

PERSONNEL COMMITTEE AGENDA

August 14, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

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PERSONNEL COMMITTEE

MEETING MINUTES

Livingston County

July 17, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present:

William Green , Douglas Helzerman

Members Absent:

Carol Griffith

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Green at 8:00 a.m.

2. APPROVAL OF AGENDA

Motion to approve Agenda as presented.

Moved By D. Helzerman

Seconded By W. Green

Motion Carried: (2-0-1)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

Minutes of Meeting Dated: June 12, 2019

Motion to approve the minutes as presented.

Moved By D. Helzerman

Seconded By W. Green

Motion Carried: (2-0-1)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

Ken Hinton reported they are moving forward on the Indigent Defense candidates with a recommendation coming soon.

7. RESOLUTIONS FOR CONSIDERATION

7.1 EMS

Resolution Authorizing an Extension of Acting Pay for the Temporary Operations Manager

Motion to approve the above Resolution as presented.

Moved By D. Helzerman

Seconded By W. Green

Motion Carried: (2-0-1)

7.2 Human Resources

Resolution to Certify Officer and Employee Delegates to the 2019 Municipal Employees' Retirement System Annual Conference

Motion to approve the above Resolution and move forward to Finance.

Moved By D. Helzerman

Seconded By W. Green

Motion Carried: (2-0-1)

8. DISCUSSION

Pharmacy Benefits RFP Results

Jennifer Palmbo informed the committee the AON Prescription Drug RFP bid is in the final stages.

9. CALL TO THE PUBLIC

None.

10. ADJOURNMENT

Motion to adjourn the meeting at 8:23 a.m.

Moved By D. Helzerman

Seconded By W. Green

Motion Carried: (2-0-1)

Respectfully submitted by:
Amy Hill
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Job Reclassification of the Vacant Tax Records Clerk to the Office Manager - Treasurer

WHEREAS, in light of a vacancy in a Tax Records Clerk position, the Treasurer has evaluated the office structure and determined it advantageous to the department if the vacancy is converted to a new Office Manager – Treasurer position; and

WHEREAS, the Office Manager – Treasurer is a new position that will have responsibility for supervising/overseeing the day-to-day support services of the Treasurer’s Office with a particular emphasis on technological systems for this group as well as the entire Treasurer’s Office. The position will be responsible for coordinating, implementing, and maintaining multiple software systems and various technology used within the department, county-wide, and by outside organizations and public agencies. The new position will be responsible for developing and documenting internal processes/procedures/efficiencies, and providing administrative support to the Treasurer’s Office in a leader capacity. Essentially positional duties will span supervision, technology and a moderate level of accounting responsibility; and

WHEREAS, the position has been evaluated by Municipal Consulting Services, LLC. who recommends the new Office Manager – Treasurer position be placed at Grade 7; and

WHEREAS, funds for this reclassification are available in the 2019 budget due to vacancy savings.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby concurs Municipal Consulting Services, LLC. that the vacant Tax Records Clerk be reclassified as the Office Manager – Treasurer at Grade 7, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee.

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**MOVED:
SECONDED:
CARRIED:**

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF AUGUST 1, 2019

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Office Manager - Treasurer	295	270	260	30	300	80	110	300	60	0	1705	7

LIVINGSTON COUNTY JOB DESCRIPTION

OFFICE MANAGER - TREASURER

Supervised By: Treasurer and Chief Deputy Treasurer

Supervises: Functions as a leader and working supervisor

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Chief Deputy Treasurer and Treasurer, is responsible for supervising/overseeing the day-to-day support services of the Treasurer's Office. Oversees the Tax Records Clerks with a particular emphasis on technological systems for this group as well as the entire Treasurer's Office. Responsibilities include coordinating, implementing, and maintaining multiple software systems and various technology used within the department, county-wide, and by outside organizations and public agencies, developing and documenting internal processes/procedures/efficiencies, and providing administrative support to the Treasurer's Office in a leader capacity. Performs all of the duties of a Tax Records Clerk.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provides day-to-day oversight of the Tax Records Clerks with a particular emphasis on monitoring the use of technology, providing help-desk assistance, training for upgrades and evaluating conditions and performance.
2. Oversees all technological aspects of the Treasurer's office, including implementing and maintaining software linked to the County's ERP financial system including tax collection software, dog licensing software, banking software and credit card processing software as well as Treasurer's webpage and online services, social media and various other new and emerging technologies.
3. Analyzes and develops internal processes and procedures with respect to the daily operations of the office while incorporating efficiencies, internal controls and best practices.
4. Documents internal processes and procedures, and instructs and educates department staff, other County staff, outside organizations and representatives of governmental agencies as to those processes/procedures.

5. Performs troubleshooting for systems problems and instructs employees, other government agencies and private businesses in proper system use or the use of new techniques. Serves as the department's representative for the ERP system.
6. Functions as a lead worker and assists with coordinating department activities related to tax collection, dog licensing, and accounting.
7. Serves as a liaison between assigned operational areas and employees in other departments as well as a full range of customers and interested parties.
8. Provides support for the Tax Records Clerks, due to workload requirements, vacation or other forms of leave. This includes providing assistance to customers, in person, by phone and/or email regarding their property tax information, dog licenses, tax certification, invoices, or other related activities, and assists customers in completing appropriate forms. Also responsible for receiving payments, issuing receipts, recording and posting receipts, balancing deposits and cash drawer and preparing bank deposits.
9. Provides support for the Accounts Specialist, Accounting Supervisor and Senior Accountant in their absence due to vacation or other forms of leave. Tasks include reviewing journals for accuracy prior to posting to the general ledger, reviewing and posting revenue batches from within the Treasurer's Office and other departments and other assigned financial tasks.
10. Verifies, imports, and posts general revenue for multiple departments.
11. Performs basic office duties, such as copying, filing, faxing, typing standard documents, preparing, sorting, and distributing mail and entering data. Prepares form letters and correspondence regarding departmental operations.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in accounting with some coursework in information technology and three years of progressively more responsible experience in a position requiring general bookkeeping/accounting experience as well as database software familiarity.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Thorough knowledge of the principles and practices of governmental accounting.

- Thorough knowledge of the principles and practices of administrative support and office procedures.
- Considerable skill in using and learning various database software, developing the best use of the software for the desired outcomes and ability to train others on the functionality.
- Strong public relations skills and experience for contact with vendors, local business leaders and local government officials.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and the County's financial system software as well as database applications
- Certified Cash Handler within one year of service.
- Knowledge of the principles and practices of receipting payments
- Considerable skill in performing mathematical calculations, applying basic office principles, handing cash, receipting and posting payments, performing basic journal entries, reconciling accounts, and maintaining detailed and accurate records.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Skill in assembling and analyzing data and preparing accurate reports.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to

lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

MUNICIPAL CONSULTING SERVICES LLC

August 1, 2019

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct a classification analysis for the new position of Office Manager – Treasurer in the Livingston County organization. In completing the classification analysis for this position I have performed the following tasks:

- Reviewed job-related information including the job description that was submitted.
- Spoke with the County Treasurer regarding duties and responsibilities.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the new classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

The results of the classification analysis for the position are included in the attached Table A. The position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's pay grade structure.

