

# FINANCE COMMITTEE

## AGENDA

October 21, 2020, 7:30 AM

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting Room

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

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

Pages

**1. CALL MEETING TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF MINUTES**

3

Meeting minutes dated: October 7, 2020

**4. TABLED ITEMS FROM PREVIOUS MEETINGS**

**5. APPROVAL OF AGENDA**

**6. CALL TO THE PUBLIC**

**7. REPORTS**

**7.1. Quarter 3 Financial Update**

Hilery DeHate, Financial Analyst

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1. Fiscal Services**

8

Resolution Authorizing a Supplemental Appropriation to the Fiscal-Year 2020 Budget

**8.2. Community Corrections**

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Resolution Authorizing an Agreement with Key Development Center, Inc. to Provide Cognitive Behavioral Programming

**8.3. Treasurer**

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Resolution Authorizing the County Treasurer to Establish Fund 219 – Coronavirus Emergency Supplemental Funding Grant Fund

<b>8.4.</b>	<b>Treasurer</b>	<b>22</b>
	Resolution Authorizing the County Treasurer to Establish Fund 220 – CPLR (Child & Parent Legal Representation) Grant Fund	
<b>8.5.</b>	<b>Jail</b>	<b>26</b>
	Resolution Authorizing the Temporary Reduction of Hours for Jail Intake Specialist Position 35100105	
<b>8.6.</b>	<b>Sheriff</b>	<b>27</b>
	Resolution Authorizing Renovations to the Jail and Sheriff Reception Areas	
<b>8.7.</b>	<b>Emergency Management</b>	<b>29</b>
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<b>8.8.</b>	<b>Public Defender</b>	<b>36</b>
	Resolution Authorizing an Agreement with the Michigan Indigent Defense Commission to Provide Funding to Comply with the Michigan Indigent Defense Act for State Fiscal Year 2021	
<b>9.</b>	<b>ANNUAL REPORTS</b>	<b>38</b>
<b>9.1.</b>	<b>Emergency Medical Services and Medical Examiner</b>	
	David Feldpausch, Department Director	
<b>10.</b>	<b>CLAIMS</b>	
	Dated: October 21, 2020	
<b>11.</b>	<b>PREAUTHORIZED</b>	
	Dated: October 2 through October 15, 2020	
<b>12.</b>	<b>CALL TO THE PUBLIC</b>	
<b>13.</b>	<b>ADJOURNMENT</b>	

## FINANCE COMMITTEE

### MEETING MINUTES

October 7, 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, Robert Bezotte, Carol Griffith, Jay Gross, Gary Childs

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

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

#### 2.      **ROLL CALL**

Indicated the presence of a quorum.

#### 3.      **APPROVAL OF MINUTES**

Meeting Minutes Dated: September 23, 2020

Motion to approve the minutes as presented.

**Moved by:** C. Griffith

**Seconded by:** W. Nakagiri

Yes (7): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, C. Griffith, J. Gross, and G. Childs

Absent (1): R. Bezotte

**Motion Carried (7 to 0)**

#### 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

Yes (7): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, C. Griffith, J. Gross, and G. Childs

Absent (1): R. Bezotte

**Motion Carried (7 to 0)**

**6. CALL TO THE PUBLIC**

None.

**7. REPORTS**

**7.1 2021 Budget - Level 3**

Nathan Burd, County Administrator, presented a PowerPoint reviewing recommendations for the Fiscal Year 2021 Budget. Also, explained that CARES Act funds have not been considered in the 2021 Budget as it is a one-time funding source.

Commissioner Bezotte entered at 8:15 a.m.

**8. RESOLUTIONS FOR CONSIDERATION**

**8.1 Car Pool**

Resolution Authorizing Replacement Vehicle Leases for Health Department COVID-19 Response Activities

Greg Kellogg, LETS/Car Pool Department Director, presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** D. Helzerman

**Seconded by:** J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

**8.2 LETS**

Resolution Authorizing the Construction of a Fuel Farm Canopy and Partial Driveway Replacement at the Transportation Complex

Greg Kellogg, LETS/Car Pool Department Director, presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Nakagiri

**Seconded by:** J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

### **8.3 Emergency Medical Services**

Resolution Approving the Agreement between Livingston County EMS and Merchants & Medical Credit Cooperation Inc.

David Feldpausch, EMS Department Director, presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** R. Bezotte

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

### **8.4 Emergency Medical Services**

Resolution Authorizing the Acceptance of the Remounting and Refurbishing Bid for the Emergency Medical Care Vehicle

David Feldpausch, EMS Department Director, presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** G. Childs

**Seconded by:** W. Green

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

### **8.5 Emergency Medical Services**

Resolution Authorizing the Acceptance of the Bid for Emergency Medical Care Vehicle

David Feldpausch, EMS Department Director, presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** R. Bezotte

**Seconded by:** J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

## **8.6 Equalization**

Resolution Authorizing the Intergovernmental Agreement with the Local Units and the Designated Assessor

Sue Bostwick, Equalization Department Director, presented the resolution.

Recommend Motion to the Board of Commissioners.

**Moved by:** W. Green

**Seconded by:** C. Griffith

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

## **9. CLAIMS**

Dated: October 7, 2020

Recommend Motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** G. Childs

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

## **10. PREAUTHORIZED**

Dated: September 18 through October 1, 2020

Recommend Motion to the Board of Commissioners.

**Moved by:** C. Griffith

**Seconded by:** J. Gross

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**

**11. CALL TO THE PUBLIC**

Sheriff Murphy provided clarification for comments made during the 2021 Budget – Level report.

Greg Kellogg, LETS/Car Pool Department Director, informed Commissioners that the Work-Share Unemployment Program has ended at LETS/Car Pool as they are back to full staff. Also, invited Commissioners to attend a demo with Echo Lane, the vendor for their new software application.

**12. ADJOURNMENT**


Motion to adjourn the meeting at 8:55 a.m.

**Moved by:** D. Helzerman

**Seconded by:** W. Nakagiri

Yes (8): K. Lawrence , D. Helzerman, W. Green , W. Nakagiri, R. Bezotte, C. Griffith, J. Gross, and G. Childs

**Motion Carried (8 to 0)**



Natalie Hunt, Recording Secretary

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing a Supplemental Appropriation to the Fiscal-Year 2020 Budget – Fiscal Services**

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

**WHEREAS,** the proposed amendment recognizes actual expenditure activity for the third quarter of 2020 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
  - Net-zero transfers to adjust to actuals expenses for several departments
  - Increased expenditures for a tabulator for Elections
  - Increased wages or Medical Examiner caused by increased cases
  - Increased engineering expenses for Drain offset by increased plan review revenue
  - Increased expenditures for Sheriff for building improvements offset by reduced building expenses for Jail
  - Decreased expenditures for Senior Services to adjust to actual contract amount
- Increased expenditures for Health Department for utilities, vaccines, IT equipment, and medical supplies for Flu and COVID-19 response offset by an increase in grant revenue
- Increased expenditures for Animal Shelter donations utilizing fund balance
- Increased expenditures for Drain State Grants for tire collection offset by increased revenue
- Increased expenditures for CDBG housing program discharge of mortgage recording fees utilizing fund balance
- Increased expenditures for Jail Corrections Officers Training utilizing fund balance
- Increased expenditures for Sheriff Criminal Forfeiture consortium dues utilizing fund balance
- Establishment of a budget for the Sheriff and Prosecutor Coronavirus Emergency Supplemental Funding grants
- Establishment of a budget for Law Library

**WHEREAS,** the proposed amendment adjusts General Fund revenue to anticipated collection levels for:

- Increase in Drain for plan review fees in the amount of \$3,000
- Increase in property taxes in the amount of \$117,131
- Increase in Facility lease revenue in the amount of \$40,521
- Increase in Insurance for the MMRMA distribution in the amount of \$25,166
- Increase in Fiscal Services for vendor rebates and auction sales in the amount of \$11,037
- Decrease in Taxes interest in the amount of \$202,688

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorizes the following supplemental appropriations to the Fiscal-Year 2020 Budget as illustrated below:



FUND	Approved 2020 budget	Proposed amendment	Amended 2020 budget
101 - General Fund	\$ 51,272,432	\$ 24,286	\$ 51,296,718
219 - Coronavirus Emergency Supplemental Funding Grant	\$ -	\$ 215,670	\$ 215,670
221 - Health	\$ 4,224,370	\$ 198,707	\$ 4,423,077
231 - Animal Shelter Donations	\$ -	\$ 15,000	\$ 15,000
23944100 - DPW State Grants	\$ -	\$ 10,000	\$ 10,000
244 - Community Development Block Grant	\$ 17,255	\$ 100	\$ 17,355
263 - Sheriff CO Training	\$ 20,000	\$ 10,000	\$ 30,000
266 - Sheriff DEA Equitable Sharing	\$ 6,166	\$ 1,110	\$ 7,276
268 - Concealed Pistol Licensing	\$ 67,240	\$ 6,000	\$ 73,240
269 - Law Library	\$ -	\$ 6,500	\$ 6,500

**BE IT FURTHER RESOLVED** that the worksheet showing details of the above is available for review in the Fiscal Services office.

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MOVED:

SECONDED:

CARRIED:



EXPENDITURES					
2020 Amended				Proposed Amended	
<b>Special Revenue Funds</b>					
21065100	EMS	\$	10,542,142	\$	- \$ 10,542,142
21110100	CENSUS 2020	\$	50,000	\$	- \$ 50,000
21414100	FOC Family Counseling	\$	14,000	\$	- \$ 14,000
21514100	FOC	\$	2,790,160	\$	- \$ 2,790,160
21814900	REDD Grant	\$	61,518	\$	- \$ 61,518
21926700	CESF Grant - Prosecutor	\$		\$ 49,078	\$ 49,078
21930100	CESF Grant - Sheriff	\$	-	\$ 166,592	\$ 166,592
22160100	Health	\$	4,224,370	\$ 198,707	\$ 4,423,077
23030100	Sheriff Donation Fund	\$	3,500	\$	- \$ 3,500
23143000	Animal Shelter Donations	\$		\$ 15,000	\$ 15,000
23816800	Courts FED Grants	\$	461,349	\$	- \$ 461,349
23826717	Family Support	\$	305,544	\$	- \$ 305,544
23830100	Sheriff - Federal Grants	\$	314,275	\$	- \$ 314,275
23833100	Sheriff Marine Safety	\$	5,600	\$	- \$ 5,600
23842600	FED Emergency Mngmnt	\$	176,862	\$	- \$ 176,862
23872100	Planning Federal Grants	\$	24,555	\$	- \$ 24,555
23916800	Courts STATE Grants	\$	537,580	\$	- \$ 537,580
23926718	Crime Victims Rights	\$	167,421	\$	- \$ 167,421
23930100	Sheriff State Grants	\$	12,000	\$	- \$ 12,000
23930106	Sheriff Traffic Secondary Road	\$	132,446	\$	- \$ 132,446
23943000	Animal Shelter State Grants	\$	33,605	\$	- \$ 33,605
23944100	DPW State Grants	\$		\$ 10,000	\$ 10,000
24469000	CDBG Grant	\$	17,255	\$ 100	\$ 17,355
24527800	ROD Survey & Remon	\$	166,245	\$	- \$ 166,245
25522300	Princ Res Exemption	\$	7,322	\$	- \$ 7,322
25626801	ROD Automation	\$	314,113	\$	- \$ 314,113
26017200	Indigent Defense	\$	2,532,119	\$	- \$ 2,532,119
26132500	911 Central Dispatch	\$	4,723,121	\$	- \$ 4,723,121
26132525	911 Enhanced	\$	372,254	\$	- \$ 372,254
26132526	911 Training	\$	26,646	\$	- \$ 26,646
26335100	Sheriff CO Training	\$	20,000	\$ 10,000	\$ 30,000
26530100	Drug Law Enforcement	\$	4,500	\$	- \$ 4,500
26630100	DEA Equitable Sharing	\$	6,166	\$ 1,110	\$ 7,276
26821500	Concealed Pistol Licensing	\$	67,240	\$ 6,000	\$ 73,240
26914500	Law Library	\$		\$ 6,500	\$ 6,500
27536200	COMMUNITY CORRECTIONS	\$	85,168	\$	- \$ 85,168
27774300	MICHIGAN WORKS	\$	224,195	\$	- \$ 224,195
27830100	Sheriff Victim Svcs Unit	\$	1,075	\$	- \$ 1,075
29067000	Social Welfare	\$	9,500	\$	- \$ 9,500
29266200	Child Care Juvenile	\$	2,041,993	\$	- \$ 2,041,993
29266300	Child Care Social Services	\$	1,065,000	\$	- \$ 1,065,000
29568900	Veteran Services	\$	1,038,133	\$	- \$ 1,038,133
29630100	Criminal Forfeiture	\$	1,890	\$	- \$ 1,890
<b>Enterprise Funds</b>					
54237100	Building & Safety	\$	3,282,146	\$	- \$ 3,282,146
5780275	Septic Receiving	\$	1,592,264	\$	- \$ 1,592,264
58105400	Airport	\$	1,404,573	\$	- \$ 1,404,573
58853800	LETS	\$	5,536,946	\$	- \$ 5,536,946
59535100	Jail Commissary	\$	175,765	\$	- \$ 175,765
<b>Internal Service Funds</b>					
63126500	Facility Services	\$	2,881,566	\$	- \$ 2,881,566
63622800	Information Technology	\$	5,753,636	\$	- \$ 5,753,636
66126300	Car Pool	\$	1,980,529	\$	- \$ 1,980,529
67785200	Benefit Fund	\$	10,954,169	\$	- \$ 10,954,169

