

LIVINGSTON COUNTY VETERANS' COMMITTEE

AGENDA

March 17, 2021

6:00 p.m.

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 512-519-6608

<https://us02web.zoom.us/j/5125196608>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIENCE

3. ROLL CALL

4. CONSENT AGENDA

(Agenda, Minutes, Bills and other voted topics that are deemed house keeping)

4.1. January 20, 2021 Meeting Minutes

5. CALL TO THE PUBLIC

6. APPLICATIONS FOR RELIEF

6.1. 21-28 Rent and Utilities

7. BUSINESS

8. DIRECTOR REPORTS

8.1. Monthly Report

8.2. New Office

9. COMMITTEE DISCUSSION

10. ADJOURNMENT

LIVINGSTON COUNTY VETERANS' COMMITTEE

MEETING MINUTES

January 20, 2021

6:00 p.m.

Virtual Meeting Held in Accordance with Public Act 254 of 2020

Zoom Virtual Meeting

Meeting ID: 512-519-6608

<https://us02web.zoom.us/j/5125196608>

Members Present Joe Riker
James Wallace
Robert J. Bezotte
Kevin Nagle
Bruce Hundley

Staff Present Mary Durst

1. CALL TO ORDER

Chairman Joe Riker called meeting to order at 6:03 p.m.

2. PLEDGE OF ALLEGIENCE

All stood for the Pledge of Allegiance.

3. ROLL CALL

4. CONSENT AGENDA

4.1 December 16, 2020 meeting minutes

Motion to approve consent agenda as presented.

Moved By Robert J. Bezotte

Seconded By K. Nagle

Yes (5): Joe Riker, James Wallace, Robert J. Bezotte, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

5. CALL TO THE PUBLIC

None.

6. APPLICATIONS FOR RELIEF

None.

7. BUSINESS

7.1 Utilizing County Legal

Committee agreed to proposed procedure with the change to include all committee members to be cc'd when utilizing county legal. It was determined that no vote was necessary at this time.

7.2 LCVS Funded Gift Cards

Legal opinion provided clarification and approval on the use of funds to purchase gift cards.

Motion to allot up to a total of \$5,000 from LCVS advertising fund to purchase \$25 gift cards for an incentive program for Livingston County veterans not dishonorably discharged.

Moved By Joe Riker

Seconded By James Wallace

Yes (5): Joe Riker, James Wallace, Robert J. Bezotte, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

7.3 2021 Office Priorities

Director provided list of priorities for 2021. No questions, concerns or additions from committee.

7.4 Office Locations

Former Howell Flagstar Bank Location and former Iron Grip Ninja location considered.

Motion to pursue letter of interest and initial lease negotiations on Iron Grip Ninja property.

Moved By Joe Riker

Seconded By Robert J. Bezotte

Yes (5): Joe Riker, James Wallace, Robert J. Bezotte, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

7.5 Work Project

Motion to approve acceptance of MVAA Work Program.

Moved By James Wallace

Seconded By Joe Riker

Yes (5): Joe Riker, James Wallace, Robert J. Bezotte, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

7.6 Post VSO Position as Grade 5

Motion to fill vacant Veteran Benefits Counselor position at grade 5.

Moved By Joe Riker

Seconded By Robert J. Bezotte

Yes (4): Joe Riker, James Wallace, Robert J. Bezotte, and K. Nagle

No (1): B. Hundley

Motion Carried (4 to 1)

8. DIRECTOR REPORTS

8.1 Office

Director reviewed report with Committee.

8.2 Finance

Director presented YTD finance report. Also reported a total of \$1,769,492.45 in cash and assets on hand.

9. COMMITTEE DISCUSSION

Chairman Joe Riker stated that the Director will stay on the meeting after all virtual meetings that the press attends to allow for additional questions. Riker also highlighted a recent bill that was introduced to allow Veteran Services to go into closed session when discussing a veteran request for emergency relief.

State Rep and Committee Co-Chair Bob Bezotte briefed the Committee on his new role in Lansing and stated he requested to be on the VA sub-committee.

Director Durst informed the Committee that the Ann Arbor VA is actively calling veterans 75 and older to schedule their COVID injections. Veterans who are 65-74 can ask to see if an injection is available at the time of another scheduled appointment, but are discouraged from calling the VA to make an appointment as stock is limited and phone lines are over-taxed.