BACKGROUND FOR THE POSITION OF OFFICE MANAGER - TREASURER

The Office Manager – Treasurer is a new position that will have responsibility for supervising/overseeing the day-to-day support services of the Treasurer's Office with a particular emphasis on technological systems for this group as well as the entire Treasurer's Office. The position will be responsible for coordinating, implementing, and maintaining multiple software systems and various technology used within the department, county-wide, and by outside organizations and public agencies. The new position will be responsible for developing and documenting internal processes/procedures/efficiencies, and providing administrative support to the Treasurer's Office in a leader capacity. Essentially positional duties will span supervision, technology and a moderate level of accounting responsibility.

The point factor analysis and grade recommendation for the new position is summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, I have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 1,705 for the Office Manager – Treasurer. This would place the new position in grade 7 of the County's pay grade structure.

* * * * *

We have appreciated the opportunity to assist Livingston County in this important classification analysis. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Terminating Taxpayer Funding of Abortions in Livingston County - Board of Commissioners

WHEREAS, Being self-insured Livingston County determines the package of benefits offered to its employees. Livingston County chooses which specific health care benefits and procedures are covered by insurance and which are excluded; and

WHEREAS, The Federal Government through its Office of Personnel Management restricts abortion funding for its employees as its website states, "No federal funds, including administrative funds, will be used to cover abortions or administer plans that cover abortions."

WHEREAS, The aforementioned regulation was implemented to prevent citizens, especially those with sincerely held moral and religious beliefs who are opposed to abortion, from being forced to pay for this procedure with their tax dollars; and

WHEREAS, A review of the health insurance plan document, LIVINGSTON COUNTY - PPO 6 NON-0070018090002- 064G3 Effective Date: 01/01/2017, provided to Commissioner Nakagiri by Livingston County Human Resources, shows that Livingston County currently funds abortion coverage; and

WHEREAS, Abortion coverage provided by Livingston County, which is contrary to federal policy prohibiting taxpayer funded abortions, necessarily forces Livingston County taxpayers to finance this procedure, thereby violating the sincerely held moral and religious beliefs of many citizens.

THEREFORE, BE IT RESOLVED Livingston County will no longer require taxpayers to fund abortions and will terminate abortion coverage provided to non-union employees.

BE IT FURTHER RESOLVED this change in benefits will occur no later than the start of the new fiscal year, January 1, 2020, or sooner provided all contractual obligations can be met, and that documents, printed or electronic, shall be updated to reflect this change.

BE IT FURTHER RESOLVED the interpretation and operation of the benefits outlined above are within the sole discretion of the Livingston County Board of Commissioners and the benefits outlined above may be added to, expanded, reduced, deleted, or otherwise modified by the County Board and such modifications shall be solely within the discretion of the Livingston County Board of Commissioners.

BE IT FINALLY RESOLVED when bargaining over new contracts with unionized employee groups, bargainers for Livingston County are directed to negotiate for the elimination of abortion coverage.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION NO: #

PAGE: 2


Screen Shot from the Office of Personnel Management Webpage

<https://www.opm.gov/faqs/topic/insure/index.aspx?cid=0c8d0402-8645-4471-81a2-bd6e5c2404d3>

https://www.opm.gov/faqs/topic/insure/index.aspx?cid=0c8d0402-8645-4471-81a2-bd6e5c2404d3

\$\$ tea party gadsden temp Michigan Voter Info... MobileMe Gallery -... Bookmarks 2016 County Conve...

A-Z Index | Contact Us | Forms | FAQs OPERATING STATUS: OPEN

 **OPM.GOV**

ABOUT POLICY INSURANCE RETIREMENT SUITABILITY

OPM.gov Main > FAQs > Insurance > Continuing FEHB Coverage into Retirement

IN THIS SECTION

- Assessment Policy
- Benefits for LGBT Federal Employees and Annuitants
- Classification
- Combined Federal Campaign
- Contracting and Acquisition
- Cybersecurity Information
- Diversity and Inclusion
- Employee Relations
- Employment
- Furlough
- Insurance**
- Investigations

Frequently Asked Questions

INSURANCE

Search by keywords:

SHOP Health Coverage

I am a Member of Congress or designated congressional staff. If I separate from service will I be eligible for temporary continuation of coverage? [View more](#)

Are federal funds used to provide abortion services covered under the Health Exchanges? [View less](#)

No federal funds, including administrative funds, will be used to cover abortions or administer plans that cover abortions.

Excerpt from Health Insurance Policy

LIVINGSTON COUNTY - PPO 6 NON-0070018090002- 064G3 Effective Date: 01/01/2017

page 6

Benefits	In-network	Out-of-network
Voluntary sterilization for males	90% after in-network deductible	80% after out-of-network deductible
Note: For voluntary sterilizations for females, see "Preventive care services."		
Voluntary abortions	90% after in-network deductible	80% after out-of-network deductible

Human organ transplants		
Benefits	In-network	Out-of-network
Specified human organ transplants - must be in a designated facility and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	100% (no deductible or copay/coinsurance)	100% (no deductible or copay/coinsurance) - in designated facilities only
Bone marrow transplants - must be coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504)	90% after in-network deductible	80% after out-of-network deductible
Specified oncology clinical trials	90% after in-network deductible	80% after out-of-network deductible
Note: BCBSM covers clinical trials in compliance with PPACA.		
Kidney, cornea and skin transplants	90% after in-network deductible	80% after out-of-network deductible

Mental health care and substance use disorder treatment

Note: Some mental health and substance use disorder services are considered by BCBSM to be comparable to an office visit or medical online visit. When a mental health or substance use disorder service is considered by BCBSM to be comparable to an office visit or medical online visit, we will process the claim under your office visit or medical online visit benefit.

