



BOARD OF COMMISSIONERS REVISED MEETING AGENDA

November 23, 2020, 5:30 PM

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting

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

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

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

Pages

1. **CALL MEETING TO ORDER**
2. **MOMENT OF SILENT REFLECTION**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG**
4. **ROLL CALL**
5. **CORRESPONDENCE**
6. **CALL TO THE PUBLIC**
7. **APPROVAL OF MINUTES**
 - a. Minutes of Meeting Dated: November 9, 2020
 - b. Minutes of Meeting Dated: November 18, 2020
8. **TABLED ITEMS FROM PREVIOUS MEETINGS**
9. **APPROVAL OF AGENDA**
10. **REPORTS**
 - a. **County Administrator**
Nathan Burd
11. **PUBLIC HEARING**

Adoption of the 2021 Livingston County Budget

 - a. **Call Public Hearing to Order**
Motion required.
 - b. **Public Comments**

c. Adjourn Public Hearing

Motion required.

12. APPROVAL OF CONSENT AGENDA ITEMS

Resolution 2020-11-270

a. 2020-11-270

9

Resolution Authorizing a Contract with Community Mental Health for Inmate Mental Health Services 2021 - Jail

13. RESOLUTIONS FOR CONSIDERATION

Resolutions 2020-11-271 through 2020-11-273

a. 2020-11-271

14

Resolution Adopting the 2021 Livingston County Operating Budget – Board of Commissioners

b. 2020-11-272

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Resolution to Authorize a Mid-Fourth Quarter Budget Amendment to the Fiscal-Year 2020 Budget – Fiscal Services

c. 2020-11-273

31

Resolution Authorizing the Reorganization of the Drain Department – Drain Commissioner

***d. 2020-11-274**

35

Resolution Approving an Appointment to the Livingston County Community Mental Health Authority Board - Board of Commissioners

***e. 2020-11-275**

38

Resolution Authorizing the County Treasurer to Suspend Enhanced Access Fees for Livingston Live (Webtecs) Online Transactions - Treasurer

14. CALL TO THE PUBLIC

15. ADJOURNMENT

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

November 9, 2020, 5:30 p.m.

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting

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

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

Members Present: Carol Griffith, Kate Lawrence, William Green, Wes Nakagiri, Douglas Helzerman, Robert Bezotte, Jay Gross, and Gary Childs

1. CALL MEETING TO ORDER

The meeting was called to order by Chairwoman Carol Griffith at 5:30 p.m.

2. MOMENT OF SILENT REFLECTION

3. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

4. ROLL CALL

Roll call by the Clerk indicated the presence of a quorum.

Carol Griffith, remotely from Genoa Township, Livingston County, Michigan
Kate Lawrence, remotely from City of Brighton, Livingston County, Michigan
William Green, remotely from Deerfield Township, Livingston County, Michigan
Wes Nakagiri, remotely from Hartland Township, Livingston County, Michigan
Douglas Helzerman, remotely from Handy Township, Livingston County, Michigan
Robert Bezotte, remotely from Marion Township, Livingston County, Michigan
Jay Gross, remotely from Green Oak Township, Livingston County, Michigan
Gary Childs, remotely from Highland Township, Oakland County, Michigan

District 5 Commissioner seat is vacant.

5. CORRESPONDENCE

- a. Alcona County Resolution #2020-15 Declaring Alcona County a Constitutional Second Amendment Sanctuary County

Motion to receive and place on file the correspondence.

It was moved by R. Bezotte

Seconded by D. Helzerman

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

MOTION Carried (8-0-0)

6. CALL TO THE PUBLIC

None.

7. APPROVAL OF MINUTES

- a. Minutes of Meeting Dated: October 26, 2020
- b. Minutes of Meeting Dated: November 4, 2020

Motion to approve the minutes as presented.

It was moved by J. Gross
Seconded by K. Lawrence

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

MOTION Carried (8-0-0)

8. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

9. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

It was moved by W. Nakagiri
Seconded by G. Childs

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

MOTION Carried (8-0-0)

10. REPORTS

None.

11. APPROVAL OF CONSENT AGENDA ITEMS

Resolutions 2020-11-255 through 2020-11-268

Motion to approve the resolutions on the Consent Agenda.

It was moved by R. Bezotte
Seconded by K. Lawrence

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

MOTION Carried (8-0-0)

11.a 2020-11-255

Resolution Authorizing an Agreement with Mark Gatesman for Adult Drug Court Attorney Services - Specialty Courts and Programs

11.b 2020-11-256

Resolution Authorizing an Agreement with Ameel Trabilisy, II, to Provide Juvenile Drug Treatment Court Attorney Services - Central Services

11.c 2020-11-257

Resolution Authorizing an Additional Contribution to MERS in Fiscal Year 2020 - Administration

11.d 2020-11-258

Resolution Authorizing Agreement with Nationwide Retirement Solutions in Order to Effectuate Changes Approved by the Retirement Advisory Committee Related to 457 Deferred Compensation Plans – Fiscal Services / Retirement Plan Advisory Committee

11.e 2020-11-259

Resolution Approving a Budget Amendment to the 2020 Approved Budget for Elections – County Clerk

11.f 2020-11-260

Resolution Approving the Interlocal Agreement for Livingston County to Approve the Designated Assessor for the period January 1, 2021 through December 31, 2025 – Equalization

11.g 2020-11-261

Resolution Authorizing a Recurrent Yearly Allocation to Assist Non-profit Organizations with the Cost of Veterans Day Banquets - Veterans Services

11.h 2020-11-262

Resolution to Concur with the Livingston Aeronautical Facilities Board to Enter Into a Ground Lease Agreement with BWG Aviation, LLC for Airport Property at 3800 West Grand River Avenue – Airport

11.i 2020-11-263

Resolution to Concur with the Livingston County Aeronautical Facilities Board to Enter Into a Ground Lease Agreement with Howell Aero Services, Inc for Airport Property at 3380 West Grand River Avenue - Airport

11.j 2020-11-264

Resolution Authorizing the Purchase of 53 Remote Network Switches From Logicalis Inc. to Ensure Secure Network Access - Information Technology

11.k 2020-11-265

Resolution Authorizing the Purchase of an Upgrade and Replacement of the County's Phone System From Logicalis Inc. - Information Technology

11.l 2020-11-266

Resolution Authorizing Letter of Agreement for Transportation Services Between the Livingston County Community Mental Health Authority and LETS – LETS

11.m 2020-11-267

Resolution Authorizing an Agreement with Corrigan Propane, LLC to Provide LPG Fuel Services for Transit Vehicles – LETS

11.n 2020-11-268

Resolution to Amend the Agreement with DoubleMap, Inc. to Provide Dispatch Software and Mobile Data Terminals for Transit Operations – LETS

12. RESOLUTIONS FOR CONSIDERATION

None.

13. CALL TO THE PUBLIC

None.

14. ADJOURNMENT

Motion to adjourn the meeting at 5:39 p.m.

It was moved by K. Lawrence

Seconded by D. Helzerman

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

MOTION Carried (8-0-0)

Elizabeth Hundley, Livingston County Clerk

LIVINGSTON COUNTY BOARD OF COMMISSIONERS

MEETING MINUTES

November 18, 2020

IMMEDIATELY FOLLOWING THE FINANCE COMMITTEE

Virtual Meeting Held in Accordance with Public Act 228 of 2020

Zoom Virtual Meeting

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

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

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

Members Absent Gary Childs

1. CALL MEETING TO ORDER

The meeting was called to order by Chairwoman Carol Griffith at 8:25 a.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

All rose for the Pledge of Allegiance to the Flag of the United States of America.

3. ROLL CALL

Indicated the presence of a quorum.

Carol Griffith, remotely from Genoa Township, County of Livingston, Michigan
Kate Lawrence, remotely from City of Brighton, County of Livingston, Michigan
William Green, remotely from Deerfield Township, County of Livingston, Michigan
Wes Nakagiri, remotely from Hartland Township, County of Livingston, Michigan
Douglas Helzerman, remotely from Handy Township, County of Livingston, Michigan
Jay Drick, remotely from City of Howell, Livingston, County of Livingston, Michigan
Robert Bezotte, remotely from Marion Township, County of Livingston, Michigan
Jay Gross, remotely from Green Oak Township, County of Livingston, Michigan

4. CALL TO THE PUBLIC

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By K. Lawrence

Seconded By R. Bezotte

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

Motion Carried (8-0-1)

6. RESOLUTION FOR CONSIDERATION

6.1 2020-11-269

Resolution Approving a Correction to the Apportionment Report - Equalization

Motion to adopt the Resolution.

Moved By K. Lawrence
Seconded By W. Nakagiri

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

Motion Carried (8-0-1)

7. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF CLAIMS

Dated: November 18, 2020

Motion to approve the Claims.

Moved By W. Green
Seconded By J. Gross

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

Motion Carried (8-0-1)

8. FINANCE COMMITTEE RECOMMENDATION FOR APPROVAL OF PAYABLES

Dated: October 30 through November 12, 2020

Motion to approve the Payables.

Moved By J. Gross
Seconded By W. Nakagiri

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

9. CALL TO THE PUBLIC

Commissioner Bezotte congratulated Brad Fetner on his promotion from Sergeant to Lieutenant.

10. ADJOURNMENT

Motion to adjourn the meeting at 8:29 a.m.