REVENUES					
2020 Amended				Proposed Amended	
		\$	(10,542,142)	\$	- \$ (10,542,142)
		\$	(50,000)	\$	- \$ (50,000)
		\$	(14,000)	\$	- \$ (14,000)
		\$	(2,619,177)	\$	- \$ (2,619,177)
		\$	(61,518)	\$	- \$ (61,518)
		\$	-	\$ (49,078)	\$ (49,078)
		\$	-	\$ (166,592)	\$ (166,592)
		\$	(4,462,230)	\$ (216,109)	\$ (4,678,339)
		\$	(500)	\$	- \$ (500)
		\$	-	\$	- \$ -
		\$	(461,349)	\$	- \$ (461,349)
		\$	(305,544)	\$	- \$ (305,544)
		\$	(314,275)	\$	- \$ (314,275)
		\$	(5,600)	\$	- \$ (5,600)
		\$	(279,527)	\$	- \$ (279,527)
		\$	(24,555)	\$	- \$ (24,555)
		\$	(559,674)	\$	- \$ (559,674)
		\$	(167,421)	\$	- \$ (167,421)
		\$	(12,000)	\$	- \$ (12,000)
		\$	(132,446)	\$	- \$ (132,446)
		\$	(33,605)	\$	- \$ (33,605)
		\$	(42,855)	\$ (10,000)	\$ (52,855)
		\$	(65,000)	\$	- \$ (65,000)
		\$	(6,150)	\$	- \$ (6,150)
		\$	(204,000)	\$	- \$ (204,000)
		\$	(2,554,318)	\$	- \$ (2,554,318)
		\$	(4,410,818)	\$	- \$ (4,410,818)
		\$	(372,250)	\$	- \$ (372,250)
		\$	(26,646)	\$	- \$ (26,646)
		\$	(20,000)	\$	- \$ (20,000)
		\$	(2,000)	\$	- \$ (2,000)
		\$	(3,000)	\$	- \$ (3,000)
		\$	(148,380)	\$	- \$ (148,380)
		\$	-	\$ (32,404)	\$ (32,404)
		\$	-	\$ (6,500)	\$ (6,500)
		\$	(85,168)	\$	- \$ (85,168)
		\$		\$	- \$ -
		\$	(1,250)	\$	- \$ (1,250)
		\$	(9,000)	\$	- \$ (9,000)
		\$	(2,115,993)	\$	- \$ (2,115,993)
		\$	(1,065,000)	\$	- \$ (1,065,000)
		\$	(1,011,000)	\$	- \$ (1,011,000)
		\$		\$	- \$ -
		\$	(2,273,500)	\$	- \$ (2,273,500)
		\$	(2,150,414)	\$	- \$ (2,150,414)
		\$	(1,501,242)	\$	- \$ (1,501,242)
		\$	(5,273,608)	\$	- \$ (5,273,608)
		\$	(129,000)	\$	- \$ (129,000)
		\$	(2,646,720)	\$	- \$ (2,646,720)
		\$	(4,940,300)	\$	- \$ (4,940,300)
		\$	(1,579,550)	\$	- \$ (1,579,550)
		\$	(10,954,169)	\$	- \$ (10,954,169)

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing an Agreement with Key Development Center, Inc. to Provide Cognitive Behavioral Programming – Community Corrections**

**WHEREAS,** Livingston County has a need for community-based Cognitive Behavioral Programming to assist in reducing recidivism and the prison commitment rate; and

**WHEREAS,** Livingston County Community Corrections was awarded a Community Corrections Grant from the Michigan Office of Community Corrections for the period of October 1, 2020 through September 30, 2021, and allocated funding (\$23,625) for cognitive behavioral programming ; and

**WHEREAS,** in accordance with the County’s Purchasing Policy, a formal quoting process was performed and the submitted quotes were evaluated; and

**WHEREAS,** Key Development Center, Inc. of Brighton, MI, was recommended by the evaluation committee as the chosen provider to offer Cognitive Behavioral Programming under the Thinking Matters curriculum at the rate of; \$23.50 per participant, per group, not to exceed \$150; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize entering into an agreement with Key Development Center, Inc. for Cognitive Behavioral Programming in an amount not to exceed \$23,625 in grant funds allocated for this purpose, from the date of the executed contract through September 30, 2021, with the option for two (2) one-year renewals, based on annual performance reviews and the availability of grant funding, for a total contract period not to exceed three years, for services described above.

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

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MOVED:  
SECONDED:  
CARRIED:



## Memorandum

**To: Livingston County Board of Commissioners**

**From: Megan Kerekes, Community Corrections Manager**

**Date: October 13, 2020**

**Re: Resolution to Authorize Office of Community Corrections Funded Cognitive Behavioral Programming contract with Key Development Center, Inc.**

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The Community Corrections Program has a continued need to offer community-based Cognitive Behavioral Programming to eligible felony offenders with the goal of reducing recidivism and the prison commitment rate. The suggested evidence-based curriculum, Thinking Matters, assists participants in becoming aware of thinking patterns, feelings, and beliefs that lead to problematic, illegal behaviors with the goal to promote pro-social attitudes and lifestyles.

The Livingston County Community Corrections Program was awarded a Community Corrections Grant from the Michigan Office of Community Corrections for the period of October 1, 2020 through September 30, 2021, and allocated funding (\$23,625) for cognitive behavioral programming.

Per the County Procurement Policy, a competitive bid process was performed and two (2) submissions were received. After a thorough appraisal of the proposals (see attached Bid Synopsis by CoPro+), the evaluation committee recommends that Community Corrections enters into contract with Key Development Center, Inc.

The proposed resolution provides authorization for entry into contract with Key Development Center, Inc. to provide group-based cognitive behavioral services under the Thinking Matters curriculum, in an amount not to exceed the \$23,625 in grant funds allocated for this purpose, from the time of the executed contract through September 30, 2021, with the option of two (2) one-year renewal options, based on annual performance reviews and the availability of grant funding, for a total contract period not to exceed three years.

If you have any questions, please contact me directly.



**Bid Synopsis  
For  
Cognitive Behavioral Group Therapy Services**

Lead Public Agency: Livingston County Community Corrections	RFP Issued & Publicly Posted: 09/16/2020
Solicitation: RFP-LC-20-25	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
RFP Due Date: 10/02/2020	Proposals Received: 2

The Evaluation Committee has completed evaluation of the proposals received for the Request for Proposals referenced above. Below is a recap of the bid evaluation.

The RFP was publicly posted. Responses were received from the following companies:

1. Key Development Center
2. Telebehavioral Health US

Both bidders submitted their responses within the timeframe outlined in the RFP. A review of the minimum requirements in Section 1.2 revealed that they met the minimum mandatory requirements, and their responses were submitted in conformance with the proposal format requirements.

An evaluation was then made on the remainder of Section 1 Scope of Work responses, the Company Profile in Section 2.1, References in Section 2.2, and Pricing information from Section 1.5. The PA 517 certifications were completed, but the one submitted by Telebehavioral Health US was not notarized. The bidder certifications were completed and signed per the bid instructions.

The following is a summary of the Evaluation Committee review:

**KEY DEVELOPMENT CENTER**

Key Development Center provided detailed descriptions of the multiple group services that they offer. They have been successfully providing group therapy as a treatment modality in Livingston County since 2001. Staff resumes reflect experience in handling the needs of their clientele. Key Development Center has various programs established to meet the specific needs of individuals. They appear fully equipped to offer and provide the requested professional services; however, they did not specifically note how they plan to become certified in Thinking Matters, or prepare to offer the course. Therefore, clarification was requested, and Key Development Center indicated one of their therapists is certified in the Thinking Matters curriculum, they have the curriculum manual, and will obtain the materials for use in the groups. The pricing was reasonable for Livingston County. The average overall score for Key Development Center was 96.

**TELEBEHAVIORAL HEALTH US**

Telebehavioral Health US has been operating for four years, and while they offer group therapy, their proposal response did not provide the specific curriculum that they use. Telebehavioral Health US offers group therapy virtually/online. They are not based in Livingston County and



do not provide in-person group therapy, which is extremely beneficial to offenders. The response reflects the ability to work in many different, unique capacities that would allow them to handle many client issues. The pricing was slightly higher than the other bidder. The average overall score for Telebehavioral Health US was 81.3.

Based on this evaluation, it is recommended that a contract be offered to Key Development Center to provide Cognitive Behavioral Group Therapy Services for a one-year base contract with two one-year renewal options, based on annual performance reviews and the availability of grant funding, for a total contract period not to exceed three years.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing the County Treasurer to Establish Fund 219 – Coronavirus Emergency Supplemental Funding Grant Fund - Treasurer**

**WHEREAS,** resolutions #2020-06-164, 2020-09-233 and 2020-06-165 authorized the Sheriff's Office, Court Central Services and Prosecutor's Office, respectively, to apply for the (CESF) Coronavirus Emergency Supplemental Funding Program, and

**WHEREAS,** all three departments have been awarded funding under the grant program; and

**WHEREAS,** the program is a U.S. Department of Justice (DOJ) Federal Grant passed through the Michigan State Police; and

**WHEREAS,** the DOJ Grant Financial Guide requires recipients and sub recipients to ensure that DOJ agency funds are not commingled with funds from any other federal or private agencies; and

**WHEREAS,** the Livingston County Treasurer intends to be compliant with the financial accounting standards required of the grant; and

**WHEREAS,** the Livingston County Treasurer recommends establishing Fund 219 for the specific purpose of recording all financial transactions related to these CESF funds.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to establish Fund 219 – Coronavirus Emergency Supplemental Funding (CESF) grant Fund.

**THEREFORE BE IT FURTHER RESOLVED** the Livingston County Board of Commissioners hereby authorizes the necessary transfers and budget amendments to effectuate this resolution.

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





## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jennifer M. Nash, Treasurer**  
**Date: October 16, 2020**  
**Re: RESOLUTION AUTHORIZING CREATION OF FUND 219 -**  
**CESF GRANT FUND**

The following three resolutions were passed and authorized several of our departments to apply for CESF Coronavirus Emergency Supplemental Funding grants to be used for prevention, preparedness and/or response to the coronavirus pandemic.

#2020-06-164 – Sheriff – up to \$166,592  
#2020-09-233 – Court Central Services – up to \$197,363.50  
#2020-06-165 – Prosecutor – up to \$72,000

The CESF grant is a U.S. Department of Justice grant, which is passed through the Michigan State Police Agency. The DOJ Grant Guidelines require recipients and sub-recipients to ensure that DOJ funds are not commingled with funds from any other federal or private agency. In order to meet the Financial/Accounting guidelines of the grant, I am recommending the creation of a fund specifically to be used for the recording of the financial transactions related to the CESF grant.

Thank you for your consideration and I am happy to answer any further questions you may have.

## II. Preaward Requirements

### 2.3 STANDARDS FOR FINANCIAL MANAGEMENT SYSTEMS

#### Total Project Cost Budgeting and Accounting

To ensure adequate fiscal administration, accounting, and auditability of all Federal funds received, records should be established using the Federal agency "total project cost". This includes all of the following types of funding sources:

- Federal funds
- State funds
- Match
- Program income
- Any other funds received for the program

Budgets should be based upon the total estimated costs for the project including all funding sources. List anticipated expenditures according to the funding source from which they will be paid. The example below displays one sheet of a sample budget; additional back-up pages will further break out personnel and other costs, as well as the anticipated source(s) for match and program income.