Benefits	In-network	Out-of-network
Inpatient mental health care and inpatient substance use disorder treatment	90% after in-network deductible	80% after out-of-network deductible
Residential psychiatric treatment facility:		Unlimited days
<ul style="list-style-type: none"> covered mental health services must be performed in a residential psychiatric treatment facility treatment must be preauthorized subject to medical criteria 	90% after in-network deductible	80% after out-of-network deductible
Outpatient mental health care:		
<ul style="list-style-type: none"> Facility and clinic 	90% after in-network deductible	90% after in-network deductible in participating facilities only
<ul style="list-style-type: none"> Online visits - by physician or BCBSM selected vendor must be medically necessary 	\$10 copay per online visit	80% after out-of-network deductible
<ul style="list-style-type: none"> Physician's office 	90% after in-network deductible	80% after out-of-network deductible
Outpatient substance use disorder treatment - in approved facilities only	90% after in-network deductible	80% after out-of-network deductible (in-network cost-sharing will apply if there is no PPO network)

ADM COB-3;ADM PLAN/YR JAN;ASCMOD 8339 DRG;CB GBC ASC;CB-AMB ASC;CB-ECM-IN \$1K A;CB-ECM-ON \$2K A;CB-ET \$100 ASC;CB-OLV\$0ASC;CB-OPMN 6350 A;CBC 20%-ON ASC;CBD \$250-IN ASC;CBD \$500-ON ASC;CBOPMON 12.7K A;MOPD-2X ASC;PD-PT ASC;PD TTC \$25/\$0 A;PRX PC ASC;PRX-MM ASC

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association. Services from a provider for which there is no Michigan PPO network and services from an out-of-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.

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000007610067

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Appointments to the Livingston County Planning Commission - Board of Commissioners

WHEREAS, the terms of representatives on the Livingston County Planning Commission have expired or been vacated; and

WHEREAS, the following appointments have been recommended:

Planning Commission

Dennis Bowdoin, *Agriculture* Term expires 10.31.21

William Call, *Recreation* Term expires 10.31.21

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointments and expiration dates.

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MOVED:
SECONDED:
CARRIED:



Livingston
County

Employment Application | Submitted: 14-May-2019

AAA

Dennis Bowdoin



Livingston County Planning
Commission- Committee Seat

Job Location - Howell, MI

Department - Committee Seats

Internal Job ID - Livingston County Planning
Commission- Committee Seat

Source - Employee Referral - Kathleen Kline-
Hudson

Application Instructions

Instructions

Livingston County does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, creed, height, weight, marital status, national origin, religion, arrest record, disability or any other lawfully protected class.

- Press the **Submit Application** button when you have completed your application.

** Indicates Required Fields*

Employment History

List present position / most recent place of employment first (include full-time, part-time and volunteer).
List every promotion as a new job.

Helicopter Air Specialty Service - Current Employer

Job Title: Certified Helicopter Flight Instructor

Dates Employed From: Oct/1992

Dates Employed To: Currently Employed

Employment Length: 26 years, 7 months

Duties: Teach students how to fly Helicopters. Also manage the airport and heliport.

Supervisor Name: Self

Supervisor Title: Owner



Reason For Leaving: Currently Employed

Starting Rate of Pay: \$200.00/hr

Ending Rate of Pay: \$600.00/hr

Conway Township

Job Title: Chair of the Planning commission

Dates Employed From: Oct/1993

Dates Employed To: Jan/2019

Employment Length: 25 years, 3 months

Duties: Chair of the Planning Commission

Reason For Leaving: Wanted to get younger people on the Commission

Supervisor Name: Mike Rife

Supervisor Title: Supervisor

Address: Fowlerville Rd Conway Township, MI, 48836, UNITED STATES

Phone: 517-223-0358

Starting Rate of Pay:

\$25.00/meeting

Ending Rate of Pay:

\$58.00/meeting

Education

List below your educational background, including high school, all colleges, trade and military service schools.

none | Other

Degree: none

Major: none

Location: none, Other

Years Completed: More Than 10 Years

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Additional Questions

Additional Information |

Question	Answer	Disqualifier?
Have you ever had a state license or certification revoked and/or suspended? *	No	
If yes, please explain: *	No	

Other Information |

Question	Answer	Disqualifier?
	No	

Have you ever been convicted of a felony?	
If yes, please explain:	
Do you have any felony charges pending against you?	No
Have you ever been convicted of a crime with or without arrest? (for example: larceny, accessory to a crime, etc.) Note: Depending upon the position for which you are applying, conviction of a felony, moving traffic violations and/or a dishonorable discharge may or may not be an automatic bar to employment. All circumstances will be considered.	
Are you a veteran of the Armed Forces of the United States?	No
If yes, please give dates of duty (from-to):	
Did you receive a dishonorable discharge?	No

APPLICANT UNDERSTANDINGS AND AGREEMENTS

I certify that my answers are true and complete.

I authorize investigation of all statements, including references, contained in this application for employment as may be necessary in arriving at an employment decision. I also specifically waive any written notice requirements of Section 67 of 1978 PA 397 pertaining to disciplinary reports, letters of reprimand or other disciplinary actions. I also waive any claim against the COUNTY OF LIVINGSTON and all current or former employers arising from such investigation or disclosure, including, but not limited to, slander and libel, that may result from furnishing any information to the COUNTY OF LIVINGSTON.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, in the absence of an express written contract or agreement to the contrary; any employment relationship with the COUNTY OF LIVINGSTON is of an "at-will" nature, which means that the employee may resign at any time and the Employer may discharge employee at any time with or without cause.

The undersigned applicant agrees, authorizes and consents to the procurement of a Consumer Report and/or an Investigate Consumer Report and understands that it may contain information about the

applicant's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I certify that the COUNTY OF LIVINGSTON has provided a separate notice of my rights under the Fair Credit Reporting Act.

In the event of employment, I understand that false or misleading information given in my application or interview(s) would be grounds for discharge. I understand, also, that I am required to abide by all rules and regulations of the COUNTY OF LIVINGSTON.

I further understand that if I am offered employment, a physical which may include drug testing (at the COUNTY OF LIVINGSTON's expense) may be required, proof of educational and licensing attainment must be submitted, and if any driving will be done for the COUNTY OF LIVINGSTON purposes, I must be both eligible to drive and be qualified for insurance coverage. Employment by the COUNTY OF LIVINGSTON is conditioned upon such results being satisfactory to the COUNTY OF LIVINGSTON.

I agree that any action or suit against the COUNTY OF LIVINGSTON or its board, elected or appointed officials, officers and/or employees arising out of my application for employment, employment, or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

Hold Harmless/Indemnification for Unpaid Interns, Volunteers and Practicum Participants:

To the fullest extent permitted by law, Applicant agrees to defend, pay on behalf of, indemnify, and hold harmless Livingston County, its elected and appointed officials, employees, agents and volunteers, and others working on behalf of Livingston County against any and all claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from Livingston County, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which arises from my actions during my participation in any programs/work with Livingston County.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included in the on-line application.

☒ I agree to the above.

