

FINANCE COMMITTEE AGENDA

November 20, 2019

7:30 AM

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

Pages

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
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Meeting minutes dated: November 6, 2019
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Resolution Authorizing the Concept and Commitment of Resources and Funds to Meet the Existing and Future Needs for the Livingston County Senior Nutrition Meals on Wheels Program as Outlined in Goal #1 Sustainable Services in the Livingston County Strategic Plan
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6. **CALL TO THE PUBLIC**
7. **REPORTS**
 - 7.1 **Imminent Danger Order Update**

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11.	PREAUTHORIZED	
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12.	CALL TO THE PUBLIC	
13.	ADJOURNMENT	

FINANCE COMMITTEE

MEETING MINUTES

November 6, 2019, 7:30 a.m.

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

Members Present Douglas Helzerman, Kate Lawrence , William Green , Wes Nakagiri, Donald Parker, Robert Bezotte, Dennis Dolan , Gary Childs

Members Absent Carol Griffith

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner D. Helzerman at 7:30 a.m.

2. ROLL CALL

Indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: October 23, 2019

Motion to approve the minutes as presented.

Moved by: K. Lawrence

Seconded by: G. Childs

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the agenda as amended to include Resolution to Provide a Grant to Meet the Existing and Future Needs for the Livingston County Senior Nutrition Meals on Wheels Program as Outlined in Goal #1 Sustainable Services in the Livingston County Strategic Plan as agenda item #8.8.

Moved by: D. Dolan

Seconded by: W. Green

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

6. CALL TO THE PUBLIC

Elizabeth Hundley, County Clerk, commented regarding the Special Election on November 5th.

Roberta Sacharski, Trial Court Administrator, commented regarding the recommended 2020 Budget, agenda item 8.1.

7. REPORTS

7.1 Employee Recognition - 3rd Quarter 2019

Jennifer Slater, Human Resources Generalist, reviewed the Employee Recognition Program. Commissioner D. Helzerman presented the award to Dawn Ducett, Chief Account Clerk.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Board of Commissioners

Resolution Adopting the 2020 Livingston County Budget - Board of Commissioners
Recommend Motion to the Board of Commissioners.

Cindy Catanach, Acting County Administrator, presented the resolution, reviewed the approved budget process, and changes from Level 4.

Moved by: G. Childs

Seconded by: K. Lawrence

Amendment: Motion to amend the Board of Commissioners budget to include the purchase of an annual license for Adobe Acrobat Pro for any commissioner requesting it, for a maximum cost of \$1,618.92.

Moved by: W. Nakagiri

Seconded by: R. Bezotte

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Amendment Carried (8-0-1)

Amendment: Motion to amend the resolution to include the following statement "Be it further resolved that Livingston County Courts are required to provide data collected and reports compiled (e.g. with the Judicial Data Warehouse) upon request of any member of the Livingston County Board of Commissioners. These reports/data will include, but is not limited to, any reports/data dealing with current and/or historical caseloads, case types, staffing levels, org charts, court schedules, court dockets, court costs, fines, fees, statistics/reports provided to the State Court Administrative Office, etc. Any data or reports provided will be public and therefore identifying information should be removed."

Moved by: W. Nakagiri

Seconded by: R. Bezotte

Discussion.

Yes (1): W. Nakagiri

No (7): D. Helzerman, K. Lawrence , W. Green , D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Amendment Failed (1-7-1)

Amendment: Motion to amend the resolution to include the following statement "Be it further resolved that a hiring freeze is enacted for all Court positions funded by the General Fund. All vacancies that occur during this hiring freeze are hereby declared to be a position reduction on the Authorized & Funded Employee List for each such vacated position and funding shall be removed from the Court's budget. Said vacated position shall not be filled until the following conditions have been met: 1) A review of staffing by consultant 2) by specific Board authorization.

Moved by: W. Nakagiri

Seconded by: D. Parker

Yes (2): W. Nakagiri, and D. Parker

No (6): D. Helzerman, K. Lawrence , W. Green , R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Amendment Failed (2-6-1)

Yes (7): D. Helzerman, K. Lawrence , W. Green , D. Parker, R. Bezotte, D. Dolan, and G. Childs

No (1): W. Nakagiri

Absent (1): C. Griffith

Motion Carried (7 to 1)

8.2 Court Administration

Resolution Authorizing an Agreement with Thomson Reuters to Provide Online Legal Research Services (Westlaw)

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: K. Lawrence

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

8.3 Building Department

Resolution Amending Resolution 2019-08-118 the Upgrade of the IVR System and Purchase of SelectXT Module from Selectron Technologies

Recommend Motion to the Board of Commissioners.

Moved by: D. Dolan

Seconded by: R. Bezotte

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

8.4 Treasurer

Resolution Amending 2013-11-345 to Remove the Dog Licensing Late Fee from the County's Fee Structure

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: G. Childs

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

8.5 Treasurer

Resolution Authorizing the County Treasurer to Establish Fund 272 US Treasury Equitable Sharing

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: R. Bezotte

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

8.6 LETS

Resolution Authorizing Updated LETS Drug and Alcohol Policy

Recommend Motion to the Board of Commissioners.

Moved by: R. Bezotte

Seconded by: D. Dolan

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

8.7 Health Department

Resolution Authorizing Livingston County Health Department to Enter into an Agreement with Washtenaw County Public Health to Share Medical Director Services

Recommend Motion to the Board of Commissioners.

Moved by: G. Childs

Seconded by: K. Lawrence

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

8.8 Board of Commissioners

Resolution to Provide a Grant to Meet the Existing and Future Needs for the Livingston County Senior Nutrition Meals on Wheels Program as Outlined in Goal #1 Sustainable Services in the Livingston County Strategic Plan

Recommend Motion to the Board of Commissioners.

Discussion

Moved by: R. Bezotte

Seconded by: D. Dolan

Absent (1): C. Griffith

Motion to post pone the resolution until the next Finance Committee meeting on November 20, 2019.

Moved by: W. Green

Seconded by: K. Lawrence

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

9. CLAIMS

Miscellaneous Claims Dated: November 6, 2019

Recommend Motion to the Board of Commissioners.

Moved by: K. Lawrence

Seconded by: R. Bezotte

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan, and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

10. PREAUTHORIZED

Computer Print-out Dated: October 24 through November 6, 2019

Recommend Motion to the Board of Commissioners.

Moved by: W. Green

Seconded by: G. Childs

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan , and G. Childs
Absent (1): C. Griffith

Motion Carried (8-0-1)

11. CALL TO THE PUBLIC

Greg Kellogg, LETS & Car Pool Director, spoke to note that 5 of 13 steps of the Transportation Master Plan have been implemented, and appreciated Commissioner Childs bringing the resolution for the millage to the General Government & Health and Human Services Committee on November 4, 2019.

Roberta Sacharski, Trial Court Administrator, thanked committee members for their decision on the 2020 Budget.

12. ADJOURNMENT

Motion to adjourn the meeting at 9:15 a.m.

Moved by: K. Lawrence

Seconded by: W. Green

Yes (8): D. Helzerman, K. Lawrence , W. Green , W. Nakagiri, D. Parker, R. Bezotte, D. Dolan , and G. Childs

Absent (1): C. Griffith

Motion Carried (8-0-1)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Concept and Commitment of Resources and Funds to Meet the Existing and Future Needs for the Livingston County Senior Nutrition Meals on Wheels Program as Outlined in Goal #1 Sustainable Services in the Livingston County Strategic Plan - Board of Commissioners

WHEREAS, Community Outreach Services Corporation (COSC) has been operating the Meals On Wheels (MOW) program for Livingston County since 1991, and is the sole provider of Meals On Wheels for both Livingston and Western Oakland County; and

WHEREAS, COSC currently operates out of Hartland Educational Support Service Center in Livingston County to administer, prepare, pack and distribute the meals in the school's hallways. They have recently been informed by Hartland Educational Support Service Center that their space will be reduced for the MOW program, which will negatively impact the already over-capacity operation of the program; and

WHEREAS, COSC has a need for a new permanent facility to operate the MOW program for the Livingston County community and has identified land in Hartland, Michigan to build a facility to be owned by COSC for the operation of the MOW Program, and in the event of an emergency, to use the facility as a crisis center for food service; and

WHEREAS, COSC has proposed a plan for the purchase of land and construction of a new facility for COSC to operate the MOW program and requires a financial commitment from Livingston County to be able to move forward with the project; and

WHEREAS, the proposal, contingent on funding from both COSC and Livingston County, is as follows:

- Livingston County would need to apply for and administer a CDBG grant with Michigan Economic Development Council (MEDC) for \$1,000,000 for the purpose of obtaining land and constructing a new MOW facility. The grant requires an equal cash match of \$1million dollars.
 - The cash match proposed is comprised of the following:
 - Livingston County will commit \$500,000 to contract with COSC to provide services to the citizen of Livingston County. The terms of such contract will be developed by Livingston County legal counsel and will contain language safeguarding the County's interest if the building is sold or the program ends.
 - COSC will apply for Community catalyst loan of \$250,000
1. COSC will provide cash of \$250,000.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners authorizes the County to apply for CDBG grant funds from Michigan Economic Development Council in the amount of

\$1,000,000 for the purpose of constructing a new facility for COSC to administer the Meals on Wheels program for the citizens of Livingston County.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners agree with the concept of contracting with COSC in the amount of \$500,000 to provide services to the citizens of Livingston County, as allowable under the Activities or Services for Older Persons Act (MCL 400.573). The Board of Commissioners acknowledge the funds will be used as matching funds for the CDBG Grant mentioned above and are contingent on the actual award of the grant for the construction of a new facility for COSC to administer the MOW program in Livingston County.

BE IT FURTHER RESOLVED that upon award of the grant the acceptance of the grant and the details of the contract for services with COSC will come back to the Board of Commissioners for review and authorization.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Ennis Center for Children, Inc. to Provide Juvenile Specialized Treatment Services for the 44th Circuit Court, Juvenile Division – Juvenile Court

WHEREAS, Livingston County has a need for specialized treatment services for youth in the Juvenile Court; and

WHEREAS, there is not a contract in place for this service; and

WHEREAS, in accordance with the County’s Procurement Policy, a formal bid process was performed and Ennis Center for Children, Inc. submitted a proposal to provide juvenile specialized treatment service for the 44th Circuit Court, Juvenile Division for the period of January 1, 2020 through September 30, 2021, with the option of renewal for up to four (4) additional one-year periods; and

WHEREAS, the amount of the contract will not exceed \$20,000 per year with services at the following rates:

<i>Description of Service</i>	<i>Duration of Service</i>	<i>Price Per Service</i>
Intake Assessment	Through Completion	\$125.00
Group Therapy (Min: 3; Max: 8)	1.5 hour	\$175.00
Individual or Family Counseling (Office)	1 hour	\$75.00
Individual or Family Counseling (In Home)	1 hour	\$95.00
Case Planning Meetings	1 hour	\$50.00
Risk Assessment	Through Completion	\$500.00

WHEREAS, funding for treatment services for the 44th Circuit Court, Juvenile Division were budgeted and approved as part of the 2019/2020 Child Care Fund budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into a contract with Ennis Center for Children, Inc. located at 129 E. Third Street, Flint, MI 48502 to provide specialized treatment services in accordance with RFP-LC-19-25 for the period of January 1, 2020 through September 30, 2021, with the option of renewal for up to four (4) additional one-year periods at the rates noted above.

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 upon review and/or preparation of Civil Counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendment necessary to effectuate the above award.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY TRIAL COURTS
JUVENILE & PROBATE DIVISIONS

204 S. Highlander Way Suite 3 Howell, MI 48843

Phone 517-540-7739 Cell 734-260-0906

Email: dshaw@livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Deborah Shaw, Juvenile & Probate Court Administrator
Date: November 25, 2019
Re: Resolution Authorizing an Agreement with Ennis Center for Children, Inc. to provide juvenile specialized treatment services for the 44th Circuit Court, Juvenile Division

The attached resolution authorizes an agreement with Ennis Center for Children, Inc. for the period of January 1, 2020 through September 30, 2021, with the option of renewal for up to four (4) additional one-year periods to provide specialized treatment services for youth with sexually maladaptive behaviors, and their families, in the Livingston County Juvenile Court. Currently, there is not a contract for this service; however, grant funding has provided this service for over ten years.