Budget Categories	Federal Award	Non-Federal Amount	Total
Personnel/Direct Labor	\$69,732	\$22,145	\$91,877
Fringe @ 33% Actual	\$23,012	\$7,308	\$30,320
<b>Subtotal</b>	<b>\$92,744</b>	<b>\$29,453</b>	<b>\$122,197</b>
Travel	\$4,620	—	\$4,620
Equipment	—	—	—
Supplies	\$2,970	—	\$2,970
Consultants/Contracts	\$4,000	—	\$4,000
Other	\$2,618	—	\$2,618
Total Direct Costs	\$106,952	\$29,453	\$136,405
	—	—	—
Indirect @ 10% Modified Direct Costs (MTDC)	\$10,695	\$2,945	\$13,640
<b>Total Project Costs</b>	<b>\$117,647</b>	<b>\$32,398</b>	<b>\$150,045</b>

#### Commingling of Funds

Although Federal regulations do not require physical segregation of cash deposits, the accounting systems of all recipients and subrecipients must ensure that agency funds are not commingled with funds from other Federal or private agencies.

- Recipients and subrecipients must account for each award separately.
- Recipients and subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis.
- Funds specifically budgeted and/or received for one project may not be used to support another.
- If the recipient's or subrecipient's automated general ledger accounting system cannot comply with this requirement, a system should be established to adequately track funds according to each budget category.

RESOLUTION

NO: 2020-06-164

LIVINGSTON COUNTY

DATE: June 22, 2020

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

**WHEREAS,** the Livingston County Sheriffs' Department wishes to apply for the Coronavirus Emergency Supplemental Funding Program fiscal year 2020; and

**WHEREAS,** the County of Livingston will be receiving up to \$166,592 in reimbursement funds from the State of Michigan for participation in the 2020 Coronavirus Emergency Supplemental Funding Program; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the submission of application to enter into a contract with the State of Michigan, Coronavirus Emergency Supplemental Funding Program wherein Livingston County will receive a maximum of \$166,592 in State reimbursement funds effective March 1<sup>st</sup>, 2020 through September 30, 2021.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2020 Coronavirus Emergency Supplemental Funding Program upon review by Civil Counsel.

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**MOVED:**

**K. Lawrence**

**SECONDED:**

**W. Green**

**CARRIED:**

**Roll Call Vote: Yes (8): K. Lawrence, D. Helzerman, R. Bezotte, G. Childs, J. Gross, C. Griffith, W. Green, and W. Nakagiri; No (0): None; Absent (0): None**

RESOLUTION

NO: 2020-09-233

LIVINGSTON COUNTY

DATE: September 28, 2020

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**Resolution Authorizing a Budget Amendment for State of Michigan Coronavirus Emergency Supplemental Funding – Court Central Services**

**WHEREAS,** the Livingston County Courts – Central Services applied for the Coronavirus Emergency Supplemental Funding Program fiscal year 2020; and

**WHEREAS,** Resolution 2020-07-166 was approved by the Board of Commissioners on July 13, 2020, authorizing the Livingston County Courts to apply for and enter into contract with the State of Michigan for fiscal year 2020 Coronavirus Emergency Supplemental Funding; and

**WHEREAS,** the Livingston County Courts have been selected to receive an award, pending finalization of the Grant Agreement, in the amount of \$197,363.50 for reimbursement funds from the State of Michigan for participation in the 2020 Coronavirus Emergency Supplemental Funding Program.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners authorizes the acceptance of 2020 Coronavirus Emergency Supplemental Funding Program funds in the amount of \$197,363.50.

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

**BE IT FURTHER RESOLVED** that the Chairman of the Livingston County Board of Commissioners authorizes any budget amendment necessary to effectuate this grant award.

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MOVED: G. Childs

SECONDED: B. Bezotte

CARRIED: Roll Call Vote: Yes (7): G. Childs, W. Green, W. Nakagari, D. Helzerman, R. Bezotte, J. Gross and C. Griffith. No (0); Absent (1): K. Lawrence

RESOLUTION

NO: 2020-06-165

LIVINGSTON COUNTY

DATE: June 22, 2020

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**Resolution Authorizing the Prosecutor's Office and the County of Livingston to Apply for and Enter Into Contract with the State of Michigan for Fiscal Year 2020 Coronavirus Emergency Supplemental Funding - Prosecutor**

**WHEREAS,** the Livingston County Prosecutor's Office wishes to apply for the Coronavirus Emergency Supplemental Funding Program fiscal year 2020; and

**WHEREAS,** the Prosecutor's Office and the County of Livingston can receive up to \$72,000 in funds from the State of Michigan for participation in the 2020 Coronavirus Emergency Supplemental Funding Program; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners approves the submission of an application to enter into a contract with the State of Michigan, Coronavirus Emergency Supplemental Funding Program where the Prosecutor's Office and Livingston County can receive up to a maximum of \$72,000 in State funds effective March 1<sup>st</sup>, 2020 through September 30, 2021.

**BE IT FURTHER RESOLVED** that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2020 Coronavirus Emergency Supplemental Funding Program upon review by Civil Counsel.

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**MOVED:**

**R. Bezotte**

**SECONDED:**

**J. Gross**

**CARRIED:**

**Roll Call Vote: Yes (8): R. Bezotte, G. Childs, J. Gross, C. Griffith, K. Lawrence, W. Green, D. Helzerman, and W. Nakagiri; No (0): None; Absent (0): None**

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing the County Treasurer to Establish Fund 220 – CPLR (Child & Parent Legal Representation) Grant Fund - Treasurer**

- WHEREAS,** resolution #2019-12-189 authorized the Juvenile Court to apply for the (CPLR) Child & Parent Legal Representation grant, and
- WHEREAS,** the program is a U.S. Department of Health & Human Services Federal Grant passed through the Michigan Department of Health and Human Services, and
- WHEREAS,** the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requires recipients and sub recipients to ensure that financial records contain obligations, unobligated balances, assets, outlays, income and interest identifiable to each source and application of HHS sponsored activities; and
- WHEREAS,** the Livingston County Treasurer intends to be compliant with the financial accounting standards required of the grant; and
- WHEREAS,** the Livingston County Treasurer recommends establishing Fund 220 for the specific purpose of recording all financial transactions related to these CPLR funds.

**THEREFORE BE IT RESOLVED** the Livingston County Board of Commissioners hereby authorizes the Livingston County Treasurer to establish Fund 220 – Child & Parent Legal Representation (CPLR) grant Fund.

**THEREFORE BE IT FURTHER RESOLVED** the Livingston County Board of Commissioners hereby authorizes the necessary transfers and budget amendments to effectuate this resolution.

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



**LIVINGSTON COUNTY, MICHIGAN**  
**LIVINGSTON COUNTY TREASURER**

**200 E. Grand River  
Howell, MI 48843**

**Phone 514-546-7010 Fax 517-545-9638**

**Web Site: [livingstonlive.org](http://livingstonlive.org)**

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Jennifer M. Nash, Treasurer**

**Date: October 16, 2020**

**Re: RESOLUTION AUTHORIZING CREATION OF CPLR-Child  
and Parent Legal Representation Grant FUND 220**

Resolution #2019-12-189 authorized Juvenile Court to apply for the CPLR – Child & Parent Legal Representation Grant. The funds are US Department of Health & Human Services dollars passed through the Michigan Department of Health and Human Services. As such, the accounting guidelines specific to Federal Awards require financial records contain obligations, unobligated balances, assets, outlays, income and interest identifiable to each source and application of HHS sponsored activities.

In order to be compliant with the respective grant requirements, it is my recommendation that we establish the separate CPLR Fund 220 to be used specifically for the recording of CPLR grant related financial activities.

Thank you for your consideration and I am happy to answer any further questions you may have.



Reference

RESOLUTION

NO: 2019-12-189

LIVINGSTON COUNTY

DATE: December 9, 2019

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**Resolution Authorizing the Livingston County Juvenile Court to Apply for the Michigan Department of Health and Human Services Child and Parent Legal Representation Grant – Juvenile Court**

**WHEREAS,** the Michigan Department of Health and Human Services has invited Juvenile Courts to apply for funding to enhance legal representation for children and parents in child protection proceedings; and

**WHEREAS,** available grant funds are not to supplant existing funding for legal representation; and

**WHEREAS,** this grant will enhance legal representation in Livingston County by providing court-appointed attorneys with funding for continuing education and enhancing fair compensation in child protective proceedings; and

**WHEREAS** Livingston County's allocation for the period of January 1, 2020 – September 30, 2020 is \$30,874; and

**WHEREAS,** the Juvenile Court is seeking approval to apply for the Child and Parent Legal Representation FY 2020 grant from the Michigan Department of Health and Human Services in the amount of \$30,874.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Juvenile Court to submit a grant application to the Michigan Department of Health and Human Services to enhance legal representation in child protective proceedings.

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

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

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**MOVED:** C. Griffith

**SECONDED:** D. Dolan

**CARRIED:** Roll Call Vote: Yes (8): C. Griffith, D. Parker, D. Dolan, K. Lawrence, W. Green, W. Nakagiri, D. Helzerman, and R. Bezotte; No (0): None; Absent (1): G. Childs



## Attachment 1

## MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES SCHEDULE OF FINANCIAL ASSISTANCE

County of Livingston - 44th Circuit Court

Source of Funds		Catalog of Federal Domestic Assistance (CFDA)		Federal Award				
Federal / State	Federal Agency Name	Number	Title	Award Number	Title	Federal Award Identification No.	Award Date	Amount
Federal (03000)	Department of Health and Human Services	93.658	FOSTER CARE TITLE IV-E	90356 (20)	IV E Foster Care Program	2001MIFOST	09/26/2019	30,874.00
			Total Allocation					30,874.00

The federal funding provided by the Department is \$30,874.00.

## Attachment 1b - APPROVED INDIRECT RATE

## APPROVED INDIRECT RATE (S)

Rate Description	Indirect Rate %	Rate Base \$	Total Approved Indirect Costs
De Minimis Rate – up to 10%	10.00	159,091.00	15,909.00
Total Approved Indirect Costs			15,909.00

**RESOLUTION**

**NO:** [Title]

**LIVINGSTON COUNTY**

**DATE:** Click or tap to enter a date.

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**Resolution Authorizing the Temporary Reduction of Hours for Jail Intake Specialist Position 35100105 - Jail**

**WHEREAS,** the Jail Intake Specialist position 35100105 is funded as a full time position; and

**WHEREAS,** the employee currently serving in this position has requested to reduce their hours from 40 to 35 per week; and

**WHEREAS,** this would be a temporary reduction, effective immediately, through June 26, 2021; and

**WHEREAS,** this temporary reduction will result in an approximate savings of \$1,377 in 2020 and \$3,775 in 2021.

**CURRENT:**

Position #	Description	Status	Group	Grade	FTE
35100105	JAIL INTAKE SPECIALIST	A	NU	4	1.00

**PROPOSED:**

Position #	Description	Status	Group	Grade	FTE
35100105	JAIL INTAKE SPECIALIST	A	NU	4	0.88

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the temporary reduction of hours for the Jail Intake Specialist position 35100105 from 40 to 35 hours per week through June 26, 2021.

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**MOVED:**

**SECONDED:**

**CARRIED:**

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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## Resolution Authorizing Renovations to the Jail and Sheriff Reception Areas - Sheriff

**WHEREAS,** there is a need for building improvements and renovations to the Sheriff and Jail reception areas; and

**WHEREAS,** the improvements and renovation needs have been identified in the 2020 Capital Improvement plan; and

**WHEREAS,** the renovations include relocating modular filing cabinets, removing a wall to create a combined reception area with a customer service window, and carpet replacement; and

**WHEREAS,** in compliance with the procurement policy, vendors from previously approved competitive contracts have been selected to perform the needed improvements and renovations; and

**WHEREAS,** the total improvement and renovation project, including a 10% contingency, will not exceed \$100,856; and

**WHEREAS,** funding is available within the Jail budget as part of the 2020 Capital Improvement funded projects.

**THEREFORE, BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the abovementioned building improvement and renovations for the Sheriff and Jail reception areas at a cost not to exceed \$100,856, including a 10% contingency.

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize the Treasurer to transfer funds up to \$100,856 from Capital Replacement Fund 403 to Jail 10135100 for building improvement and renovations.