Signature: Dennis L. Bowdoin

Date: 14-May-2019

[Redacted Signature]

Signature

Date

Social Security Number

Date of Birth

HR Data Surveys

No HR Data Surveys

Application Status History

No Application Status Update History

Application Note History

No Application Note History

Application Viewed History

Date	Time	User
24-May-2019	8:37:13 AM	Natalie Hunt
28-May-2019	10:08:34 AM	Natalie Hunt
28-May-2019	4:41:18 PM	Natalie Hunt

Assigned to Screener History

No Assigned to Screener History

Application Email History

Date	Sender	Template Name
14-May-2019	System Generated	Thank You Email - Default Reply

Application Forward History

No Application Forward History

Natalie Hunt

From: Kathleen Kline-Hudson
Sent: Tuesday, June 18, 2019 1:52 PM
To: Natalie Hunt
Subject: FW: County Planning Commission

Hi Natalie,

I got a letter of recommendation for Bill Call, one of our candidates for the County Planning Commission. Could you please put this in each of the interviewer's packets?

Thanks,
Kathleen

From: John Enos [REDACTED]
Sent: Tuesday, June 18, 2019 9:23 AM
To: Kathleen Kline-Hudson [REDACTED]
Cc: Scott Barb [REDACTED] Rob Stanford [REDACTED] William Call [REDACTED]
Subject: [EXT] County Planning Commission

"The e-mail below is from an external source. Please do not open attachments or click links from an unknown or suspicious origin."

Good Morning Kathleen

By way of this email please consider this my strong recommendation for Bill Call to sit on the Livingston County Planning Commission. I have had the opportunity to work with Bill for more than a decade and his experience and knowledge would be an asset to the Commission. He is a certified Zoning Administrator and Citizen Planner and regularly attends training offered by the MTA and MAP to further understand the latest planning issues. In addition, he would well represent the west side of the County and the rural and agricultural issues that they are primarily wrestling with to preserve.

For more than 25 years Bill has served both Handy Township and the Village of Fowlerville as well as sitting on many Livingston County Committees and has served them well, and is greatly respected by those he has served. I cannot think of a better person to sit on the this important Commission.

John L. Enos, AICP



Ann Arbor, MI 48104



May 26, 2019

Kathleen Kline-Hudson
Director of County Planning
304 E. Grand River
Howell, MI. 48843

RE: Vacancy on Livingston County Planning Commission

Dear Ms. Kline-Hudson:

It is with considerable interest that I'm sending my resume in response to the e-mail I received from the Livingston County Department of Planning, stating a Vacancy on Livingston County Planning Commission. This appears to be an exciting opportunity, as I'm an 20 year member of the Fowlerville Community Schools Board of Education. For the past eleven years I have been the Zoning Administrator for Handy Township.

I hold a Bachelors Degree in Business Administration, from Cleary University of Howell, Michigan, and have extensive management experience and training. I have completed the Zoning Administrator Certification Program at MSU. I also have a working knowledge of Zoning Ordinance and Master Plan.

I believe that I'm particularly well qualified for this appointment and would welcome the opportunity to meet with you and your staff.

Please feel free to call me at home [REDACTED] or my office [REDACTED] or my [REDACTED] or at one of my two e-mails address [REDACTED] or [REDACTED]

Sincerely,

William F. Call
[REDACTED]
[REDACTED]

William F. Call

██████████; Phone: ██████████; Cell: ██████████
E-mail ██████████

Highlights of Qualifications:

- Successful supervisor and management experience.
- Experience in preparing comprehensive Zoning Ordinances
- Effective public presentation of plans and Zoning Ordinances.
- Highly competent professional, able to function independently, and detailed orientated.
- Excellent computer skills and personable

Professional Experience:

- Over see the work on site plans for Corporations, individuals.
- Developed training programs along with Township Planning Consultant for employees and volunteers in the areas of, Public hearings, Site Plan reviews, Zoning Board of Appeals
- Make inspections of buildings and premises necessary to carry out the duties of administration and enforcement of the Handy Township Zoning Ordinance.
- Issue and serve appearance tickets or notice of zoning ordinance violation to any person or party with respect to any violation of this Ordinance where there is reasonable cause to believe that the person or party has committed such an offense.
- Receive and review all applications for land use permits and approve or disapprove such applications based on compliance with the provisions of the Township Ordinance and shall approve issuance of the permit if the use and the requirements of this Ordinance are met.
- Assist the Township Board, Planning Commission and the Zoning Board of Appeals in the processing and administering of all zoning appeals and variances, special use permits and amendments to the Zoning Ordinance.
- Responsible for updating the Township Zoning Map and Master Plan Map and keep them current.
- Prepare and submit to the Township Board a written record of all zoning permits issued during each month.

Other duties and activities:

- Responsible for all equal employment opportunity (EEO) policies.
- Supervision of employees, administration of affirmative action policies.
- Advertisement of all marketing promotion, job openings, analyzing job applications, and interviewing applicants.
- Communication to all employees regarding company benefits.
- Evaluating employee performance and salary administration
- Member of company management team responsible for setting direction.

Education:

- Associates in Business Administration – Cleary University, Howell, MI.
- Bachelors in Marketing – Cleary University, Howell, MI.

Professional Affiliation:

- Michigan Association of Planners
- National and Michigan Cable TeleCommunications Association
- Delta Community College Curriculum Advisor
- Southeast Michigan Council of Governments
- Michigan Association of School Boards

Interest:

- Fowlerville Community School Board of Education
20 years member
6 years as Board President
- Fowlerville Village Council
14 years as a Board Trustee
6 years as Council President
- Fowlerville Business Association
- Fowlerville Volunteer Fire Department
10 years as a fire fighter
- Fowlerville Jaycee's
- Fowlerville Athletic Boosters
- Boy Scouts of America

Awards:

- Fowlerville Jaycees – Outstanding Young Man
- Outstanding Public Service Award – TNT Consortium of Saginaw County
- Michigan Association of School Boards – Certified Board Member
- National Cable Television Association – Customer Service Award
- TeleCommunications, Inc. – Safety Award

Professional Development:

- Executive Leadership and Teambuilding Process
- Zoning Administrator Certificate
- Evaluating Employee Performance
- Critical Skills for Manager Part I and II
- Interaction Management Program
- Leadership Livingston
- Michigan Chamber of Commerce – Human Resource Conference

Employment History:

- 2008 to Present - Zoning Administrator - Handy Township
- 2002 to 2008 - Marketing / Sales - Fowlerville News & Views
- 2001 to 2002 - Project Manager -Project Management Innovations - Chelsea, MI.
- 1999 to 2001 - Operations Manager - Charter Communications Inc - Whitmore Lake, MI
- 1995 to 1999 - Marketing / Sales Digitrace, Inc - Grand Blanc, MI
- 1979 to 1995 - General Manager - Tele-Communications, Inc. - St. Charles, MI

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Appointments to the Substance Use Disorder Oversight Policy Board - Board of Commissioners

WHEREAS, resolution 2014-09-268 established an agreement with The Community Mental Health Partnership of Southeast Michigan for Livingston County to have representation on the Substance Use Disorder Oversight Policy Board; and

WHEREAS, the terms of representatives have expired; and

WHEREAS, the following reappointments have been recommended:

Substance Use Disorder Oversight Policy Board
Dianne McCormick, Health Department Director, Term expires 10.1.2022
William Green, County Commissioner, Term expires 10.1.2021

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced reappointments and expiration dates.