Moved By K. Lawrence
Seconded By D. Helzerman

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

Motion Carried (8-0-1)

Elizabeth Hundley, Livingston County Clerk

RESOLUTION

NO: 2020-11-270

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution Authorizing a Contract with Community Mental Health for Inmate Mental Health Services 2021 - Jail

WHEREAS, Livingston County Sheriff's Office has a need for Jail Inmate Mental Health Services; and

WHEREAS, the Sheriff's Office had previously contracted mental health services with Advanced Correctional Healthcare; and

WHEREAS, the contract with Advanced Correctional Healthcare was amended to remove the mental health services in the amount of \$173,000 to contract with Livingston County Community Mental Health effective January 1, 2021 at no additional cost to the County; and,

WHEREAS, Livingston County Community Mental Health will provide 70 hours per week of mental health coverage by Qualified Mental Health Professionals; and

WHEREAS, services provided will include case management, peer support, psychotropic medications, daily meetings with inmates in distress and on suicide watch, psychiatric consultation as needed; and

WHEREAS, additional services include jail diversion before and after booking, faster bed placement by working with forensics, coordination of medication, petitions for hospitalization, coping skill classes and one on ones.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize entering into an agreement with Livingston County Community Mental Health for Inmate Mental Health Services at the rate of \$173,000 annually for the period of January 1, 2021 through December 31, 2022.

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 upon review and/or preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-7626 Fax 517-546-1800
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Tarneseia Pringle
Date: 11/16/20
Re: Proposal to Contract with CMH for Inmate Mental Health Services

The Livingston County Sheriff's Office is proposing to contract with Community Mental Health (CMH) for all of our inmate mental health needs. We previously contracted our mental health services with Advanced Correctional Healthcare. We did a budget amendment to remove the mental health portion from our Advanced Correctional Healthcare contract. We will be reallocating those funds in the amount of \$173,000 a year to the Livingston County Community Mental Health.

Community mental health will provide 70 hours a week of mental health coverage including weekends and holidays. These services will provide 1 full time (40hrs per week) Qualified Mental Health Professional (QMHP) on site with part-time QMHPs to fill the other 30 hours per week. CMH will provide case management, one peer support and work with physician to coordinate psychotropic medications. The CMH professionals will meet daily with inmates in distress and on suicide watch. CMH will provide psychiatric consultation as needed.

We would like to use Livingston County Community Mental Health to contract all of these services and additional services that they can offer. These extra services include jail diversion before and after booking, work with forensics on faster bed placement, Coordination of medication assisted treatment with the medical team and aftercare, petition inmates for hospitalization and coping skill classes and one on ones within the jail.

We are requesting the attached resolution be approved to allow The Livingston County Sheriff's Office to enter into a 2 year contract with Livingston County Mental Health to provide mental health services to the inmates at the Livingston County Jail. This would take effect on January 1, 2021 and be a two year contract that would expire on December 31, 2022.

Thank you for your consideration in this matter.

If you have any questions regarding this matter, please contact Lt. Pringle or Lt. Adas.

Respectfully submitted,

Lt. Tarneseia Pringle

Livingston County CMH/Livingston County Sheriff Office Collaboration

We are proposing to provide the following services under the County Jail Mental Health Program Contract:

Staffing:

- 70 hours a week coverage
- Coverage includes weekends and holidays
- Weekends and holidays consist of just a few hours a day for Mental Health to see all inmates on suicide watch and any extreme case we might have (2-4 hours a day)
- 1 full time 40 hours a week QMHP (onsite)
- Other QMHP to fill Weekend and Holiday Hours (onsite)
- Case Management and Peer support (Other funding will be utilized)
- We will have other QMHP fill in to make up any hours that our full time or part time QMHP takes off during the week (fills in onsite)
- Limited psychiatric consultation, as requested.

Day to Day Scope of Services

- Mental Health Staff sees all suicidal inmates daily and screen for clearance or petition to the hospital
- Mental Health and Peer support conduct weekly classes (Peer Support and Coping Skills)
- Mental Health Staff answer grievances and kites in our computer system daily
- Mental Health staff screen all inmates with mental health challenges and in special housing weekly or as needed
- Mental Health Staff works with Lieutenants regarding all inmates in special housing segregation for monitoring and clearance and movement
- Mental Health staff has one-on ones with inmates requesting to be seen by mental health
- Mental Health Staff screens and petitions inmates to the hospital they feel should not be released to the general public
- Mental Health Staff appear in court for inmate hearings to request diversion or forensics
- Mental Health Staff also make housing recommendations to staff based on inmate's mental health needs if they feel it's necessary (i.e segregation or general population)
- Mental Health Staff meets with the doctor/Medical team twice a week to discuss with the doctor an inmate needs.
- The only qualified person to clear a suicide watch is a QMHP or higher
- Mental Health Staff attach progress notes to inmate JMS file for record keeping and monitoring
- Mental Health Staff reviews all fresh inmates mental health screening daily
- Mental Health staff sends all sergeants and lieutenants daily emails on all suicidal inmates
- Coordination of Medication Assisted Treatment with Medical team and aftercare.
- Coordinate other mental health treatment needs upon release from jail

Jail Mental Health CMH Budget

Liv CTY (Jan2021-Dec2021)	
.5 FTE Case Manager, 1 FTE Therapist, .5 FTE Peer, .21 FTE Supervisor	
Salary:	
\$82,969	
Fringe:	
\$32,954	
Psychiatric Consult: \$4,299	
Weekend/Holiday Shift: \$21,642	
	141,864
Supplies and Equipment:	\$980
Consumer Transitional Costs:	\$550
Communication:	\$2,424
Travel:	\$1,472
Overhead for Case Manager/Peer:	\$10,183
Conference/Training:	\$2,712
	18,321
Administration (8%):	12,815
Total Sheriff office budget:	\$173,000

<u>(CMH and other CMH grant funding):</u>	<u>\$183,188</u>
<u>Total Jail Diversion Budget:</u>	<u>\$356,188</u>

RESOLUTION

NO: 2020-11-271

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution Adopting the 2021 Livingston County Operating Budget – Board of Commissioners

WHEREAS, in accordance with the provisions of Public Act 2 of 1968, Public Act 621 of 1978, the Uniform Budgeting and Accounting Act for Local Government, requires that each local unit of government adopt a balanced budget for all required funds; and

WHEREAS, the County Administrator has submitted a proposed budget as required by statute which implements board policies. Elected Officials, Judges and Department Directors were requested to submit a line-item budget; and,

WHEREAS, the Finance Committee has requested and reviewed the proposed budget for the County departments, including the courts, under the scope of its policy, and recommends adoption of the Proposed 2021 Budget to the Board of Commissioners; and

WHEREAS, the County of Livingston was allocated 5.0 mills by the County Tax Allocation Board and on the 8th of June, 2020, the Livingston County Board of Commissioners approved the Headlee rolled back millage rate of 3.2765 to support the 2021 General Fund Operations; .2897 to support Ambulance and; .1127 to support Veterans Services for a total millage of 3.6789; and

WHEREAS, it is recommended that the 2021 General Fund Budget be approved for the total of \$51,182,861 and Special Revenue and Enterprise Funds approved as shown in the Proposed 2021 Budget Plan, as well as approval of the informational summary of projected revenues and expenditures for Internal Service Funds; and

WHEREAS, the recommended 2021 Budget will be posted on the County website and filed with the Livingston County Clerk for public viewing on the 9th day of November, 2020; pursuant to state statute.

THEREFORE BE IT RESOLVED that the 2021 General Fund Budget is approved in the amount of \$51,182,861 and revenues shall be appropriated and expenditures budgeted for the 2021 General Fund Budget, Special Revenue Funds for a total amount of \$31,563,444 and Enterprise Funds for a total amount of \$12,892,698 on a fund and cost center (department) basis in the amounts set forth below:

SHERIFF		
Sheriff	10130100	\$8,827,693
Secondary Road Patrol Appropriation	10130106	\$54,908
Jail	10135100	\$11,723,472
Animal Control	10130143	\$227,594
Sheriff Donation Fund	23030100	\$5,000
Sheriff Federal Grants	23830100	\$29,862
Marine Federal Grant	23833100	\$5,600
Sheriff State Grants	23930100	\$12,000
Secondary Road Patrol	23930106	\$135,198
Correction Officer Training	26335100	\$20,000
Drug Law Enforcement	26530100	\$5,000

Federal Equitable Sharing DEA	26630100	\$10,000
US Treasury Equitable <i>(new 2020)</i>	27230100	\$10,000
Victims Services Unit	27830100	\$700
Criminal Forfeiture	29630100	\$3,000
Jail Commissary Fund	59535100	\$168,869

OTHER PUBLIC SAFETY		
Emergency Management	10142600	\$164,467
Indigent Defense Appropriation	10196631	\$935,940
Emergency Management Federal Grant	23842600	\$227,464
911 Central Dispatch	26132500	\$4,336,196
911 Central Dispatch Enhanced	26132525	\$365,907
911 Central Dispatch Training	26132526	\$33,000
Indigent Defense	26017200	\$2,108,934
Community Corrections <i>(re-est. 2019)</i>	27536200	\$89,865

INFRASTRUCTURE & DEVELOPMENT		
Drain Commissioner	10127500	\$2,464,988
Department of Public Works	10144100	\$240,109
Drains Public Benefit	10144500	\$330,000
Planning	10172100	\$424,791
Economic Development	10172800	\$175,000
Community Action Programs	10174700	\$609,812
Landfill	51744100	\$120,650
Building and Safety	54237100	\$3,213,469
Regional Wastewater	57596400	\$7,551
Septage Receiving Station	5780278	\$2,335,602

HEALTH & HUMAN SERVICES		
MSU Cooperative Extension	10126100	\$241,847
Animal Services	10143000	\$630,087
Communicable Disease	10160500	\$5,000
Medical Examiner	10164800	\$500,492
Mental Health	10164900	\$600,470
Senior Services	10167200	\$70,684
Appropriations – Health & Human Svcs	10196650	\$738,000

