

# MEETING MINUTES

LIVINGSTON COUNTY

SEPTEMBER 10, 2014 - 7:30 A.M.

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

## FINANCE COMMITTEE

COMM. GARY CHILDS

COMM. DENNIS DOLAN - FINANCE CHAIR

COMM. DAVID DOMAS

COMM. BILL GREEN

COMM. CAROL GRIFFITH

COMM. KATE LAWRENCE

COMM. DON PARKER

COMM. RON VAN HOUTEN

COMM. STEVE WILLIAMS

OTHERS:  
BELINDA PETERS  
CINDY CATANACH  
ANNE WHITE  
JOHN EVANS  
MIKE MURPHY  
CONNIE CONKLIN  
GREGG JOLLIFF

MIKE SMITH  
DIANE MCCORMICK  
TOM CREMONTE  
ERIC SANBORN  
ELAINE BROWN  
TONYA MORROW  
BECKY LYBRINK

NATALIE HUNT  
DIANE MCCORMICK  
MARGARET DUNLEAVY  
LAURA BISMACK  
JENNIFER PALMBOS  
RENEE ADJORAN  
COURTNEY ATKINS

1. **CALL TO ORDER:** Meeting called to order by **COMM. DENNIS DOLAN** at **7:31 AM**.
2. **ROLL CALL.**
3. **APPROVAL OF MINUTES:** MINUTES OF MEETING DATED: **AUGUST 27, 2014**

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

6. **REPORTS:**

- **National Accreditation Presentation:** Chelsea Moxlow presented a PowerPoint titled: PHAB 101 for the Local Governing Entity. The goal of PHAB Accreditation is to improve and protect the health of the public by advancing the quality and performance of state, local, tribal, and territorial public health departments. PHAB will look at leadership, strategic planning, community engagement, customer focus, workforce development, and evaluation and quality improvement while determining accreditation. Also, explained the many benefits of PHAB Accreditation. There

are 7 steps of accreditation: pre-application, application, documentation selection & submission, site visit, accreditation decision made, reports yearly, and reaccreditation every 5 years. There are 12 domains of PHAB to cover the 10 public health services provided. Also, discussed incentives for accreditation. Local governing entities can assist the Health Department by: a letter of support, budgeting costs, anticipate continuous updates, focus on standards, participate, and help celebrate accomplishments. Fee Overview – only initial fee, no annual fee. The funding goes to the Public Health Accreditation Board, to help educate on the standards and measures and also for training. Dianne McCormick stated there will be QI training in November and is confident they will be successful when they apply.

Comm. Domas entered at 7:38 am

➤ **2014 Sheriff Budget Update:**

Belinda Peters addressed the board regarding a budget amendment for uniforms brought to the Finance Committee on August 27, 2014 and explained that some expenditures are over budget. After meeting with the Sheriff Department it is estimated to be about \$250,000 - \$300,000 over budget. Revenues will be down about \$150,000, while the Marshall Contract will balance that loss as the projected revenues are \$150,000. The only concern is we also increased the budget. The Sheriff Department will stop spending and control OT. Mike Murphy assured they will do a monthly budget to actual review. Mike Murphy also explained in detail what lead to OT. Reimbursement for a stay in jail is down from 60% to 40%. He apologized for not bringing this to the attention of The Board sooner. Tom Cremonte handed out explanations to the budget overages. He also explained why work release is not offered any longer; the law requires supervision while on work release. Weekend stays have been used more frequently, since taking away work release, which also adds to the OT issues. Comm. Dolan stated members of The Board are excited about the department's accomplishments and expressed gratitude.

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

8. **RESOLUTIONS FOR CONSIDERATION:** RES 09 - 16.

9. **I.T.: RESOLUTION AUTHORIZING THE PURCHASE OF SOFTWARE SUPPORT FOR DISTRICT COURT, JUVENILE/PROBATE COURTS, CIRCUIT COURT AND COUNTY CLERK FOR 2015 WITH THE STATE OF MICHIGAN, JUDICIAL INFORMATION SYSTEMS**

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

10. **ADMINISTRATION: RESOLUTION AUTHORIZING AN ESTABLISHING AGREEMENT WITH THE COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN FOR REPRESENTATION ON THE SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD**

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

**11. ANIMAL CONTROL: RESOLUTION AUTHORIZING THE FILLING OF THE DIRECTOR OF ANIMAL CONTROL POSITION**

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

**12. PUBLIC HEALTH: RESOLUTION TO AUTHORIZE AGREEMENT FOR DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF 10/1/14 THROUGH 9/30/15**

