

GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

AGENDA

February 3, 2020

7:30 PM

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

Pages

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7. CALL TO THE PUBLIC

8. ADJOURNMENT

GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

MEETING MINUTES

January 6, 2020, 7:30 p.m.

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

Members Present: Wes Nakagiri, William Green, Kate Lawrence, Douglas Helzerman

1. CALL TO ORDER

The meeting was called to order by Commissioner Nakagiri at 7:31 p.m.

Roll call indicated the presence of quorum.

2. APPROVAL OF MINUTES

a. Corrected Minutes of Meeting Dated: November 4, 2019

b. Minutes of Meeting Dated: December 2, 2019

Motion to approve the minutes as presented.

Moved by: D. Helzerman

Seconded by: W. Green

Yes (4): W. Nakagiri, W. Green, K. Lawrence, and D. Helzerman

Motion Carried (4-0-0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: K. Lawrence

Seconded by: D. Helzerman

Yes (4): W. Nakagiri, W. Green, K. Lawrence, and D. Helzerman

Motion Carried (4-0-0)

4. REPORTS

None.

5. CALL TO THE PUBLIC

None.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Public Health

Resolution Authorizing an Agreement with The National Association of County and City Health Officials (NACCHO) to Support the Livingston County Health Department's Medical Reserve Corps (MRC)

Recommend Motion to the Finance Committee.

Dianne McCormick presented the resolution.

Moved by: K. Lawrence
Seconded by: D. Helzerman

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

Motion Carried (4-0-0)

6.2 County Clerk

Resolution Authorizing Issuance of Blanket Purchase Order for 2020 Election Supplies

Recommend Motion to the Finance Committee.

Elizabeth Hundley presented the resolution.

Moved by: W. Green
Seconded by: D. Helzerman

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

Motion Carried (4-0-0)

6.3 County Clerk

Resolution Authorizing a Budget Transfer to the Fiscal Year 2020 GF Elections Budget

Recommend Motion to the Finance Committee.

Elizabeth Hundley presented the resolution.

Moved by: D. Helzerman
Seconded by: K. Lawrence

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

Motion Carried (4-0-0)

7. CALL TO THE PUBLIC

Douglas Helzerman, County Commissioner - District 4, shared that the Census 2020 Complete Count Committee will be held on January 7, 2020. Committee members will see a presentation by a Census employee. A goal of this committee is to improve Livingston County's response rate.

8. ADJOURNMENT

Motion to adjourn the meeting at 7:43 p.m.

Moved by: D. Helzerman
Seconded by: W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and D. Helzerman

Motion Carried (4-0-0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the entering into contract for a Structural Analysis and Multi-Year Financial Plan for Emergency Medical Services (EMS) - Administration

WHEREAS, the EMS Fund 210 operates as a special revenue fund supported by two main revenue sources, property taxes and charges for services; and

WHEREAS, over the course of the past three years, EMS has incurred significant increases in expenditures in the areas of personnel, capital equipment and transfers-out which have drawn down the fund's working capital creating cash flow constraints; and

WHEREAS, as part of the County's due diligence and to ensure the ability of EMS to continue to provide services to the citizens of Livingston County and properly plan for replacement of its equipment, it is recommended that an in depth structural analysis be performed and a multi-year financial plan be developed; and

WHEREAS, PFM has provided a quote for providing the requested in-depth analysis and a five-year plan to include an excel spreadsheet of the model with assumptions for our use, for an amount not to exceed \$47,500; and

WHEREAS, it is recommended that this contract be paid from General Fund Contingency.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into contract with PFM for the structural analysis of the EMS operating fund and multi-year financial plan in an amount not to exceed \$47,500.

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

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:

Natalie Hunt

From: Cindy Catanach
Sent: Wednesday, January 15, 2020 11:07 AM
To: Hilery DeHate
Subject: FW: Quote for a structural analysis for EMS Livingston County

From: Randall Bauer <BAUERR@pfm.com>
Sent: Tuesday, January 14, 2020 9:04 AM
To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

"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 Cindy,

Given the County's long-standing relationship with PFM, PFM Group Consulting will do the multi-year planning project for a fixed fee of \$47,500, which is inclusive of all project costs (including expenses). There are two conditions we would request:

1. To minimize project travel costs, there would be two on-site visits to Livingston County, one for a project kick-off and interviews and one for either a mid-project high level findings meeting or to present final recommendations (County's option). All other work will be done off site.
2. The final deliverables will be a detailed PowerPoint presentation and an Excel workbook that includes all financial documentation.

Please let me know if this is acceptable and what you envision as a (rough) project start date.

Thanks,
Randy

Randall Bauer
Director | Management and Budget Consulting Practice

PFM Group Consulting LLC
bauerr@pfm.com | **office** 515.724.5723 | **mobile** 215.384.5161 | **web** pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]
Sent: Wednesday, January 8, 2020 10:14 AM
To: Randall Bauer <BAUERR@pfm.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: RE: Quote for a structural analysis for EMS Livingston County

EXTERNAL EMAIL: Use care with links and attachments.

Randy -

Understood. I hope we are able to work together on this. Thank you for all of your help.

From: Randall Bauer <BAUERR@pfm.com>

Sent: Wednesday, January 8, 2020 8:22 AM

To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>

Cc: Sarah Moore <MOORES@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

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Hi Cindy,

I will talk to my Managing Director and let you know. In the aggregate, this would require another 10 percent reduction in the total project budget, which is not insubstantial.

Thanks,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com

801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Tuesday, January 7, 2020 11:08 AM

To: Randall Bauer <BAUERR@pfm.com>; Kari Blanchett <BLANCHETTK@pfm.com>

Cc: Sarah Moore <MOORES@pfm.com>

Subject: RE: Quote for a structural analysis for EMS Livingston County

EXTERNAL EMAIL: Use care with links and attachments.

Randy –

I went over the revised proposal with our Board Chair, Don Parker. He said he would agree to \$47,500, including all travel, and that was his limit (he really was set at \$45k). Will you be able to provide this service at that price? Please let me know.

Cindy Catanach, CPFO

Acting County Administrator

Phone: 517.540.8727

Email: ccatanach@livgov.com



From: Randall Bauer <BAUERR@pfm.com>
Sent: Monday, January 6, 2020 5:49 PM
To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

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Hi (again) Cindy,

Kari pointed out that I neglected to include an expense cap – sorry about that. This version includes a \$3,000 cap on expenses.

Best,
Randy

Randall Bauer
Director | Management and Budget Consulting Practice

PFM Group Consulting LLC
bauerr@pfm.com | **office** 515.724.5723 | **mobile** 215.384.5161 | **web** pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Randall Bauer
Sent: Monday, January 6, 2020 2:58 PM
To: 'Cindy Catanach' <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>
Cc: Sarah Moore <MOORES@pfm.com>
Subject: RE: Quote for a structural analysis for EMS Livingston County

Hi Cindy,

Thanks for the call this afternoon and for taking a shot at this revised proposal with Commissioner Parker. As I mentioned on the call, I have included both a red-lined version and a clean copy. I/we are happy to discuss with you and/or Commissioner Parker (or others) if that would be helpful.

Best,
Randy

Randall Bauer

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Thursday, January 2, 2020 4:47 PM

To: Kari Blanchett <BLANCHETTK@pfm.com>

Cc: Sarah Moore <MOORES@pfm.com>; Randall Bauer <BAUERR@pfm.com>

Subject: RE: Quote for a structural analysis for EMS Livingston County

EXTERNAL EMAIL: Use care with links and attachments.

I am available after 3:00 on Monday. Does 3:30 work?

From: Kari Blanchett <BLANCHETTK@pfm.com>

Sent: Thursday, January 2, 2020 11:25 AM

To: Cindy Catanach <CCatanach@livgov.com>

Cc: Sarah Moore <MOORES@pfm.com>; Randall Bauer <BAUERR@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS Livingston County

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

Cindy:

Randy and I have spoken, and he has some ideas on how to get the cost of the analysis down closer to the range you are looking for. Would you be available on Monday to discuss with us? I am open between 10:30 am and 4:30 pm on Monday. Please let us know if you have any availability for a call during that time.

Should you have any questions, or require additional information, please let us know.

Thank you,
Kari

Kari L. Blanchett
Managing Director

PFM Financial Advisors LLC

blanchettk@pfm.com | phone 734.994.9700 | fax 734.994.9710

direct 734.794.2523 | cell 734.625.0479

555 Briarwood Circle, Suite 333 | Ann Arbor, MI 48108 | www.pfm.com

Public Financial Management, Inc. and PFM Financial Advisors LLC (collectively referred to as ("PFM")) are both registered municipal advisors with the SEC and the MSRB under the Dodd-Frank Act of 2010.

From: Randall Bauer

Sent: Tuesday, December 24, 2019 9:47 AM

To: Cindy Catanach <CCatanach@livgov.com>

Cc: Kari Blanchett <BLANCHETTK@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

Thanks Cindy, I will see what I can do. I will not be available this Friday, but I would be available for a call next Thursday or Friday. Are there particular times that would work for you? If so, I am happy to arrange a dial in for a conference call.

Best,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | **office** 515.724.5723 | **mobile** 215.384.5161 | **web** pfm.com

801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Monday, December 23, 2019 3:06 PM

To: Randall Bauer <BAUERR@pfm.com>

Cc: Kari Blanchett <BLANCHETTK@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Randy and Kari –

Thank you for this proposal. We feel this service is extremely important however the cost is quite a bit more than anticipated. I have spoken with Commissioner Parker who is the Board Chair and he is hoping that we can negotiate a lower price as long-time customers of PFM. Is there any way we can get this proposal down to the \$45,000 range?

I will be out of the office tomorrow through Thursday and back on Friday. I will also be out Monday – Wednesday next week and back on Thursday and Friday. Please let me know when we can discuss.

Thank you so much for all of your assistance. Have a very Merry Christmas!

Cindy

From: Randall Bauer <BAUERR@pfm.com>

Sent: Monday, December 16, 2019 6:19 PM

To: Cindy Catanach <CCatanach@livgov.com>

Cc: Kari Blanchett <BLANCHETTK@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS

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

Good afternoon Cindy,

Thank you for providing us an additional opportunity to work with Livingston County. Attached is a proposal to assist with developing a multi-year financial plan for the County EMS fund. As with all our PFM proposals, our goal is to provide you the level of service necessary to meet your needs. If there are aspects of the proposal that do not align with your goals

and objectives, we would be happy to discuss them with you and work to better tailor the project to your specific circumstances.

Thanks again,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Wednesday, December 4, 2019 10:23 AM

To: Randall Bauer <BAUERR@pfm.com>; Kari Blanchett <BLANCHETTK@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Yes it would not take place until January but we need the proposal now to plan for.

From: Randall Bauer <BAUERR@pfm.com>

Sent: Wednesday, December 4, 2019 11:19 AM

To: Cindy Catanach <CCatanach@livgov.com>; Kari Blanchett <BLANCHETTK@pfm.com>

Subject: [EXT] RE: Quote for a structural analysis for EMS

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

Hi Cindy,

Thanks for the request and the clarification. I'd be happy to work up a proposal for your consideration – understanding that you will want to get your new Director in place/up to speed before this would commence.

Best,
Randy

Randall Bauer

Director | Management and Budget Consulting Practice

PFM Group Consulting LLC

bauerr@pfm.com | office 515.724.5723 | mobile 215.384.5161 | web pfm.com
801 Grand Avenue, 33rd Floor | Des Moines, IA 50309

From: Cindy Catanach [<mailto:CCatanach@livgov.com>]

Sent: Wednesday, December 4, 2019 9:55 AM

To: Kari Blanchett <BLANCHETTK@pfm.com>; Randall Bauer <BAUERR@pfm.com>

Subject: RE: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Yes I am sorry I should have been more clear. We do want the multi-year projection as well as what the recommended structural changes would need to take place to achieve the desirable cash balance that includes building up a sufficient equipment replacement fund.

Does that make sense?

From: Kari Blanchett <BLANCHETTK@pfm.com>
Sent: Wednesday, December 4, 2019 10:48 AM
To: Cindy Catanach <CCatanach@livgov.com>; Randall Bauer <BAUERR@pfm.com>
Cc: Jennifer Nash <JNash@livgov.com>
Subject: [EXT] RE: Quote for a structural analysis for EMS

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Cindy:

As clarification, would / should this include a multi-year financial projection for the EMS Fund in order to ensure the Fund achieves the desired goals for working capital balance and capital replacement also? (which really will drive the available funds for EMS operational cost.

Should you have any questions, or require additional information, please let us know.

Thank you,
Kari

Kari L. Blanchett
Managing Director

PFM Financial Advisors LLC
blanchettk@pfm.com | phone 734.994.9700 | fax 734.994.9710
direct 734.794.2523 | cell 734.625.0479
555 Briarwood Circle, Suite 333 | Ann Arbor, MI 48108 | www.pfm.com

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From: Cindy Catanach [<mailto:CCatanach@livgov.com>]
Sent: Wednesday, December 4, 2019 10:44 AM
To: Randall Bauer <BAUERR@pfm.com>
Cc: Kari Blanchett <BLANCHETTK@pfm.com>; Jennifer Nash <JNash@livgov.com>
Subject: Quote for a structural analysis for EMS

EXTERNAL EMAIL: Use care with links and attachments.

Hi Randy –

Thank you and Kari for all the assistance that was provided on the EMS Cash analysis. I know we spoke about the possibility of doing a structural analysis of the expenses at EMS. Can you provide a quote or proposal for this service?

Cindy Catanach, CPFO
Acting County Administrator

Phone: 517.540.8727
Email: ccatanach@livgov.com



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Budget Amendment for Completion of the Animal Shelter Surgical Area Renovation Project – Animal Shelter

WHEREAS, a grant agreement with Two Seven Oh, Inc. in the amount of \$25,000 for the renovation of the Animal Shelter surgical area was previously authorized in the Fall of 2019 by County Administration in compliance with the Procurement Policy; and

WHEREAS, due to contractor delays the surgical area renovation project was not started in 2019; and

WHEREAS, a budget amendment in the amount of \$25,000 is required to complete the project in accordance with the grant agreement.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize a budget amendment in the amount of \$25,000 for the Fiscal Year 2020 Animal Shelter Org 23943000.

