

FINANCE COMMITTEE

AGENDA

February 17, 2021, 7:30 AM

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

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

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

Pages

1. CALL MEETING TO ORDER

2. ROLL CALL

3. APPROVAL OF MINUTES

3

Meeting minutes dated: February 3, 2021

4. TABLED ITEMS FROM PREVIOUS MEETINGS

5. APPROVAL OF AGENDA

6. CALL TO THE PUBLIC

7. REPORTS

7.1. Delinquent Tax Revolving Fund and Legislation Update

Jennifer Nash, Livingston County Treasurer

8. RESOLUTIONS FOR CONSIDERATION

8.1. Juvenile Court

8

Resolution Authorizing Agreements with Multiple Vendors to Provide Court Appointed Attorney Services - 44th Circuit Court – Juvenile Division

8.2. Fiscal Services

13

Resolution Authorizing a Budget Amendment to Carry Forward Approved Prior Year Projects into the Fiscal Year 2021 Budget

9. CLAIMS

Dated: February 17, 2021

10. PREAUTHORIZED

Dated: January 29 through February 11, 2021

11. CALL TO THE PUBLIC

12. CLOSED SESSION

Consider Written Legal Opinion [MCL 15.268(h)]

13. ADJOURNMENT

FINANCE COMMITTEE

MEETING MINUTES

February 3, 2021, 7:30 a.m.

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

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

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

Members Present Kate Lawrence , Douglas Helzerman, Brenda Plank, Carol Sue Reader,
Wes Nakagiri, Jay Drick, Mitchell Zajac, Carol Griffith, and Jay Gross

1. **CALL MEETING TO ORDER**

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

2. **ROLL CALL**

Indicated the presence of a quorum.

The following Board Members attended remotely as follows:

Kate Lawrence, City of Brighton, Michigan
Douglas Helzerman, Handy Township, Michigan
Brenda Plank, Green Oak Township, Michigan
Carol Sue Reader, Deerfield Township, Michigan
Wes Nakagiri, Hartland Township, Michigan
Jay Drick, City of Howell, Michigan
Mitchell Zajac, Marion Township, Michigan
Carol Griffith, Genoa Township, Michigan
Jay Gross, Green Oak Township, Michigan

3. **APPROVAL OF MINUTES**

Meeting minutes dated: January 20, 2021

Motion to approve the minutes as presented.

Moved by: J. Gross

Seconded by: C. Reader

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: W. Nakagiri

Seconded by: B. Plank

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

6. CALL TO THE PUBLIC

None.

7. REPORTS

Commissioner Drick reported on a resolution passed by Alpena County Commissioners on January 30th. Legislation in the State of Texas has been presented to offer voters the option of remaining part of the U.S. American Journal of medicine released information supporting that HCL does lower mortality rates in COVID patients.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Fiscal Services

Resolution Establishing 2021 Budgets for Coronavirus Emergency Supplemental Funding Grants

Recommend Motion to the Board of Commissioners.

Cindy Catanach, Financial Officer, presented the resolution.

Moved by: C. Griffith

Seconded by: C. Reader

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.2 Car Pool

Resolution Authorizing an Increase in Total Authorized Vehicles for the Sheriff's Office Field Services Division

Recommend Motion to the Board of Commissioners.

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

Moved by: M. Zajac

Seconded by: D. Helzerman

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.3 LETS

Resolution Authorizing Contract Change Orders for Partial Driveway Replacement at the Transportation Complex

Greg Kellogg, LETS Department Director, presented the resolution.

Amendment: [ADD] "Therefore Be It Resolved that the total cost is not to exceed \$140,092.

Moved by: C. Griffith

Seconded by: B. Plank

Yes (8): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, and C. Griffith

No (1): J. Gross

Motion Carried (8 to 1)

Recommend Motion to the Board of Commissioners.

Moved by: D. Helzerman

Seconded by: C. Griffith

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.4 Emergency Medical Services

Resolution Authorizing a Clinical Training Affiliation Agreement with Ascension Genesys Hospital to Provide Clinical Internship Services

Recommend Motion to the Board of Commissioners.

David Feldpausch, EMS Department Director, presented the resolution.