EMS (Ambulance)	21065100	\$10,468,278
Health Department	22160100	\$4,869,513
Animal Shelter Donation Fund <i>(est. 2019)</i>	23143000	\$73,218
Community Development Block Grant	24469000	\$60,767
Social Welfare	29067000	\$7,000
Veterans Services Fund	29568900	\$787,756
Veterans Services Grant <i>(new 2020)</i>	29768900	\$64,520

GENERAL GOVERNMENT		
Board Of Commissioners	10110100	\$629,879
County Administration	10117200	\$424,389
Fiscal Services	10121200	\$520,590
County Clerk	10121500	\$408,279
County Clerk Circuit Court	10121599	\$965,828
Professional Services	10122300	\$135,000
Tax Allocation Board	10124800	\$1,480
Plat Board	10124900	\$500
County Treasurer	10125300	\$1,030,152
Equalization	10125700	\$568,720
Elections	10126200	\$172,730
Facilities Services	10126500	\$175,375
Register of Deeds	10126800	\$745,991
Civil Counsel	10126900	\$175,000
Human Resources	10127000	\$734,203
Insurance Policies	10185100	\$900,000
Retirement County Share	10186100	\$1,200,000
Unemployment Insurance	10187000	\$25,000
Chargebacks	10189900	\$1,000
Appropriations General Government	10196600	\$1,043,000
Contingencies	10196800	\$332,622
Survey & Remonumentation	24527800	\$52,647
Homestead Property Exemption	25522300	\$5,732
Register of Deeds Automation	25626801	\$317,123
Concealed Pistol Licensing	26821500	\$70,440
Airport	58105400	\$1,639,885
Livingston Essential Transportation Service	58853800	\$5,406,672

BE IT FURTHER RESOLVED that the Board of Commissioners requested and the Courts presented line-item budget requests and those are authorized in the amounts set forth below:

COURTS		
Circuit Court	10113100	\$1,134,308
District Court	10113600	\$2,185,789
Probate Court	10114800	\$818,506
Juvenile Court	10114900	\$789,222
Guardianship	10115000	\$7,814
Probation	10115100	\$74,718
Appellate Court	10116700	\$59,460
Judicial Central Services	10116800	\$2,436,927
Prosecuting Attorney	10126700	\$2,433,744
Family Support Appropriation	10126717	\$103,823
Court Security	10130500	\$290,458
Appropriations - Courts	10196610	\$1,693,000
Family Counseling FOC	21414100	\$14,000
Friend of the Court	21514100	\$2,908,458
REDD Grant <i>(new in 2020)</i>	21814900	\$61,518
Court Federal Grants	23816800	\$199,673
Family Support	23826717	\$308,005
Courts State Grants	23916800	\$798,514
Crime Victim Services	23926718	\$169,821
Law Library	26914500	\$6,625
Child Care - Juvenile	29266200	\$1,902,110
Child Care - Social Services	29266300	\$1,020,000

BE IT FURTHER RESOLVED that the projected revenues and expenditures for Internal Service Funds for a total amount of \$20,925,129 is also approved; but not as part of the Livingston County Budget for 2021, pursuant to Public Act 2 of 1968, as amended, in the amounts set forth below:

INTERNAL SERVICE FUNDS		
Facility Services	63126500	\$3,058,098
Information Technology	63622800	\$5,279,039
Car Pool	66126300	\$1,393,598
Benefits Fund	67785200	\$11,194,394

BE IT FURTHER RESOLVED that Board of Commissioners authorizes \$17 million of General Fund balance to be assigned for cash flow purposes.

BE IT FURTHER RESOLVED that County revenues and expenditures may vary from those which are currently projected and accordingly may be amended from time to time by the Board of Commissioners during the 2021 fiscal year as deemed necessary. It is the responsibility of the Chief Judges, County Elected Officials and County Department Heads to monitor their respective budget quarterly. If projected expenditures exceed the authorized budget or projected revenues are less than budgeted, then they shall come before the Board of Commissioners and present a corrective plan of action to the Finance Committee.

BE IT FURTHER RESOLVED that all County Elected Officials and County Department Heads shall review departmental charges for services and fees and make a recommendation, with justification, for fee adjustments to the Board of Commissioners to cover the costs of providing services.

BE IT FURTHER RESOLVED items under \$100,000 that are approved with the adoption of the 2021 Budget, and include department line item detail deemed sufficient by the County Administrator or Deputy County Administrator/Financial Officer will receive authorization to purchase or enter into contract as of January 1, 2021. Variances of the amount listed in the detail for that item, that are greater than 10 percent or \$25,000, whichever is lower, will require Board authorization prior to purchase or entering into contract. Variances less than 10 percent or \$25,000 of the line item detail may be approved by the County Administrator.

BE IT FURTHER RESOLVED that the County Administrator is authorized to execute transfers among line items and cost centers (departments) within funds in amounts not to exceed \$25,000 per transfer. The Finance Committee will be notified quarterly of any such transfers.

BE IT FURTHER RESOLVED that funds budgeted in departments line items for In-State Travel, Out-of-State Travel, and the newly created Daily Per-Diem Meal Reimbursement expense accounts be restricted from transfer to other line items without Board authorization with the exception of transfers from the In-State Travel line item to Daily Per Diem meals as long as the result is net zero.

BE IT FURTHER RESOLVED that any services funded by State/Federal grants which costs exceed grant funding and which services are not basic to the health and safety of the residents of Livingston County and/or which are provided by others; shall be discontinued and the grant funding declined.

BE IT FURTHER RESOLVED that any services that lose funding (either charges-for-services, fees, or contractual, etcetera) or which costs exceed the revenue generated and which services are not basic to the health and safety of the residents of Livingston County and/or the services are provided by others; shall be reduced to commensurate with funding levels.

BE IT FURTHER RESOLVED that all Judges, County Elected Officials and County Department Heads shall abide by the County Procurement Policy, as adopted and amended from time to time by this Board, for all purchases made with funds appropriated by the Board of Commissioners; and these budgeted funds shall be appropriated contingent upon compliance with the County Procurement Policy.

BE IT FURTHER RESOLVED that all Judges, County Elected Officials and County Department Heads shall abide by the County Claims & Payable Policy and Budget Transfer Policy, as adopted and amended by this Board from time to time.

BE IT FURTHER RESOLVED that all Judges, County Elected Officials, County Department Heads, and employees shall abide by the County Employee Business Expense Policy, as adopted and amended by this Board from time to time.

BE IT FURTHER RESOLVED that the mileage reimbursement rate for employees and elected officials for use of their personal vehicles to travel/perform county business be established at current IRS rate per mile.

BE IT FURTHER RESOLVED that the approved Authorized & Funded Employee List contained in the attached budget reflects the number of employees who are authorized to be employed and no funds are appropriated for any position or employees not on the approved Authorized & Funded Employee List.

BE IT FURTHER RESOLVED that the position changes below be authorized as of January 1, 2021 and be reflected in Position Control in the County's ERP System:

Position	Title	Department	Fund	Change
22800112	Communication Specialist	IT	636	-1.0
17200108	Communication Specialist (transfer from IT)	County Administration	101	1.0
68200108	Veteran Counselor	Veterans	295	-1.0
Total Authorized Changes (1.0)				

BE IT FURTHER RESOLVED that the County utilizes Position Control in the County's ERP system to maintain all Board authorized positions. Resolutions for new positions or department reorganizations being presented to the Board of Commissioners for approval will clearly state the funding source and amount requested for that position on the resolution, the position control number, position description, group and FTE. Positions being funded by grants or other stated sources of funding will not be made active in the County Position Control module until an

approved categorized budget from the awarding agency is received by Fiscal Services, as the position will be tied to this funding source in Position Control.

BE IT FURTHER RESOLVED positions that will become vacant where the department head deems it necessary to temporarily double fill for greater than 30 calendar days for either transition or succession planning purposes will need to bring the request to the Board for approval and authorization of funding.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes the systematic transfer of funds in accordance with the 2021 Budget Plan and as amended from time to time through budget transfers and/or amendments, for Internal Service Fund direct charges for services, indirect costs per the approved cost allocation plan, benefits charges, and inter-department billings to reimburse for services provided, and authorizes the County Treasurer to make the appropriate journal entries and work order module entries to effectuate the systematic transfers, and authorize the Treasurer to effectuate any revised systematic transfers as a result of an amended budget.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the transfer of funds up to the amount listed below from the Capital Improvement Fund (Fund 403) to the Departments listed based on actual expenditures incurred throughout the year on the approved projects listed below, and authorizes the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers upon request.

