

GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

AGENDA

August 5, 2019

7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

Pages

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8. **ADJOURNMENT**

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

July 8, 2019, 7:30 p.m.

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present: Robert Bezotte, William Green, Gary Childs, Wes Nakagiri

1. CALL TO ORDER

The meeting was called to order by Commissioner Bezotte at 7:30 p.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: June 3, 2019

Motion to approve the minutes as presented.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green, G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: W. Green

Seconded by: W. Nakagiri

Yes (4): R. Bezotte, W. Green, G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

4. REPORTS

Commissioner Bezotte reported that the Marion Oaks housing development will include 450 homes.

5. CALL TO THE PUBLIC

Elizabeth Hundley, County Clerk, addressed the Committee regarding Agenda Item 6.9.

6. RESOLUTIONS FOR CONSIDERATION

6.1 County Clerk

Resolution Revising Vital Records, Expedite, and Marriage Waiver Fees

Elizabeth Hundley presented the resolution.

Recommend Motion to the Finance Committee.

Moved by: W. Nakagiri

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green, G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.2 Health Department

Resolution to Authorize Agreement for Delivery of Comprehensive Health Services for the Period of October 1, 2019 through September 30, 2020

Dianne McCormick presented the resolution.

Recommend Motion to the Finance Committee.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.3 Fiscal Services

Resolution to Authorize the Return of Community Development Block Grant Program Income to the State of Michigan

Hilery DeHate presented the resolution and answered questions.

Recommend Motion to the Finance Committee.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.4 Facility Services

Resolution Authorizing Agreements with ADR Consultants, LLC., DeMaria and John Stewart Associates, LLC. to Provide as Needed Construction Management Services for Minor Projects

Commissioner Nakagiri moved to amend the resolution to read not to exceed 5% rather than 10% in the third Whereas, no second, amendment failed.

Recommend Motion to the Finance Committee.

Moved by: W. Green

Seconded by: G. Childs

Yes (3): R. Bezotte, W. Green , and G. Childs

No (1): W. Nakagiri

Motion Carried (3-1-0)

6.5 Information Technology

Resolution Authorizing Agreements with Multiple Staffing Firms to Provide Information Technology Professional Services

Rich Malewicz presented the resolution.

Recommend Motion to the Finance Committee.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.6 L.E.T.S.

Resolution Authorizing a Supplemental Appropriation and to Enter Into an Agreement with DoubleMap, Inc. to Provide Dispatch Software and Mobile Data Terminals (MDTs) for L.E.T.S. Transit Operations

Greg Kellogg presented the resolution and answered questions from the Committee.

Recommend Motion to the Finance Committee.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.7 L.E.T.S.

Resolution Authorizing a Parking Space Lease Agreement Between Livingston County and Brighton Area Schools for L.E.T.S. Vehicle Parking

Recommend Motion to the Finance Committee.

Moved by: W. Nakagiri

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.8 L.E.T.S.

Resolution Authorizing Grant Contracts, Budget Amendment, and Capital Expenditure for the Purchase fo Four Replacement Vans and Two Expansion Vans

Recommend Motion to the Finance Committee.

Moved by: W. Green

Seconded by: G. Childs

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

6.9 Board of Commissioners

Resolution Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provide to Michigan Voters

Commissioner Nakagiri began discussion.

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: W. Nakagiri

Yes (3): R. Bezotte, W. Green , and W. Nakagiri

No (1): G. Childs

Motion Carried (3-1-0)

7. CALL TO THE PUBLIC

Cindy Catanach, Finance Officer, explained that information for Fund 244 can be found in our Financial Statements.

Donald Parker, City of Howell, spoke in regards to Agenda Item 6.9.

8. ADJOURNMENT

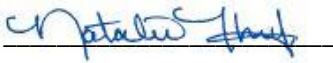
Motion to adjourn the meeting at 8:33 p.m.

Moved by: G. Childs

Seconded by: W. Green

Yes (4): R. Bezotte, W. Green , G. Childs, and W. Nakagiri

Motion Carried (4-0-0)

A handwritten signature in blue ink, appearing to read "Natalie Hunt", is written over a horizontal line.