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 11 organizations were sent the solicitation directly. As a result, the solicitation reached a large group of potentially qualified therapists. Even though only one (1) submission was received, the evaluation committee believes that the process created a system of free and open competition. A thorough appraisal of the proposal and a comparison to negotiated rates for similar therapeutic services led the evaluation committee to recommend Ennis Center for Children, Inc. be awarded this contract.

Funding for this contract will not exceed \$20,000 per year. Funding is available in 2019/2020 Child Care Fund Budget for the period of January 1, 2020 – September 30, 2020.

If you have questions regarding this matter, please contact me. Thank you for your consideration and continued support of the Livingston County Trial Courts.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Purchase and Installation of a Camera System for the Judicial Center and Brighton Court - Court Central Services

WHEREAS, the Courts have identified security in and around the Court offices to be a priority; and

WHEREAS, the Courts have determined that adding and replacing cameras to the current system for additional video surveillance is a top priority and agrees with the County IT department’s recommendation to use the County’s current vendor of physical security, Identify; and

WHEREAS, the project includes 21 cameras throughout the interior and exterior of the Judicial Center and 2 cameras in the Courtroom at Brighton District Court and installation services at a cost not to exceed \$41,998; and

WHEREAS, funding for this project is available in the Court’s 2019 budget

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase of cameras and installation services from Identify in an amount not to exceed \$41,998

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

#

MOVED:
SECONDED:
CARRIED:

Expiry Date: 2/8/2020

Account Manager: Robert Suszynski

To:

 LIVINGSTON COUNTY
 304 E Grand River
 Suite 101
 Howell, Michigan 48843
 United States
 Attn:Richard Malewicz

Notes:

 Livingston County Judicial Center
 Interior Analytic Cameras
 13 4MP Cameras
 Court Rm 1 - 2 New
 Court Rm 2 - 2 New
 Court Rm 3 - 2 New
 Court Rm 4 - 2 New
 Court Rm 5 - 2 New
 Add camera at end of hall near court 1
 Brighton Court - 2 New
 Exterior Analytic Cameras
 2 MultiSensor Cameras with 4 - 8MP lenses
 4 MultiSensor Cameras with 3 - 8MP lenses
 2 Bullet Camera with 9-22 mm 5MP lenses
 2 Bullet Cameras with 4.9-8 mm 8MP lenses
 Installation and cabling of cameras.
 POE Networking Switches and Programming by
 Livingston IT

LINE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	13.00	4.0C-H5A-D1-IR 4.0 MP WDR, LightCatcher, Day/Night, Indoor Dome, 3.3-9mm f/1.3 P-iris lens, Integrated IR, Next-Generation Analytics	\$728.00 USD	\$9,464.00 USD
2	2.00	32C-H4A-4MH-360 4x 8 MP, WDR, 4mm. Camera Only	\$1,760.00 USD	\$3,520.00 USD
3	4.00	24C-H4A-3MH-180 3x 8 MP, WDR, 5 2mm, Camera Only	\$1,540.00 USD	\$6,160.00 USD
4	2.00	5.0C-H5A-BO2-IR 5.0 MP WDR, LightCatcher, 9-22mm f/1.6 P-iris lens, Integrated IR, Next-Generation Analytics	\$913.00 USD	\$1,826.00 USD
5	2.00	8.0C-H5A-BO1-IR 8.0 MP (4K) WDR, LightCatcher, 4.9-8mm f/1.8 P-iris lens, Integrated IR, Next-Generation Analytics	\$1,100.00 USD	\$2,200.00 USD
6	23.00	ACC7-ENT ACC 7 Enterprise Edition camera license	\$167.00 USD	\$3,841.00 USD
7	4.00	H4-BO-JBOX1 Junction box for the H4A or H4SL HD Bullet cameras.	\$66.00 USD	\$264.00 USD
8	5.00	H4AMH-AD-PEND1 H4AMH-AD-PEND1, MUST ORDER IRPTZ-MNT-WALL1 OR IRPTZ-MNT-NPTA1 AND H4AMH-DO-COVR1	\$118.00 USD	\$590.00 USD
9	6.00	H4AMH-DO-COVR1 Outdoor Service Mount Adapter with Clear Cover	\$118.00 USD	\$708.00 USD
10	5.00	IRPTZ-MNT-WALL1 Pendant wall arm adapter, for use with H4AMH-AD-PEND1 or H4 IRPTZ.	\$76.00 USD	\$380.00 USD
11	6.00	POE-INJ2-PLUS-NA Single port POE+ injector, for use with H4 PTZ in-ceiling or pendant variants in temperature range of -10°C to +50°C (14°F to 122°F); compatible with indoor (in-ceiling) models or outdoor models installed in temperature range of -10°C to +50°C (14°F to 122°F).	\$60.00 USD	\$360.00 USD

Expiry Date: 2/8/2020

Account Manager: Robert Suszynski

LINE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
12	1.00	H4AMH-AD-DOME1 SURFACE MOUNT ADAPTER, MUST ORDER H4AMH-D0-COVR1	\$128.00 USD	\$128.00 USD
13	3.50	CAT 6 23/4pr Category 6 UTP CMP/CL2P/FT6 BLU 63611106 23/4PR CAT6 CMP/FT6 1M BX Orange Plenum	\$298.00 USD	\$1,043.00 USD
14	1.00	MISCELLANEOUS MATERIAL MISCELLANEOUS MATERIAL, CONDUIT, ANCHORS, HARDWARE, ETC., PATCH CABLES.	\$429.00 USD	\$429.00 USD
15	1.00	LABOR INSTALLATION, TERMINATION, PROGRAMMING, TESTING AND PROJECT MANAGEMENT	\$10,965.00 USD	\$10,965.00 USD

Approved By:

Robert Suszynski

Payment Term: Net 30

Product Total	\$30,913.00 USD
Project Services	\$10,965.00 USD
Subtotal	<u>\$41,878.00 USD</u>
Shipping And Handling	\$120.00 USD
Total	<u>\$41,998.00 USD</u>

Expiry Date: 2/8/2020

Account Manager: Robert Suszynski

Please review the information contained in this document and ensure that it satisfies the needs pertaining to the anticipated outcome. Once you have reviewed and approved the proposed scope of work, please sign and return back so we can begin the work.

Accepted by:

Title:

Date:

PO:



www.Chooseid.com

25163 Dequindre Road, Madison Heights, Michigan 48071

Office – (313) 556-2244 | Fax – (313) 556-2222

Toll Free – (866) 863-9311

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Approve the Revised Advocacy Oversight Board (AOB) Bylaws – Central Dispatch

WHEREAS, Livingston County Central Dispatch, as a county-governed department operating as a 911 emergency dispatch center, is required per the E911 Service Plan to establish an Advocacy Oversight Board (AOB) with the purpose of providing input and advice as needed to the Central Dispatch Director on topics related to public-safety operations as they coincide with 911 policies and procedures; and

WHEREAS, the current AOB Bylaws have not been updated since implementation of the 911 center in 1999, nor have they been approved at the County Board level and appropriately filed with the Michigan State 911 Committee; and

WHEREAS, a committee was established by the AOB to review and update the existing Bylaws which have been amended and approved by the County Administrator as well as the county legal consultants Cohl, Stoker & Toskey, P.C.; and

WHEREAS, it is necessary per the E911 Plan for the Livingston County Board of Commissioners to approve and adopt the revised AOB Bylaws for implementation.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts the revised AOB Bylaws as presented, and authorizes the AOB Bylaws to be implemented at the county level as well as to be filed with the Michigan State 911 Committee in accordance to the Livingston County 911 Plan.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign any and all documents required for this project after review by legal counsel.

#

**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Chad Chewning, 911 Director
Date: November 4, 2019
Re: Approval of Revised AOB Bylaws

Per the existing E911 Service Plan, Livingston County is required to establish an Advocacy Oversight Board (AOB) for Central Dispatch with the purpose of offering input and advice when needed related to public-safety operations as they coincide with Central Dispatch policies and procedures. The AOB works off of bylaws which have not been updated since the dispatch center opened in 1999. According to the E911 (Enhanced 911) Service Plan filed with the state of Michigan, these bylaws are to be approved and adopted by the Livingston County Board of Commissioners prior to implementation. We are unable to find any resolutions or paperwork confirming the existing bylaws have been approved by the County Board prior to this resolution.

We are in the process of updating the existing E911 Service Plan which will also appear before the County Board for approval. A portion of the revised E911 Service Plan establishes the requirements for the AOB, which will coincide with the bylaws presented to you for approval at this time. These revised AOB Bylaws have been approved by the County Administrator as well as reviewed and approved by county legal counsel.

The revised AOB bylaws are more in-depth and provide a much better explanation of the purpose and guidelines for the AOB as it operates today. Please contact me with any questions regarding the revisions for the AOB bylaws.



Livingston County 911 AOB Bylaws

I. PURPOSE

- A. Purpose - To provide input and advice to the Central Dispatch Director ("Director") on topics related to Livingston County ("County") public-safety operations as they coincide with E911 Central Dispatch policies and procedures as needed.

II. MEMBERSHIP

- A. Livingston County 911 Advocacy Oversight Board ("AOB") Members - The AOB shall consist of 5 primary members, with 1 representative from each of the following agencies:
 - i) Michigan Department of State Police Local Commander - Mandatory per the Act
 - ii) Livingston County Sheriff's Office - Mandatory per the Act
 - iii) Livingston County Municipal Police Agencies - Selected by Livingston County Municipal Law Enforcement Agencies
 - iv) Livingston County Fire Departments - Selected by Livingston County Fire Association
 - v) Livingston County EMS - Selected by Livingston County Ambulance Director
- B. Alternate AOB members - There shall be 5 alternate members, with 1 representative from each of the following agencies:
 - i) Michigan Department of State Police Local Commander designee
 - ii) Livingston County Sheriff's Office
 - iii) Livingston County Municipal Police Agencies - Selected by Livingston County Municipal Law Enforcement Agencies

- iv) Livingston County Fire Departments - Selected by Livingston County Fire Association
 - v) Livingston County EMS - Selected by Livingston County Ambulance Director
- C. Director - The Director is responsible to the County and County Administrator for matters of personnel, budget, general department operations, and adherence to all County policy.
- D. Voting - AOB members present at any regular, special, or emergency meeting shall cast their own votes. Alternate AOB members are encouraged to attend meetings. They may participate in discussions of topics on the agenda. In the absence of a primary AOB member, the alternate representing the same agency shall vote in their place. This designation will be listed on the roster of AOB members and alternates updated each April by the Director and on the agenda for each meeting.
- E. Terms and Expiration - The Livingston County Board of Commissioners ("Board) shall appoint all members of the AOB who are not specifically identified officers, or representatives of, specifically identified Local Units or Departments. All member terms on the AOB shall be a consecutive term of 2 years, although they shall terminate if the member retires, resigns, or is removed from the public position that led to his/her appointment. Primary and alternate members shall not be synonymous of each other.
- F. Resignations and/or vacancies shall be filled at the earliest scheduled meeting by the appointing body listed in I.A. and I.B. above for the remainder of the term of the AOB member who resigns.
- G. All AOB members shall serve without recompense provided by the AOB or the County. Each member shall serve with the best interests of the entire County in mind regardless of the constituency or Local Unit in which he or she was appointed as having some representative interest.

III. MEETINGS

- A. Organizational Meeting - The AOB meeting in April of each year shall be the annual organizational meeting. At each such meeting, the Director or Deputy Director shall temporarily preside over the election of the chairperson for the coming year. This shall be by majority vote and will be by voice unless any AOB member requests a secret ballot. The newly elected chairperson shall immediately assume the role of chairperson and proceed with the election to the office of vice-chairperson and any other business that may legitimately come before the meeting.
- B. Regular Meetings - The AOB shall conduct regular meetings at a minimum of 1 meeting per quarter. The chairperson may, with the affirmation of a majority of the AOB members, change the date of any meeting for scheduling conflicts and other reasons in compliance with the Open Meetings Act.
- C. Place of Meetings - Meetings of the AOB shall be held in a regular venue open to the public selected by the AOB in advance. The chairperson may, with notice as prescribed in IV.A.-C., change the meeting location if the planned location becomes unavailable, if attendance is expected to be larger than normal, or for other practical reasons as determined by the chairperson.

- D. Time of Regular Meetings - Regular Meetings shall convene at 8:30 am unless otherwise designated by the chairperson under special circumstances.
- E. Special Meetings - Special Meetings may be called by 3 members of the AOB by notifying the chairperson, Director, and remaining AOB members in writing at least 10 calendar days in advance of the date, time, and place. Notice must be given as described in IV.C.
- F. Emergency Meetings - Emergency meetings of the AOB may be held only with the approval of 2/3 of the members of the AOB and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is considered to be an emergency meeting only if it must be held before the public notice as provided in Rules III.A-C.