#

MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2014-09-268

LIVINGSTON COUNTY

DATE: September 22, 2014

RESOLUTION AUTHORIZING AN ESTABLISHING AGREEMENT WITH THE COMMUNITY MENTAL HEALTH PARTNERSHIP OF SOUTHEAST MICHIGAN FOR REPRESENTATION ON THE SUBSTANCE USE DISORDER OVERSIGHT POLICY BOARD – ADMINISTRATION / GENERAL GOVERNMENT / FINANCE / FULL BOARD

WHEREAS, Section 330.1204b of Public Act 258 of 1974 enables the Michigan Department of Community Health to designate a regional community mental health entity; and

WHEREAS, Section 287 (5) of Public Act 500 of 2012 requires the department designated regional community mental health entity to establish a substance use disorder oversight policy board through a contractual agreement with each of the counties served; and

WHEREAS, the Community Mental Health Partnership of Southeast Michigan (CMHPSM) has been designated by the Michigan Department of Community Health as the community mental health entity board for Lenawee, Livingston, Monroe and Washtenaw counties; and

WHEREAS, the Oversight Policy Board membership includes FOUR members from each county served by the CMHPSM; and

WHEREAS, TWO of the FOUR members from each county to be appointed by the county Board of Commissioners with the remaining TWO members from each county appointed by the CMHPSM Regional Board as recommended by the respective Community Mental Health Boards; and

WHEREAS, the appointed members of this board will approve local funds for treatment and prevention services of substance use disorders contained in the CMHPSM budget, advise and make recommendations regarding CMHPSM's budget for substance use disorder treatment or prevention services using other non-local funding sources, advise and make recommendations regarding contracts with substance use disorder treatment or prevention services providers and perform other responsibilities as determined by the CMHPSM related to the planning and implementation of substance use disorders treatment and prevention services across the region.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners shall hereby authorize the execution of an establishing agreement between Livingston County and the Community Mental Health Partnership of Southeast Michigan, for representation by Livingston County on the Substance Use Disorder Oversight Policy Board after review and approval by Civil Counsel.

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MOVED: Commissioner Lawrence

SECONDED: Commissioner VanHouten

CARRIED: 8-0-1 Roll call vote: Ayes: Lawrence, Green, Domas, VanHouten, Parker, Williams, Griffith, Childs; Nays: None; Absent: Dolan



September 2, 2014

Belinda Peters
County Administrator
Livingston County
304 E. Grand River Avenue - Ste. 202
Howell, MI 48843

ADMINISTRATION

705 N. Zeeb Rd.
Ann Arbor, Michigan 48103
Phone (734) 222-3806
FAX (734) 222-3844

Mary O'Hare
Managing Director, CMHPSM

Marci Scalera
SUD Director, CMHPSM

BOARD MEMBERS

Judy Ackley
Peg Ball
Barbara Levin Bergman
Thomas Biggs
Lisa Berry-Bobovski
Gregory Lane
Sandra Libstorff
Charles Londo
Melnee McPherson
Jan Plas
Barbara Spalding
Ralph Tillotson
Bob Wilson

RE: Regional Establishing Agreement

Dear Ms. Peters,

This is to inform you that effective October 1, 2014, the Community Mental Health Partnership (CMHPSM) will be statutorily responsible for the administration of the former Substance Use Disorders (SUD) Coordinating Agency. Under Section 287 (5) of Public Act 500 of 2012, the CMHPSM has developed an "establishing agreement" that creates the required Oversight Policy Board (OPB) in which members from each of the four counties in the region will have representation.

This agreement requests that the County Board of Commissioners appoint two members to the OPB. There will be two additional representatives identified by the Livingston County CMH Board. These individuals will join representatives from Lenawee, Monroe and Washtenaw Counties to form the OPB, which will be responsible for making recommendations to CMHPSM Board on matters related to Substance Use Disorders, treatment, prevention and recovery services. They will have the authority to direct the expenditures of local funds, specifically, PA 2 liquor tax funds that are directed to the region.

The CMHPSM has requested that at least one member of the OPB from each county represent the recovery community, in particular, a person who is in recovery. Other members of the OPB should be a representation of various community members, public health, human service agencies, education, criminal justice, and county government or commissioners. There will be an effort to coordinate membership across the region to meet this requirement.

We look forward to meeting with you and the Livingston County Board of Commission to continue the great relationship that we have enjoyed in prior years.

Please feel free to contact me should you have any questions.

Sincerely,

Marci Scalera

Marci Scalera, LMSW, ACSW
Community Mental Health Partnership of Southeast Michigan



Medical–Marketing Results

Livingston County | Effective January 1, 2020

July 25th, 2019

Prepared by Aon
U.S. Health Solutions
Presentation to Livingston County





Marketing Overview

- Vendor Participation Summary
- Financial Summary
- Discount Analysis
- Plan Design Summary
- Network Access / Provider Disruption

Vendor Participation Summary

Product	Design	BCBS of Michigan	Aetna	Cigna	Health Alliance Plan (HAP)	Priority Health Plan	UMR
Medical POS/PPO (In/Out-of-Network)	PPO Plan	Quoted	Declined	Declined	Declined	Declined	Quoted