#

#

#

MOVED:
SECONDED:
CARRIED:

Christy Peterson

From: Madison Cregar <mmoran@twosevenohinc.org>
Sent: Tuesday, October 8, 2019 10:47 AM
To: Christy Peterson
Subject: [EXT] Grant Agreement - Livingston County Animal Control
Attachments: 2019 Grant Agreement - Livingston County Animal Control .pdf

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

Good afternoon,

Two Seven Oh Inc. is pleased to inform you that a grant has been approved in the amount of \$25,000.00.

Attached please find a Grant Agreement that outline the terms and conditions of accepting our grant. Please read all the terms and conditions carefully, initial each section, sign and return to us by the indicated date on the agreement.

The attached agreement must be signed by an active Board Member. You will be contacted once the signed agreement is received with authorization for you to move forward with your grant. Please note that if the agreement is not returned by this date it will be assumed that you have declined in accepting the grant.

Congratulations on this recognition of your important efforts. We look forward to working with you.

Thank you,

Madison Cregar
Grant Administrator

Two Seven Oh Inc.®
Direct: 248-617-3071
Fax: 248-667-9648
PO Box 280
New Hudson, MI 48165

Two Seven Oh Inc.

Reimbursement Grant Agreement

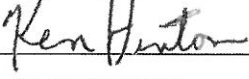
October 4, 2019

GRANTEE:	Livingston County Animal Control
GRANT AMOUNT:	\$25,000.00
GRANT PERIOD:	October 1, 2019 - January 1, 2020
FINAL REPORT DUE:	February 1, 2020
GRANT DESCRIPTION:	Renovation and remodeling of the shelter surgical area per October 3, 2019 quote from John Stewart General Contracts
GRANT ADMINISTRATOR:	Katie Wagner

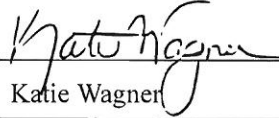
Two Seven Oh Inc. (The Foundation) and The Grantee are entering into this agreement to establish the terms of The Foundation's grant to The Grantee.		Please initial each section
1	The Foundation will only cover expense specified in the Grant Description.	RV
2	Services must occur within the Grant Period.	RV
3	The Foundation and The Grantee may agree in writing to modify the objectives, methods or timeline of the Grant Description. Any modifications must take place before the end of the Grant Period. Any modification request after the end of the Grant Period will not be allowed	RV
4	<p>The Grantee agrees to submit a Final Report no later than 28 days after the end of the Grant Period. This report must include:</p> <ul style="list-style-type: none"> - a brief summary of the outcome of your Grant - a full financial accounting of the expenditures of the grant with invoice(s)/receipt(s) for all payments used to fulfill the Grant Description you wish to have covered by this grant. <p>Invoices/receipts must have:</p> <ul style="list-style-type: none"> a. The description and quantity of products and/or services, line by line, and the cost of each of item; b. The date at which the products were purchased or when services occurred; c. The vendor's name with contact information; d. The Grantee's name somewhere on the invoice <p>(If The Grantee is unable to provide an invoice/receipt without one or more of these items, the invoice/receipt will be invalid and will be removed from final award amount.)</p>	RV
5	The Foundation agrees to reimburse The Grantee up to, but not exceeding, the Grant Amount to solely implement the Grant Description, for expenses The Grantee incurred during the Grant Period following the submission of a Final Report.	RV
6	The Grantee agrees to cover any expenses exceeding the Grant Amount.	RV
7	<p>The Grantee agrees to immediately notify The Foundation if any of the following occurs in the Grant Period:</p> <ul style="list-style-type: none"> - any changes in key personnel - any changes in address or phone number - any development that significantly affects the operation of the Grant Description - any additional funding for the Grant Description 	RV

8	The Grantee agrees to credit the participation of The Foundation as "Anonymous" in any advertisement, publicity or public comment related to the Grant Description.	KL
9	The Grantee will keep adequate records to document the expenditure of funds and activities supported by the grant. The Grantee agrees to make available to The Foundation the financial records related to the activities supported by the grant at any given time during the Grant Period.	KL
10	In the event The Foundation finds that The Grantee has failed to comply with any terms of this agreement, The Foundation may cancel its participation in the Grant Description resulting in no funds being reimbursed.	KL
11.	The Foundation will not issue reimbursement checks before the Final Report Due Date, regardless if the grantee completes and submits the final report prior to the due date.	KL

On behalf of The Grantee as a ~~Board Member~~, I understand and agree to the foregoing terms and conditions of accepting Two Seven Oh Inc.'s grant, and authorize this agreement on The Grantee's behalf.

Signature: 
Printed Name: KEN HINTON
Board Position/Title: Livingston County Administrator
Date: October 10, 2019

I authorize this grant agreement and terms listed above as a representative of The Foundation.

Signature of Director of Grants: 
Printed Name of Director of Grants: Katie Wagner
Date: October 4, 2019

This signed agreement must be postmarked, faxed or emailed by:	November 1, 2019
---	-------------------------

Please note that if each section is not initialed and the agreement is not signed by a **Member of the Board (or Board of Commissioners) the agreement will not be valid. If you have any questions please contact the Grant Administrator listed on your agreement.*

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with LandMark Appraisal Company to Provide Commercial Property Appraisal Services for the Livingston County Equalization Department

WHEREAS, 211.34 of the General Property Act requires the Equalization department to study each class of property every year; and

WHEREAS, to do this the Equalization department provides appraisals samples of each class of property to each unit of government and to the State Tax Commission; and

WHEREAS, with the limited availability of qualified people in the field, Livingston County has determined a need to contract for the commercial appraisal services;

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

WHEREAS, LandMark Appraisal Company submitted a proposal to provide commercial property appraisal services and per the proposed rates in Attachment A – BAFO Pricing Sheet of RFP-LC-19-30 for a (3) three year term beginning March 1, 2020 to March 1, 2022 with an option for an (1) additional two- year renewal for a total contract period not to exceed five (5) years; and

WHEREAS, funding for same has been allocated and approved as part of the departmental budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with LandMark Appraisal Services to provide commercial property appraisal services on an as-needed basis for a three (3) year term commencing on March 1, 2020 to March 1, 2022 with an option for an (1) additional two-year renewal for a total contract period not to exceed five (5) years.

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

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign renewal options for LandMark Appraisal Services to provide commercial property appraisal services on an as needed basis as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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**MOVED:
SECONDED:
CARRIED:**

RFP-LC-19-30: Evaluation Matrix

RFP-LC-19-30: Evaluation Matrix	Maximum Points	LandMark Appraisal Company	Quality Equalization Services
Scope of Services	80	70	65
Company Profile	20	20	13
References	40	37	26
Pricing Proposal	60	60	46
Total Points	200	187	150



Memorandum

To: Livingston County Board of Commissioners
From: Sue Bostwick, Director of Equalization
Date: January 24, 2020
Re: Resolution Authorizing an Agreement with LandMark Appraisal Company to Provide Commercial Property Appraisal Services for Livingston County Equalization Department – GENERAL GOV. / FINANCE / BOARD

Persuant to 211.34 of the General Property Act requires the Equalization department to study each class of property every year. To do this the Equalization department provides appraisals samples of each class of property to each unit of government and to the State Tax Commission. With the limited availability of qualified people in the field, Livingston County has determined a need to contract for the commercial appraisal services.

I am requesting the Board of Commissioners' approval to award a contract to LandMark Appraisal Company to provide commercial property appraisal services for the Livingston County Equalization Department on an as-needed basis. The current contract for these services has expired.

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 (1) one company was sent the solicitation directly. As a result, the solicitation reached a large group of qualified companies and even though two (2) submission were received, the evaluation committee (EC) believes the process created a system of free and open competition and should be considered valid.

After careful review of the proposals and the completion of reference checks, the EC requested a Best and Final Offer from both vendors. Afterwards, the EC finalized the rankings for each proposal and recommends an award to the highest ranked proposal.

As a result, I am requesting the attached resolution be approved to award a contract with LandMark Appraisal Company to provide commercial property appraisal services on an as-needed basis for a three (3) year term commencing on March 1, 2020 to March 1, 2023 with an option for an additional two-year period for a total contract period not to exceed five (5) years.

Thank you for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Appropriation of Funds to Cover the Cost of Remodeling the DHHS Offices Located at 2300 East Grand River – Facility Services

WHEREAS, the State of Michigan Department of Health and Human Services (DHHS) leases office space from Livingston County at 2300 East Grand River, Howell; and

WHEREAS, the State of Michigan DHHS has a need to renovate portions of the offices; and

WHEREAS, Livingston County Facility Services has facilitated the pre-construction cost of the project with its current vendor John Stewart Associates; and

WHEREAS, all cost of construction plus a 10% administration fees will be reimbursed to the County by the State of Michigan for a total cost not to exceed \$100,116; and

WHEREAS, the Facility Services Department would like to move forward with authorization for the project to renovate the leased DHHS office at the East Complex.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the renovation of the leased office space for the State of Michigan DHHS offices at 2300 East Grand River, Howell at a cost not to exceed \$100,116. The project will be 100% reimbursed by the State of Michigan plus a 10% administrative fee to Livingston County for oversight of the project.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorized any budget amendments needed to effectuate this project.

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MOVED:
SECONDED:
CARRIED:



Livingston County Facility Services

420 South Highlander Way
Howell, MI 48843
(517) 546-6491

DATE: January 14, 2020

TO: Livingston County Board of Commissioners

FROM: Chris Folts

RE: Resolution authorizing appropriation of funds to cover the cost of remodeling of DHHS offices at 2300 East Grand River, Howell

Livingston County leases space to the State of Michigan at 2300 East Grand River, Howell.

The DHHS office has a need to renovate office areas within the building and has contacted Facility Services to assist in planning and scope of work specifications. Facility Services contacted John Stewart Associates to assist in the scope preparation and to bid the project.

The State of Michigan has agreed to the price of \$ 100,116.00 plus 10% that will be paid to Livingston County for oversight of the project.

Once the project is complete Livingston County will pay the invoice of not to exceed \$100,116.00 for the project and then Livingston County will invoice the State of Michigan for that cost plus %10.

Therefore, Facility Services is requesting that the Livingston County Board of Commissioners grant permission to move forward with the project and authorize any budget amendments that are needed to effectuate this project. If you have any questions or concerns, please feel free to contact me.



STATE OF MICHIGAN

GRETCHEN WHITMER
GOVERNOR

DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

TRICIA L. FOSTER
DIRECTOR

January 8, 2020

VIA ELECTRONIC MAIL

Livingston County
Attn: Ms. Cynthia Catanach
304 East Grand River, Suite 202
Howell, MI 48844

Dear Ms. Catanach:

Subject: State of Michigan, CCO #4 to Lease #10440, Howell, MI

We are enclosing the original Contract Change Order (CCO) #4 for your review and approval.

Before returning the CCO it *must*:

- (a) be signed and dated by the Lessor where indicated.
- (b) have the Lessor's name printed below their signature.

The signed CCO should be returned via e-mail to the address shown below.

If you have any questions, please feel free to contact me at (517) 284-7924 or sanchez11@michigan.gov.

Your prompt attention to these matters will aid us in expediting this transaction.

Sincerely,

Leasa Sanchez

Leasa Sanchez
Specialist, Real Estate Division

Attachments

c: File

CONTRACT CHANGE ORDER
DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET ~ REAL ESTATE DIVISION
3111 W. St. Joseph Street, Lansing, MI 48917

DEPARTMENT: Department of State (DOS)	LEASE # 10440 ADDRESS: 2300 E. Grand River, Howell, MI 48844
NAME AND ADDRESS OF LESSOR Livingston County Attn: Ms. Cynthia Catanach 304 East Grand River, Suite 202 Howell, MI 48844	APPROVAL <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Lessor – Date </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Printed Name: </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Department – Date </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Printed Name: </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between; margin-bottom: 10px;"> Tricia L. Foster, CPM, ACoM Date </div> <div style="border-bottom: 1px solid black; display: flex; justify-content: space-between;"> Director, DTMB </div>

NOTICE TO LESSOR: This Contract Change Order, when fully executed, serves as official notice that the State of Michigan approves the contract change(s) set forth below. (AUTHORITY: 1984 PA 431).

