



FINANCE COMMITTEE AGENDA

September 8, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

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| | Dated: August 13 through September 2, 2021 | |
| 11. | CALL TO THE PUBLIC | |
| 12. | ADJOURNMENT | |

FINANCE COMMITTEE MEETING MINUTES



August 18, 2021, 7:30 a.m.

Board of Commissioners Hybrid Meeting

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

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

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Members Present: Mitchell Zajac, Brenda Plank, Martin Smith, Wes Nakagiri, Douglas Helzerman, Jay Drick, Carol Griffith, Jay Gross

Members Absent: Carol Sue Reader

1. CALL MEETING TO ORDER

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

2. ROLL CALL

Roll call by the recording secretary indicated the presence of a quorum.

3. APPROVAL OF MINUTES

Meeting minutes dated: August 4, 2021

Motion to approve the minutes as presented.

Moved by: B. Plank

Seconded by: W. Nakagiri

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

4. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

5. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved by: C. Griffith

Seconded by: M. Smith

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

6. CALL TO THE PUBLIC

The following individuals addressed the Commissioners regarding Agenda Item 8.2 from the Health Department: Linda Bullard - Brighton Township; Kelly Outhouse, Brighton Township; Janine G., Brighton Township; Joellen Lasarge, Howell Township; Anna Panella, Brighton; Christine Tadjewski; Nicole Collars, Hamburg; Jennifer Smith, Genoa Township; Jessica

Hamlin; Stephanie Lee, Brighton; Alena Anderson, Howell; John Boylan, Brighton Township; Janine Iyer, Genoa Township; Julie Valdez, Howell; Peggy Thompson, Tyrone Township; Stephanie Johnson, Hamburg Township; Alisa; Ken Elfman, Green Oak Township; Sharon Staton, Marion Township; Paula Sader, Hamburg Township

7. REPORTS

None.

8. RESOLUTIONS FOR CONSIDERATION

8.1 Central Services

Resolution Authorizing Specialty Courts and Programs to Apply for the Bureau of Justice Assistance Grant through SCAO for Adult Drug Court and Veterans Treatment Court for FY2022

Sara Applegate, Courts Programs Liaison, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: J. Drick

Seconded by: W. Nakagiri

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

8.2 Health Department

Resolution to Accept Michigan Department of Health and Human Services Funding to Support Livingston County Health Department's 2022 Covid-19 Response

Dianne McCormick, Public Health Officer, presented the resolution and answered questions from Commissioners.

Discussion.

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: J. Gross

Yes (4): M. Zajac, D. Helzerman, C. Griffith, and J. Gross; No (4): B. Plank, M. Smith, W. Nakagiri, and J. Drick; Absent (1): C. Reader

Motion Failed (4 to 4)

8.3 Prosecutor

Resolution Authorizing the Addition of an Admin Aide Grade 3 Position - Prosecutor Office

David Reader, Livingston County Prosecutor, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: M. Smith

Seconded by: J. Drick

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

8.4 Planning

Resolution Approving the Submission of a SEMCOG Planning Assistance Program Grant for Transportation Equity and Sustainable Infrastructure with a Local Match from American Rescue Plan Act (ARPA) Funds – Planning Department / IT Department

Scott Barb, Principal Planner, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: J. Drick

Seconded by: C. Griffith

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

8.5 Sheriff

Resolution Authorizing the State of Michigan, Office of Highway Safety Planning, Fiscal Year 2022 Secondary Road Patrol and Traffic Accident Prevention Program Grant - Sheriff

Lt. Eric Sanborn, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: J. Gross

Seconded by: J. Drick

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

8.6 Drain Commissioner

Resolution Authorizing the Reorganization of the Drain Department – Drain Commissioner

Brian Jonckheere, Drain Commissioner, presented the resolution and answered questions from Commissioners.

Recommend Motion to the Board of Commissioners.

Moved by: C. Griffith

Seconded by: D. Helzerman

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

9. CLAIMS

Dated: August 18, 2021

Recommend Motion to the Board of Commissioners.

Moved by: J. Gross

Seconded by: J. Drick

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

10. PREAUTHORIZED

Dated: July 30 through August 12, 2021

Recommend Motion to the Board of Commissioners.

