



**BOARD OF COMMISSIONERS
REVISED AGENDA**

March 18, 2020

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE MEETING

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

"The mission of Livingston County is to be an effective and efficient steward in delivering quality services within the constraints of sound fiscal policy. Our priority is to provide mandated services which may be enhanced and supplemented to improve the quality of life for all who work, reside and recreate in Livingston County."

1. **CALL MEETING TO ORDER**
2. **PLEDGE OF ALLEGIANCE TO THE FLAG**
3. **ROLL CALL**

4. **CALL TO THE PUBLIC**

5. ***2020-03-066***

Resolution in Support of Limiting In-Person Presence at Public Meetings of County Boards and Committees in Response to the COVID-19 Pandemic - Board of Commissioners

6. **APPROVAL OF AGENDA**

7. ***APPROVAL OF CONSENT AGENDA ITEMS***

- 7.1 ***2020-03-067***

Resolution Appointing the Chief Information Officer - County Administration

- 7.2 ***2020-03-068***

Resolution Recognizing the Observance of National Public Safety Telecommunicators Week, April 12-18, 2020 – 911 Central Dispatch

- 7.3 ***2020-03-069***

Resolution to Appoint a Community Corrections Advisory Board (CCAB) Manager/Community Corrections Specialist- Community Corrections

7.4 2020-03-070

Resolution to Authorize Cognitive Programming and Out-Patient Treatment Services Contracts Under Community Corrections Grant – Circuit Court

7.5 2020-03-071

Resolution Authorizing a Memorandum of Understanding for Access to Thomson Reuters Online Legal Research – Circuit Court Administration

7.6 2020-03-072

Resolution Approving an Appointment to the Livingston County Foundation Board of Directors - Board of Commissioners

7.7 2020-03-073

Resolution Approving an Appointment to the Livingston County Tax Allocation Board - Board of Commissioners

7.8 2020-03-074

Resolution to Support “Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails” – Board of Commissioners

7.9 2020-03-075

Resolution Adopting the Livingston County Broadcast Policy - Broadcast Committee / Board of Commissioners

7.10 2020-03-076

Resolution Temporarily Amending Board Rules for the Livingston County Board of Commissioners

7.11 2020-03-077

Resolution Amending the Resolution Regarding the Selection and Termination of Non-Elected Department Heads – Board Of Commissioners / Finance / Board

7.12 2020-03-078

Resolution Authorizing the Creation of an Epidemiologist position - Public Health

7.13 2020-03-079

Resolution Approving Moving Livingston County Health Department Employees from FLSA Exempt to Non-Exempt – Health Department

7.14 2020-03-080

Resolution Authorizing Temporary Emergency Employment Provisions in Response to COVID-19 - County Administration

7.15 2020-03-081

Resolution Declaring a Vacancy in the Office of the Livingston County Commissioner District 5 and Setting Dates for Filing Deadlines and for Special Elections – Board of Commissioners

8. RESOLUTIONS FOR CONSIDERATION

8.1 2020-03-082

Resolution Authorizing the Purchase of MERS Service Credit by Eric Sanborn - Sheriff

9. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: March 18, 2020

10. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: March 5 through March 18, 2020

11. CALL TO THE PUBLIC

12. ADJOURNMENT

RESOLUTION

NO: 2020-03-066

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution in Support of Limiting In-Person Presence at Public Meetings of County Boards and Committees in Response to the COVID-19 Pandemic - Board of Commissioners

WHEREAS, in response to the COVID-19 pandemic, Governor Gretchen Whitmer's Executive Directive 2020-2 allows state departments and agencies the ability to participate remotely; and

WHEREAS, neither the Open Meetings Act or Executive Directive 2020-2 would allow county commissioners/political subdivisions of the state to limit in-person attendance at public meetings during this crisis, nor does the EO or statute allow them to meet quorum requirements from a remote location; and

WHEREAS, We project the majority of Michigan's 622 county commissioners fall within the high-risk group of individuals ages 65 and older and mandatory attendance to ensure continuity of service will put their health at risk; and

WHEREAS, White House issued guidelines to avoid gatherings of 10 or more people.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby request the executive branch and the Legislature of the State of Michigan to take necessary action to ensure that county boards can meet remotely to conduct essential business.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-067

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Appointing the Chief Information Officer - County Administration

WHEREAS, Livingston County has the need to fill the vacant Chief Information Officer position; and

WHEREAS, this position is vital to Livingston County operations; and

WHEREAS, the position vacancy was posted both internally and externally and with Hiring Solutions, LLC. and 128 applicants applied and four (4) were interviewed by a cross-discipline interview panel; and

WHEREAS, based on his education and experience, Kristoffer Tobbe is recommend for the positon of Chief Information Officer; and

WHEREAS, this position was budgeted for and as an authorized position in the 2020 operating budget.

THEREFORE BE IT RESOLVED that Livingston County Board of Commissioners hereby accepts the recommendation of the County Administrator to make a conditional offer of appointment to **Kristoffer Tobbe** as the Livingston County **Chief Information Officer**, contingent upon him fulfilling to the sole satisfaction of the County all County post-interview requirements and verifications.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-068

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Recognizing the Observance of National Public Safety Telecommunicators Week, April 12-18, 2020 – 911 Central Dispatch

WHEREAS, annually, the second full week of April has been designated as *National Public Safety Telecommunicators Week* in recognition of the estimated 300,000 men and women dedicated to the country's 9-1-1 service; and

WHEREAS, public safety answering points are the first and single point of contact for persons seeking immediate and effective relief during an emergency, as well as those reporting crimes, suspicious persons, unusual incidents or matters of homeland safety and security; and

WHEREAS, the number 9-1-1 is universally recognized as dedicated to summon police, fire or medical assistance whenever and wherever needed; and

WHEREAS, the 9-1-1 Telecommunicators of Livingston County provide the first-line, 24-hour, seven-days-a-week link between our citizens and public safety's first responders; and

WHEREAS, Public Safety Telecommunicators exhibit compassion, understanding and technical expertise during the performance of their demanding jobs; and

WHEREAS, the Public Safety Telecommunicators of Livingston County 9-1-1 Central Dispatch contributed to saving lives, apprehending criminals and preventing property loss this past year.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners joins with the United States Congress to declare the week of April 12th through April 18th, 2020, *National Public Safety Telecommunicators Week* in honor of the men and women whose unwavering diligence keep our citizens safe in Livingston County.

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MOVED:

SECONDED:

CARRIED:



Memorandum

**To: Livingston County Public Safety Committee
Livingston County Board of Commissioners**

From: Chad L. Chewning , Director

Date: March 11, 2020

Re: 2020 National Telecommunicators Week Recognition April 12-18, 2020

Each year hundreds of thousands of emergency Telecommunicators across the U.S. handle emergencies on a daily basis. They do this because along with other emergency responders, they possess an extraordinary amount of humanity. They do this without being able to see what is happening with their own eyes, and are unable to reach out and have any physical contact with the callers to assist them on scene. The compassion, commitment, and talent signified by the men and women who process 9-1-1 calls is unprecedented, and truly is the care of a FIRST first responder.

The Livingston County Board of Commissioners historically joins with the United States Congress to annually recognize the second full week of April as National Public Safety Telecommunicators Week. I respectfully request the Board of Commissioners continue this observance for the exceptional men and women of the Livingston County 9-1-1 Central Dispatch Center by resolution.