Natalie Hunt, Recording Secretary

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE: [Click here to enter a date.](#)

Resolution Authorizing a Contract Award to Indian Trails, Inc. DBA Michigan Flyer, LLC. to Provide Airport Transportation Services – L.E.T.S.

WHEREAS, the Livingston County Transit Master Plan has identified fixed route service from Livingston County to Detroit Metro Airport (DTW) as a top priority of County residents; and

WHEREAS, LETS Transportation does not possess the scale or experience to provide this service directly but has the ability to contract with a third-party vendor to provide the service; and

WHEREAS, in accordance with the County's Procurement Policy, a formal bid process was performed and submitted proposals were evaluated; and

WHEREAS, Indian Trails, Inc. DBA Michigan Flyer, LLC. was recommended for award to provide airport transportation services per the negotiated rates in Attachment A – Pricing Proposal of RFP-LC-19-13 for a (3) three year term with up to two (2) additional one-year renewals for a total contract period not to exceed five (5) years; and

WHEREAS, the service is eligible for grant funding from the state Local Bus Operating assistance program administered by the Michigan Department of Transportation which will cover approximately 35% of the service cost; and

WHEREAS, passenger fares and a contribution from Indian Trails, Inc. DBA Michigan Flyer, LLC will cover the remaining cost with no local contribution required.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into contact with Indian Trails, Inc. DBA Michigan Flyer, LLC. located at 109 E. Comstock Street, Okemos, MI 48867 to provide airport transportation services for up to a five (5) year term commencing on September 1, 2019 to August 31, 2022 with up to two (2) additional one- year renewals for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign renewal options for Indian Trails, Inc. DBA Michigan Flyer, LLC. to provide airport transportation services for Livingston County transit operations as prepared by Transit Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: July 24, 2019
Re: Resolution Authorizing a Contract Award to Indian Trails, Inc. DBA Michigan Flyer, LLC. to Provide Airport Transportation Services – General Government/ Finance/ Board

The recently completed Transit Master Plan has identified fixed-route service from Livingston County to Detroit Metro Airport (DTW) as a top priority of County residents. Throughout the planning process multiple public surveys and workshops were conducted to assess demand for new public transit services. On each occasion DTW airport service was ranked as a top priority. An existing airport transportation service departing from East Lansing passes through Livingston County several times each day; however, there is not a stop located in Livingston County.

LETS explored options for implementing service to DTW airport as part of the County's ongoing effort to implement recommendations of the Transit Master Plan. While LETS does not possess the scale or experience to provide this type of service directly, it has the ability to contract with a third-party vendor to do so.

Per the County Procurement Policy, a competitive bid process was performed in which the bid was posted on the Michigan Inter-governmental Trade Network (MITN), the County website, and (2) two known local companies were sent the solicitation directly. A pre-bid conference was held and (4) four local vendors attended. Two (2) proposals were received and evaluated by the Evaluation Committee (EC) comprised of staff from LETS and Fiscal Services. Based on the recommendation of the EC, the negotiated proposal from Michigan Flyer, LLC. has been selected.

The recommended proposal includes a stop located in Brighton, MI at the Meijer Park and Ride lot with 14 round-trips between Brighton and DTW per day. The service will operate from at least 4:00 am to 11:00 pm, 365 days per year, including holidays, and includes stops at both DTW terminals. Of the 14 round-trips, eight (8) will be direct routes from Brighton to DTW and six (6) will run through Ann Arbor to pick up passengers from the Blake Transit Center. This route plan will serve as a starting point and additional direct routes will be established if demand is sufficient to justify the increased capacity.

The vendor will be responsible for all operational aspects of the service, including ticketing, scheduling, passenger assistance, baggage handling, passenger notifications, data collection, fare collection, marketing, complaint/accident investigation and resolution, and all other personnel, vehicle, and customer service functions.

The proposed service is eligible for grant funding from the state Local Bus Operating assistance program administered by MDOT which will cover approximately 35% of the gross cost. The remaining cost will be covered by ticket revenues and a contribution from Indian Trails, Inc. DBA MI Flyer, LLC. The amount Livingston County is invoiced for the service will never exceed the amount of state grant funding available to LETS. Moreover, if the service is successful there is potential to generate additional revenue which could be used to match grants for other LETS programs.

