHANE	CAROL SUE JONCKHEERE

1. **CALL TO ORDER:** Meeting called to order by: **COMM. STEVE WILLIAMS** at **7:32 PM.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED JANUARY 9, 2012:**

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: ADDITION OF COMM. WILLIAMS
REPORT AND RESOLUTION AUTHORIZING LIVINGSTON COUNTY CLERK TO OFFER PHOTO
ID CARDS TO U.S. MILITARY VETERANS RESIDING IN LIVINGSTON COUNTY**
MOVED BY: LA BELLE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

4. **REPORTS:**

- ◆ **MSU EXTENSION: INTRODUCTION OF NEW LIVINGSTON COUNTY 4-H COORDINATOR, SARAH MCKINNEY**
 - ◆ Matt Shane advised Members that Horticultural Educator, Gretchen Voyle, would be out on medical leave for a couple months. Her Ingham and Washtenaw counter-parts will help with

back-filling for planned programs and fielding phone calls. Jack La Belle asked Mr. Shane to extend the Board's best wishes to Ms. Voyle.

- ◆ Mr. Shane then introduced Sarah McKinney as the new Livingston County 4-H Coordinator. Ms. McKinney ran over her background and education in greeting the Committee.

- ◆ **HEALTH DEPARTMENT: AGENCY GOALS FOR 2012:** Ted Westmeier provided the attached Report to Members.

- ◆ PERSONAL PREVENTATIVE HEALTH SERVICES
- ◆ ENVIRONMENTAL HEALTH
- ◆ ANIMAL CONTROL
- ◆ PUBLIC HEALTH ADMINISTRATION

- ◆ **ANIMAL CONTROL: KENNEL ISSUE:** Steve Williams updated Members on meetings with Mr. and Mrs. Morrison regarding the kennel inspection fee.

5. CALL TO THE PUBLIC:

- ◆ **PAUL MORRISON** – COHOCTAH TOWNSHIP: Voiced concerns regarding fee structure for himself and on behalf of Livingston County Kennel Operators. Asked for an end to the practice of kennel inspections and to work in conjunction with kennel operators to develop a plan of action.
- ◆ **LYNN MORRISON** – COHOCTAH TOWNSHIP: Advised Members of desire to see kennel fees abolished, including cross-contamination concerns.
- ◆ **MIKE BENNETT** – DEERFIELD TOWNSHIP: Recently had kennel inspection. No issues with Animal Control staff. Officers know all the kennel owners, so “inspections” seem needless. Would like to work together to come to a solution that works for everyone. Does not want retaliation by Animal Control to occur and if things get out of hand.
- ◆ **MARY HOWISON** – MARION TOWNSHIP: Kennel was inspected for 5 minutes at a cost of \$100. Would like to see kennel fee eliminated.
- ◆ **BRENT SAMPIER** – MARION TOWNSHIP: Has been licensed as a hobby kennel since 1977. Not a breeder, not a boarder, simply a farmer who wants numerous dogs. Kennel Inspection was done without him there. Inspector didn't ask for any type of paperwork or vaccine information. Does not see where inspection fee is justified.
- ◆ **WALTER SHOOK** – IOSCO TOWNSHIP: Kennel inspections don't take long at all and most are done during the week, only one on the weekend. Would like to see kennel fee abolished
- ◆ **JENNIFER HORVATH** – HOWELL, MI: Owner of Pet Ritz. Inspected every year. Unannounced visits take 15-20 Minutes because she insists on them looking at entire facility. Her establishment is licensed for 250 dogs. Fee increase should be abolished – looking at a 200% increase.
- ◆ **KAREN KRUSE** – HOWELL, MI: Licensed Kennel Owner. Inspector came on a late Saturday afternoon. Took 10-15 Minutes. Time involved does not justify cost.