Moved by: D. Helzerman

Seconded by: M. Zajac

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.5 Veterans' Services

Resolution Authorizing the Reorganization of the Veteran Services Department
Recommend Motion to the Board of Commissioners.

Mary Durst, Veterans' Services Department Director, presented the resolution.

Moved by: M. Zajac

Seconded by: C. Reader

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac,
C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.6 Veterans' Services

Resolution Authorizing with Contingencies, the County to Let 5,000 sq. ft. of Office
Space at 1420 Lawson Dr., Howell, MI 48843 on Behalf of the Veterans' Services
Department

Recommend Motion to the Board of Commissioners.

Mary Durst, Veterans' Services Department Director, presented the resolution.

Moved by: M. Zajac

Seconded by: C. Reader

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac,
C. Griffith, and J. Gross

Motion Carried (9 to 0)

8.7 County Administration

Resolution Authorizing an Amendment to the Agreement with Cohl, Stoker & Toskey,
P.C., to Provide Legal Services to Livingston County

Recommend Motion to the Board of Commissioners.

Nathan Burd, County Administrator, presented the resolution.

Moved by: C. Griffith

Seconded by: J. Gross

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac,
C. Griffith, and J. Gross

Motion Carried (9 to 0)

9. CLAIMS

Dated: February 3, 2021

Recommend Motion to the Board of Commissioners.

Moved by: W. Nakagiri
Seconded by: C. Griffith

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

10. PREAUTHORIZED

Dated: January 15 through January 28, 2021

Recommend Motion to the Board of Commissioners.

Moved by: W. Nakagiri
Seconded by: C. Griffith

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

11. CALL TO THE PUBLIC

None.

12. ADJOURNMENT

Motion to adjourn the meeting at 8:48 a.m.

Moved by: C. Griffith
Seconded by: D. Helzerman

Yes (9): K. Lawrence , B. Plank, C. Reader, W. Nakagiri, D. Helzerman, J. Drick, M. Zajac, C. Griffith, and J. Gross

Motion Carried (9 to 0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Agreements with Multiple Vendors to Provide Court Appointed Attorney Services - 44th Circuit Court – Juvenile Division

WHEREAS, the 44th Circuit Court – Juvenile Division – requires attorneys to provide Court Appointed Legal Counsel to minor children and parents in child protective proceedings and respondent children in juvenile delinquency proceedings; and

WHEREAS, in accordance with the County’s Procurement Policy, a formal Request for Qualification (RFQu) bid process was performed and thirteen (13) responses were received and evaluated; and

WHEREAS, the Circuit Court – Juvenile Division – has reviewed the submitted RFQs, authorize and recommend contracting with the following list of individual attorneys and firms to provide Court Appointed Legal Services in Juvenile Court proceedings:

1.	Samuel Bennett, Bennett Law Firm
2.	Adrienne Brown
3.	Stacy Combs
4.	Kevin Cummings
5.	Steven Dodge
6.	Paige Favio
7.	Ashley Jacobson
8.	Kristina Knight
9.	William Livingston
10.	Cheryl Lopez, Lopez and Associates
11.	Kevin Nagle
12.	Denoyer & Ostrowski PC
13.	Ameel Trabilsy II

WHEREAS, the term of each contract will commence on or about March 1, 2021, and expire on December 31, 2021 with the option to renew for up to two (2) additional one-year periods, for a total contract period not to exceed three (3) years. The structure of payments to approved attorneys has not changed; and

WHEREAS, Livingston County Circuit Court intends to periodically reopen the Request for Qualifications (RFQu) process to consider new responses and supplement, modify, or reduce the list of prequalified contract attorneys; and

WHEREAS, funding is available within the Juvenile Court budget and partially grant funded, as well.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes entry into contracts for Juvenile Court Appointed Legal Services per the payment rate structure with the recommended Master List of attorneys above beginning March 1, 2021, with the option to

renew for up to two (2) additional one-year periods, for a total contract period not to exceed three (3) years.