RESOLUTION

NO: 2020-03-069

LIVINGSTON COUNTY

DATE: March 18, 2020

**Resolution to Appoint a Community Corrections Advisory Board (CCAB)
Manager/Community Corrections Specialist- Community Corrections**

WHEREAS, the Community Corrections program has been revived and the need for program staff renewed; and

WHEREAS, a CCAB Manager/Community Corrections Specialist position was eliminated in 2015-10-199 due to loss of grant funding; and

WHEREAS, upon elimination of the position, the duties of the CCAB Manager/Community Corrections Specialist were assumed by the Jail Population Monitor which was similarly eliminated in 2016-11-187; and

WHEREAS, through resolution 2019-04-050, Grant funding has been awarded through the Michigan Department of Corrections Office of Community Corrections; and,

WHEREAS, the position of CCAB Manager/Community Corrections Specialist will be a part-time (up to 20 hours per week), Grade 9 position, and will be funded 100% through the Community Corrections Grant.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners hereby gives authorization to appoint a part-time (not to exceed 20 hours per week) CCAB Manager/Community Corrections/Specialist position effective immediately, as shown below:

Position #	Description	Status	Group	Grade	FTE
36200103	CCAB MANAGER/COMM CORRECT SPEC	P	NU	9	.50

BE IT FURTHER RESOLVED that the CCAB Supervisor/Community Corrections Specialist position is contingent on available grant funds. If the grant funding is eliminated, the CCAB Manager/Community Corrections Specialist position will be eliminated.

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843
Phone 517.540.7814 Fax 517.546.0048
Email rsacharski@livgov.com

MEMORANDUM

To: Livingston County Board of Commissioners

From: Roberta Sacharski, Trial Court Administrator

Date: March 11th, 2020

RE: Resolution to Appoint a Community Corrections Advisory Board (CCAB)
Manager/Community Corrections Specialist – Community Corrections

The Livingston County Trial Courts have a need for a CCAB Manager/Community Corrections Specialist to work with and serve as a liaison to the Livingston County Community Corrections Advisory Board (LCCCAB). For several years, the Community Corrections Program has been defunct in Livingston County but the local advisory board has been revived and funding has been awarded for programming and administration during the current fiscal year.

In concert with the LCCCAB, the Community Corrections Manager will propose objectives for reducing the prison commitment rate, improving jail utilization, and impacting and reducing recidivism rates for the felon population. Consistent with Public Act 511, the Manager will be responsible for including, implementing and monitoring these objectives through the annual Comprehensive Plan and Application to the Office of Community Corrections with the Michigan Department of Corrections. The Manager will also be responsible for the application for and administration of grant funding, whether new, continued, or modified, to fund programming to meet the objectives defined above.

At this time, the Community Corrections Manager position is funded through the Community Corrections Grant as a 0.5 FTE position.

Thank you.



CONTACT INFORMATION

Requester: Roberta SacharskiTitle of Requester: Trial Court AdministratorDept. Phone Number/Extension: 7814Date Requested: 3/13/200

POSITION INFORMATION

Position Title: Community Corrections ManagerSupervisor: Roberta Sacharski

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: 20.00Justification of request / change of position (REQUIRED): FUNDING NOW AVAILABLE THRU THECommunity Corrections Grant for part time, permanent position. (Temporary - Megan Kerekes currently in position)

FUNDING INFORMATION

Base Annual Salary: 29,827.61 / 27.0436 hr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100.00Allocation (Required): Current: Org. _____ % _____ Proposed (If changing): Org. 27536200 % 100Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____

Roberta Sacharski [Signature] 3/13/2020
Department Head _____ Date _____

HR OFFICE ONLY

Job Class: 7000 Job Title: CCAB Supvr/Specialist Grade/Step: 95,1FTE: .50 Employee Group: NU HR Reviewed: [Signature] Date: 3/13/2020

BUDGET OFFICE ONLY

Position Control # _____ Org. _____

Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐Comments: requires Board approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: 2020-03-070

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution to Authorize Cognitive Programming and Out-Patient Treatment Services Contracts Under Community Corrections Grant – Circuit Court

WHEREAS, the Livingston County Community Corrections program was awarded a Community Corrections Grant from the Michigan Department of Corrections for the period of October 1, 2019 through September 30, 2020, and allocated funding for cognitive programming (\$25,808) and outpatient treatment services (\$28,720); and

WHEREAS, as to cognitive programming, an RFP was issued, and Community Corrections recommends entering into a contract with Livingston County Catholic Charities to provide group-based cognitive behavioral services under the Thinking Matters curriculum, in an amount not to exceed the grant funds for that purpose; and

WHEREAS, as to outpatient treatment services, Community Corrections will issue RFP's to secure a vendor or vendors to offer two types of services: (1) substance use assessment and treatment, and (2) trauma-based treatment under the TREM or Seeking Safety curriculum; and

WHEREAS, Community Corrections recommends entering into contracts with the most responsible vendors/bidders for outpatient treatment services, as determined under the County's procurement policies, in amounts not to exceed the grant funds for those purposes.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves entry into a contract with Livingston County Catholic Charities to provide group-based cognitive behavioral services under the Thinking Matters curriculum, in an amount not to exceed the \$25,808 in grant funds allocated for that purpose.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves entry into one or more contracts with the most responsible vendors/bidders for substance use assessment and treatment services, and trauma-based treatment services under the TREM or Seeking Safety curriculum services, as determined under the County's procurement policies, in a total combined amount not to exceed the \$28,720 in grant funds allocated for those purposes.

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843
Phone 517.540.7814 Fax 517.546.0048
Email rsacharski@livgov.com

MEMORANDUM

To: Livingston County Board of Commissioners

From: Roberta Sacharski, Trial Court Administrator

Date: March 11th, 2020

**RE: RESOLUTION TO AUTHORIZE CONTRACTS UNDER COMMUNITY
CORRECTIONS GRANT – CIRCUIT COURT**

The Livingston County Community Corrections program has received grant funding to provide cognitive behavioral programming as well as outpatient treatment programming for the felon population. Currently, Thinking Matters, a cognitive behavioral group therapy is offered by certified Court employees. A bid was released and it is the intent of Community Corrections to contract with Livingston County Catholic Charities to provide this service going forward.

There are two types of outpatient treatment that Community Corrections intends to provide services for: substance use disorder programming and trauma based therapy. Both services will be sent out for bid and the most responsible vendor will be selected.

The proposed resolution, drafted by civil counsel, provides authorization to contract with the most responsible vendor for all three programs.

Thank you.

RESOLUTION

NO: 2020-03-071

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Authorizing a Memorandum of Understanding for Access to Thomson Reuters Online Legal Research – Circuit Court Administration

WHEREAS, for several years, the Court has maintained a contract with Thomson Reuters to provide online legal research to the Court, Livingston County Prosecutor’s Office, and Livingston County Friend of the Court; and

WHEREAS, in 2020, the Court added the Public Defender’s Office to this contract, increasing the amount of attorney users; and

WHEREAS, the total cost of the online legal research services through Thomson Reuters for all attorney users is \$35,084.40 for the period of January 1, 2020 through December 31, 2020 (the “Minimum Term”), together with an option for 2 one-year renewals for services; and

WHEREAS, the Public Defender’s Office has 8 attorneys in need of access to Thomson Reuters’ online legal research services; and

WHEREAS, funding for the Public Defender’s Office portion of the total rate during the Minimum Term is available through the Michigan Indigent Defense Commission (“MIDC”) grant in the amount of \$8,019.29, averaging \$1,002.41 per attorney user; and

WHEREAS, the Court seeks payment from the Public Defender’s Office for its share of costs advanced by the Court.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into a Memorandum of Understanding with the Livingston County Circuit Court and the Livingston County Public Defender’s Office for a sum not to exceed \$8,019.29, for the period of January 1, 2020 through December 31, 2020 (the “Minimum Term”), together with an option for 2 one-year renewals for services.

BE IT FURTHER RESOLVED that compensation to pay the Court will come from the Public Defender’s Office MIDC grant funds upon execution of this MOU. Upon receipt of the compensation, the Court agrees that it shall allow the Public Defender’s Office access to Thomson Reuters’ online legal research services

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.