6. RESOLUTIONS FOR CONSIDERATION.

JACK LA BELLE EXITED MEETING AT 8:13 PM AND RETURNED AT 8:16 PM

7. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY WEBSITE REDESIGN PROJECT TO PROCEED

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

8. EMS: RESOLUTION AUTHORIZING LIVINGSTON COUNTY EMS TO ENTER INTO THE CMS INNOVATIONS GRANT PROGRAM/ MICHIGAN RURAL EMS NETWORK AGREEMENT

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

9. EMS: RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER WITH NYE UNIFORM FOR UNIFORMS

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

10. MI WORKS!: RESOLUTION APPROVING THE SUBMISSION OF THE MICHIGAN WORKS! WORKFORCE INVESTMENT ACT SERVICE CENTER OPERATION PLAN FOR THE PERIOD 7/1/11 TO 6/30/12

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

11. MI WORKS!: RESOLUTION TO APPOINT PRIVATE SECTOR MEMBERS TO THE LIVINGSTON COUNTY WORKFORCE DEVELOPMENT COUNCIL

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

12. MI WORKS!: RESOLUTION RETAINING THE WORKFORCE DEVELOPMENT COUNCIL (LIVINGSTON COUNTY MICHIGAN WORKS!) AS THE CERTIFIED ONESTOP OPERATOR

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

13. MI WORKS!: RESOLUTION APPROVING THE SUBMISSION OF THE CALENDAR YEAR 2012 MICHIGAN WORKS! SYSTEM PLAN FOR THE PERIOD 1/1/12 TO 12/31/12

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

14. **L.E.T.S.: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR L.E.T.S. OPERATIONS MANAGER AND DRIVER TRAINER TO ATTEND THE F.T.A. DRUG AND ALCOHOL CERTIFICATION CLASS AND CONFERENCE IN MIAMI, FL. APRIL 9-13, 2012**

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

15. **L.E.T.S.: RESOLUTION OF INTENT TO APPLY FOR FEDERAL SECTION 5316 JOB ACCESS AND REVERSE COMMUTE (JARC) GRANT FOR FISCAL YEAR 2013**

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

16. **L.E.T.S.: RESOLUTION OF INTENT TO APPLY FO FINANCIAL ASSISTANCE FOR STATE FISCAL YEAR 2013 UNDER ACT NO. 51 OF THE PUBLIC ACTS OF 1951, AS AMENDED**

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

17. **L.E.T.S.: RESOLUTION AUTHORIZING SPECIALIZED SERVICES CONTRACT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE COUNTY OF LIVINGSTON**

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

18. **L.E.T.S.: RESOLUTION AUTHORIZING THE REORGANIZATION OF THE L.E.T.S. DEPARTMENT**

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

19. **L.E.T.S.: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE**

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

20. **MOTOR POOL: RESOLUTION AUTHORIZING CAPITAL EXPENDITURE (VEHICLES)**

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

21. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING A ONE YEAR MAINTENANCE AGREEMENT WITH VMWARE FOR THE COUNTY'S VMWARE SERVICES RENEWAL

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

22. INFORMATION TECHNOLOGY: RESOLUTION AUTHORIZING THE PURCHASE OF A THREE YEAR SMARTNET MAINTENANCE AGREEMENT FOR LIVINGSTON COUNTY INFORMATION TECHNOLOGY'S CISCO TELEPHONY SOFTWARE, HARDWARE AND CISCO EMERGENCY RESPONDER

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

23. BOARD: RESOLUTION AUTHORIZING LIVINGSTON COUNTY CLERK TO OFFER PHOTO ID CARDS TO U.S. MILITARY VETERANS RESIDING IN LIVINGSTON COUNTY