Department	ORG	Project	Amount
Information Technology	63622800	Network Security Upgrade	\$51,000
Information Technology	63622800	Network Firewall Upgrade	\$96,600
Information Technology	63622800	Record/Document Storage Expansion	\$65,200
Information Technology	63622800	Website	\$45,000
Information Technology	63622800	Primary Phone System Replacement	\$95,000
Information Technology	63622800	Data Recovery and Backup System	\$40,000
Information Technology	63622800	Camera System Upgrade	\$50,000
Facilities Services	63126500	Asphalt Replacement at various County lots	\$125,000
Sheriff	10130100	Secure Employee Parking	\$60,000
Sheriff	10130100	In-Car Cameras	\$70,000
Sheriff -Jail	10135100	Remodel Sheriff/Jail Office Areas	\$200,000
Total			\$ 897,800

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the transfer of monies within budgetary limits from the General Fund to Special Revenue Funds for the purpose of grant matching based on actual expenditures throughout the year, and authorizes the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers upon request.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY ADMINISTRATION

LIVINGSTON COUNTY, MICHIGAN

304 E. Grand River Avenue - Suite 202 - Howell MI 48843

TEL: (517) 546-3669
EMAIL: NBurd@livgov.com

NATHAN BURD
COUNTY ADMINISTRATOR

BUDGET MEMORANDUM

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: CAROL GRIFFITH - BOARD CHAIRWOMAN
KATE LAWRENCE - BOARD VICE-CHAIRWOMAN & FINANCE COMMITTEE CHAIRWOMAN
NATHAN BURD – COUNTY ADMINISTRATOR

DATE: NOVEMBER 23, 2020

RE: LIVINGSTON COUNTY 2021 BUDGET

Attached for your consideration is the Livingston County Budget Plan for Fiscal Year 2021. The plan is balanced and prepared in accordance with Public Act 2 – the Uniform Budgeting and Accounting Act, as amended. The budget presented aligns with the Board of Commissioners commitment to provide the residents of Livingston County the efficient delivery of services while continuing to maintain its financial integrity. The budget serves as a tool the Board uses to communicate its priorities and provide financial transparency to the citizens of Livingston County and other interested parties. Through the budget appropriation, the Livingston County Board of Commissioners provides funding to departments to provide services.

2020 was a unique and challenging year due to the COVID-19 pandemic. From the outset, Commissioners took necessary and responsible action to restrict discretionary spending, place a moratorium on hiring, and participate in federal and state funding opportunities related to the pandemic. These actions, together with a history of wise fiscal stewardship, has enabled Livingston County to weather the initial storm and move into 2021 on sound financial footing. It is important to note that the COVID-19 pandemic is not over and continued vigilance will be required throughout 2021.

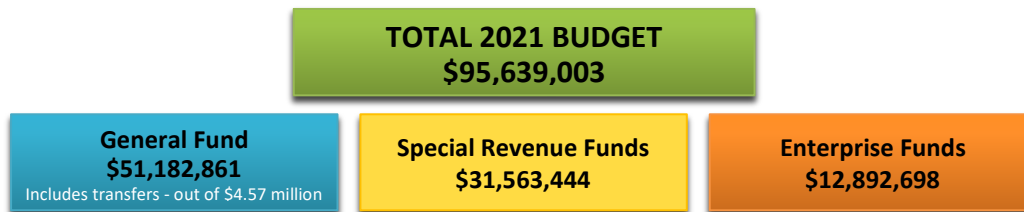
Livingston County continues to operate with the lowest County millage rate in the state. We are proud to present a budget for 2021 that maintains a high level of services without an increase in taxes. The budget is based on several core budgeting principles; conservative but realistic revenue projections, recurring expenditures that are funded by recurring revenue sources, and a conscious effort to maintain a sufficient level of reserves for cash flow requirements and unexpected situations. The 2021 Budget Plan includes funding for both department operations and capital improvement projects.

The 2021 budget process and budget calendar was approved by the Board of Commissioners at its May 26, 2020 Full Board meeting. The budget process begins with the Revenue Forecast Committee, a

multi-department committee comprised of various elected officials and county staff, participating in a series of meetings to review and develop the estimated General Fund revenue for the upcoming year. This is an essential step in the budget process and serves as the foundation for making decisions during the development of the budget plan.

Proposed Budget

The 2021 budget for all County budgeted funds totals \$95.6 million, a reduction of \$694,792, or less than a 1% decrease from the 2020 Revised Operating Budget.



County Internal Service Funds are not part of the 2021 Budget, pursuant to Public Act 2 of 1968, as amended. As charge backs to the County Departments, these costs are included within the individual Department Budgets. The estimated cost of Internal Service charges for 2021 are \$20,925,129, down 3% from 2020.

Summary of Changes

The differences in the 2021 Proposed Operating Budget compared to the 2020 Revised Operating Budget by fund type are mainly attributed to the following:

- General Fund Budget – decrease of \$113,857, or .22% from 2020 Revised Budget
 - \$897,800 is budgeted for capital improvements
 - \$1.2 million is appropriated for an additional payment to fund the County pension plan
- Special Revenue Funds – decrease of \$1,372,850, or 4.17% from 2020 Revised Budget
 - Completion of the new 911 Central Dispatch Facility in 2020 resulted in a decrease of \$388K 911 Operations in 2021
 - Decrease in Federal Grants of \$518K offset by an increase in State Grants of \$222K (not including Indigent Defense).
 - One time set up costs of new Public Defender Office in 2020 has resulted in a decrease in the State Indigent Defense Grant award in the amount of \$423K for 2021
 - Close-out of Michigan Works fund resulted in a onetime transfer to GF in the amount of \$224k in 2020.
- Enterprise Funds – increase of \$791,916, or 6.54% from 2020 Revised Budget mainly attributed to an increase in the Septage Receiving Station of \$743K for a planned expansion

Capital projects over \$50,000 that have been approved are included within the department operating budgets. Capital projects slated for 2021 include items for the Sheriff's Department (continued remodel of the facility, in-car cameras, and secured parking areas), Facility Services (parking lot improvements and Friend of the Court parking lot and offices), and IT (network security upgrades, firewall upgrades,

record storage expansion, data recovery replacement, cloud infrastructure, phone system replacement, Livgov.com rebuild, and camera system upgrade). Capital Projects not approved in the 2021 Adopted Budget will need to be brought to the Board of Commissioners for authorization in the new fiscal year.

2021 REVENUES

All Funds 2021

CATEGORY - REVENUE	% OF TOTAL	AMOUNT
Taxes	38.72%	\$36,232,000
Charges for Service	23.56%	22,039,186
Intergovernmental Revenue	21.44%	20,062,600
Transfers in from Other Funds	4.43%	4,145,796
*Other Revenue	11.85%	11,087,349
Total Revenue All Funds	100.0%	\$93,566,931

General Fund 2021

CATEGORY - REVENUE	% OF TOTAL	AMOUNT
Taxes	63.47%	\$32,485,000
Charges for Service	10.96%	5,610,836
Intergovernmental Revenue	11.50%	5,886,419
Transfers in from Other Funds	.93%	475,125
*Other Revenue	13.14%	6,725,481
Total Revenue General Fund	100.0%	\$51,182,861

**A more comprehensive list of revenue categories are included in the 2021 Budget Plan Summary Pages*

Total revenue next year is expected to decrease by \$1.69 million over the current projected year-end revenues. General Fund Revenue is expected to decrease in 2021 by \$113.9K million from the current year-end projected revenue. Taxable values increased from \$9.35 billion in 2019 to \$9.80 billion in 2020, an estimated 4.81% increase from 2019. The rise in State Taxable Value (STV) is expected to increase property tax revenue by approximately 2.0%, or \$636K. Property Taxes are the largest source of revenue to the general fund providing over 63% of its revenue.

- The Board of Commissioners formally adopted the 2020 operating millage rates on June 8, 2020. The total proposed millage rate for 2021 is 3.6789, down from the 2019 total millage rate of 3.7125. The millages are broken down as follows:

Fund	Millage	Millage Rate	Voted Through	2021 Projected Amount
101	General Operating	3.2765	Allocated	\$32,336,000
210	Emergency Management System	.2897	2030	\$2,736,000
295	Veterans Services	.1127	2021	\$1,011,000
	TOTAL	3.6789		

A revenue category showing a significant decrease in All Funds is Intergovernmental Revenues which reflects a decrease in the total amount of Federal Grants anticipated in 2021 as well as a large reduction in State Grant revenue related to the one time funds received to start a Public Defender's Office. The General Fund revenue sources are sufficient to support the level of County general operations that are being requested in the 2021 budget plan.

EXPENDITURES

Total Expenditures for All Funds are budgeted at \$95.6 million, which includes \$51.2 million for General Fund Operations. This is a decrease of \$694K from the current year's Revised Budget for All Funds. The General Fund expenditure budget is \$113.9K less than the 2020 Revised Budget. Increased personnel costs, internal service costs, capital improvement projects, and an increase in the cost of providing services have all contributed to the overall increase.

All Funds

EXPENDITURE CATEGORY	2021 BUDGET	%
Wages & Benefits	\$59,613,241	62.33%
Other Operating Costs	28,509,106	29.81%
Capital - Equipment / Projects	1,292,500	1.35%
Transfers Out	6,224,156	6.51%
Total Budget All Funds	\$95,639,003	100%

General Fund

EXPENDITURE CATEGORY	2021 BUDGET	%
Wages & Benefits	\$ 33,111,755	64.69%
Other Operating Costs	13,172,435	25.74%
Capital - Equipment / Projects	330,000	.64%
Transfers Out	4,568,671	8.93%
Total Budget All Funds	\$ 51,182,861	100%

Wages and benefits are approximately 62% of the cost of all operations. The 2021 budget includes increases in employee wage and benefit costs including a 2.25% increase in wage scales for non-union employees and for union groups pending collective bargaining. This increase is sustainable and consistent with current levels of inflation.

Pension costs are a major expense in all funds and represents 8.07% of all expenses. In the General Fund, it represents about 10.18% of total expenditures. The pension valuation report received for December 31, 2019 shows the County as 75% actuarially funded overall with an unfunded liability of over \$41.6 million. Funding our pension obligation is a priority of the Board and for the past several years the Board of Commissioners has elected to make additional pension payments to reduce this unfunded liability to ensure that our employees receive the retirement benefit they were promised. The Board of Commissioners has authorized a total of more than \$22 million in additional payments over the last nine years and an allocation of \$1.2 million is included in the 2021 General Fund budget. Even with these additional payments, future annual required contributions are estimated to increase over the next several years.