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
TRIAL COURTS

204 S. Highlander Way, Howell, MI 48843
Phone 517.540.7814 Fax 517.546.0048
Email rsacharski@livgov.com

MEMORANDUM

To: Livingston County Board of Commissioners

From: Roberta Sacharski, Trial Court Administrator

Date: March 11th, 2020

RE: Memorandum of Understanding Between Court and the Public Defender's Office

The Livingston County Courts have historically contracted with Thomson Reuters to provide online legal research to the Court, the Prosecutor's Office, and the Friend of the Court. This contract is based on the number of attorney users.

With the addition of the Public Defender's Office, it was necessary to increase the number of attorney users to accommodate eight (8) attorney public defenders. As a result, the total cost for the online legal research service contract is \$35,084.40 for 2020 which amounts to \$1,002.41 per attorney for a total of thirty-five (35) attorney licenses. Funding for the eight (8) public defender attorney licenses, a total of \$8,019.29, is available through the MIDC grant.

Thank you.

RESOLUTION

NO: 2020-03-072

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Approving an Appointment to the Livingston County Foundation Board of Directors - Board of Commissioners

WHEREAS, the term of a representative on the Livingston County Foundation Board of Directors has expired; and

WHEREAS, the following appointment has been recommended:

Livingston County Foundation Board of Directors

Samuel Theis Term expires 12.31.2023

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointment and expiration date contingent upon fulfilling to the sole satisfaction of all County background-check requirements and verifications.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO: 2020-03-073

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Approving an Appointment to the Livingston County Tax Allocation Board - Board of Commissioners

WHEREAS, it is necessary to appoint the General Public Seat on the Tax Allocation Board whose appointment is in effect during the term of the 2020 Tax Allocation Board meetings which begin on April 20, 2020; and

WHEREAS, the Tax Allocation Board Chairman desires to appoint Jere Michaels as the 2020 Livingston County Member-at-Large representing the general public.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby appoint **JERE MICHAELS** as the 2020 Member-at-Large representing the general public on the Tax Allocation Board during the term of the 2020 Tax Allocation Board Meetings which begin on April 20, 2020.

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MOVED:
SECONDED:
CARRIED:



ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

County Clerk
200 E. Grand River Ave.
Howell, MI 48843
Phone: (517) 546-0500
countyclerk@livgov.com

Circuit Court Clerk
204 S. Highlander Way, Suite 4
Howell, MI 48843
Phone: (517) 546-9816
wclerks@livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Elizabeth Hundley
Date: March 16, 2020
Re: Resolution to Approve Appointment to the 2020 Tax Allocation Board

Background

In counties that have not adopted the fixed millage approach, a county allocation board in each county convenes on the third Monday in April to decide how the 15 (adjusted) mills are to be allocated. The basic duty of an allocation board is to review the budgets submitted by the various governmental units and to divide the 15 mills among them on the basis of what the board judges to be pertinent.

Tax Allocation Board Members

MCL 211.205 states that the Tax Allocation Board shall consist of the following members:

- (a) The county treasurer.
- (b) The chairperson of the board of county auditors if there is a board, and if not, the chairperson of the finance or ways and means committee of the county board of commissioners.
- (c) The intermediate school district superintendent or his or her representative.
- (d) A resident of a municipality within the county who shall be selected by the judge or judges of probate of the county, except that in counties containing 1 or more municipal corporations having a population of 10,000 or more, the member shall be a resident of a municipal corporation having a population of 10,000 or more. However, in counties in which are located municipalities subject to this act, the member shall be an official of 1 of the municipalities and if there is only 1 municipality within the county, then the member shall be selected by the governing body of the municipality either from its own members or its municipal officers.
- (e) **A member not officially connected with or employed by any local or county unit, who shall be selected by the board of county commissioners.**

- (f) A member who shall be a township supervisor and who shall be selected by a majority of the township supervisors in the county.

This resolution supports the statutory requirement of MCL 211.205, wherein a member not officially connected with or employed by any local or county unit, who shall be selected by the board of county commissioners. Mr. Jere Michaels has been serving in this capacity for over the last 12 years.

RESOLUTION

NO: 2020-03-074

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution to Support “Stepping Up Initiative to Reduce the Number of People with Mental Illness in Jails” – Board of Commissioners

WHEREAS, counties routinely provide treatment services to the estimated 2 million people with serious mental illnesses booked into jail each year; and

WHEREAS, prevalence rates of serious mental illnesses in jails are three to six times higher than for the general population; and

WHEREAS, almost three-quarters of adults with serious mental illnesses in jails have co-occurring substance use disorders; and

WHEREAS, adults with mental illnesses tend to stay longer in jail and upon release are at a higher risk of recidivism than people without these disorders; and

WHEREAS, county jails spent two to three times more on adults with mental illnesses that require interventions compared to those without these treatment needs; and

WHEREAS, without the appropriate treatment and services, people with mental illnesses continue to cycle through the criminal justice system, often resulting in tragic outcomes for these individuals and their families; and

WHEREAS, Livingston County and all counties take pride their responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

WHEREAS, through *Stepping Up*, the National Association of Counties, the Council of State Governments Justice Center and the American Psychiatric Association Foundation are encouraging public, private and nonprofit partners to reduce the number of people with mental illnesses in jails.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby sign on to the Call to Action to reduce the number of people with mental illnesses in our county jail, commit to sharing lessons learned with other counties in my state and across the country to support a national initiative and encourage all county officials, employees and residents to participate in *Stepping up*. We resolve to utilize the comprehensive resources available through *Stepping Up* to:

- Convene or draw on a diverse team of leaders and decision makers from multiple agencies committed to safely reducing the number of people with mental illnesses in jails.

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- Collect and review prevalence numbers and assess individuals' needs to better identify adults entering jails with mental illnesses and their recidivism risk, and use that baseline information to guide decision making at the system, program, and case levels.
 - Examine treatment and service capacity to determine which programs and services are available in the county for people with mental illnesses and co-occurring substance use disorders, and identify state and local policy and funding barriers to minimizing contact with the justice system and providing treatment and supports in the community.
 - Implement research-based approaches that advance the plan.
 - Create a process to track progress using data and information systems, and to report on successes.

BE IT FURTHER RESOLVED that a copy of this resolution be forwarded to all Michigan counties, the National Association of Counties, the Michigan Association of Counties, and members of our State and Federal leadership.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-075

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Adopting the Livingston County Broadcast Policy - Broadcast Committee / Board of Commissioners

WHEREAS, it has been determined that the implementation of a County Broadcast Policy will enhance consistency and accuracy to the process of filming, uploading and storage of meetings of the Board of Commissioners by establishing guidelines and specific procedures; and

WHEREAS, this Policy has been reviewed by Civil Counsel and recommended for adoption by the Livingston County Broadcast Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby adopts the attached Broadcast Policy.

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MOVED:

SECONDED:

CARRIED:

LIVINGSTON COUNTY BROADCAST POLICY

LIVINGSTON COUNTY, MICHIGAN

RESOLUTION #2020-03-???

APPROVED: MARCH 23, 2020

1. **AUTHORITY & PURPOSE:** This policy is established by the Livingston County Board of Commissioners and is intended to outline procedures for the broadcasting of meetings of the Board. **Video recordings are not the official record of the Board of Commissioners.** Adopted minutes remain the official record of the public meeting. To view the official adopted minutes ~~record~~ of the Board, you must contact the Livingston County Clerk.
2. **MEETINGS TO BE BROADCASTED:** The only meetings to be broadcasted are Monday meetings of the full Board of Commissioners. These typically fall on the 2nd and 4th Mondays of each month. Closed sessions of the Board will not be recorded. No other Committee or Sub-Committee meetings will be filmed.
3. **UPLOADING AND STORAGE:**
 - A. Videos of the Board of Commissioners meetings will be uploaded and stored on the You Tube video-sharing platform.
 - B. Upon availability and viability of Livingston County's new site servers, videos of the Board of Commissioners' meetings will be uploaded and stored on said servers and use of the You Tube format shall be discontinued.
 - C. Videos are to be uploaded, unedited, within Twenty-Four (24) hours of any filmed meeting, unless a Motion by the Board of Commissioners has been made for review. If said Motion is passed, then said video shall be uploaded as soon as possible after review.
 - D. Videos will be retained and archived ~~stored~~ for a period of Three (3) years from the date of each respective meeting or for the period required by Schedule GS6, Rule 6.201 of Michigan's State Administrative Board's Retention and Disposal Schedule, whichever period is longer. Upon expiration of this period the archived record, at which time it will be disposed of as authorized by law and destroyed under the supervision of authorized County personnel.