10. ADJOURNMENT

Motion to adjourn at 7:32 p.m.

Moved By Robert J. Bezotte

Seconded By James Wallace

Yes (5): Joe Riker, James Wallace, Robert J. Bezotte, K. Nagle, and B. Hundley

Motion Carried (5 to 0)

Mary Durst, Recorder

ACCOUNT DESCRIPTION	BUDGET	YTD ACTUAL	ENC.	AVAIL. BUDGET	% USED
REAL PROPERTY TAX	-1,011,000	-836.22	0.00	-1,010,164	0.10
LOCAL COMM STABILIZATION SHARE	-20,000	0.00	0.00	-20,000	0.00
INTEREST - INVESTMENT	-22,000	-443.94	0.00	-21,556	2.00
OTHER PAY/COMPENSATION	1,800	390.46	0.00	1,410	21.70
SALARIES - REGULAR EMPLOYEES	256,545	37,281.35	0.00	219,264	14.50
SALARIES - PT (20 HRS OR LESS)	55,907	7,522.31	0.00	48,385	13.50
SALARIES - OVERTIME	2,000	438.82	0.00	1,561	21.90
FICA - EMPLOYER SHARE	24,041	3,305.69	0.00	20,735	13.80
HEALTH INSURANCE ER SHARE	64,885	16,221.24	0.00	48,664	25.00
LIFE INSURANCE	562	82.70	0.00	479	14.70
MERS - EMPLOYER SHARE	49,590	7,215.41	0.00	42,375	14.60
WORKERS COMPENSATION	4,356	660.27	0.00	3,696	15.20
LT/ST DISABILITY INSURANCE	3,139	465.30	0.00	2,674	14.80
SUPPLIES - OFFICE	3,000	47.67	1,500.00	1,452	51.60
POSTAGE / METER FEES	200	0.00	0.00	200	0.00
UNIFORMS	500	0.00	0.00	500	0.00
BOARD/COMMITTEE PER DIEM	4,140	0.00	0.00	4,140	0.00
LEGAL SERVICES	5,000	0.00	0.00	5,000	0.00
MEMBERSHIP DUES	425	0.00	0.00	425	0.00
OTHER CONTRACT SVS	3,000	0.00	0.00	3,000	0.00
VETERANS EMERGENCY ASSISTANCE	135,000	10,095.88	0.00	124,904	7.50
EMERGENCY RELIEF - PEACE TIME	10,000	1,380.08	0.00	8,620	13.80
VET ID CARD	1,500	50.00	0.00	1,450	3.30
TELEPHONE CHARGES	3,846	961.50	0.00	2,885	25.00
IN-STATE TRAVEL	375	0.00	0.00	375	0.00
MILEAGE REIMB	1,000	0.00	0.00	1,000	0.00
DAILY MEAL REIMBURSEMENT	125	0.00	0.00	125	0.00
AUTO LEASING	26,816	4,142.42	0.00	22,674	15.40
COMMUNITY PROJECT / PROMOTIONS	44,080	5,332.80	22,929.11	15,818	64.10
UTILITIES	1,885	161.48	0.00	1,724	8.60
OFFICE EQUIPMENT R&M	1,000	0.00	0.00	1,000	0.00
FACILITY SERVICE CHARGES	8,919	2,229.75	0.00	6,689	25.00
IT HARDWARE MONTHLY CHARGES	13,890	3,472.50	0.00	10,418	25.00

NEW IT HARDWARE/SOFTWARE	2,999	0.00	0.00	2,999	0.00
IT SOFTWARE MONTHLY CHARGES	5,461	1,365.24	0.00	4,096	25.00
MISCELLANEOUS EXPENSE	0	0.00	0.00	0	0.00
MISC EXP - DONATED FUNDS	2,836	0.00	0.00	2,836	0.00
EMPLOYEE PROFESSIONAL DEV	2,000	0.00	0.00	2,000	0.00
MTT CHARGEBACK INTEREST	100	0.00	0.00	100	0.00
COST ALLOCATION	46,834	11,708.49	0.00	35,126	25.00
Total 295 VETERANS SERVICES FUND	-265,244	113,251.20	24,429.11	-402,924	-51.90
Revenue Total	-1,053,000	-1,280.16	0.00	-1,051,720	0.10
Expense Total	787,756	114,531.36	24,429.11	648,796	17.60