IV. PUBLIC NOTICE OF MEETINGS

- A. Regular Meetings - The Director, or his/her designee, shall post a list annually of the scheduled meetings for the year on-line on the Central Dispatch website under meetings.
- B. Schedule Change - Whenever the AOB changes its regular schedule of meetings, the Director, or his/her designee, shall post a notice of the change within 5 business days following the meeting in which the change was made.
- C. Special and Emergency Meetings - If the AOB schedules a special meeting under III.E., or an emergency meeting under III.F., the Director shall post notice of such meeting as soon as possible on-line and on the front door of the County Clerk's Office. No meetings, except emergency meetings, shall be held with less than 18 hours' notice.
- D. Quorum - the majority of the AOB (3 of 5) members and/or alternates appointed and serving shall constitute a quorum for the transaction of ordinary business of the AOB.

V. AGENDA

- A. Preparation - The Director or his/her designee, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all AOB meetings. The chairperson shall review and add or delete issues as he/she deems appropriate.
- B. Distribution - Electronic copies of the agenda will be sent to the AOB members and alternates at least 4 business days prior to each regularly scheduled meeting, and as early as possible for special or emergency meetings. This shall include the agenda and copies of reports, explanations, etc., that relate to matters of business on the agenda.
- C. Order of Business - The agenda shall be arranged in the following order:
 - i) Call to Order and Roll Call
 - ii) Approval of Minutes from Previous Meeting

iii) Approval of the Prepared Agenda

iv) Call to the Public

a) Anyone wishing to comment may do so during public comment. Persons wishing to speak will raise their hands to be called upon by the chairperson. Once recognized, the person wishing to speak will stand, unless physically unable to do so, state their name and their affiliation (if any) and offer their comments. Public comment is limited to 3 minutes per person per meeting. All comments and questions must be directed to the chairperson, and not to individual AOB members or the audience. AOB members may make remarks or ask questions of the speaker, but are not required to do so.

b) Reports, written materials supporting discussion(s), and presentations exceeding 3 minutes in length should be provided in writing to the AOB.

c) Speakers need to be aware that many questions and issues can be answered by taking them to management at the E911 Central Dispatch office. Persons who have not followed this step before approaching the AOB may be advised to do so in order to allow management the time and opportunity to fully investigate and answer any questions.

v) Old Business - Unfinished Business From Previous Meetings

vi) New Business - Topics Generally New to AOB Discussion

vii) Call to the Public

viii) Closed Session

ix) Next Regular Meeting Date/Location

x) Adjournment

VI. CONDUCT OF MEETINGS

A. Chair - The person elected chairperson at the annual organizational meeting in April shall preside at all meetings of the AOB. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor vice-chairperson is present, the Director shall temporarily preside over the meeting as an "acting" chairperson for that meeting.

B. Form of Address - AOB members wishing to speak shall first obtain the approval of the chairperson and each person who speaks shall direct his/her comments to the AOB.

C. Disorderly Conduct - The chairperson shall call to order any person who is behaving in a disorderly manner or otherwise disrupting the proceedings by speaking longer than the allotted time during public comment or by speaking vulgarities. Such person so called to order will immediately correct their behavior or cease speaking to allow others their turn.

- i) Continuous disorderly behavior and misconduct which disrupts the meeting may result in the chairperson requesting law enforcement officers present, who are within their jurisdictional authorities, to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

VII. RECORD OF MEETINGS

- A. Minutes and Official Records - The Director shall appoint a recording clerk that shall be responsible for maintaining the official record and the minutes of each meeting of the AOB. The minutes shall include at a minimum all the actions and decisions of the AOB with respect to substantive motions. The minutes shall include the names of the mover and the seconder and the vote of the AOB. The record shall also state whether the vote was by voice or by roll call. If by roll call, the record shall reflect the vote of each member.
- B. Record of Discussion - The recording clerk may summarize AOB discussions, but shall not be responsible for maintaining a complete written record of the discussions or comments of AOB members or persons addressing the AOB.
- C. Requests for Remarks to be Included in the Minutes - Any AOB member may have his/her comments printed as part of the record upon the concurrence of a majority of the members. Such comments to be included in the record shall be provided in writing by the requesting member.
- D. Public Access to Meeting Records - Members of the public who wish to review minutes of the AOB may do so by requesting them under the Freedom of Information Act through the office of the County Clerk during normal business hours. AOB minutes, prepared, but not approved by the AOB, will be available 8 business days following the meeting. Minutes approved by the AOB will be available within 5 business days after the date of the meeting in which the minutes were approved.

VIII. COMMITTEES

- A. Appointment - Each year, following the annual organizational meeting, the chairperson shall appoint members to standing committees as listed under VIII.C.
- B. Committee Chairpersons - Each committee designated shall meet following their appointment to elect a chairperson of the committee. The name of the person so elected will be reported to the chairperson.
- C. Standing Committees - The following 2 standing committees will be established: 1. System Administrative Committee ("SAC"), and 2. Tactical Advisory Committee ("TAC") overseeing LEIN (consisting of all AOB law enforcement personnel).
- D. Committee Meetings - Committees shall not be required to meet on a regular basis, except for the selection of their chairperson, unless the chairperson refers matters to them. Committees are advisory in nature and may only perform investigative and research functions and offer recommendations to the AOB for consideration.

- E. Temporary Committees - The chairperson may, from time to time, appoint temporary committees to address issues that may be brought to the attention of the AOB.
- F. AOB Alternate Representatives Serving on Committees - AOB alternates may serve on committees if appointed by the chairperson. Each committee shall have at least 1 primary AOB member appointment.
- G. The chairperson of the AOB shall be an "Ex-Officio" member of all committees.

IX. CLOSED SESSIONS

- A. Motion for Closed Session - AOB members may go into closed session during an open meeting upon a motion duly made, seconded, and adopted by a 2/3 roll call vote of AOB members appointed and serving. The roll call vote shall be recorded in the minutes of the meeting at which the motion was made and, if passed, shall record the time the AOB began and ended such session as well as the permissible purpose or purposes for which closed session was held.
- B. Minutes of Closed Sessions - Minutes shall be kept as previously provided except that records of closed sessions will be kept separate from other records. Records of closed sessions will not be disclosed to the public except upon a court order and may be destroyed 1 year and 1 day after the meeting at which they are approved by the AOB.

X. CONFLICT OF INTEREST - Each AOB member is expected to participate in and vote on all discussions except that all AOB members and alternates shall abstain from participating in any discussion or voting on matters which are a personal conflict of interest. If matters of this nature come under discussion, the AOB member or alternate shall immediately notify the chairperson of their intention to abstain from all discussion and voting on that matter.

XI. APPEAL PROCESS - In the circumstance the AOB and the Director are in disagreement regarding an issue that cannot be resolved, an appeal may be sent to the Board for review.

XII. PARLIAMENTARY AUTHORITY - Roberts Rules of Order (newly revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law.

XIII. MODIFICATION OF THESE RULES - These rules may be added to, deleted from, or otherwise altered only with the approval of 2/3 of the voting members present at any AOB meeting. The changes, once approved in this fashion, shall be incorporated into a "draft" copy of the full rules and distributed to the full membership for review at least 1 week in advance of the next AOB meeting where the full, updated version, of the rules shall be adopted with the approval of 2/3 of the voting members present at that meeting.

XIV. ADOPTION

- A. The AOB adopted these rules encompassing sections I.-XIV., pages 1-7 inclusive, by a ___/___ vote at a regular meeting held on _____.

- B. All modifications to the Livingston County 911 AOB Bylaws will be sent to the Livingston County Board of Commissioners for final approval by resolution.

X

Adam Carroll
911 AOB Chairperson

DRAFT

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Public Defender Workspace Outfitting Project and a Budget Amendment - Public Defender

WHEREAS, resolution 2019-10-159 authorized the lease of office space for the creation of the Public Defender’s office; and

WHEREAS, the office space needs to be outfitted for 10 employees, which includes necessary information Technology components and furniture; and

WHEREAS, the Public Defender worked with the Information Technology and Facility Services’ departments to estimate the required needs for office space.

WHEREAS, the information technology hardware, software and installation services project has been vetted with current vendors and is able to be completed for a cost not to exceed \$29,065, which includes a 10% contingency; and

WHEREAS, the furniture needs have been with vetted with current vendors and is able to be purchased and installed at a cost not to exceed \$57,500, which includes a 10% contingency; and

WHEREAS, funding is available in the Public Defender’s 2019 budget in restricted accounts, therefore a budget amendment is requested.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Public Defender’s workspace outfitting for information technology at a cost not to exceed \$29,065 and the purchase and installation of furniture at a cost not to exceed \$57,500; for a total project cost not to exceed \$86,815.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendments/transfers to effectuate the above award.

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**MOVED:
SECONDED:
CARRIED:**

Category	Description	Quantity	Per Unit Price	Total Price
Laptop	HP Elite Book	8	\$ 855	\$ 6,840
Docking Station	HP Ultralim	8	\$ 235	\$ 1,877
Monitors	22 Inch Dell Monitor	20	\$ 150	\$ 3,000
Desktop	Dell OptiPlex 3060	2	\$ 525	\$ 1,050
Wireless	Access Point	2	\$ 40	\$ 80
VOIP Phones/Desk/Conf	Cisco Phones	1	\$ 829	\$ 829
Patch Cables	Patch Cables for PC	40	\$ -	\$ -
Switch	Cisco 3750	1	\$ -	\$ -
Power Distibution	PDU	1	\$ -	\$ -
Uninterruptable Power Supply	Tripplite UPS	1	\$ 500	\$ 500
Printer	Xerox C8035	1	\$ 5,118	\$ 5,118
Firewall	Sonicwall TZ350	1	\$ 927	\$ 927
Deployment Service	Labor	1	\$ 995	\$ 995
Managed Service (Per Year)	Service	1	\$ 2,460	\$ 2,460
Internet	Comcast ISP (3-year)	12	\$ 89	\$ 1,068
Equipment Fee	Comcast Router	12	\$ 17	\$ 203
Internet Protocol (IP) Public	5 Static IPs	12	\$ 25	\$ 299
Network Hardware	24-Port Patch Panel	1	\$ -	\$ -
Network Hardware	Misc Supplies	1	\$ 25	\$ 25
VPN Tokens	Cisco Duo	10	\$ 25	\$ 250
Rack	Rack	1	\$ 100	\$ 100
TCV Bracket	TCV Bracket	1	\$ 100	\$ 100
TV	65 inch	1	\$ 700	\$ 700
				\$ 26,421
			10% contingency	\$ 2,644
			Not to exceed	\$ 29,065

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
1		Lobby	SIT	SIT	6	5213.US SC1 ~ ~ G5 FS ~ AC FABRIC ~ FG2 ELEMENT SAPPHIRE	Freelance, Four-Leg Chair, Upholstered Seat & Plastic Back, Armless Black No Heavy Duty Upgrade No Seat Foam Upgrade Standard Multi-Surface Glide Silver Frame No Bookrack Upgrade Fully Assembled in a Carton Fabric Grade Selections No Selection Fabric Grade 2 Element Standard Color Selection Element Sapphire	\$ 165.15	\$ 990.90
2		Lobby	SIT	SIT	1	5314 BN FS AC3 G12 AC FABRIC ~ FG2 ELEMENT SAPPHIRE	Freelance, Heavy Duty Chair, Arms 30" Ballastic Nylon Option Silver Frame Black Arms Floor Saver Glide Fully Assembled in a Carton Fabric Grade Selections No Selection Fabric Grade 2 Element Standard Color Selection Element Sapphire	\$ 396.45	\$ 396.45
sub							Lobby Subtotal		\$ 1,387.35
3		Conf Rooms	HMI	HGN	2	ET147VSLCR 91 91 91 MS MS G	@Eames Conference Table,Oval,Segmented Base,Laminate Top/Vinyl Edge,Single Centered Oval Cutout,28-1/2H 48D 96W +white +white +white +metallic silver +metallic silver +glides	\$ 1,002.11	\$ 2,004.22
4		Conf Rooms	HMI	HGN	2	ET992.BA06 91 91	@Oval Power Module, 3 Simplex Rcpt/1 Dual USB, Pwr Cord w/Plug End, 6Ft Cord @white @white	\$ 252.19	\$ 504.38