4. **TITLE FORMAT:** In order to maintain consistency and aid in the ability to search for broadcasts of the Livingston County Board of Commissioners, the following title format will be followed at all times:

TITLE FORMAT	<i>EXAMPLE</i>
County, State Meeting Description Date of Meeting	<i>Livingston County, Michigan Board of Commissioners January 2, 2020</i>

5. **OPERATION OF VIDEO SYSTEM:** A representative of the Livingston County Clerk's office, or other authorized County personnel, will start and stop the recording process as needed. Closed Sessions of the Board of Commissioners will not be recorded.

- A. **SYSTEM MALFUNCTION:** If a malfunction of the recording system occurs and cannot be resolved within a reasonable amount of time, the meeting will continue without recording. A posting will be included on the sharing site / server stating technical difficulties which precluded recording.



ADOPTED #2020-03-??? 3/23/2020

APPROVED AS TO FORM FOR
LIVINGSTON COUNTY:
COHL, STOKER & TOSKEY, PC
BY: RICHARD McNULTY - 3/16/2020

RESOLUTION

NO: 2020-03-076

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Temporarily Amending Board Rules for the Livingston County Board of Commissioners

WHEREAS, on January 2, 2020 Livingston County Board of Commissioners (“Board”) adopted the 2020 Rules of the Livingston County Board of Commissioners (“2020 Rules”) addressing, among other things, the standing and special committees of the Board and the agendas for and conduct of Board meeting; and

WHEREAS, effective February 13, 2020 Commissioner Donald S. Parker of the Livingston County Board of Commissioners representing District 5 (i.e. all of Howell City, all of Cohoctah Township and all of Howell Township) resigned from his position on the Livingston County Board of Commissioners (the “Vacant Dist. 5 Office”). Individuals nominated to fill the Vacant Dist. 5 Office for the remainder of the unexpired term failed to garner the required votes of the Board. As such, the Vacant Dist. 5 Office will remain vacant until a qualified individual is elected and sworn for the remainder of the term; and

WHEREAS, Section VIII of the 2020 Rules permit rules be amended, suspended, or rescinded only by a majority vote of all of the commissioners-elect; and

WHEREAS, certain temporary amendments have been proposed to address matters relating to the Vacant Dist. 5 Office:

A. so as to provide enhanced notice to elected or appointed public officials within District 5 of possible Board action, and provide a designated agenda opportunity to elected or appointed public officials within District 5 to address the Board or Board Committees and, thereby, provide the Board the opportunity to consider such officials comment, advice or opinion; and,

B. to modify the current number of commissioners appointed to the Public Safety/Infrastructure and Development Committee to adjust for the Vacant Dist. 5 Office and to permit an equitable distribution of assigned committees to the Commissioners.

NOW THEREFORE BE IT RESOLVED that until the Expiration Event, defined below, the County shall provide – by email or such other method as designated by the officials – copies of all agendas for Board and Committee meetings of the Board, inclusive of matters or resolutions to be considered in open session, to the following:

- A. Mayor, City of Howell;
- B. Cohoctah Township Supervisor;
- C. Howell Township Supervisor.

(the “D-5 Public Officials”)

At the direction of the Chair of the Board, or the Chair of the applicable Committee, other non-privileged information deemed relevant matters being considered in open session may also be directed to the D-5 Public Officials. The notices shall be sent contemporaneously, or as soon thereafter as reasonably practical, as notices to the Board or Board Committee members.

BE IT FURTHER RESOLVED that until the Expiration Event, defined below, the 2020 Rules shall be amended to required that the Board agenda and the agendas for each Board Committee shall include – immediately after “reports” or such other location as the Chairperson or Committee Chair deems appropriate -- a designated agenda item for “Reports and Comments of District 5 Designated Officials” wherein the D-5 Public Officials, or their respective designees, shall have the opportunity to address the Board or Committee, and provide comment, advice or opinion on pending matters or matters which they believe should be considered.

BE IT FURTHER RESOLVED, that until the Expiration Event, defined below, the 2020 Rules Public Safety/Infrastructure and Development Committee member assignment shall be reduced from the current four (4) members to three (3) members.

BE IT FURTHER RESOLVED that these amendments are temporary, and shall expire without the necessity of further Board action upon the earliest of the following: i. A qualified individual being sworn the Vacant Dist. 5 Office for the remainder of the unexpired term; ii. January 1, 2021 (the “Expiration Event”). This provision shall in no way limit the discretion or authority of the Board to revoke, rescind or modify these amendments, or any other Rule, at any time.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-077

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Amending the Resolution Regarding the Selection and Termination of Non-Elected Department Heads – Board Of Commissioners / Finance / Board

- WHEREAS,** this resolution amends Resolution #2014-09-261; and
- WHEREAS,** the benefit of the position of County Administrator is to relieve the Board of Commissioners from operational burdens so Commissioners could focus on long-range policy issues; and
- WHEREAS,** the County Administrator's authority to act is directed by the majority vote of the Board of Commissioners which insures consistent and uniform application of policy; and
- WHEREAS,** since the introduction of the Administrator, the Board of Commissioners has achieved high levels of efficient operation resulting in substantial savings of tax dollars to our residents; and
- WHEREAS,** the responsibilities and authority of the County Administrator has undergone a continuous and consistent evolution; and
- WHEREAS,** the guidance, coordination, development and evaluation of non-elected officials has become an increasingly essential component of the Administrator responsibilities; and
- WHEREAS,** it is critical in the management process that hiring, and reporting relationships be clearly defined; and
- WHEREAS,** it is clearly understood that all non-elected Department Directors and non-union subordinates are at-will employees; and
- WHEREAS,** in order to hold the County Administrator accountable for the actions of Department Directors, it is essential that the Administrator possess authority in the selection process.

THEREFORE BE IT RESOLVED that the following policy with regard to the selection and termination of non-elected Department Directors shall be implemented:

- ① The County Administrator, with assistance of the Human Resources Director, shall be responsible for the process of recruitment of non-elected Department Directors.
- ② The Administrator shall advise the appropriate Board Committee of the status of the process.
- ③ The Administrator will present his/her recommended candidate(s) to the appropriate Committee for recommendation to the full Board.
- ④ The Administrator shall present the individual to the Board of Commissioners for confirmation of the appointment.

BE IT FURTHER RESOLVED that ~~the County Administrator is vested with the authority to remove a non-elected Department Director.~~ **removal and termination of employment of a Department Director shall require the County Administrator to inform and seek concurrence of Chair, Vice Chair and Finance Committee Chair of the Board of Commissioners. If two or more do not concur, the removal action shall not be undertaken at that**

time. This does not, however, foreclose imposition of progressive discipline or affirmative corrective action seeking to positively address the issues or provide further training to the employee. This decision shall be final and binding on all parties concerned.

BE IT FURTHER RESOLVED that Personnel Policies inconsistent with this Resolution are hereby modified in all or part in order to comply with this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall not apply to those positions required by State Law to be appointed by the County Board of Commissioners.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-078

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Authorizing the Creation of an Epidemiologist position - Public Health

WHEREAS, the Epidemiologist is a new position that will have responsibility for coordinating all epidemiological investigation activities associated with the analysis and interpretation of illness data including communicable diseases investigations, prevention, control and assessment activities, chronic diseases, child health, and substance use disorder trends; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the Epidemiologist position be classified as a Grade 10 of the non-union wage scale; and

WHEREAS, the creation of this position will require a budget amendment but is expected to receive partial funding from outside sources.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the classification of the Epidemiologist position at Grade 10 of the non-union wage scale.