Livingston County, Michigan

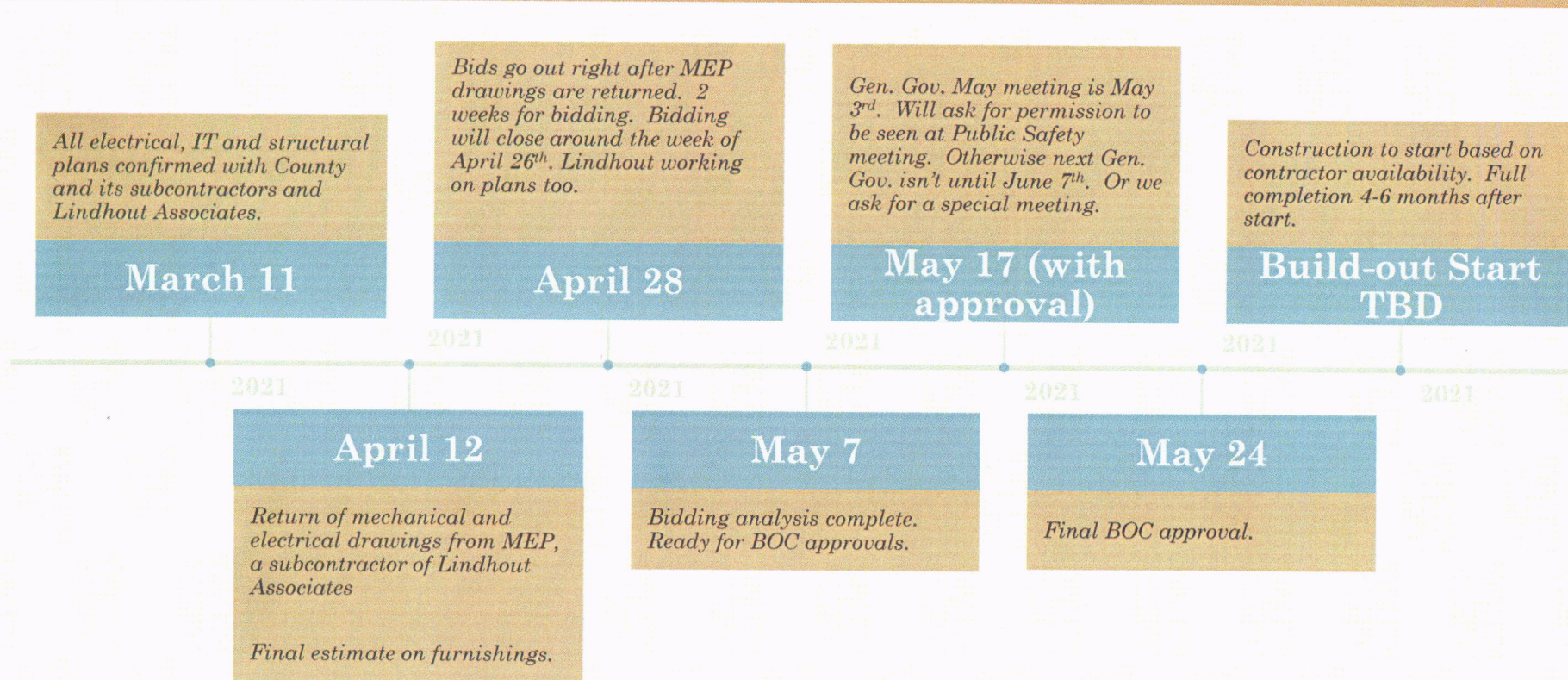


Livingston County YEAR-TO-DATE BUDGET REPORT

FOR 2021 13								
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
297 CO VETERANS SVS FUND GRANT	APPROP	ADJSTMTS	BUDGET			BUDGET	USE/COL	
539000 STATE GRANTS								
29768900 539000 STATE GRANTS	-64,520	-104,215	-168,735	-50,000.00	.00	-118,735.00	29.6%*	
747000 SUPPLIES - OPERATING EQUIPMENT								
29768900 747000 SUPPLIES - OPER	0	62,778	62,778	.00	.00	62,778.00	.0%	
747020 OPERATING SUPPLIES-SOFTWARE								
29768900 747020 OPERATING SUPPL	35,326	-35,326	0	.00	.00	.00	.0%	
940010 RENT EXPENSE								
29768900 940010 RENT EXPENSE	29,194	-14,944	14,250	.00	.00	14,250.00	.0%	
977000 HARDWARE PURCHASE								
29768900 977000 HARDWARE PURCHA	0	80,392	80,392	.00	.00	80,392.00	.0%	
983001 LEASED ASSET - BUILD OUT COSTS								
29768900 983001 LEASED ASSET -	0	11,315	11,315	.00	.00	11,315.00	.0%	
TOTAL CO VETERANS SVS FUND GRANT	0	0	0	-50,000.00	.00	50,000.00	100.0%	
TOTAL REVENUES	-64,520	-104,215	-168,735	-50,000.00	.00	-118,735.00		
TOTAL EXPENSES	64,520	104,215	168,735	.00	.00	168,735.00		