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
5		Conf Rooms	SIT	SIT	4	2222.B1.B FC1 Z1 B0 ... MC20 FABRIC ~ FG2 ... KD	Wit Task, Midback, Mesh Back, Basic, Armless Black Black Standard Black Base Skipped Option Onyx Fabric Grade Selections No Selection Fabric Grade 2 Skipped Option Knocked Down	\$ 198.90	\$ 795.60
6		Conf Rooms	SIT	SIT	12	2222.B1.B.A127 FC1 Z1 ~ B0 ... MC20 FABRIC ~ FG2 ... KD	Wit Task, Midback, Mesh Back, Basic, Fixed Arms Black Black Black Arm Standard Black Base Skipped Option Onyx Fabric Grade Selections No Selection Fabric Grade 2 Skipped Option Knocked Down	\$ 216.00	\$ 2,592.00
sub							Conference Rooms Subtotal		\$ 5,896.20
7		Break Room	SIT	SIT	6	1051FT1.PS FC2 GL1 ~ SC15 ~ ~	Rio, Four Leg Chair, Plastic Back & Seat, Armless Silver Frame Standard Multi-Surface Glide No Tablet Upgrade Lagoon No Selection Std Packaging	\$ 106.83	\$ 640.98
8		Break Room	HMI	HTT	2	DT1BS.3636LP LBA LBA MS 57	*Everywhere Square Table,Squared Edge,Lam Top/Thermo Edge,Post Leg 36D 36W *clear on ash *clear on ash *metallic silver *glides	\$ 294.98	\$ 589.96
sub							Break Room Subtotal		\$ 1,230.94
9		File Rooms	HMI	HTW	2	LW200.364 XS CL KC CB 2R	*Lat File,W-Pull Freestd 4 Dwr 36W *textured paint on smooth steel *cool grey neutral *keyed differently, chrome *counterweight (recommended) *side-to-side filing rail	\$ 619.35	\$ 1,238.70

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
10		File Rooms	HMI	HTW	7	LW200.424	*Lat File,W-Pull Freestd 4 Dwr 42W *textured paint on smooth steel *cool grey neutral *keyed differently, chrome *counterweight (recommended) *side-to-side filing rail	\$ 672.54	\$ 4,707.78
✓						XS CL KC CB 2R			
sub							File Rooms Subtotal		\$ 5,946.48
11		Intern Area	HMI	HTT	2	DT1AS.2460LP	*Everywhere Rectangular Table,Squared Edge,Lam Top/Thermo Edge,Post Leg 24D 60W *clear on ash *clear on ash *metallic silver *glides *no grommet	\$ 319.61	\$ 639.22
✓						LBA LBA MS 57 NTG			
12		Intern Area	HMI	HTW	2	LW110.20BF	*Ped W-Pull,Mobile 20D B/F *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer *textured paint on smooth steel *cool grey neutral *keyed differently, chrome *pencil tray in box drawer, 2 file converters in file drawer *hand grip only	\$ 206.80	\$ 413.60
✓						SR XS CL KC 5M H1			
sub							Intern Area Subtotal		\$ 1,052.82
13		Private Offices	HMI	HFV	8	FT420.48PL	*Flip Dr Unit,B-Style Pntd, Lock 48W *keyed alike *cool grey neutral *white *on module	\$ 182.11	\$ 1,456.88
✓						KA CL 91 SM			
14		Private Offices	HMI	HFV	8	FT167.48A	*Tile Trim,Wall Strip,top/mid-level lwr tile trim, 48W *white	\$ 47.03	\$ 376.24
✓						91			
15		Private Offices	HMI	HFV	8	FT181.3348T	*Upper Tile, Tackable Fabric 33H 48W *cool grey neutral *twist-Pr Cat 2 *twist blueberry	\$ 64.70	\$ 517.60
✓						CL 8R 22			
16		Private Offices	HMI	HFV	16	FT191.68	*Wall Strip,No Wall Fastener 68H *black umber	\$ 22.73	\$ 363.68
✓						BU			
17		Private Offices	HMI	HFV	8	FT192.33	*Tile Adapter,Wall Strip, 33H	\$ 14.53	\$ 116.24
✓									
18		Private Offices	HMI	HFV	8	FT29B.2	*Surface Ganging Bracket,pair	\$ 13.89	\$ 111.12
✓									
19		Private Offices	HMI	HFV	48	FV689.P	*Support Leg,Post *metallic silver	\$ 51.14	\$ 2,454.72
✓						MS			

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
20		Private Offices	HMI	HFV	8	FTS10.3072LS ... LBA	*Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 30D 72W, No Brkts Skipped Option *clear on ash	\$ 175.18	\$ 1,401.44
21		Private Offices	HMI	HFV	8	FTS10.2460LD ... LBA	*Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 24D 60W, Surf Atch Brkts Skipped Option *clear on ash	\$ 119.63	\$ 957.04
22		Private Offices	HMI	HFV	8	FV697.66HL ...	*Modesty Panel,half modesty panel, 66W Lam Skipped Option	\$ 124.68	\$ 997.44
23		Private Offices	HMI	HFV	8	FTS10.2060LD 91 91	*Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 20D 60W, Surf Atch Brkts *white *white	\$ 119.63	\$ 957.04
24		Private Offices	HMI	HFV	8	FV696.43	*Stiffener, 43 1/4W	\$ 23.04	\$ 184.32
25		Private Offices	HMI	HFV	8	FV696.57	*Stiffener, 57 3/8W	\$ 23.04	\$ 184.32
26		Private Offices	HMI	HTW	8	LW110.20BF SR XS CL KA 5M H1	*Ped W-Pull,Mobile 20D B/F *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer *textured paint on smooth steel *cool grey neutral *keyed alike *pencil tray in box drawer, 2 file converters in file drawer *hand grip only	\$ 203.33	\$ 1,626.64
27		Private Offices	HMI	HTW	8	LW200.301 XS CL KA CB 2R	*Lat File,W-Pull Freestd 2 Dwr Raised Hgt 30W *textured paint on smooth steel *cool grey neutral *keyed alike *counterweight (recommended) *side-to-side filing rail	\$ 344.09	\$ 2,752.72
28		Private Offices	HMI	HTW	3	1B2JK7- 229	*Lock Plug and Key,Chrome UM Series *key number 229	\$ 0.00	\$ 0.00
29		Private Offices	HMI	HTW	3	1B2JK7- 230	*Lock Plug and Key,Chrome UM Series *key number 230	\$ 0.00	\$ 0.00
30		Private Offices	HMI	HTW	3	1B2JK7- 231	*Lock Plug and Key,Chrome UM Series *key number 231	\$ 0.00	\$ 0.00
31		Private Offices	HMI	HTW	3	1B2JK7- 232	*Lock Plug and Key,Chrome UM Series *key number 232	\$ 0.00	\$ 0.00
32		Private Offices	HMI	HTW	3	1B2JK7- 233	*Lock Plug and Key,Chrome UM Series *key number 233	\$ 0.00	\$ 0.00

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
33		Private Offices	HMI	HTW	3	1B2JK7- 234	*Lock Plug and Key,Chrome UM Series *key number 234	\$ 0.00	\$ 0.00
34		Private Offices	HMI	HTW	3	1B2JK7- 235	*Lock Plug and Key,Chrome UM Series *key number 235	\$ 0.00	\$ 0.00
35		Private Offices	HMI	HTW	3	1B2JK7- 236	*Lock Plug and Key,Chrome UM Series *key number 236	\$ 0.00	\$ 0.00
sub							Private Offices Subtotal		\$ 14,457.44
36		Support Workstations	HMI	HFV	2	FT110.4224J CL	*Frame,Base Covers, Pwr/Data knockouts 42H 24W *cool grey neutral	\$ 65.65	\$ 131.30
37		Support Workstations	HMI	HFV	5	FT110.4230N CL	*Frame,Base Covers, no knockouts 42H 30W *cool grey neutral	\$ 65.65	\$ 328.25
38		Support Workstations	HMI	HFV	3	FT110.4236J CL	*Frame,Base Covers, Pwr/Data knockouts 42H 36W *cool grey neutral	\$ 73.54	\$ 220.62
39		Support Workstations	HMI	HFV	2	FT110.5348J CL	*Frame,Base Covers, Pwr/Data knockouts 53H 48W *cool grey neutral	\$ 87.11	\$ 174.22
40		Support Workstations	HMI	HFV	2	FT112.24AP CL	*Frame Top Cap,Standard Ptd 24W *cool grey neutral	\$ 9.48	\$ 18.96
41		Support Workstations	HMI	HFV	2	FT112.30AP CL	*Frame Top Cap,Standard Ptd 30W *cool grey neutral	\$ 10.41	\$ 20.82
42		Support Workstations	HMI	HFV	2	FT112.48AP CL	*Frame Top Cap,Standard Ptd 48W *cool grey neutral	\$ 14.20	\$ 28.40
43		Support Workstations	HMI	HFV	3	FT121.246	*Conn 90,Universal,2way,90 deg-for 46H frames and lower	\$ 19.89	\$ 59.67
44		Support Workstations	HMI	HFV	1	FT121.346	*Conn 90,Universal,3way-for 46H frames and lower	\$ 23.36	\$ 23.36
45		Support Workstations	HMI	HFV	1	FT123.142BP CL	*Conn Cover 90-Deg, 1 Side Covered,Base Cover Ptd 42H *cool grey neutral	\$ 13.58	\$ 13.58
46		Support Workstations	HMI	HFV	3	FT123.242BP CL	*Conn Cover 90-Deg, 2 Sides Covered,Base Cover Ptd 42H *cool grey neutral	\$ 17.99	\$ 53.97
47		Support Workstations	HMI	HFV	3	FT126.2AP CL	*Top Cap, Conn 90-Deg, Connects-2 Frame Top Caps, 90-Deg Ptd *cool grey neutral	\$ 10.10	\$ 30.30
48		Support Workstations	HMI	HFV	1	FT126.3AP CL	*Top Cap, Conn 90-Deg, Connects-3 Frame Top Caps Ptd *cool grey neutral	\$ 10.10	\$ 10.10
49		Support Workstations	HMI	HFV	5	FT128.42	*Connection Hardware, Frame-to-Frame 42H	\$ 7.89	\$ 39.45

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
50	✓	Support Workstations	HMI	HFV	2	FT140.06	*Power Entry, External Direct Connect 6'long	\$ 57.45	\$ 114.90
						LZ	*PVC-free		
51	✓	Support Workstations	HMI	HFV	2	FT150.24	*Base Power Harness 24W	\$ 41.66	\$ 83.32
						LZ	*PVC-free		
52	✓	Support Workstations	HMI	HFV	3	FT150.36	*Base Power Harness 36W	\$ 44.83	\$ 134.49
						LZ	*PVC-free		
53	✓	Support Workstations	HMI	HFV	2	FT150.48	*Base Power Harness 48W	\$ 49.88	\$ 99.76
						LZ	*PVC-free		
54	✓	Support Workstations	HMI	HFV	3	FT155.A	*15 Amp Receptacle 4 Circuit, Duplex, Circuit A 6/Pkg	\$ 59.98	\$ 179.94
						CL	*cool grey neutral		
55	✓	Support Workstations	HMI	HFV	3	FT160.42BP	*Finished End,Base Cover Ptd 42H	\$ 18.94	\$ 56.82
						CL	*cool grey neutral		
56	✓	Support Workstations	HMI	HFV	2	FT160.68BP	*Finished End,Base Cover Ptd 68H	\$ 22.73	\$ 45.46
						CL	*cool grey neutral		
57	✓	Support Workstations	HMI	HFV	2	FT161.26AP	*Finished End,Chg of Ht Standard Ptd 26H (for use with 42H frames)	\$ 17.05	\$ 34.10
						CL	*cool grey neutral		
58	✓	Support Workstations	HMI	HFV	5	FT170.3030T	*Lower Tile, Tackable Fabric 30H 30W	\$ 46.40	\$ 232.00
						CL	*cool grey neutral		
						2V	*chain-Pr Cat 1		
						01	*chain pearl		
59	✓	Support Workstations	HMI	HFV	3	FT170.3036T	*Lower Tile, Tackable Fabric 30H 36W	\$ 50.50	\$ 151.50
						CL	*cool grey neutral		
						2V	*chain-Pr Cat 1		
						01	*chain pearl		
60	✓	Support Workstations	HMI	HFV	4	FT180.3724T	*Tile,Full-Height, Tackable Fabric 37H 24W	\$ 44.83	\$ 179.32
						CL	*cool grey neutral		
						2V	*chain-Pr Cat 1		
						01	*chain pearl		
61	✓	Support Workstations	HMI	HFV	5	FT180.3730T	*Tile,Full-Height, Tackable Fabric 37H 30W	\$ 47.35	\$ 236.75
						CL	*cool grey neutral		
						2V	*chain-Pr Cat 1		
						01	*chain pearl		
62	✓	Support Workstations	HMI	HFV	3	FT180.3736T	*Tile,Full-Height, Tackable Fabric 37H 36W	\$ 58.08	\$ 174.24
						CL	*cool grey neutral		
						2V	*chain-Pr Cat 1		
						01	*chain pearl		