Moved by: W. Nakagiri

Seconded by: M. Smith

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

11. CALL TO THE PUBLIC

The following individuals addressed the Commissioners regarding agenda item 8.2 from the Health Department: Janine Iyer, Genoa Township; Anna Pennala, Brighton; Jessica Hamlin, Osceola Twp.; Alena Anderson, Howell; Danyelle Anjo, Brighton Township; Stephanie Krieg, Brighton; Nora Jones, Tyrone Township; Kerstin Daavetila, Howell, MI; Brian Jonckheere, Livingston County Drain Commissioner; Ken Johnson, Green Oak Twp; Wes Nakagiri, Livingston County Commissioner, noted that the motion failed and commended the Health Department for all of their efforts.

12. ADJOURNMENT

Motion to adjourn the meeting at 10:50 a.m.

Moved by: D. Helzerman

Seconded by: W. Nakagiri

Yes (8): M. Zajac, B. Plank, M. Smith, W. Nakagiri, D. Helzerman, J. Drick, C. Griffith, and J. Gross; No (0): None; Absent (1): C. Reader

Motion Carried (8-0-1)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Specialty Courts and Programs to Apply for the State Opioid Response 2 Project (SOR2) Grant for the Adult Drug Court for FY2022 – Central Services

WHEREAS, The Michigan Department of Health and Human Services (MDHHS) authorizes the expenditure of federal funds with the State Court Administrative office by awarding competitive grant awards to provide treatment services for opioid use through Treatment Court Programs and has identified funds to be awarded for FY2022 that does not require a cash match; and

WHEREAS, Livingston County's 44th Circuit and 53rd District Courts constitute a jurisdiction designated to operate Specialty Courts and Programs; and

WHEREAS, Specialty Courts and Programs is seeking approval to apply for FY2022 SOR2 grant to provide funding for treatment services to participants with opioid use disorders in our Adult Drug Court and would amount in an application of approximately \$100,000 for the Adult Drug Court; and

WHEREAS, The Specialty Courts and Programs will request funds for treatment and other program-related expenses necessary to provide treatment services to participants with opioid use disorders in the Livingston County Adult Drug Court during FY2022.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorize Specialty Court Programs to submit a grant application to SCAO/MDHHS for the SOR2 grant to provide treatment for participants with opioid use disorders in an amount of approximately \$100,000. If awarded, Specialty Court Programs will bring the grant before the Livingston County Board of Commissioners for approval.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners is authorized to sign all application forms related to the above upon review and/or preparation of Civil Counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, J.D., Specialty Courts and Programs Administrator
Date: September 1, 2021
Re: Resolution Authorizing Specialty Courts and Programs to Apply for the State Opioid Response 2 Project (SOR2) grant for the Adult Drug Court for FY2022 – Central Services/Finance Committee/Full Board

The State Court Administrative Office (SCAO) was awarded federal funding through the Michigan Department of Health and Human Services (MDHHS) to provide grant funding for Adult Drug Courts for FY2022. We are requesting Board approval to submit a grant application to SCAO requesting funding for the Livingston County Adult Drug Court. This is an excellent opportunity to assist our Adult Drug Court to provide treatment services to participants with opioid use disorders. This grant would allow us to pay for services such as residential treatment, intensive outpatient treatment, transitional housing, and peer support services.

For the Adult Drug Court, the Court would be applying for funding in the approximate amount of \$100,000. There is no requirement of a cash or in-kind match and there would be no new positions added through this grant.

Our Specialty Courts and Programs is asking for a partnership in serving this vulnerable population to help reduce recidivism and ensure successful integration of our participants back into the community.

If awarded, grant funding will begin on October 1, 2021. Thank you for your consideration. If you have any questions regarding this matter, please contact me.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Vehicle Leases to Replace Four Sheriff's Vehicles Damaged in Recent Flooding – Car Pool

WHEREAS, the Car Pool Department is requesting authorization to replace four (4) vehicles in the Sheriff's Office Field Services Division that were damaged in recent flooding at the Law Center parking lot and declared total losses by MMRMA; and

WHEREAS, the totaled vehicles are a 2011 Ford Explorer, 2018 Dodge Charger, 2018 Dodge Caravan, and 2021 Chrysler Voyager, all of which are non-pursuit vehicles; and

WHEREAS, the County will be reimbursed the Actual Cash Value (ACV) of the vehicles as shown in the table below; and

Vehicle	Actual Cash Value (ACV)	Enterprise Lease	Est. Lease Payoff	Est. Net Insurance Proceeds
2021 Chrysler Voyager (L-110)	\$ 30,000	Yes	\$ 22,212	\$ 7,788
2011 Ford Explorer (L-113)	\$ 15,000	No	N/A	\$ 15,000
2018 Dodge Grand Caravan (L-127)	\$ 21,000	No	N/A	\$ 21,000
2018 Dodge Charger SXT (L-126)	\$ 30,000	No	N/A	\$ 30,000

WHEREAS, the insurance proceeds will be added to the Sheriff's Department Field Services Division funds held by Car Pool and used to offset future vehicle expenses; and

WHEREAS, the totaled vehicles will be replaced with comparable models leased from Enterprise Fleet Management as show in the table below.