Other factors contributing to the slight decrease from the current year is the reduction of Election supplies that were associated with the Presidential election. Also there is a substantial decrease in equipment expense related to the one-time equipment purchases in the Sheriff Office in 2020.

Positions Changes

The 2021 Budget includes no new staff positions, but does include funding for existing positions that were "frozen" during the COVID-19 induced hiring moratorium. It also authorizes the transfer of the Communications Specialist from the IT Department to County Administration. The elimination of a vacant Veteran Counselor is requested by the Veteran Services department.

CONCLUSION

Livingston County has managed to remain financially sound due to its strong financial policies and practices. Acting prudently and moving forward conservatively is a long-term commitment of the County Board of Commissioners as representatives of the citizens of Livingston County. Livingston County's ability to weather obstacles and plan ahead for times of uncertainty certainly stand out, as reflected by Livingston County's AAA bond rating, which was reaffirmed by Moody's in October of this year.



We owe a great deal of appreciation to the many departments that have assisted in the development of this budget. This is a collaborative Countywide effort and our elected officials, directors, and staff members understand the responsibility to use public funds in the most efficient manner. Competing and sometimes conflicting needs have been carefully analyzed to ensure the final recommended budget appropriates the County's resources the best way possible to support the priorities and goals set forth by the Board of Commissioners. We specifically wish to recognize the members of the Revenue Forecast Committee, the Livingston County Planning Department, County Administration, and Fiscal Services staff for their all of their hard work and effort in preparing their forecasts, plans, and compiling the many individual details into a comprehensive budget plan.

CAROL S. GRIFFITH - BOARD CHAIRWOMAN

KATE LAWRENCE - BOARD VICE-CHAIRWOMAN

NATHAN BURD – COUNTY ADMINISTRATOR

RESOLUTION

NO: 2020-11-272

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution to Authorize a Mid-Fourth Quarter Budget Amendment 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/revenue activity and includes:

- Transfers of payroll expenses between funds to account for Public Safety and Public Health Payroll Reimbursement (PSPHPR), and Coronavirus Relief Local Government Grants (CRLGG) CARES Act funding required to be in a separate special revenue fund
- First Responder Hazard Pay Premiums Program (FRHPPP),
- Decreased budget for Sheriff Jail capital improvement projects that have been delayed as well as the corresponding transfer in of funds from the Capital Improvement Fund
- Increased expenditures for alcohol & drug counseling services offset by an increase in Alcohol & Convention Tax
- Increased expenditures for ROD Automation for prior year media conversion project
- Increased revenue for the Animal Shelter Donation Fund
- Increase in Local Community Stabilization funds / Personal Property Tax reimbursement in the amount of \$294,919
- Reduction of State Share Revenue in the amount of \$760,931 as a result of the State eliminating the August payment and creating the CARES Act payroll reimbursement programs
- Increase in ROD revenue for transfer tax, computer usage and charges for service in the amount of \$146,000

WHEREAS the proposed amendment adjusts General Fund anticipated revenue/ and/or expense for:

- Reduction of Court revenue in the amount of \$138,000
- Increase in Jail federal inmate housing in the amount of \$324,744
- An additional payment to pension in the amount of \$1,000,000

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

	Fund or Org	Approved 2020 budget	Proposed amendment	Amended 2020 budget
101	General Fund	\$ 51,296,718	\$ (1,564,885)	\$ 49,731,833
23930106	Sheriff Secondary Road Patrol	\$ 132,446	\$ (7,871)	\$ 124,575
256	ROD Automation	\$ 314,113	\$ 100,000	\$ 414,113
28230100	Cares Act - Sheriff	\$ -	\$ 1,148,008	\$ 1,148,008
28230106	Cares Act - Shrf Traffic	\$ -	\$ 8,871	\$ 8,871
28230143	Cares Act - Shrf Animal Cont	\$ -	\$ 25,763	\$ 25,763
28230500	Cares Act - Shrf Crt Security	\$ -	\$ 38,143	\$ 38,143
28232500	Cares Act - 911 Central Disp	\$ -	\$ 269,510	\$ 269,510
28235100	Cares Act -Jail	\$ -	\$ 1,206,782	\$ 1,206,782
28242600	Cares Act - Emerg Mgt	\$ -	\$ 6,241	\$ 6,241
28260100	Cares Act -Health Dept	\$ -	\$ 13,028	\$ 13,028
28264800	Cares Act - Medical Examiner	\$ -	\$ 12,032	\$ 12,032
28265100	Cares Act - EMS	\$ -	\$ 569,738	\$ 569,738
28285200	Cares Act - Benefits Fund	\$ -	\$ 5,783	\$ 5,783
677	Benefit Fund	\$ 10,954,169	\$ (5,783)	\$ 10,948,386

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:

RESOLUTION

NO: 2020-11-273

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution Authorizing the Reorganization of the Drain Department – Drain Commissioner

WHEREAS, the Drain Commissioner has evaluated the organizational structure of the Drain Department and wishes to make changes to that structure; and

WHEREAS, the Drain Commissioner instituted a reorganization of the sanitary operations team as approved by Resolution No. 2019-09-145, which requested the new position of Sanitary Facilities Operator (Grade 7) be changed to that of Assistant Sanitary Facilities Operator position (Grade 6) with the intent to promote to Sanitary Facilities Operator (Grade 7) upon learning necessary skills and knowledge and achieving specified goals; and

WHEREAS, the individual currently occupying the Assistant Sanitary Facilities Operator position was hired on October 28, 2019 and has exceeded the expectations set forth by the Director; and

WHEREAS, the Director initially submitted to Human Resources and County Administration the necessary documentation to promote this individual on March 31, 2020; and

WHEREAS, County Administration had asked the Drain Commissioner to temporarily hold off on the promotion due to uncertainty of impacts related to COVID; and

WHEREAS, the County Board of Commissioners instituted a moratorium on hiring and promotions of County staff on April 22, 2020, which has since been lifted on October 26, 2020; and

WHEREAS, the Drain Commissioner desires to promote the Assistant Sanitary Facilities Operator to Sanitary Facilities Operator effective May 1, 2020 as originally intended; and

WHEREAS, the proposed changes to the organizational structure were already included in the approved 2020 budget and would not require a budget amendment; and

WHEREAS, the general fund is reimbursed annually for the full cost of this position by the various enterprise and drain funds under the authority of the Drain Commissioner.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reorganization of the Drain Department changing the Assistant Sanitary Facilities Operator position to Sanitary Facilities Operator, as described in the position control chart below.

CURRENT:

Position #	Description	Status	Group	Grade	FTE
27500107	ASSISTANT SANITARY FACILITY OPERATOR	A	NU	6	1.00

PROPOSED:

Position #	Description	Status	Group	Grade	FTE
27500107	SANITARY FACILITY OPERATOR	A	NU	7	1.00

BE IT FURTHER RESOLVED that the effective date of the promotion of the Assistant Sanitary Facilities Operator to Sanitary Facilities Operator shall be May 1, 2020.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
OFFICE OF THE LIVINGSTON COUNTY DRAIN COMMISSIONER

2300 E. Grand River Avenue, Suite 105, Howell, MI 48843
Phone 517-546-0040 Fax 517-545-9658
Web Site: www.livgov.com/drain

Memorandum

To: Livingston County Board of Commissioners
From: Michelle LaRose, Deputy Drain Commissioner
Date: 11/4/2020
Re: Reorganization of the Drain Department

Honorable Commissioners:

On September 18, 2019, at the request of the Drain Commissioner, the Board of Commissioners approved a reorganization of the Drain office (Resolution 2019-09-145) that changed a Sanitary Facilities Operator position (Grade 7) to Assistant Sanitary Facilities Operator (Grade 6). The intent of that request was to create a tiered structure offering opportunity for advancement. The potential for a promotion provides incentive for the less experienced Assistant Sanitary Facilities Operator to learn the job efficiently and effectively. The more quickly an operator can get up to speed in understanding the sewer system operations, the sooner that person can share in other responsibilities such as becoming the lead responder to emergency calls outside of normal working hours. Consequently, it also offers incentive for the more experienced operators to help train the Assistant since it ultimately alleviates additional burden on them once the person is promoted. This helps to foster a stronger team environment.

The Sanitary Operators provide essential services through the operation and maintenance of County-owned sanitary sewer systems and the Septage Receiving Station and are deemed critical and essential in protecting the health, safety, and welfare of the citizens of Livingston County as our systems service thousands of customers. Our office strives to retain qualified and experienced staff in order to effectively operate and maintain these sewer systems.

On October 28, 2019, the Drain office hired an Assistant Sanitary Facilities Operator. Goals were established with the new operator with the understanding that accomplishing these goals would lead to career advancement. The operator has learned the job exceptionally well, has exceeded the original goals, and was deserving of a promotion to Sanitary Facilities Operator within the first several months of employment. The more experienced sanitary operations team members attest to his performance and are eager to see their teammate promoted.

The process to promote this individual was initiated on March 31, 2020, with the intent to have the promotion in place by May 1, 2020. At that time, the promotion was delayed at the request of County Administration, understandably due to the unknown impacts of COVID-19. Shortly thereafter, the County instituted a moratorium on hiring and promotions, which has since been lifted. Since the original intent was to promote this individual by May 1, 2020, this request includes setting the effective date of the promotion to reflect this.

The 2020 budget was developed based on a structure that included four Sanitary Facilities Operators and one Sanitary Facilities Superintendent. Therefore, this would not adversely impact the budget for 2020. Additionally, this position is 100% reimbursed to the County through the DPW's enterprise funds and various drain funds.

