

# GENERAL GOVERNMENT AND HEALTH AND HUMAN SERVICES COMMITTEE

## AGENDA

August 3, 2020

4:30 PM

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

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## GENERAL GOVERNMENT & HEALTH AND HUMAN SERVICES COMMITTEE

### MEETING MINUTES

July 6, 2020, 4:30 p.m.

Zoom Virtual Meeting Room

Meeting ID: 399-700-0062 / Password: LCBOC

<https://zoom.us/j/3997000062?pwd=SUdLYVFFcmozWnFxbm0vcHRjWkVIZz09>

Members Present: Wes Nakagiri, William Green, Kate Lawrence, Jay Gross

#### 1. CALL TO ORDER

The meeting was called to order by Commissioner Nakagiri at 4:30 pm

#### 2. APPROVAL OF MINUTES: Minutes of Meeting Dated: June 1, 2020

Minutes approved as presented.

Motion to approve the minutes as presented.

**Moved by:** K. Lawrence

**Seconded by:** Jay Gross

Yes (3): W. Nakagiri, K. Lawrence , and Jay Gross

Absent (1): W. Green

**Motion Carried (3 to 0)**

#### 3. APPROVAL OF AGENDA

Minutes approved as presented.

Motion to approve the Agenda as presented.

**Moved by:** K. Lawrence

**Seconded by:** Jay Gross

Yes (3): W. Nakagiri, K. Lawrence , and Jay Gross

Absent (1): W. Green

**Motion Carried (3 to 0)**

#### 4. REPORTS

##### 4.1 Emergency Medical Services

David Feldpausch, EMS Director, presented the Report to the Committee.

##### 4.2 COVID-19 Update - Livingston County Health Department

Diane McCormick, Juan Marquez and Emma Harman presented the COVID-19 Update.

#### 5. CALL TO THE PUBLIC

Jennifer Garcia - Hartland, MI: Activity to reduce racism in Livingston County.

#### 6. RESOLUTIONS FOR CONSIDERATION

**6.1 Emergency Medical Services**

Resolution Approving the Filling of a Full-Time QI/Education Specialist and Full-Time Road Supervisor Positions in the Emergency Medical Services Department

EMS Director, David Feldpausch, introduced the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.2 Register of Deeds**

Resolution authorizing and accepting a revised Livingston County Survey and Remonumentation Plan

Registrar Denby described the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** K. Lawrence

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.3 Treasurer**

Resolution Authorizing a Transfer from Fund 277 Michigan Works to Fund 101 General Fund

Treasurer Nash Introduced the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** K. Lawrence

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.4 Treasurer**

Resolution Authorizing the Livingston County Treasurer to Establish an Imprest Cash Account for the Livingston County Public Defender Office

Jennifer Nash, Treasurer, presented the Resolution.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** Jay Gross

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.5 Treasurer**

Resolution Authorizing the Livingston County Treasurer to Reassign and Increase the Imprest Cash Account for the Courts

Treasurer Nash Introduced the Resolution to the Committee.

Recommend Motion to the Finance Committee.



**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.6 Treasurer**

Resolution Approving of the 2019 FY Deficit Elimination Plan

Resolution was introduced by Treasurer Nash.

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** W. Nakagiri

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.7 Treasurer**

Resolution Authorizing the Livingston County Treasurer to Establish Fund 297 County Veteran Service Grant Fund (CVSF)

Treasurer Nash explained the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Nakagiri

Yes (3): W. Nakagiri, W. Green , and K. Lawrence

No (1): Jay Gross

**Motion Carried (3 to 1)**

**6.8 Health Department**

Resolution Approving the 2020 Plan of Organization for the Health Department

Health Officer McCormick brought forth the Resolution for consideration.

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** W. Nakagiri

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.9 Airport**

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Grant Agreement with the Michigan Department of Transportation Under the CARES Act

Mark Johnson, Airport Manager, introduced the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.10 Airport**

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Grant Agreement with the Michigan Department of Transportation to Fund Design Services to Rehabilitate Taxiway A, B, C & Terminal Apron Repairs & Sealing

Airport Manager, Mark Johnson, explained the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.11 Airport**

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter into a Lease Agreement with Dan's PC Solutions, LLC for the Old Terminal Building

Mark Johnson, Airport Manager, Introduced the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** K. Lawrence

**Seconded by:** W. Green

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.12 Information Technology**

Resolution Authorizing Renewal of a One Year Enterprise IT Leaders Service Agreement Between Livingston County Information Technology and Gartner, Inc.

CIO, Kristoffer Tobbe, described the Resolution to the Committee.

Recommend Motion to the Finance Committee.

**Moved by:** W. Green

**Seconded by:** W. Nakagiri

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**6.13 Information Technology**

Resolution Authorizing Information Technology to Apply for Microsoft PIE (Partner Investment Engine) Funding Focused Around Microsoft Azure through SyComm Technologies

Resolution introduced to the Committee by Kristoffer Tobbe, CIO.

**Moved by:** W. Green

**Seconded by:** Jay Gross

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

**7. ANNUAL REPORT**

**Livingston County Health Department**

Dianne McCormick, Matt Bolang and Elaine Brown presented the Health Department's 2019 Annual Report.

**8. CALL TO THE PUBLIC: None.**

9. **ADJOURNMENT**

Motion to adjourn the meeting at 7:12 pm.

**Moved by:** K. Lawrence

**Seconded by:** Jay Gross

Yes (4): W. Nakagiri, W. Green , K. Lawrence , and Jay Gross

**Motion Carried (4 to 0)**

  
\_\_\_\_\_  
Carol Sue Jonckheere, Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing an Increase in Total Authorized Vehicles in the Airport Fleet - Car Pool**

**WHEREAS,** the Airport currently has three (3) authorized vehicles in its fleet, including two service trucks used for grounds and runway maintenance and one Courtesy Vehicle used to provide local transportation for visiting pilots during stopovers; and

**WHEREAS,** as a result of increased runway traffic the Airport is seeking authorization to add a fourth vehicle to its fleet to be used as an additional Courtesy Vehicle for visiting pilots; and

**WHEREAS,** both Courtesy Vehicles will be “step-downs” transferred from other departments therefore additional costs will be limited to auto insurance, fuel, and maintenance, and

**WHEREAS,** additional step-down vehicles will be sought for the Courtesy Vehicles’ eventual replacement and they will not become part of the County’s Leased Vehicles program through Enterprise Fleet Management; and

**WHEREAS,** the Airport Auto Leasing budget has sufficient funding to cover the additional costs for the remainder of the 2020 budget year due to lower than anticipated maintenance costs and therefore a budget amendment is not necessary.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve an increase in total authorized vehicles for the Airport from the current three (3) to four (4) after the additional Courtesy Vehicle is added to the fleet. This vehicle will not become part of the County’s Leased Vehicles program through Enterprise Fleet Management.

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**MOVED:**

**SECONDED:**

**CARRIED:**



## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Greg Kellogg, Transportation Director**  
**Date: 07/28/2020**  
**Re: Resolution Authorizing an Increase in Total Authorized Vehicles in the Airport Fleet - Car Pool**

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The Airport is requesting authorization to increase the total number of authorized vehicles in its fleet from three (3) to four (4).

The Airport currently has two service trucks, used for maintaining the Airport grounds and runways, and one Courtesy Vehicle, which is use to provide local transportation for visiting pilots during stopovers. They typically use the Courtesy Vehicle to visit local dining establishments and other businesses.

As a result of increased runway traffic the Airport is seeking authorization to add a fourth vehicle to its fleet to be used as an additional Courtesy Vehicle for visiting pilots. Both Courtesy Vehicles will be “step-downs” transferred from other departments so the additional costs will be limited to auto insurance, fuel, and maintenance.

The Airport’s first Courtesy Vehicle, a 2006 Crown Victoria purchased from the Sherriff’s Department in 2016 for \$5,000, was replaced in July 2020 with a 2014 Dodge Caravan purchased from the Juvenile Court upon lease turn-in, also for \$5,000. If this resolution is approved the Crown Victoria would simply be added back to the Airport fleet as the additional Courtesy Car. The opportunity cost of not auctioning the Crown Vic is estimated at \$2,000 based on similar historical sales.

The budget impact of this fleet increase should be similar to the FY 2019 costs for the 2006 Crown Victoria, which were \$758 for annual insurance and \$660 for repairs and preventive maintenance. Fuel costs were negligible because the visiting pilots who use the car typically replace any fuel that they use.

When it is time to replace the Courtesy Vehicles additional step-downs will be sought. They will not become part of the County’s Leased Vehicle program through Enterprise Fleet Management.

The Airport Auto Leasing budget has sufficient funding to cover the additional costs for the remainder of the 2020 budget year due to lower than anticipated maintenance costs and therefore a budget amendment is not necessary. Funds will be included in the Airport's FY 2021 Auto Leasing budget to cover the additional costs in 2021.

If you have any questions, please contact me at extension 7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Adopt a Policy and Procedure for Approval of Non-Commercial Livingston County and County Municipal Entity Public Services Outreach & Education or Public Services Announcement Postings in or on LETS Transportation Vehicles - LETS**

**WHEREAS,** County departments and other County Municipal Entities have expressed an interest in posting non-commercial informational material related to Public Services Outreach and Education and other Public Service Announcements on the interior and exterior of LETS Transportation Vehicles; and

**WHEREAS,** the LETS Director is supportive of permitting such a limited class of postings on or in LETS Transportation vehicles as the content is wholly consistent with the public service mission of LETS and may be beneficial to LETS passengers and the community at large; and

**WHEREAS,** there will be no additional cost to the Department or County associated with such limited postings other than staff time and possible cost to design and apply the graphics which will be borne by the department or entity coordinating the posting; and

**WHEREAS,** it has been determined that the implementation of a policy defining, limiting and regulating such postings will enhance consistency and accuracy by establishing guidelines and specific procedures for design, placement, and approval of limited postings and is prudent from a risk-management perspective; and

**WHEREAS,** this Policy has been prepared by County Civil Counsel in conjunction with the LETS Director.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize and adopt the attached Policy and Procedure for Approval of Non-Commercial Livingston County and County Municipal Entity Public Services Outreach & Education or Public Services Announcement Postings in or on LETS Transportation Vehicles.