Vehicle	Replacement Vehicle	Lease Term	Est. Monthly Lease Cost	Est. Total Lease Cost
2021 Chrysler Voyager (L-110)	Chrysler Voyager	60 months	\$ 422	\$ 25,310
2011 Ford Explorer (L-113)	Dodge Durango	60 months	\$ 472	\$ 28,322
2018 Dodge Grand Caravan (L-127)	Chrysler Voyager	60 months	\$ 422	\$ 25,310
2018 Dodge Charger SXT (L-126)	Dodge Charger	60 months	\$ 451	\$ 27,080

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Car Pool Department to lease four (4) vehicles from Enterprise Fleet Management to replace vehicles damaged in recent flooding and declared total losses by MMRMA.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby authorizes any budget amendments necessary to effectuate the above.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
CAR POOL DEPARTMENT

3950 W. Grand River, Howell, MI 48855
Phone 517-540-7847 Fax 517-546-5088
Web Site: www.livgov.com/lets

Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 08/31/21
Re: Resolution Authorizing Vehicle Leases to Replace Four Sheriff's Vehicles Damaged in Recent Flooding – Car Pool

The Car Pool Department is requesting authorization to replace four (4) vehicles in the Sheriff's Office Field Services Division that were damaged in recent flooding at the Law Center parking lot following heavy rain events on August 11 and 12, 2021. All were declared total losses by MMRMA.

The totaled vehicles are a 2011 Ford Explorer, 2018 Dodge Charger, 2018 Dodge Caravan, and 2021 Chrysler Voyager, all of which are non-pursuit vehicles. The County will be reimbursed the Actual Cash Value (ACV) of the vehicles as shown in the first table in the resolution. The insurance proceeds will be added to the Sheriff's Office Field Services Division funds held by Car Pool and used to offset future vehicle expenses.

The totaled vehicles will be replaced with comparable models leased from Enterprise Fleet Management as shown in the second table in the resolution. Enterprise will first attempt to locate current model year replacements from dealer inventory, and if not available, they will be ordered as 2022 models.

If you have any questions please contact me 517-540-7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Foster Swift Collins & Smith PC for Transit Attorney Services - LETS

WHEREAS, LETS has an ongoing need for transit attorney services to ensure compliance with State and Federal transit regulations pertaining to procurement, grant contracts, civil rights and other matters; and

WHEREAS, the transit attorney legal specialty requires knowledge of Federal Transit Administration and Michigan Department of Transportation rules and regulations; and

WHEREAS, in accordance with the Livingston County Procurement Policy, LETS and CoPro completed a competitive bid process in which proposals were solicited from legal firms, and two (2) proposals were received; and

WHEREAS, a committee consisting of staff from LETS, Fiscal Services, and CoPro independently reviewed and ranked each proposal based on evaluation criteria specified in the Request for Proposals; and

WHEREAS, the evaluation committee recommends an agreement with Foster Swift Collins & Smith PC of Lansing, MI; and

WHEREAS, pricing will be consistent with the attached schedule and will remain fixed for the term of the agreement which will be five (5) years with no renewals.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes an agreement with Foster Swift Collins & Smith PC of Lansing, MI per the attached pricing schedule for a period of five (5) years.

BE IT FURTHER RESOLVED that the Board Chair of the Board of Commissioners is authorized to sign any and all amendments, agreements or other documents as needed upon review of Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: Greg Kellogg, Transportation Director
Date: 09/01/2021
**Re: Resolution Authorizing an Agreement with Foster Swift Collins & Smith
PC for Transit Attorney Services - LETS**

LETS has an ongoing need for transit attorney services to ensure compliance with State and Federal transit regulations pertaining to procurement, grant contracts, civil rights and other matters. The transit attorney legal specialty requires knowledge of Federal Transit Administration and Michigan Department of Transportation rules and regulations.