ASO Fee Exhibit

ASO Fee Exhibit		BCBS of Michigan				UMR		
Frequency		Monthly (PEPM)						
Total Employees Enrolled		550						
Employee Class		All Eligible Employees						
Fee		Year 1 Mature	Year 2 Mature	Year 3 Mature	Year 1 Mature	Year 2 Mature	Year 3 Mature	
Basic Service Fee		\$74.37	TBD	TBD	\$34.84	\$34.84	\$35.72	
Claims Admin - Medical Only		\$0.00			\$0.00	\$0.00	\$0.00	
Claims Fiduciary		\$0.00			\$0.00	\$0.00	\$0.00	
HSA Fee		\$2.95			\$0.00	\$0.00	\$0.00	
HSA Debit Card		\$0.00			\$0.00	\$0.00	\$0.00	
Standard Reporting Package		\$0.00			\$0.00	\$0.00	\$0.00	
Reporting		\$0.00			\$0.00	\$0.00	\$0.00	
Disease Management		\$0.00			\$3.85	\$3.85	\$4.04	
Tobacco Cessation		\$0.00			\$0.00	\$0.00	\$0.00	
Wellness Program		\$1.54			\$3.95	\$4.10	\$4.20	
Rx Rebate Credit		\$0.00			\$0.00	\$0.00	\$0.00	
Case Management		\$0.00			\$2.00	\$2.00	\$2.10	
24/7 Nurseline		\$0.00			\$0.50	\$0.50	\$0.53	
Plan Setup Fee		\$0.00			\$0.00	\$0.00	\$0.00	
Claims Run Out		\$0.00			\$0.00	\$0.00	\$0.00	
Rx Carve Out Fee		\$5.00			\$0.50	\$0.50	\$0.53	
Third Party Rx Integration (carve out)		\$0.00			\$0.50	\$0.50	\$0.53	
Stop Loss Carve Out Fee		\$8.00			\$2.00	\$2.00	\$2.25	
Health Risk Assessment		\$0.00			\$0.00	\$0.00	\$0.00	
Consumer Decision Tool		\$0.00			\$1.75	\$1.75	\$1.75	
Online Visits		\$0.20			\$0.00	\$0.00	\$0.00	
Total Fees		\$76.11 ^{2,3,4}	TBD	TBD	\$49.89	\$50.04	\$51.65	

1. BCBSM did not provide a year 2 or year 3 guarantee.
2. \$76.11 does not include Rx carve out or Stop Loss carve out; should Livingston County carve out Rx, these fees would apply.
3. Does not include HSA fee (charged to Livingston County for each HSA contract).
4. BCBSM offered a one-time \$40,000 retention credit on the 2020 renewal.

Discount Analysis

Aon Health Plan Discount Database

Discount Summary for Livingston County

PMSA / HVI / State	Covered Employees	Provider Type	Projected 010118-123118		Projected 010118-123118	
			BCBS	UHC	UHC	POS02CHOICEPLU SNBR
			PPO01	CPLUS		

All Sample Areas (weighted averages)

589	Inpatient Facility Discount	46%	41%	42%
	Outpatient Facility Discount	64%	44%	46%
	Lab/Radiology Discount	68%	54%	55%
	Professional Discount	45%	48%	48%
	Total Discount (In-Network)	55%	46%	47%
	Assumed Network Utilization	99%	90%	90%
	Out of Network Discount	15%	26%	26%
	Credibility Score	1.0000	0.9795	0.9795

Total Discount: Low Estimate	43%	44%
Total Discount: Average Estimate	44%	45%
Total Discount: High Estimate	45%	46%

Claim Cost Relativities

Relative Cost Factor (allowed charges)

Total % of client population used in calculating ranking	1.00	1.23	1.21
Rank	1	3	2

Provider Disruption—All Provider Types

Network Indicator		Category	BlueCard PPO with BCBSM		UHC Choice Plus with Cofinity	
			Count	% of Total	Count	% of Total
Current In-Network (IN)	Stayed IN	Count of Records	4,347	100.0%	4,034	92.8%
		Total Members	10,624	100.0%	9,565	90.0%
		Total Services	41,963	100.0%	36,661	87.4%
		Total Paid	\$5,554,567	100.0%	\$4,926,785	88.7%
	Disrupted (moved to OON)	Count of Records			313	7.2%
		Total Members			1,059	10.0%
		Total Services			5,302	12.6%
		Total Paid			\$627,782	11.3%
Current Out-of-Network (OON)	Stayed OON	Count of Records	28	100.0%	13	46.4%
		Total Members	39	100.0%	19	48.7%
		Total Services	282	100.0%	110	39.0%
		Total Paid	\$11,977	100.0%	\$4,037	33.7%
	Gained (moved to IN)	Count of Records			15	53.6%
		Total Members			20	51.3%
		Total Services			172	61.0%
		Total Paid			\$7,939	66.3%
Total Net Results	IN	Count of Records	4,347	99.4%	4,049	92.5%
		Total Members	10,624	99.6%	9,585	89.9%
		Total Services	41,963	99.3%	36,833	87.2%
		Total Paid	\$5,554,567	99.8%	\$4,934,724	88.6%
	OON	Count of Records	28	0.6%	326	7.5%
		Total Members	39	0.4%	1,078	10.1%
		Total Services	282	0.7%	5,412	12.8%
		Total Paid	\$11,977	0.2%	\$631,819	11.4%

Please Note: The percentage of disruption is relative to only the in-network claims and the percentage of gain is relative only to the out-of-network claims; therefore, the percentages are not additive.

Detailed Negative Disruption

Network Indicator		Category	BlueCard PPO with BCBSM		UHC Choice Plus with Cofinity	
			Count	% of Total	Count	% of Total
Professional / Physician Providers	Stayed IN	Count of Records	4,222	100.0%	3,916	92.8%
		Total Members	9,283	100.0%	8,260	89.0%
		Total Services	39,075	100.0%	33,828	86.6%
		Total Paid	\$2,560,731	100.0%	\$2,185,408	85.3%
	Disrupted (moved to OON)	Count of Records			306	7.2%
		Total Members	Not Applicable		1,023	11.0%
		Total Services			5,247	13.4%
		Total Paid			\$375,323	14.7%
Inpatient Providers	Stayed IN	Count of Records	26	100.0%	24	92.3%
		Total Members	75	100.0%	71	94.7%
		Total Services	80	100.0%	76	95.0%
		Total Paid	\$1,403,077	100.0%	\$1,266,094	90.2%
	Disrupted (moved to OON)	Count of Records			2	7.7%
		Total Members	Not Applicable		4	5.3%
		Total Services			4	5.0%
		Total Paid			\$136,982	9.8%
Outpatient Providers	Stayed IN	Count of Records	99	100.0%	94	94.9%
		Total Members	1,266	100.0%	1,234	97.5%
		Total Services	2,808	100.0%	2,757	98.2%
		Total Paid	\$1,590,759	100.0%	\$1,475,283	92.7%
	Disrupted (moved to OON)	Count of Records			5	5.1%
		Total Members	Not Applicable		32	2.5%
		Total Services			51	1.8%
		Total Paid			\$115,476	7.3%

Please Note: The percentage of disruption is relative to only the in-network claims and the percentage of gain is relative only to the out-of-network claims; therefore, the percentages are not additive.