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**MOVED:**  
**SECONDED:**  
**CARRIED:**

**LIVINGSTON COUNTY**  
**Livingston Essential Transportation Service**  
**(LETS)**

**Policy And Procedure For Approval Of Non-Commercial Livingston County And County Municipal Entity Public Services Outreach & Education Or Public Services Announcement Postings In Or On LETS' Transportation Vehicles**

RESOLUTION #2020-

LIVINGSTON COUNTY, MICHIGAN

APPROVED:

RESOLUTION #2020-

APPROVED:

RESOLUTION #2020-

APPROVED:

**PURPOSE**

The purpose of this policy is to establish a policy as to the limited types of postings which may be permitted in or on LETS' transportation vehicles and the corresponding procedure by which such limited postings may be submitted and approved. LETS will approve only such non-commercial Livingston County or County-Entity municipal public service postings on its transportation vehicles which complies with this Policy, the law, and LETS' grant requirements.

The primary mission of LETS' is to provide safe and efficient scheduled curb-to-curb public transit service for any person to any destination countywide and regional medical service to surrounding counties. Consistent with this purpose, LETS strives to maintain secure, safe, comfortable and convenient transportation vehicles ("Transportation Vehicles") necessary for effective and reliable public transportation, and to retain existing riders and attract new users.

However, LETS and the Board of Commissioners recognize that non-commercial Livingston County or County-Entity municipal postings on LETS' Transportation Vehicles may provide an additional cost-effective avenue for outreach, education and provision of important and useful program and County public service information to residents or other users of LETS' transit services. This may include, but not be limited to, education and services provided by or in concert with County Veterans' Services, the Health Department, Community Mental Health, and the Census.

This Policy is consistent with the mission of LETS in that it permits limited and viewpoint neutral Livingston County or County-Entity municipal public outreach, education and public service postings and announcements but prohibits commercial, political or other types of advertisements which may not be conducive to LETS' mission.

**POLICY**

- A. PERMITTED POSTINGS -- The following postings may be approved in or on LETS' Transportation Vehicles:



- a. Postings of a County Office/Department or County-Based Municipal Entity (a County Based Municipal Entity municipal entity which is not an Office or Department of the County but is either created by County action or is an entity to which the County is, in whole or in part, the legal funding or budgetary source) which:
  - i. advances specific Livingston County or County-Based Municipal Entity government purposes and engender goodwill with the public; and,
  - ii. provides outreach or education directed to the public, or a segment of the public relating to County or County-Based Municipal Entity services or programs including, but not limited to:
    1. programs or services for prevention or treatment of illnesses or mental illnesses;
    2. programs or services promoting safety or personal well-being;
    3. programs or services providing education or training to County residents;
    4. programs or services for provision of children and families;
    5. programs or services to the assist senior citizens;
    6. programs or services to assist veterans or their families;
    7. programs or services assisting low income citizens;
    8. employment opportunities with LETS, the County or County-Based Municipal Entities, and
    9. programs or services assisting people with illnesses or disabilities.

LETS' Transportation Vehicles are a non-public forum and, as such, LETS will accept only postings within the categories of acceptable above and in this viewpoint neutral Policy and which satisfies all other requirements and restrictions provided herein.

- B. PROHIBITED CLASSES—Postings or advertising which does not comport with Paragraph A are not eligible for posting in or on LETS' Transportation Vehicles. This includes, but is not limited to the following classes of postings/advertising: a. for profit commercial and promotional postings/advertising; b. postings/advertising by any non-County Office/Department or non-County-Based Municipal Entity; c. political advertisements promoting or opposing a political party, or promoting or opposing the election of any candidate or group of candidates for federal, state, judicial or local government offices; d. public issue advertisements expressing or advocating an opinion, position or viewpoint on matters of public debate about economic, political, religious or social issues; e. posting or advertising that is directly adverse to the mission, commercial or administrative interests of LETS or which is otherwise in the deemed harmful or disruptive to the mission of the transit system or the County.

## PROCEDURES:

- A. All proposed postings in or on Transport Vehicles must be submitted to the LETS' Director, or designee, for initial compliance review. If the LETS Director determines that a proposed posting does not comply with this Policy the Director will communicate this to the applicable County Elected Official, Department Head or the appropriate representative of the County-Based Municipal Entity. The applicable County Elected Official, Department Head or the appropriate representative of the County-Based Municipal Entity may at propose one or more revisions to the posting, which, if undertaken, would bring the posting into conformity with this Policy.

- B. Any posting once posted may be removed at the discretion of the LETS Director in the event the posting subsequently determines that the posting does not comply with this Policy and/or upon expiration of the approval duration. . The LETS Director may consult with the other appropriate County employees, including Corporation Counsel, at any time during the review process.
- C. The LETS' Director shall have and exercise discretion regarding all decisions regarding and administration of the terms and conditions of approval including, but not limited to: size of posting, style of posting, graphics, permitted location of posting, and/or duration of posting approval.
- D. If a posting is rejected, removed or an approval rescinded, and an agreement acceptable to the LETS Director cannot be reached as to possible revisions, the applicable County Elected Official, Department Head or the appropriate representative of the County-Based Municipal Entity may appeal the decision of the LETS Director to the County Administrator. The County Administrator may likewise consult with the other appropriate County employees, including Corporation Counsel, in considering such an appeal. The decision of the County Administrator shall be final.

## **LEGAL RESERVATION**

It is the express intention of LETS and the Board of Commissioners in accepting this Policy that LETS' Transportation Vehicles have traditionally been, and shall continue to be designated as a non-public forum. LETS' acceptance of limited Livingston County or County Municipal Entity public services postings shall not provide or create a general or open public forum for expressive activities. Rather, the County's fundamental purpose and intent is to accept limited County public postings is as an avenue for outreach, education and provision of important and useful County programs and public service information to County residents or other users of LETS transit services. In furtherance of that discreet and limited objective, LETS will maintain its posting or advertising space on Transportation Vehicles as a non-public forum.

## **AUTHORIZATION**

1. The Livingston County Board of Commissioners authorizes the LETS Policy And Procedure For Approval Of Non-Commercial Livingston County And County Municipal Entity Municipal Public Services Outreach & Education Or Public Services Announcement Postings In LETS' Transport Vehicles.
2. County Administration and the LETS Director are responsible for administration of this Policy.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the Livingston County Clerk to Enter Agreements to Provide Election Services to Local Jurisdictions - County Clerk**

**WHEREAS,** Public Act No. 95 of 2020 was signed into law on June 23, 2020; and

**WHEREAS,** it allows city or township clerks to enter into an agreement with their county clerk to establish an absent voter counting board to count the absentee voter ballots for that city or township clerk; and

**WHEREAS,** an agreement has been entered with both Iosco and Unadilla Townships to allow the county clerk to count their absentee voter ballots for the August 4, 2020 Primary Election; and,

**WHEREAS,** the Livingston County Clerk may desire to enter into agreements with local jurisdictions for future elections; and

**WHEREAS,** the election services provided by the County Clerk's Elections Division means absentee ballot counting, which includes, but is not limited to, processing, opening, tabulating, and reporting absentee ballots and related results; and

**WHEREAS,** the County will cover the cost of its own appointees to the absent voter counting board, and the contracting city or township will cover the costs of its appointee, or otherwise reimburse the County for those costs if the County Clerk makes the appointments for the city or township.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the Livingston County Clerk to enter into an agreement to provide election services to city and township clerks within Livingston County when it is in the best interest of the electors to do so.

**BE IT FURTHER RESOLVED** that the Chairperson of the Livingston County Board of Commissioners is hereby authorized to sign all contracts and agreements related to the above upon review and/or preparation of Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



# ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

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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

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley

RE: Resolution Authorizing the Livingston County Clerk to Enter Agreements to Provide Election Services to Local Jurisdictions

DATE: July 28, 2020

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Recent changes to Michigan's Election Law allow county clerks to enter into agreements with city and township clerks to provide election services including the counting of absentee voter ballots.

Recently the Board approved agreements allowing the Elections Division to provide services to Iosco and Unadilla Townships for the August 4, 2020 Primary Election. This resolution seeks to authorize the County Clerk to enter into agreements to provide election services and the Board chairperson to sign the appropriate agreements for future elections.

There are various factors that will determine when a county counting board should be utilized. Factors include, but are not limited to, the type of election involved, the number of absentee ballots expected to be issued, the availability of election equipment to dedicate to a counting board, and space needed to convene a counting board. Having the ability to process absentee ballots at the county level will result in benefits including cost savings to our voters.

Please do not hesitate to reach out to me if you have questions or wish to discuss this matter. I can be reached at (517) 546-0500.

Thank you for your consideration.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing the County Clerk to Purchase a Backup Election Equipment Workstation – County Clerk

**WHEREAS,** On January 6, 2017, the Department of Homeland Security designated U.S. election systems as part of the nation's critical infrastructure; and

**WHEREAS,** the County Clerk Elections Division is located within the Historic Courthouse; and

**WHEREAS,** during the past year the employees within the Historic Courthouse have been required to evacuate the building during normal working hours for various reasons beyond our control; and

**WHEREAS,** any computer system, including our current election equipment system, can experience unexpected failures; and

**WHEREAS,** the County Clerk has determined it is in the County's best interest to purchase a backup workstation that will be housed in a secondary location that will allow the County Clerk to move out of the Historic Courthouse and continue conducting an election if necessary or, to replace the current workstation in the event of a computer failure.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize the Livingston County Clerk to purchase the necessary backup Hart InterCivic Verity Workstation and necessary equipment as listed in the attached Quote Number 00006696 for a total of \$8,935.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners authorize a Budget Amendment to the General Fund Elections Division for 2020 (10126200) in the amount of \$8,935 to effectuate this purchase.

Department	2020 Amended Budget	Proposed Amendment	2020 Proposed Amended Budget
10126200 GF ELECTIONS	\$ 341,623	\$ 8,935	\$ 350,558
10196800 GF CONTINGENCIES	\$ 464,294	\$ (8,935)	\$ 455,359

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**MOVED:**  
**SECONDED:**  
**CARRIED:**



# ELIZABETH HUNDLEY LIVINGSTON COUNTY CLERK

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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

TO: Livingston County Board of Commissioners

FROM: Elizabeth Hundley

RE: Resolution Authorizing the County Clerk to Purchase a Backup Election Equipment Workstation

DATE: July 28, 2020

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The Department of Homeland Security designated election systems as part of the nation's critical infrastructure on January 6, 2017. Administering elections, including receiving election day results, is one of the County Clerk's most important responsibilities.

As the county's chief election official, I am requesting approval to purchase a backup workstation to be used in the event of an emergency on election day or the event we encounter a failure with a component of our existing workstation. It is my intent to house this backup workstation in a county building that election division staff can move to if we are evacuated from the Historic Courthouse on election day.

I am attaching two quotes from Hart InterCivic, our election equipment vendor for your review. Quote Number 6696 is for a backup workstation and necessary accessories for a cost of \$8,935. This is the most basic level of backup which requires us to move the software from our existing equipment and insert it into the backup workstation if use is necessary.