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

## Sheriff & Jail Renovation Budget

<u>Item</u>	<u>Cost</u>	<u>Vendor</u>
furniture	\$ 21,568	Marxmoda
carpet	\$ 24,929	Seelye
block wall beam & window	\$ 18,850	John Stewart
build new wall with door	\$ 4,081	John Stewart
mobile file system relocation	\$ 8,750	Tab
IT cables, networking, etc	\$ 3,000	Liv Co IT
security glass	\$ 10,510	Total Security
Subtotal	\$ 91,688	
10% contingency	\$ 9,169	
Total cost	\$ 100,856	

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing Funds for the Purchase of Mobile Data Computers for Livingston County Emergency Medical Services Utilizing FY 2018 and FY 2019 Homeland Security Grant Program Funds - Emergency Management**

**WHEREAS,** the FY 2018 and FY 2019 Homeland Security Grant Program (HSGP) contains funding for the State Homeland Security Program (SHSP) projects that can be utilized to support Emergency Medical Service (EMS) to prevent, respond to, and or recover from a terrorism related event.; and

**WHEREAS,** the FY 2018 and FY 2019 HSGP - SHSP grant allocations for Livingston County Projects is currently \$32,429.81; and

**WHEREAS,** Livingston County EMS is in need of replacing Mobile Data Computers and Docking Stations (collectively referred to as MDCs) in medical response units. Their current MDCs are antiquated and are at an “end of life” status; and

**WHEREAS,** the Livingston County Local Planning Team has voted to dedicate the above-stated HSGP funding allocation to the purchase of new MDCs for Livingston County EMS responders. With the funding available, and the cost for each MDC being \$2,925.08 dollars, a total of Eleven (11) units could be purchased for Livingston County EMS.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the use of available funds from the FY 2018 and FY 2019 Homeland Security Grant Program to support Livingston County Emergency Medical Services in the acquisition of Eleven (11) Mobile Data Computers and Docking Stations at the total cost of \$32,175.88. This purchase will be from DELL, a sole source provider, through the Livingston County IT Department.

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MOVED:  
SECONDED:  
CARRIED:



## A quote for your consideration.

Based on your business needs, we put the following quote together to help with your purchase decision. Below is a detailed summary of the quote we've created to help you with your purchase decision.

To proceed with this quote, you may respond to this email, order online through your [Premier page](#), or, if you do not have Premier, use this [Quote to Order](#).

<b>Quote No.</b>	<b>3000069750657.1</b>	Sales Rep	Jessica Murray
<b>Total</b>	<b>\$32,175.88</b>	Phone	(800) 456-3355, 6179055
Customer #	10920868	Email	Jessica_Murray@Dell.com
Quoted On	Sep. 28, 2020	<b>Billing To</b>	MR ACCOUNTS PAYABLE
Expires by	Oct. 28, 2020		LIVINGSTON COUNTY
Deal ID	17630464		ADMINISTRATION BLDG
			304 E GRAND RIVER AVE STE 101
			HOWELL, MI 48843-2488

### Message from your Sales Rep

Please contact your Dell sales representative if you have any questions or when you're ready to place an order. Thank you for shopping with Dell!

Regards,  
Jessica Murray

### Shipping Group

Shipping To	Shipping Method
INFORMATION TECHNOLOGY LIVINGSTON COUNTY 304 GRAND RIVER AVE STE 101 ADMINISTRATION BLDG HOWELL, MI 48843 (517) 540-8803	Standard Delivery

Product	Unit Price	Qty	Subtotal
Docking Station and LPS-137 (90W Vehicle Power Supply) for Dell's Latitude 14 Rugged and Latitude 12 & 14 Rugged Extreme Notebooks	\$522.87	11	\$5,751.57
Dell Latitude 5424	\$2,402.21	11	\$26,424.31

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<b>Subtotal:</b>	<b>\$32,175.88</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Non-Taxable Amount:</b>	<b>\$32,175.88</b>
<b>Taxable Amount:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>

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<b>Total:</b>	<b>\$32,175.88</b>
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Special lease pricing may be available for qualified customers. Please contact your DFS Sales Representative for details.

## Shipping Group Details

### Shipping To

INFORMATION TECHNOLOGY  
LIVINGSTON COUNTY  
304 GRAND RIVER AVE STE 101  
ADMINISTRATION BLDG  
HOWELL, MI 48843  
(517) 540-8803

### Shipping Method

Standard Delivery

		Qty	Subtotal
<b>Docking Station and LPS-137 (90W Vehicle Power Supply) for Dell's Latitude 14 Rugged and Latitude 12 &amp; 14 Rugged Extreme Notebooks</b>	<b>\$522.87</b>	<b>11</b>	<b>\$5,751.57</b>

Estimated delivery if purchased today:  
Oct. 07, 2020  
Contract # C000000181093  
Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Docking Station and LPS-137 (90W Vehicle Power Supply) for Dell's Latitude 14 Rugged and Latitude 12 & 14 Rugged Extreme Notebooks	AA472932	-	11	-
			<b>Qty</b>	<b>Subtotal</b>
<b>Dell Latitude 5424</b>		<b>\$2,402.21</b>	<b>11</b>	<b>\$26,424.31</b>

Estimated delivery if purchased today:  
Oct. 15, 2020  
Contract # C000000181093  
Customer Agreement # MHEC-07012015

Description	SKU	Unit Price	Qty	Subtotal
Dell Latitude 5424 Rugged, CTO	210-AQPY	-	11	-
8th Gen Intel Core i5-8350U Processor (Quad Core, 6M Cache, 1.7GHz, 15W, vPro)	379-BDHC	-	11	-
Win 10 Pro 64 English, French, Spanish	619-AHKN	-	11	-
No Microsoft Office License Included – 30 day Trial Offer Only	658-BCSB	-	11	-
Intel Core i5-8350U Processor Base with Integrated Intel UHD 620 Graphics	338-BPVI	-	11	-
No Out-of-Band Systems Management - vPro Disabled	631-ABWH	-	11	-
8GB, 2x4GB, 2666MHz DDR4 Non-ECC	370-AEVI	-	11	-
No Additional Hard Drive	401-AADF	-	11	-
M.2 256GB PCIe NVMe Class 40 Solid State Drive	400-BBTW	-	11	-
14" FHD WVA (1920 x 1080) Embedded Touch, Outdoor-Readable Screen	391-BDVP	-	11	-
Dell Top Case and Palmrest without Security	346-BEVG	-	11	-
Regulatory Label for Keyboard	389-DOPO	-	11	-
Sealed Internal RGB Backlit English Keyboard	580-ABYR	-	11	-
Intel Dual Band Wireless AC 8265 (802.11ac) 2x2 + Bluetooth 4.2 Driver	555-BEPE	-	11	-
Intel Dual Band Wireless AC 8265 (802.11ac) 2x2	555-BDGD	-	11	-
WLAN Bracket	575-BBYW	-	11	-
Qualcomm Snapdragon X20 (DW5821e) Vrz	556-BBZJ	-	11	-
WWAN Bracket	575-BBYX	-	11	-



3 Cell 51Whr 3-Year Limited Hardware Warranty ExpressCharge Capable Primary Battery	451-BCOQ	-	11	-
90 Watt AC Adapter	492-BCNQ	-	11	-
No Anti-Virus Software	650-AAAM	-	11	-
OS-Windows Media Not Included	620-AALW	-	11	-
E5 US Power Cord	537-BBBD	-	11	-
Setup and Features Guide	340-CHMZ	-	11	-
Factory Installed Rigid handle tied sku	540-BCIH	-	11	-
US Order	332-1286	-	11	-
Dummy Airbay Cover	325-BDEH	-	11	-
SERI Guide (English/Spanish)	340-AGIN	-	11	-
Regulatory Label included	389-BEYY	-	11	-
TPM Enabled	340-AJPV	-	11	-
System Driver, Dell Latitude 5424	640-BBRP	-	11	-
Dell Developed Recovery Environment	658-BCUV	-	11	-
Shuttle SHIP Material	328-BCXL	-	11	-
Directship Info Mod	340-CKTD	-	11	-
Intel(R) Core(TM) i5 Processor Label	389-BLSV	-	11	-
No Option Included	340-ACQQ	-	11	-
CMS Software not included	632-BBBJ	-	11	-
No Resource DVD / USB	430-XXYG	-	11	-
ENERGY STAR Qualified	387-BBNJ	-	11	-
BTO Standard shipment Air	800-BBGF	-	11	-
No UPC Label	389-BDCE	-	11	-
No Additional IO Ports	590-TEYX	-	11	-
No Additional Hard Drive	401-AADF	-	11	-
Primary HD Only, 5424	590-TEYH	-	11	-
No Optical Drive	429-AAYP	-	11	-
Dedicated u-blox NEO-MQN GPS Card	540-BCIG	-	11	-
RGB Camera	319-BBFN	-	11	-
No PCMCIA Card or Express Card Reader	590-TEZB	-	11	-
No AutoPilot	340-CKSZ	-	11	-
ProSupport: Next Business Day Onsite, 3 Years	808-6784	-	11	-
Dell Limited Hardware Warranty Initial Year	808-6805	-	11	-
ProSupport: 7X24 Technical Support, 3 Years	808-6809	-	11	-
Thank you choosing Dell ProSupport. For tech support, visit <a href="http://support.dell.com/ProSupport">//support.dell.com/ProSupport</a>	989-3449	-	11	-

<b>Subtotal:</b>	<b>\$32,175.88</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$32,175.88</b>

## Important Notes

### Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for thirty days from the date of this Quote. All product, pricing and other information is based on the latest information available and is subject to change. Supplier reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions :** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dell.com/en-us/customer-services/product-warranty-and-service-descriptions.htm)

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

**^Dell Business Credit (DBC):**

OFFER VARIES BY CREDITWORTHINESS AS DETERMINED BY LENDER. Offered by WebBank to Small and Medium Business customers with approved credit. Taxes, shipping and other charges are extra and vary. Minimum monthly payments are the greater of \$15 or 3% of account balance. Dell Business Credit is not offered to government or public entities, or business entities located and organized outside of the United States.

Customer agrees to accept delivery of its order within a reasonable amount of time from when the order is shipped.



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF EMERGENCY MANAGEMENT**

1911 Tooley Rd, Howell, MI 48855  
Phone 517-540-7926 Fax 517-546-6788  
Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Therese Cremona, Emergency Manager**

**Date: 10/5/2020**

**Re: RESOLUTION TO APPROVE FUNDING FOR THE PURCHASE OF MOBILE  
DATA COMPUTERS FOR LIVINGSTON EMERGENCY MEDICAL SERVICE  
UTILIZING FY 18 AND FY 19 HOMELAND SECURITY GRANTS PROGRAM  
FUNDS OVER \$25,000.00 DOLLARS**

The FY 2018 and FY 2019 Homeland Security Grant Program (HSGP) contains funding for State Homeland Security Program (SHSP) projects that can be utilized to support Emergency Medical Service (EMS) projects that can be used to prevent, respond to, and or recover from a terrorism related event. The FY 18 HSGP - SHSP grant allocation for Livingston County Projects is currently \$1,535.84 dollars. The total FY 19 HSGP - SHSP available funds for local Livingston County projects is currently \$30,893.97 dollars. Total available is \$32,429.81

Livingston County Emergency Management has a project for interoperable communications for EMS that fits the requirements of the FY 18 and FY 19 HSGP - SHSP funding. Livingston County EMS is in need of replacing mobile data computers (MDCs) and docking stations in medical response units. The MDCs are required and utilized for interoperable communications on the local, county and state level. The majority of current EMS MDCs and docking stations are antiquated and are at an "end of life" status.

The Livingston County Local Planning Team has voted to dedicate the FY 18 and FY 19 HSGP - SHSP allocation of funding to the purchase of new MDCs for Livingston County EMS responders. With the funding available, and the cost of purchase for each MDC with docking station unit quoted at \$2,925.08 dollars, eleven (11) MDCs could be purchased for Livingston County EMS with the available FY 18 and FY 19 HSGP- SHSP funds.

The cost of this project is \$32,175.88 dollars. This project is above the purchasing threshold of \$25,000.00 dollars. Therefore, the expenditures must be reviewed and approved by the Livingston County Board of Commissioners.

It is for this reason I am requesting the approval of the Livingston County Board of Commissioners to move forward with the acquisition of eleven (11) mobile data computers and docking stations; to be utilized by Livingston County EMS. The purchase will be from DELL, a sole source provider, through the Livingston County IT Department.