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
63		Support Workstations	HMI	HFV	4	FT180.6348T CL 2V 01	*Tile,Full-Height,Tackable Fabric 63H 48W *cool grey neutral *chain-Pr Cat 1 *chain pearl	\$ 95.95	\$ 383.80
64		Support Workstations	HMI	HFV	5	FT181.0730T CL 8R 22	*Upper Tile, Tackable Fabric 07H 30W *cool grey neutral *twist-Pr Cat 2 *twist blueberry	\$ 24.30	\$ 121.50
65		Support Workstations	HMI	HFV	3	FT181.0736T CL 8R 22	*Upper Tile, Tackable Fabric 07H 36W *cool grey neutral *twist-Pr Cat 2 *twist blueberry	\$ 25.56	\$ 76.68
66		Support Workstations	HMI	HFV	3	FT280.30LP ... LBA CL CL LD	*Trans Surf, Sq-Edge Lam Top/Thermo Edge Surf, Ptd Stndrd Top Cap 30W Skipped Option *clear on ash *cool grey neutral *cool grey neutral *stacking on 35", 46", 57", 68", 79" base frame	\$ 188.11	\$ 564.33
67		Support Workstations	HMI	HFV	3	FT280.36LP ... LBA CL CL LD	*Trans Surf, Sq-Edge Lam Top/Thermo Edge Surf, Ptd Stndrd Top Cap 36W Skipped Option *clear on ash *cool grey neutral *cool grey neutral *stacking on 35", 46", 57", 68", 79" base frame	\$ 194.11	\$ 582.33
68		Support Workstations	HMI	HFV	5	FT290.24L CL	*Surface Cantilever, for 20"-or 24" deep surface,lft-hnd *cool grey neutral	\$ 11.05	\$ 55.25
69		Support Workstations	HMI	HFV	2	FT290.24R CL	*Surface Cantilever, for 20"-or 24" deep surface,rt-hnd *cool grey neutral	\$ 11.05	\$ 22.10
70		Support Workstations	HMI	HFV	1	FT29B.2	*Surface Ganging Bracket,pair	\$ 13.89	\$ 13.89
71		Support Workstations	HMI	HFV	1	FT294.24R CL	*Open Support,Tapered Foot, Frame Attached,rt-hnd, 24D *cool grey neutral	\$ 143.61	\$ 143.61
72		Support Workstations	HMI	HFV	3	FT420.48PL KA 91 91 SM	*Flip Dr Unit,B-Style Pntd, Lock 48W *keyed alike *white *white *on module	\$ 182.11	\$ 546.33

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
73		Support Workstations	HMI	HFV	3	FTS10.2448LF	*Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 24D 48W, Frame Atch ... LBA Skipped Option *clear on ash	\$ 93.43	\$ 280.29
74		Support Workstations	HMI	HFV	3	FTS10.2466LF	*Rectangular Surface,Sq-Edge, Lam Top/Thermo Edge, 24D 66W, Frame Atch ... LBA Skipped Option *clear on ash	\$ 136.99	\$ 410.97
75		Support Workstations	HMI	HTW	3	LW150.20BBF	*Ped W-Pull,Support 20D for 24D Wk Surf,B/B/F SR XS CL F8 KA 3M *3/4-extension roller slides on box drawer, full-extension ball bearing on file drawer *textured paint on smooth steel *cool grey neutral *for Canvas Office Landscape *keyed alike *drawer divider in one box drawer, pencil tray in one box drawer, 2 file converters in file drawer	\$ 218.27	\$ 654.81
76		Support Workstations	HMI	HTW	3	LW200.363	*Lat File,W-Pull Freestd 3 Dwr 36W XS CL KD NO 2R *textured paint on smooth steel *cool grey neutral *keyed differently, black *no counterweight (must gang or anchor) *side-to-side filing rail	\$ 477.21	\$ 1,431.63
77		Support Workstations	HMI	HTW	3	1B2JK7- 226	*Lock Plug and Key,Chrome UM Series *key number 226	\$ 0.00	\$ 0.00
78		Support Workstations	HMI	HTW	3	1B2JK7- 227	*Lock Plug and Key,Chrome UM Series *key number 227	\$ 0.00	\$ 0.00
79		Support Workstations	HMI	HTW	3	1B2JK7- 228	*Lock Plug and Key,Chrome UM Series *key number 228	\$ 0.00	\$ 0.00
sub							Support Workstations Subtotal		\$ 8,163.12
80		Task Chairs	SIT	SIT	14	6023Y/E3.A134	Torsa, Enhanced Synchro Cntrl, Multi-Adjustable Arms C25 FC11 Z3 B14 ~ MC5 FABRIC ~ FG2 ELEMENT ... KD Carpet casters Graphite Frame Graphite Back Support/Arms Graphite Base No Selection Onyx Mesh Fabric Grade Selections No Selection Fabric Grade 2 Element Standard Color Selection Skipped Option Knocked Down	\$ 387.90	\$ 5,430.60

Item	Color	Alias 3	Mfg	Cat	Qty	Part Number	Part Description	Sell	Ext Sell
81		Side Chairs	SIT	SIT	16	2221FT1MB.USAR 0 FC2 GL1 MC20 FABRIC ~ FG2 ELEMENT ... ~	Wit, Side, 4-leg, Mesh Back, Upholstered Seat, Armless Silver Frame Standard Multi-Surface Glide Onyx Fabric Grade Selections No Selection Fabric Grade 2 Element Standard Color Selection Skipped Option Std Packaging	\$ 150.75	\$ 2,412.00
sub							Task & Side Seating Subtotal		\$ 7,842.60
82		Labor	LDC 1	LDC1	1	LABOR	Labor to Receive, Deliver & Install all product listed above	\$ 6,445.00	\$ 6,445.00
							Grand Total		\$ 52,421.95



► LIVINGSTON COUNTY ANIMAL SHELTER

To build a better community for pets and people through compassion, protection, education and collaboration.



Vision

To provide temporary safe refuge for the sick, injured, lost, neglected, abused and unwanted animals in Livingston County. Our shelter's goal is to find a permanent, loving home for all of our pets and to provide rehabilitation whenever possible.

Internal Structure

- Animal Shelter is staffed by:
 - *3 Full Time employees to include the Director and 2 Animal Control Assistants.*
 - *8 Part Time employees to include 1 Veterinarian, 1 Veterinarian Technician, 4 Kennel Assistants and 2 Animal Control Assistants.*

Services

► Services Provided

Livingston County Animal Shelter is responsible for:

- *Animal adoptions*
- *Stray animal intake*
- *Owner surrendered animals*
- *Dog licenses*
- *Bite reports/Preparation for testing*
- *Working with Animal Control on animal abuse and neglect cases*
- *Working with Animal Control on Hoarding cases*
- *Other services (owner requested euthanasia, clinics, TNR, etc.)*

► Services Not Provided:

Livingston County Animal Shelter is not responsible for:

- *Pick up of deceased animals*
- *Handling injured wildlife*

Facility

- ▶ *The shelter is 4,400 square feet with 22 dog kennels and 70 cat and kitten cages.*
- ▶ *A quarantine room where sick or injured animals are able to rest and recover.*
- ▶ *The shelter has a veterinary surgery area where animals are spayed or neutered, vaccinated and microchipped before being put up for adoption.*

Shelter Programs

▶ *Low Cost Spay/Neuter Clinics*

- Provides for a low cost alternative for low income residents to have family pets spayed/neutered

▶ *Trap-Neuter-Return (TNR) Clinics*

- Spay and Neuter of outdoor cats to prevent unwanted litters

▶ *Animal Foster Program*

- Allows for shelter animals to temporarily be placed in private homes to recoup from illness and/or injury. We place hundreds of underage kittens in foster every year.

▶ *Shelter Volunteer Program*

- Allows for expansion and enhancement of shelter programs without additional staff

Hours of Operation

▶ *Shelter*

- ▶ Monday, Wednesday, Friday: 8:00 am–5:00 pm
 - ▶ Tuesday, Thursday: 8:00 am–6:00 pm
 - ▶ Saturday: 11:00 am–3:00 pm
- ▶ All Law Enforcement agencies have an access code to the shelter to drop off an animal after hours.

How Much Does LCAS Cost?