In contrast, Quote Number 6612 is the price to replicate both the hardware and software of our existing equipment for an initial purchase price of \$244,795. In addition, this solution would incur annual service and maintenance fees of \$3,330 per year in years 6 through 10 of the equipment.

It is my opinion that the purchase of a backup workstation will meet the needs of our office and is a responsible use of taxpayer dollars.

Please do not hesitate to reach out to me if you have questions or wish to discuss this matter. I can be reached at (517) 546-0500.

Thank you for your consideration.



Quote Number

00006696

Account Name

Livingston County, MI

Grand Total

\$8,935.00

Item	Description	Unit Price	Quantity	Total Price
Verity Workstation	Workstation for Verity software w/ 5-year warranty; backups for Data/Build/Count and Relay to be used in emergency only	\$4,000.00	2	\$8,000.00
Okidata B432dn Printer	Laser printer w/ starter cartridge for report printing	\$325.00	1	\$325.00
vDrive	Flash memory card/audio card for use with Verity devices	\$45.00	10	\$450.00
Verity Key	Electronic security token	\$80.00	2	\$160.00

Subtotal

\$8,935.00

Grand Total

\$8,935.00

Bill To 200 E Grand River Ave.  
Howell, MI 48843

Ship To 200 E Grand River Ave.  
Howell, MI 48843

## Customer Contact

Contact Name Joe Bridgman

Email jbridgman@livgov.com

Phone (517) 546-8177

## General Information

Expiration Date 8/28/2020

Instructions Please fax with signature to or scan and email to  
[kclakeley@hartic.com](mailto:kclakeley@hartic.com) to order.

Payment Terms Net 30

## Terms and Conditions

Pricing subject to inventory availability at time of quote execution and acceptance.

Taxes will be calculated in conjunction with the Customer based on the final approved price list.

## Hart Approval

Prepared By Karen Clakeley

Title Director, Strategic Accounts

Signature

## Customer Approval

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_



Quote Number

00006612

Account Name

Livingston County, MI

Grand Total

\$244,795.00

Item	Description	Unit Price	Quantity	Total Price
Verity Data, Build, and Count	Full Election Management System software	\$218,920.00	1	\$218,920.00
Verity Relay	Verity Relay software	\$17,180.00	1	\$17,180.00
Verity Workstation	Workstation for Verity software w/ 5-year warranty	\$4,000.00	2	\$8,000.00
Okidata B432dn Printer	Laser printer w/ starter cartridge for report printing	\$325.00	2	\$650.00
vDrive	Flash memory card/audio card for use with Verity devices	\$45.00	1	\$45.00
Subtotal				\$244,795.00
Grand Total				\$244,795.00

## Annual Service and Maintenance (Years 6-10)

Item	Description	Unit Price	Quantity	Total Price
Service and Maintenance - Verity Data, Build, and Count	Annual Service and Maintenance fee for Verity Data, Build, and Count in years 6-10	\$2,000.00	1	\$2,000.00
Service and Maintenance - Verity Relay	Annual Service and Maintenance fee for Verity Relay in years 6-10	\$1,330.00	1	\$1,330.00

Proposed Annual Service &amp; Maintenance

\$3,330.00

Total Years 6-10

\$16,650.00

Bill To 200 E Grand River Ave.  
Howell, MI 48843

Ship To 200 E Grand River Ave.  
Howell, MI 48843

## Customer Contact

Contact Name Joe Bridgman Email jbridgman@livgov.com  
Phone (517) 546-8177

## General Information

Expiration Date 8/28/2020 Instructions Please fax with signature to or scan and email to  
Payment Terms Net 30 [kclakeley@hartic.com](mailto:kclakeley@hartic.com) to order.

## Terms and Conditions

Pricing subject to inventory availability at time of quote execution and acceptance.  
Taxes will be calculated in conjunction with the Customer based on the final approved price list.

## Hart Approval

Prepared By Karen Clakeley Title Director, Strategic Accounts  
Signature

## Customer Approval





Quote Number

00006612

Account Name

Livingston County, MI

Grand Total

\$244,795.00

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Authorize Agreement for Delivery of Comprehensive Health Services for the Period of October 1, 2020 through September 30, 2021 – Health Department**

**WHEREAS,** the Livingston County Health Department has determined a need for provision of the delivery of comprehensive health services; and

**WHEREAS,** these services are basic, required and allowable health services under Act 368 Public Acts of 1978, and individual categorical contractual services; and

**WHEREAS,** the Michigan Department of Health and Human Services provides a contractual relationship to partially reimburse Livingston County for the following health services,

COVID Response (Federal)	\$702,400
COVID-19 Response (State)	\$38,000
Food - Essential Local Public Health Services	\$137,749
Hearing- Essential Local Public Health Services	\$40,187
Vision - Essential Local Public Health Services	\$40,187
General Communicable Disease	\$268,305
MDEQ Private and Type III Water Supply	\$159,189
MDEQ On-site Wastewater Treatment	\$155,818
Bioterrorism Cities Readiness Initiatives	\$34,967
Bioterrorism Emergency Preparedness	\$101,911
Children's Special Health Care Services (CSHCS)	\$82,640
HIV Prevention	\$20,000
Immunization Field Rep	\$5,000
Immunization IAP	\$80,878
Maternal & Child Health	\$39,490
TB Control	\$897
Vaccine Quality Assurance	\$15,901
Vector-Borne Surveillance & Prevention	\$9,000
Women, Infants & Children	\$324,867
Women, Infants & Children Breastfeeding	\$26,230
TOTAL	\$2,283,616

**WHEREAS,** the Michigan Department of Health and Human Services may propose future amendments for the purpose of revising the funding or terms of the Agreement.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize an Agreement with the Michigan Department of Health and Human Services for the delivery of comprehensive health services in Livingston County during the period of October 1, 2020 through September 30, 2021, upon review by Civil Counsel.

**BE IT FURTHER RESOLVED** that \$2,108,016 be allocated to the Health Fund Account 221 to support the provisions of the Comprehensive Health Services Agreement authorized herein.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorize The Health Officer to electronically sign this agreement, and any future amendments for monetary and contract language adjustments of the above-referenced Agreement upon review and approval by Civil Counsel.

**BE IT FURTHER RESOLVED** that any deletions or additions of programs shall require Board approval.

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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](http://www.lchd.org)

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### PERSONAL/PREVENTIVE HEALTH SERVICES

P: (517) 546-9850

F: (517) 546-6995

### ENVIRONMENTAL HEALTH SERVICES

P: (517) 546-9858

F: (517) 546-9853

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## Memorandum

To: Livingston County Board of Commissioners

From: Dianne McCormick

Date: 7/27/2020

Re: RESOLUTION TO AUTHORIZE AGREEMENT FOR THE DELIVERY OF COMPREHENSIVE HEALTH SERVICES FOR THE PERIOD OF OCTOBER 1, 2020 THROUGH SEPTEMBER 30, 2021

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The attached resolution establishes continuation of the agreement with the Michigan Department of Health and Human Services for the delivery of mandated comprehensive health services. The MDHHS provides funding to partially reimburse the county for services covered in the agreement. There has been no significant changes in program requirements. The changes seen in funding from our 2020 resolution include a small decrease of \$11,437 in the Emergency Preparedness programs, and an increase in our federal COVID-19 response funding.

	2,020	2021
COVID-19 Response (Federal)	601,186	702,400
COVID-19 Response (State)	38,000	38,000
Food - Essential Local Public Health Services	137,749	137,749
Hearing- Essential Local Public Health Services	40,187	40,187
Vision - Essential Local Public Health Services	40,187	40,187
General Communicable Disease	268,305	268,305
MDEQ Private and Type III Water Supply	159,189	159,189
MDEQ On-site Wastewater Treatment	155,818	155,818
Bioterrorism Cities Readiness Initiatives	41,759	34,967
Bioterrorism Emergency Preparedness	106,556	101,911
Children's Special Health Care Services (CSHCS)	82,640	82,640
HIV Prevention	20,000	20,000
Immunization Field Rep	5,000	5,000
Immunization IAP	80,878	80,878
Maternal & Child Health	39,490	39,490
TB Control	897	897
Vaccine Quality Assurance	15,901	15,901
Vector-Borne Surveillance & Prevention	9,000	9,000
Women, Infants & Children	324,867	324,867
Women, Infants & Children Breastfeeding	26,230	26,230
TOTAL	2,193,839	2,283,616

Please do not hesitate to contact me should you have any questions.

Dianne McCormick (517) 552-6865

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution to Accept Michigan Department of Health and Human Services Funding and Create Grant Funded Positions to Support Livingston County Health Department's COVID-19 Response - Health Department**

**WHEREAS,** Michigan is experiencing (along with the rest of the world) a widespread outbreak of COVID-19 infections, which includes Livingston County; and

**WHEREAS,** Michigan Department of Health and Human Services (MDHHS) has received federal funding to provide local health departments with capacity for testing, tracing, case investigations, infection prevention, and enforcement to control future spread of the disease; and

**WHEREAS,** Livingston County Health Department is being awarded \$702,400 beginning October 1, 2020 – September 30, 2021 by MDHHS to increase activities in COVID-19 support and response; and

**WHEREAS,** in order to ensure that LCHD continues to provide essential day to day public health services, as well as the additional essential services required to respond to the COVID-19 pandemic, we are requesting approval to create grant funded term positions;

Position	Grade	Org	Obj.	FTE - Total	Qty. – Up to
Public Health Nurse	Grade 9	22160100	704000	1.00	1
Public Health Nurse	Grade 9	22160100	706000	0.73	1
Public Health Nurse	Grade 9	22160100	706001	0.50	5
Epidemiologist	Grade 10	22160100	706000	0.73	1
Epidemiologist	Grade 10	22160100	706001	0.50	1
Health Promotion Specialist	Grade 9	22160100	704000	1.00	1
CD Clerk	Grade 4	22160100	706001	2.5	10
Program Clerk II	Grade 3	22160100	706001	1.45	2

**WHEREAS,** funds will be available through this award to purchase additional supplies and hire essential staff not to exceed \$702,400; and

**WHEREAS,** this award will be included in the 2021 Comprehensive Agreement.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes acceptance of funding in the amount of \$702,400 from the State of Michigan, as a pass-through agency for federal funding, to conduct testing, tracing, case investigations, infection prevention, and enforcement for the COVID-19 pandemic in Livingston County, through September 30, 2021.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby approves the creation of the below listed term positions, that will fully be funded by a grant issued from the State of Michigan Department of Health and Humans Services for COVID-19 Response and Support, and once the funding from this grant is no longer available the positions will be eliminated.