I am requesting the attached resolution be approved to award the contract to Indian Trails, Inc. DBA Michigan Flyer, LLC.. to provide airport transportation services from Livingston County to Detroit Metro Airport for a three (3) year base contract with up to two (2) additional one-year renewals for a total contract period not to exceed five (5) years.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Capital Expenditure for One (1) Vehicle and Supplemental Appropriation to the FY 2019 Budget – Car Pool/Sheriff

- WHEREAS,** the Car Pool Director is requesting authorization to replace one (1) vehicle from the Sheriff's Department Field Services Division that was involved in an accident and declared a total loss by MMRMA; and
- WHEREAS,** the vehicle being replaced is a MY 2015 Dodge Charger Pursuit and will be replaced by a MY 2019 Dodge Charger Pursuit purchased from the Oakland County Cooperative Purchasing Contract from Galeana's Van Dyke Dodge in Warren, MI; and
- WHEREAS,** the Livingston County Motor Pool has received \$34,680 in lease payments for the totaled vehicle and will receive \$12,750 in insurance/salvage proceeds; and
- WHEREAS,** the cost of a new replacement MY 2019 Dodge Charger Pursuit is not to exceed \$25,000 plus approximately \$12,000 in upfitting costs, and any remaining funds will be used to reduce the monthly lease costs of the new vehicle; and
- WHEREAS,** the totaled vehicle was not intended to be replaced in the current year and therefore a budget amendment is necessary; and
- WHEREAS,** the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and
- WHEREAS,** the replacement vehicle will be leased back to the Sheriff Department for the term of 36 months.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Car Pool Director to purchase one (1) MY 2019 Dodge Charger Pursuit for an amount not to exceed Twenty-Five Thousand dollars (\$25,000) plus approximately Twelve Thousand dollars (\$12,000) in upfitting costs with any remaining funds to be used to reduce monthly vehicle lease payments.

BE IT FURTHER RESOLVED the replacement vehicle will be purchased from Galeana's Van Dyke Dodge Dodge of Warren, Michigan, from the Oakland County Cooperative Purchasing contract and will be leased back to the Sheriff's Department for a term of 36 months.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby adopt the Proposed Amended 2019 Budget as follows:

FUND	APPROVED [YEAR] BUDGET	PROPOSED AMENDMENT	[YEAR] AMENDED BUDGET
661 – Car Pool	\$1,906,399	\$37,000	\$1,943,399
101 – Sheriff GF	\$8,715,233	\$ 3,000	\$8,718,233

BE IT FURTHER RESOLVED that the worksheet showing details of the above is available for review in the County Administration Finance office.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
CAR POOL DEPARTMENT

3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: www.livgov.com/lets

Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 08/01/2019
Re: Resolution authorizing capital expenditure for one (1) vehicle and supplemental appropriation – Car Pool/Sheriff

I am requesting authorization to replace one (1) vehicle from the Sheriff's Department Field Services Division that was involved in an accident and declared a total loss by MMRMA.

The vehicle being replaced is a MY 2015 Dodge Charger Pursuit and will be replaced by a MY 2019 Dodge Charger Pursuit purchased from the Oakland County Cooperative Purchasing Contract from Galeana's Van Dyke Dodge in Warren, MI.

Car Pool has received \$34,680 in lease payments for the totaled vehicle and will receive \$12,750 in insurance/salvage proceeds. The cost of a new replacement MY 2019 Dodge Charger Pursuit is not to exceed \$25,000 plus approximately \$12,000 in upfitting costs. Any remaining funds will be used to reduce monthly lease payments on the new vehicle.

The totaled vehicle was not intended to be replaced in the current year and therefore a supplemental appropriation is necessary for Car Pool for the vehicle and upfitting expense and for the Sheriff's Department for lease payments on the replacement vehicle for the remainder of 2019.