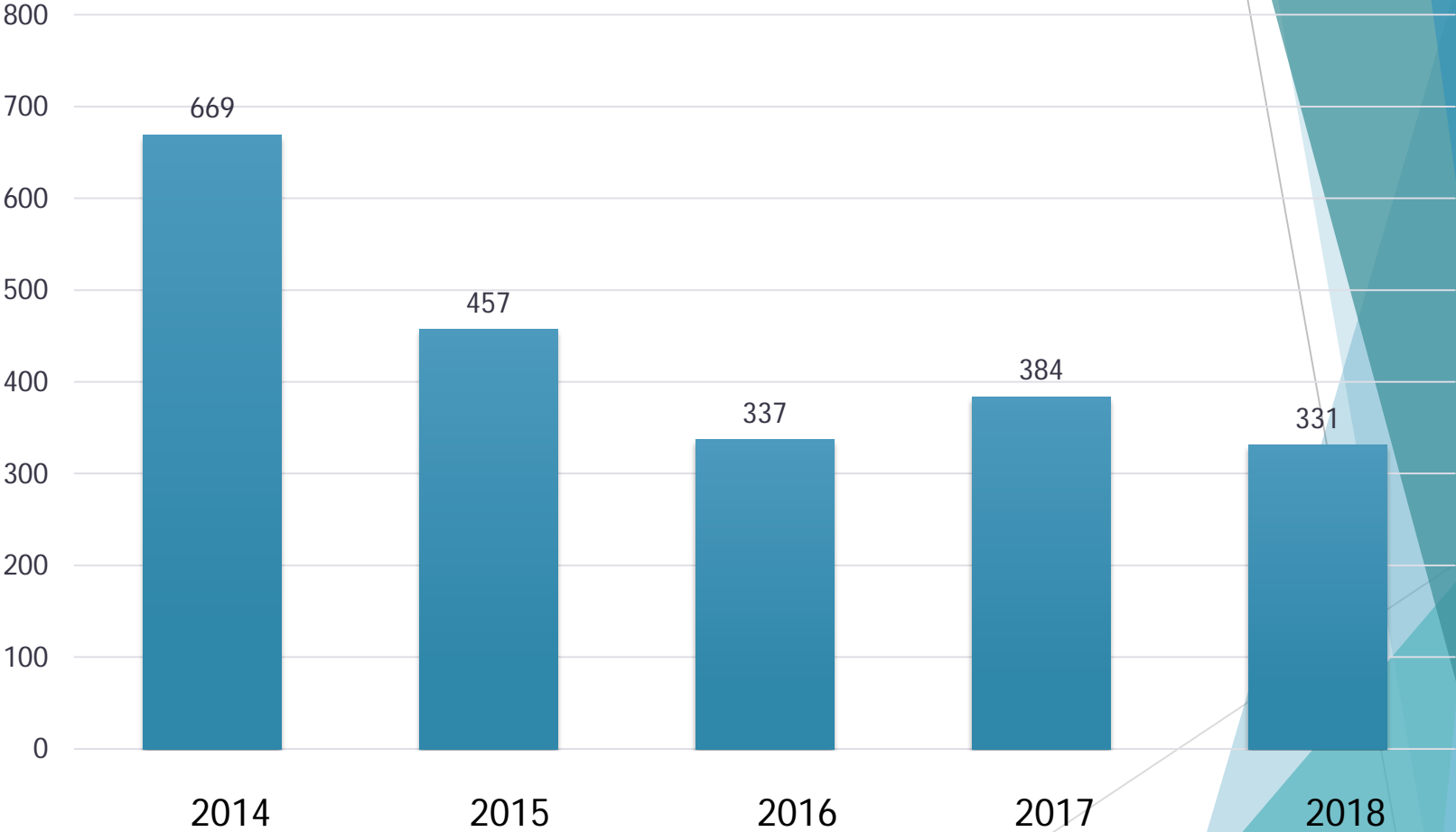
▶ 2018 Budget

▶ Total Revenues = \$587,440.84

▶ Total Expenses = \$176,637.21

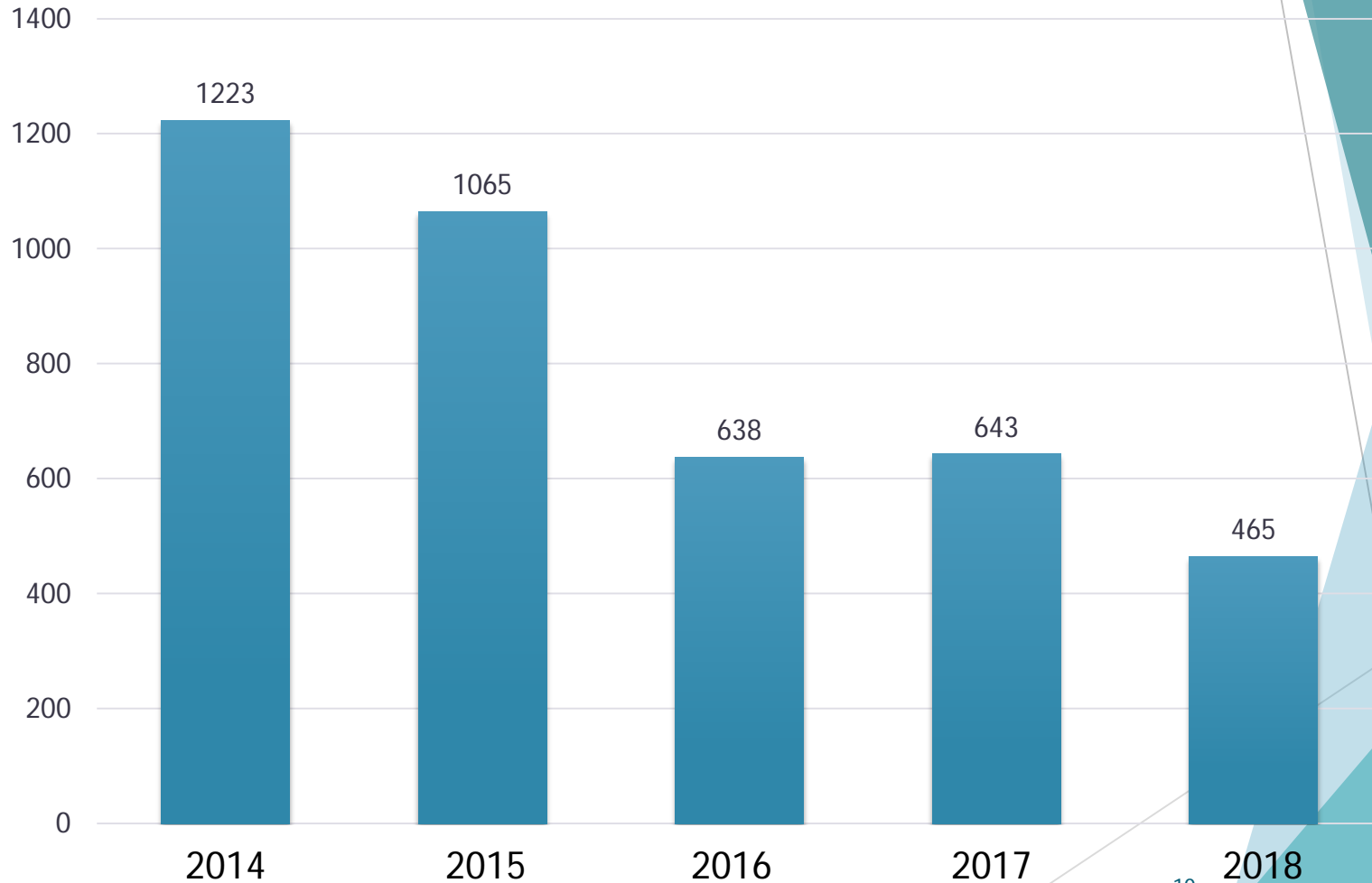
Shelter Statistics

Dog Intake



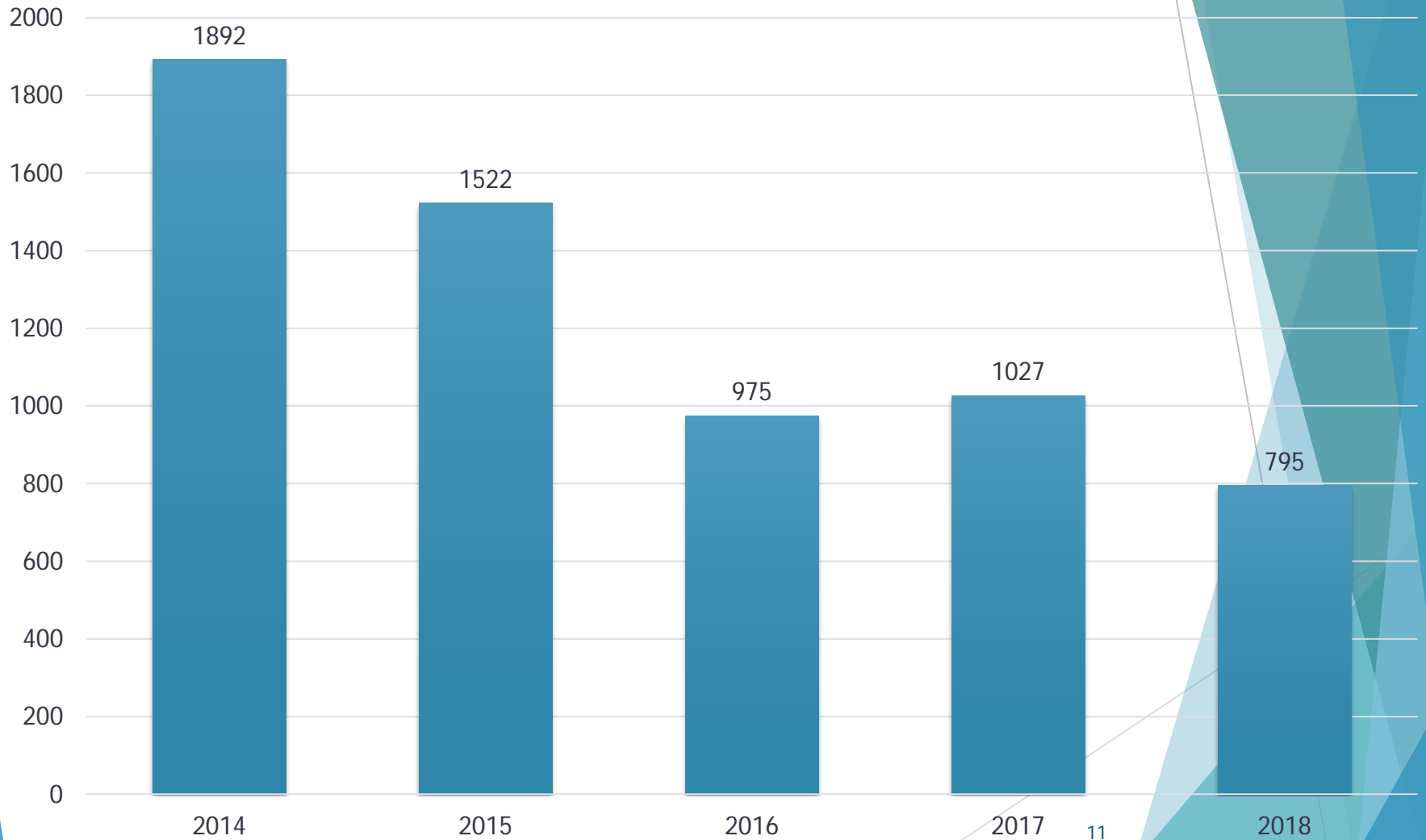
Shelter Statistics

Cat Intake



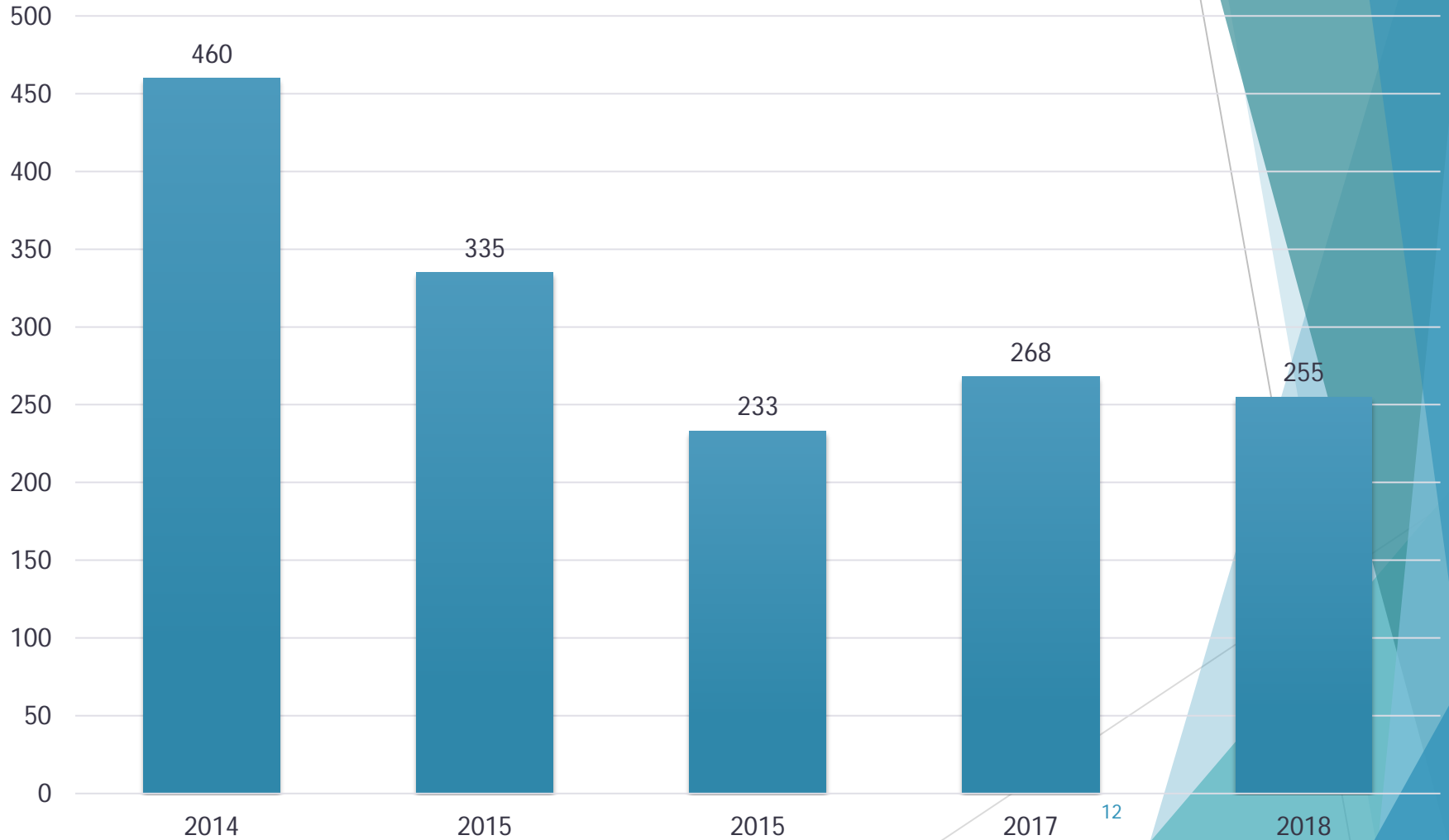
Shelter Statistics

Total Intake



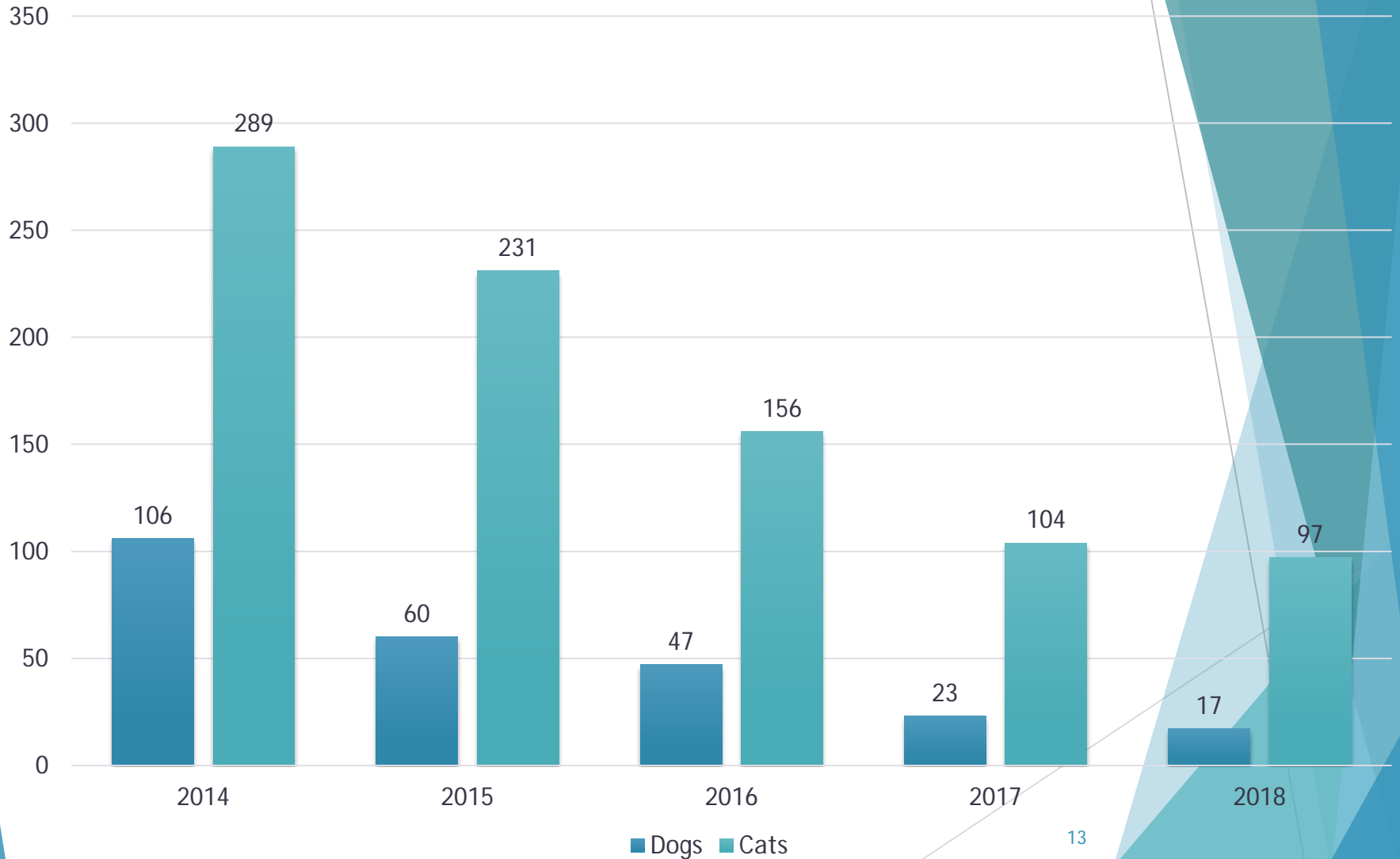
Shelter Statistics

Trap-Neuter-Return (TNR)