Position #	Description	Status	Group	Grade	FTE
60100158	COMMUNICABLE DISEASE CLERK	P	NU	4	2.50
60100156	EPIDEMIOLOGIST	P	NU	10	0.73
60100161	EPIDEMIOLOGIST	P	NU	10	0.50
60100157	HEALTH PROMOTION SPECIALIST	P	NU	8	1.00
60100159	PROGRAM CLERK II	P	NU	3	0.73
60100160	PROGRAM CLERK II	P	NU	3	0.73
60100153	PUBLIC HEALTH NURSE	P	NU	9	1.00
60100154	PUBLIC HEALTH NURSE	P	NU	9	0.50
60100155	PUBLIC HEALTH NURSE	P	NU	9	0.73

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendments to hire the necessary employees and purchase supplies needed to effectuate the above changes for a total amendment not to exceed \$702,400 for October 1, 2020 through September 30, 2021.

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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](http://www.lchd.org)

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**PERSONAL/PREVENTIVE HEALTH SERVICES**

**P: (517) 546-9850**

**F: (517) 546-6995**

**ENVIRONMENTAL HEALTH SERVICES**

**P: (517) 546-9858**

**F: (517) 546-9853**

July 29, 2020

To: Board of Commissioners

From: Dianne McCormick

Re: Request to Accept Funding from Michigan Department of Health and Human Services (MDHHS) and Create Grant Funded Positions to Support LCHD's COVID-19 Response

Dear Commissioners,

LCHD has received notice of award from MDHHS for funding in the amount of \$702,400 beginning October 1, 2020- September 30, 2021 to respond to the COVID-19 pandemic. The Resolution approves the acceptance of the funding and allows for the creation of grant funded positions and will also cover costs for supplies and expenses associated with our response to the COVID-19 outbreak. MDHHS has indicated that continuation of this funding beyond September 30, 2021 is highly likely. As with positions funded by grants, should the funding be reduced or eliminated, so will the positions.

This funding will provide LCHD the ability to meet current and future increased surge capacity for COVID-19 case investigations and contact tracing needs; offsite targeted community COVID-19 testing and seasonal influenza clinics; potential future COVID-19 vaccination clinics; and increased community educational efforts. It will also allow backfill capacity to ensure that LCHD continues to provide essential day to day public health services.

Please do not hesitate to reach out to me if you have any questions (517) 552-6865 or [dmccormick@livgov.com](mailto:dmccormick@livgov.com).





### CONTACT INFORMATION

Requester: Dianne McCormick Title of Requester: Health Officer  
 Dept. Phone Number/Extension: 6865 Date Requested: 7/29/2020

### POSITION INFORMATION

Position Title: Public Health Nurse (5) Supervisor: Elaine Brown

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: 4

Justification of request / change of position (REQUIRED): This request is to add up to five (5) part time grant funded Public Health Nurse positions. These positions will be funded by COVID-19 funds. These positions will be pooled up to 20 hours per week and filled only as long as the funding is available.

### FUNDING INFORMATION

Base Annual Salary: 27,843.64/28,740.34/29.740.34/30.740.34 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_ Department Head Dianne McCormick Date 7-29-20

### HR OFFICE ONLY

Job Class: 5008 Job Title: Public Health Nurse Grade/Step: 9 H / 1  
 FTE: 0.50 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

### BUDGET OFFICE ONLY

Position Control # 60100154 Org. 22160100

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

Comments: requires Board approval. Term/Grant funded Pooled position not to exceed .50 FTE, max 5 employees

Budget Reviewed: Wetzel Date: 7/29/2020

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_





# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Dianne McCormick

Title of Requester: Health Officer

Dept. Phone Number/Extension: 6865

Date Requested: 7/29/2020

### POSITION INFORMATION

Position Title: Public Health Nurse

Supervisor: Elaine Brown

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: 29

Justification of request / change of position (REQUIRED): This request is to add a part time grant funded Public Health Nurse position. This position will be funded by COVID-19 funds. This position will be filled only as long as the funding is available.

### FUNDING INFORMATION

Base Annual Salary: 27 8438hr JA1 888 5488yr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_

Department Head Dianne McCormick

Date 7-29-20

### HR OFFICE ONLY

Job Class: 5008 Job Title: Public Health Nurse Grade/Step: 9 H / 1

FTE: 0.73 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

### BUDGET OFFICE ONLY

Position Control # 60100155 Org. 22160100

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

Comments: requires Board approval. Term/Grant funded

Budget Reviewed: Hartate

Date: 7/29/2020

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_





## CONTACT INFORMATION

Requester: Dianne McCormickTitle of Requester: Health OfficerDept. Phone Number/Extension: 6865Date Requested: 7/29/2020

## POSITION INFORMATION

Position Title: Public Health NurseSupervisor: Elaine Brown

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: 40

Justification of request / change of position (REQUIRED): This request is to add a full time grant funded Public Health Nurse position. This position will be funded by COVID-19 funds. This position will be filled only as long as the funding is available.

## FUNDING INFORMATION

Base Annual Salary: 57,499yr./27 6436hr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_

Department Head Dianne McCormickDate 7-29-20

## HR OFFICE ONLY

Job Class: 5008 Job Title: Public Health Nurse Grade/Step: 9 H / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

## BUDGET OFFICE ONLY

Position Control # 60100153 Org. 22160100Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: requires Board approval. Term/Grant fundedBudget Reviewed: H. Tate Date: 7/29/2020

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_



# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Dianne McCormick

Title of Requester: Health Officer

Dept. Phone Number/Extension: 6865

Date Requested: 7/29/2020

### POSITION INFORMATION

Position Title: Epidemiologist

Supervisor: Dianne McCormick

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: 29

Justification of request / change of position (REQUIRED): This request is to a part time grant funded Epidemiologist position. This position will be funded by COVID-19 funds. This position will be filled only as long as the funding is available.

### FUNDING INFORMATION

Base Annual Salary: 20 7187hr./44,812 7630yr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_

Department Head Dianne McCormick

Date 7-29-20

### HR OFFICE ONLY

Job Class: 7098 Job Title: Epidemiologist Grade/Step: 10 H / 1

FTE: 0.73 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

### BUDGET OFFICE ONLY

Position Control # 60100156 Org. 22160100

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

Comments: requires Board approval. TERM/Grant funded

Budget Reviewed: H. H. H. H. H. Date: 7/29/2020

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_





## CONTACT INFORMATION

Requester: Dianne McCormickTitle of Requester: Health OfficerDept. Phone Number/Extension: 6865Date Requested: 7/29/2020

## POSITION INFORMATION

Position Title: Communicable Disease Clerk (10)Supervisor: Elaine Brown

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: 10

Justification of request / change of position (REQUIRED): This request is to add up to ten (10) part time grant funded Communicable Disease Clerk positions. These positions will be funded by COVID-19 funds. These positions will be pooled up to 100 hours per week and filled only as long as the funding is available.

## FUNDING INFORMATION

Base Annual Salary: 17,9721hr/9,345.492yr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_

Department Head Dianne McCormickDate 7/29/20

## HR OFFICE ONLY

Job Class: 1025 Job Title: Communicable Disease Clerk Grade/Step: 4 / 1FTE: 0.25 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

## BUDGET OFFICE ONLY

Position Control # 60100158 Org. 22160100Funds Available: Yes ☒ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒

Comments: requires Board approval. Term/Grant funded pooled position not to exceed 2.5 FTE, 12 emp max.

Budget Reviewed: [Signature] Date: 7/29/2020

Resolution #: \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_





## CONTACT INFORMATION

Requester: Dianne McCormickTitle of Requester: Health OfficerDept. Phone Number/Extension: 6865Date Requested: 7/29/2020

## POSITION INFORMATION

Position Title: Health Promotion SpecialistSupervisor: Natasha Radke

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: 40

Justification of request / change of position (REQUIRED): This request is to add a full time grant funded Health Promotion Specialist position. This position will be funded by COVID-19 funds. This position will be filled only as long as the funding is available.

## FUNDING INFORMATION

Base Annual Salary: 52,272yr./25,1307hr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_

Department Head Dianne McCormickDate 7-29-2020

## HR OFFICE ONLY

Job Class: 7035 Job Title: Health Promotion Specialist Grade/Step: 8 H / 1FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

## BUDGET OFFICE ONLY

Position Control # 60100157 Org. 22160100Funds Available: Yes ☒ No ☐ Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: requires Board approval. Term/Grant fundedBudget Reviewed: H. Radke Date: 7/29/2020

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_



### CONTACT INFORMATION

Requester: Dianne McCormick Title of Requester: Health Officer  
 Dept. Phone Number/Extension: 6865 Date Requested: 7/29/2020

### POSITION INFORMATION

Position Title: Program Clerk II (2) Supervisor: Elaine Brown

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: 29

Justification of request / change of position (REQUIRED): This request is to add up to two (2) part time grant funded Program Clerk II positions. These positions will be funded by COVID-19 funds. These positions will be filled only as long as the funding is available.

### FUNDING INFORMATION

Base Annual Salary: 16 7182hr./25.211 0456yr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_ Department Head Dianne McCormick Date 7/29/2020

### HR OFFICE ONLY

Job Class: 1027 Job Title: Program Clerk II Health Grade/Step: 3 / 1

FTE: 0.73 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

### BUDGET OFFICE ONLY

Position Control #: 60100160 Org. 22160100

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

Comments: requires Board approval. Term/Grant funded

Budget Reviewed: [Signature] Date: 7/29/2020

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_



# Livingston County, Michigan

## POSITION REQUEST/CHANGE FORM



### CONTACT INFORMATION

Requester: Dianne McCormick

Title of Requester: Health Officer

Dept. Phone Number/Extension: 6865

Date Requested: 7/29/2020

### POSITION INFORMATION

Position Title: Program Clerk II (2)

Supervisor: Elaine Brown

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: 29

Justification of request / change of position (REQUIRED): This request is to add up to two (2) part time grant funded Program Clerk II positions. These positions will be funded by COVID-19 funds. These positions will be filled only as long as the funding is available.

