

# FINANCE COMMITTEE

## MEETING MINUTES

July 8, 2020, 7:30 a.m.

Zoom Virtual Meeting Room

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

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

Members Present                      Kate Lawrence, Douglas Helzerman, William Green, Wes Nakagiri,  
Carol Griffith, and Jay Gross

Members Absent                      Robert Bezotte and Gary Childs

### 1.        **CALL MEETING TO ORDER**

The meeting was called to order by Chairwoman Lawrence at 7:30 a.m.

### 2.        **ROLL CALL**

Indicated the presence of a quorum.

District 5 Commissioner seat is vacant.

### 3.        **APPROVAL OF MINUTES**

Meeting minutes dated: June 17, 2020

Motion to approve the minutes as presented.

**Moved by:** C. Griffith

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and  
J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

### 4.        **TABLED ITEMS FROM PREVIOUS MEETINGS**

None.

### 5.        **APPROVAL OF AGENDA**

Motion to approve the Agenda as presented.

**Moved by:** C. Griffith

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**6. CALL TO THE PUBLIC**

Judge Michael Hatty stated that the court is within their budget as amended. The Court opened in Phase Two and is now open to the public.

**7. REPORTS**

Commissioner Griffith reported that the Board of Commissioners' meeting for July 13, 2020, will begin at 5:30 p.m. Commissioners may attend in person or via Zoom. Face coverings are required along with social distancing practices for anyone attending in person.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Court Central Services**

Resolution Authorizing the Livingston County Courts-Central Services to Apply for and Enter Into Contract with the State of Michigan for Fiscal Year 2020 Coronavirus Emergency Supplemental Funding

Recommend Motion to the Board of Commissioners.

Roberta Sacharski presented the resolution.

**Moved by:** D. Helzerman

**Seconded by:** C. Griffith

Roll Call Vote: Yes (6): D. Helzerman, W. Green, W. Nakagiri, C. Griffith, J. Gross, and K. Lawrence; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**8.2 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

Recommend Motion to the Board of Commissioners.

David Feldpausch presented the resolution.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (5): W. Green, C. Griffith, K. Lawrence, D. Helzerman, and J. Gross; No (1): W. Nakagiri; Absent (2): R. Bezotte and G. Childs

**Motion Carried (5-1-2)**

### **8.3 Health Department**

Resolution Approving the 2020 Plan of Organization for the Health Department

Recommend Motion to the Board of Commissioners.

Diane McCormick presented the resolution.

**Moved by:** C. Griffith

**Seconded by:** W. Green

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and J. Gross; No (0): None; Absent (2): R. Bezotte, and G. Childs

**Motion Carried (6-0-2)**

### **8.4 Planning Department**

Resolution Authorizing The Livingston County Board of Commissioners formal receipt, review, and annual filing of the Livingston County 2021-2026 Capital Improvement Plan, as approved by the Livingston County Planning Commission

Technical difficulties with Rob Stanford's computer.

8.4 readdressed after 8.7

### **8.5 Register of Deeds**

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

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Discussion.

Brandon Denby, Register of Deeds, not in attendance to present resolution.

Motion to table Resolution 8.5 until Brandon Denby, Register of Deeds, is present.

**Moved by:** W. Nakagiri

**Seconded by:** C. Griffith

Roll Call Vote: Yes (6): W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, W. Green, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion to Table Carried (6-0-2)**

### **8.6 Treasurer**

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

Recommend Motion to the Board of Commissioners.

Jennifer Nash presented the resolution.

**Moved by:** D. Helzerman

**Seconded by:** W. Green

Roll Call Vote: Yes (6): D. Helzerman, W. Green, W. Nakagiri, C. Griffith, J. Gross, and K. Lawrence; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.7 Treasurer**

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

Recommend Motion to the Board of Commissioners.

Jennifer Nash presented the resolution.

**Moved by:** C. Griffith

**Seconded by:** J. Gross

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.4 Planning Department**

Resolution Authorizing The Livingston County Board of Commissioners formal receipt, review, and annual filing of the Livingston County 2021-2026 Capital Improvement Plan, as approved by the Livingston County Planning Commission

Recommend Motion to the Board of Commissioners.

Rob Stanford presented the resolution.

**Moved by:** C. Griffith

**Seconded by:** J. Gross

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.8 Treasurer**

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

Recommend Motion to the Board of Commissioners.