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

**13. PUBLIC HEALTH: RESOLUTION TO AMEND THE CONTRACT WITH JACKSON COUNTY TO PROVIDE MEDICAL DIRECTION TO THE JACKSON COUNTY HEALTH DEPARTMENT**

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

**14. CIRCUIT COURT: RESOLUTION AUTHORIZING THE 44TH CIRCUIT COURT TO FILL THE CASE MANAGER POSITION FOR ADULT DRUG COURT**

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

**15. JUVENILE COURT: RESOLUTION APPROVING AN AMENDMENT TO RESOLUTION 2012-07-219, A CONTRACT WITH HIGHFIELDS INC., FOR MULTI-SYSTEMIC TREATMENT (MST) IN THE JUVENILE COURT**

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

Comm. Dolan opened for discussion/explanation from John Evans as to the increase in funding at about \$45,000. John Evans stated that if the waitlist decreases, the new position stays. Belinda Peters added the recommendation of County Administration is to authorize the resolution.

**16. JUVENILE COURT: RESOLUTION AUTHORIZING SUBMISSION OF THE 2014/2015 CHILD CARE FUND BUDGET TO THE STATE OF MICHIGAN**

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

Comm. Dolan opened for explanation from DHS as to the increase of funding. Renee Adjoran explained there are a few factors that have driven the increase, including: changes to child placement requirements that add additional costs for the county. DHS is also utilizing measures to decrease new placements.

**17. CLAIMS**

**MOTION TO APPROVE THE CLAIMS DATED SEPTEMBER 10, 2014.  
MOVED BY: LAWRENCE / SECONDED BY: CHILDS  
ALL IN FAVOR - MOTION PASSED**

**18. PAYABLES:**

**MOTION TO APPROVE THE PAYABLES DATED 8-28-14 THROUGH 9-10-14.  
MOVED BY: PARKER / SECONDED BY: LAWRENCE  
ALL IN FAVOR - MOTION PASSED**

**19. Call to the Public: None.**

**20. ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:45AM  
MOVED BY: DOMAS / SECONDED BY: GREEN  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**NATALIE HUNT**  
RECORDING SECRETARY

## **2014- Jail budget overages and explanations**

**Out-of-county housing-** In mid-July we received 13 marshal prisoners. Our projected female population was already in excess of what we anticipated. We expect that we will continue to keep at least 12 female inmates out county at a cost of about \$8640 monthly. Expected shortfall through 2014 is about **\$30,000**.

**Overtime-** Jail overtime has been significant since the beginning of the year. In January we began in the intake renovation which was completed in a little over two weeks. Total overtime cost was **\$13,484**.

Another more costly project was the PLC upgrade that began mid-August and is just concluding. This required total 660 projected OT hours. Total cost of **\$15,821**.

**Hospital guard-** As of 8-14-14, we have sent out 39 inmates to the hospital for medical issues. Most were one day stays, but some were multiple days. The total hospital bed days were about 67 days. Considering a 24 hour cycle, 2 shifts needed to be covered. Projecting about 25% of the stays exceeded the 12 hour shifts this gives us 84 shifts at the hospital. The road patrol covered some of this but the vast majority was covered by the jail. In the majority of the cases OT had to be called in to cover the assignments. Projecting this occurred about 75% of the time we believe to cost was **\$18,122**.

**Training-** The jail had 556 training days for the jail staff. The breakdown is as follows: 341 days for 11 deputies in the corrections academy, 90 of those days were for assigned staffing that had completed CTO training. ; 115 days for numerous other trainings including PREA, CTO,

supervisory, liability, DT, first aid and such. Much of this cost for the new employees was not factored during 2014 budget preparation. So based on the 160 total training days x 75% we believe the cost to be **\$44,226.**

**Sergeant OT-** In January, administration decided that supervision was crucial to the management of the department. As part of this decision OT was authorized to back-fill sergeant vacancies. As of this time we believe sergeant OT to be about **\$35,000.**

**Other unanticipated OT-** We have \$7,671 to cover a road deputy assigned to the court. We have \$9,205 to cover for two jail deputies for military leave. We have \$15,371 to cover two employees on workers comp injury and FMLA. We also have a cost of \$5034 for an employee off on administrative leave. Total cost of \$37281. Using the 75% consideration we believe to cost to be **\$27,961.**

**Total categorized OT- \$154,615**

This does not cover the other OT costs due to sick, vacation and compensatory days.

We expect OT should drop off significantly by months end. All are employees should be back from the academy, we have promoted 5 new sergeants and precluding any unforeseen events OT should be minimal.