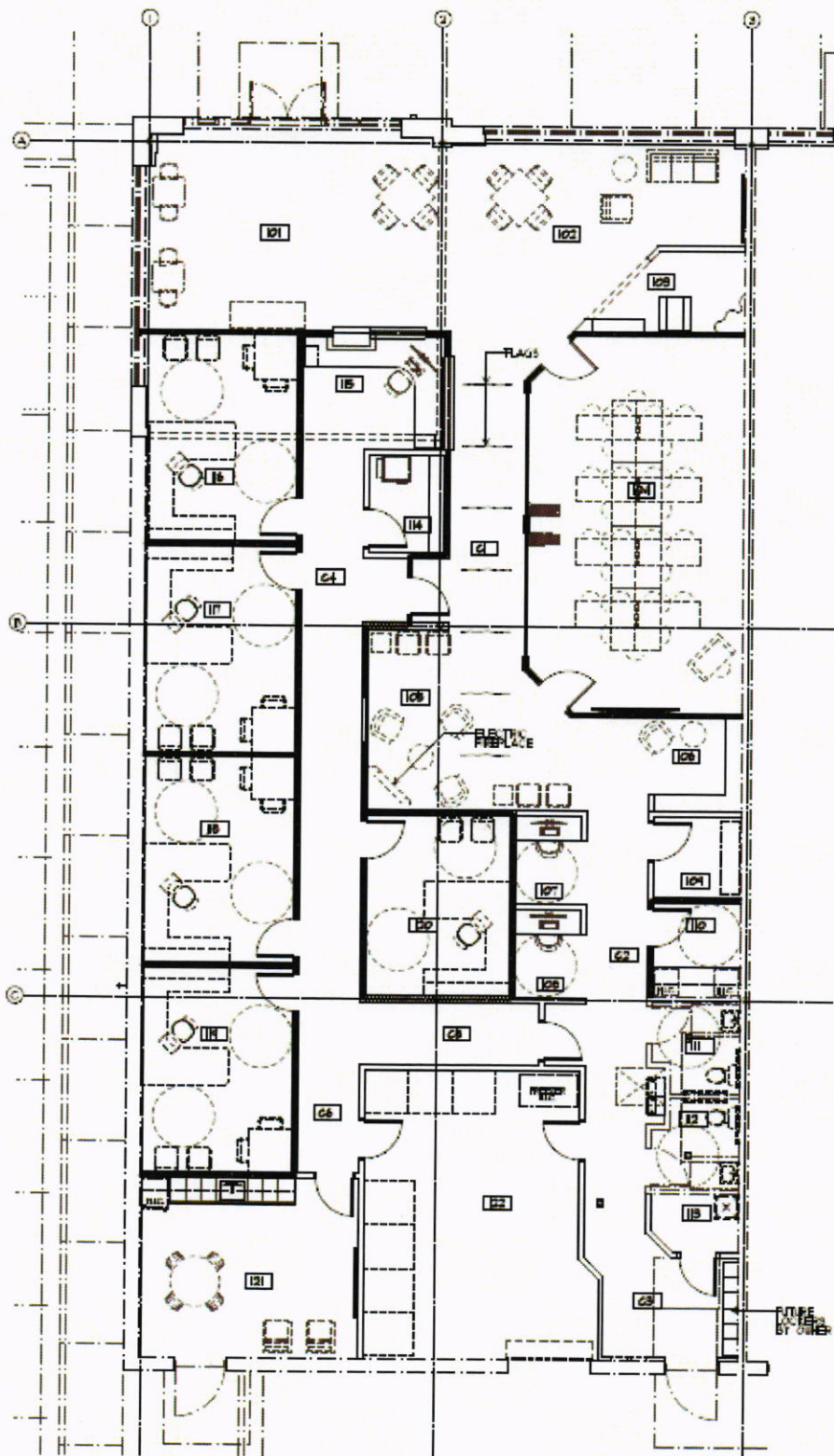
Office Timeline

March 11 to September



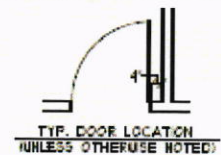
Notes

- Office Furniture and all bids will need to go through BOC approval.
- Once approved, money will be allocated and available.
- Signage will be done ASAP. No initial BOC approval needed as \$11,315 of funds already allocated via MVAA grant. Remaining money will need BOC approval for fund transfer but will be done the same time as the rest of the approvals.
- Will need to reallocate unused grant funds from original database because new route costs considerably less. Plan is to request a grant amendment to utilize those funds to purchase moving glass wall and other build out costs.