DESCRIPTION OF CONTRACT CHANGE ORDER # 4

1.	Who requested the contract change? Department of Health & Human Services		
2.	Was the work indicated herein provided in the original build-out specifications (Yes/No)? No		
3.	What will the order change accomplish?		What will it cost?
	<p>Labor and materials needed to make alterations to the lobby and conference rooms, as well as create a mother's room.</p> <p>Lessor and Lessee acknowledge and agree that Lessor or Lessor's contractor(s) will secure any needed permits, perform pre-construction site preparation and post-construction site clean-up/restoration, remove all construction wastes from the leased premises and test all installed fixtures for proper operation at no extra charge to the State. The project is further detailed and discussed in the accompanying cost quote and floor plan:</p> <ul style="list-style-type: none"> - Attachment #1 – Floor plan, 5 pages - Attachment #2 - Cost quote: John Stewart, General Contractors, dated December 9, 2019, 3 pages - Attachment #3 – Cost quote: Livingston County Facility Services, Project Management Fee, dated January 7, 2020, 1 page <p>General Terms: Lessor and Lessee further acknowledge and agree that all contractors and service providers listed herein will be hired by and working for the Lessor, not by or for the State of Michigan and that the State of Michigan shall not indemnify any party in connection with any liability arising from this CCO. The Lessor shall be responsible for paying the contractors and service providers listed above directly and Lessor shall own and maintain in good order the improvements made to the leased premises under this CCO as Lessor would any other permanent fixtures of the leased premises, unless specifically provided otherwise elsewhere on this CCO form. Upon completion, the State of Michigan shall pay Lessor for the CCO work in a lump sum addition to the next regularly scheduled rent payment. The work must be completed to the Michigan Department of Health and Human Service's satisfaction before payment will be made. The Lessor shall submit copies of all paid invoices for which they are seeking reimbursement. All warranties for products and labor involved in this CCO shall accrue to and benefit the Lessor, unless specifically provided otherwise elsewhere in Lease 10440 or this CCO form.</p>		\$91,014.00
	Sub-Total		\$91,014.00
	10% Cost Overrun Contingency (if needed to complete the work described above)		\$9,101.40
	Project Management Fee		\$9,101.40
	TOTAL		\$109,216.80

NET INCREASE:	DEBIT: \$	CREDIT: \$	DEBIT \$	CREDIT \$
NET DECREASE:	DEBIT \$	CREDIT \$		

DEPT	ACTG TEMPLATE	UNIT	LOC	OBJ	DOBJ	PROG	PHASE	PROGP
491	491xx3772	4BX	8843	6401	6401	FES		

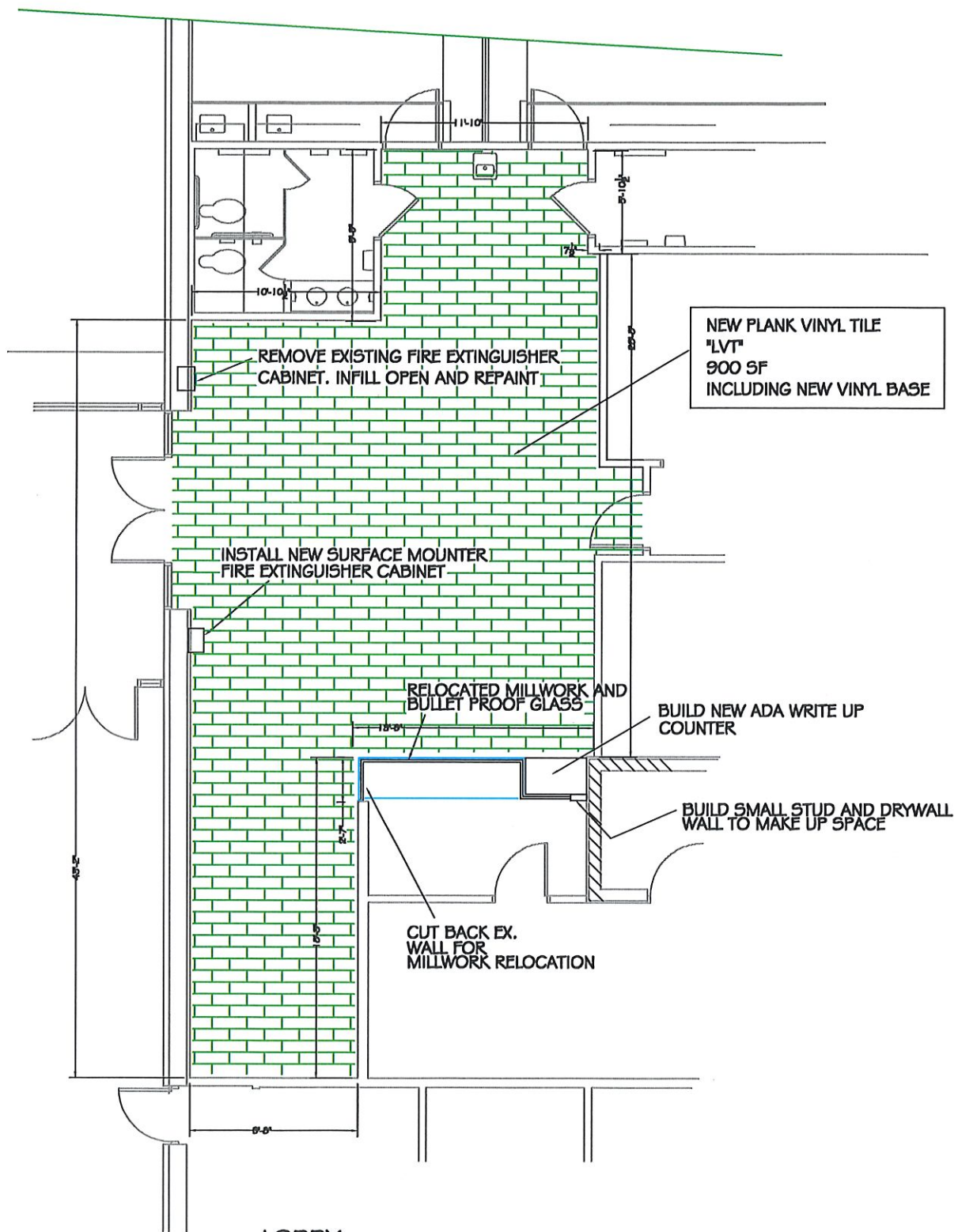
APPN	FUND	SFUND	ACTV	FUNC	TASK	TASKO	BSA	BFY
13010	1000	9999	B442	9999	1301	C047		
Agency Code	Commodity Code	Payable	Index					

copy to:

Lessor

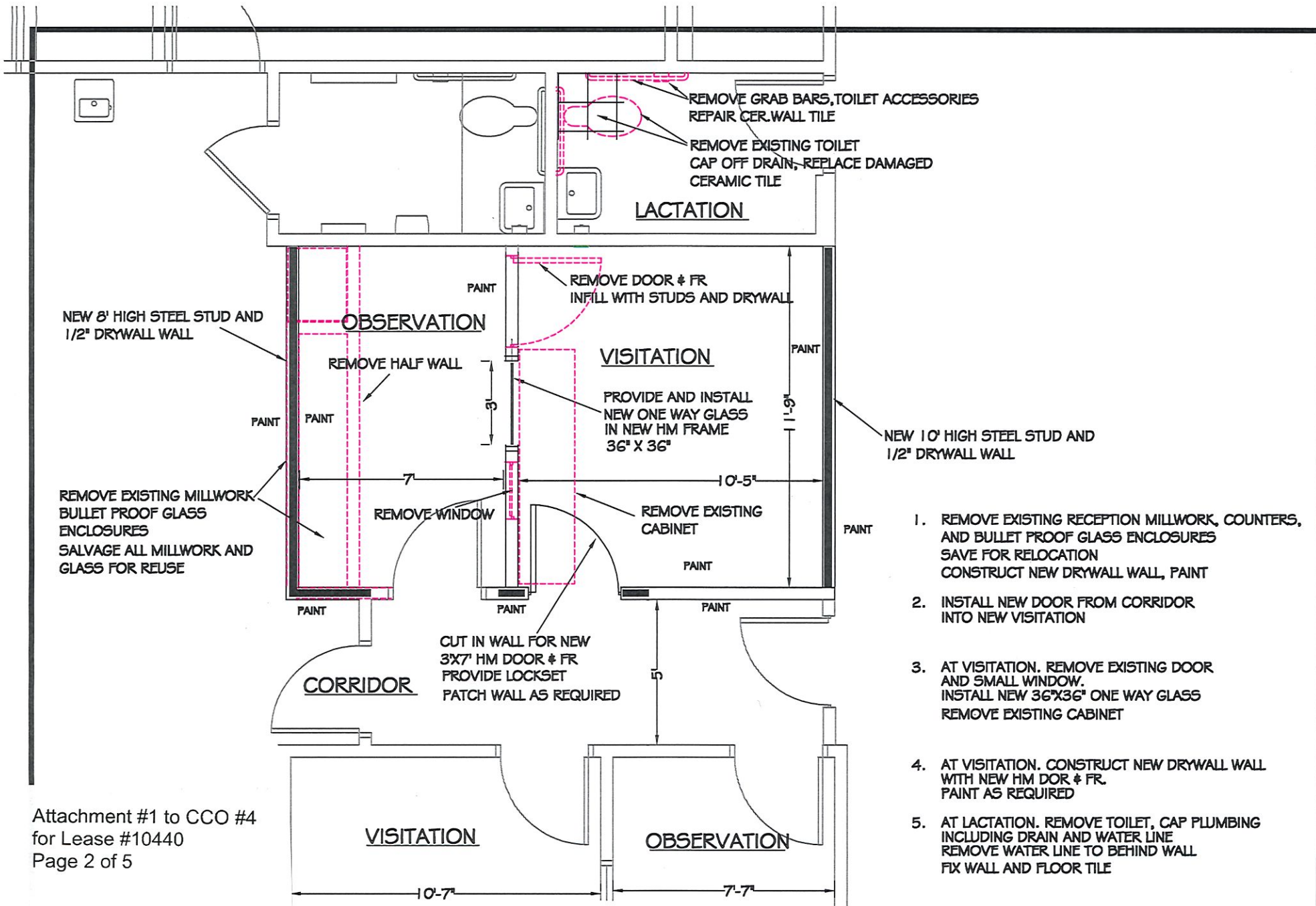
Department

DTMB/RED Files



LOBBY
SCALE 1/8" = 1'-0"

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com



Attachment #1 to CCO #4
for Lease #10440
Page 2 of 5

LIVINGSTON COUNTY
DHHS LEASE #10440 REMODEL

SCALE 1/4" = 1'-0"

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com

Agenda Page 27 of 80

11 NOV.2019

B

NOTE:
REMOVE EXISTING RECESSED FIRE EXTINGUISHER
CABINET. REPAIR AND REPAINT WALL

NEW SURFACE MOUNTED
FIRE EXTINGUISHER CABINET

REMOVE DOOR AND FRAME
DRYWALL WRAP NEW DROPPED
HEADER
REPAIR AND REPAINT ALL DISTURBED
SURFACES

REMOVE WALL TO 7'-0"
REMOVE MILLWORK AND COUNTERS
REMOVE TWO EXISTING PASS WINDOWS
INSTALL NEW DROP HEADER TO
RECEIVE RELOCATED MILLWORK FROM RECEPTION

ELEVATION
"A"

ELEVATION
"B"

REMOVE SECTION OF SIDE WALL
TO INSTALL RELOCATED MILLWORK
PROVIDE HEADER AT 7'-2 1/2"

DEMO EXISTING COUNTER
AND CABINETS

REWORK EXISTING ELECTRICAL

REPAIR AND REPAIR AFFECTED WALL

REMOVE DOORS AND FRAMES
REMOVE WALLS
REPAIR AND REPAINT ALL
DISTURBED AREAS

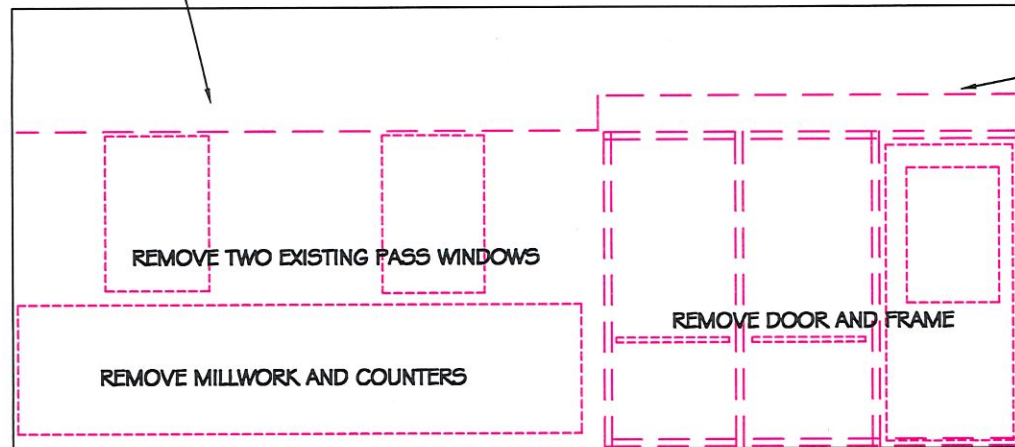
REWORK EXISTING THERMOSTAT
REWORK EXISTING ELECTRICAL

REMOVE TOILET IN ITS ENTIRETY
TOILET, SINK, GRAB BARS, AND
FLOOR AND WALL TILE

CAP PLUMBING INSIDE WALL AND
BELOW FLOOR LINE

SCALE 1/4" = 1'-0"

REMOVE WALL TO 7'-2 1/2"
INSTALL NEW DROP HEADER TO
RECEIVE RELOCATED MILLWORK FROM RECEPTION

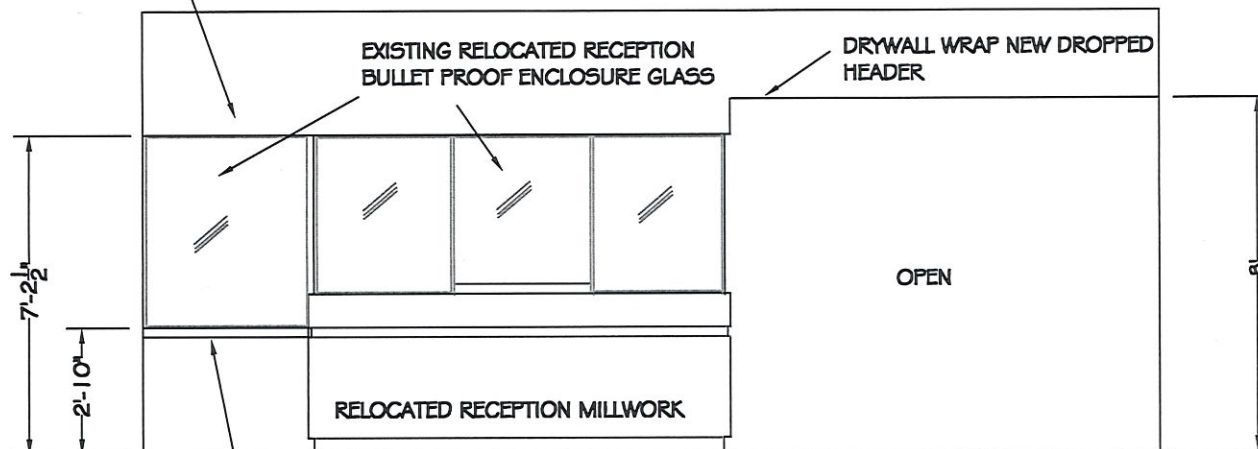


REMOVE WALL TO 8'-0 1/2"
PROVIDE NEW HEADER
DRYWALL WRAP AND REPAINT
ABOVE EXISTING REMOVED DOOR AND SIDELITES

ELEVATION "A" EXISTING

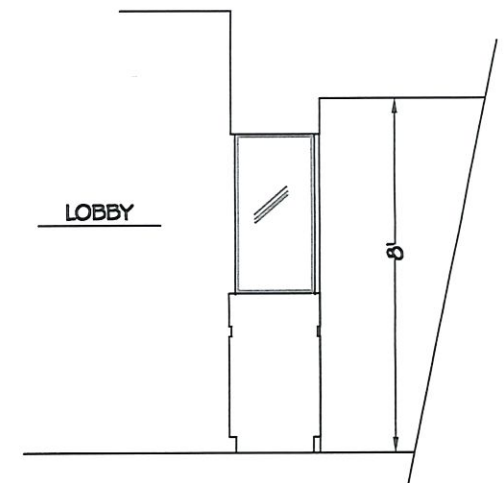
SCALE 1/4" = 1'-0"

DRYWALL WRAP NEW DROPPED
HEADER



ELEVATION "A" NEW

SCALE 1/4" = 1'-0"



ELEVATION "B" NEW

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com

REPAINT 12' HIGH WALL

REMOVE EXISTING DOOR AND FRAMES
INFILL OPENING WITH STUDS, SOUND INSULATION
AND DRYWALL. PAINT ENTIRE WALL

REMOVE EXISTING DOOR AND FRAMES
INFILL OPENING WITH STUDS, SOUND INSULATION
AND DRYWALL. PAINT ENTIRE WALL

REPAINT WALLS

REPAINT WALLS

CARPET REPAIR ????