Position #	Description	Status	Group	Grade	FTE
60100152	EPIDEMIOLOGIST	P	NU	10	1.00

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize the creation and filling of the epidemiologist position.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any budget amendment(s) to effectuate the above.

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**MOVED:
SECONDED:
CARRIED:**

MUNICIPAL CONSULTING SERVICES LLC

March 15, 2020

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

Dear Ms. Palmbos,

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

- Reviewed job-related information including a draft job description submitted by the Health Officer.
- Spoke with the Health Officer to gain additional information concerning the duties of the position.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the classification utilizing the accumulated understanding of the position, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for the classification.

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

BACKGROUND FOR THE POSITION OF EPIDEMIOLOGIST

The Epidemiologist is a new position that will have responsibility for coordinating all epidemiological investigation activities associated with the analysis and interpretation of illness data including communicable diseases investigations, prevention, control and assessment activities, chronic diseases, child health, and substance use disorder trends. The position will report directly to the Health Officer, further emphasizing the organizational role of the position in coordinating disease surveillance, planning and investigation as well as public education on existing or anticipated health issues in Livingston County. The incumbent will work with, and

serve on various committees with representatives of other community agencies to ensure the health needs of the community are being identified and addressed.

The results of the job evaluation for the position are summarized below.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we have evaluated the position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 2,065 for the Epidemiologist. This would place the position in grade 10 of the County's pay grade structure.

* * * * *

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

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MARCH 15, 2020

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Epidemiologist	360	390	280	0	390	120	90	375	60	0	2065	10

LIVINGSTON COUNTY JOB DESCRIPTION

EPIDEMIOLOGIST

Supervised By: Health Officer

Supervises: May serve as a leader

FLSA Status: Exempt

Position Summary:

Under the direction of the Health Officer, coordinates all epidemiological investigation activities related to analyzing and interpreting illness data including communicable diseases investigations, prevention, control and assessment activities, chronic diseases, child health, and substance use disorder trends. Assists with protocol development to be followed in the event of a public health emergency. Coordinates advanced analytical research, reviews vital records, statistics, and other related health data and prepares technical reports, proposals, articles and presentations to communicate epidemiologic studies on existing or anticipated health issues in Livingston County.

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. Performs analyses by using statistical techniques commonly employed in epidemiologic evaluation to interpret and analyze observed health conditions for a variety of stakeholders to support opioid and drug response, maternal and child health, communicable disease, environmental health, emergency public health preparedness and other public health program service areas.
2. Assembles, develops and maintains epidemiological databases for analysis of public health problems and conditions.
3. Develops geographic maps that display epidemiologic trends through GIS software.
4. Identifies, maintains and evaluates surveillance data needs, implements new, or revises existing surveillance systems, reports key findings for diseases, health behaviors, disparities, social determinants of health related to communicable disease, chronic disease, maternal and child health, environmental health, bioterrorism, substance use disorders, and other significant public health issues.

5. Expands current surveillance efforts to characterize morbidity and mortality in Livingston County to determine risk factors to guide targeted prevention efforts.
6. Assists in providing epidemiological support and data consultation in planning, developing and writing grant applications for various program funding opportunities. Provides scientific advice and technical assistance for community health assessments, program evaluation, research, presentations, publications and other related requests.
7. Applies critical thinking to data analysis, research, policy development, quality improvement, performance management and community health planning.
8. Reviews, develops, and enhances monitoring and evaluation systems to track success of program implementation. Designs research and evaluation efforts to assess program impact.
9. Supports investigations of communicable and food borne disease outbreaks, chronic disease conditions, environmental health hazards, disease risk factors, or other adverse health outcomes.
10. Advises the Health Officer, Medical Director and Division Directors of disease updates, potential or active outbreaks, and potentially significant pattern development on an ongoing basis.
11. Supports the efforts to maintain State and National Accreditation
12. Serves on various committees with representatives of community agencies to ensure the health needs of the community are being met. Keeps abreast of emerging knowledge in the field of epidemiology.
13. 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:

- Master's Degree in Public Health with a concentration in Epidemiology or its equivalent and one year of progressively more responsible experience in the field of epidemiology.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.

- Skill in assembling and analyzing data, preparing comprehensive and accurate reports and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Strong quantitative reasoning and data analysis skills
- Familiarity using data as part of public health decision-making and strategic planning.
- Ability to combine health information and data from various sources into a snapshot of a particular population's health and communicate to stakeholders.
- Thorough understanding of health equity and social determinants of health.
- Knowledge and/or experience in public health intervention planning and evaluations.
- Knowledge and/or experience in public health emergency preparedness.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated decision-making ability, problem solving skills, and capacity for leadership.
- 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 Microsoft Suite applications, SAS or SPSS analytical software, and software programs utilized by the Livingston County Health Department
- Ability to attend meetings scheduled at times other than normal business hours.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is regularly required to communicate in

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

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

RESOLUTION

NO: 2020-03-079

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Approving Moving Livingston County Health Department Employees from FLSA Exempt to Non-Exempt – Health Department

WHEREAS, the Livingston County Health Department has up to 18 full-time exempt positions; and

WHEREAS, when these positions were created, they were created as salaried exempt positions, and therefore unable to code overtime pay; and

WHEREAS, beginning March 8, 2020 these employees began working after hours and on weekends due to the COVID-19 Pandemic; and

WHEREAS, the management of the Livingston County Health Department is recommending to move the above listed exempt positions at the Livingston County Health Department from a salary/exempt status to an hourly/non-exempt wage status at their current pay step; and

WHEREAS, this request is to be temporary, and will end when the COVID-19 Pandemic is over, or December 31, 2020, whichever is sooner.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the positions listed below in the Livingston County Health Department be changed from salaried and FLSA exempt to hourly and FLSA non-exempt for wage calculation purposes on a temporary basis to handle COVID-19 related issues and response only.

Position #	Description	Job Class	Group	FTE
60100102	FIN SRVS COORDIN	7043	NU	1.00
60100113	EMERGENCY PREPARED C	7041	NU	1.00
60100114	PUB HLTH NURS SUPVR	7040	NU	1.00
60100118	NURSE PROGRAM COORDI	7036	NU	1.00
60100120	NURSE PROGRAM COORDI	7036	NU	1.00
60100121	NURSE PROGRAM COORDI	7036	NU	1.00
60100124	NUTRITION/WIC COORD	7092	NU	1.00
60100128	FIELD PROGRAM COORD	7033	NU	1.00
60100130	FOOD PROGRAM COORD	7032	NU	1.00
60100131	ENVIRON SANITARI II	7031	NU	1.00
60100132	ENVIRON SANITARI II	7031	NU	1.00
60100133	ENVIRON SANITARI II	7031	NU	1.00
60100134	ENVIRON SANITARI II	7031	NU	1.00
60100135	ENVIRON SANITARI II	7031	NU	1.00
60100142	HEALTH PROMTN COORD	7034	NU	1.00
60100147	PUBLIC HEALTH NURSE	5008	NU	1.00
60100148	HEALTH PROM SPEC	7035	NU	1.00

60100152	EPIDEMIOLOGIST	7036	NU	1.00
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BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendment to effectuate the above.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-080

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Authorizing Temporary Emergency Employment Provisions in Response to COVID-19 - County Administration

WHEREAS, the State of Michigan has issued Interim Recommendations for COVID-19 Community Mitigation Strategies (“State Recommendations”), including strategies for workplaces; and

WHEREAS, the State Recommendations include encouraging employees to stay home when sick, encouraging staff to tele-work when feasible, particularly individuals at risk of severe illness, and other measures to encourage social distancing to limit the spread of the virus; and

WHEREAS, Livingston County is taking reasonable measures to safeguard the health of our employees and the people we serve while maintaining operations in an effective and efficient manner and continuing to perform critical and essential services to the public.

