

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

AGENDA

December 21, 2020, 4:30 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>

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PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

MEETING MINUTES

November 16, 2020

4:30 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>

Members Present:

Robert Bezotte, Gary Childs, Douglas Helzerman, Jay Drick

1. CALL MEETING TO ORDER

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

2. ROLL CALL

3. APPROVAL OF MINUTES

Minutes of Meeting dated: October 19, 2020

Moved By D. Helzerman

Seconded By R. Bezotte

Yes (4): R. Bezotte, G. Childs, D. Helzerman, and Jay Drick

Motion Carried (4 to 0)

4. APPROVAL OF AGENDA

The Agenda was approved as presented.

Moved By D. Helzerman

Seconded By Jay Drick

Yes (4): R. Bezotte, G. Childs, D. Helzerman, and Jay Drick

Motion Carried (4 to 0)

5. REPORTS

None.

6. CALL TO THE PUBLIC

None.

7. RESOLUTIONS FOR CONSIDERATION

7.1 Jail

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

Undersheriff, Jeff Warder, introduced the Resolution. Connie Conklin, CMH Executive Director, was present as well.

Moved By R. Bezotte

Seconded By D. Helzerman

Yes (4): R. Bezotte, G. Childs, D. Helzerman, and Jay Drick

Motion Carried (4 to 0)

7.2 Drain Commissioner

Resolution Authorizing the Reorganization of the Drain Department

Michelle LaRose, Deputy Drain Commissioner introduced the Resolution to the Committee.

Moved By D. Helzerman

Seconded By Jay Drick

Yes (3): R. Bezotte, G. Childs, and D. Helzerman

No (1): Jay Drick

Motion Carried (3 to 1)

8. CALL TO THE PUBLIC

None.

9. ADJOURNMENT

Meeting Adjourned at 4:47 pm.

Moved By D. Helzerman

Seconded By R. Bezotte

Yes (4): R. Bezotte, G. Childs, D. Helzerman, and Jay Drick

Motion Carried (4 to 0)



Carol Sue Jonckheere, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

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,** Livingston County, through its Department of Public Works (DPW), owns and operates the Livingston Regional Sanitary Sewer System (LRSS) and the Livingston County Septage Receiving Station (SRS), in addition to nine (9) sanitary sewer drains under the authority of the Drain Commissioner; and
- WHEREAS,** the current sanitary sewer operations structure includes five full time operators consisting of one Sanitary Facilities Superintendent and four Sanitary Facilities Operators who perform operation and maintenance on the wastewater systems spread throughout Livingston County; and
- WHEREAS,** the SRS was originally intended to receive 12 million gallons of septage annually, and is projected to exceed 35 million gallons this year with roughly the same staffing contingent it had at its opening in 2007; and
- WHEREAS,** an entirely new SRS dewatering facility (5,800 sq ft) has been constructed and is projected to commence operations by December 31, 2020; and
- WHEREAS,** a revised asset management plan has been prepared for the LRSS that identifies capital improvement projects and preventative maintenance required over the next ten years beginning in 2021; and
- WHEREAS,** the wastewater systems service approximately 2,500 customers throughout Livingston County; and
- WHEREAS,** the current staff structure will not be adequate to successfully and safely take on both the additional responsibilities of the new press facility and the projects identified in the asset management plan; and
- WHEREAS,** the DPW has assessed the operational needs of the department and determined that the greatest area of need is in the area of technical support, in addition to providing backup for current wastewater operations and;
- WHEREAS,** through resolution, the DPW strongly recommended the addition of a new Wastewater Technical Specialist that will contribute to operations while also bringing a new skill-set to the team through knowledge and experience related to graphical control interfaces, software administration, geospatial data management, system diagnostics, and development of standard operating procedures; and
- WHEREAS,** the cost of the new position will be \$86,789 which includes wages and benefits; and
- WHEREAS,** the entirety of the costs of this position incurred by Livingston County are reimbursed in full by the DPW enterprise funds of the SRS and Livingston Regional Sewer System, as well as nine (9) sanitary sewer drainage districts.