REPAINT WALLS

REMOVE EXISTING WALLS
LEAVE 3" WALL AT CEILING
RE-DRYWALL EXISTING WALL STUB, REPAINT

SCALE 1/4" = 1'-0"

Attachment #1 to CCO #4
for Lease #10440
Page 5 of 5

LIVINGSTON COUNTY
DHHS LEASE #10440 REMODEL

JOHN STEWART GC
(248) 390-5260
stewartcontractors@gmail.com

(REVISED 12-9-19)

Livingston County
Facility Services
420 S. Highlander Way
Howell, Mi. 48843
Attn: Mr. Chris Folts
RE: Remodeling at MHHS

DESCRIPTION OF WORK

A.

1. Installing Vinyl Plank floor and base in Reception and in Observation and Visitation
2. Remove existing fire extinguishers
Install new surface mount fire extinguisher cabinet
3. Patch wall
4. Paint all walls only at reception
5. Remove existing carpet
6. Install new vinyl plank flooring

B.

1. Demolish ex. reception counter and store for relocation
2. Remove existing bullet proof glass and store for reinstall
3. Install new one way glass at observation
4. Build new wall at ex.reception counter location
5. Install new door to visitation
6. Demolish existing drop and light fixtures at ex.reception
7. Cut in new door opening to visitation
8. Supply new door, frame, and hardware at visitation
9. Remove existing door and window at visitation
10. Infill existing door opening, enlarge opening between observation and visitation
11. Construct new stud and drywall wall at visitation
12. Patch wall at new door
13. Patch carpet at new visitation wall
14. Repaint entire wall at south visitation/ work area
15. Remove existing cabinets at new visitation
16. Remove grab bars, toilet accessories at Lactation
17. Remove toilet, and repair tile at Lactation (owners tile)
Grout holes at tile from screws of toilet accessories
18. Remove carpet in existing visitation & observation. Install new Vinyl Plank flooring

C. & D.

1. Remove wall at west reception
2. Remove counters and cabinets
3. Remove existing wall to 7'
4. Rework electrical
5. Rebuild wall
6. Install relocated reception counter
7. Re-install existing stored bullet proof glass
8. Demo existing door and window system
9. Repair walls
10. Demo small portion of south wall in new kiosk area
11. Demo storage area and toilet area
remove all walls and ceilings
12. Tie in new acoustical ceiling at toilet and storage
13. Install new light fixtures
14. Add electrical outlets in new kiosk
15. Demo plumbing and cap existing waste and water lines
16. Patch walls at toilet and storage
17. Paint walls

- E.
1. Demo two walls for new meeting area
 2. Infill work room side walls at door opening
Drywall, steel studs and sound insulation
 3. Patch and repair walls
 4. New drywall drops at demo'd walls
 5. Repaint walls
 6. Paint walls at work area side
 7. Rework lighting circuits
 8. Repair carpet at removed walls (owners carpet)

COST BREAKDOWN

Permit Allowance	2000.00
Painting	6800.00
electrical	8510.00
counter install	1710.00
Glass & glazing	5428.00
HM doors & hardware	1095.00
carpet repair and vinyl plank	15664.00
demolition	9600.00
floor prep	1000.00
construction documents	700.00
Job Superintendent	3000.00
Cleanup	1600.00
Dumpsters	1500.00
Misc. labor	3500.00
Sprinker system rework allowance	1000.00

A.	Install new fire extinguisher cabinet. Repair wall at existing unit	550
B.	<u>Observation</u>	
	1. steel stud wall 15 lf x 45/lf	675
	2. Drywall 300 sf x 2.20/sf	660
	3. Sound insulation 150 sf x 1.00/sf	150
	<u>Visitation</u>	
	1. Infill door and window opening	1000
	2. Drywall	600
	3. Install door, door frame & hardware	1200
	4. Patch and repair drywall	600
	5. New 12' long x 11' high wall	
	a. steel stud 12lf x 55/ft	660
	b. drywall 540 sf x 2.20/sf	1188
	c. sound insulation 270 sf x 1/sf	270
C.	<u>West Reception</u>	
	1. Rebuild wall to accept relocated counter and bullet proof glass 24 hrs x 70/hr	1680
	2. Drywall install and repair	2800
	3. Build new drop over counter	1700
	4. Install new acoustical ceiling at ex bathroom and storage area, at drywall ceiling removed	1100
D.	<u>Meeting Rooms</u>	
	1. Infill work room side walls at door opening Drywall, steel studs and sound insulation	2800
	2. Repair wall at removed walls and ceiling	2000
	Subtotal	82,740
	Profit and Overhead @ 10 %	8274
	Total cost	91,014.00

Off hours construction estimate extra

1. Electrical 2880
2. Carpentry 4200
3. Painting 1000
4. Carpet and demo quotes already included for some Saturday for Lobby



Livingston County Facility Services
420 S. Highlander Way
Howell, MI 48843
Phone: 517-546-6491

Quote: 1072020

Quote

Customer

Name Department of Health and Human Services
Address 2300 E Grand River
City Howell State MI ZIP 48843
Phone

Date 1/7/2020
Lease No. 10440
CCO No. 4
Rep Folts

	Description	Unit Price	TOTAL
1	Project Management for Lease No. 10440, CCO No. 4.	\$9,101.40	\$9,101.40
Subtotal			\$9,101.40
Shipping & Handling Taxes MI			
TOTAL			\$9,101.40

Please make check payable to Livingston County Facility Services and send to the address above.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution Authorizing Hiring and Promotion Discretion Between Two Positions
In The Health Department -Environmental Health Division – Health Department**

WHEREAS, the Livingston County Health Department (LCHD) currently employs Environmental Sanitarian I and Environmental Sanitarian II positions; and

WHEREAS, the Sanitarian I positions are considered an entry level professional position and the Sanitarian II positions are senior level positions with a prerequisite of work experience and specific credentials; and

WHEREAS, historically LCHD has used the progression between these two positions as a career advancement incentive and to retain and recruit an experienced and talented workforce; and

WHEREAS, the current county process requires board approval for any deviation from the authorized positions as approved by the Board of Commissioners in the annual operating budget document for either hiring or internal promotion; and

WHEREAS, LCHD desires the flexibility to hire a person in either position depending on Department needs and candidate qualifications and the ability to promote existing employees in the Sanitarian I positions to Sanitarian II as they meet the qualifications and performance measures; and

WHEREAS, this resolution shall also apply to any future Sanitarian positions or vacancies in LCHD.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Livingston County Health Department Director to have the authority to hire a person as either a Sanitarian I or a Sanitarian II depending on the needs of the department and the qualifications of the candidate.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize LCHD Director to have the authority to promote existing employees in the Sanitarian I position to a Sanitarian II position as that person meets the experience and credentials required to meet the qualifications of that position.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY HEALTH DEPARTMENT

2300 East Grand River Avenue, Suite 102
Howell, Michigan 48843-7578

www.lchd.org

PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850
F: (517) 546-6995

ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858
F: (517) 546-9853

January 28, 2020

To: Livingston County Board of Commissioners

From: Matt Bolang, Deputy Health Officer/Director of Environmental Health

Re: Resolution authorizing hiring and promotion discretion for Environmental Sanitarian Positions

The attached resolution is requesting authorization for the Director of the Health Department to hire and promote between two Environmental Sanitarian positions within the Environmental Health Division.

Historically, LCHD has employed Environmental Sanitarian I (entry level) and Sanitarian II (senior level) professional positions. The main difference between the two is a matter of experience, meeting performance measures set during annual performance evaluations and achieving the Registered Sanitarian/Registered Environmental Health Specialist (RS/REHS) credential. LCHD has used the Sanitarian II position as a goal for Sanitarian I employees to achieve. This career ladder allows for the ability for employees to transition from one position to the other as they continue their career with LCHD, and has helped with employee retention and overall job satisfaction having this ability for upward mobility.

The current county process requires board approval for deviations to the positions approved in the current budget year. This process has the potential to create a burden for hiring and internal promotions. Based on the current budget, if we had a vacancy due to an employee leaving the county, we would need to hire the vacated position, whether it was at the entry level or senior level. This would not allow us the flexibility to offer the position based on need and applicant qualifications. Additionally, for every Sanitarian I position that has met the requirements for the Sanitarian II position, we would need to go through the board approval process for each instance that would cause a delay in the employee receiving the promotion. This resolution would allow for greater efficiencies in our department in this regard.

Both the hiring and promoting of positions would require that the Director submit a Personnel Action Request (PAR) that would need to demonstrate how the position would be funded within our approved budget. The PAR is reviewed by the Financial Officer and Human Resources Director. Therefore, if granted the authority to make these discretionary changes in personnel, there are existing checks and balances in place to ensure proper budgetary considerations are made prior to a final decision being rendered.

I should also note that this resolution request mirrors action items in both the County's and LCHD's Strategic Plans by supporting efforts to implement successional planning and providing support for professional development and certifications. Overall this resolution would create an environment to foster continued professional growth and allow flexibility to the Health Department when making hiring and promotion decisions. I recommend approving this resolution.

If you have any questions regarding this matter please contact me at (517) 552-6870.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Reorganziation of the Senior Public Safety Technology Specialist and Public Safety Technology Specialist Positions - Information Technology

WHEREAS, the Senior Public Safety Technology Specialist position has been vacant since December 17, 2019; and

WHEREAS, existing IT support staff have been endeavoring to fulfill the duties of the vacated Senior Technology Specialist position, however, the vacancy has resulted in a large backload of open work orders; and

WHEREAS, the Public Safety Technology Specialist position will shift from the Information Technology Department to the Sheriff's Office the Senior Public Safety Technology Specialist position; and

WHEREAS, the Senior Public Safety Technology Specialist position will shift from the Sheriff's Office to the Information Technology Department and

WHEREAS, the Senior Public Safety Technology Specialist will oversee the Public Safety Technology Specialist, as well as training them in the specialized hardware and software required in our public safety environment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the change in the following positions:

CURRENT:

Position #	Description	Status	FTE	ORG
22800113	PUBLIC SAFETY TECH	A	1.00	10130100 - Sheriff
22800114	SR PUBLIC SAFETY TECH	A	1.00	63622800 - IT

PROPOSED:

Position #	Description	Status	FTE	ORG
22800113	SR PUBLIC SAFETY TECH	A	1.00	10130100 - Sheriff
22800114	PUBLIC SAFETY TECH	A	1.00	63622800 - IT
#	#	#	#	#

MOVED:

SECONDED:

CARRIED:



304 E. Grand River Ave., Suite 101
Phone 517.548.3230 Fax 517.545.9608
Web Site: <https://www.livgov.com/>

Memorandum

To: Livingston County Board of Commissioners
From: Diane Gregor
Date: 1/29/2020
Re: Reclassifying the Senior Public Safety Technology Specialist Position

The Senior Public Safety Technology Specialist position has been vacant since December 17, 2019. This position is currently an IT position.

IT initially worked with a contract services firm, which was unable to locate any viable candidates.

We would like to reclassify the Senior Public Safety Technology Specialist position, moving it to the Sheriff's Office. The Public Safety Technology Specialist position is to be reclassified to the Information Technology Department.

Public Safety environments require specialized technical skill sets. Reclassifying the position ensures the acquired knowledge and skills of the Public Safety Technology Specialist are used in their new role as the supervisor of the Public Safety Technology Specialist.

If you have any questions regarding this matter please contact me.



CONTACT INFORMATION

Requester: Diane Gregor Title of Requester: Acting CIO
Dept. Phone Number/Extension: x8807 Date Requested: 1/24/2020

POSITION INFORMATION

Position Title: Sr. Pub Safety Tech Specialist Supervisor: Ken Langley, Infrastructure Manager

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☒ No ☐

If so, name of person last holding this position: Fred Steuber

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: _____

Justification of request / change of position **(REQUIRED)**: Sr. Public Safety Specialist

Reclassifying current the Senior Public Safety Technology Specialist position to the Sheriff's Office from the IT Department.