### FUNDING INFORMATION

Base Annual Salary: 18 7162hr./25,211 0456yr This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation (Required): Current: Org. 22160100 % 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 \_\_\_\_\_

Department Head Dianne McCormick

Date 7/29/2020

### HR OFFICE ONLY

Job Class: 1027 Job Title: Program Clerk II Health Grade/Step: 3 / 1

FTE: 0.73 Employee Group: NU HR Reviewed: Amy Hill Date: 07.29.2020

### BUDGET OFFICE ONLY

Position Control # 60100159 Org. 22160100

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

Comments: requires Board approval. Term/Grant funded

Budget Reviewed: H. H. H. Date: 7/29/2020

Resolution #: \_\_\_\_\_ Board Authorized on Date: \_\_\_\_\_

*[Faint, illegible handwritten text, likely bleed-through from the reverse side of the page.]*

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing an Agreement with MAC Services Corporation/ CoPro+ for Procurement Support – Fiscal Services**

**WHEREAS,** Livingston County has a partnership with MAC Services Corporation CoPro+ (Plus) to provide support to County departments for the purchase/procurement of goods and services and has assisted in identifying potential areas of savings to the County; and

**WHEREAS,** CoPro+ is comprised of a team of professionals experienced in public procurement with experts in numerous areas who provide support in process flow mapping, review and recommendations of policy changes and procurement support to help drive operational efficiencies and yield better contract prices that will result in government savings; and

**WHEREAS,** CoPro+ has increased the level of service it has been providing Livingston County since early this year. The partnership has transitioned to where CoPro+ has taken a lead on the development of procurement strategy, product & project specifications, drafting request for proposals & other formal and informal bid documents as deemed appropriate for each procurement need, market research, conducting negotiations, evaluating vendor performance, drafting modifications for contract amendments, and preparing FOIA responses.

**WHEREAS,** funds are available in the approved 2020 Fiscal Services Budget.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into a Memorandum of Understanding (MOU) with MAC Services Corporation, referred to as CoPro+ to provide purchasing/procurement support to County Departments and assist in negotiating better contract prices that yield savings for a period of one year with the option to renew for four (4) additional one-year periods at an annual cost of \$48,000.

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

**BE IT FURTHER RESOLVED** that the Chair 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 as prepared by Civil Counsel.

#

#

#

MOVED:  
SECONDED:  
CARRIED:





# ► LIVINGSTON COUNTY ANIMAL SHELTER

1

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



# Vision

2

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

# Internal Structure

3

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



# Services

4

## ► Services Provided

Livingston County Animal Shelter is responsible for:

- *Animal adoption/Animal return to owner*
- *Stray animal intake*
- *Owner surrendered animals*
- *Dog licensing*
- *Bite reports/Preparation for testing*
- *Working with Animal Control on animal abuse and neglect cases*
- *Working with Animal Control on Hoarding cases*
- *Other services (owner requested euthanasia, vaccine clinics, TNR, spay/neuter clinics, microchipping)*

## ► Services Not Provided:

Livingston County Animal Shelter is not responsible for:

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



# Facility

5

- ▶ The shelter is 4,400 square feet with 22 dog kennels and 70 cat and kitten cages.
- ▶ An isolation room where sick/injured animals can rest and recover.
- ▶ The shelter has a veterinary surgery area where animals are spayed or neutered, vaccinated and microchipped before being put up for adoption.
- ▶ In 2019 the dog play yard was completed with the use of funds from the donation line.



# Shelter Programs

6

## ► ***Low Cost Spay/Neuter Clinics***

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

## ► ***Trap-Neuter-Return (TNR) Clinics***

- Spay and Neuter of outdoor cats to prevent unwanted litters, each cat is given an eartip and rabies vaccine.

## ► ***Animal Foster Program***

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

## ► ***Shelter Volunteer Program***

- Allows for expansion and enhancement of shelter programs without additional staff. Volunteers are a vital part of the enrichment our shelter pets need.

# Hours of Operation

7

## ► *Shelter*

- Monday, Wednesday, Friday 8:00 am–5:00 pm
  - Tuesday & Thursday 8:00 am–6:00 pm
  - Saturday 11:00 am–3:00 pm
- 
- All Law Enforcement agencies have an access code to drop off an animal after hours. We applaud many agencies for taking the time to find an owner, keeping the pet from coming into the shelter.

# How Much Does LCAS Cost?

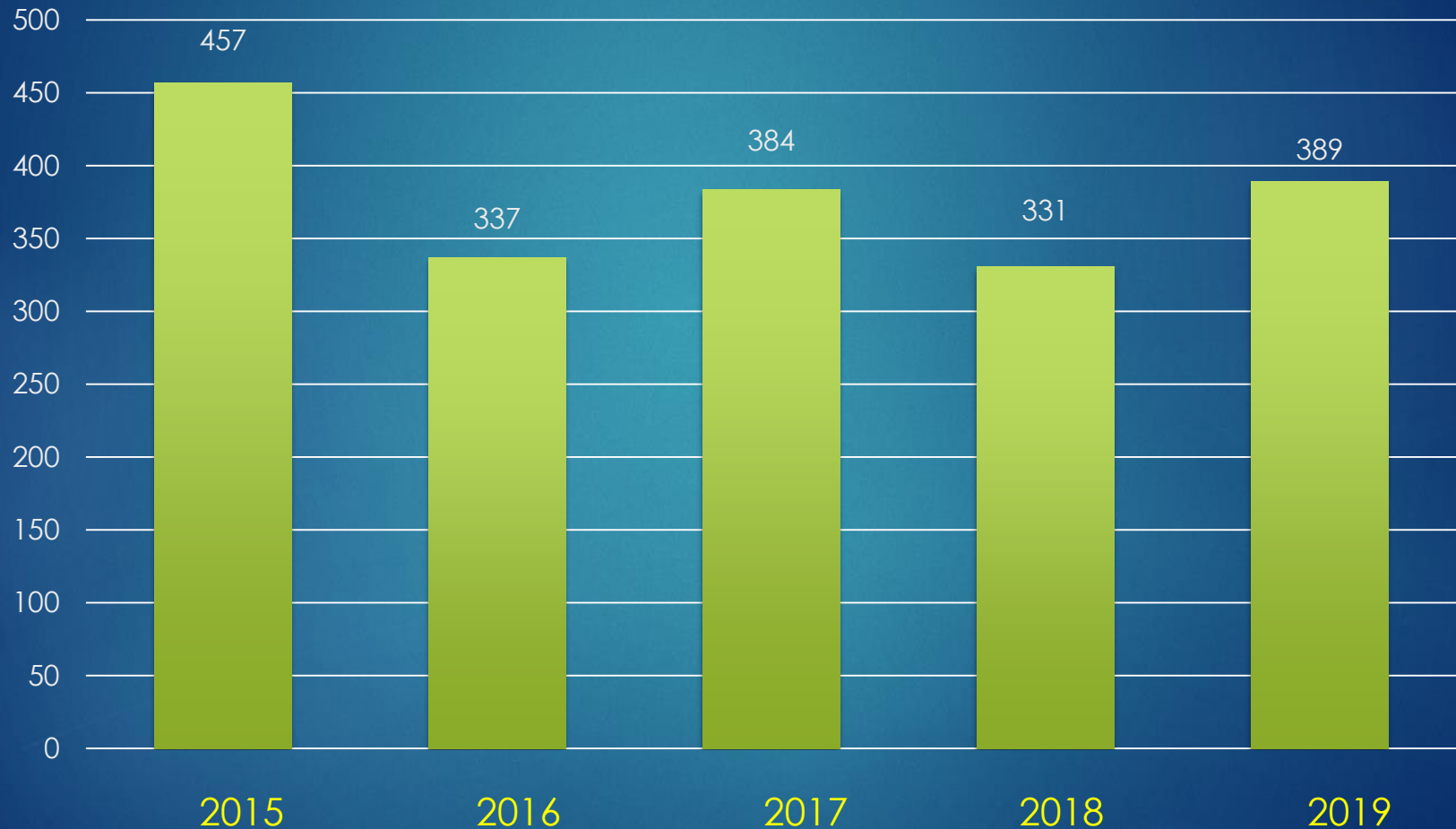
8

- ▶ 2019 Budget
  - ▶ Total Revenues =  
\$188,356.62
  - ▶ Total Expenses =  
\$514,922.44