BE IT FURTHER RESOLVED the Chief Judge of the Circuit Court is authorized to determine the qualification of future applicants through the RFQu process, if any, to be included now or in the future on the Master List as eligible for contracts to provide legal counsel to minor children and parents in child protective proceedings, as well as respondent children in juvenile delinquency proceedings. The Master List of eligible attorneys, from those who have submitted an application for pre-qualification, may be added to, expanded, reduced, deleted or otherwise modified by the Chief Judge with written notice to the County Administrator and upon certification by the Chief Judge and Court Financial Officer that such contracts are within the approved budget allocation.

BE IT FURTHER RESOLVED that the Chairperson 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
LIVINGSTON COUNTY TRIAL COURTS
JUVENILE & PROBATE DIVISIONS

204 S. Highlander Way Suite 3 Howell, MI 48843

Phone 517-540-7739 Cell 734-260-0906

Email: dshaw@livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Deborah Shaw, Juvenile & Probate Court Administrator
Date: February 17, 2021
**Re: Resolution Authorizing Court Appointed Attorney Contracts for the
44th Circuit Court – Juvenile Division**

The Circuit Court, Juvenile Division, maintains a Master List of available attorneys to provide legal representation to minor children and parents in child protective proceedings and respondent children in juvenile delinquency proceedings. Cases are assigned by rotation, subject to the attorney's availability.

Per the County Procurement Policy, a non-competitive Request for Qualification (RFQu) bid process was performed with CoPro+, the County's procurement partner. The RFQu was posted on the County's website and on BidNet. It was emailed directly to all attorneys then serving on the Juvenile Court Appointment List and the Livingston County Bar Association, which subsequently publicized the need and opportunity to its' members. Thirteen (13) responses were received, evaluated and determined to be qualified by Chief Judge Hatty; Chief Judge Cavanaugh; and Judge McGivney, Presiding Judge of the Family Division. Three (3) of the attorneys, with limited experience, will be mentored by attorneys experienced in the practice of Juvenile law.

The attached resolution authorizes contracts with thirteen(13) attorneys and firms to provide Court Appointed Attorney services for the period of March 1, 2021 through December 31, 2021, with the option of up to two (2) one-year renewals for a total contract period of up to three (3) years. The resolution further authorizes the re-opening of the Request for Qualifications (RFQu) and contracting with additional attorneys or firms, at the discretion of the Chief Judge of the Circuit Court, in order to supplement the master list of qualified attorneys.

Funding for Court Appointed Attorney contracts is available in the Juvenile Court General Fund budget, augmented by the Child and Parent Legal Representation Grant (Resolution 2020-08-193). These are indefinitely quantity, indefinitely delivery contracts within the established payment structure. Historical spending on Juvenile Court Appointed Attorney services is as follows:

YEAR	2016	2017	2018	2019	2020	5YR AVRG
COST OF SERVICE	\$269,229	\$225,219	\$230,948	\$210,289	\$185,179	\$224,173
COLLECTED	(\$55,495)	(\$55,092)	(\$35,528)	(\$74,527)	(\$54,451)	(\$55,019)
GRANT	\$0	\$0	\$0	\$0	(\$24,374)	(\$4,875)
NET GF IMPACT	\$213,734	\$170,127	\$195,420	\$135,762	\$106,354	\$164,279

Thank you for your consideration and continued support of the Livingston County Trial Courts. If you have questions or concerns regarding this matter, please do not hesitate to contact me.



**Bid Synopsis
For
Court Appointed Attorney Services for 44th Circuit Court, Juvenile Division**

Lead Public Agency: Livingston County 44th Circuit Court Juvenile Division	RFP Issued & Publicly Posted: 01/04/2021
Solicitation: RFP-LC-20-29	Public Postings: Livingston Co. Website (livgov.com) BidNet (bidnetdirect.com/mitn)
RFP Due Date: 01/22/2021	Proposals Received: 13

A Request for Qualifications process was undertaken for the 44th Circuit Court, Juvenile Division in order to create a master list of attorneys who can provide legal counsel to minor children and parents in child protective proceedings, as well as respondent children in juvenile delinquency proceedings.

Through this process, interested attorneys, groups of attorneys, or firms were required to submit responses to a typical Request for Qualifications bid document, as well as agree to a standard pay scale that will be consistent for all qualified attorneys providing service to the County. In addition, this will be an “evergreen” program which may be periodically opened up in order to supplement the list of prequalified attorneys, as needed.