FUNDING INFORMATION

Base Annual Salary: \$71,083 This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____

Allocation **(Required)**: Current: Org. 636-22800 % 100 Proposed (If changing): Org. 101-30100 % 100

Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head _____ Date _____

HR OFFICE ONLY

Job Class: _____ Job Title: _____ Grade/Step: _____/_____

FTE: _____ Employee Group: _____ HR Reviewed: _____ Date: _____

BUDGET OFFICE ONLY

Position Control # _____ Org. _____

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Capital Expenditure and Budget Amendment for Replacement Juvenile Court Van – Car Pool

WHEREAS, the Car Pool Department is requesting authorization to replace one (1) vehicle from the Juvenile Court that has met useful life criteria based on age, mileage, and condition; and

WHEREAS, the current van was originally placed on an 84-month lease (replacement) term and has 18 months of payments remaining, but its condition warrants replacement in the current fiscal year; and

WHEREAS, the vehicle being replaced is a model year 2014 Dodge Grand Caravan and will be replaced with a model year 2019 Dodge Grand Caravan that will be leased for a period of five (5) years from Enterprise Fleet Management at a cost not to exceed \$27,500 in lease costs and equipment installation; and

WHEREAS, the Car Pool Department has received \$14,822 in lease (replacement) payments under the internal Car Pool lease program that is being phased-out and will receive an estimated \$2,500 in sale proceeds from the van being replaced; and

WHEREAS, the remaining \$10,178 will be covered by budgeted lease payments for the current van in the amount of \$2,695 and a budget transfer from Juvenile Court in the amount of \$7,483; and

WHEREAS, the vehicle replacement was not included in the current year budget and requires a budget amendment to Car Pool and a line item transfer from within the Juvenile Court budget into the restricted Auto Leasing object code to cover the prepaid lease costs and equipment installation; and

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the Car Pool Department to replace a 2014 Dodge Grand Caravan leased by the Juvenile Court with a 2019 Dodge Grand Caravan leased from Enterprise Fleet Management for a period of five (5) years at a cost not to exceed \$27,500 in prepaid lease costs and equipment installation.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby authorize a budget amendment to the Car Pool 2019 Budget as follows:

FUND	APPROVED 2020 BUDGET	PROPOSED AMENDMENT	2020 AMENDED BUDGET
Car Pool	\$ 1,953,029	\$ 27,500	\$ 1,980,529

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby authorize a budget transfer for Juvenile Court in amount of \$7,483 into the Auto Leasing object code.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
CAR POOL DEPARTMENT

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

Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 01/27/2020
Re: Resolution Authorizing Capital Expenditure and Budget Amendment for Replacement Juvenile Court Van

The Car Pool Department is requesting authorization to replace one (1) vehicle from the Juvenile Court that has met useful life criteria based on age, mileage, and condition.

The current van was originally placed on an 84-month lease (replacement) term and has 18 months of payments remaining, but its condition warrants replacement in the current fiscal year to avoid increasingly costly repairs. The van is 6 years old with over 130,000 miles.

The vehicle being replaced is a model year 2014 Dodge Grand Caravan and will be replaced with a model year 2019 Dodge Grand Caravan that will be leased for a period of five (5) years from Enterprise Fleet Management at a cost not to exceed \$27,500 in lease costs and equipment installation.

Car Pool has received \$14,822 in lease (replacement) payments under the internal Car Pool lease program that is being phased-out and will receive an estimated \$2,500 in sale proceeds from the van being replaced. The remaining \$10,178 will be covered by budgeted lease payments for the current van in the amount of \$2,695 and a budget transfer from Juvenile Court in the amount of \$7,483.

The vehicle replacement was not included in the current year budget and requires a budget amendment to Car Pool and a line item transfer from within the Juvenile Court budget into the restricted Auto Leasing object code to cover the prepaid lease costs and equipment installation.

If you have any questions please contact me directly at x7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing FY 2021 Specialized Services Contract Between the Michigan Department of Transportation and the County of Livingston - LETS

WHEREAS, LETS is the eligible governmental agency representing SPECIALIZED SERVICES providers receiving funds under this contract for Livingston County; and

WHEREAS, SPECIALIZED SERVICES are public transportation services primarily designed for persons who are disabled or who are sixty (60) years of age or older; and

WHEREAS, This contract is to provide operating assistance funds from the Michigan Department of Transportation to SPECIALIZED SERVICES providers in Livingston County, as follows:

Specialized Services Providers

Brighton Community Education	\$17,560
Hartland Senior Center	\$17,560
Livingston County Community Mental Health	\$17,560
Livingston County Catholic Charities	\$10,375
Special Ministries of Livingston County	\$ 7,025

TOTAL: \$70,080

WHEREAS, Upon execution, this Contract shall cover the period commencing October 1, 2020, and extending through September 30, 2021.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorize the SPECIALIZED SERVICES Contract between the Michigan Department of Transportation and the County of Livingston, together with the above-stated provider contracts, for services from October 1, 2020, through September 30, 2021.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign said contracts and subsequent Project Authorization(s) upon review and recommendation of Mark T. Koerner, LETS Transit Attorney.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 1/24/20
**Re: Resolution Authorizing FY 2021 Specialized Services
Contract Between the Michigan Department of
Transportation and the County of Livingston - LETS**

Attached for your review and consideration is a resolution authorizing a contract between MDOT and Livingston County (LETS) for the FY 2021 Specialized Services grant in the amount of \$70,080. These funds are “passed through” LETS and distributed to the sub-recipients (service providers) named in the resolution based on passenger trip mileage.

LETS has the fiduciary responsibility to apply for funding and to report activity to MDOT including the distribution of funds to qualified Specialized Services providers. The distribution is set annually by the Livingston Local Advisory Council, which is a state-mandated body in all communities that receive Specialized Services funds. The LLAC is comprised of senior citizen stakeholders, a representative from AAA-1B, and human service agencies representing seniors.

LETS receives the pass through funds from MDOT quarterly based on passenger trip mileage reported by the Specialized Services providers. Upon receipt of the funds LETS distributes the quarterly apportionment to the service providers via the County Treasurer’s Office. The funds reimburse the agencies for 100% of mileage costs up to their maximum amount – there is no local match required.

As always, if you have any questions, please do not hesitate to contact me at x7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution of Intent to Apply for FY 2021 Congestion Mitigation and Air Quality (CMAQ) Grant for Six Expansion Buses for Proposed Grand River Service - LETS

WHEREAS, the 2019 Transit Master Plan study determined that 29% of existing LETS dial-a-ride trips (~43,000 in 2019) start and end within a half-mile of Grand River Avenue, and about 19% of those trips are recurring for purposes such as employment and education; and

WHEREAS, nearly all of the County's top employers and its highest concentration of jobs are found along the Grand River Avenue corridor, and residential housing density is increasing; and

WHEREAS, in response to these findings the Plan recommends establishing scheduled, fixed-route service along the Grand River corridor to provide more reliable and efficient service than is possible with dial-a-ride transit, and to shift capacity for dial-a-ride service to areas of the County with lower population density where the need is greater for such service; and

WHEREAS, in January 2020 LETS completed an in-depth analysis of the proposed service through its vendor contracted for the Transit Master Plan, AECOM, which culminated in a detailed service plan that includes proposed stop locations, schedules, and cost estimates for operations and capital; and

WHEREAS, the proposed route will require (6) additional medium-duty buses, including four (4) that will operate during peak service hours and two (2) spares; and

WHEREAS, LETS has confirmed with SEMCOG that capital funding is available for the bus purchase through the federal Congestion Mitigation and Air Quality (CMAQ) program which provides 80% funding with a 20% state match; and

WHEREAS, LETS is requesting authorization to apply for \$613,000 in federal FY 2021 CMAQ funding and \$153,250 in state capital match funds for a total of \$766,250 to purchase the buses if the service plan is implemented; and

WHEREAS, LETS is not obligated to use the funds for expansion vehicles if the proposed service does not materialize and will seek approval from the Board if it becomes necessary to revise the scope of the grant.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize LETS to apply for federal Congestion Mitigation and Air Quality (CMAQ) funding to purchase six (6) expansion buses for the proposed Grand River Avenue fixed-route service in the total amount of Seven Hundred Sixty-six Thousand Two Hundred Fifty dollars (\$766,250) including state matching funds.

BE IT FURTHER RESOLVED that LETS is not obligated to use the funds for expansion vehicles if the Grand River fixed-route service does not materialize and will seek approval from the Board if it becomes necessary to revise the scope of the grant.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize the Board chair to sign all documents related to the grant application and subsequent award upon approval as to form by LETS transit attorney Mark Koerner of Foster, Swift, Collins & Smith PC.

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MOVED:

SECONDED:

CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 01/27/2020
Re: Resolution of Intent to Apply for FY 2021 Congestion Mitigation and Air Quality (CMAQ) Grant for Six Expansion Buses for Proposed Grand River Service

The 2019 Transit Master Plan study determined that 29% of existing LETS dial-a-ride trips (roughly 43,000 in 2019) start and end within a half-mile of Grand River Avenue, and about 19% of those trips are recurring for purposes such as employment and school. Nearly all of the County's top employers and its highest concentration of jobs are found along the Grand River corridor. Moreover, the density of residential development has increased substantially over the last two decades.

With these statistics in mind, the Transit Master Plan recommends establishing scheduled, fixed-route service along Grand River Avenue between Brighton and Howell with connecting shuttles between Fowlerville and the LETS office, which will serve as the westernmost stop on the route.

In developed areas such as the Grand River corridor scheduled bus routes are more efficient with a much lower operating cost per passenger than dial-a-ride transit. It is also a more reliable mode of transportation for those passengers commuting to work and school and does not require advance reservations. This would also allow LETS to shift capacity for dial-a-ride service to areas of the County with lower population density where the need for such service is greater.

In January 2020 LETS completed an in-depth analysis of the proposed service through its vendor contracted for the Transit Master Plan (AECOM) which culminated in a detailed service plan that includes proposed stop locations, schedules, and cost estimates for operations and capital. A draft of the service plan overview is attached for your review.

The proposed route will require (6) additional medium-duty buses, including four (4) that will operate during peak service hours and two (2) spares. LETS has confirmed with SEMCOG that capital funding is available for the bus purchase through the federal Congestion Mitigation and Air Quality (CMAQ) program which provides 80% funding with a 20% state match.

LETS is requesting authorization to apply for \$613,000 in federal FY 2021 CMAQ funding and \$153,250 in state capital match funds for a total of \$766,250 to purchase the buses if the service plan is implemented.

Please note that LETS is not obligated to use the funds for expansion vehicles if the proposed service does not materialize and will seek approval from the Board if it becomes necessary to revise the scope of the grant.

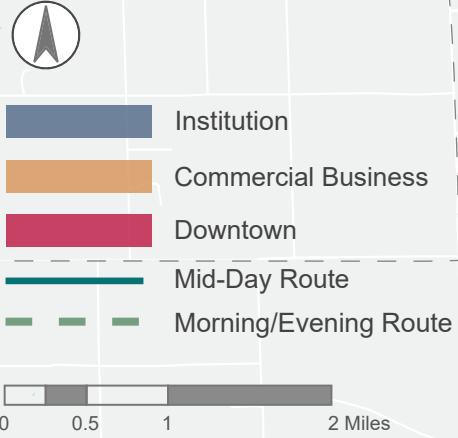
Please contact me directly if you have any questions at x7843.

LETS Grand River Avenue Bus Route

Operations Overview

As illustrated, the morning/evening route would run from VG's Grocery to Downtown Brighton, while the mid-day route would run from the Tanger Outlets to Green Oak Village Place. Major end-of-line destinations are expected to be closed during the first and last trips of the day, so the morning/evening route is shortened.

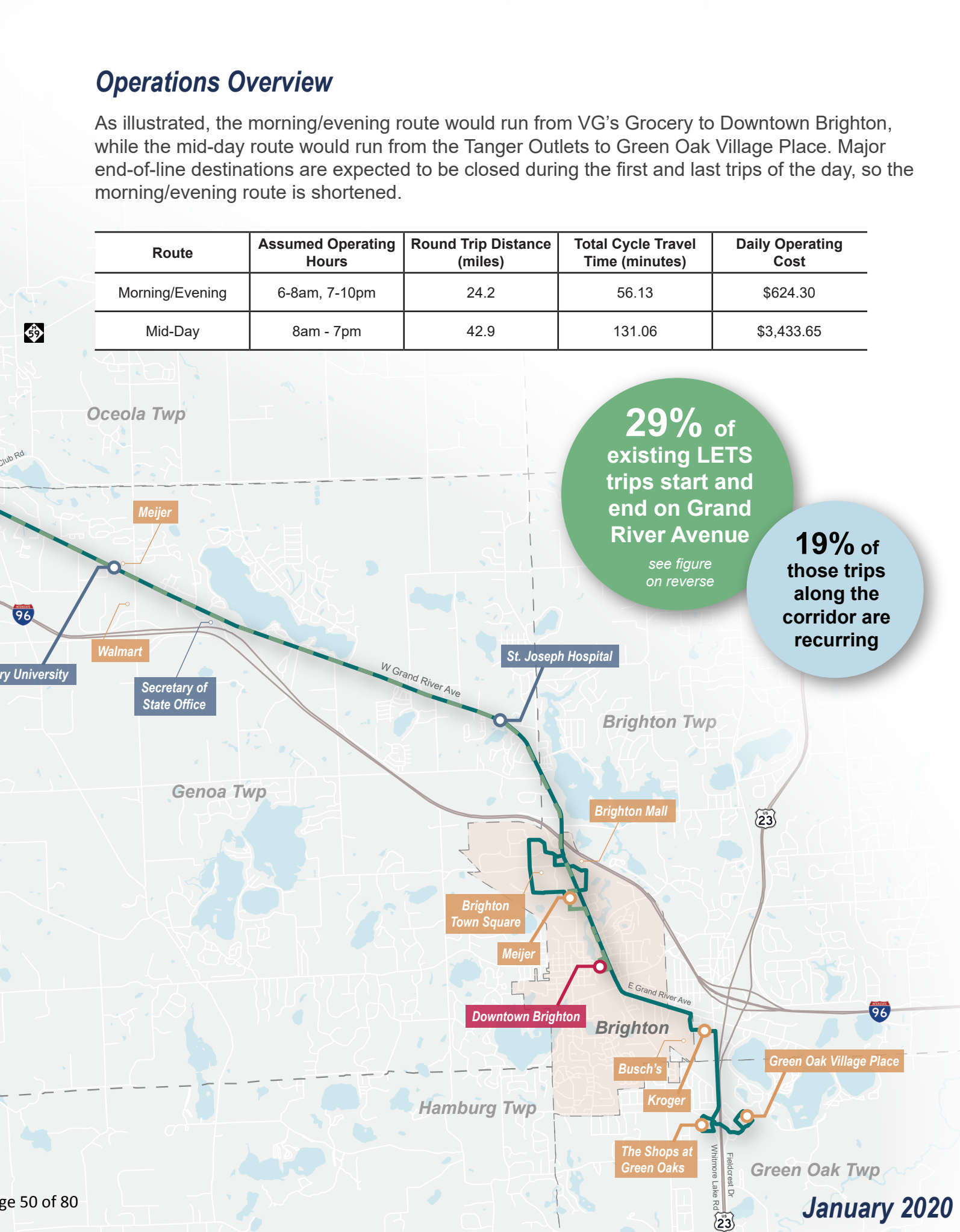
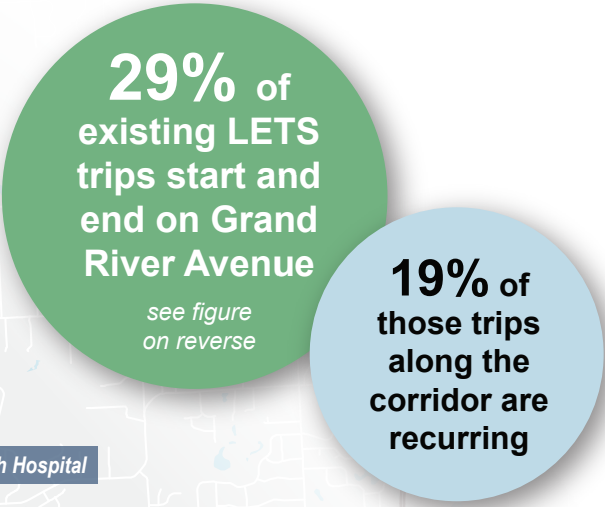
Route	Assumed Operating Hours	Round Trip Distance (miles)	Total Cycle Travel Time (minutes)	Daily Operating Cost
Morning/Evening	6-8am, 7-10pm	24.2	56.13	\$624.30
Mid-Day	8am - 7pm	42.9	131.06	\$3,433.65