In accordance with the Livingston County Procurement Policy, LETS and CoPro completed a competitive bid process in which proposals were solicited from legal firms, and two (2) proposals were received. A committee consisting of staff from LETS, Fiscal Services, and CoPro independently reviewed and ranked each proposal based on evaluation criteria specified in the Request for Proposals. A bid tabulation and synopsis are attached.

The evaluation committee recommends an agreement with Foster Swift Collins & Smith PC of Lansing, MI. Pricing will be consistent with the attached schedule and will remain fixed for the term of the agreement which will be five (5) years with no renewals.

If you have any questions please do not hesitate to contact me at 517-540-7843.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Supporting American Rescue Plan State Match Programs – Board of Commissioners

WHEREAS, the state of Michigan has faced tremendous challenges as it dealt with a deadly pandemic for nearly a year and a half and is now presented with an opportunity to strategically invest in our residents, entrepreneurs, businesses and communities; and

WHEREAS, Michigan will receive more than \$10 billion in fiscal recovery aid, with 83 counties slated to get \$1.9 billion directly in American Rescue Plan (ARP) funds; and

WHEREAS, cities and larger townships will receive a total of \$1.8 billion and non-entitlement communities (smaller units) approximately \$644 million, with the state of Michigan itself receiving more than \$6.5 billion; and

WHEREAS, eligible expenditures include revenue reimbursements, savings and growing interest on the funds, broadband infrastructure, economic development and individual assistance programs; and

WHEREAS, county leaders are already under pressure to announce spending decisions and elected officials at all levels of government will have to make decisions on where and how they will use the dollars within federal guidelines; and

WHEREAS, the Michigan Association of Counties is working on a match program to earmark close to \$4 billion in state ARP funds to leverage all levels of government to strategically invest the one-time dollars in areas of greatest need for improvement; and

WHEREAS, the Michigan Association of Counties has received positive feedback on the ideas put forth for match programs within the state; and

WHEREAS, Michigan has a chance to amplify investments with the influx of federal funding and a collaborative effort by all levels of government that will allow the dollars to be stretched to invest in common goals; and

WHEREAS, the comprehensive approach to leverage ARP dollars will provide Michigan the ability to amplify investment for our future by focusing resources in five key areas — water infrastructure and broadband, local capacity and fiscal stability, housing and community development, comprehensive economic development and public health and safety; and

WHEREAS, our future success is inextricably linked, and strategic investment of our available resources needs to support and strengthen these connections;

THEREFORE, BE IT RESOLVED that Livingston County supports American Rescue Plan State Match Programs

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MOVED:
SECONDED:
CARRIED:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Approving Reclassifying Four Full-Time EMS Road Supervisors from FLSA Exempt to Non-Exempt – EMS

WHEREAS, the EMS Department employs four (4) full-time non-union EMS Road Supervisors whose primary duty is to functionally administer operations through the supervision of paramedics and EMTs and assuring compliance, interpretation and implementation of EMS policies and operating practices. The EMS Road Supervisors are also secondarily assigned to work the road as paramedics a varying portion of their work day; and

WHEREAS, for purposes of continuity, the EMS Road Supervisors typically work the same 12-hour rotating bi-weekly 36/48 hour schedule as paramedics; and

WHEREAS, these EMS Road Supervisor positions have historically been classified by the County as FLSA exempt employees not eligible to earn overtime pay when working more than 40 hours in a work week; and

WHEREAS, based on pay compression between paramedics (who are eligible for overtime pay) and EMS Road Supervisors, the EMS Department has had difficulty recruiting internal candidates to fill vacant supervisor positions, because in some cases paramedics earn more pay than do the salaried EMS Road Supervisors because of overtime; and

WHEREAS, internally reclassifying the EMS Road Supervisors to hourly wages will address the pay compression concerns by allowing them to be compensated overtime pay when working over 40 in a work week and also improve marketability to external applicants applying for an EMS Road Supervisor opening; and

WHEREAS, management of EMS is recommending reclassification of the four EMS Road Supervisors from a salary/exempt basis to an hourly/non-exempt wage basis at their current pay step; and

WHEREAS, EMS has the appropriate funding for this expected increase in compensation which would result from this reclassification in the current and 2022 proposed budget to accommodate this change.