THEREFORE BE IT RESOLVED in light of the County closure effective March 17, 2020 to April 5, 2020 and as a mitigation strategy in response to COVID-19, for regular full-time and part-time employees who are deemed by their department head as non-essential/non-critical and directed to stay away from the workplace, the Livingston County Board of Commissioners hereby approves continuation of these employees’ regular pay and benefits until April 6 when the County is expected to reopen. As a condition of this continued pay and benefits, employees are expected to remain ready and able to work if called to do so by their department head.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves the attached Temporary Emergency Telecommuting Arrangement as a tool for departments to utilize in response to COVID-19.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approved the attached Temporary Emergency Leave Policy as another strategy to support our employees in response to COVID-19.

BE IT FURTHER RESOLVED that the provision of these temporary benefits may be subject, as to certain employees, to notice and/or possible bargaining requirements.

BE IT FINALLY RESOLVED that this resolution and the attached policies shall be effective through April 6, 2020, when the County is expected to re-open for normal operations.

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**MOVED:
SECONDED:
CARRIED:**



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GARLIN GILCHRIST II
LT. GOVERNOR

Michigan Department of Health and Human Services (MDHHS)
Interim Recommendations for COVID-19 Community Mitigation Strategies
March 11, 2020

[The most up-to-date guidance on these and other mitigation strategies is available at www.Michigan.gov/coronavirus. This matter is rapidly evolving and MDHHS may provide updated guidance.]

Community mitigation strategies are crucial to slowing the transmission of coronavirus disease 2019 (COVID-19) in Michigan, particularly before a vaccine or treatment becomes available. These strategies provide essential protections to individuals at risk of severe illness and to health care and other critical infrastructure workforces. Preventing a sudden, sharp increase in the number of people infected with COVID-19 will help minimize disruptions to daily life and limit the demand on health care providers and facilities.

These recommended strategies apply at the individual, organizational, and community levels. They apply to businesses, workplaces, schools, community organizations, health care institutions, and individuals of all ages, backgrounds, and health profiles. Everyone has some measure of responsibility to help limit the spread of this disease. Even individuals who are healthy can help prevent the spread of COVID-19 to others.

Michiganders have been preparing for COVID-19 for weeks, and all individuals should continue to take the following basic personal-hygiene measures to prevent the spread of the virus:

- wash your hands often with soap and water or use hand sanitizer;
- avoid touching your eyes, nose, or mouth with unwashed hands;
- cover your mouth and nose with a tissue when coughing or sneezing;
- avoid handshakes;
- avoid contact with sick people who are sick; and
- stay home when you are sick.

Michigan must take further action, however. To help avoid a rapid increase of cases in the state, MDHHS recommends implementing now the following community mitigation strategies. Please note, guidance for health care providers is not addressed in this document, but is available at www.Michigan.gov/coronavirus.

Individuals and families at home:

1. Learn about the signs and symptoms of COVID-19. Symptoms include fever, cough, and difficulty breathing.
2. If you have respiratory symptoms, **STAY HOME WHEN YOU ARE SICK**. Call your health care provider's office in advance of your visit.
3. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
4. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
5. Be prepared if there is COVID-19 in your household or a disruption of daily activities in your community. For example, maintain a supply of medications, food, and other essentials in your house. Consider alternative shopping options such as curbside pickups or online deliveries.
6. Access services as much as possible online or by phone.

Individuals at risk of severe illness:

These individuals include, but are not limited to, older adults and persons of any age with underlying medical conditions, such as persons with a blood disorder (e.g., sickle cell disease or a disorder being treated with blood thinners), an endocrine disorder (e.g., diabetes mellitus), or a metabolic disorder (such as inborn error of metabolism); those with heart disease, lung disease (including asthma or chronic obstructive pulmonary disease), chronic kidney disease, or chronic liver disease; those with a compromised immune system (e.g., those who are receiving treatments such as radiation or chemotherapy, who have received an organ or bone marrow transplant, who are taking high doses of immunosuppressant, or who have HIV or AIDS); those who are currently pregnant or were pregnant in the last two weeks; and those with neurological or neurologic and neurodevelopment conditions.

1. Individuals at risk of severe illness should stay at home and keep away from others who are sick, except in exceptional circumstances. Wash your hands often, particularly after contact with high-touch surfaces. Avoid crowds and closed-in settings with little air ventilation as much as possible. Avoid cruise travel and non-essential air travel.
2. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
3. In households with individuals at risk of severe illness, provide a protected space for those individuals and have healthy people conduct themselves as if they were a significant risk to those individuals. For example, healthy people should wash their hands before feeding or caring for an at-risk individual.
4. Have a plan for if you get sick, and stay in touch with others by phone or email.
5. Watch for symptoms and emergency warning signs that require immediate medical attention.
6. Family members and caregivers can support older adults by knowing what medications they are taking and ensuring there is an extra supply on hand.
7. Family members and caregivers can support older adults by monitoring food and other necessary medical supplies (e.g., oxygen, incontinence, dialysis, and wound care supplies) and by creating a back-up plan for securing those essentials if they run out.

Assisted living facilities, adult day care programs, and senior living facilities:

1. Encourage personal protective measures among residents, clients, and staff, including handwashing and covering coughs and sneezes.
2. Encourage residents, clients, and staff to stay home (or in their private quarters) when sick and to notify program administrators of illness.
3. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
4. Ensure hand hygiene supplies are readily accessible throughout the facility.
5. If caring for an individual living in a care facility, monitor the situation, ask about the health of the other residents frequently, and know the protocol if there is an outbreak.
6. Implement social distancing measures as feasible, such as reducing large gatherings, altering meal schedules to reduce mixing, and limiting programs with external staff.

7. Limit visitors to only those who are absolutely necessary and implement screening of visitors for temperature and respiratory symptoms.
8. Maintain contact with individuals at risk of severe illness who are no longer able to attend day care programs.

Universities and colleges:

1. Educate students and the community about COVID-19 and preventative hygiene practices.
2. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
3. Encourage staff and students to stay home when sick.
4. Cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).
5. Consider tele-learning opportunities, as feasible.
6. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
7. Students and faculty at risk of severe illness should implement plans for distance learning.

Schools and childcare facilities:

1. Educate students and the community about COVID-19 and preventative hygiene practices.
2. Encourage staff and students to stay home when sick.
3. Report influenza-like activity, absenteeism, and potential school dismissals to public health officials.
4. Separate sick students and staff from others until they can go home. When feasible, identify a “sick room” through which others do not regularly pass.
5. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.

6. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
7. Consider having students eat meals in their classrooms as opposed to a cafeteria-like setting, or alter meal schedules for smaller-group gatherings.
8. Limit large gatherings such as assemblies and limit inter-school interactions.
9. Alter schedules for recess and entry/dismissal to reduce the mixing of large numbers of students and staff.
10. Schools with students at risk of severe illness should consider implementing plans for distance learning for those students, to the extent feasible.

Workplaces:

1. Encourage employees to stay home when sick and to notify supervisors of illness.
2. Communicate and reinforce best practices for washing hands covering coughs and sneezes.
3. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
4. Ensure hand hygiene supplies are readily accessible throughout the workplace.
5. Encourage staff to tele-work when feasible, particularly individuals at risk of severe illness.
6. Implement social distancing measures as feasible, including limiting in-person meetings.
7. Limit large work-related gatherings (e.g., staff meetings and after-work functions).
8. Limit non-essential work travel.
9. Cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).
10. Discourage employees from eating meals in a large group setting, such as a cafeteria.
11. Tailor continuity of operation plans to the COVID-19 threat.