Potential Mid-Day Route Timetable (From 8:00 AM to 10:00 AM)

Eastbound											
Tanger Outlet	LETS Offices	Jonathan's Landing	Downtown Howell	Golf Club Road	Cleary University	St. Joseph Hospital	Brighton Town Square	Meijer	Downtown Brighton	Kroger	Green Oak Village Place
									8:00	8:07	8:13
				8:00	8:05	8:09	8:16	8:21	8:30	8:37	8:43
8:00	8:06	8:15	8:23	8:30	8:35	8:39	8:46	8:51	9:00	9:07	9:13
8:30	8:36	8:45	8:53	9:00	9:05	9:09	9:16	9:21	9:30	9:37	9:43
9:00	9:06	9:15	9:23	9:30	9:35	9:39	9:46	9:51	10:00		
Every 30 minutes thereafter											

Westbound											
Green Oak Village Place	Kroger	Downtown Brighton	Meijer	Brighton Town Square	St. Joseph Hospital	Cleary University	Golf Club Road	Downtown Howell	Jonathan's Landing	LETS Offices	Tanger Outlet
							8:00	8:07	8:15	8:24	8:30
		8:00	8:39	8:14	8:21	8:25	8:30	8:37	8:45	8:54	9:00
8:15	8:22	8:30	8:39	8:44	8:51	8:55	9:00	9:07	9:15	9:24	9:30
8:45	8:52	9:00	9:09	9:14	9:21	9:25	9:30	9:37	9:45	9:54	10:00
9:15	9:22	9:30	9:39	9:44	9:51	9:55	10:00				
Every 30 minutes thereafter											



LETS Grand River Avenue Bus Route



Future Investment

Six new small bus vehicles would be dedicated to the proposed route. At about \$100,000-\$120,000 each, this would be an investment of approximately \$600,000-\$720,000 total. Funding for these buses has already been secured and no local match is needed.

In addition, while the proposed fixed-route service offers many benefits, there are opportunities to eliminate barriers to accessing the service. Sidewalks are sparse outside of the downtown areas, and no formal crossing exists for pedestrians between two major destinations along the corridor: Cleary University and the Meijer at Grand River Avenue and Latson Road. Further development of the pedestrian infrastructure along the corridor is needed to fully and safely realize the benefits of the proposed fixed-route service.

Why Grand River Avenue?

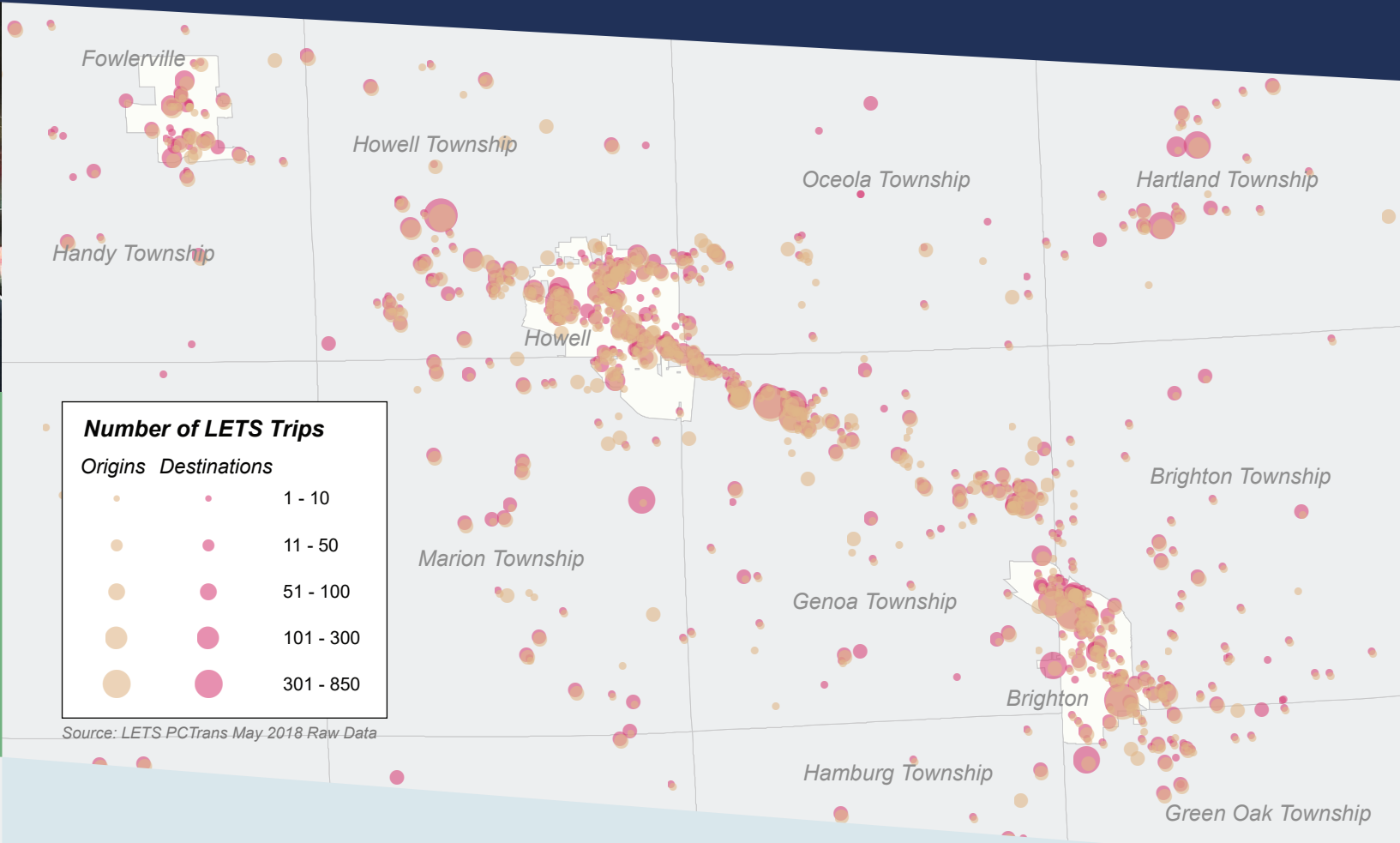
Nearly all of the county's top employers and its highest concentration of jobs are found along the Grand River Avenue corridor between Howell and Brighton. About **29%** of LETS passenger trips start and end within this same corridor, and about **19%** of those trips are recurring. Moreover, where demand is adequate, scheduled bus routes such as this one, is a far more efficient and less expensive mode to use than a "dial-to-ride". The corridor is also home to populations with some of the highest propensity for transit use. This presents the opportunity to implement a bus route with designated stops on the corridor.

The bus route would provide a readily-available, reliable transportation option that does not require reservations or advance notice, and would free up capacity for more LETS trips by shifting a portion of current dial-a-ride ridership to the bus route. Furthermore, because this service would provide a level of flexibility in planning one's day that dial-a-ride cannot offer, more customers would be able to use the service.



How Can You Help?

The proposed fixed route service provides our communities with opportunities to better connect to the places, goods, and people we value most, increasing our collective quality of life, connectivity, and economic prosperity. The bus service would cost approximately \$1.1 million annually if operated 5 days per week, and will primarily be paid for by state and federal grants, but will require a local match of about \$550,000. If we see this service as a valuable addition to our community, it will take collective investment and coordination. LETS is seeking your support in bringing this project to fruition.



Demonstrated Need

The Grand River Avenue corridor is home to many travelers and LETS customer travel destinations. The map above shows highly concentrated origins and destinations for existing LETS riders along Grand River Avenue.

This route would provide a readily-available, reliable transportation option that does not require a reservation or advance notice. This route would free up capacity for more LETS trips by shifting a portion of current dial-a-ride ridership to the bus route. Furthermore, because this service would provide a level of flexibility in planning one's day that a dial-a-ride cannot offer, more customers would find this an attractive and feasible transportation option.



RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Creation of a Part-Time Driver Position in the Veterans Services Department

WHEREAS, the Veterans’ services Department has a need for an additional Part-Time Driver; and

WHEREAS, for purposes of continuity, the Veterans’ Services Department would function more efficiently if the Part-Time Driver position were granted; and

WHEREAS, this Resolution has been recommended for approval by the Veterans’ Services Committee.

WHEREAS, funding for additional driver was not budgeted for and will need a budget amendment.

WHEREAS, Veterans’ Services does have the funds for needed budget amendment.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establish Part-Time Driver position creations in the Veterans’ Services Department.

Position #	Description	Group/BU	FTE	Status
68200109	VETERANS SRVS DRIVER	NU	0.48	P

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary budget amendments to effectuate the above.

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MOVED:
SECONDED:
CARRIED:

LIVINGSTON COUNTY JOB DESCRIPTION

DRIVER

Supervised By: Director, Livingston County Veterans Services

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Director, Livingston County Veterans Services, is responsible for providing safe, efficient, customer friendly transportation via bus, van or County vehicle to Veterans in the County to/from any location in surrounding counties.

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. Drives Veterans Services vehicle to transport passengers to various destinations. Passengers may have special needs or require additional assistance. Some transports require transportation out of the county and ~~some~~ door to door service.
2. Maintains a log of trips and number of passengers.
3. Operates chairlift to assist passengers in boarding the vehicle and ensures passengers are properly secured based on standards and guidelines.
4. Performs a Michigan Department of Transportation pre-inspection and required post-inspection of vehicle, records any deficiencies and reports all maintenance needs to proper personnel.
5. Fuels and cleans vehicle throughout the day or at end of shift or day.
6. Records and report any incidents, injuries, or vehicle damage to proper personnel before end of shift.
7. 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:

- High school diploma or GED.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Must obtain a Michigan Department of Transportation Chauffeur License within ten days of employment and CPR training within six months of employment. Certifications must be maintained throughout employment.
- Knowledge of the principles and practices of safe driving techniques and providing customer service and assistance for transporting citizens.
- Considerable knowledge of County roads, reading maps, providing customer service while transporting passengers, working with a variety of people including providing service to passengers with special needs and assistance, performing basic math skills, preparing daily log reports, and driving safely in all weather conditions.
- Skill in assembling data and preparing accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- 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.
- Skill in the use of office equipment and technology, including some knowledge of Microsoft Suite applications and the ability to master data entry on department-specific software.
- Skill in the use of specialized vehicle transportation equipment such as chair lifts and securing passengers prior to transport.
- Skill in the use of electronic equipment on County vehicles.

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 regularly works in the field. While in the office, the employee is regularly required to communicate in person and radio, read regular and small print, view and produce written documents and enter data. The employee must be mobile with the ability to 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 25 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job the employee works in outdoor weather conditions while driving and is exposed to fumes or airborne particles, noxious odors, vibrations from driving a bus and traffic. The noise level in the work environment is usually moderate, but can be loud.

LIVINGSTON COUNTY VETERANS' COMMITTEE

MEETING MINUTES

Livingston County East Complex, Conference Room B

2300 E. Grand River | Howell, MI | 48843

January 15, 2020

6:00 p.m.

Members Present Bruce Hundley
 Joe Riker
 James Wallace
 Robert J. Bezotte

Members Absent Kevin Nagle

Staff Present Mary Durst

1. **CALL TO ORDER**

Chairman Joe Riker Called Meeting to order at 6:00 p.m.

2. **ROLL CALL**

Roll call by Chairman indicates presence of a quorum.

3. **APPROVAL OF AGENDA**

Motion to approve agenda as presented.

Moved By Robert J. Bezotte

Seconded By James Wallace

Motion Carried (4 to 0)

4. **APPROVAL OF MINUTES**

4.1 **December 18, 2019 Minutes**

Motion to approve minutes with stated corrections.

Moved By Robert J. Bezotte

Seconded By Bruce Hundley

Motion Carried (4 to 0)

5. CALL TO THE PUBLIC

None.

6. APPLICATIONS FOR RELIEF

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

8.1 Contingent Driver

Motion to hire part time driver for less than 20 hours a week.

Moved By Bruce Hundley

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

8.2 Authorization to apply for County Service Fund Grant

Motion to authorize Director to apply for County Service Fund Grant.

