

## **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

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)**

**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)**

## **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)**

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

Natalie Hunt, Recording Secretary