THEREFORE BE IT RESOLVED that the Board of Commissioners hereby approves reorganization of the Drain Department authorizing the addition of a Wastewater Technical Specialist as described in the position control chart below.

Position #	Description	Group	Grade	FTE
27500124	WASTEWATER TECHNICAL SPECIALIST	NU	8	1.00

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

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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: 12/16/2020
Re: Reorganization of the Drain Department

Honorable Commissioners:

On behalf of the Livingston County Board of Public Works (BPW), I am requesting a reorganization of the Drain Department that would include the addition of one full time employee to the sanitary sewer operation team in the form of a Wastewater Technical Specialist.

BACKGROUND

The BPW, in conjunction with the office of the drain commissioner, is responsible for the operation and maintenance of numerous wastewater systems throughout the County. The Drain Commissioner serves on the BPW as the Director of Public Works. The breadth of responsibilities includes operation and maintenance of the following systems:

- **Livingston Regional Sewer System (LRSS)**
The LRSS provides sanitary sewer service to approximately 2,400 customers throughout Tyrone and Hartland Townships. Approximately 60% of these customers are serviced by a grinder pump or septic tank effluent pump, which require added maintenance. Utilizing state grant funding, a comprehensive asset management plan (AMP) was developed and adopted by the BPW. The AMP identifies preventative maintenance and long-term capital improvement needs over the next 10 years and will continue to be updated annually. Implementation of the AMP projects will begin in 2021. Each project will be evaluated on an individual basis to determine the most cost-effective path forward, which may include contracting services, completing the work with internal staff, or a combination of both.
- **Septage Receiving Station (SRS)**
The SRS was constructed in 2007 and was initially projected to accept 12 million gallons of septage. In 2020, the flows are projected to reach over 33 million gallons. This

substantial volume results in an increase in waste strength at Genesee County's Water Resource Recovery Facility (WRRF) in Linden where the waste is treated, which causes problems with their plant operation and the SRS permit limits. Consequently, the BPW was issued a corrective action plan to construct a dewatering facility that would remove solids and bring the WRRF into compliance. Despite the enormous success of the station, which one of our consultants estimates is one of the busiest septage stations in the United States, we have maintained nearly identical staffing to what we started with when the station initially opened.

- **Septage Dewatering Station (SDS)**

The SDS is currently under construction and is expected to be in operation by December 31, 2020. The SDS is a new facility constructed at the site of the existing SRS where a press machine will be installed along with another bay for trucks to offload. The septage flows received by the SRS and the SDS will run through the press to remove solids and bring the SRS/SDS into compliance by meeting permit limits. As we learned through operation of a similar temporary press over the last several months, these press machines require significant operational oversight.

- **Community Wastewater Sites**

The Drain Commissioner's office is also responsible for the operation and maintenance of nine community wastewater systems spread throughout Livingston County. These systems are established as drainage districts through the Michigan Drain Code (Act 40 of 1956) and service nearly 200 customers. The systems include a variety of operational components such as grinder pumps, septic fields, and advanced filtration systems.

NEW POSITION DESCRIPTION

The job description for the Wastewater Technical Specialist is attached. The intent of this position is to develop internal technical expertise along with operational experience that will allow the operations team to stay on top of changing technologies and streamline our operations. Several of the specific tasks of this new position will include:

- Improve internal troubleshooting capabilities on mechanical and electrical control systems.
- Install/upgrade/maintain SCADA systems used for operational control, system reporting, and identification of system deficiencies.
- Serve as administrator to update and maintain the work order management system used for tracking routine maintenance and inspections, recording service requests and corresponding work, and reporting.
- Develop and maintain standard operating procedures to ensure consistency and improve operational efficiencies.