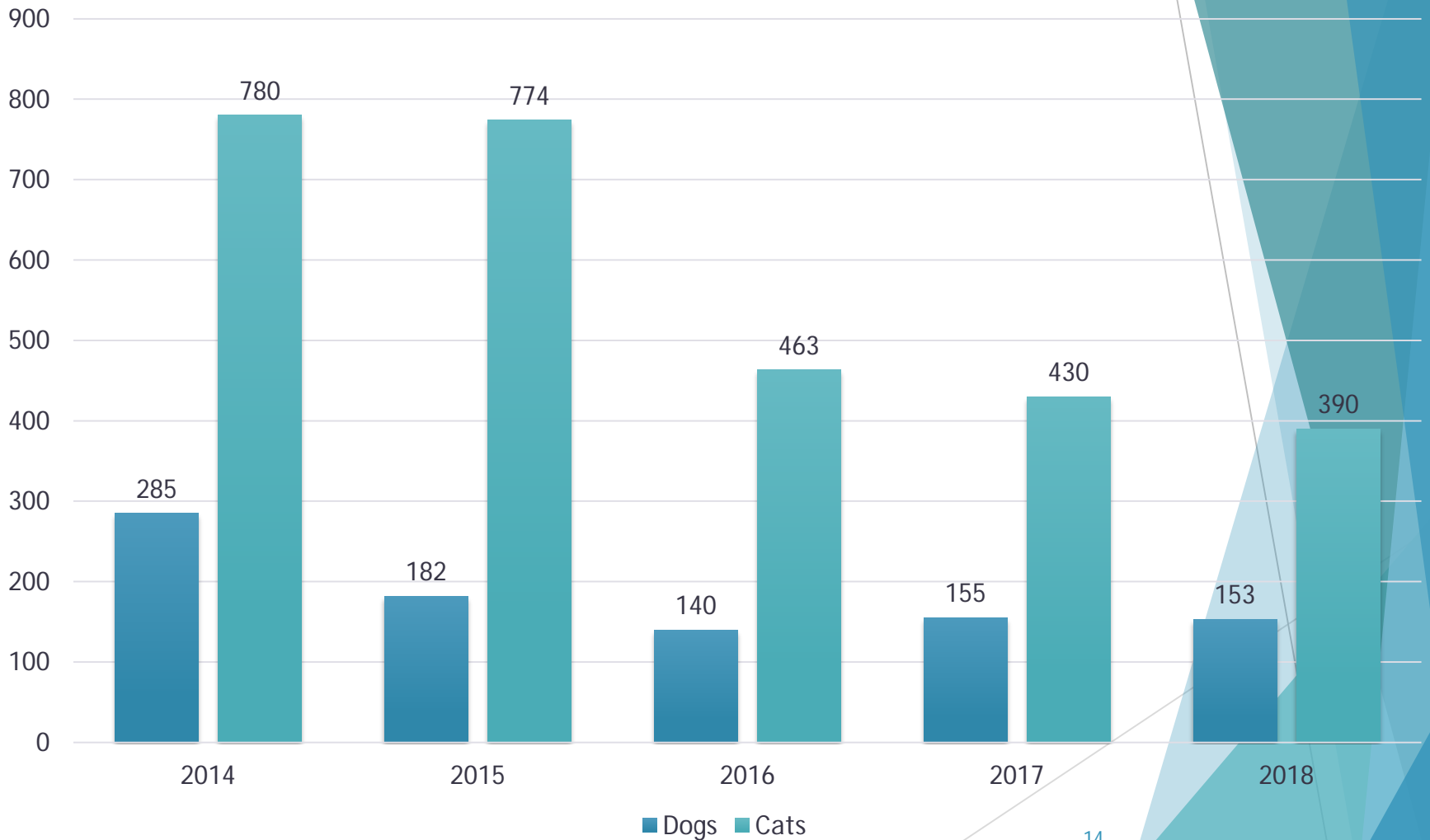
Shelter Statistics

Low Cost Spay Neuter Clinic



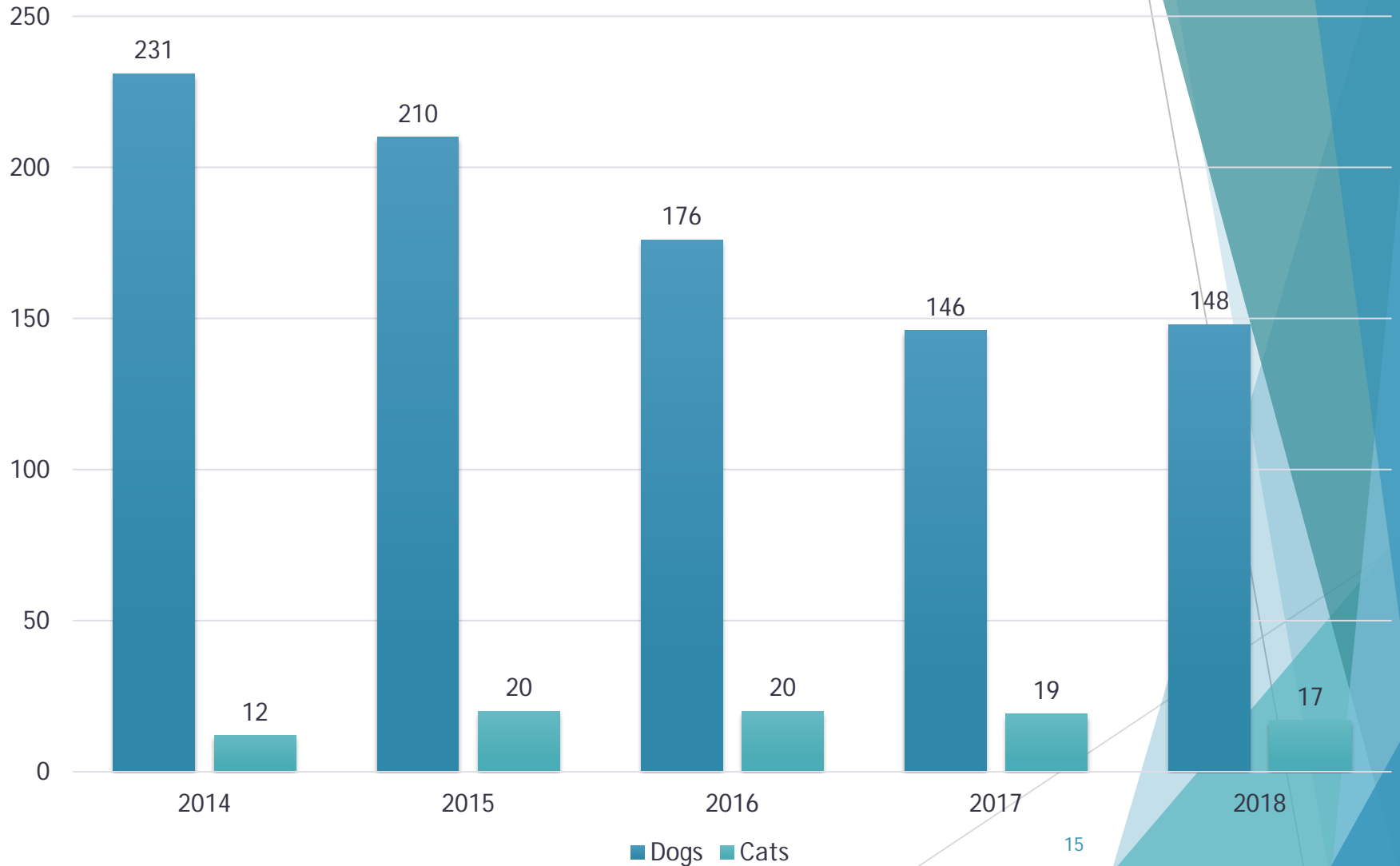
Shelter Statistics

Adoptions



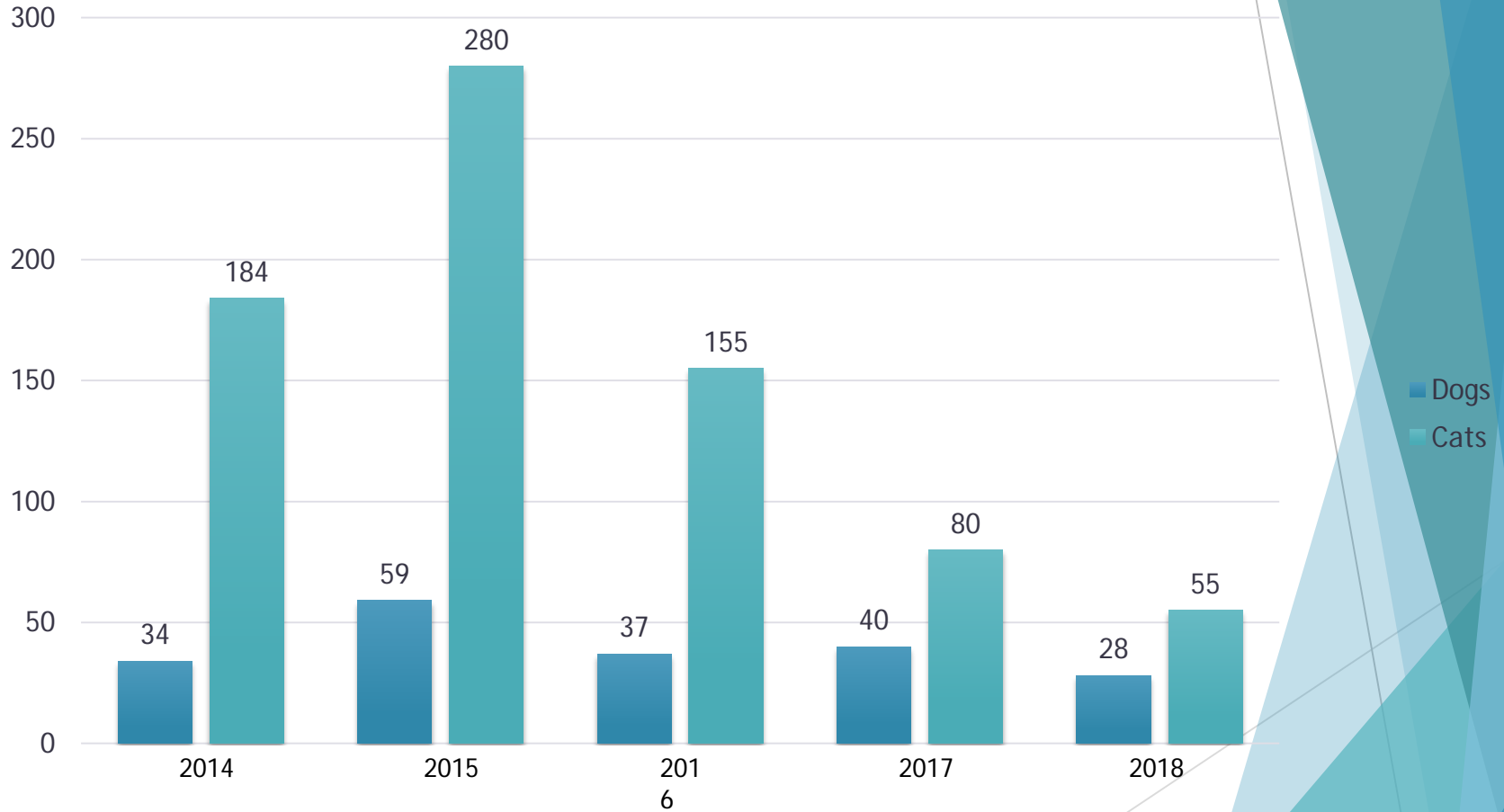
Shelter Statistics

Returned To Owner



Shelter Statistics

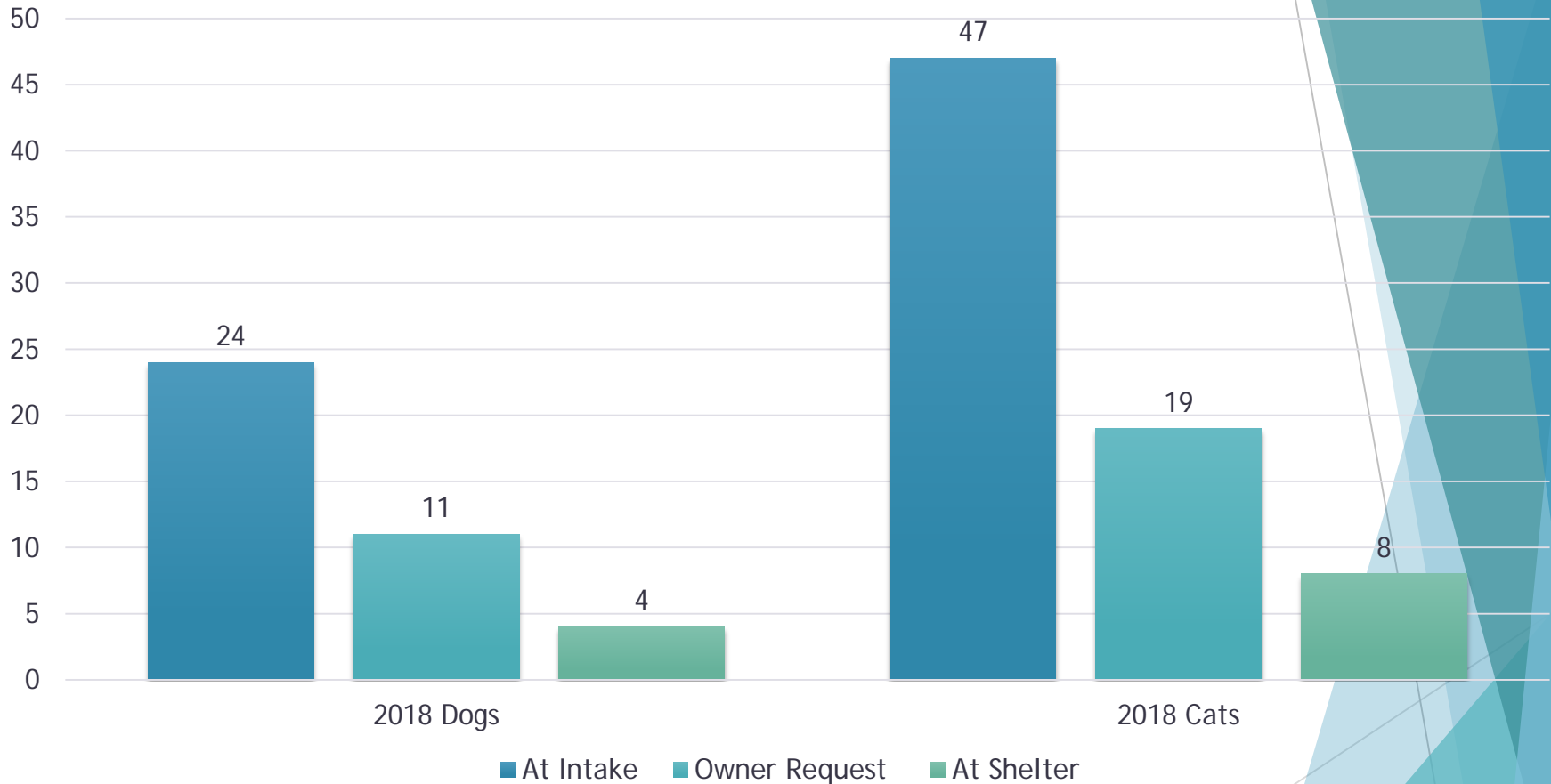
Euthanasia



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Shelter Statistics

Euthanasia



- At Intake Animals were euthanized due to pre-existing conditions occurring prior to Shelter Intake.
- Owner Request Animals were euthanized at the request of the owner upon intake.
- At Shelter Animals were euthanized due to circumstances that occurred while at the Shelter to include post intake aggression, illness and other medically/behaviorally related issues.

2018 saw 1,978 visitors that signed in at the front desk to look at the pets for adoption.

*This number does not include every day business of selling licenses, closing bite reports, dropping of donations, dropping off/picking up for clinic, intake, RTO or adoptions, TNR check-ins/pick up, live trap rentals, anyone looking for general information and so much more.



Strategic Goals

- ▶ Build a new animal shelter to improve the customer experience, staff safety and working environment and overall health and welfare of those animals in our care. Currently we have no space for meeting a pet one on one, this is done in the lobby while other business is occurring. No space for staff/volunteer/foster meetings or education rooms for the public. No parking to accommodate the community when they visit. Adoptable dogs are held with stray/quarantine/court case dogs, exposing them to the community as they walk through. Not necessarily a bigger facility, but a better layout.
- ▶ Formal Partnerships with Local Animal Welfare Organizations to conduct vaccination clinics, off site adoptions and educational outreach opportunities.
- ▶ Obtain a Mobile Adoption Unit that allows the shelter to get the animals out into the community. The vehicle would also be used for offsite vaccine/microchip clinics.

2019 Goals

- ▶ Continue Projects that ensure Compliance with MDARD and DEA Regulations.
- ▶ Reduce intake through proactive enforcement and progressive shelter programs.
- ▶ Provide additional opportunities for staff training and professional development.
- ▶ Enhance Collaborative efforts with Animal Welfare Organizations.
- ▶ Improve the volunteer process allowing for easier onboarding.
- ▶ Provide vaccine and microchip clinics to the community.
- ▶ Implement a barn cat program for those cats that cannot adapt to indoor living.
- ▶ Collaborate with other local animal welfare agencies and Gleaner's Pet Pantry to help keep pets in their home.

2018 News Worthy & Note Worthy

▶ Staff Training

▶ *Compassion Fatigue Awareness*

- ▶ Staff in Animal Welfare are highly susceptible due to nature of work
- ▶ Results of CF are high “burn out” rate and low attrition

▶ *Animal Handling and Behavior*

- ▶ Provided by Michigan Humane Society
- ▶ Traditional and Alternative ways to safely and humanely handle domestic animals.