Cases will be assigned by rotation subject to the Contractor’s (attorney’s) availability. Qualified attorneys will be added to the master list upon application and qualification, sorted by their agreement to represent parties in Delinquency Cases, Neglect/Abuse Cases or both Delinquency and Neglect/Abuse Cases

Evaluation of the submissions was completed by Court staff as well as CoPro+, the County’s procurement partner. A summary document was compiled for the Court listing attorney names, prior juvenile court work in Livingston County and elsewhere, whether they are interested in mentoring an attorney new to Juvenile Court, or receiving mentoring, and office location.

The following is a summary of the responses received:

This Request for Qualifications was publicly posted. Thirteen responses were received as follows:

1. Samuel Bennett, Bennett Law Firm
2. Adrienne Brown
3. Stacy Combs
4. Kevin Cummings
5. Steven Dodge
6. Paige Favio
7. Ashley Jacobson
8. Kristina Knight
9. William Livingston
10. Cheryl Lopez, Lopez and Associates
11. Kevin Nagle
12. Denoyer & Ostrowski PC
13. Ameel Trabilsy II



Based on the responses received, as well as the Court's knowledge of many of the respondents, approval of 10 applicants could be recommended without further research.

Because of limited experience reflected in their responses, the following applicants were contacted for clarification and additional information:

Adrienne Brown – has been observing court proceedings for the past month.

Ashley Jacobson – has a mentor who does juvenile work, but not in the Livingston County court. Ashley will be required to observe some hearings prior to assigning a case.

Cheryl Lopez – has been practicing law for three years, but hasn't done any juvenile law.

The Court is implementing a mentoring program. The above three applicants, and any future applicants with limited experience, will be assigned a mentor. They will also be required to observe that mentor in court before cases will be assigned to them.

As part of this prequalification process, all applicants were asked if they are interested in receiving mentoring from attorneys experienced in Juvenile Court practice, as well as if they are interested in serving as a mentor. All three applicants above did request to receive mentoring. In addition, five of the applicants who are experienced with Livingston County Juvenile Court have offered to serve as mentors.

It is recommended that approval of this process be granted in order to create a prequalified master list of attorneys, as well as a mechanism to add to the list in the future.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing a Budget Amendment to Carry Forward Approved Prior Year Projects into the Fiscal Year 2021 Budget – Administration/ Finance/ Board

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

WHEREAS, the proposed amendment recognizes projects that were approved and a purchase order created in 2020 but goods or services were not received before year end; and

WHEREAS, these approved project purchase orders were liquidated in 2020 and will be reissued as 2021 purchase orders under the same departments and accounts as they were authorized in 2020; and

WHEREAS, the projects included in this budget amendment are:

- CCTV (Closed Circuit TV) upgrade for video call-up/ intercom functionality - LCSO / Jail from Capital Improvement Funds (authorized in Resolution 2020-09-229);
- Three (3) replacement transit vans and two (2) replacement medium duty buses - LETS; and
- Switch configuration and IT stock hardware - Information Technology

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes a Budget amendment to the Fiscal Year 2021 Budget in the following departments as illustrated below:

FUND #	FUND DESCRIPTION	REVISED 2021 BUDGET	PROPOSED AMENDMENT	2021 AMENDED BUDGET
101	General Fund	\$ 51,265,088	\$ 66,724	\$ 51,331,812
588	L.E.T.S.	\$ 5,406,672	\$ 349,028	\$ 5,755,700
636	I.T.	\$ 5,279,039	\$ 20,369	\$ 5,299,408

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorize the Treasurer to transfer \$66,724 from Fund 403 Capital Replacement to the Sheriff Jail General Fund for the CCTV Project.

BE IT FURTHER RESOLVED that the worksheet showing details of the above is attached in the supporting documents for this resolution.

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MOVED:
SECONDED:
CARRIED:



304 E. Grand River Ave., Suite 202, Howell, MI 48843
Phone (517) 540-8740 Fax (517) 546-7266

Memorandum

To: Livingston County Board of Commissioners
From: Cindy Catanach, Deputy County Administrator/ Financial Officer
Date: February 10, 2021
RE: Resolution Authorizing a Budget Amendment to Carry Forward Approved Prior Year Projects into the Fiscal Year 2021 Budget

As part of the year-end close process, prior year purchase orders are reviewed to determine when the project is complete. The 2020 Purchase Order (PO) summary details the impacted funds, resolution, PO # with the initial order amount and balance requested to move forward into the 2021 budget.