BOARD OF PUBLIC WORKS RECOMMENDATION

The BPW has extensively evaluated and discussed our operational needs based on our current systems, the addition of the Septage Dewatering Facility, and the implementation of maintenance and capital improvement projects identified in the LRSS asset management plan. The consensus of the board was that more than one position is warranted at this point, however, they felt that the addition of a single position and evaluation of our needs over the

next year was the wisest approach. As indicated in the attached resolution, the BPW recommends the addition of a Technical Specialist to the sanitary operations crew. (Please note the attached version has been approved by the DPW Board in December and is awaiting signature.)

BUDGET IMPLICATIONS

The County would be fully reimbursed the cost of this position through the sanitary sewer system operating budgets.

Based on the information presented, we respectfully request passage of the attached resolution for reorganization of the Drain Department.

LIVINGSTON COUNTY JOB DESCRIPTION

WASTEWATER TECHNICAL SPECIALIST

Supervised By: Wastewater Superintendent

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Wastewater Superintendent is responsible for serving as the technical expert on software and critical sanitary sewer system components, including system diagnostics, implementing and troubleshooting asset management software and SCADA systems and pump station control systems. Also assists with sanitary sewer system maintenance and repairs, performing any and all of the duties of a Wastewater Operator as needed.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Operates and maintains sanitary sewer collection system, treatment facilities, and onsite community wastewater systems.
2. Performs any and all of the duties of a Wastewater Operator as needed.
3. Communicates professionally with landowners, regulatory agencies, developers, septic haulers, local units of government, and the general public with questions or concerns regarding the County's sanitary sewer systems.
4. Develops sampling protocol to comply with state and local requirements.
5. Serves as a lead responder to emergency requests on a 24-hour basis.
6. Locates and flags underground utilities in response to MISS DIG design and construction staking requests.
7. Conducts pump station drawdown tests to evaluate pump performance.
8. Stays up-to-date on industry trends to learn the latest technology as it relates to sanitary system equipment and repair options and researches various technologies for system improvements.

9. Reviews and analyzes operational data collected through SCADA systems and troubleshoots, and reports concerns to the Wastewater Superintendent and Deputy Drain Commissioner.
10. Assists the Wastewater Superintendent in developing and updating standard operating procedures (SOPs).
11. Trains field personnel on utilizing various technologies such as GPS, GIS, SCADA and asset management software.
12. Installs operational controls and instrumentation for integration with SCADA systems in a variety of control schemes that monitor and control the sanitary sewer systems.
13. Serves as safety representative for sanitary sewer operations, including implementation of job hazard analysis, OSHA compliance, safety training, and recommending the purchase of safety-related equipment and supplies.
14. Troubleshoots issues with sanitary sewer control systems and communicates necessary repairs to the Wastewater Superintendent and Deputy Drain Commissioner.
15. Collects GPS data for new infrastructure and updates existing GIS maps.
16. Functions as asset management software administrator responsible for implementing software upgrades and other improvements as needed.
17. Reviews and recommends plans and specifications for instrumentation, computer programs, and other systems.
18. Complies with State of Michigan reporting requirements for sanitary sewer overflows as required under Part 31 of Public Act 451, as amended.
19. Assists with data collection, software administration, and technical training for the Drain Commissioner's Office's maintenance workers as needed.
20. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's Degree in applied science, water/wastewater environmental technology or a related technology field with five years of experience. Or, a high school diploma/GED and ten years of experience. Acceptable experience includes working as a wastewater

collection systems operator directly involved with software programs and control systems.

- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Ability to obtain and keep current all applicable certifications and training, including forklift, vactor, overhead crane, confined space, first aid, and any other requirements necessary to perform the job duties.
- Michigan Commercial Driver's License Class A with tanker endorsement or the ability to obtain within a reasonable timeframe.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors, landowners, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of underground line locating equipment, confined space meters, toxic gas data loggers, electrical testing equipment, and sewage sampling meters.
- Mechanical aptitude with knowledge of mechanical and electrical equipment.
- Ability to follow verbal and written instructions and pay explicit attention to detail.
- NASSCO Pipeline Assessment and Manhole Assessment Certifications.
- Advanced skills in Microsoft Word, Excel, and database management, and the ability to learn department-specific software.
- Experience collecting data using a GPS unit.
- Ability to analyze, interpret and operate various complex software programs.
- Knowledge of ArcGIS software and experience creating or modifying basic maps, including representation of geospatial data.
- Ability to respond to emergencies or service needs on a 24-hour basis

