

MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 11, 2013 - 7:30 A.M.

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

FINANCE COMMITTEE

X **COMM. DENNIS DOLAN** - FINANCE CHAIR
X **COMM. DAVID DOMAS**
X **COMM. DONALD PARKER**

X **COMM. CAROL GRIFFITH**
X **COMM. KATE LAWRENCE**
X **COMM. GARY CHILDS**

X **COMM. WILLIAM GREEN**
X **COMM. RON VAN HOUTEN**
X **COMM. STEVE WILLIAMS**

OTHERS:
ANN WHITE
BRIAN JONCKHEERE
JOHN EVANS
JENNIFER PALMBOS
JAMIE PALMER
JENNIFER NASH
CONNIE CONKLIN

TOM CREMONTE
CINDY CATANACH
ROB SPAULDING
KEN RECKER
BOB DEMYANOVICH
ROBERTA BENNETT

DIANNE BOCKHAUSEN
TED WESTMEIER
TANYA MORROW
BECKY LYBRINK
ALICIAN MORRISON
MARGARET M. DUNLEAVY

BELINDA M. PETERS
DEBBIE WARDEN

1. **CALL TO ORDER:** Meeting called to order by **COMM. DENNIS DOLAN** at 7:30 AM.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED AUGUST 28, 2013:**

MOTION TO APPROVE THE MINUTES, AS PRESENTED.

MOVED BY: DOMAS / SECONDED BY: LAWRENCE

ALL IN FAVOR – MOTION PASSED

4. TABLED ITEMS FROM PREVIOUS MEETINGS: None.

5. APPROVAL OF AGENDA:

➤ **CONSENT AND REGULAR AGENDA:**

**MOTION TO APPROVE THE CONSENT AND REGULAR AGENDA, AS PRESENTED.
MOVED BY: VANHOUTEN / SECONDED BY: GREEN
ALL IN FAVOR – MOTION PASSED**

6. REPORTS:

- Commissioners Domas asked that the committee observe a moment of silence for the victims of the 911 tragedy.
- Drain Commissioner, Brian Jonckheere, gave a presentation on understanding the role of a Drain Commissioner
- Commissioner Domas informed the committee that Commissioner Williams, Belinda Peters and he attended the Oakland County Veterans Drug Court hearing. After Veterans are adjudicated then they go to a treatment program where treatment and therapy is provided to veteran's. They were impressed with the court.

7. CALL TO THE PUBLIC: None.

8. CONSENT AGENDA

**MOTION TO APPROVE THE CONSENT AGENDA.
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
YEAS: CHILDS DOLAN DOMAS GRIFFITH GREEN LAWRENCE PARKER WILLIAMS VANHOUTEN
NAYS: NONE
MOTION PASSED**

9. RESOLUTIONS FOR CONSIDERATION:

- 10. 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**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
YEAS: CHILDS DOLAN DOMAS GRIFFITH GREEN LAWRENCE PARKER WILLIAMS VANHOUTEN
NAYS: NONE
MOTION PASSED

- 11. PUBLIC HEALTH: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF OCTOBER 1, 2013 THROUGH SEPTEMBER 30, 2014**

RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
YEAS: CHILDS DOLAN DOMAS GRIFFITH GREEN LAWRENCE PARKER WILLIAMS VANHOUTEN
NAYS: NONE
MOTION PASSED

- 12. PUBLIC HEALTH: RESOLUTION TO AUTHORIZE INTERGOVERNMENTAL TRANSFER TO THE STATE OF MICHIGAN**

RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
YEAS: CHILDS DOLAN DOMAS GRIFFITH GREEN LAWRENCE PARKER WILLIAMS VANHOUTEN
NAYS: NONE
MOTION PASSED

- 13. HUMAN RESOURCES: RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND ARCADIA BENEFITS, INC. IN COMPLIANCE WITH HIPAA AS AMENDED BY HITECH AND GINA**

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

- 14. HUMAN RESOURCES: RESOLUTION APPROVING CHANGES TO THE COUNTY ADMINISTRATIVE PROCEDURE HIPAA-4 IN ORDER TO COMPLY WITH NEWLY RELEASED FEDERAL REGULATIONS**

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

15. **HUMAN RESOURCES:** **RESOLUTION AUTHORIZING THE SIGNING OF AN UPDATED BUSINESS ASSOCIATE AGREEMENT BETWEEN LIVINGSTON COUNTY AND BLUE CROSS BLUE SHIELD OF MICHIGAN IN COMPLIANCE WITH HIPAA AS AMENDED BY HITECH AND GINA**