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

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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**Resolution Authorizing an Agreement with the Michigan Indigent Defense Commission to Provide Funding to Comply with the Michigan Indigent Defense Act for State Fiscal Year 2021 - Public Defender**

**WHEREAS,** with this agreement, Livingston County will be provided funding to assist with compliance of the Michigan Indigent Defense Act; and

**WHEREAS,** consistent with the Act, an indigent criminal defense system shall be in compliance with the minimum standards established by the Michigan Indigent Defense Commission (MIDC), within 180 days after receiving funds; and

**WHEREAS,** Contingent upon the terms of the agreement which include the timely submission of quarterly Financial Status Reports (FSRs), reporting of progress on compliance with standards and participation in follow up and evaluation activities, Livingston County will receive \$1,330,140.53 in grant funds in accordance with the payment schedule detailed in the agreement; and

**WHEREAS,** the local contribution from Livingston County for this grant period is \$935,939.47, which has been included in the 2021 Operating Budget.

**WHEREAS,** the total authorized budget for this Grant is \$2,266,080.00 which consists of the \$1,330,140.53 of grant funds and \$935,939.47 of local contribution from Livingston County for the grant period of October 1, 2020, to September 30, 2021; and

**WHEREAS,** County Administration and the Chief Public Defender have reviewed the Grant Contract Agreement and recommend approval to the Board.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorize entering into an agreement for the acceptance of \$1,330,140.53 in funding from the Michigan Indigent Defense Commission to assist with the compliance of the Michigan Indigent Defense Act to provide indigent criminal defense services from October 1, 2020, to through September 30, 2021.

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

**BE IT FURTHER RESOLVED** that the Board of Commissioners authorize any budget amendments/transfers to effectuate the above award.

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**MOVED:**

**SECONDED:**

**CARRIED:**



1221 Byron Rd., Suite 1, Howell, MI 48843  
Phone (517) 540-8745

# Memorandum

**To: Livingston County Board of Commissioners**

**From: Karen Groenhout, Livingston County Public Defender**

**Date: October 6, 2020**

**Re: Resolution Authorizing an Agreement with the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) to Provide Funding to Comply with the Michigan Indigent Defense Act, Public Act 214 of 2018 – Public Defender**

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The Michigan Indigent Defense Commission has issued minimum standards for Indigent Defense Services in the State of Michigan. The State of Michigan, through the MIDC, will provide funding to assist Livingston County with compliance of the mandated standards. The MIDC funding is contingent upon Livingston County's acceptance and compliance with terms of the following Agreement. The agreement is for fiscal year 2020 and runs from October 1, 2020 until September 30, 2021.

Thank you in advance for your consideration. If you have any questions regarding this matter, please feel free to contact me directly.





# Livingston County

EMS

2020 Annual Report



I was not here for 2019 so I had to ask a lot of questions and this is how it was described to me.

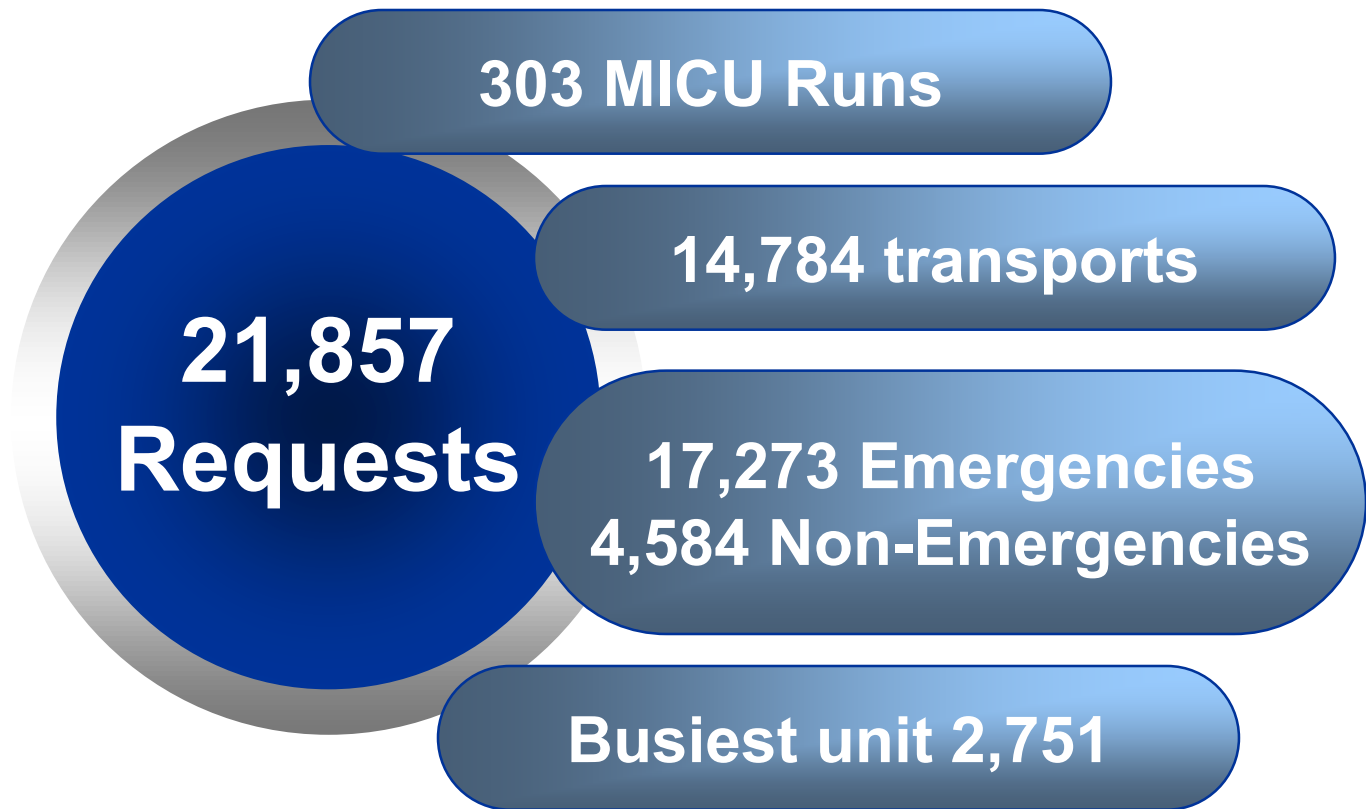


# Agenda

- 1 Call Volume
- 2 Workforce
- 3 Reimbursement
- 4 Special Teams
- 5 Education
- 6 Future
- 7 Finances
- 8 Questions