We respectfully request passage of the attached resolution for reorganization of the Drain Department.

RESOLUTION

NO: 2020-11-274

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution Approving an Appointment to the Livingston County Community Mental Health Authority Board - Board of Commissioners

WHEREAS, the term of a representative on the Livingston County Community Mental Health Authority Board has expired and the seat has been vacated; and

WHEREAS, the following appointment has been recommended:

Community Mental Health Authority Board

Patrick Bridge Term expires 12.31.2022

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the above referenced appointment and expiration date.

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MOVED:
SECONDED:
CARRIED:



Community Mental Health Services *of Livingston County*

October 22, 2020

Commissioner Carol Griffith
Livingston County Board of Commissioners
304 E. Grand River Ave.
Howell, Michigan 48843

Subject: Request for appointment to Livingston County Community Mental Health Authority Board: Patrick Bridge

Dear Commissioner Griffith:

This letter is to request appointment of Patrick Bridge to the Livingston County Community Mental Health Authority Board. As you can see from the attached letter he brings a depth of knowledge and expertise that will be an asset to our Board. Mr. Bridge will be replacing Ms. Jan Aubry. She vacated her position after 26 years of service on December 31, 2019.

We ask for his three-year appointment to begin January 1, 2021 and end December 31, 2023. If you have any questions, please let me know. Thank you for your consideration.

Sincerely,

Constance Conklin
Executive Director

Livingston County Board of Commissioners
304 E. Grand River Ave, Suite 201
Howell, Michigan 48843

October 19, 2020

Dear Livingston County Board of Commissioners,

My wife and I moved into the county in July of 2018, after 22 years in Plymouth/Canton. We have spent the last 2 1/2 years getting to know the area and I am now ready to become more involved in my new community. This letter is to indicate my interest in being appointed to the Livingston County Community Mental Health Authority Board of Directors.

I hold a Bachelor of Science in Criminal Justice from Eastern Michigan University, a Master of Science in Security Administration from the University of Detroit, and a PhD in Theoretical Evaluation and Research with a Minor in Community Medicine from Wayne State University. I believe my educational background allows me to bring a unique perspective to the Board, one firmly grounded in research methods and statistics and a deep understanding of the literature that underlies best clinical practices.

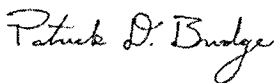
I currently work at the University of Michigan Medical School (UMMS) as the Director of Evaluation, Assessment, and Quality Improvement. As part of my work at UMMS, I serve on several committees, including the Accreditation Steering Committee, Curriculum Policy Committee, and the Competency Assessment Committee to name a few. Prior to working at the UMMS, I worked at Wayne State University (WSU) for 19 years, starting as an Assistant Professor in the Department of Family Medicine and retiring from WSU as an Associate Professor of Family Medicine and Public Health Sciences and Associate Dean for Undergraduate Medical Education in the School of Medicine.

Working at state universities, receiving grants from both the federal government and state of Michigan, I am aware of the importance of using tax dollars wisely. Maintaining a balance between providing clinically proven services by experienced staff while keeping spending within bounds is a constant challenge. The importance of excellent mental health services cannot be overstated. Helping those who struggle with mental illness, assisting families, working with law enforcement and the court system, as well as integrating mental health and physical health services where feasible are all critically important components of a sound mental health system. Livingston County is fortunate to have one of the best Community Mental Health programs in the state. There are many factors that contribute to this success, but clearly having Connie Conklin as Director is critical. I have met with Ms. Conklin and we discussed the role of an effective board member, her vision for continued mental health services in Livingston County, how an effective Board can contribute to reaching that vision, and how I could contribute.

Finally, I will mention that I have seen family members struggle with addiction and mental illness and the positive impact that treatment services can provide, further contributing to my desire to serve on the LCCMHA Board.

In advance, thanks for the opportunity and please do not hesitate to contact me with any questions you may have or if you would like professional or personal references.

Sincerely,



Patrick D. Bridge
4523 Filbert Drive
Brighton, MI 48116
bridgepatrick972@gmail.com

RESOLUTION

NO: 2020-11-275

LIVINGSTON COUNTY

DATE: November 23, 2020

Resolution Authorizing the County Treasurer to Suspend Enhanced Access Fees for Livingston Live (Webtecs) Online Transactions - Treasurer

WHEREAS, the recent MIOSHA Rule 5 section 8 states, “The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely;” and

WHEREAS, the County Treasurer has investigated the ability of suspending enhanced access fees across online services provided by Livingston County through various vendors as a means of encouraging online transactions and reducing in-person transactions across Livingston County departments; and

WHEREAS, Webtecs, Inc is the vendor utilized for “Livingston Live” transactions for the processing of the following online services; and

Circuit Court Record Look Up and Payments
District Court Record Look Up and Payments
Juvenile Court Record Look Up and Payments
Treasurer Delinquent Tax / Property Look Up and Payments
Treasurer Dog Licensing
Register of Deeds Record Look Up
County Clerk Vital Records Copy Requests

WHEREAS, the County Treasurer recommends suspending the enhanced access fee on all Livingston Live transactions processed through Webtecs, Inc.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the County Treasurer to temporarily suspend enhanced access fees through Webtecs Inc. in order to assist in compliance with MIOSHA Rule 5 section 8.

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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

Memorandum

To: Livingston County Board of Commissioners

From: Jennifer M. Nash, Treasurer

Date: November 20, 2020

Re: Resolution Authorizing the County Treasurer to Suspend Enhanced Access Fees
For Livingston Live Online Transactions Through Webtecs, Inc.

I apologize for the urgency in getting this on the agenda. In light of the recent discovery of MIOSHA rule 5, section 8, I wanted to get this to you as soon as able to aid our departments in complying with the rule.

As you may know, the county utilizes a variety of credit card processing vendors for the various online services provided by our departments. All of these transactions across all vendors include an enhanced access fee, which is charged to the customer to cover the cost of processing that transaction. I have investigated our ability to suspend those access fees across each vendor in an effort to reduce in-person transaction and encourage online transactions.

We have a contractual obligation to assess the enhanced access fee in all cases EXCEPT Livingston Live transactions processed through Webtecs, Inc. In the case of Webtecs, the enhanced access fee is revenue to the IT fund, which is used to offset the credit card processing fees. Those processing fees are recognized as an expense to the IT fund. In all other cases, the revenue and expense belong to the 3rd party vendor and we therefore have no discretion.

Webtecs, Inc. is the vendor utilized for the list of online services below. These are high demand services and as such, I am recommending the temporary suspension of the enhanced access fee (fee schedule is attached) on all Webtec provided services.

Circuit Court Record Look Up and Payments
District Court Record Look Up and Payments
Juvenile Court Record Look Up and Payments
Treasurer Delinquent Tax / Property Look Up and Payments
Treasurer Dog Licensing
Register of Deeds Record Look Up
County Clerk Vital Records Copy Requests

Admittedly, this will result in a revenue loss to the IT fund of approximately \$12,000 per month. Thank you for your consideration and I am happy to answer any further questions you may have.

LivingstonLive.org Convenience Fee Schedule

(Adopted July 17, 2006)

The convenience fee is charged per transaction in addition to the specific fee(s) for service requested by the LivingstonLive.org user. The convenience fee is calculated based on the specific department Fee for Service requested by the user according to the follow fee schedule:

Department Fee for Service	Convenience Fee
\$0.01 - \$2.00	\$0.50
\$2.01 - \$5.00	\$1.00
\$5.01 - \$12.00	\$2.00
\$12.01 - \$25.00	\$3.00
\$25.01 - \$50.00	\$4.00
\$50.01 - \$100.00	\$5.00
\$100.01 - \$175.00	\$6.00
\$175.01 - \$250.00	\$8.00
More than \$250.00	3%

The Enhanced Access to Public Records Act (P.A. 462 of 1996) permits a county to charge a 'convenience fee' to reimburse for the cost of providing enhanced digital access to public records. The revenue from the convenience fee is used to offset the costs of processing online credit card payments and to provide some reimbursement for the infrastructure, development and ongoing operational costs of providing enhanced access to the public through the County's LivingstonLive.org Online Services Website.

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY
MICHIGAN OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

GENERAL RULES

EMERGENCY RULES

CORONAVIRUS DISEASE 2019 (COVID-19)

Filed with the secretary of state on October 14, 2020

These rules take effect upon filing with the secretary of state and shall remain in effect for 6 months.

(By authority conferred on the director of the department of labor and economic opportunity by sections 19, 21, and 24 of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1019, 408.1021, and 408.1024, and Executive Reorganization Order Nos. 1996-1, 1996-2, 2003-1, 2008-4, 2011-4, and 2019-3, MCL 330.3101, 445.2001, 445.2011, 445.2025, 445.2030, and 125.1998.)

FINDING OF EMERGENCY

These rules are promulgated by the Director of the Michigan Department of Labor and Economic Opportunity to establish requirements for employers to control, prevent, and mitigate the spread of coronavirus disease 2019 (COVID-19) among employees. Based on the best available scientific evidence and public health guidance published by the U.S. Centers for Disease Control (CDC) and other public health authorities, COVID-19 is an infectious disease caused by the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2). SARS-CoV-2 is easily transmitted through the air from person-to-person through respiratory aerosols, and the aerosols can settle and deposit on environmental surfaces where they can remain viable for days. There is currently no approved vaccine or proven effective antiviral treatment for COVID-19. In addition to its contagious nature, COVID-19 is dangerous and deadly. As of October 7, 2020, COVID-19 has infected 130,842 Michiganders and killed 6,847 in less than seven months.