Please do not hesitate to contact me at x7843 with any questions.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Establish a Census 2020 Complete Count Committee – Board of Commissioners

WHEREAS, the United States of America has performed a nationwide census every ten year since 1790, with the last census being in 2010; and

WHEREAS, an accurate census is essential for the allocation of representatives to serve in the legislative bodies of the U.S. House of Representatives, the New Mexico State Legislature; and within the Livingston County voting districts; and

WHEREAS, accurate census information is critical to planning for future growth, development, and the social needs of Livingston County; and

WHEREAS, the more informed that residents become about the 2020 census operations, the better their understanding of the census process becomes, thus increasing their willingness to the 2020 Census; and

WHEREAS, the Census Bureau is not permitted to publicly release responses furnished by any individual, or on behalf of an individual, or release information to other governmental agencies, including the Internal Revenue Service, the Immigration and Naturalization Service, law enforcement agencies or welfare agencies. In addition, per the Federal Cybersecurity Enhancement Act of 2015, census data is protected from cybersecurity risks through screening of the systems that transmit this data; and

WHEREAS, the purpose of the Complete Count Committee will be to advise and assist Livingston County in obtaining the most accurate and complete population count for Census 2020 by increasing the number of County responses through a focused, structured neighbor-to-neighbor program. The committee will also utilize the local knowledge, expertise and influence of each committee member to design and implement a census awareness campaign targeted to the Livingston County community.

THEREFORE BE IT RESOLVED by the Livingston County Board of Commissioners that:

1. A Census 2020 Complete Count Committee is hereby established to advise and assist Livingston County in obtaining the most accurate and complete population count for Census 2020.

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2. The Committee shall discuss and formulate strategies and techniques, working with County staff and census bureau officials, to enhance and increase the response rate to Census 2020. The Committee shall be responsible for planning and conducting local educational initiatives, and for preparing of obtaining posters, flyers and handouts for use by the media and others. The Committee will also prepare materials for public service announcements on radio and social media.
 3. The Committee shall consist of at least eight (8), but no more than twenty (20), members representing Livingston County based local government, education, faith-based organizations, media, business, community-based organizations, or other philanthropic organizations.
 4. The Committee members shall serve from October 1, 2019 through and including April 30, 2020, at which time the Committee, having completed its work, shall dissolve, unless extended by the Board of County Commissioners. No resolution dissolving or rescinding the committee is necessary.
 5. The Chairperson of the committee will be appointed by the Chairperson of the Livingston County Board of Commissioners.
 6. The Committee shall meet at least every three months (quarterly) but may meet more often as needed.