For the General Fund, the Jail CCTV (Closed Circuit TV) upgrade installation for video call-up / intercom functionality was delayed as the vendor was unavailable to start and complete the project by December 31, 2020. These funds were approved in resolution 2020-09-229 to come from Capital Improvement Funds. We are requesting the same approval for 2021.

For the Livingston Essential Transportation Service (L.ET.S.) fund, the manufacturer had delays and was unable to deliver (3) transit vans and (2) LPG buses by December 31, 2020.

For Information Technology (I.T.) fund, the switch configuration project was not finalized until early January due to availability constraints in the vendor's schedule to finalize the project installation. In addition, the IT stock hardware order will be finalized by March 2021 due to manufacturer delays for the hardware ordered because of severe shortage of equipment due to the Coronavirus requirements and need for additional technology.

For your consideration is a resolution request to amend the current budget. This will bring previously Board approved projects forward so the expenses can be accounted for in the proper year.

Thank you for your consideration. If you have any questions or concerns regarding this matter, please do not hesitate to contact me.

**2020 Purchase Order
Carry Forward Summary**

Fund #	Fund Description	ORG	OBJECT	Account Description	Resolution	PO#	Vendor Name	Order Amount	Balance	Description
101	General Fund/Capital Replacement	10135100	973000	Building Improvements	2020-09-229	20001108	STANLEY CONVERGENT SECURITY SOLUTIONS INC	\$ 49,715.00	\$ 49,715.00	JAIL CCTV (CLOSED CIRCUIT TV) UPGRADE FOR VIDEO CALL-UP / INTERCOM FUNCTIONALITY: EQUIPMENT, SOFTWARE, PROGRAMMING AND ON-SITE INSTALL.
101	General Fund/Capital Replacement	10135100	973000	Building Improvements	2020-09-229	20001110	AMERICAN VIDEO TRANSFER INC	\$ 17,009.00	\$ 17,009.00	JAIL CCTV UPGRADE (15) NEW CALL-UP COMPUTERS , MONITORS, PROJECT MANAGEMENT, TRAINING AND ON-SITE INSTALL.
101 Fund Total									\$ 66,724.00	

Fund #	Fund Description	ORG	OBJECT	Account Description	Resolution	PO#	Vendor Name	Order Amount	Balance	Description
588	L.E.T.S.	58853800	975000	Vehicle Purchase	2020-03-057	20000077	HOEKSTRA TRANSPORTATION, INC.	\$ 86,700.00	\$ 86,700.00	ONE (1) CLASS IV TRANSIT VAN
588	L.E.T.S.	58853800	975000	Vehicle Purchase	2020-03-057	20000430	HOEKSTRA TRANSPORTATION, INC.	\$ 261,890.00	\$ 261,890.00	TWO (2) MED-DUTY 29' LPG BUSES
588	L.E.T.S.	58853800	975000	Vehicle Purchase	2020-02-040	20000384	HOEKSTRA TRANSPORTATION INC	\$ 138,566.00	\$ 438.00	TWO (2) CLASS III ADA TRANSIT VANS
588 Fund Total									\$ 349,028.00	

Fund #	Fund Description	ORG	OBJECT	Account Description	Resolution	PO#	Vendor Name	Order Amount	Balance	Description
636	I.T.	63622800	974000	Equipment/ Machinery	2020-06-149	20000650	LOGICALIS INC	\$ 82,702.95	\$ 8,587.50	SWITCH CONFIGURATION
636	I.T.	63622800	747000	Operational Equipment/ Supply	2020-06-151	20000878	CIVITAS IT	\$ 72,430.00	\$ 11,781.00	IT STOCK HARDWARE ORDER - HP ELITEBOOKS, DOCKING STATIONS, ELITEDESKS, MONITORS AND HARDWARE SUPPORT.
636 Fund Total									\$ 20,368.50	