Physical Demands and Work Environment:

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

individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, walk, climb, use hands and fingers, talk, hear, and view and create written documents. The employee uses hand strength to grasp tools and may climb ladders or uneven terrain. The employee is frequently required to reach with hands and arms, such as to operate and repair vibrating machinery, use wrenches, hand tools, etc., and operate motorized equipment and vehicles. The employee must lift or push/pull objects of up to 75 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually moderate to loud.



Livingston County
Department of Public Works
2300 E. Grand River, Suite 105
Howell, Michigan 48843-7581
Phone (517) 546-7150 Fax (517) 545-9658



Board of Public Works

Livingston County, Michigan

RESOLUTION No. 2020-

APPROVED:

Resolution Requesting the Addition of a Sixth Operator in the Form of a Technical Specialist to the Sanitary Sewer Operations Team

At a meeting of the Department of Public Works of the County of Livingston (the "LCDPW") held via Zoom on December 3, 2020, at 8:00 a.m., there were

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____ and supported by _____

WHEREAS, the Board of Public Works has authority over the Livingston County Department of Public Works under Act 185 of 1957; and

WHEREAS, Livingston County, through its Department of Public Works (DPW), owns and operates the Livingston Regional Sanitary Sewer System (LRSS) and the Livingston County Septage Receiving Station (SRS), in addition to 9 sanitary sewer drains under the authority of the Drain Commissioner; and

WHEREAS, the current sanitary sewer operations structure includes five full time operators consisting of one Sanitary Facilities Superintendent and four Sanitary Facilities Operators who perform operation and maintenance on 10 wastewater systems and a septage receiving station spread throughout Livingston County; and

WHEREAS, the SRS was originally intended to receive 12 million gallons of septage annually, and is projected to exceed 35 million gallons this year with roughly the same staffing contingent it had at its opening in 2007; and

WHEREAS, an entirely new press facility (5,800 sq ft) has been constructed and is projected to commence operations by December 31, 2020; and

WHEREAS, a revised asset management plan has been prepared for the LRSS that identifies capital improvement projects and preventative maintenance required over the next ten years beginning in 2021; and

WHEREAS, the current staff structure will not be adequate to successfully and safely take on both the additional responsibilities of the new press facility and the asset management plan; and

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Livingston County to Declare a Local State of Emergency - Emergency Management

WHEREAS, Livingston County has been impacted by the Novel Coronavirus (COVID-19), a respiratory disease that can result in serious illness or death; and

WHEREAS, Livingston County must be able to continue government and business operations safely, without posing a danger to the public or county officials; and

WHEREAS, on October 16, 2020 Senate Bill 1108 extended the ability to hold public meetings electronically / virtually through December 31, 2020 and retroactively from March 18, 2020; and,

WHEREAS, the provisions of Senate Bill 1108 will expire on 12-31-2020, while the dangers of the COVID 19 pandemic persist into 2021; and

WHEREAS, Livingston County, as of 12-7-2020, has experienced 5922 cases of COVID 19; 52 COVID 19 related deaths; and cases are expected to increase through the winter and spring of 2021; and

WHEREAS, the COVID 19 vaccination for the general public will likely not be available until spring of 2021; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes a Local Declaration of Emergency in order to protect the safety, health, and wellbeing of the public and government officials while conducting business utilizing an electronic / virtual platform to hold public meetings, and meet the requirements of the Michigan Open Meetings Act.

BE IT FURTHER RESOLVED the Chairman of the Board of Commissioners be authorized to sign the Local Declaration of Emergency for Livingston County. The Local Declaration will cover all local jurisdictions within Livingston County to conduct public meetings utilizing electric / virtual platforms. The Signed Local Declaration shall be submitted to Michigan State Police Emergency Management Division by the Livingston County Emergency Management Coordinator, and filed with the Livingston County Clerk's Office.