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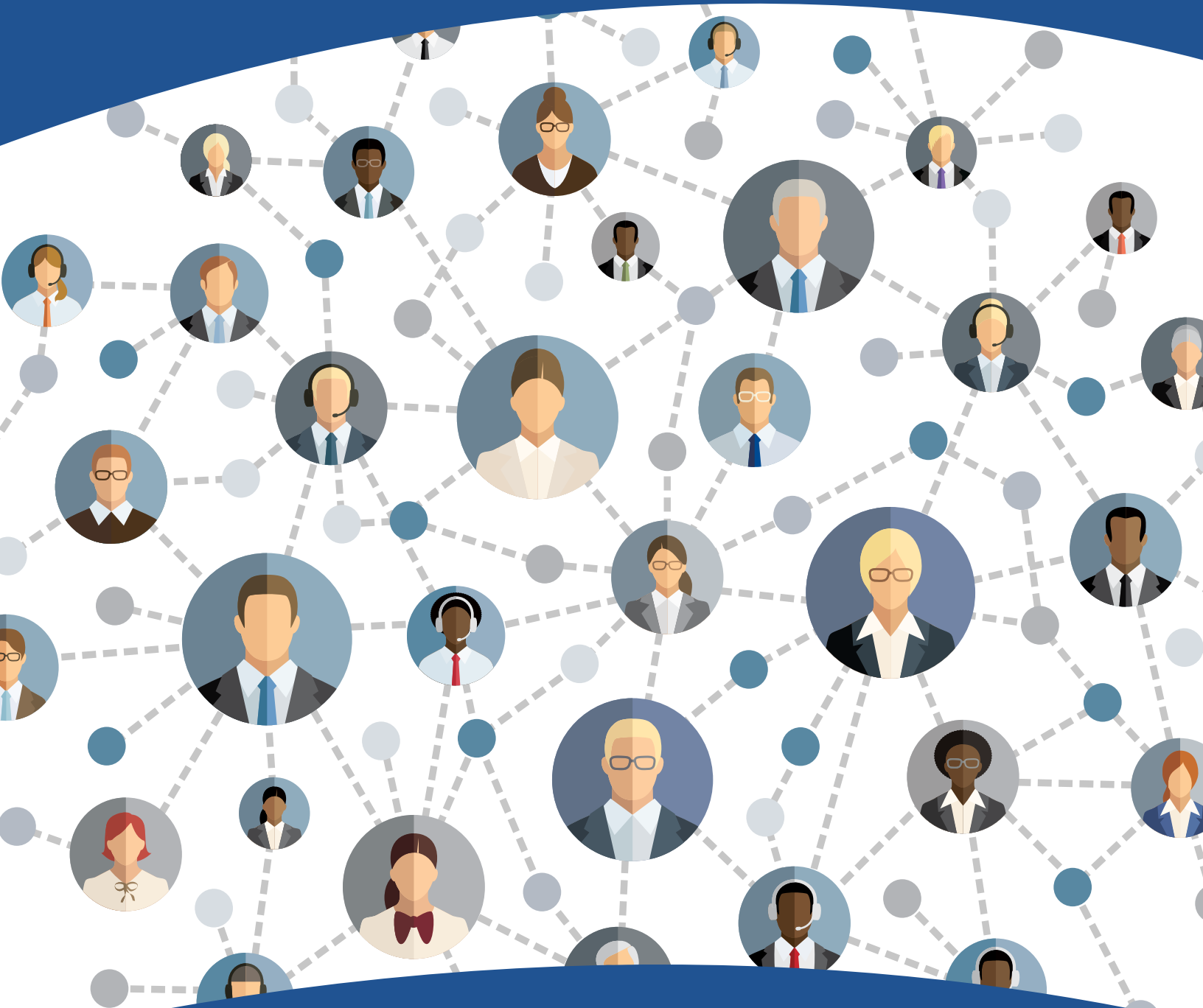
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MOVED:
SECONDED:
CARRIED:

2020 Census Complete Count Committee

Guide

D-1280(RV)



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WHY DO WE TAKE THE CENSUS?

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

Will the 2020 Census be the same as 2010?

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



HOW ARE CENSUS DATA USED?

Census data are widely and wisely used.

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



ARE CENSUS DATA REALLY CONFIDENTIAL?

ABSOLUTELY!

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



WHAT ARE COMPLETE COUNT COMMITTEES?

Complete Count Committees

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

Tribal and Government Complete Count Committees

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

Sample Activities of Tribal and Government Complete Count Committees

2018–2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

January–March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

Sample Activities of Community Complete Count Committees

2018–2019

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

January–March 2020

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

April 2020

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

Get Organized RIGHT NOW!

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

Recruiting subcommittee—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

Government subcommittee—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

Education subcommittee—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

Faith-based subcommittee—Creates and coordinates activities and materials that can be