Moved By Robert J. Bezotte

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

9. REPORTS

9.1 Office

Director presented office report to Committee. Discussed status of AAMC CBOC in Livingston County.

9.2 County Service Fund Grant

Director presented Committee with criteria, start and end dates for grant. Discussed how grant money will be spent. General consensus that grant money will be spent on a new office build out, first year's rent, new office furnishings and supplies. Director to write grant and call special meeting to review before submitting.

9.3 2019 Year End Financial Summary

Director provided 2019 year end summary to committee. Stated that office is still drawing funds out of the budget and there will be a hard close in March, 2020.

9.4 2020 YTD Report

Director provided Committee 2020 YTD report.

10. GOOD OF THE ORDER

Bob Bezotte informed the Committee that Yvonne from Bountiful Harvest will be guest speaking at February's meeting.

11. ADJOURNMENT

Motion to adjourn at 7:28 p.m.

Moved By Bruce Hundley

Seconded By James Wallace

Motion Carried (4 to 0)

Mary Durst, Director

Recorder

Joseph Riker, Chair



LIVINGSTON COUNTY VETERANS SERVICES

2300 East Grand River Avenue, Suite 109, Howell, Michigan 48843

517-546-6338

Memorandum

To: Livingston County Board of Commissioners
From: Mary Durst
Date: 1/24/2020
Re: Resolution Approving the creation of a Part-Time Driver Position in the Veterans' Services Department

Dear Commissioners,

I am respectfully requesting the addition of a third part-time driver. The demand for door to door medical transports has steadily increased and is predicted to continue to grow. Our current part-time drivers are at their maximum allowable hourly limit and have expressed they do not wish to move into a full-time position. An additional part-time position will allow the office to continue meeting demand while keeping costs low by reducing the instances of over-time pay and utilizing outside resources.

If you have any questions, please feel free to contact me.

Mary Durst
(517)552-6902



CONTACT INFORMATION

Requester: Mary DurstTitle of Requester: Veterans Services DirectorDept. Phone Number/Extension: 517-552-6902Date Requested: 1/21/2020

POSITION INFORMATION

Position Title: Part-time DriverSupervisor: Mary Durst

1. Is the purpose of this request to fill a position as a result of a vacancy?

Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position?

Yes ☐ No ☒3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position?

Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: 19Justification of request / change of position (REQUIRED): Increased demand for transports. Current drivers at maximum allowable hours

FUNDING INFORMATION

Base Annual Salary: 16.7182/hr 16,691.4508 year This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: _____Allocation (Required): Current: Org. 29568900 % 100 Proposed (If changing): Org. _____ % _____Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable)

Date

Mary Durst
Department Head1/21/2020
Date

HR OFFICE ONLY

Job Class: 2015 Job Title: Driver Grade/Step: 3 / 1FTE: .48 Employee Group: NU HR Reviewed: Amy Hill Date: 1-21-2020

BUDGET OFFICE ONLY

Position Control #: 68200109 Org. 29568900Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒Comments: requires Board approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with the Michigan Veterans Affairs Agency to Support the Livingston County Veterans Services Office to Enhance and Improve Operations – Veterans Services

WHEREAS, Under PA 192 of 1953, The Michigan Veterans Affairs Agency (MVAA) shall make the County Veterans Services grant available to each county that meets grant conditions; and

WHEREAS, The County Veterans Service Grant available to Livingston County for FY 2020 is \$108,015.00; and

WHEREAS, The grant is to be utilized solely for the goal of enhancing and improving county veteran service operations to connect veterans with their benefits and;

WHEREAS, Veterans' Services meets all MVAA criteria and would utilize 2020 grant funds to expand office space and services; and

THEREFOR BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Veteran Services to apply for the County Veterans Services Grant through the Michigan Veterans Affairs Agency in the amount of \$108,015 to support expanding Veterans' services in Livingston County.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary budget amendments to effectuate the above.

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.

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**MOVED:
SECONDED:
CARRIED:**



FY20 COUNTY VETERAN SERVICE FUND – GRANT GUIDANCE

COUNTY SERVICE VETERAN FUND

January 2020

SUMMARY AND BACKGROUND

The Michigan Veterans Affairs Agency (MVAA) is accepting applications for fiscal year (FY) 2020 County Veteran Service Fund grants (PA 210 of 2018). Public Act 210 of 2018 amends PA 192 of 1953, entitled "An act to create a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; and to transfer the powers and duties of the soldiers' relief commission in such counties," (MCL 35.621 to 35.624) by amending the title and by adding section 3a. This Act creates a county department of veterans' affairs in certain counties, and to prescribe its powers and duties; to create the county veteran service fund and to provide for contributions to and expenditures from that fund; and to transfer the powers and duties of the soldiers' relief commission in those counties.

AWARD INFORMATION

Funding Mechanism: Grant

Total Available Funding: \$6,364,119

Anticipated Number of Awards: 83

Purpose: Grant dollars are intended to enhance and improve county veteran service operations in an effort to connect veterans to their benefits and provide consistent access to services throughout the state.

Length of Project: Up to 1 fiscal year, depending on fund availability

Cost Sharing / Match Required: No

Continuation Funds: Contingent upon appropriation funding

AVAILABLE FUNDING

The total disbursement for each grant shall be determined by combining the following amounts:

(a) A base amount of \$50,000.00

(b) A per capita amount according to the number of veterans residing in each county. The amount in this subdivision shall be determined by dividing the amount remaining in the fund after accounting for all disbursements under subdivision (a) by the total number of veterans residing in this state and multiplying the resulting dollar amount by the number of veterans residing in the county receiving the grant. Population figures for veterans residing in this state and in each county of this state shall be obtained from the most recent (2018) Geographic Distribution of VA Expenditures (GDX) Report published by the United States Department of Veterans Affairs.

(c) If the amount remaining in the fund after accounting for all disbursements under subsection (a) is less than the amount obtained by multiplying \$1,000.00 by the number of

counties receiving grants, the MVAA shall not perform a calculation under subsection (b) and shall not disburse the portion of grant funds described under that subsection.

There is no cost sharing or match required.

TIMELINE

A completed and signed application (including any attachments) must be received by the MVAA, via email to MVAAGrants@michigan.gov no later than 12 p.m. (noon) EST on February 21, 2020. The time of receipt by the MVAA is determined by the timestamp provided by the State of Michigan email system. Applicants are strongly encouraged to submit their application in advance of the due date to avoid any delays in electronic mail delivery. There will be no extensions of this deadline. Applications received by the MVAA beginning at 12:01 p.m. EST on February 21, 2020, and thereafter, may not be considered for funding.

It is recommended you do not wait until the last minute to submit your grant application. This is a State of Michigan email address and you run the risk of a server overload.

Event	Deadline
Letter of Intent Re-opens	January 8, 2020
Letter of Intent amended Deadline	January 17, 2020 by 12:00 pm*
Grant Application Period Opens	January 21, 2020
Grant Application Informational Webinar	January 28, 2020 at 10:00 am*
Q & A Webinar	February 4, 2020 at 10:00 am*
Q & A Webinar	February 11, 2020 at 2:00 pm*
Grant Application Period Closes	February 21, 2020 at 12:00 pm*
MVAA Grant Application Review	February 21 – 28, 2020
Notification of Approval/Denial/Resubmission Requests**	March 2, 2020
Award Letters and Grant Agreement Packets sent for approved applications	March 2, 2020
**Individual conferences with counties to review denials and resubmission requests	TBD
**Grant resubmission Deadline (if applicable)	March 10, 2020 by 12:00 pm*
**Notification of Approval/Denial for Resubmissions & Grant Agreement Packets sent	March 16, 2020
County signed Grant Agreement returned to MVAA	MVAA must receive signed copy of Grant Agreement from County within 60 days of receipt of the Award packet. Grant Agreements received after the 60 days may be forfeited.
Fully executed Grant Agreement returned to County and payment request submitted	To be processed as received

*Denotes EST

CONTACT INFORMATION

The same person shall not serve as The Project Director, the Authorized Official and the Financial Officer.

Project Director* – The person from the applicant’s County Department of Veterans Affairs with overall responsibility for project management and ensuring that all grant guidelines and requirements are met.

* County must ask for permission and be granted an exception by the MVAA for someone other than Director of CDVA to be the Project Director.

Financial Officer – The person from the applicant’s organization responsible for the financial accounting of project related expenditures (must be different than the Authorized Official).

Authorized Official – The person from the applicant’s organization authorized to enter into an agreement with the DMVA/MVAA in order to accept grant funds (must be different than the Financial Officer).

ELIGIBILITY

Eligibility is limited to Michigan counties that meet the eligibility criteria.

ELIGIBILITY CRITERIA

To be eligible to receive a grant, a county department of veterans’ affairs must satisfy the following;

- (a) Maintain a minimum level of county funding for veteran service operations equal to the level of county funding for veteran service operations for the preceding fiscal year.
- (b) Establish remote access to the United States Department of Veterans Affairs computing systems and require county veteran service officers to obtain a PIV card.
- (c) Submit quarterly reports to the MVAA in accordance with the reporting requirements detailed in this document.
- (d) Provide no less than 20 hours per week toward veteran service operations.
- (e) Submit financial reports, in the requested format, to the MVAA on a quarterly basis, demonstrating that the county department of veterans’ affairs expended the grant funds received directly and solely on veteran service operations during the period of the report.

EXPECTATIONS

It is the expectation of the MVAA that these services will be initiated/ implemented as soon as possible after the award. At the latest, grant recipients are expected to provide services no later than the third month post grant being awarded.

Priority will be given to applications that seek to establish a County Department of Veterans Affairs or enhance existing current veteran service operations. Other requests may be considered acceptable

unless it deviates too far from veteran service operations as defined. You will be notified if your application falls in this category and will be afforded the opportunity to reapply.

All submissions must support NEW initiatives or an increase in existing veteran service operations. Project personnel hired with FY19 grant funds may continue to be funded with FY20 grant funds.

Supplanting is not allowed.

DEFINITIONS

For this funding opportunity, below is a list of commonly used terms as defined by Public Act 210 of 2018.

1. "Accredited veteran service officer": an individual who has met the qualifications for accreditation under 38 USC 5904 and 38 CFR 14.629.
2. "County veteran service fund" or "fund": the county veteran service fund created within the state treasury.
3. "PIV card": a personal identity verification card issued by the United States Department of Veterans Affairs
4. "Veteran service operations": assistance and programming to meet the needs of veterans in this state. Veteran service operations include, but are not limited to, providing advice, advocacy, and assistance to veterans, servicemembers, dependents, or survivors by an accredited veteran service officer to obtain United States Department of Veterans Affairs health, financial, or memorial benefits for which they are eligible.

PROJECT NARRATIVE

Grant applications must be submitted on the supplied forms and in the required format to be accepted. Applications submitted that do not follow the guidelines may be rejected. Each proposed program/initiative and expenditure must be described in detail and include how each tie to one or both of the following goals:

Goal #1: Enhance or increase veteran service provision over past service provisions.

Goal #2: Connect eligible veterans, servicemembers, dependents or survivors to benefits by an accredited service officer to obtain United States Department of Veteran Affairs to health, financial, or memorial benefits. This includes applying for emergency grants from the Michigan Veterans Trust Fund to address a short-term unforeseen financial crisis.

In addition, the narrative must include how the county will measure the success of each implemented program/initiative.

EXPENDITURES

Consistent with the best practices of the United States Department of Veterans Affairs and Michigan Veterans Affairs Agency, all proposed expenditures must facilitate, enhance, and improve county

veteran service operations to connect veterans to their benefits. Failure to obtain prior written approval from DMVA/MVAA may result in an expense not being authorized or reimbursed.

SUGGESTED EXPENDITURES

Please refer to the FAQ handout or contact the MVAA for further guidance.

DISALLOWABLE EXPENDITURES

Funds expended without prior MVAA approval will not be reimbursed. Please refer to the FAQ handout or contact the MVAA for further guidance.

BUDGET JUSTIFICATION AND NARRATIVE

All applications must have a detailed budget justification and narrative that supports the requested funding. The Budget Justification and Narrative explains how the costs were calculated and must tie directly back to the Project Narrative.

The Budget Narrative is the justification of 'how' and/or 'why' a line item helps to meet the program deliverables. All costs must be utilized to support the provision of assistance and programming to meet the needs of veterans residing in the county. The proposed costs must be reasonable, allowable, allocable and necessary for the supported activity.

All Budget calculations must follow a prescribed format. Please refer to the FAQ handout or contact the MVAA for guidance.

If operational/programmatic changes are needed during the award period, you will need to complete a project amendment form and contact the MVAA Program Manager for PRIOR approval. If the change also requires moving funds from one-line item to another, you will need to complete a budget amendment form and contact the MVAA Program Manager for PRIOR approval. All forms will be accompany the grant award agreement.

If you are not sure if a cost is allowable, you will need prior approval from the MVAA Program Manager. If a cost is deemed disallowable after it has been expended, and there was not a PRIOR authorization, the grant WILL NOT reimburse the County.

Supplanting and administrative (in-direct) costs are not permitted.

Charges to the project for items such as salaries must conform to the written policies and established practices of the applicant organization.

POST AWARD

All grantees will need to be registered to do business with the State of Michigan. Registration is available at the following website: www.michigan.gov/SIGMAVSS.

The State of Michigan will not accept Signature Pages without the entire Grant Agreement. A complete signed copy of the Grant Agreement must be returned to the MVAA no later than 60 days after the Award Letter is received.

When communicating with the MVAA regarding your Grant Award, the Grant Award Number must be included in the Subject line of the e-mail. E-mails received without the Grant Award Number in the Subject line may be returned.

There will be a mandatory one-day training for Project Directors and Financial Officers to learn correct reporting formats. If one or more parties fails to attend, the grant award may be rescinded. Dates and locations will be provided with the Grant Award letter. Grant funds may be used to support travel to and from the mandatory training. Additional personnel assigned to the Project may attend at the expense of the county.

REPORTING REQUIREMENTS

Funding is provided on a reimbursement basis. Grant recipients will submit an updated county department of veterans' affairs budget and invoice for those expenses approved for payment by the grant no later than the 10th day of the month following the end of the quarter.