- Will need to reallocate unused grant funds for unused portion dedicated for lease payments. May dedicate to signage costs.
- May have unused portion of Work Program. Cannot be amended so will use extra money to purchase additional items that fall within the scope of the Work Program. Washer/dryer or some other IT hardware that would benefit the veterans.
- Total approximate funds to re-allocate- \$48,225.



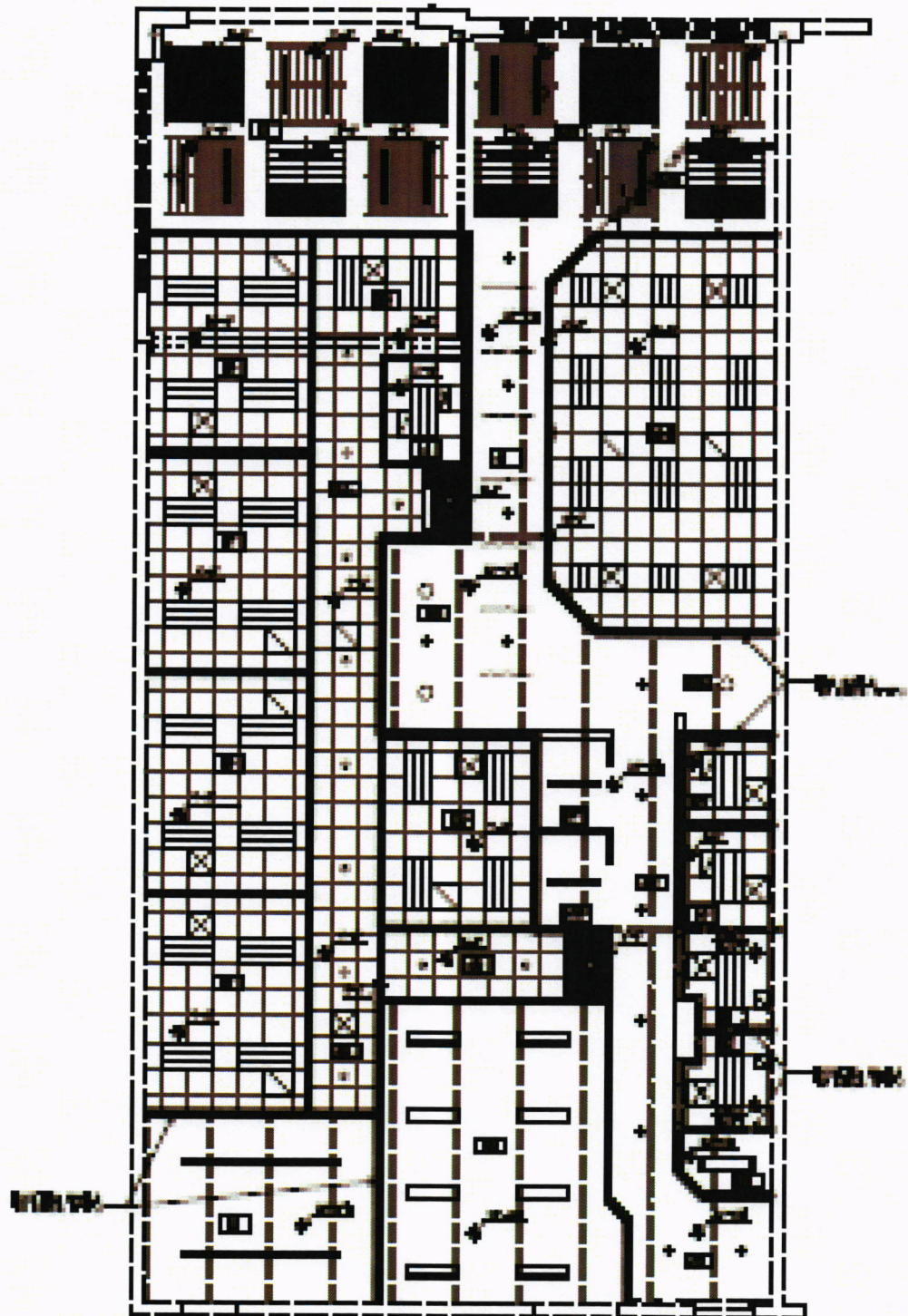
LINE LEGEND	
---	NEW CONSTRUCTION
- - - -	EXISTING TO REMAIN
- - - -	HIDDEN WORK
...	EXISTING TO BE REMOVED