used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

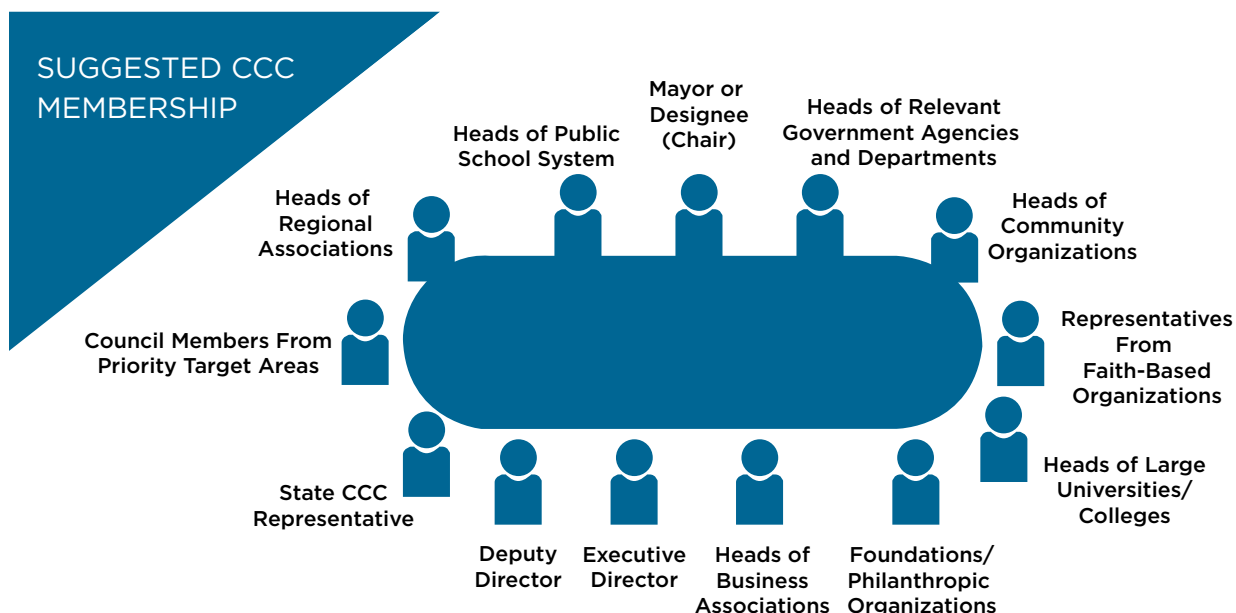
Media subcommittee—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

Community-based organizations subcommittee—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

Business subcommittee—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.

Suggested CCC Membership



*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs



SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

APPENDIX A:

50 WAYS CENSUS DATA ARE USED

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

APPENDIX B:

UNDERSTANDING THE

LANGUAGE OF THE 2020 CENSUS

GLOSSARY

The 2020 Census From A to Z

A

Address Canvassing

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

American Community Survey (ACS)

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

Area Census Office (ACO)

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

C

Census Bureau

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

Census Day

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

Census Information Center (CIC)

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

Census Solutions Workshop

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

Commitment

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

Complete Count Committee (CCC)

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

Confidentiality

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

D

Decennial Census

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

E

Enumeration

The process of interviewing people and recording the information on census forms.

Enumerator

A Census Bureau employee who collects census information by visiting households during census field operations.

G

Group Quarters (GQ)

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

H

Hard to Count (HTC)

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

Hard to Enumerate (HTE)

An area for which the environment or population may present difficulties for enumeration.

Highest Elected Official (HEO)

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

Household (HH)

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

Housing Unit (HU)

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

M

Master Address File (MAF)

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

N

Nonresponse (NR)

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

Nonresponse Followup (NRFU)

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

P

Partner

A partner is a group or individual that commits to participate in some way with census activities.

Partnership

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

Partnership Specialist

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

Privacy Act

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

R

Regional Census Center (RCC)

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

Regional Office (RO)

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

Respondent

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

Response Outreach Area Mapper (ROAM)

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <www.census.gov/roam>.

S

Self-Response

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

State Data Center (SDC)

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

Statistics in Schools (SIS)

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

T

Title 13 (U.S. Code)

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

Transitory Locations

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

U

Update Enumerate (UE)

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

Update Leave (UL)