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

24. ADJOURNMENT:

**MOTION TO ADJOURN AT 9:33 PM.
MOVED BY: LA BELLE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

CAROL SUE JONCKHEERE
RECORDING SECRETARY

PPHS Goals 2012

1. Emergency Preparedness – Continue to advance and improve the Livingston County Push Partner/Closed POD program and ensure that the Public Health Services Annex of the Livingston County Emergency Operation Plan is up to date and provides comprehensive response planning guidance in association with an all-hazards approach. Continue to engage the Public Health Volunteer Response team offering a variety of trainings, including online training options, and a mock exercise/hands on training; begin to expand membership to include local pharmacists on the team; and continue to engage the team with the social media options such as face book and the PHVRT webpage.
2. HAI Project – Participate in a NACCHO funded project to help identify the role of local health departments in Healthcare Associated Infections (HAI). Our efforts will include collaborating with community partners to assess the needs, challenges and gaps in HAI prevention; facilitate provider education related to prevention, surveillance and response; and increase public education on HAI awareness and prevention.
3. Improve the health status of mothers and children in the WIC program by implementing a breastfeeding peer counselor program to support breastfeeding mothers, by expanding staff training opportunities and by promoting client and community education about breastfeeding.
4. The infant mortality rate for Livingston County has increased from 5.7 per 1,000 births for a three year average in 2006-08 to 6.9 in 2007-09. LCDPH will engage the assistance from the University of Michigan Biostatistician students to analyze data from birth abstracts and death certificates to help identify risk factors that may be associated with infant mortality.

EH Goals 2012

5. Indoor radon levels in Livingston County often exceed the recommended air quality levels established by the Environmental Protection Agency. LCDPH receive numerous calls from homeowners, realtors and builders with concerns regarding elevated radon levels and the options available to reduce radon. We intend to develop an educational campaign targeted primarily toward Real Estate professionals, home builders and homeowners and present information on radon reduction and new construction technology that has improved over the past few years. We will also encourage home builders to consider incorporating radon resistant technology for new construction.

6. The installation of geothermal heating and cooling systems represents a potential for conflict with onsite septic systems and drinking water wells in Livingston County. These systems may be installed in a number of different configurations and depending on the installation method may endanger our drinking water supplies if not properly constructed. Additionally, these systems need to be documented as they may reduce or eliminate suitable areas for onsite septic systems or other future addition construction proposals.

Our current procedure for permitting these systems is not straight forward and can be confusing for both clerical and contractors. Our goal is to create a more simplified application and permitting procedure; and to work more closely with the Livingston County and Green Oak Township Building Departments, Michigan Department of Environmental Quality, and geothermal contractors.

7. In 2011 EH identified three specific goals related to improving service delivery to the general public. All three goals are dependant upon Information Technology Department providing staff time and direction. The goals identified in 2011 have not been accomplished and will be carried over into 2012 and include:
 - a) Collection and receipting of one payment by the customer for services provided by Drain, EH and Building. Currently the customer must write out three individual checks to each department.
 - b) Completion of beta testing and transition to a new permitting software program called OpenFACILIS. This program is web based and will allow permit applications and collection of payments to be accomplished online.
 - c) Provide online capability for public viewing of EH scanned well and septic documents. We currently receive significant volume of calls requesting this information. With the upgrade of the new Laserfiche software program, a public portal does exist, however in order for this to be accomplished; a combination of staff resources from IT and the vendor is needed.

ANIMAL CONTROL GOALS 2012

8. Evaluate the current staffing structure and if necessary submit a reorganization plan for consideration by Human Resources, County Administration and the Board of Commissioners. We are experiencing an increase in abuse and neglect calls which is placing significant burdens on the time of our Animal Control Officers (ACO's). We are experiencing an increasing inventory of animals, increased adoptions and increased needs in the shelter operations.

9. The facilities at the shelter are in need of improvement. Funding has been placed in contingency to improve soundproofing in the dog kennel area, improve the outdoor kennels and construct a quarantine room for sick animals. We will be submitting additional information for future Board action.

10. We are planning to educate our residents about the state rules requiring dog licensing. This includes township newsletters, homeowners associations, mobile home parks, apartment complexes, and a possible dog census. We believe that less than 30% of the dogs in the county are properly licensed.

PUBLIC HEALTH ADMINISTRATION GOALS 2012

11. The Department of Public Health will develop a strategic plan for the next three to five years. National accreditation models require that a strategic plan be in place for the Department. The implementation of the Affordable Health Care Act might affect our future programming.

12. The Department of Public Health plans to totally integrate the financial operations with those of the County. We need to begin the process and hope to gain authorization to hire a Senior Accountant in the Department of Public Health that will be our first step toward full integration.