Appendix

- Performance Guarantees
- Shared Savings
- Credits and Allowances
- Underwriting Assumptions
- Transparency and Disclosure Vendor Financial Ratings Exhibit

Performance Guarantees—UMR

Performance Guarantees		UMR	
		Agree/Disagree	Percentage at Risk
General Your responses to the Performance Guarantee standards listed below will be specific to this client, not your comparable book of business		Agree	Please refer to the Claims Performance Guarantee submitted electronically by the sales team for all definitions and specifics.
Implementation 1. Meeting deadlines set forth in Implementation Schedule Guarantee Description: Implementation overall satisfaction Measurement Criteria: Subjective evaluation - 3.0 2. ID Cards Guarantee Description: 100% mailed within 10 business days after final member eligibility is received, system loaded and passes a quality assurance check. Measurement Criteria: Date ID Cards are mailed 3. Maintenance ID Cards Guarantee Description: 100% mailed within 5 business days Measurement Criteria: Date ID Cards are mailed 4. "Electronic Claim Ready Date" Guarantee Description: Electronic Claim Ready by the effective date or within 18 business days after account structure is entered into the system, final member eligibility is received, and benefit plan design is finalized. Measurement Criteria: Date plan benefits and employee and dependent eligibility data is system loaded 5. Customer Service AE Ready Guarantee Description: Customer Service Unit Ready to Receive Calls During Annual Enrollment. Measurement Criteria: CSU Reps trained on SCBA plans in time for AE 6. Medical Eligibility File Loading Guarantee Description: Load all medical eligibility files to eligibility system within 3 business days of receipt. This is applicable to electronic file loads only, does not apply to paper eligibility. Measurement Criteria: Elapsed time from date file received to the date upon which the file is loaded to the eligibility system.	Disagree Agree Disagree Disagree Disagree Disagree		
Claims Operations 1. Claims with no member contact: Percent of claims paid without member contact. Guarantee Description: 92% Measurement Criteria: Team Level 2. Time to Pay: percent of claims paid in 10 business days Guarantee Description: 94% in ten business days Measurement Criteria: Team Level 3. Time to Pay: percent of claims paid in 10 business days Guarantee Description: 99% in twenty business days Measurement Criteria: Team Level 4. Financial Accuracy: percent of submitted charges processed correctly Guarantee Description: 99.25% Measurement Criteria: Team Level 5. Overall Accuracy: frequency measure of all error types; this is measured by dividing the weighted number of claims processed without any type of error by the total number of claims in the population; Aon's minimum satisfactory goal is 96.0% Guarantee Description: 96% Measurement Criteria: Team Level 6. Claim Adjustment Time: Percentage of claim adjustment requests processed in 5 business days or less. Guarantee Description: 90% in 5 business days Measurement Criteria: Team Level	Disagree Disagree Disagree Agree Disagree Disagree	3%	

Performance Guarantees—UMR

Performance Guarantees		UMR	
		Agree/Disagree	Percentage at Risk
Customer Phone Service			
1. Telephone Service Factor. Guarantee Description: 85% of calls answered in 30 seconds or less Measurement Criteria: Team Level		Disagree	
2. Abandonment Rate. Guarantee Description: 2% Measurement Criteria: Team level based on automated telephone system.		Disagree	
3. First Call Resolution (One & Done) Guarantee Description: 85% resolved in first call w/ a 45 business day look back and forward for repeat calls Measurement Criteria: Account Level		Disagree	
4. Customer Service Quality Score Guarantee Description: 92% Measurement Criteria: Team Level		Disagree	
Employee Satisfaction Survey			
1. Overall Employee Satisfaction. Guarantee Description: Satisfactory results as defined and agreed upon on member satisfaction survey. Measurement Criteria: By Operations standard survey.		Disagree	
Customer Satisfaction Survey			
1. Claimant & Customer Overall Satisfaction Guarantee Description: Score of Completely Satisfied, Very Satisfied, or Somewhat Satisfied. Measurement Criteria: Account Management Team Scorecard.		Disagree	
Additional Guarantees			
Please put any additional guarantees here			

Shared Savings

Service	BCBS of Michigan				UMR			
	% of Recovery	Performed In-House or Subcontracted?	If Subcontracted please identify subcontracted vendor	If Subcontracted please break out the percentage that goes to the subcontracted vendor	% of Recovery	Performed In-House or Subcontracted?	If Subcontracted please identify subcontracted vendor	If Subcontracted please break out the percentage that goes to the subcontracted vendor
Shared Savings								
Subrogation	30%	In-House			30%	In-House		
Supplemental Network Savings		In-House			30%	Subcontracted	CERIS	
Hospital Bill Review (for non-contracted claims)	30%	Subcontracted	Equian			Subcontracted	Proprietary Information	
Professional Fee Negotiation	30%	Subcontracted	Multiplan		30%	Subcontracted	Optuminsight	
Hospital/Professional Bill Audit		In-House			20%	Subcontracted	Proprietary Information	
DRG Validation and Appeals		In-House				In-House		
Inpatient Admission Retrospective Review	30%	Subcontracted	Cotility and Equian			In-House		
Medical Implant Device Audits		In-House				In-House		
COB Vendor Recovery	30%	Subcontracted	Equian			In-House		
Secondary Vendor Recovery		In-House				In-House		
Provider Credit Balance Recovery	30%	Subcontracted	CDR		20%	In-House		
Pharmacy Vendor Recovery	0%	Subcontracted	Express Scripts			In-House		
Class Action Recovery		In-House				In-House		
Dental Network Savings Program		In-House				In-House		
Eligibility Overpayment Recovery	30%	Subcontracted	Equian			In-House		
Fraud and Abuse Management	30%	In-House				In-House		
Facility Reasonable & Customary Bill Management	30%	Subcontracted	Equian		30%	In-House		
Facility Fee Negotiation	30%	Subcontracted	Multiplan		30%	Subcontracted	CERIS	
Mental Health Substance Abuse Capitation		In-House				In-House		

Underwriting Assumptions

Underwriting Assumptions	BCBS of Michigan	UMR
Minimum Enrollment Requirements	50%	0 %
Minimum Employer Contribution Levels	0 %	0 %
Enrollment Deviations +/- 15%	+/- 10%	+/- 15%
Implementation/Renewal	\$0	\$0
Full Replacement/Sliced Business	Full Replacement	Full Replacement
Maximum Cobra %	0%	100%
Retiree Coverage Offered	Yes	Yes
Early Termination Fee	No	Yes
If yes, please include the fee and the timeline		<p>UMR is offering a waiver for the first 2 months of fees for all UMR medical services sold on a PEPM Basis (excluding commission).</p> <p>Conditions:</p> <ul style="list-style-type: none"> - Requires a two year agreement. Early termination is subject to the early termination penalty outlined below. - Assumes an enrolled subscriber count within 15% of the quoted subscriber count of 551. - Assumes an effective date of 1/1/2020. - 2 month fee waiver is calculated after any credits are applied.
		<p>Early termination penalty:</p> <p>Termination prior to 1/1/2021 = 100% of fees waived</p> <p>Termination prior to 1/1/2022 = 50% of fees waived</p> <p>***On Re Rate Percentage below - the rate would change depending on the enrollment change - it is not a fixed number.</p>
Rate Guarantee Period	1 Year	3 Years
Re Rate Percentage Based on Enrollment Changes	10 %	0%