THEREFORE BE IT RESOLVED the Livingston County Board of Commissioners hereby authorizes the four (4) full time EMS Road Supervisor positions to be reclassified from salaried and FLSA exempt basis to hourly and FLSA non-exempt basis for wage calculation purposes effective as of the first full payroll period commencing after the date of final approval of this Resolution, and on a non-retroactive basis.

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MOVED:
SECONDED:
CARRIED:

David Feldpausch
Director



Amy Chapman
Deputy Director

1911 Tooley Rd * Howell, MI 48855
Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 08/09/2021
Re: Resolution Authorizing reclassifying four full time EMS supervisors from Salary to Hourly

The EMS department has four (4) full time field supervisors who are assigned to oversee daily operations and support our field response to the community. They regularly participate in our response efforts and use their paramedic skills to assist in the treatment and transport of patients. They back fill openings in the schedule short term and regularly combine with another field or office staff to add additional transports units to our response capability.

The field supervisors are scheduled on 12 hour shifts that mirror our field staff 3 days one week (36 hours) and 4 days (48 hours) the next. While the wage scale for these positions is a bit higher than that of a paramedic the annual salary for many of our senior employees make the transition to management a cut in pay because of the inability to be compensated for work beyond the regular schedule despite being scheduled over 40 hours. This reduces the interest level of some highly qualified employees to advancement into a management positions.

Because they already have full schedules and no ability for additional compensation of extra time it limits our ability to use their experience for other opportunities like instructing classes, new hire orientation, and participating in other efforts like recruitment. It also means that we regularly have to backfill supervisor time off with road staff reducing our field response capabilities.

After speaking with both HR and Legal Counsel, it is preferred that employees whose primary role is front line based, like our field supervisors, be in hourly positions. So there was no legal concern with this move and in fact it is likely the preference.

This move will create some additional expense for the department. The move to hourly in the same grade and step will result in a pay increase because of the additional 8 hours a pay period of scheduled overtime. I am comfortable absorbing that cost moving forward and do not expect the need to amend the current budget to accommodate this move.

If you have any questions or comments, I always welcome them.

David Feldpausch
dfeldpausch@livgov.com
517/294-1853

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Reorganization of the EMS Department and Addition of an Education Instructor Coordinator Position – Emergency Medical Services

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

WHEREAS, the EMS Department has made significant enhancements in our educational offerings, and as a result we need more time dedicated to initial education instruction as well as enhancements to our continuing educational offerings; and

WHEREAS, the intent of the EMS Director is to add one new position for the Education Instructor Coordinator; and

WHEREAS, the proposed changes to the organizational structure will add 1 FTE to the department and will result in an increase in expenses annually in the amount of \$81,682 and approximately \$25,764 for the remainder of FY 2020. The EMS department has adequate funding to support these changes.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reorganization of the Emergency Medical Services Department adding one new position for the Education Instructor Coordinator as outlined in the position control chart below.

Proposed

Position #	Description	Group	Grade	FTE
65100121	Education Instructor Coordinator	NU	8	1.00

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

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MOVED:

SECONDED:

CARRIED:

David Feldpausch
Director



Amy Chapman
Deputy Director

1911 Tooley Rd * Howell, MI 48855
Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
www.livgov.com

Memorandum

To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 08/31/2021
Re: Resolution Authorizing the EMS Restructure.

We have successfully enhanced our educational offering much faster than I could have ever hoped for. We are currently offering 2 High school EMT courses in cooperation with LESA, hosting one Adult evening EMT course, and in conjunction with Ascension we are the site host for a paramedic program. These are not small accomplishments I would have hoped that we could have gotten a paramedic program running on site in 3-5 years at best. We are confident that we will be able to sustain a paramedic program beginning every 6 months. This is a huge step toward develop future employees and give us a great advantage recruiting them upon completion.

With the above educational enhancements we need to dedicate some more staff time to education in order to successfully manage the increase workload. We plan to also enhance our internal educational offerings for current employees and even possibly do some educational outreach to other healthcare partners. I am very hesitant when it comes to adding indirect labor positions to the department because I am confident that was a part of the down turn in EMS prior to my arrival. Adding this position is critical in the success of the paramedic program and our influence on it. This paramedic program is a critical component of our recruitment plan for the future. Develop local people who are vested in their community for future Paramedic positons.

I am requesting the addition of 1 FTE for the newly developed position Education Instructor Coordinator beginning immediately upon approval. This job description was reviewed and recommended at a grade 9 and approved by the Personnel committee.

If you have any questions or comments, I always welcome them.