Community and faith-based organizations:

1. Identify safe ways to serve those who are at high risk or vulnerable through outreach and assistance.
2. Encourage staff and members to stay home when sick and to notify the organization of illness.
3. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.
4. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, cell phones, and light switches.
5. Ensure hand hygiene supplies are readily accessible.
6. Implement social distancing measures as feasible.
7. Reduce in-person gatherings and activities, especially for organizations with individuals at risk of severe illness. Consider offering video or audio of events.
8. Determine ways to continue providing support services to individuals at risk of severe illness while limiting group settings and exposures.
9. Avoid large gatherings (e.g., greater than 100 people in a shared space) or move to smaller and staggered gatherings.
10. For organizations that serve high-risk communities, cancel gatherings of more than 10 people.

Other mass events:

1. Cancel or postpone large gatherings, conferences, and sporting events (e.g., greater than 100 people in a shared space).
2. Regularly clean and disinfect frequently touched surfaces, like doorknobs, keyboards, and light switches.
3. Communicate and reinforce best practices for washing hands and covering coughs and sneezes.

Temporary Emergency Telecommuting Arrangement

Effective March __, 2020

Due to the current COVID-19 (coronavirus) outbreak, many employees are inquiring about the ability to work from home. Livingston County is implementing voluntary/temporary telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are some positions at Livingston County that require the employee to be physically present in the workplace. These employees are defined as critical personnel. Department heads will determine who qualifies for telecommuting.

Critical personnel are defined as County employees who are working in a public safety classification. Public Safety Departments include, but are not limited to; Sheriff, 911 Central Dispatch, and Emergency Medical Services (EMS).

Critical personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work due to illness.

Essential and Non-Essential/Non-Critical positions may be approved to work from home temporarily as determined by the department head.

Telecommuting / working from home arrangements are expected to be short term and Livingston County will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and Livingston County may require employees to return to regular, in-office work locations at any time.

Should the current health crisis warrant, Livingston County may require some employees, with the exception of critical personnel, to work from home. Employees should be proactive with department directors in preparing for these circumstances to ensure employees have the resources necessary to work remotely.

General Work Arrangement

While telecommuting, Employees will:

- a. remain accessible during their work schedule;
- b. check in with their supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- d. be available to come into the office if a business need arises;
- e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and

- f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.

Employee's duties, obligations, job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular County work site. The supervisor reserves the right to assign work as necessary at any time.

Equipment

Department heads and the IT department will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement.

Equipment supplied by Livingston County will be maintained by the organization. However, employees are responsible for setting up their own equipment in the home work space. IT will not be setting up the equipment. Should assistance be needed, IT will do their best to support staff remotely, however, if an employee cannot be assisted remotely, an employee may be required to go to the IT department for assistance. IT will not be traveling to homes to assist employees working remotely. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. Livingston County accepts no responsibility for damage or repairs to employee-owned equipment. Livingston County reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The telecommuter must sign an inventory of all Livingston County property received and agree to take appropriate action to protect the items from damage or theft. All County property will be returned to the County premises at the end of the Telecommuting arrangement.

Livingston County will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. Livingston County will also reimburse the employee for business-related expenses, such as phone calls and shipping costs, that are reasonably incurred in carrying out the employee's job. All additional costs must be pre-approved by the Department Director.

The employee will establish an appropriate work environment within his or her home for work purposes. Livingston County will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with Livingston County's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of private County information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Time Worked

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using Livingston County's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action up to and including discharge from employment.

Dependent/Child Care

~~Telecommuting is not designed to be a replacement for appropriate child care.~~ The focus of the arrangement must remain on job performance and meeting business demands during normal business hours. All telecommuting work arrangements must be agreed and determined between an employee and their department head.

Temporary Emergency Leave Policy

Effective March __, 2020

- A. In response to the COVID-19 outbreak and in consultation with the Livingston County Health Department, the Livingston County Board of Commissioners authorizes the County Administrator and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner.
- B. Employees may be authorized upon request by the employee, a temporary emergency leave of up to three (3) days for any employee who reasonably believes he/she has been exposed or infected with COVID-19 to permit the employee an opportunity to contact his/her healthcare provider for examination, testing and treatment.
- C. During the first three (3) days of a temporary emergency leave absence, supervisors shall not require a healthcare provider's note for employees who are sick with COVID-19 (coughing, fever, shortness of breath) to validate their illness as health care provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely way.
- D. An employee with COVID-19 must provide doctor's certification clearing them to work in order to return.
- E. Employees may be instructed not to report if the employee is showing symptoms of COVID-19 (coughing, fever, shortness of breath) until they are released by a healthcare provider.
- F. The temporary emergency leave may be extended for up to fourteen (14) **calendar** days if an employee's health care provider confirms that an employee has been infected with COVID-19, is reasonably likely to spread COVID-19 to coworkers or customers through the performance of the employee's regular job duties, and/or is unable to perform the essential functions of his/her job without possible harm to himself/herself or others.
- G. If a member of a non-essential/non-critical position employee's family is ill with the symptoms identified above, the employee may be authorized to not report and may be granted a temporary emergency leave to care for that family member until they are fever and/or symptom free as identified above.
 - i. The definition of a family member in this policy is:
 - 1. Biological, adopted or foster child, stepchild or legal ward, or child to whom the employee stands in loco parentis
 - 2. Employee or their spouse's biological parent, foster parent,

stepparent, adoptive parent, or legal guardian

3. An individual who stood in loco parentis to the employee when they were a minor child
4. Employee's lawful spouse
5. Grandparent or grandchild
6. Biological, foster, or adopted sibling

H. A full-time employee may use up to 80 hours of paid temporary emergency leave (pro-rated for part-time).

I. Absences using temporary emergency leave will not be counted as an unscheduled absence. However, nothing shall alter or amend the current policy that both paid and unpaid leave for an otherwise qualifying reason will count toward FMLA time off pursuant to employer policies.

J. If an employee believes their temporary emergency leave absence will exceed the allowable 80 hours (pro-rated for part-time), the employee may request additional leave by providing verification from a health care provider to the Human Resources Director. The Human Resources Director, in conjunction with the department head and public health department, determines whether or not additional hours of temporary emergency leave will be granted.

K. During the COVID-19 outbreak, employees should undertake all recommended measures to address the nature of the disease. This may include:

1. Wash hands frequently.
2. Avoid touching your nose, mouth and eyes.
3. Frequently clean all work surfaces, telephones, and computer equipment.
4. Limit guests in "employee only" areas.
5. Refrain from using another employee's phone, desk, office, or other work tools and equipment.
6. Avoid contact with others (i.e., handshakes). Wash hands after contact with others.
7. Reduce face-to-face contact (e.g., conduct conference calls rather than traditional meetings).