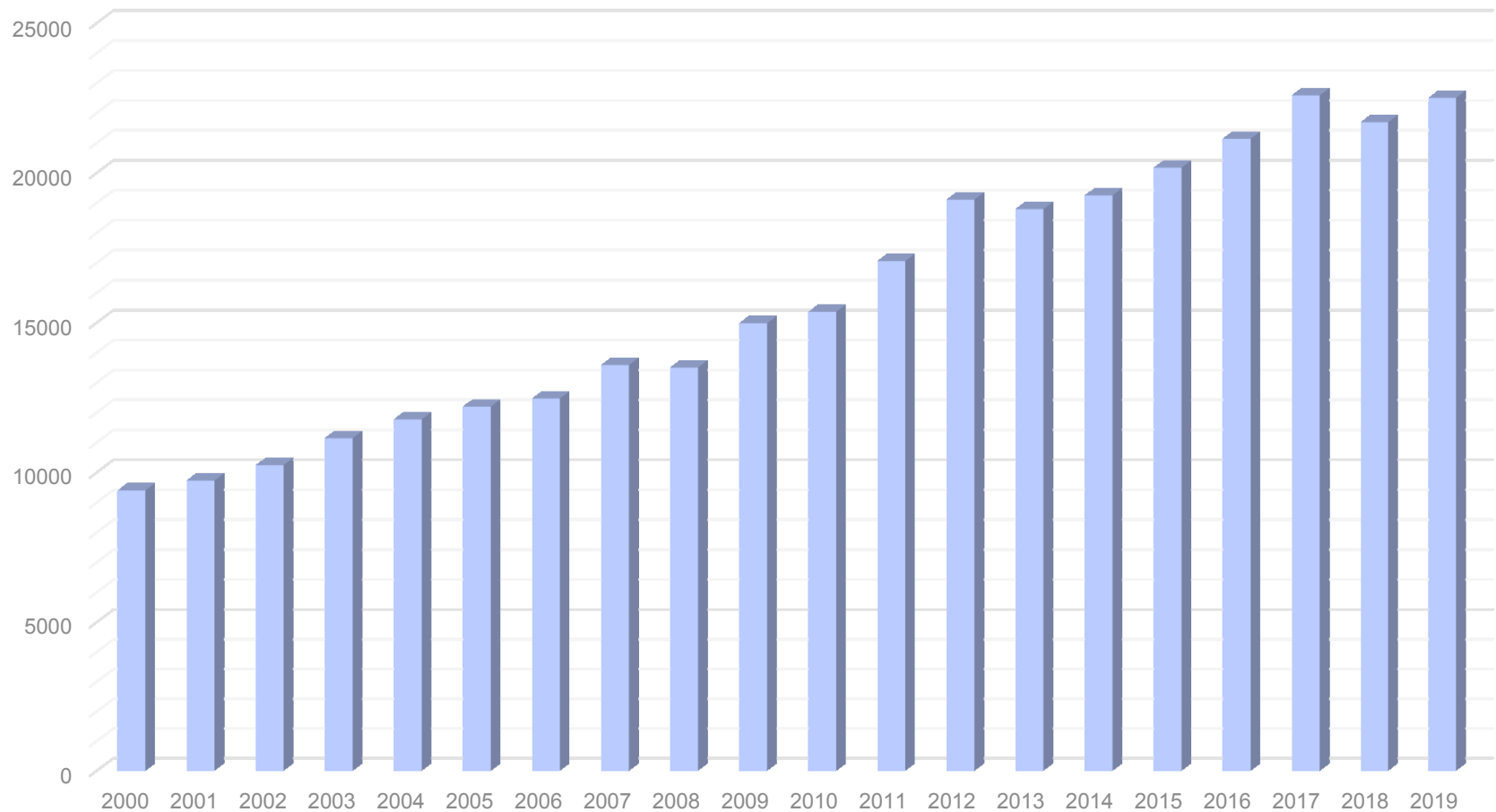


# 2019 Call Volume



# Call Volume

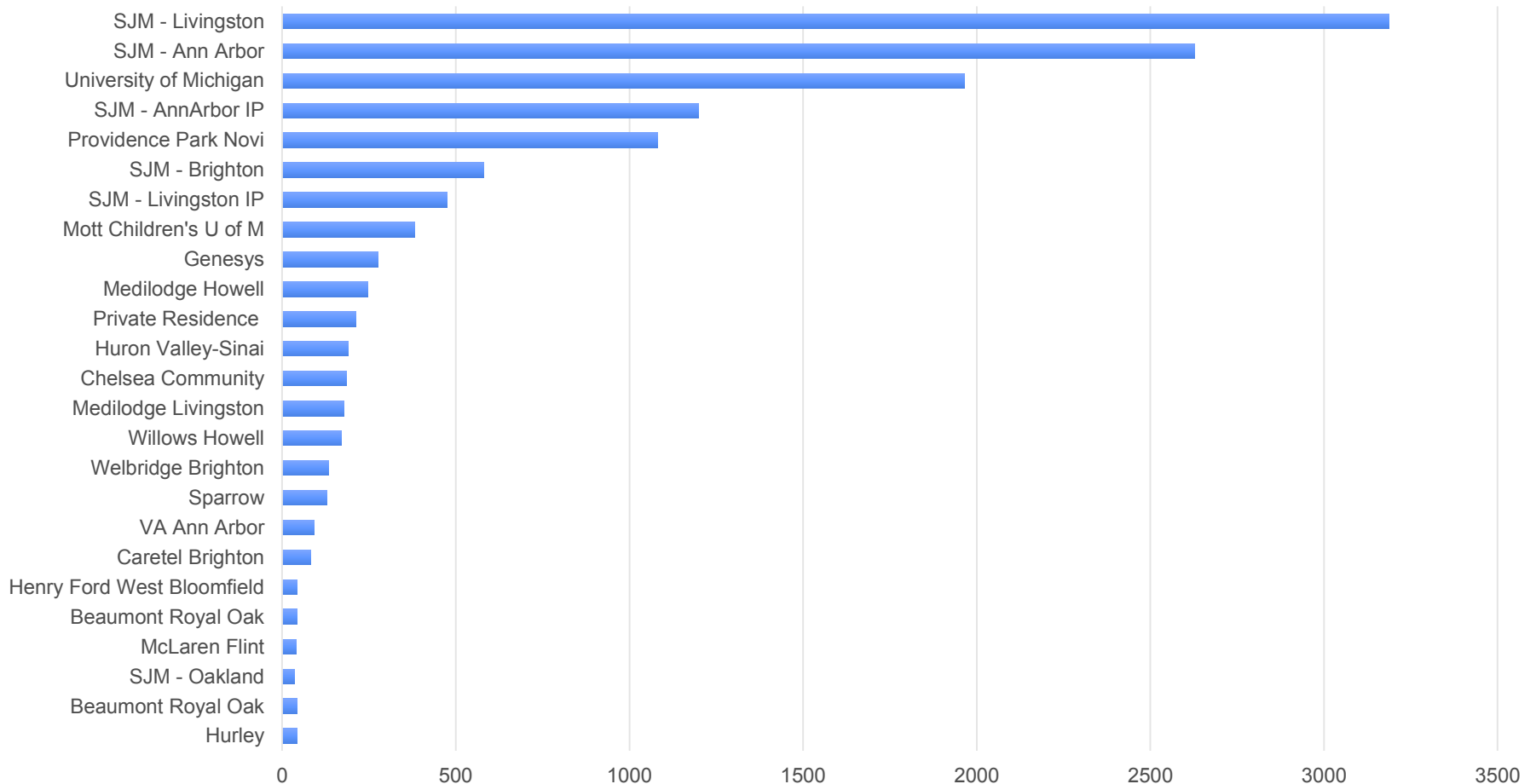
## Annual Run Volumes



# Call Volume

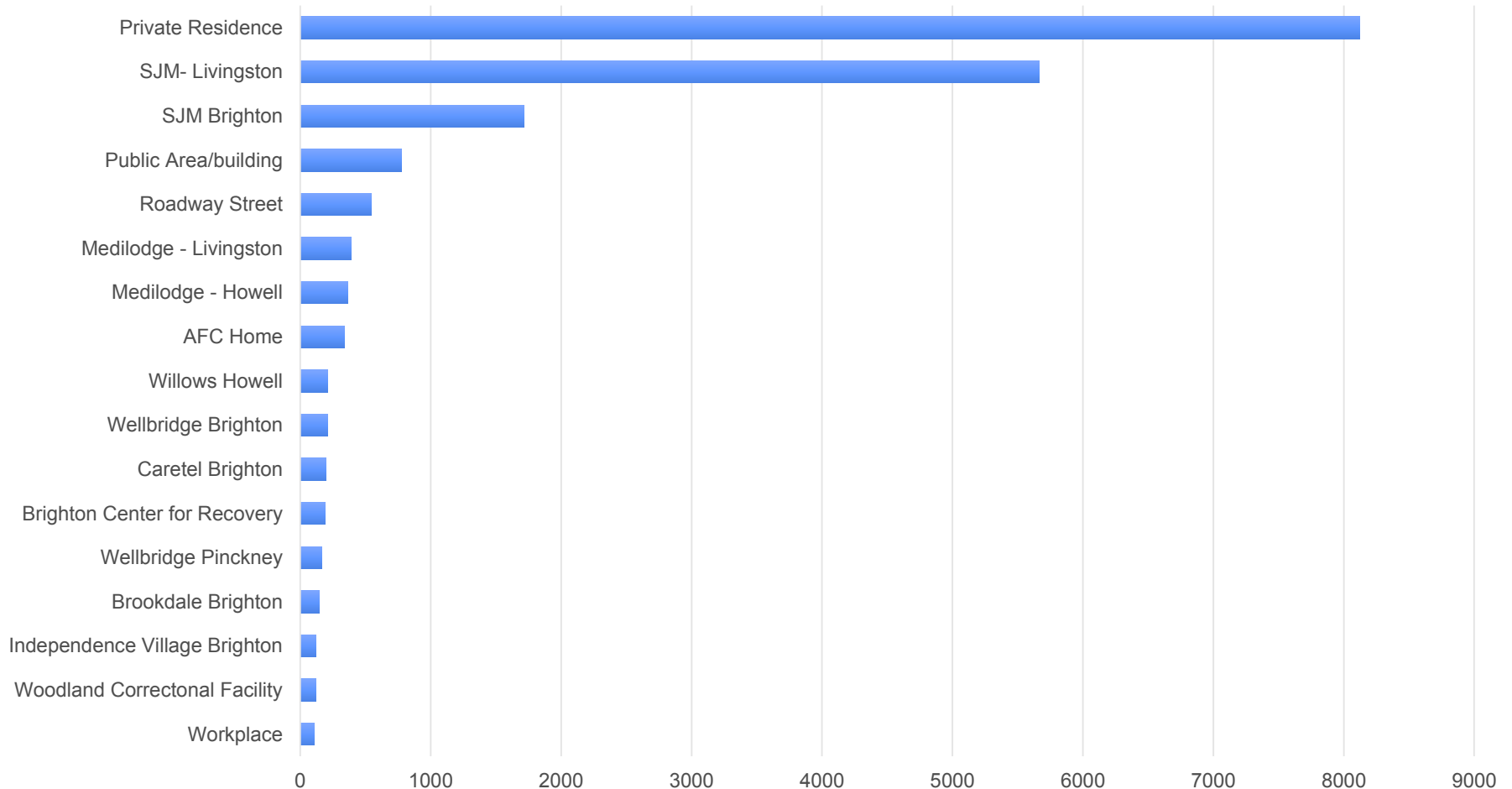
## 2019 LCEMS Transport Destinations

### 2019 LIVINGSTON COUNTY EMS TRANSPORT DESTINATIONS



# Call Volume

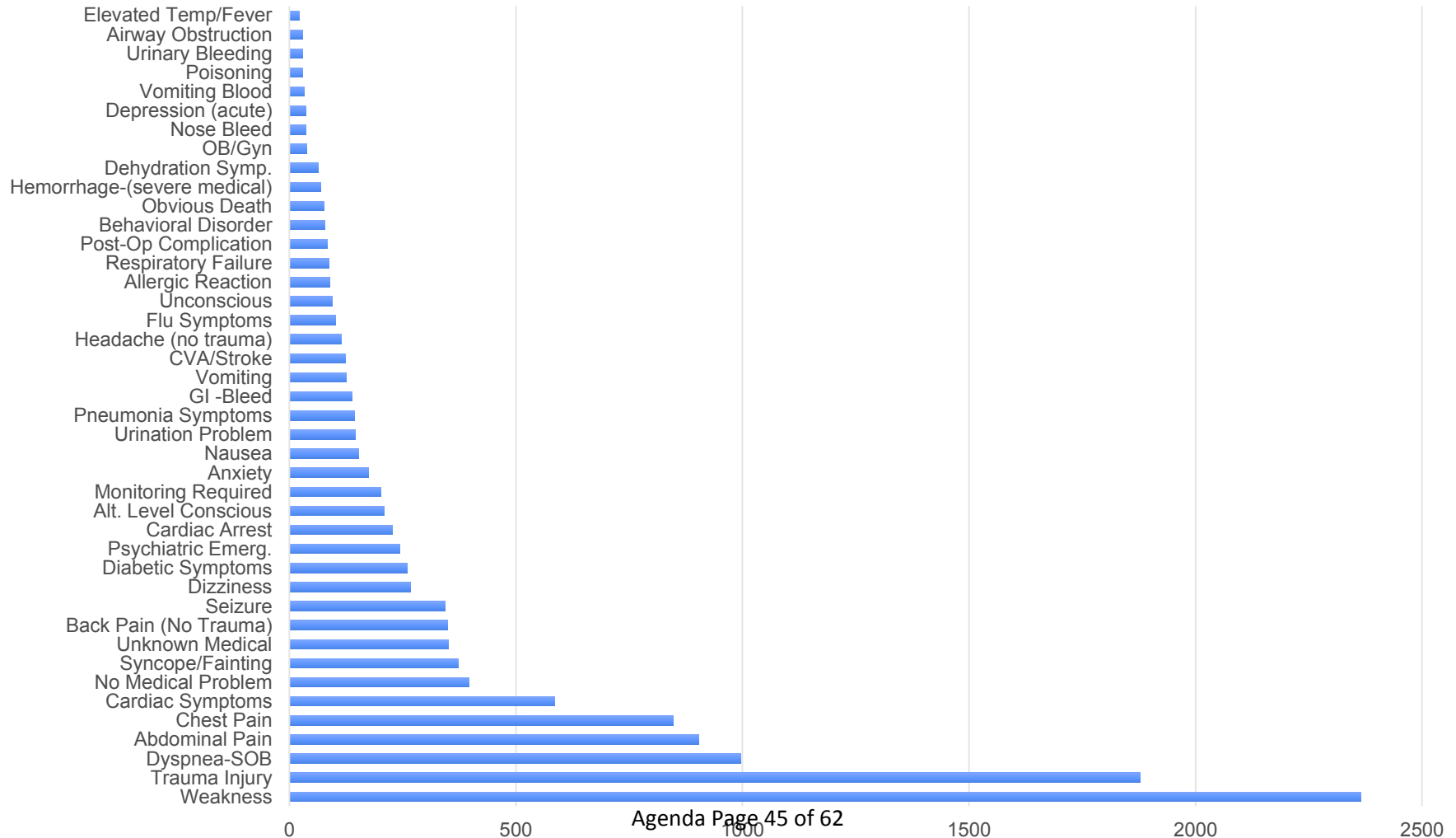
## 2019 LCEMS Pick up locations



# Call Volume

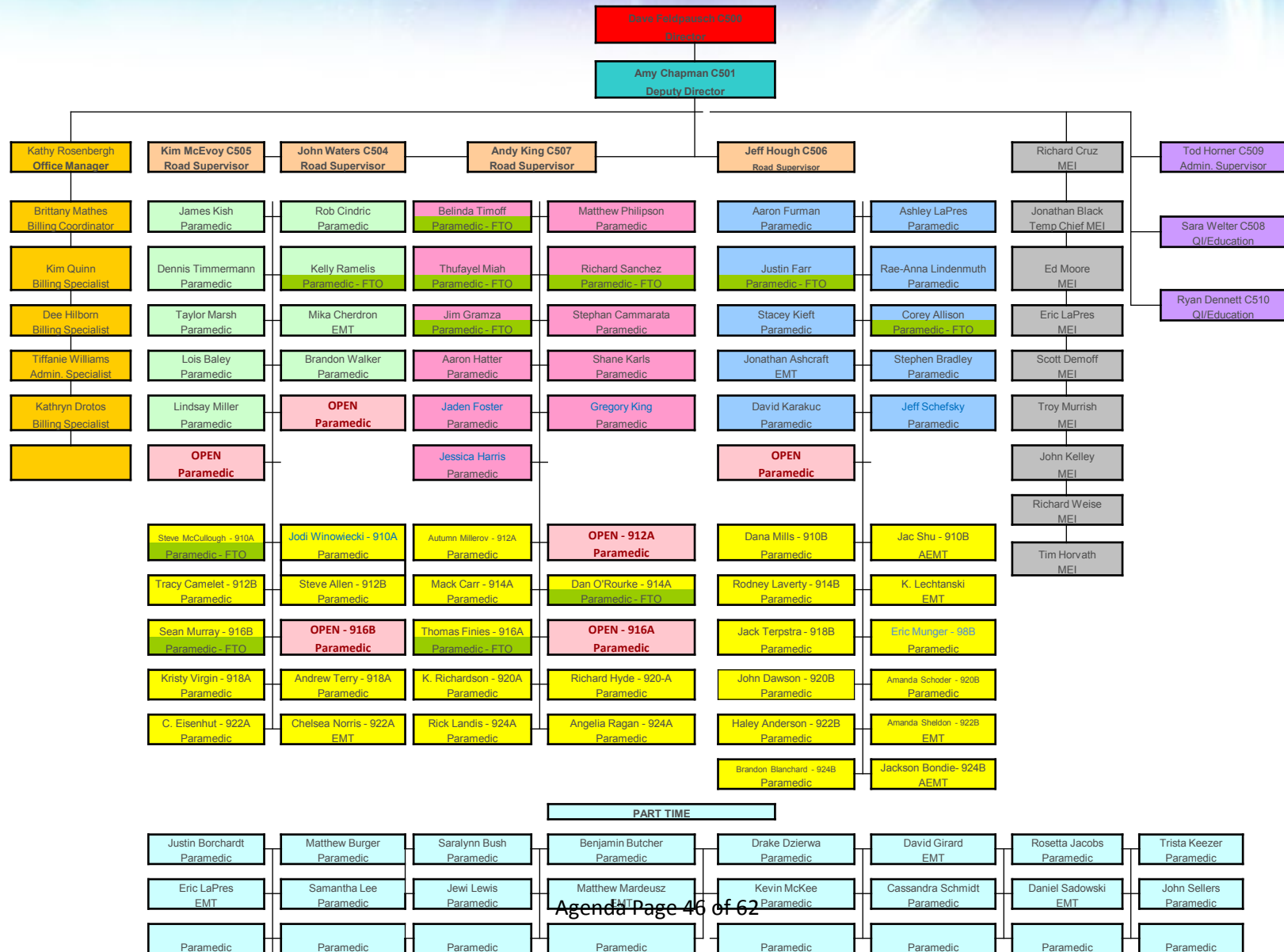
## Reason for transport

### 2019 LIVINGSTON COUNTY EMS TRANSPORT DESTINATIONS



# Workforce

## LIVINGSTON COUNTY EMS ORGANIZATIONAL CHART SEPTEMBER 2020



# Workforce

- 65 FTE's
  - 6ish Out on injury
- 58 Paramedics
- 7 EMT's
  - 5 In Paramedic class completion May 2020
  - 1 Currently testing
  - 1 Off on Injury

**Hired 26 new employees in 2019**

**Lost 25 employees to other opportunities**

**38% Field Staff Turnover in 2019!**

# Workforce



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- 2019 challenges:
- No Deputy Director, Retiring Operations Manager, Lost: Director, Finance Manager, QI/Education Specialist, & Road Supervisor.