# Shelter Statistics

9

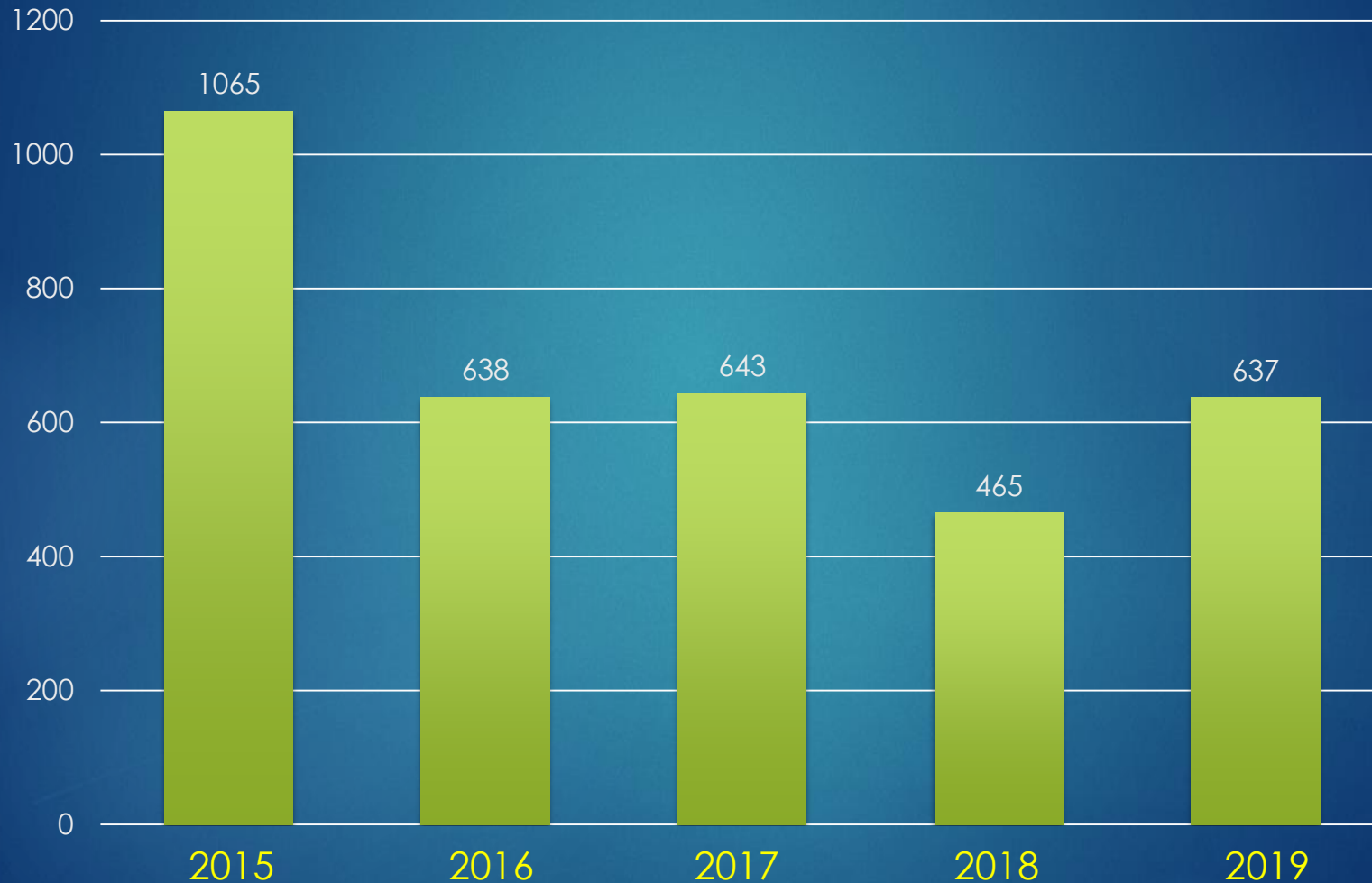
## Dog Intake



# Shelter Statistics

## Cat Intake

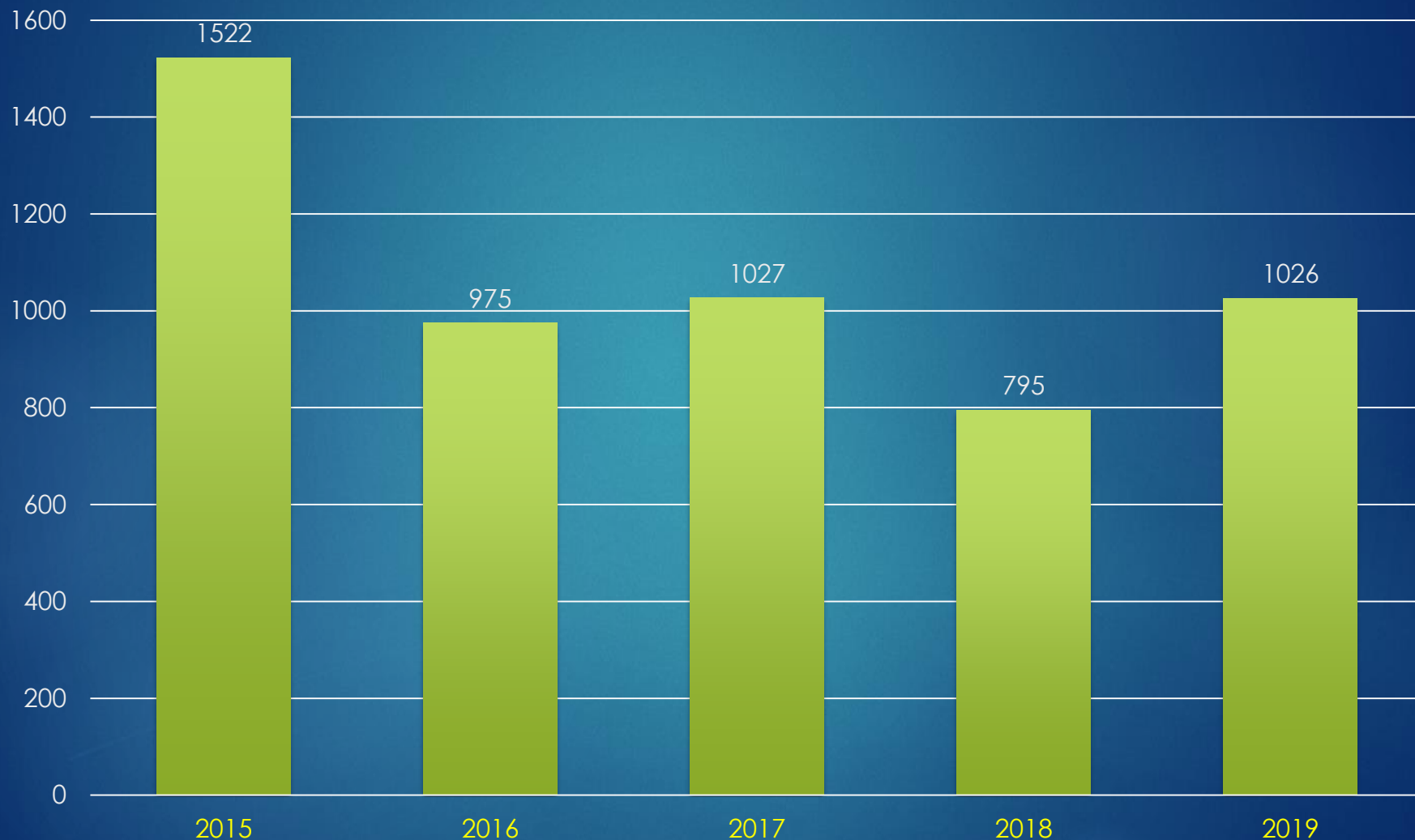
10



# Shelter Statistics

11

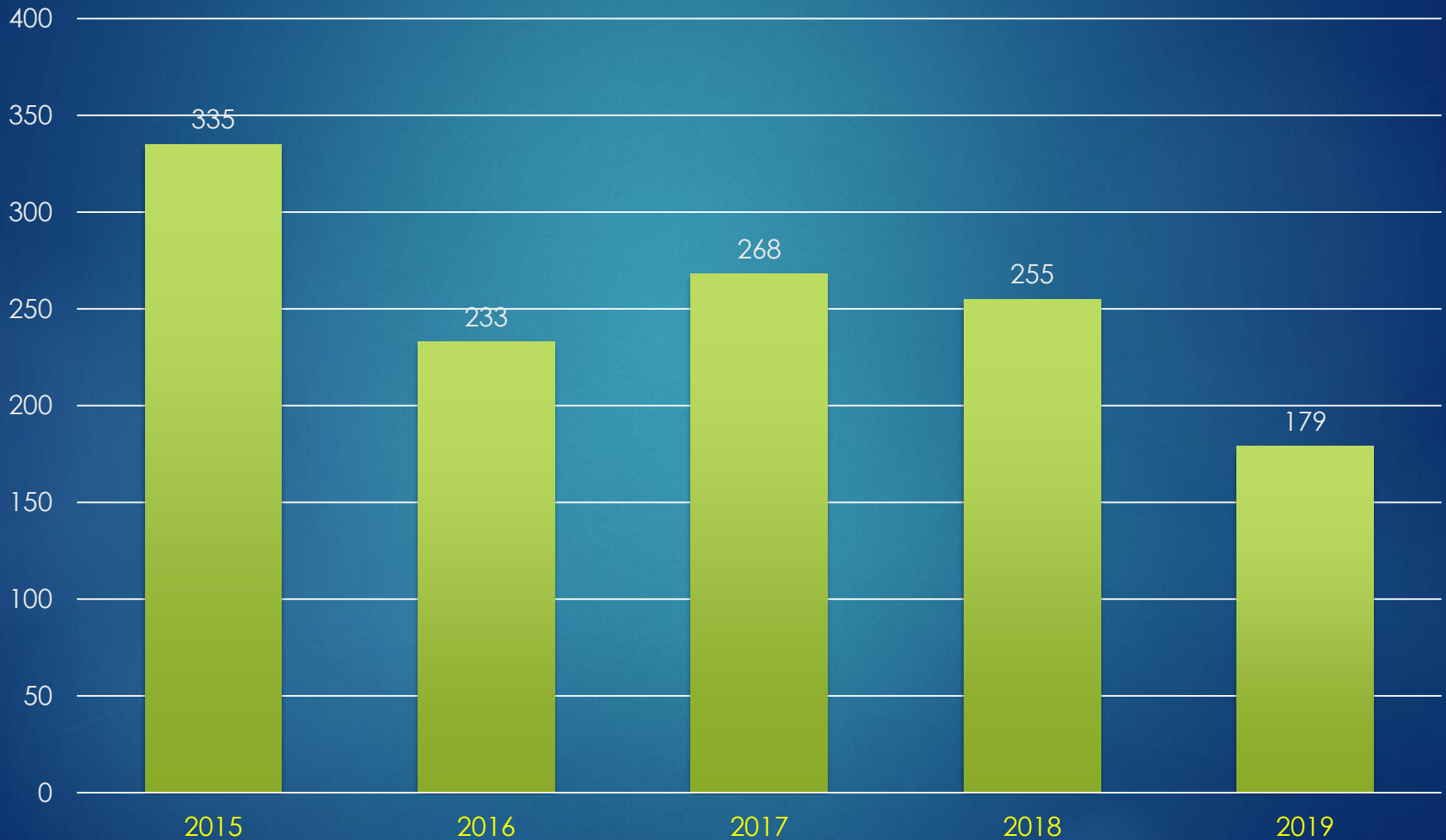
## Total Intake



# Shelter Statistics

12

## Trap-Neuter-Return (TNR)

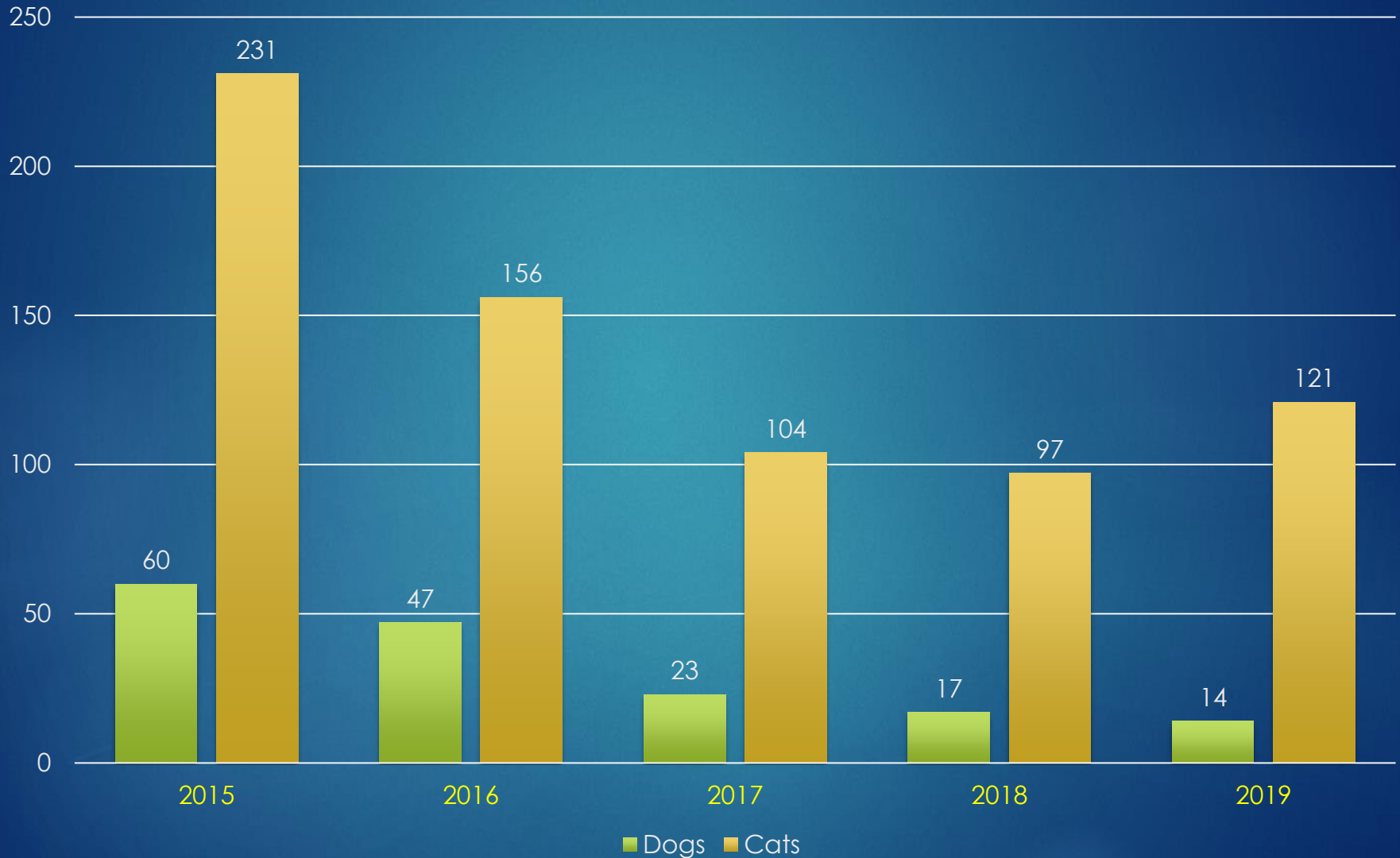




# Shelter Statistics

## Low Cost Spay Neuter Clinic

13

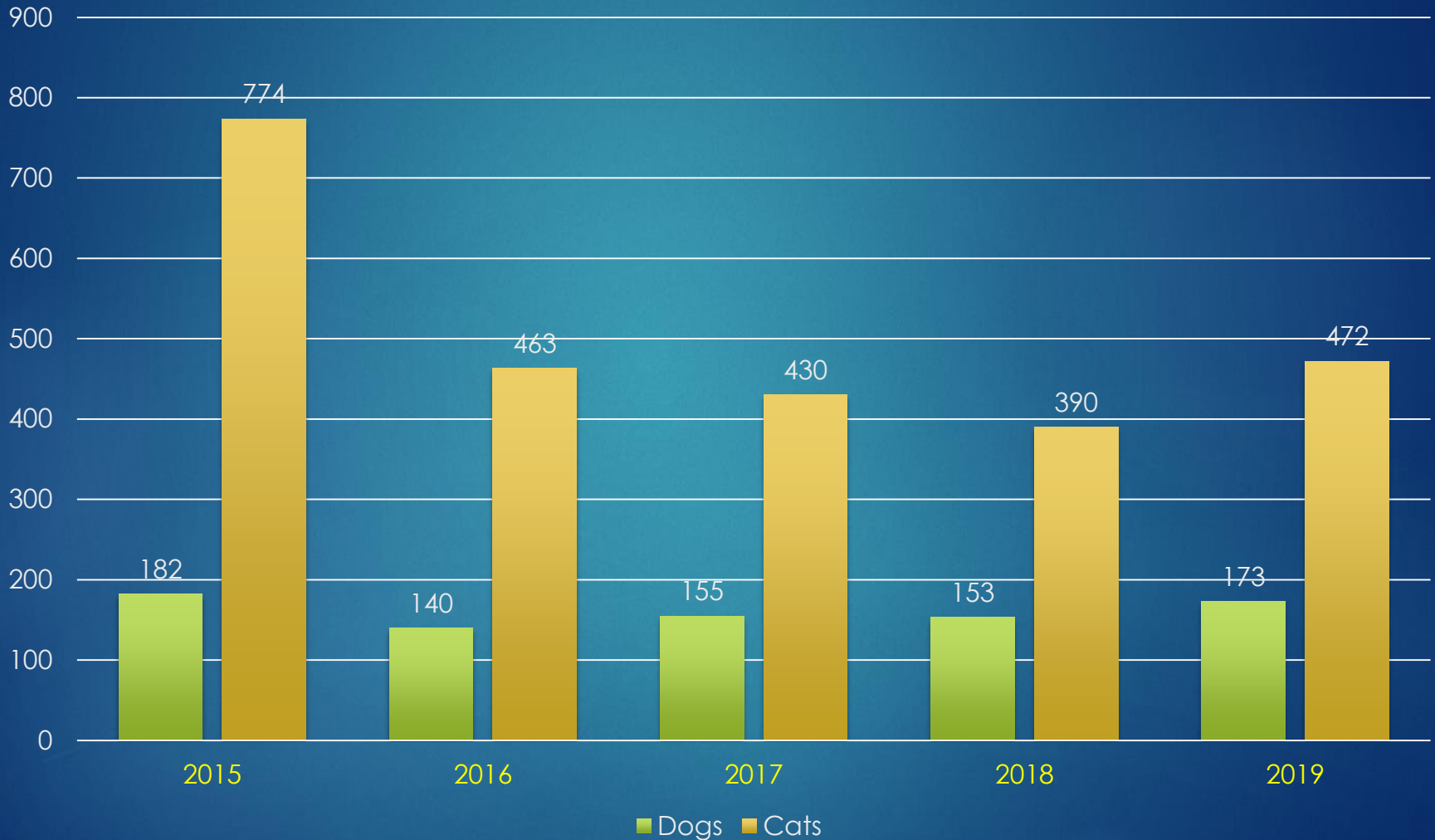




# Shelter Statistics

14

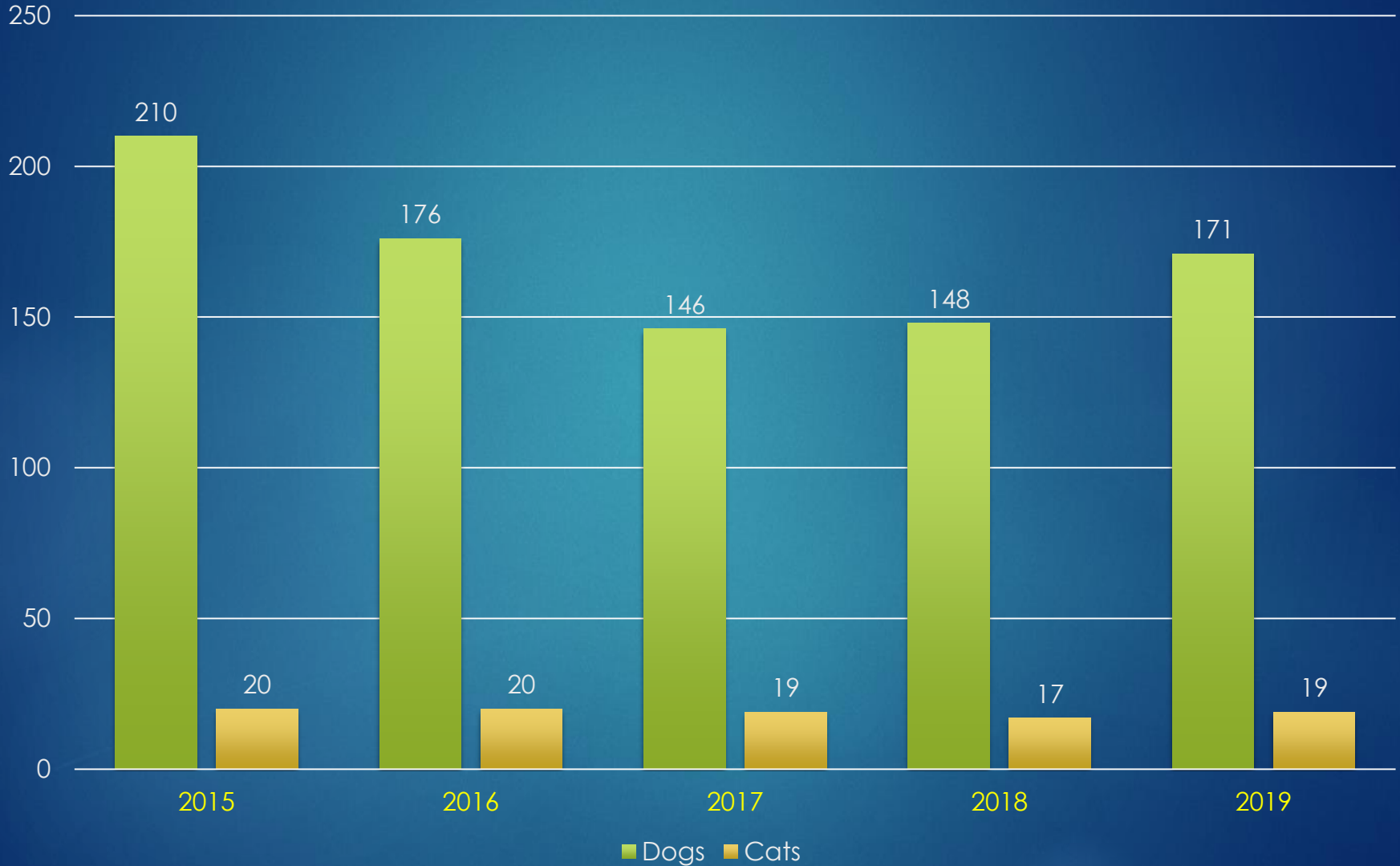
## Adoptions



# Shelter Statistics

## Returned To Owner

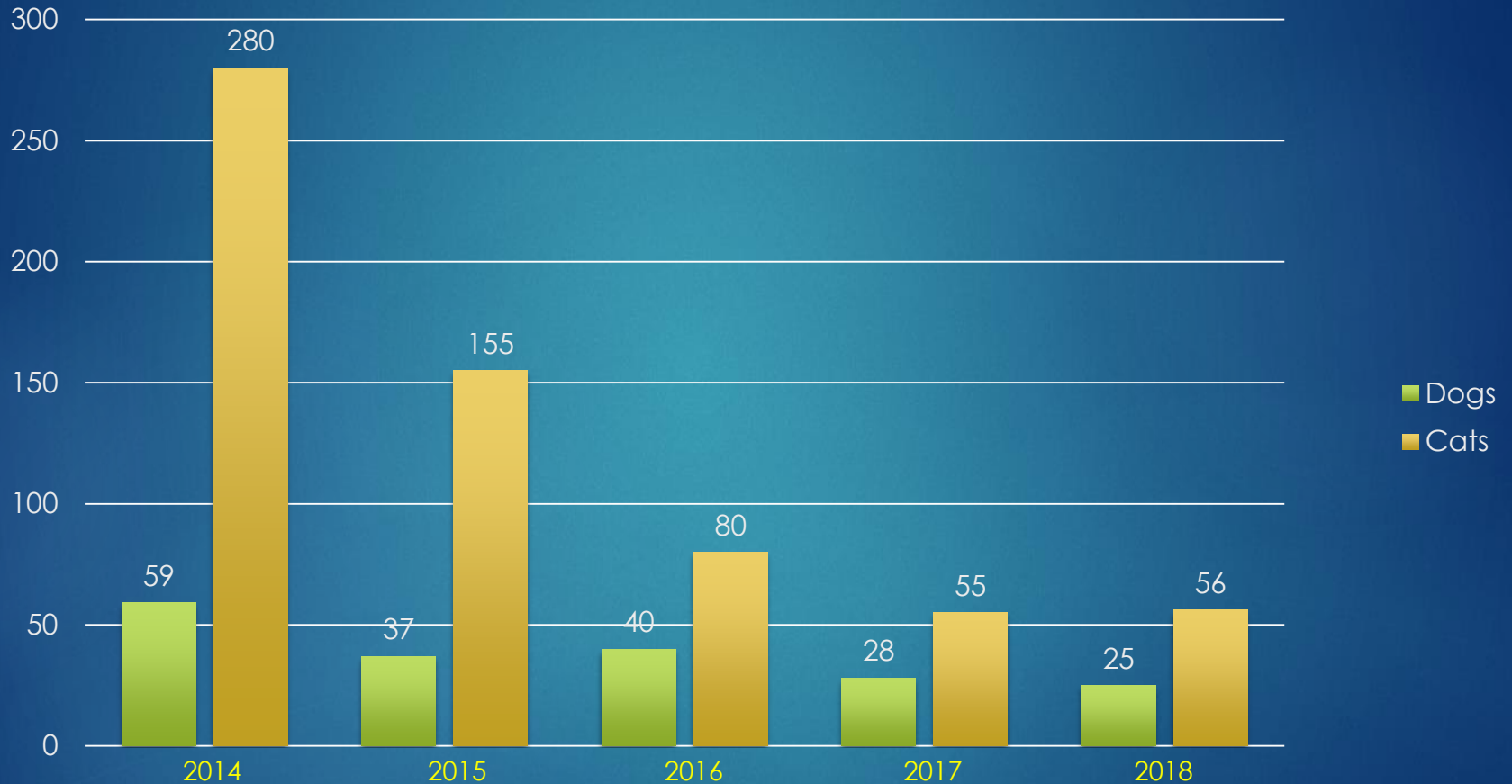
15



# Shelter Statistics

## Euthanasia

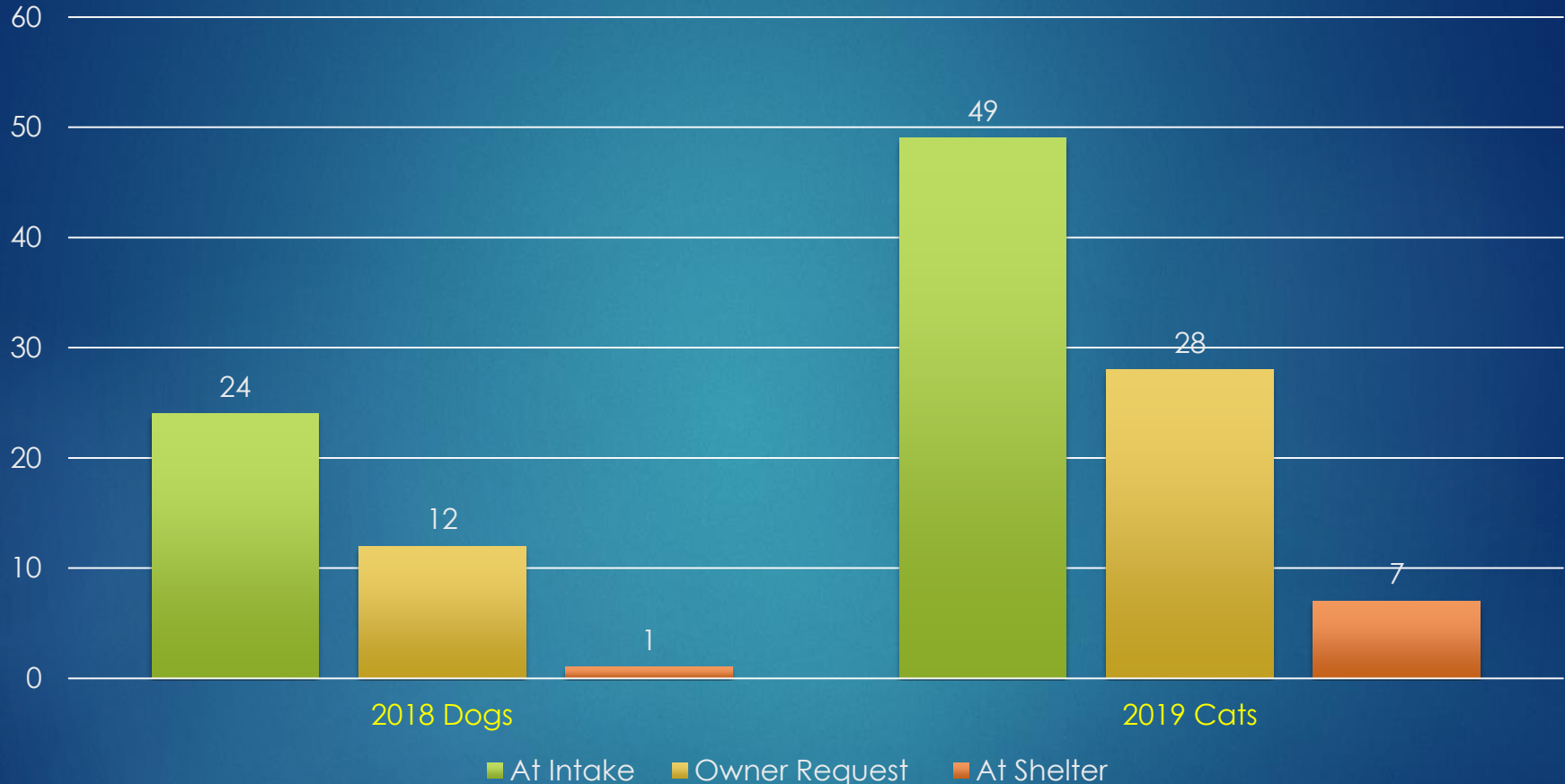
16



# Shelter Statistics

17

## Euthanasia



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

2019 saw 1,620 visitors that signed in at the front desk to look at the pets for adoption.

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



# Strategic Goals

19

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



# 2020 Goals

20

- ▶ Continue Projects that ensure Compliance with MDARD and DEA Regulations.
- ▶ Reduce intake through proactive enforcement and progressive shelter programs.
- ▶ Provide additional opportunities for staff training and professional development.
- ▶ Enhance Collaborative efforts with Animal Welfare Organizations.
- ▶ Improve the volunteer process allowing for easier onboarding.
- ▶ Collaborate with other local animal welfare agencies and Gleaner's Pet Pantry to help keep pets in their home.