Transparency and Disclosure: Vendor Financial Ratings Exhibit

- Aon does not guarantee the financial stability or claims-paying ability of the insurance companies analyzed in RFPs/bids or renewals; It is Aon's policy to obtain rating agency information about existing and potential insurance companies, and to communicate that information, along with Aon's own Market Security authorization status, to clients at the point of bid or renewal; We recommend that our clients rely on these published financial ratings along with their analysis of benefits, rates, quality, and customer service in selecting a quality, well-rated vendor.
- Published insurance financial strength ratings are not available for insurance companies included in this report with a notation of "not rated"; Not all insurance companies are rated by the rating agencies; therefore, Aon cannot provide you with information on their financial or claims payment ability; Aon obtains financial ratings for insurance companies from A.M. Best, Standard & Poor's, Fitch and Moody's (if rated).
- Aon and/or its affiliates may from time to time maintain contractual relationships with the insurers, which may be recommended as potential markets, or with whom your coverage may ultimately be placed; Further details concerning Aon's relationship with insurance carriers can be found at.

<http://www.aon.com/about-aon/corporate-governance/guidelines-policies/market-relationship.jsp>

Transparency and Disclosure: Vendor Financial Ratings Exhibit

	A.M Best Rating Status	Standard & Poor's Rating Status	Aon Market Security Authorization Status
Blue Cross Blue Shield of Michigan Mutual Insurance Company (Blue Care Network of Michigan)	A-	NR	Authorized
UnitedHealthcare Insurance Company (Unimerica Insurance Company)	A g	AA-	Authorized

***Please Note:** Aon's Market Security Department reviews insurance carriers in order to determine their financial stability based upon several criteria, including ratings by industry-recognized financial ratings agencies. If a carrier is chosen who does not meet Aon's Market Security standards or who has not been reviewed, a letter will be sent around the time of binding indicating the status as not authorized.

Transparency and Disclosure: Vendor Financial Ratings Exhibit

	A.M. BEST	STANDARD & POOR'S	MOODY'S	FITCH
Rating	Indicates a company's relative financial strength and its ability to meet its contractual obligations	Indicates a company's capacity to meet insurance policy obligations.	Indicates a company's relative financial strength and ability to meet policy-owner obligations and claims	Indicates a company's ability to pay claims on a timely basis, based on long-term solvency & ability to maintain adequate liquidity & includes evaluation of company's asset & liability management practices.
Modifiers	Ratings may be modified by + or - signs to show relative standing of insurer in rating categories A through C.	Ratings may be modified by + or - signs to show relative standing of insurer in rating categories AA through CCC	1. Company ranks in higher end of its generic rating category. 2. Mid-range ranking. 3. Lower-end ranking	Ratings may be modified by + or - signs to show relative standing of insurer in rating categories AA through B.
	Ratings modifiers are assigned to identify companies whose rating opinions are Under review (u) & may be subject to near-term change; or Qualified (q), which may be assigned to HMOs whose ratings are based solely on quantitative analysis. Affiliation codes are based on Group (g), Pooling (p) or Reinsurance (r) affiliation with other insurers. In addition, there are Not Rated Categories & Financial Size Categories.	'pi' Ratings, denoted with a 'pi' subscript, are Insurer Financial Strength Ratings based on an analysis of an insurer's published financial information and additional information in the public domain. They do not reflect in-depth meetings with an insurer's management and are therefore based on less comprehensive information than ratings without a 'pi' subscript.		

Transparency and Disclosure: Vendor Financial Ratings (Scale)

A.M. BEST		STANDARD & POOR'S		MOODY'S		FITCH	
Secure		Secure		Secure		Secure	
A++, A+	Superior	AAA	Extremely Strong	Aaa	Exceptional	AAA	Exceptionally Strong
A, A-	Excellent	AA	Very Strong	Aa	Excellent	AA	Very Strong
B++, B+	Very Good	A	Strong	A	Good	A	Strong
Vulnerable		BBB	Good	Baa	Adequate	BBB	Good
B, B-	Fair	Vulnerable		Vulnerable		BB	Moderately Weak
C++, C+	Marginal	BB	Marginal	Ba	Questionable	B	Weak
C, C-	Weak	B	Weak	B	Poor	CCC, CC, C	Very Weak
D	Poor	CCC	Very Weak	Caa	Very Poor	DDD, DD, D	Distressed
E	Under regulatory supervision	R	Regulation supervision	Ca	Extremely Poor		
F	In Liquidation	NR	Not Rated	C	Lowest		
S	Rating Suspended						

ASO Fee Exhibit

ASO Fee Exhibit	BCBSM	UMR		
Frequency	Monthly (PEPM)			
Total Employees Enrolled	550			
Employee Class	All Eligible Employees			
Fee	Year 1 Mature ¹	Year 1 Mature	Year 2 Mature	Year 3 Mature
Basic Service Fee	\$74.37	\$34.84	\$34.84	\$35.72
Disease Management	\$0.00	\$3.85	\$3.85	\$4.04
Wellness Program	\$1.54	\$3.95	\$4.10	\$4.20
Case Management	\$0.00	\$2.00	\$2.00	\$2.10
24/7 Nurseline	\$0.00	\$0.50	\$0.50	\$0.53
Total Fees	\$76.11 ^{2,3}	\$49.89	\$50.04	\$51.65
Total Annual Fixed Cost	\$502,326	\$329,274	\$330,264	\$340,890
Credits ⁴	(\$100,000)	\$0	\$0	\$0
Annual Net Cost	\$402,326	\$329,274	\$330,264	\$340,890

Notes:

1. BCBSM did not provide a year 2 or year 3 guarantee.
2. \$76.11 does not include Rx carve out or Stop Loss carve out; should Livingston County carve out Rx, these fees would apply.
3. Does not include HSA fee (charged to Livingston County for each HSA contract).
4. **BCBSM offered a one-time \$40,000 retention credit on the 2020 medical renewal. BCBSM also agreed to a \$60,000 retention credit on the 2020 Rx renewal assuming all BCBSM business renews for 1/1/20.**