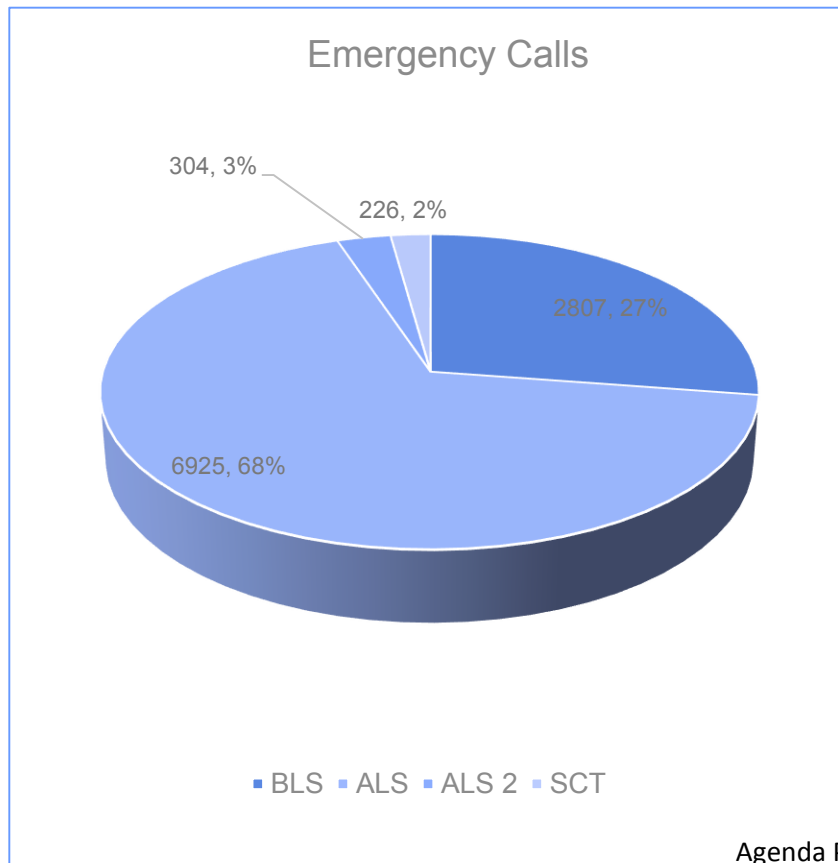
50% turn over in Management and Administration.