Submitting budget reports for reimbursement start with an approved budget. Reimbursements will be made on a quarterly basis. All reimbursable expenses must be incurred during the grant award cycle. Requests for reimbursement for activities/services prior to the award or after the close of the award WILL NOT be reimbursed.

Reimbursement for salaries/fringes will need to be supported by submitting certified signed time sheets by both the employee and the employee's supervisor

Quarterly Financial Reports demonstrating the expenditure and division of grant funds and county funds, must be signed by the Chief Financial Officer.

Quarterly Progress Reports that identify the major tasks completed during the reporting period, any issues or difficulties during the quarter, project milestones, and performance standards and metrics must be submitted to the MVAA by the 30th of the month following the end of the quarter.

Reporting templates will be provided to grant recipients with the Notice of Award.

REPORTING SCHEDULE

Reporting Period	October 1 -December 31, 2019	January 1 – March 31, 2020	April 1 – June 30, 2020	July 1 – September 30, 2020
Report Due	April 10, 2020	April 10, 2020	July 10, 2020	October 10, 2020

MONITORING

All grant recipients will be subject to grant monitoring of performance, including data collection. Standardized templates will be provided with the Grant Award Letter. Budget and progress and activity reports will be required quarterly. Grant and performance monitoring will be conducted by the Michigan Veterans Affairs Agency. If the Michigan Veterans Affairs Agency determines, by audit or otherwise, that a county department of veterans' affairs expended the grant funds received for purposes other than veteran service operations, the Michigan Veterans Affairs Agency shall reduce the grant disbursement provided to the county department of veterans' affairs in the succeeding fiscal year by an amount equal to the total of all amounts improperly expended.

CONTACT INFORMATION

For questions regarding this funding opportunity, please e-mail MVAAGrants@michigan.gov.

RESOURCES

The following sites may be of assistance in researching and developing your grant application.

The most recent (2018) Geographic Distribution of VA Expenditures (GDX) Report

<https://www.va.gov/vetdata/Expenditures.asp>

Michigan Veterans Trust Fund

<https://www.michiganveterans.com/a/Michigan-Veterans-Trust-Fund>

<https://www.michiganveterans.com/p/Emergency-Assistance>

State of Michigan Travel Rates

https://www.michigan.gov/documents/dtmb/Travel_Rates_FY20_January_2020_675062_7.pdf

LIVINGSTON COUNTY VETERANS' COMMITTEE

MEETING MINUTES

Livingston County East Complex, Conference Room B

2300 E. Grand River | Howell, MI | 48843

January 15, 2020

6:00 p.m.

Members Present Bruce Hundley
 Joe Riker
 James Wallace
 Robert J. Bezotte

Members Absent Kevin Nagle

Staff Present Mary Durst

1. **CALL TO ORDER**

Chairman Joe Riker Called Meeting to order at 6:00 p.m.

2. **ROLL CALL**

Roll call by Chairman indicates presence of a quorum.

3. **APPROVAL OF AGENDA**

Motion to approve agenda as presented.

Moved By Robert J. Bezotte

Seconded By James Wallace

Motion Carried (4 to 0)

4. **APPROVAL OF MINUTES**

4.1 **December 18, 2019 Minutes**

Motion to approve minutes with stated corrections.

Moved By Robert J. Bezotte

Seconded By Bruce Hundley

Motion Carried (4 to 0)

5. CALL TO THE PUBLIC

None.

6. APPLICATIONS FOR RELIEF

None.

7. UNFINISHED BUSINESS

None.

8. NEW BUSINESS

8.1 Contingent Driver

Motion to hire part time driver for less than 20 hours a week.

Moved By Bruce Hundley

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

8.2 Authorization to apply for County Service Fund Grant

Motion to authorize Director to apply for County Service Fund Grant.

Moved By Robert J. Bezotte

Seconded By James Wallace

Yes (4): Bruce Hundley, Kevin Nagle, Joe Riker, James Wallace, and Robert J. Bezotte

Absent (1): Kevin Nagle

Motion Carried (4 to 0)

9. REPORTS

9.1 Office

Director presented office report to Committee. Discussed status of AAMC CBOC in Livingston County.

9.2 County Service Fund Grant

Director presented Committee with criteria, start and end dates for grant. Discussed how grant money will be spent. General consensus that grant money will be spent on a new office build out, first year's rent, new office furnishings and supplies. Director to write grant and call special meeting to review before submitting.

9.3 2019 Year End Financial Summary

Director provided 2019 year end summary to committee. Stated that office is still drawing funds out of the budget and there will be a hard close in March, 2020.

9.4 2020 YTD Report

Director provided Committee 2020 YTD report.

10. GOOD OF THE ORDER

Bob Bezotte informed the Committee that Yvonne from Bountiful Harvest will be guest speaking at February's meeting.

11. ADJOURNMENT

Motion to adjourn at 7:28 p.m.

Moved By Bruce Hundley

Seconded By James Wallace

Motion Carried (4 to 0)

Mary Durst, Director

Recorder

Joseph Riker, Chair



LIVINGSTON COUNTY VETERANS SERVICES

2300 East Grand River Avenue, Suite 109, Howell, Michigan 48843

517-546-6338

Memorandum

To: Livingston County Board of Commissioners
From: Mary Durst
Date: 1/17/2020
Re: RESOLUTION AUTHORIZING AN AGREEMENT WITH THE MICHIGAN VETERANS AFFAIRS AGENCY TO SUPPORT THE LIVINGSTON COUNTY VETERANS SERVICES OFFICE TO ENHANCE AND IMPROVE OPERATIONS.

Dear Commissioners,

Livingston County Veterans' Services respectfully requests a grant of \$108,015.00. The grant money will be utilized for the goal of enhancing and improving county veteran service operations and to connect more veterans to their benefits and provide consistent access to services.

Specifically, the funding will be used to assist Veterans Services in moving to a larger location; allowing the office to expand to meet the needs of the veterans and to provide better visibility and awareness to the community. The funding will be utilized for supporting a build out, first year's rent, and assist in furnishing the new office.

If you have any questions regarding this matter, please contact me.

Mary Durst
(517) 552-6902

Mary Durst

From: MVAAGrants <MVAAGrants@michigan.gov>
Sent: Tuesday, January 21, 2020 4:44 PM
To: Mary Durst
Subject: [EXT] Livingston County CVSF Grant Amount and Application
Attachments: CVSF Grant Application FY20_1-17-20.pdf; Item and Service Budget Request Form.xlsx; Salary and Fringe Budget Request Form.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

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

Good afternoon! This email is to inform you that Livingston County will be awarded \$108,015.00 for the County Veteran Service Fund (CVSF) Grant. The breakdown follows:

Base Award \$50,000.00

Per Capita Award \$58,015.00

Total CVSF Grant Award \$108,015.00

Attached is the CVSF Grant Application and the budget templates that are required to be used with your application. If you have any questions, please do not hesitate to contact us.

Kindest Regards,

MVAA Grant Management Team

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Accept Recommendation of the Broadcast Committee to Record Full Board Meetings – Board of Commissioners / Broadcast Committee

WHEREAS, At it's January 22, 2020 meeting the Broadcast Committee met to discuss the feasibility and interest in resuming the recording of Livingston County Board of Commissioners Full Board meetings; and

WHEREAS, among the topics discussed by the committee were topics such as what equipment was needed to record the meetings, current staff's ability to operate the recording equipment, where the recorded videos would be posted, and which meetings would be recorded; and

WHEREAS, the Committee determined that there was sufficient interest and benefit to the public to resume recording the full board meetings once proper equipment is put into place: and

WHEREAS, the Committee also recognized that a Broadcast Policy and/or procedures should be created to detail the purpose, expectations, and responsibilities of staff, Commissioners, and those in the Public that wish to address the Board; and

WHEREAS, it is the recommendation of the Broadcast Committee to resume recording of Full Board meetings.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners agree with the recommendation of the Broadcast Committee to resume recording the Livingston County Board of Commissioners Full Board evening meetings.

BE IT FURTHER RESOLVED that the Board of Commissioners authorization to record the meetings is contingent on a Broadcast Policy being created through the Broadcast Committee, to detail the purpose, expectations and responsibilities of those involved with the recordings, being brought back to the Board of Commissioners for review and approval.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution in Support of House Bills 4937-38 and Senate Bills 504-505 to Enact Four-year Terms for County Commissioners - Board of Commissioners

WHEREAS, in 1963, the Michigan Constitution stipulated four-year terms for the county Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS, in 1966, the Michigan Legislature voted to abolish Boards of Supervisors and formally replace them with Boards of Commissioners after the 1968 elections; and

WHEREAS, Public Act 261 of 1966 promulgated that the length of terms for the new County Commissioners shall be concurrent with that of State Representatives, as specified in Article IV, Section 3 of the Michigan Constitution; and

WHEREAS, the scope of duties of a County Commissioner has greatly increased in the last century and the position is a highly complex oversight role that requires years to master; and

WHEREAS, Michigan is only one of five states in the United States that provides for exclusively two-year terms for County Commissioners; and

WHEREAS, All other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS, legislation to amend state law to enact four-year terms has been filed in the form of House Bills #4937-38 and Senate Bills #504-505; and

WHEREAS, the Michigan Association of Counties supports the legislation as introduced.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby support House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for county commissioners;

BE IT FURTHER RESOLVED that a copy of this Resolution be forwarded to Governor Gretchen Whitmer, Senator Kevin Daley, Representatives Brian Elder and Annette Glenn, the Michigan Association of Counties and the other 82 Michigan Counties.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Restating and Revising the Urban Cooperation (1967 Public Act 7) Agreement Creating the Southeast Michigan Consortium – Board of Commissioners

WHEREAS, The Southeast Michigan Consortium has been designated as a Michigan Works! area through a Michigan Urban Cooperation (1967 Public Act 7) Agreement approved by Washtenaw, Livingston, Jackson, Lenawee and Hillsdale counties and the State of Michigan; and

WHEREAS, The Southeast Michigan Consortium is funded by the United States Department of Labor (USDOL) and the Department of Labor and Economic Opportunity- Workforce Development, to provide employment training and placement services; and

WHEREAS, The Southeast Michigan Consortium Board has two (2) elected officials from each of the five (5) counties in the Consortium and serves as the “Local Elected Official” Board for Workforce Development activities; and

WHEREAS, in August of 2015, the counties of Washtenaw, Jackson, Livingston, Lenawee and Hillsdale agreed to sign a Michigan Urban Cooperation (1967 Public Act 7) Agreement to jointly implement workforce development services; and

WHEREAS, the partnership went into effect programmatically on July 1, 2016; and

WHEREAS, at a recent Consortium Board meeting, the Board expressed desire to change the name from “The Southeast Michigan Consortium” to “The Michigan Works! Southeast Consortium;” and

WHEREAS, the name change will require an amendment to the original a Michigan Urban Cooperation (1967 Public Act 7) Agreement; and

WHEREAS, each of the Partner counties must approve the Restated and Revised Urban Cooperation (1967 Public Act 7) Agreement for it to take effect.

IT IS THEREFORE RESOLVED the _____ County Board of Commissioners hereby approves the attached Restated and Revised Agreement and Charter of the Michigan Works! Southeast Consortium to reflect the Consortium’s name change to “The Michigan Works! Southeast Consortium.”

BE IT FURTHER RESOLVED that the Chair (or their designee) may sign any necessary modifications or agreements to put this change into effect.

BE IT FURTHER RESOLVED, that a copy of this Resolution, and the Restated and Revised Agreement and Charter of the Michigan Works! Southeast Consortium, shall be filed with the County Clerk's office and the Michigan Secretary of State's office.

BE IT FURTHER RESOLVED, that a copy of this Resolution, and Restated and Revised Agreement and Charter of the Michigan Works! Southeast Consortium, shall be sent to the Michigan Governor's office and the and the Michigan Workforce Development Agency, pursuant to the Urban Cooperation Act, 1967 PA 7, as amended, being , being MCL 124.501, *et seq.*

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MOVED:
SECONDED:
CARRIED:

CERTIFICATION

I hereby certify that the foregoing constitutes a true and complete copy of the resolution adopted at a regular meeting of the Board of Commissioners of the County of Livingston State of Michigan, held on the 10th day of February, 2020, the original of which is on file in my office. I further certify that notice of said meeting was given in accordance with the Michigan Open Meetings Act.

IN WITNESS WHEREOF, I have affixed my official signature and the seal of said County of _____ this ____ day of _____, 2020.

BY: _____,

Elizabeth Hundley , County Clerk



304 E. Grand River Avenue, Suite 201, Howell, MI 48843
Phone (517) 546-3520 Fax (517) 546-7266

Memorandum

To: Livingston County Board of Commissioners
From: SE MI Consortium Board – Commissioner Dolan & Commissioner Green
Date: February 3, 2020
Re: Southeast Michigan Consortium name change

Board Action Requested

It is requested that the Livingston County Board of Commissioners approve a modification to the Public Act 7 Agreement creating the "Southeast Michigan Consortium" reflecting a name change to the "Michigan Works! Southeast Consortium."

Background

In August of 2015, the counties of Washtenaw, Jackson, Livingston, Lenawee and Hillsdale signed a Public Act 7 Agreement reflecting joint implementation of workforce development services. The governing board for this agreement was named "The Southeast Michigan Consortium." The Consortium, DBA "Michigan Works! Southeast," programmatically went into operation on July 1, 2016.

Discussion

At a recent Southeast Michigan Consortium meeting, the Board voted to change the Consortium's name to properly reflect the focus on workforce development. The proposed new name for the Consortium will be "The Michigan Works! Southeast Consortium," to better align with the Workforce Development Board's official name, "The Michigan Works! Southeast Workforce Development Board."

An official name change of the Consortium will require all five partner counties to agree to an amendment of the original Public Act 7 Agreement. Additionally, various organizations including the Department of Labor and Economic Opportunity and the Internal Revenue Service will need to be informed of this change.

Approval of the modification to the Public Act 7 Agreement is contingent on approval of all five partner counties in the Consortium. A Resolution is attached for your consideration.