BE IT FURTHER RESOLVED that due to the prolonged nature of this event, this emergency declaration may remain in effect until March 31, 2021 or when the board acts to terminate or extend the state of emergency.

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF EMERGENCY MANAGEMENT

1911 Tooley Rd, Howell, MI 48855
Phone 517-540-7926 Fax 517-546-6788
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Therese Cremonte, Emergency Manager
Date: 12/08/2020
**Re: Resolution to Approve Local Declaration of Emergency– Emergency
Management / Public Safety/ Finance / Full Board**

The local impact of the novel coronavirus (COVID-19), a respiratory disease that can result in serious illness or death, has created the need for a local emergency declaration in order for Livingston County to safely continue business while complying with the Michigan Opens Meetings Act.

Due to COVID 19, the following conditions exist: As of 12-7-2020, Livingston County has experienced 5922 cases of COVID 19, and 52 deaths. Cases are currently on the rise, and a vaccine to combat the COVID 19 virus will likely not be available to the general public until spring of 2021, at the earliest.

On October 16, 2020 Senate Bill 1108 extended the ability to hold public meetings electronically virtually through December 31, 2020 and retroactively from March 18, 2020. A Local Emergency Declaration by the Livingston County Board of Commissioners should be considered to continue holding electronic / virtual public meetings to protect the public and county leadership until the danger of the pandemic has passed.

Once approved and signed, the local declaration must be filed with the Michigan State Police, Emergency Management and Homeland Security Division, posted under the Livingston County Emergency Management Program Status on the Michigan Critical Incident Management System (MICIMS), and filed with the Livingston County Clerk's Office. Other jurisdictions within Livingston County may operate under the provisions of this Local Emergency Declaration for Livingston County.

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

Local "State of Emergency" County of Livingston

Submission date: December 8, 2020

To: Deputy State Director of Emergency Management and Homeland Security – Emergency Management and Homeland Security Division, Michigan State Police; District 1 Emergency Management and Homeland Security Division Coordinator

Beginning on March 10, 2020 the County of Livingston sustained widespread injury, loss of life, and damaging economic impact caused by the novel coronavirus (COVID-19), a respiratory disease that can result in serious illness or death. As a result of this situation, the following conditions exist: As of 12-7-2020, Livingston County has experienced 5922 cases of COVID 19, and 52 deaths. Cases are currently on the rise, and a vaccine to combat the COVID 19 virus will likely not be available to the general public until spring of 2021, at the earliest. Livingston County is currently complying with the MDHHS issued epidemic orders under MCL 333.2253, which grants certain powers to the director of the department to protect public health. These epidemic orders partially replaced the EOs issued by Governor Whitmer to protect public health and safety. This includes the ability to hold public meetings electronically / virtually and to be in compliance with the Michigan, Open Meetings Act.

On October 16, 2020 Senate Bill 1108 extended the ability to hold public meetings electronically / virtually through December 31, 2020 and retroactively from March 18, 2020.

The COVID 19 health crisis is expected to continue through the greater part of 2021. The health, safety, and welfare of Livingston County citizens, directors, and government leadership is of paramount concern. This state of emergency is being declared by Livingston County in order to take actions at the local level to protect the afore mentioned groups from the spread of infection, illness, and possible death caused by the COVID 19 virus.

Due to the prolonged nature of this event, this emergency declaration remains in effect until March 31, 2021 or when the board acts to terminate or extend the state of emergency.