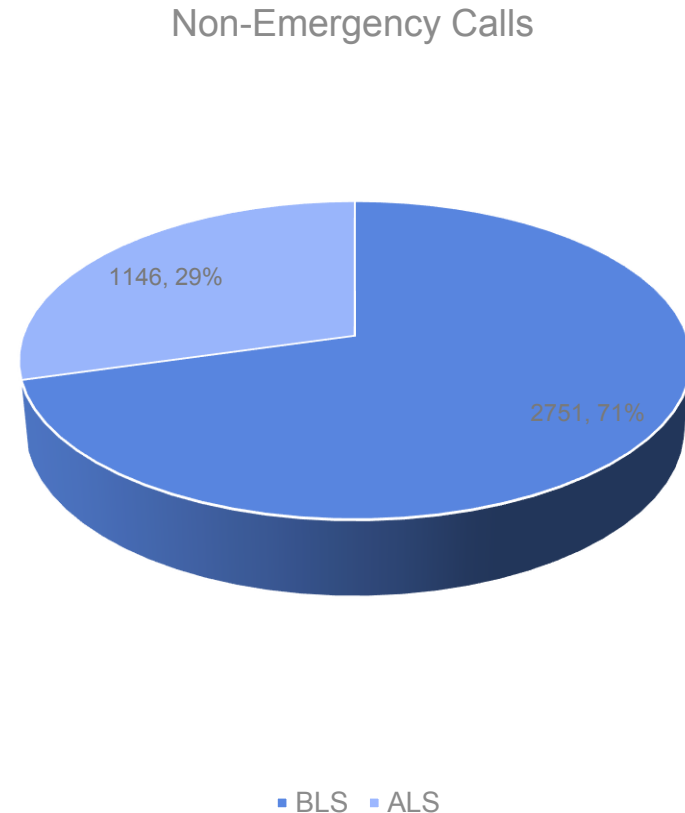
# Reimbursement

## Level of Care/Billing

### Emergency Calls

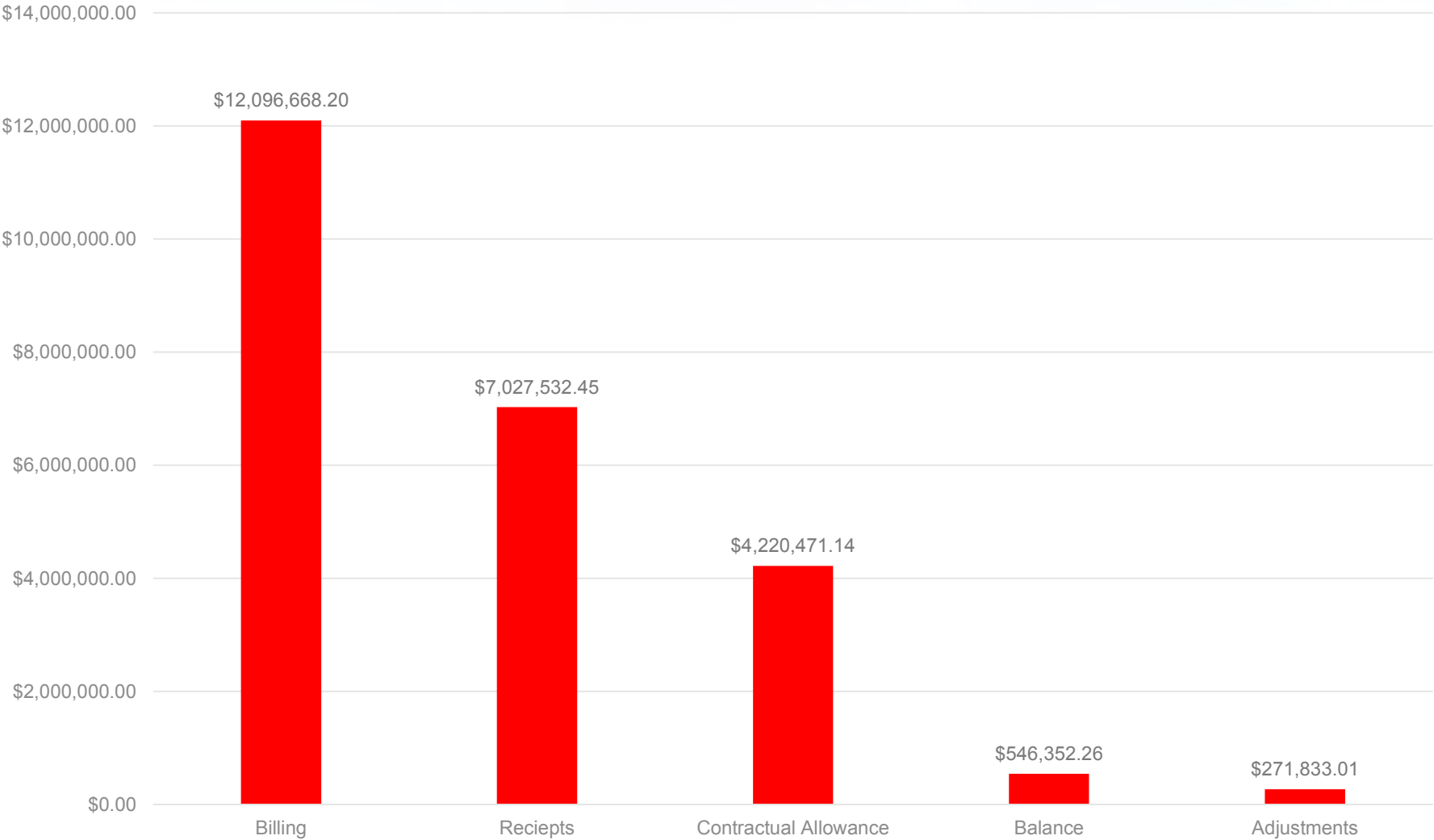


### Non-Emergency Calls



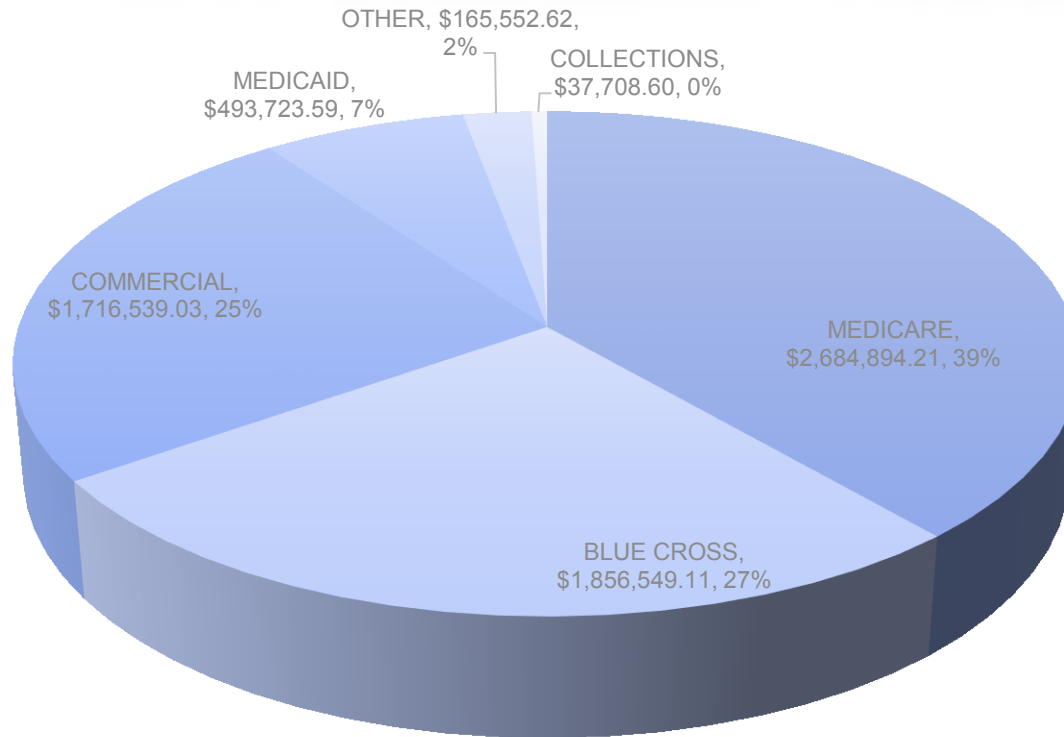
# Reimbursement

2019 Billed & Gross Collection Numbers



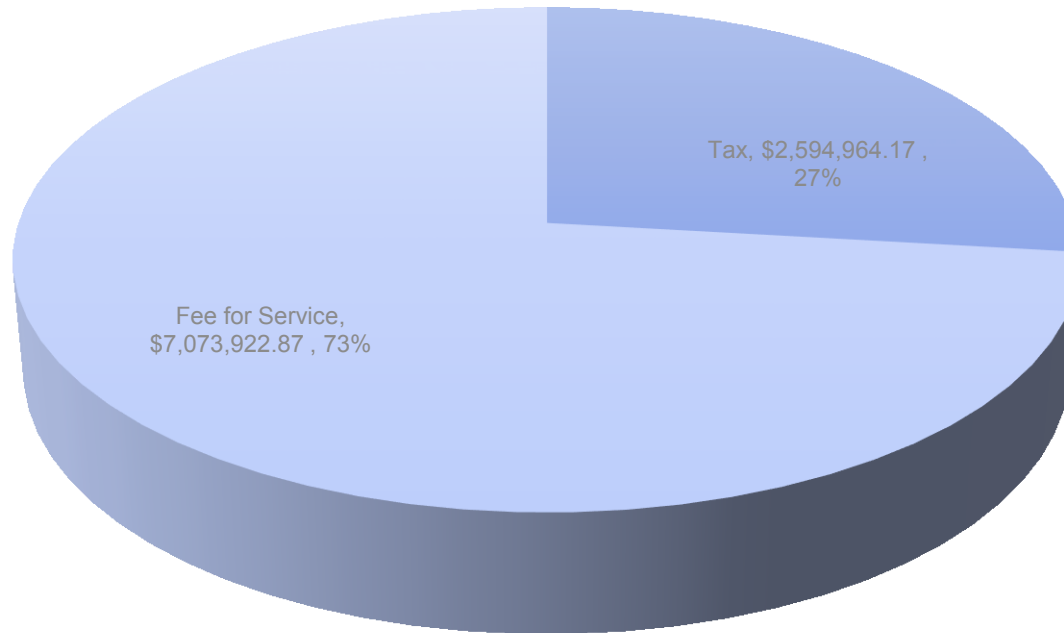
# Revenue

## LIVINGSTON COUNTY EMS PAYER MIX

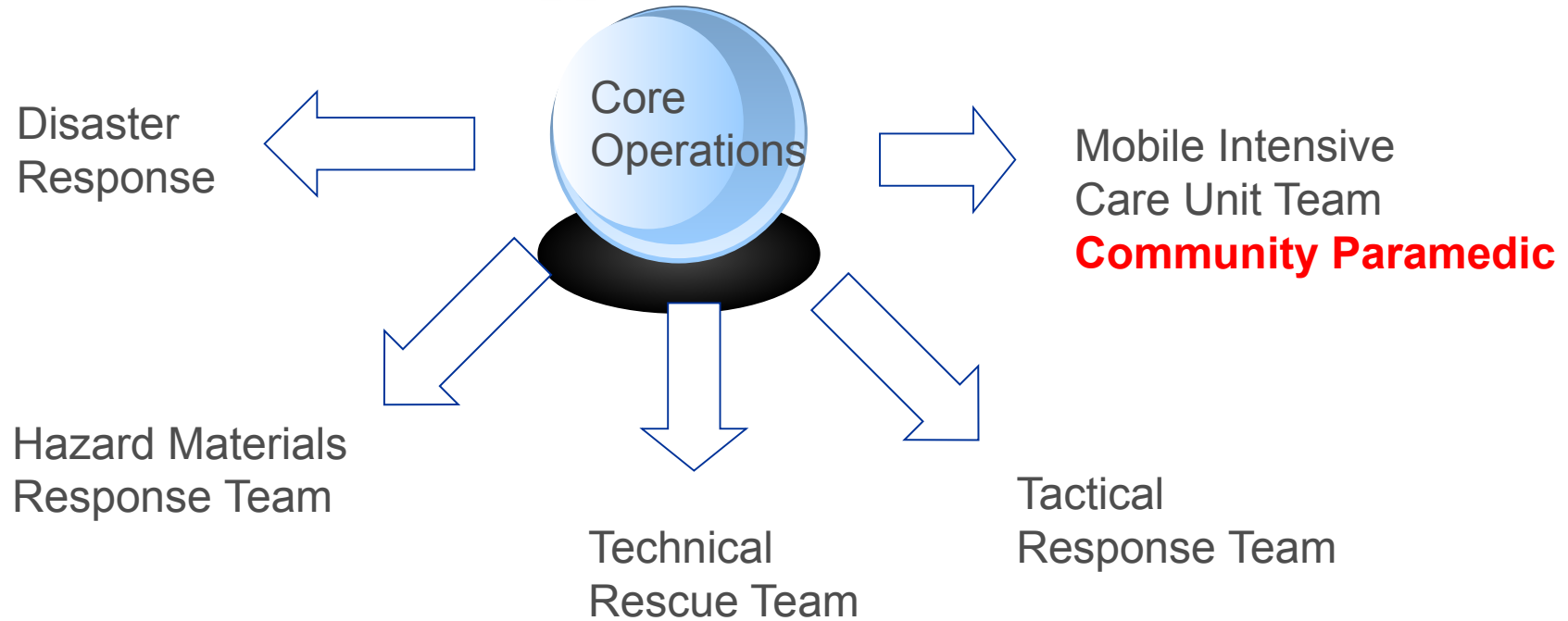


# Collected Revenue

## LIVINGSTON COUNTY EMS REVENUE 2019



# Special Teams



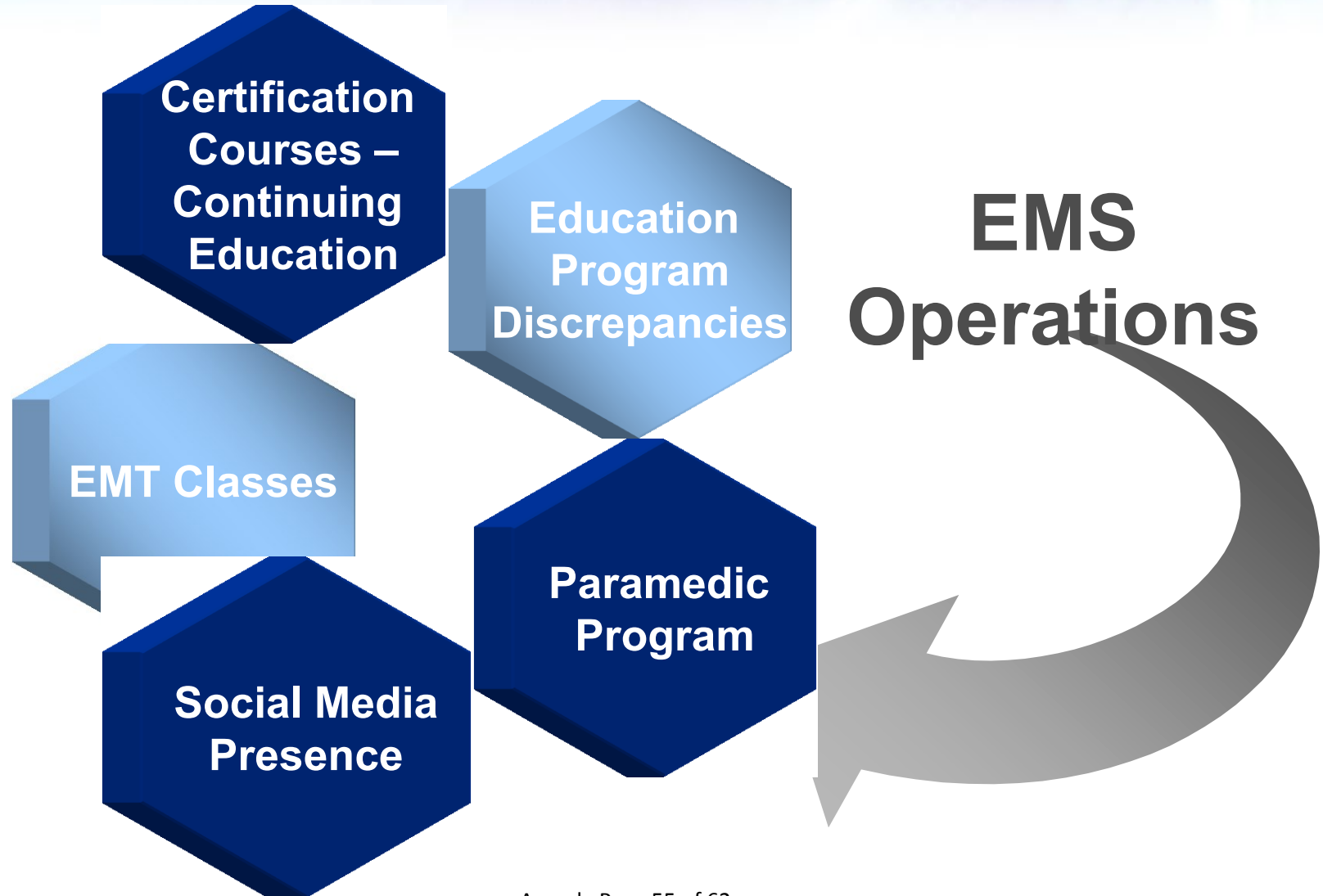
# Special Teams



## FEMA Deployments

- None in 2019 due to low staffing and high turnover.
- We are preparing an internal deployment plan so when the opportunities arise we have a step by step process to determine if we want to participate and at what level we can safely do so.

# Education



# Education Program Discrepancies



We discovered that we had some significant issues in our Education Programs. Our lead educator was found to be the source of the majority of the issue.

A forensic audit was conducted on all of the educational offerings and all of the findings definitively addressed. Some students repeated courses to ensure proper certification.

We also had a significant issue with incomplete course paperwork which is now audited and corrected.



# Certification Courses & Continuing Education



In 2019 we offered 57 certification courses Internally.

We offered 144 AHA / ITLS & CEU's courses.

We taught 140 external AHA courses.

# EMT Classes



We completed 2 High School EMT courses in summer of 2019 with 31 enrolled and 29 taking and passing the state test to obtain a license.

We started another High School EMT course in the fall of 2019 with 30 students enrolled (27 of 30 passing when COVID hit) and 12 successfully completing the program. State testing is still in progress.

# Paramedic Class

We hosted our first AEMT class with 7 students successfully completing it and 6 have passed the state test to obtain an Advanced EMT license.

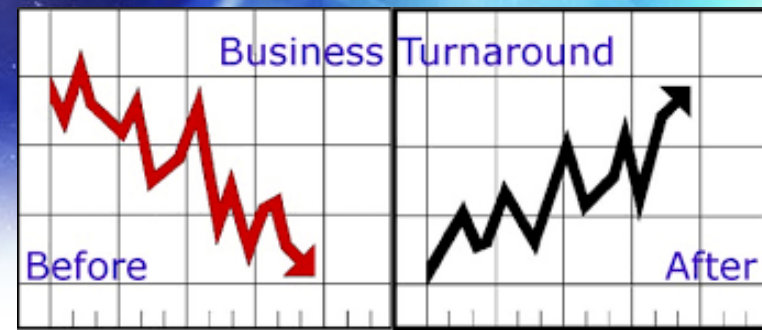
We hosted a satellite paramedic program sponsored by HVA with 6 students at our location, 3 were LCEMS employees. The program was moved back to HVA after our educational program issues arose. We had none of them successfully complete the course.

# Future



- Medicare Cost Reporting – We were selected to participate this year but the process was postponed because of COVID
- ET3 - New CMS reimbursement model that allows for transport to alternate destinations and treatment in place
- Fee schedule for Treat no Transport
- New & Remount Vehicle specification
- Enhance Educational offerings and partnerships.

# Finances



We started 2019 with **-\$80,013.52** in cash.

Our revised budgeted income was \$10,802,470 & actual was \$10,592.195 or 98%. This includes a \$400,000 transfer from the general fund. Actual income \$10,192,195 or 94%.

Our revised budgeted expenses were \$10,615,493.00 & our actual expenses were \$10,089,218.19 or 95.04%.

The ME expenses were reversed to the GF for \$236,184

Our bottom line for 2019 was \$102,977 without the ME expenses. With ME expenses we would have been -\$133,207.

Our year ended with \$256,188.26 in cash.



# Questions?