- ▶ Establish a managed intake plan during and after Covid-19
- ▶ Increase community awareness to boost dog license sales

# 2019 News Worthy & Note Worthy

21

- *Compassion Fatigue Awareness for all shelter staff*

*\* animal welfare employees are highly susceptible due to the nature of work*

- *Barn Cat Program successfully implemented*

*\* 78 outdoor/feral cat lives saved, all placed as pesticide free rodent control at farms, greenhouses, storage facilities, and local businesses*

- *Low cost vaccine and microchip clinic started to assist the community with immunization needs and dog license sales.*

- *Dog play yard renovation started; concrete poured, agility equipment built by Eagle Scouts, fence painting provided by volunteers, umbrellas, new pools and toys. We hope to have the project completed in 2020.*



# 2019 News Worthy & Note Worthy

22

## ► Program Opportunities

- Implemented the “Foster to Adopt” program.
  - This allows the family to see if the pet is a great fit in the home before committing to adoption. \*95% of the foster are adopted by the family!
- “Pawliday” food/toy drive with local schools. We were able to coordinate Pawliday’s with Howell, Fowlerville and Pinckney schools. This was hugely successful and we can’t wait to see what the 2020 holiday season brings!
- Volunteer and Foster Programs are growing leaps and bounds!
- Check out **lifesthepits.net** the adoption story of Violet and Carl through LCAS