Therefore, as Board of Commissioners Chairperson of the County of Livingston in accordance with Section 10 of 1976 PA 390, as amended, I hereby declare that a "state of emergency" exists within our jurisdiction as of December 8, 2020, and that local resources are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

Authorized by:

Carol Griffiths
Chairperson, Board of Commissioners
County of Livingston

Signature: _____

Submittal Instructions

1. This declaration must be promptly forwarded (**via the MI CIMS as an attachment to the EM Program Status board, or by email, facsimile, or LEIN as a backup only if the MI CIMS is inoperable or not accessible / available**) to the Commanding Officer of the Emergency Management and Homeland Security Division, Michigan State Police (email address: MSP-EMHSD@michigan.gov; facsimile #: 517-284-3857; LEIN code: ELOP), and the appropriate MSP/EMHSD District Coordinator.
2. If the MI CIMS is inoperable or not accessible / available and using email, facsimile, or LEIN will delay the information, the telephone should be used. If telephone service is not available, radio may be used. MI CIMS or hardcopy confirmation must be forwarded as soon as possible.
3. A copy of this declaration should be kept on file with the local Clerk (County Clerk for counties; City or Township Clerk for municipal emergency management programs).

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving the Creation of a Full-Time Assistant Public Defender II Position in the Public Defender Department

WHEREAS, the Public Defender Department has a need for a Public Defender II Position; and

WHEREAS, the Assistant Public Defender II position has previously been evaluated by Municipal Consulting Services, LLC., who classified the position at Grade 13; and

WHEREAS, funding for same is available in the Michigan Indigent Defense Commission's FY 2021 Grant; and,

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby establish an Assistant Public Defender II Position in the Public Defender Department.

Position #	Description	Group	Grade	FTE
17290111	ASSISTANT PUBLIC DEFENDER II	NU	13	1.00

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary supplemental appropriation to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



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

Memorandum

To: Livingston County Board of Commissioners
From: Karen Groenhout, Livingston County Public Defender
Date: November 10, 2020
Re: Resolution Authorizing the Creation of a Public Defender II Position.

The Livingston County Public Defender's Office has been operational approximately one year. At the time of the original organization of the office the number of attorneys and hearings were unknown. Since that time, it is clear that we require a full time attorney to cover arraignments. Therefore, at this time the Public Defender's Office is requesting approval to hire a full time Public Defender II. This change was built into our request for grant funding through the Michigan Indigent Defense Commission and was approved in the annual grant.

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



CONTACT INFORMATION

Requester: Karen E. Groenhout Title of Requester: Chief Public Defender
 Dept. Phone Number/Extension: 260 Date Requested: 11/23/2020

POSITION INFORMATION

Position Title: Assistant Public Defender II Supervisor: Karen E. Groenhout

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to **reclassify** a current position? Yes ☐ No ☒

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position **(REQUIRED)**: When the PD Office was established in Jan. 2020
It was not clear how many arraignments were going to be handled by the office as it had never been done before.
Our office handled approximately 1,000 arraignments this year and the position requires a full time attorney.

FUNDING INFORMATION

Base Annual Salary: \$78,574/yr./\$37,7758 hr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation **(Required)**: Current: Org. 26017200 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☐ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Karen E. Groenhout 11/23/2020
 Department Head _____ Date _____

HR OFFICE ONLY

Job Class: 6095 Job Title: Assistant Public Defender II Grade/Step: 13S / 1
 FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 11/23/2020

BUDGET OFFICE ONLY

Position Control # _____ Org. 26017200

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

Comments: requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reorganization of the Public Defender's Office

WHEREAS, the Public Defender has evaluated the organizational structure of the Public Defender's Office and wishes to make changes to that structure; and

WHEREAS, the Public Defender's Office, when formed, was anticipated to need two Administrative Aides and one Administrative Specialist; and

WHEREAS, the Public Defender's Office is currently operating with three administrative staff all working within the job description of Administrative Specialist; and

WHEREAS, the two positions of Administrative Aide should be reclassified to Administrative Specialists; and

WHEREAS, the Administrative Specialist position has previously been evaluated by Municipal Consulting Services, LLC., who classified the positions at Grade 5; and

WHEREAS, the intent of the Public Defender is to consider potential promotion of both Administrative Aides (Grade 3) to Administrative Specialists (Grade 5) ; and

WHEREAS, the funds for the proposed changes to the organizational structure of the Public Defender's Office are accounted for in the current budget.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reorganization of the Public Defender's Office changing the two Administrative Aide Positions to Administrative Specialist Positions as described in the position control chart below.