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

16. **COUNTY CLERK:** **RESOLUTION TO APPROVE THE HIRING OF A PART-TIME VITAL RECORDS CLERK**

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

17. **COMMUNITY CORRECTIONS:** **RESOLUTION AUTHORIZING CREATION AND FILLING OF A PART TIME GRANT FUNDED PRETRIAL INVESTIGATOR**

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

18. **JUVENILE COURT:** **RESOLUTION AUTHORIZING SUBMISSION OF THE 2013/2014 CHILD CARE FUND BUDGET TO THE STATE OF MICHIGAN**

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

19. **CIRCUIT COURT:** **RESOLUTION TO AMEND RESOLUTION 2012-11-302 TO ALLOW FOR EXTENSION AND AMENDMENT OF THE CONTRACT BETWEEN THE 53RD DISTRICT COURT AND THE LIVINGSTON COUNTY COMMUNITY MENTAL HEALTH FOR SERVICES TO INTENSIVE TREATMENT MENTAL HEALTH COURT PARTICIPANTS**

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

20. TREASURER: RESOLUTION To AMEND COUNTY CASH POLICY RESOLUTION 601-185

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

21. TREASURER: RESOLUTION To AMEND RESOLUTION 1201-428 – RESOLUTION To ADOPT A COUNTY FIXED ASSET POLICY FOR LIVINGSTON COUNTY

**RECOMMEND MOTION TO THE BOARD
MOVED BY: GRIFFITH / SECONDED BY: LAWRENCE
NAY: DOMAS, PARKER
MOTION PASSED**

22. PURCHASING: RESOLUTION To AMEND RESOLUTION 801-261 To ADOPT AN AMENDED PURCHASING POLICY AND PROCEDURES MANUAL FOR LIVINGSTON COUNTY

**RECOMMEND MOTION TO THE BOARD
MOVED BY: WILLIAMS/ SECONDED BY: GREEN
NAYS: DOMAS, PARKER
MOTION PASSED**

23. PURCHASING: RESOLUTION To AMEND RESOLUTION 404-100 To ADOPT AN AMENDED CREDIT CARD POLICY FOR LIVINGSTON COUNTY

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

**24. ADMINISTRATION: RESOLUTION TO AMEND THE COUNTY CLAIMS AND PAYABLES POLICY
RESOLUTION 2011-12-345**

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

25. ADMINISTRATION: RESOLUTION TO AMEND THE COUNTY GRANT POLICY RESOLUTION 101-023

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: VANHOUTEN
NAYS: DOMAS, PARKER
MOTION PASSED**

26. ADMINISTRATION: RESOLUTION TO ADOPT A BUDGET TRANSFER POLICY

**RECOMMEND MOTION TO THE BOARD
MOVED BY: LAWRENCE / SECONDED BY: CHILDS
NAYS: DOMAS PARKER
MOTION PASSED**

27. MISCELLANEOUS CLAIMS

**MOTION TO APPROVE THE MISCELLANEOUS CLAIMS DATED SEPTEMBER 11, 2013 EXCLUDING THE SHERIFF'S
CLAIM
MOVED BY: PARKER / SECONDED BY: VANHOUTEN
ALL IN FAVOR - MOTION PASSED**

Moved by Domas and seconded by Williams to take a 10 minutes recess. Motion carried.

The Board recessed at 9:48 a.m.

The Board returned at 9:59 a.m.

28. MERS PRESENTATION

A presentation was given to the board regarding the MERS annual actuarial valuation report for December 31, 2012. A handout was also given to the committee.

Commissioner Griffith left the meeting at 10:30 a.m.

SHERIFF CLAIM DISCUSSION

Commissioner Lawrence wanted it noted that the company that provided this service is her brother-in-law but she has no vested interest in it. Claim is in regards to work done on Sheriff's Tahoe with a company that the county does not have a contract with. He is in violation of the claims and purchasing policy. The county's vendor is Cynergy and Sheriff Bezotte used Cruiser's. Average price for this work would have been \$4500.00 with Cynergy. There is about a \$3500.00 difference from what Cynergy would have charged and Cruiser's. County administration suggested that the county pay what Cynergy would have charged and the Sheriff pay the difference. It was moved by Commissioner Parker that the committee follow administrations advice and follow contracted price of \$4500.00. Seconded by Commissioner Williams. Motion passed. Nay: Domas Abstain: Lawrence

29. COMPUTER PRINTOUT

**MOTION TO APPROVE THE COMPUTER PRINTOUT
MOVED BY: WILLIAMS / SECONDED BY: PARKER
ALL IN FAVOR - MOTION PASSED**

30. ADJOURNMENT:

**MOTION TO ADJOURN AT 11:10 AM
MOVED BY: LAWRENCE / SECONDED BY: WILLIAMS
ALL IN FAVOR - MOTION PASSED**

DEBBIE WARDEN
RECORDING SECRETARY