▶ *2018 Great Lakes Animal Welfare Conference*

- ▶ Multiple Training Tracks to include Shelter Medicine, Animal Sheltering and Enforcement.
- ▶ Nationally Recognized Speakers
- ▶ Representatives from municipalities in 7 states.

2018 News Worthy & Note Worthy

Livingston County Animal Shelter Senior for Senior Cat Program

Livingston County Animal Shelter is offering a special, discounted adoption fee for seniors looking to add a cat to their lives.



Seniors, 62 and older, can adopt a senior cat, 7 years or older, for half the regular fee. That is only \$40 for lots of purrs, head-bumps and unconditional LOVE! Cats are spayed/neutered, vaccinated, and micro chipped.
If you are interested, call or stop by, and pick out your new best friend!

Why consider adopting a feline companion?

Cats offer many positive influences in a senior's life:

- Companionship
- Affection
- Entertainment
- Purpose
- No kitten crazies, just LOVE!

There are health benefits, too:

- Can lower blood pressure!
- Lessens depression, loneliness and anxiety!
- Helps overcome the loss of a loved one!

For information, call 517-546-2154
www.livgov.com/animalcontrol

Only Valid on Cats



Livingston County
Animal Shelter
418 S. Highlander Way
Howell, MI 48843

► Program Opportunities

- Implemented the "Seniors for Senior Cats" program.

Provides for discounted adoption for fees to Senior Citizens interested in adopting Senior Cats.

- Be a Buddy Not a Bully program offered to local schools.

Teaching children to respect and care for all living things, this program focuses on the core values of:

Responsibility-Compassion-
Integrity-Self Control

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2018 Successful Adoption Events

Bissell Empty the Shelter, Home for the Holidays, Hot Dogs-Cool Cats, Christmas in July, Heritage Days, Howell-o-ween, Be My Valentine, Wags and Stripes, Novi Pet Expo, Meet Your Best Friend at the Zoo, Pet Fest, Pet Supplies Plus and PetSmart Events.



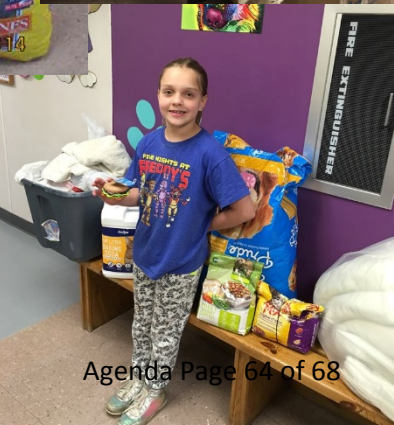


Willie Nelson



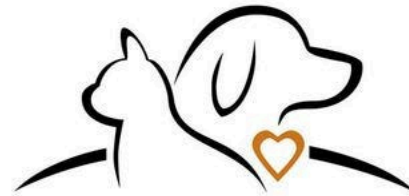
Donations from the Community!





The generous support and collaboration with our Friends Group allows us to provide the extra care many of the pets require that come through our door.

On average they spend \$8,000-\$10,000 a year on medical invoices and special needs for pets, such as x-rays, heartworm treatment, amputations, dentals, bloodwork, neonatal care, etc.



friends
of Livingston County Animal Shelter

Because sometimes it takes a little extra TLC...



Social Media

Facebook

- ▶ 11/18/19 we hit 10,000 “likes”
- ▶ Great asset for posting strays and reuniting them with owners
- ▶ Event advertisement
- ▶ Adoptable pets are posted and shared to thousands, resulting in homes!
- ▶ Pictures posted for adoptions, donations, and so much more

Instagram & Twitter

- ▶ Both have a few hundred followers
- ▶ Adoptable pets are posted
- ▶ Happy adoption stories shared
- ▶ Event advertisement



Thank You for your Time and Continued Support of the Department



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