Jennifer Nash presented the resolution.

**Moved by:** W. Green

**Seconded by:** C. Griffith

Roll Call Vote: Yes (6): W. Green, W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**8.9 Treasurer**

Resolution Approving of the 2019 FY Deficit Elimination Plan

Recommend Motion to the Board of Commissioners.

Jennifer Nash presented the resolution.

**Moved by:** D. Helzerman

**Seconded by:** W. Green

Roll Call Vote: Yes (6): D. Helzerman, W. Green, W. Nakagiri, C. Griffith, J. Gross, and K. Lawrence; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**8.10 Treasurer**

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

Recommend Motion to the Board of Commissioners.

Jennifer Nash presented the resolution.

**Moved by:** W. Nakagiri

**Seconded by:** J. Gross

Roll Call Vote: Yes (6): W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, W. Green, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**8.11 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

Recommend Motion to the Board of Commissioners.

Mark Johnson presented the resolution.

**Moved by:** W. Nakagiri

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, W. Green, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.12 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

Recommend Motion to the Board of Commissioners.

Mark Johnson presented the resolution.

**Moved by:** W. Nakagiri

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, W. Green, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.13 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

Recommend Motion to the Board of Commissioners.

Mark Johnson presented the resolution.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): W. Green, W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.14 Information Technology**

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

Recommend Motion to the Board of Commissioners.

Kristoffer Tobbe presented the resolution.

**Moved by:** W. Green

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): W. Green, W. Nakagiri, C. Griffith, K. Lawrence, D. Helzerman, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.15 Information Technology**

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

Recommend Motion to the Board of Commissioners.

Kristoffer Tobbe presented the resolution.

**Moved by:** C. Griffith

**Seconded by:** W. Nakagiri

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.16 Human Resources**

Resolution Authorizing an Agreement with Aon Hewitt to Provide Employee Benefits Broker and Consulting Services

Recommend Motion to the Board of Commissioners.

Jennifer Palmbos presented the resolution.

**Moved by:** C. Griffith

**Seconded by:** W. Green

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

#### **8.17 Human Resources**

Resolution Authorizing the Purchase of MERS Service Credit by Deputy Gerard Boyer

Recommend Motion to the Board of Commissioners.

Jennifer Palmbos presented the resolution.

**Moved by:** W. Green

**Seconded by:** J. Gross

Roll Call Vote: Yes (5): W. Green, C. Griffith, J. Gross, K. Lawrence, and D. Helzerman; No (1): W. Nakagiri; Absent (2): R. Bezotte and G. Childs

**Motion Carried (5-1-2)**

**9. ANNUAL REPORTS**

**9.1 Human Resources**

Jennifer Palmbos, Human Resources Labor Relations Director, and Jennifer Slater, Human Resources Generalist, presented the annual report and answered questions from Commissioners.

**9.2 Drain Commissioner**

Brian Jonckheere, Drain Commissioner, presented the annual report and answered questions from Commissioners.

**10. CLAIMS**

Dated: July 8, 2020

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** C. Griffith

Roll Call Vote: Yes (6): D. Helzerman, W. Green, W. Nakagiri, C. Griffith, J. Gross, and K. Lawrence; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**11. PREAUTHORIZED**

Dated: June 12 through July 2, 2020

Recommend Motion to the Board of Commissioners.

**Moved by:** J. Gross

**Seconded by:** C. Griffith

Roll Call Vote: Yes (6): J. Gross, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and C. Griffith; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

**12. CALL TO THE PUBLIC**

Elizabeth Hundley, County Clerk, provided an update on absentee ballots. Local clerks have issued nearly 34,500 absentee ballots for the August 4, 2020 Primary Election as of this morning.

Douglas Helzerman spoke regarding the use of face coverings in county buildings.



**13. ADJOURNMENT**

Motion to adjourn the meeting at 10:24 a.m.

**Moved by:** C. Griffith

**Seconded by:** D. Helzerman

Roll Call Vote: Yes (6): C. Griffith, K. Lawrence, D. Helzerman, W. Green, W. Nakagiri, and J. Gross; No (0): None; Absent (2): R. Bezotte and G. Childs

**Motion Carried (6-0-2)**

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Elizabeth Hundley, County Clerk