CURRENT:

Position #	Description	Status	Group	Grade	FTE
17290109	ADMIN AIDE	A	NU	3	1.00
17290110	ADMIN AIDE	A	NU	3	1.00

PROPOSED:

Position #	Description	Status	Group	Grade	FTE
17290109	ADMIN SPECIALIST	A	NU	5	1.00
17290110	ADMIN SPECIALIST	A	NU	5	1.00

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorize any necessary supplemental appropriation to effectuate the above.

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MOVED:

SECONDED:

CARRIED:



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

Memorandum

To: Livingston County Board of Commissioners
From: Karen Groenhout, Livingston County Public Defender
Date: November 10, 2020
Re: Resolution Authorizing the Reorganization of the Public Defender's Office

The Livingston County Public Defender's Office has been operational approximately one year. At the time of the original organization of the office the administrative needs and duties were unknown. Since that time, the job duties have been divided amongst the administrative staff and it is clear that the two positions that were originally classified as Administrative Aide positions are actually carrying out the duties of an Administrative Specialist. Based upon the division of duties and the skill level needed to fulfil these duties, the Public Defender's Office would like to change its structure from having two Administrative Aides and one Administrative Specialist Position to having all three administrative positions classified as Administrative Specialists. This change was built into our request for grant funding through the Michigan Indigent Defense Commission and was approved in the annual grant. Further, the change in salary was included in the 2021 Public Defender's budget request to Livingston County.

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

POSITION 1729010 JOB DUTIES

- **Front Desk/Receptionist**
 - Answer phones
 - take detailed messages for staff and relay in writing.
 - Greet the public and assist in answering questions regarding public defender services
 - Complete Court appointed attorney Petitions over the phone and in person with prospective clients
 - US Mail and interoffice mail
 - Open all interoffice and US mail and disperse to the right person or scan in the right client file
 - Maintain outside mailbox
 - Maintain Keys on bulletin board
 - Maintain/send out all outgoing mail
- **Office Supply Inventory**
 - Track office supply inventories – maintain supply closet
 - Check supplies on weekly basis and re-order as necessary
 - Maintain a list of supplies
 - Open deliveries of supplies and place in supply closet
- **Monitor office machines (postage/copy machine/label maker) and their necessary supplies.**
 - Replace cartridges
 - answer any questions from staff regarding procedures or problems
 - Contact companies regarding issues with postage or copy machine
 - Place requisition within MUNIS to acquire needed supplies.
- **Invoicing/PCARD**
 - Track incoming invoices by keeping paper copies in our binder
 - Make sure contracts and/or vendors are up to date as well as budgets.
 - Input invoices into MUNIS for AP to approve and pay.
 - Responsible for PCard check in and out.
 - Complete PCard Statement every month in MUNIS by allocating and attaching backup receipt documentation.
- **Expense Claims**
 - Review expense claims entered by our employees to assure proper documentation has been attached and Fiscal Services guidelines have been met.
 - Allocate the line item to the proper project string.
 - Release into workflow for approval in MUNIS.

- **Budget**
 - Budget Transfers
 - Monitor budget on a timeline to assure proper funds for incoming invoices and upcoming payment dates.
 - Track budget transfers on our spreadsheet.

- **Budget Reporting To MIDC**
 - Run YTD budget reports for Karen every week.
 - Run Project Ledger and General Ledger reports monthly to reconcile.
 - Gather backup invoices from Account Inquiry and Spending Reports for FSR submission.
 - Assist Karen and Hilery completing and submitting the FSR quarterly.
 - Track Continuing Education Credits for Attorneys for MIDC reporting

- **Maintain the Outlook Calendar**
 - Schedule on calendar and Send out meeting invites
 - Keep scheduled meetings up to date on calendar
 - Maintain special events for the office

- **Maintain the white boards (calendar/in-out) at office**
 - Place daily assignments of Judges and Attorneys on board
 - Schedule PV Arraignments with Judge's staff and place time on board
 - Request PV report from Judge's Staff or Circuit Court Administration
 - Contact on call attorney to notify of schedule Probation Violation Arraignement
 - Put on Outlook calendar