Work, by its nature, removes people from the confines and relative safety of their homes to interact with others who may be carrying the virus including coworkers, customers, patients, or the public at large. Employees who come into contact with others at work are at elevated risk of infection.

Since March 2020, employers have reported 30 worker deaths from COVID-19 in Michigan and 127 in-patient hospitalizations for COVID-19 potentially linked to workplace exposure to SARS-CoV-2. MIOSHA has received over 3,800 complaints from employees alleging uncontrolled COVID-19 hazards in the workplace and 263 referrals from local government, including local health departments, indicating that businesses were not taking all the necessary measures to protect their employees from SARS-CoV-2 infection.

The Legislature has declared that “all employees shall be provided safe and healthful work environments free of recognized hazards.” MCL 408.1009. Employers must provide employees with “a place of employment that is free from recognized hazards that are causing, or are likely to

October 14, 2020

cause, death or serious physical harm to the employee.” MCL 408.1011(a). Nonetheless, Michigan’s experience with COVID-19 demonstrates that the disease can spread rapidly without protective measures and standards in place. Workplaces, where employees, customers, and members of the public congregate, pose a particular threat for COVID-19’s spread. To mitigate and limit COVID-19’s spread in workplaces and to protect employees across Michigan, it is necessary to impose these rules and standards.

Businesses must do their part to protect employees, their patrons, and their communities. Many businesses have already done so by implementing robust safeguards to prevent viral transmission. But we can and must do more: no one should feel unsafe at work. Pursuant to section 21(2) of the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1021, I find that these emergency rules are necessary to protect employees during the ongoing COVID-19 pandemic.

Based on the best available scientific evidence and public health guidance available regarding the spread of COVID-19 in the workplace, I find that these emergency rules are necessary to protect employees. If the non-emergency rulemaking process specified in the administrative procedures act of 1969 (APA), 1969 PA 306, MCL 24.201 to 24.328, for the promulgation of rules was followed, employees across Michigan may be unnecessarily exposed to SARS-CoV-2 during the rule promulgation process. Further, existing MIOSHA rules do not directly address COVID-19’s spread in the workplace and employees are likely to experience an increased probability of infection at work until the protective measures in this rule are in place. Accordingly, following the non-emergency rulemaking process would undermine the effectiveness of Michigan’s emergency response to COVID-19, and expose Michigan workers to a higher risk of contracting the disease in their places of employment.

The Director, therefore, for the preservation of the public health, safety, and welfare, finds that a clear and convincing need exists for the promulgation of emergency rules as provided in section 48 of the APA, MCL 24.248, without following the notice and participation procedures required by sections 41 and 42 of the APA, MCL 24.241 and 24.242.

Rule 1. Scope and application.

These rules apply to all employers covered in the Michigan occupational safety and health act, 1974 PA 154, MCL 408.1001 to 408.1094.

Rule 2. Definitions.

(1) As used in these rules:

- (a) “Close contact” means someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the person is isolated.
- (b) “COVID-19” means coronavirus disease 2019, a severe acute respiratory disease characterized by symptoms including fever, cough, fatigue, and shortness of breath which may progress to pneumonia, multi-organ failure, and death.
- (c) “Known cases of COVID-19” means persons who have been confirmed through diagnostic testing to have COVID-19.
- (d) “SARS-CoV-2” means severe acute respiratory syndrome coronavirus 2, the virus which is the causative agent of COVID-19.
- (e) “Suspected cases of COVID-19” means persons who have symptoms of COVID-19 but have not been confirmed through diagnostic testing or persons who have had close contact with a person who has been confirmed through diagnostic testing to have COVID-19.

Rule 3. Exposure determination for all employers.

- (1) The employer shall evaluate routine and reasonably anticipated tasks and procedures to determine whether there is actual or reasonably anticipated employee exposure to SARS-CoV-2.
- (2) The employer shall categorize jobs tasks and procedures into the following risk categories:
 - (a) Lower exposure risk job tasks and procedures. These job tasks and procedures are those that do not require contact with people known to be or suspected of being infected with SARS-CoV-2 nor frequent close contact (e.g., within 6 feet) with the general public. Workers in this category have minimal occupational contact with the public and other coworkers.
 - (b) Medium exposure risk job tasks and procedures. These job tasks and procedures include those that require frequent or close contact (e.g., within 6 feet) with people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travelers who may return from locations with widespread SARS-CoV-2 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g., schools, high-population-density work environments, high-volume retail settings).
 - (c) High exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category could include licensed health care professionals, medical first responders, nursing home employees, law enforcement, correctional officers, or mortuary workers.
 - (d) Very high exposure risk job tasks and procedures. These job tasks and procedures are those with high potential for exposure to known or suspected sources of COVID-19 during specific medical, postmortem, or laboratory procedures. Workers in this category can include:
 - (i) Healthcare workers (e.g., doctors, nurses, dentists, paramedics, emergency medical technicians) performing aerosol-generating procedures (e.g., intubation, cough induction procedures, bronchoscopies, some dental procedures and exams, or invasive specimen collection) on known or suspected COVID-19 patients.
 - (ii) Health care or laboratory personnel collecting or handling specimens from known or suspected COVID-19 patients (e.g., manipulating cultures from known or suspected COVID-19 patients).
 - (iii) Morgue workers performing autopsies, which generally involve aerosol-generating procedures, on the bodies of people who are known to have or are suspected of having COVID-19 at the time of their death.

Rule 4. COVID-19 preparedness and response plan for all employers.

- (1) The employer shall develop and implement a written COVID-19 preparedness and response plan, consistent with the current guidance for COVID-19 from the US Centers for Disease Control and Prevention (CDC) and recommendations in “Guidance on Preparing Workplaces for COVID-19,” developed by the Occupational Health and Safety Administration (OSHA).
- (2) The preparedness and response plan shall include the employee exposure determination from Rule 3 and shall detail the measures the employer will implement to prevent employee exposure, including any:
 - (a) Engineering controls.

- (b) Administrative controls.
 - (c) Basic infection prevention measures.
 - (d) Personal protective equipment.
 - (e) Health surveillance.
 - (f) Training.
- (3) The employer shall make the preparedness and response plan readily available to employees and their representatives, whether via website, internal network, or by hard copy.

Rule 5. Basic infection prevention measures for all employers.

- (1) The employer shall promote frequent and thorough hand washing, including by providing workers, customers, and worksite visitors with a place to wash their hands. If soap and running water are not immediately available, provide antiseptic hand sanitizers or alcohol-based hand towelettes containing at least 60 percent alcohol.
- (2) The employer shall require workers who are sick to not report to work or work in an isolated location.
- (3) The employer shall prohibit workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- (4) The employer shall increase facility cleaning and disinfection to limit exposure to SARS-CoV-2, especially on high-touch surfaces (e.g., door handles), paying special attention to parts, products, and shared equipment (e.g., tools, machinery, and vehicles).
- (5) The employer shall establish procedures for disinfection in accordance with CDC guidance if it is suspected or confirmed that an employee, visitor, or customer has a known case of COVID-19.
- (6) The employer shall use Environmental Protection Agency (EPA)-approved disinfectants that are expected to be effective against SARS-CoV-2 based on data for harder to kill viruses.
- (7) The employer shall follow the manufacturer's instructions for use of all cleaning and disinfection products (e.g., concentration, application method and contact time, and personal protective equipment).
- (8) The employer shall create a policy prohibiting in-person work for employees to the extent that their work activities can feasibly be completed remotely.

Rule 6. Health surveillance for all employers.

- (1) The employer shall conduct a daily entry self-screening protocol for all employees or contractors entering the workplace, including, at a minimum, a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with, if possible, a temperature screening.
- (2) The employer shall direct employees to promptly report any signs and symptoms of COVID-19 to the employer before or during the work shift.
- (3) The employer shall physically isolate any employees known or suspected to have COVID-19 from the remainder of the workforce, using measures such as, but not limited to:
 - (a) Not allowing known or suspected cases to report to work.
 - (b) Sending known or suspected cases away from the workplace.
 - (c) Assigning known or suspected cases to work alone at a remote location (for example, their home), as their health allows.
- (4) When an employer learns of an employee, visitor, or customer with a known case of COVID-19, the employer shall:
 - (a) Immediately notify the local public health department, and

- (b) Within 24 hours of learning of the known case, notify any co-workers, contractors, or suppliers who may have come into contact with the person with a known case of COVID-19.
- (5) The employer shall allow employees with a known or suspected case of COVID-19 to return to the workplace only after they are no longer infectious according to the latest guidelines from the CDC and they are released from any quarantine or isolation order by the local public health department.

Rule 7. Workplace controls for all employers.

- (1) The employer shall designate one or more worksite COVID-19 safety coordinators to implement, monitor, and report on the COVID-19 control strategies developed under these rules. The COVID-19 safety coordinator must remain on-site at all times when employees are present on site. An on-site employee may be designated to perform the COVID-19 safety coordinator role.
- (2) The employer shall place posters in the languages common in the employee population that encourage staying away from the workplace when sick, cough and sneeze etiquette, and proper hand hygiene practices.
- (3) The employer shall keep everyone on the worksite premises at least 6 feet from one another to the maximum extent possible and to reduce congestion, including using ground markings, signs, and physical barriers, as appropriate to the worksite.
- (4) The employer shall provide non-medical grade face coverings to their employees at no cost to the employee.
- (5) The employer shall require face coverings to be worn when employees cannot consistently maintain 6 feet of separation from other individuals in the workplace and consider face shields when employees cannot consistently maintain 3 feet of separation from other individuals in the workplace.
- (6) The employer shall require face coverings in shared spaces, including during in-person meetings and in restrooms and hallways.