# Volunteers make a difference!

23





# 2019 Successful Adoption Events

24

Bissell Empty the Shelter,  
Home for the Holidays,  
Hot Dogs-Cool Cats,  
Christmas in July,  
Heritage Days, Howell-o-  
ween, Be My Valentine, 9  
Lives \$9, Super Bowl  
Tailgate Party, Tiger's  
Opening Day Adopt Your  
All-Star, Wags and Stripes,  
Novi Pet Expo, Meet Your  
Best Friend at the Zoo,  
Pet Fest, Pet Supplies Plus  
and PetSmart Events









# Donations from the Community!

26



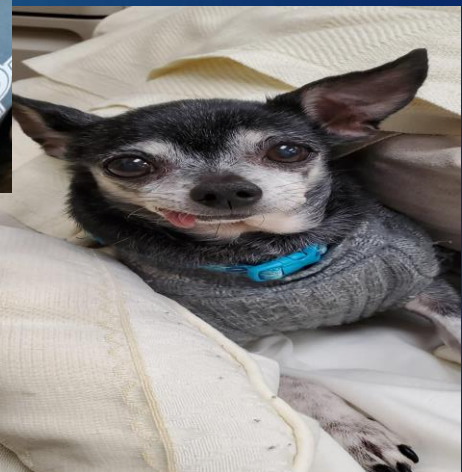


# Fostering because sometimes it takes a little extra TLC...

27











Through the generous support and collaboration with our Friends of the Shelter group we were able to provide the extra care many of the pets require that cross through our front door.

In 2019 FLCAS paid a total of \$9,413.81 on medical invoices and special needs for pets, such as x-rays, heartworm treatment, dentals, amputations, bloodwork, neonatal care and so much more.





# Social Media

31

## Keeping the community engaged

### Facebook

- ▶ 2019 we hit 11,000 “likes”
- ▶ Great asset for posting strays and reuniting them with owners
- ▶ Event advertisement
- ▶ Adoptable pets are posted and shared to thousands, resulting in homes!
- ▶ Pictures posted for adoptions, donations, and so much more

### Instagram & Twitter

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





# Thank You for your Time and Continued Support of the Department.

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