RESOLUTION

NO: 2020-03-081

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Declaring a Vacancy in the Office of the Livingston County Commissioner District 5 and Setting Dates for Filing Deadlines and for Special Elections – Board of Commissioners

- WHEREAS,** effective February 13, 2020 Commissioner Donald S. Parker of the Livingston County Board of Commissioners representing District 5 (i.e. all of Howell City, all of Cohoctah Township and all of Howell Township) resigned from his position on the Livingston County Board of Commissioners; and
- WHEREAS,** the remainder of the unexpired term of the vacant office of the Livingston County Board of Commissioners representing District 5 expires on December 31, 2020; and
- WHEREAS,** the accepted resignation of Commissioner Donald S. Parker constitutes a vacancy in the office of County Commissioner for Livingston County representing District 5 pursuant to MCL 46.412; and
- WHEREAS,** pursuant to MCL 46.412, the Livingston County Board of Commissioners undertook to fill by appointment the vacant position for the remainder of the unexpired term within thirty days by a resident and registered voter of District 5. However, the individuals nominated to fill the vacant position failed to garner the required votes of the Livingston County Board of Commissioners; and
- WHEREAS,** pursuant to MCL 46.413, the vacant office of County Commissioner for Livingston County representing District 5 is required to be filled, for the remainder of the unexpired term of office, by special election; and
- WHEREAS,** pursuant to MCL 46.411:
A candidate for the office of county commissioner shall be a resident and registered voter of the district that he or she seeks to represent and shall remain a resident and registered voter to hold his or her office, if elected. Nominations and elections for commissioners shall be by partisan elections. In order for the name of a candidate for nomination for the office of county commissioner to appear on the official primary ballot, a nominating petition or \$100.00 filing fee shall be filed with the county clerk. The nominating petition shall have been signed by a number of qualified and registered electors residing within the district as determined under section 544f of the Michigan election law, 1954 PA 116, MCL 168.544f. The deadline for filing nomination petitions or filing fees is the same as for a candidate for state representative. A person who has been convicted of a violation of section 12a(1) of 1941 PA 370, MCL 38.412a, is not eligible to be a county commissioner for 20 years after the conviction; and
- WHEREAS,** MCL 168.631 requires that where a special primary election is called to fill a vacancy, that the Board of Commissioners fix the time within which the candidates may file nominating petitions in accord with the statutory requirements; and
- WHEREAS,** the Livingston County Clerk has contacted the Secretary of State's Office who advised that at least fifteen weeks would be necessary to review, verify, print and undertake other tasks required by law after nominating petitions are filed. This fifteen-week period is consistent with the requirement that under law that a county clerk shall receive nominating petitions for filing or the statutory \$100.00 filing fee in accordance the Michigan Election Law for State

Representative up to 4 p.m. of the fifteenth Tuesday preceding the date of the August primary MCL. 168.163; and

WHEREAS, MCL. 168.641 requires that elections, including special elections, shall be held on specific dates in the months of May, August or November (and, during a presidential election only, the date of the presidential primary which, here, would be March 10, 2020), only; and

WHEREAS, pursuant to MCL 168.641(1) the first available date for a special primary election will be the August regular election date, which is the first Tuesday after the first Monday in August being August 4, 2020; and

WHEREAS, certain minor political parties are also permitted to nominate a candidate by caucus. and, moreover, individuals may undertake to appear on an election ballot as a candidate for office without political party affiliation by means of a qualifying petition; and

WHEREAS, pursuant to MCL 168.641(1) if a primary is legally required first to occur, the first available date for a special general election will be the November regular election date, which is the first Tuesday after the first Monday in November being November 3, 2020; and

WHEREAS, MCL 168.539 provides:
If, upon the expiration of the time for filing petitions in any primary for city or county, it appears that there is no opposition to any candidate for any office upon any ticket, then the city or county clerk, as the case may be, shall certify to the board of election commissioners the names of all persons whose petitions have been properly filed and the office for which such petitions were filed, and such persons shall be declared by such board of election commissioners nominees for the respective offices, and such county clerk shall forthwith notify the several clerks of the townships and cities interested, if any, and give notice that the primary will not be held as contemplated, giving the reasons therefor, and a public notice shall be given of such determination by a brief notice published by such clerk in a newspaper circulated in such county.

NOW THEREFORE BE IT RESOLVED that pursuant to MCL 168.631 nominating petitions, the statutory \$100.00 filing fee, minor party nominations, and/or qualifying petitions shall be accepted by the Livingston County Clerk for filing in accordance the Michigan Election Law for the remainder of the unexpired term (i.e. December 31, 2020) of the office of Livingston County Commissioner representing District 5 up to 4 p.m. of the fifteenth Tuesday preceding the date of the primary, that being by **4 p.m. April 21, 2020.**

BE IT FURTHER RESOLVED that -- unless after expiration of the time for filing petitions the Clerk concludes and certifies under the authority of MCL 169.539 that a special primary election need not held -- a special primary election for the nomination of candidates for remainder of the unexpired term of the office of Livingston County Commissioner representing District 5 be held on **Tuesday, August 4, 2020,**

BE IT FURTHER RESOLVED that -- unless after expiration of the time for filing petitions the Clerk concludes and certifies under the authority of MCL 169.539 that a special primary election need not held -- a special general election for the remainder of the unexpired term (i.e. December 31, 2020) of the office of Livingston County Commissioner representing District 5 be held on **Tuesday, November 3, 2020.**

BE IT FURTHER RESOLVED that if after expiration of the time for filing petitions the Clerk concludes and certifies under the authority of MCL 169.539 that a primary election need not be held and upon the individual being declared by such board of election commissioners nominees for the respective offices, and upon the satisfaction of such further and additional statutory requirements, then the **Tuesday, August 4, 2020** election shall be the date for a special general election for the remainder of the unexpired term (i.e. December 31, 2020) of the office of Livingston County Commissioner representing District 5.

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: 2020-03-082

LIVINGSTON COUNTY

DATE: March 18, 2020

Resolution Authorizing the Purchase of MERS Service Credit by Eric Sanborn - Sheriff

WHEREAS, as of March 1, 2020, Eric Sanborn has 18 years, 11 months earned service credit with the County's retirement plan administrator, Michigan Municipal Employee retirement System (MERS); and

WHEREAS, Eric Sanborn has requested to purchase 2 years, 9 months generic service credit; and

WHEREAS, MERS requires the governing body of the employing municipality to approve such purchase of service credit; and

WHEREAS, Eric Sanborn will pay \$96,450, which is the total actuarial cost of purchasing 2 years, 9 months' additional generic service credit.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes Eric Sanborn to be credited with 2 years, 9 months generic service credit with MERS providing he pays the total actuarially determined cost of \$96,450.

BE IT FURTHER RESOLVED that the Board Chair is authorized to sign the necessary documentation to effectuate this purchase of service credit.

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MOVED:
SECONDED:
CARRIED:

Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

This Resolution is entered into under the provisions of 1996 PA 220 and the Municipal Employees' Retirement System of Michigan ("MERS") Plan Document, as each may be amended.

This resolution applies to reporting unit(s) # all 4703 division of the participating municipality listed below.

WHEREAS, Livingston County ("Employer") is a participating municipality with the Municipal Employees' Retirement System of Michigan ("MERS") and has adopted one or more retirement, insurance, investment or other post-employment benefit products administered by MERS;

WHEREAS, MERS requires signatures of an authorized representative of the Employer to execute contracts with MERS, the entry of which is authorized by the governing body and permitted under the applicable MERS Plan Document(s);

WHEREAS, the Employer wishes to designate certain job position(s), the holder(s) of which may sign MERS' contracts relating to the adoption, amendment and termination of MERS' products, and defined benefit service credit purchase approvals on behalf of Employer to implement decisions and actions of the governing body;

WHEREAS, this Resolution is not intended to apply to MERS forms or any other MERS document except as specifically mentioned herein,

Therefore, the Governing Body resolves:

The holders of the following job position(s) are hereby *Authorized Officials* that can sign: (1) MERS Adoption Agreements, Resolutions, Participation Agreements, Administrative Services Agreements, Withdrawal Agreements and any other contracts between MERS and the Employer with respect to Employer's participation in any MERS-administered product and any amendments and addendums thereto, and (2) MERS Defined Benefit service credit purchase approvals:

1. Chair of the Livingston County Board of Commissioners

Optional additional job positions:

2. _____
3. _____

This Resolution may be revoked in writing or amended by the Governing Body at any time, provided that it will not be effective until such writing or amended Resolution is received by MERS. The Governing Body agrees that MERS may rely upon this Resolution as conferring signing authority upon the holders of the above job position(s) to bind Employer with respect to MERS.

Adopted at a regular/special meeting of the Governing Body on _____, 20_____.

Authorized signature (must be currently in a position named above): _____

Name: Carol Griffith

Title: Board Chair

Witness signature: _____

Witness name: _____

Witness title: _____