Rule 8. Personal protective equipment requirements for all employers.

- (1) The employer shall provide employees with the types of personal protective equipment, including respirators if necessary, for protection from SARS-CoV-2 appropriate to the exposure risk associated with the job. The employer must follow current CDC and OSHA guidance for personal protective equipment.
- (2) The employer shall ensure that the personal protective equipment is properly fitted and worn; used consistently; regularly inspected, maintained, and replaced, as necessary; and properly removed, cleaned, and stored or disposed of to avoid contamination of self, others, or the work environment.
- (3) In establishments that provide medical treatment or housing to known or suspected cases of COVID-19, the employer shall ensure that employees in frequent or prolonged close contact with such cases are provided with and wear, at a minimum, an N95 respirator, goggles or face shield, and a gown.

Rule 9. Industry-specific requirements. An employer of a business, operation, or facility in the industry sectors named below shall comply with the following requirements specific for its business, operation, or facility.

- (1) **Construction.** Businesses or operations in the construction industry must:
 - (a) Create dedicated entry point(s) at every worksite, if possible, for daily screening as provided in Rule 6 of these rules, or in the alternative issue stickers or other indicators to employees to show that they received a screening before entering the worksite that day.

- (b) Identify choke points and high-risk areas where employees must stand near one another (such as hallways, hoists and elevators, break areas, water stations, and buses) and control their access and use (including through physical barriers) so that social distancing is maintained.
- (c) Create protocols for minimizing personal contact upon delivery of materials to the worksite.
- (2) **Manufacturing.** Manufacturing facilities must:
 - (a) Create dedicated entry point(s) at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening.
 - (b) Create protocols for minimizing personal contact upon delivery of materials to the facility.
- (3) **Retail, libraries, and museums.** Retail stores that are open for in-store sales, as well as libraries and museums, must:
 - (a) Create communications material for customers (e.g., signs or pamphlets) to inform them of changes to store practices and to explain the precautions the store is taking to prevent infection.
 - (b) Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).
 - (c) Post signs at store entrances instructing customers to wear a face covering when inside the store.
 - (d) Post signs at store entrances informing customers not to enter if they are or have recently been sick.
 - (e) Design spaces and store activities in a manner that encourages employees and customers to maintain 6 feet of distance from one another.
 - (f) Install physical barriers at checkout or other service points that require close interaction, including plexiglass barriers, tape markers, or tables.
 - (g) Establish an enhanced cleaning and sanitizing protocol for high-touch areas like restrooms, credit-card machines, keypads, counters, shopping carts, and other surfaces.
- (4) **Restaurants and bars.** Restaurants and bars must:
 - (a) Require 6 feet of separation between parties or groups at different tables or bar tops (e.g., spread tables out, use every other table, remove or put up chairs or barstools that are not in use).
 - (b) Require patrons to wear a face covering except when seated at their table or bar top (unless the patron is unable medically to tolerate a face covering).
 - (c) Prohibit access to common areas in which people can congregate.
 - (d) Create communications material for customers (e.g., signs, pamphlets) to inform them of changes to restaurant or bar practices and to explain the precautions that are being taken to prevent infection.
 - (e) Post signs at all entrances informing customers not to enter if they are or have recently been sick.
 - (f) Post signs instructing customers to wear face coverings until they are seated at their table.
 - (g) Require hosts, servers, and staff to wear face coverings in the dining area in addition to areas where social distancing cannot be maintained.
- (5) **Health care.** Health facilities or agencies, including outpatient health-care facilities, clinics, primary care physician offices, dental offices, and veterinary clinics, must:
 - (a) Post signs at entrance(s) instructing patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.

- (b) Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet away from one another and ask patients, if possible, to wait in cars for their appointment to be called.
- (c) Mark or arrange waiting rooms to enable 6 feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
- (d) Conduct a common screening protocol for all patients, including a temperature check and questions about COVID-19 symptoms.
- (e) Place hand sanitizer and face coverings at patient entrances.
- (f) Require patients to wear a face covering when in the facility, except as necessary for identification or to facilitate an examination or procedure.
- (g) Install physical barriers at sign-in, temperature screening, or other service points that normally require personal interaction (e.g., plexiglass, cardboard, tables).
- (6) **In-home services.** All businesses or operations that provide in-home services, including cleaners, repair persons, painters, and the like, must:
 - (a) Maintain accurate appointment record, including date and time of service, name of client, and contact information, to aid with contact tracing.
 - (b) Prior to entering the home, inquire with the customer whether anyone in the household has been diagnosed with COVID-19, is experiencing symptoms of COVID-19, or has had close contact with someone who has been diagnosed with COVID-19. If so, the business or operation must reschedule for a different time.
- (7) **Personal-care services.** All businesses or operations that provide barbering, cosmetology services, body art services (including tattooing and body piercing), tanning services, massage services, or similar personal-care services must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Post signs at all entrances informing customers not to enter if they are or have recently been sick.
 - (c) Restrict entry to customers, to a caregiver of those customers, or to the minor dependents of those customers.
 - (d) Limit waiting-area occupancy to the number of individuals who can be present while staying 6 feet away from one another and ask customers, if possible, to wait in cars for their appointment to be called.
 - (e) Discard magazines in waiting areas and other non-essential, shared items that cannot be disinfected.
 - (f) Mark or arrange waiting rooms to enable 6 feet of social distancing (e.g., by placing X's on the ground and/or removing seats in the waiting room).
 - (g) Require employees and customers to wear a face covering at all times, except that customers may temporarily remove a face covering when receiving a service that requires its removal. During services that require a customer to remove their face covering, an employee must wear a face shield or goggles in addition to the face covering.
- (8) **Public accommodations.** Sports and entertainment facilities, including arenas, cinemas, concert halls, performance venues, sporting venues, stadiums and theaters, as well as places of public amusement, such as amusement parks, arcades, bingo halls, bowling alleys, night clubs, skating rinks, and trampoline parks, must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Post signs outside of entrances informing customers not to enter if they are or have recently been sick.
 - (c) Require patrons to wear a face covering (unless the patron is unable medically to tolerate a face covering).

- (d) Establish crowd-limiting measures to meter the flow of patrons (e.g., digital queuing, delineated waiting areas, parking instructions, social distance markings on ground or cones to designate social distancing).
- (e) For sports and entertainment facilities, establish safe exit procedures for patrons (e.g., dismiss groups based on ticket number, row).
- (9) **Sports and exercise facilities.** Gymnasiums, fitness centers, recreation centers, exercise facilities, exercise studios, bowling alleys, roller rinks, ice rinks, and like facilities must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Post signs outside of entrances instructing individuals not to enter if they are or have recently been sick.
 - (c) Mandate wearing of facial coverings at all times except when swimming.
 - (d) Provide equipment-cleaning products throughout the facility for use on equipment.
 - (e) Ensure that ventilation systems operate properly.
- (10) **Meat and poultry processing.** Meat and poultry processing plants must:
 - (a) Create at least 1 dedicated entry point at every facility for daily screening and ensure physical barriers are in place to prevent anyone from bypassing the screening.
 - (b) Provide clean face coverings or disposable mask options for employees to use when the coverings become wet, soiled, or otherwise visibly contaminated over the course of a workday.
- (11) **Casinos.** Casinos must:
 - (a) Post signs at all entrances instructing customers to wear a face covering when inside the facility.
 - (b) Designate entry points and exit points with extensive signage of the directional flow of patrons.
 - (c) Place signs at each entrance point, cage, and throughout the casino reminding patrons of CDC guidelines for social distancing practices, proper washing of hands, wearing face coverings, and to stay at home if feeling ill or sick.
 - (d) Conduct a daily entry screening protocol for customers and any other individuals entering the facility, including a questionnaire covering symptoms and suspected or confirmed exposure to people with possible COVID-19, together with temperature screening.
 - (e) Require patrons to wear a face covering, except while eating or drinking or for identification purposes.

Rule 10. Training requirements for all employers.

- (1) The employer shall provide training to employees on SARS-CoV-2 and COVID-19.
- (2) The employer shall provide any communication and training on COVID-19 infection control practices in the primary languages common in the employee population.
- (3) The training shall cover:
 - (a) Workplace infection-control practices.
 - (b) The proper use of personal protective equipment.
 - (c) Steps the employee must take to notify the business or operation of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.
 - (d) How to report unsafe working conditions.
- (4) The employer shall provide updated training if it changes its preparedness and response plan or new information becomes available about the transmission of SARS-CoV-2 or diagnosis of COVID-19.

Rule 11. Recordkeeping requirements for all employers.

- (1) Employers must maintain a record of the following requirements:
- (a) Training. The employer shall maintain a record of all COVID-19 employee training.
 - (b) Screening protocols. The employer shall maintain a record of screening for each employee or visitor entering the workplace.
 - (c) Records of required notifications. The employer shall maintain a record of each notification required by Rule 6 of these rules.
- (2) Employers must maintain records for 1 year from time of generation.

DEPARTMENT OF LABOR AND ECONOMIC OPPORTUNITY

10/14/2020
Date

Sean Egan
Sean Egan
Director COVID Workplace Safety

Pursuant to Section 48(1) of the administrative procedures act of 1969, 1969 PA 306, MCL 24.248(1), I hereby concur in the finding of the Department of Labor and Economic Opportunity that circumstances creating an emergency have occurred and the public interest requires the promulgation of the above rules.

10/14/2020
Date

Gretchen Whitmer
Honorable Gretchen Whitmer
Governor