ROOM LEGEND	
RM NO	ROOM NAME
101	LOBBY/CAFE
102	LOUNGE AREA
103	KIDS AREA
104	CLASSROOM/CONFERENCE
105	EATING AREA
106	LIBRARY
107	COMPUTER STATION #1
108	COMPUTER STATION #2
109	COUNTY LT. ROOM
110	LAUNDRY
111	EXISTING MEN'S TOILET
112	EXISTING WOMEN'S TOILET
113	JANITORS CLOSET
114	SUPPLY ROOM
115	RECEPTION
116	DIRECTOR'S OFFICE
117	YSD #1
118	YSD #2
119	YSD #3
120	OFFICE #5
121	BREAKROOM
122	NOT USED
123	STORAGE ROOM
C1	CORRIDOR
C2	CORRIDOR
C3	CORRIDOR
C4	CORRIDOR
C5	CORRIDOR
C6	CORRIDOR



2
A3.1 FLOOR PLAN

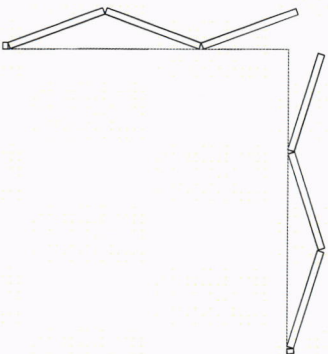
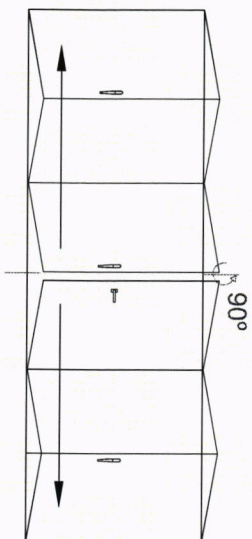
SCALE: 1/8" = 1'-0"



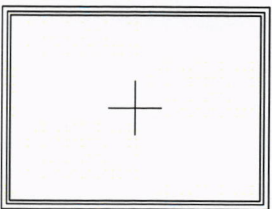
BI-FOLD PANORAMIC WALL

OPENING OUTWARD

90° CORNER OPENING



FIXED LIGHTS





Board Meetings @ 5:30 PM

Finance Committee @ 7:30 AM

Personnel Committee @ 8:00 AM*

General Government and Health & Human Services @ 5:30 PM

Public Safety & Infrastructure & Development @ 5:30 PM

JANUARY 2021

S	M	T	W	Th	F	S
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17	18	19	20*	21	22	23
24	25	26	27	28	29	30 31

FEBRUARY 2021

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28						

MARCH 2021

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28	29	30	31			

APRIL 2021

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18	19	20	21*	22	23	24
25	26	27	28	29	30	

4/13 Statutory EQ Meeting

MAY 2021

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23	24	25	26	27	28	29
30	31					

JUNE 2021

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27	28	29	30			

JULY 2021

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25	26	27	28	29	30	31

AUGUST 2021

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14	16	17	18*	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

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26	27	28	29	30		

OCTOBER 2021

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10	11	12	13	14	15	16
17	18	19	20*	21	22	23
24	25	26	27	28	29	30 31

10/12 Annual Meeting

NOVEMBER 2021

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	JAN 1