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

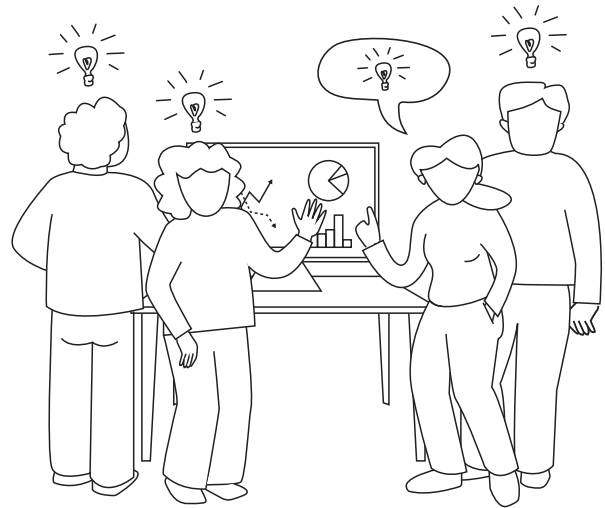
V

Value Added

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

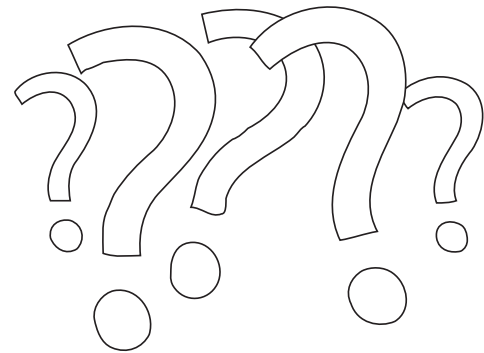
What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:
www.census.gov/partners.

For more information, please contact us at:
census.partners@census.gov.





CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	ATLANTA Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	CHICAGO Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	DALLAS Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	LOS ANGELES Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	NEW YORK New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	PHILADELPHIA Philadelphia.rcc.partnership@2020census.gov

2020 Census Timeline

Contact Information

For additional information about the State Complete Count Commissions program, please contact your regional census office.

State Complete Count Commissions

2018

- Tribal leader, governor, or highest elected local official or community leader determines State Complete Count Commissions (SCCCs) structure.
- SCCCs receive 2020 Census training.

2019

- Continue establishing SCCC.
- Open Area Census Offices.
- SCCCs develop strategy and work plan.

2020

- SCCCs begin community organization mobilization.
- 2020 Census advertising campaign begins in early 2020.
- SCCCs support the 2020 Census.
- SCCCs encourage self-response.

April 1, 2020 - CENSUS DAY

- SCCCs urge households who do not respond to cooperate with census takers.

Please contact: If you reside in:

ATLANTA

Atlanta.rcc
.partnership
@2020census.gov

Alabama, Florida,
Georgia, Louisiana,
Mississippi,
North Carolina,
and South Carolina

CHICAGO

Chicago.rcc
.partnership
@2020census.gov

Arkansas, Illinois,
Indiana, Iowa,
Michigan, Minnesota,
Missouri, and
Wisconsin

DALLAS

Dallas.rcc
.partnership
@2020census.gov

Arizona, Colorado,
Kansas, Montana,
Nebraska, New
Mexico, North Dakota,
South Dakota, Oklahoma,
Texas, Utah, and Wyoming

LOS ANGELES

Los.Angeles.rcc
.partnership
@2020census.gov

Alaska, California,
Hawaii, Idaho,
Nevada, Oregon,
and Washington

NEW YORK

New.York.rcc
.partnership
@2020census.gov

Connecticut, Maine,
Massachusetts, New
Hampshire, New Jersey,
New York, Rhode Island,
Vermont, and Puerto Rico

PHILADELPHIA

Philadelphia.rcc
.partnership
@2020census.gov

Delaware, District of
Columbia, Kentucky,
Maryland, Ohio,
Pennsylvania, Tennessee,
Virginia, and West Virginia



July 2018
D-1256 SCCC

The 2020 Census is almost here!

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

The State Complete Count Commissions (SCCC) program is key to creating awareness in communities all across the country.

- SCCC's utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- SCCC's provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- SCCC's help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

Get Started

WHO?

Tribal, state, and local governments work together with partners to form SCCC's to promote and encourage response to the 2020 Census in their communities.

WHAT?

A SCCC enters into a formal partnership with the Census Bureau either by executive order or legislation. It provides the structure and support to engage the state's stakeholders and encourage participation.

WHEN?

The formation of SCCC's is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

WHY?

The primary goal of the 2020 Census is to count everyone once, only once, and in the right place.

Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

HOW?

It's up to all of us! SCCC's know the best way to reach the community and raise awareness. Some activities could include:

- Holding SCCC kickoff meetings with media briefings.
- Participating in Census rallies or parades.
- Coordinating Census unity youth forums.
- Holding Interfaith breakfasts and weekend events.
- Encouraging the use of Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and websites.
- Helping recruit census workers when jobs become available.