- **Miscellaneous**
 - Liaison between county departments, attorneys, and clients via email and telephone.
 - Meeting Minute Taker.
 - Familiar with anything Fiscal Services/Admin such as where county policies and documents are located etc.
 - Responsible for completing IT Help Desk Tickets
 - Maintain and Update all policy/procedure binders and folders on the S drive
 - Serve as backup for Amanda and Jenny as needed
 - Closing files PD Files – scan closing document, add to Defender data and put in file, then file in closed
 - Back up Jenny and Amanda
 - Other duties as assigned

17290110 JOB RESPONSIBILITIES

- **Monitor the Public Defender email - AS**
 - Notices
 - Misc follow up emails
 - Police Reports/Complaints/Evidence List
 - Pictures
 - Restitution
 - Judgment of sentence
 - PLEA forms from attorneys
 - Emails from retained attorneys (sub of attorney forms)
 - Emails from clients

- **Process every document that we receive from email/interoffice mail into Defendant DD file and alert attorneys -AS**
 - Notices
 - Restitution Documents
 - Lab reports
 - Probation reports
 - Violation Reports
 - Bond Violation Reports
 - Client documentation provided to office
 - Check probation drive daily – if reports are in file, put in DD and alert attorney

- **Open new files - AS**
 - Print Complaints and Staple onto inside of file
 - Save Discovery in Defender Data/Alert Attorneys
 - Make files folders
 - Place Court dates on calendar
 - File in Drawer

- **Send out supplemental discovery requests - AS**
 - Photographs
 - In Car Videos
 - Store Videos
 - Body Cams
 - Lab reports
 - Supplemental Police Reports

- **Send out all motions, subpoenas, and appellate paperwork. - AS**
 - Attach all exhibits

- Proof of Service
- Review for all legal filing requirements
- Contact attorney for missing documentation
- Request hearing date
- Coordinate with Prosecuting Attorney's Office and Court

- **Maintaining weekly dockets/files - AS**
 - Reschedule Court Dates - Daily
 - Cross check office calendar with Court dockets
 - Pull cases for the following week
 - If files don't have reports, request reports at this time

- **Contact clients - AS**
 - Request new addresses and email
 - Inform them of adjournments of court dates
 - Send out notices to Clients by mail or email
 - Mail or email police reports to Defendants (mostly police reports to lodged clients)

- **Main point person for all attorney requests for all regarding files - AS**
 - Contact court Staff to request missing notices, clarify court dates
 - Contact Prosecutor's office for missing discovery

- **Other Duties as assigned**



CONTACT INFORMATION

Requester: Karen E. Groenhout Title of Requester: Chief Public Defender
Dept. Phone Number/Extension: 517-540-8929 Date Requested: 11/23/20

POSITION INFORMATION

Position Title: Administrative Specialist Supervisor: Karen E. Groenhout

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: Darla Hibbard

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☒ Part-Time (21-29) ☐ Part-Time (20 or Less) ☐ Number of hours per week: 40

Justification of request / change of position **(REQUIRED)**: The position is currently classified as an Administrative Aide but does job duties of an Administration Specialist.

FUNDING INFORMATION

Base Annual Salary: \$19.31/hr/\$40,185 yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 100

Allocation **(Required)**: Current: Org. 26017200 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Karen Groenhout 11/23/2020
Department Head _____ Date _____

HR OFFICE ONLY

Job Class: 1074 Job Title: Administrative Specialist Grade/Step: 5 / 1

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 11/23/2020

BUDGET OFFICE ONLY

Position Control # 17290109 Org. 26017200

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

Comments: requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____



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Position Title: Administrative Specialist Supervisor: Karen E. Groenhout

1. Is the purpose of this request to fill a position as a result of a **vacancy**? Yes ☐ No ☒

If so, name of person last holding this position: Jennifer Wagner

2. Is the purpose of this request to **reclassify** a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

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