David Feldpausch
dfeldpausch@livgov.com
517/294-1853

LIVINGSTON COUNTY JOB DESCRIPTION

EDUCATION INSTRUCTOR COORDINATOR- EMS

Supervised By: Education Supervisor - EMS

Supervises: May assist in coordinating workflow

FLSA Status: Exempt

Position Summary:

Under the supervision of the Education Supervisor - EMS is responsible for participating in strategic long range planning to develop department educational goals, philosophy, policies and resource utilization to provide effective EMS education to employees and the community. Responsible for the research, development and implementation of initial and continuing education courses, coordination with the department's FTO system development and maintenance and assures opportunities for department employees. Develops and maintains a comprehensive public safety educational curriculum. Provides outreach and shares educational opportunities with community healthcare partners.

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. Assists in the research, development, and implementation of initial and continuing education programs. Provides educational training derived from departmental field data. Makes recommendations for improvement or enhancement of educational offerings.
2. Responsible for the instruction and or coordination of education programs ensuring quality educational opportunities. Researches new developments in EMS. Will assist in developing, implementing, evaluating, and updating new education programs and testing materials for field employees. Maintains and updates the training equipment inventory.
3. Provides outreach and serves as an educational resource to other county healthcare, educational, and public safety entities. Shares educational offerings and opportunities with local and regional partners.
4. Evaluates department programs by reviewing educational performance, evaluations, and other documents regarding educational offerings for compliance with operational policies and procedures.
5. May serve as an alternate member of the Washtenaw/Livingston Medical Control Authority. Serves on local committees involved in medical education related to

emergency medical services as assigned. Promotes the department's image and programs by attending events and preparing materials.

6. Assists in the coordination and maintenance of records for the American Heart Association Community Training Center, International Trauma Life Support, and the State of Michigan education records.
7. Participates in the departmental accreditation process as directed.
8. Assists with new hire field personnel orientation and scheduling of ride-along and college field internship programs.
9. Researches and identifies community education needs and determines an effective strategy for implementation.
10. May be required to perform the duties of a Paramedic or Coordinator in support of field operations.
11. Keeps abreast of legislative and regulatory educational developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. 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:

- Bachelor's Degree in EMS, business administration or a related field and three years of progressively more responsible experience in an emergency medical operation including prior experience providing medical care.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Paramedic license, State of Michigan licensed Paramedic Instructor Coordinator, American Heart Association Instructor Trainer, American Heart Association Community Training Center Manager, Hazardous Materials Operations certifications, and meet or exceed the Washtenaw/Livingston Medical Control Authority requirements.
- Certified instructor in ITLS, ACLS, PALS, PEARS, and completion of NIMS 100, 200, 300, 400, 700 and 800 courses.

- Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of training EMS personnel, trends in emergency medical services.
- Considerable knowledge of trends in paramedic equipment, providing paramedic services, and applying local, state and federal law, rules and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, 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 office equipment and EMS technologies, Microsoft Suite applications and specialized EMS software, databases and equipment.

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 regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. However, the incumbent could also be assigned to duties as a field supervisor/Paramedic if conditions warrant. In this situation, the incumbent could be exposed to unsanitary or unhygienic materials, individuals and situations in the course of performing required duties.



CONTACT INFORMATION

Requester: Dave FeldpauschTitle of Requester: EMS DirectorDept. Phone Number/Extension: 517-546-6220Date Requested: 9/1/2021

POSITION INFORMATION

Position Title: Education Instructor CoordinatorSupervisor: Amy Chapman1. 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: N/A2. 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: Justification of request / change of position (REQUIRED): new Education position

FUNDING INFORMATION

Base Annual Salary: 25,696.2hr./53,448yr.This position is funded in whole or in part by a grant: Yes ☐ No ☒ % Funded: Allocation (Required): Current: Org. 21065100 % 100Proposed (If changing): Org. % Position will be funded by: General Fund ☐Enterprise Fund ☐Special Revenue Fund ☒Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) Date Department Head Date 9/1/21

HR OFFICE ONLY

Job Class: 5028Job Title: Education Inst Coordinator EMSGrade/Step: 8 S / 1FTE: 1.0Employee Group: NUHR Reviewed: Amy HillDate: 09/01/2021

BUDGET OFFICE ONLY

Position Control # 65100121Org. 21065100Funds Available: Yes ☒ No ☐Object Code: 704000 ☒ 706000 ☐ 706001 ☐Comments: Requires BOC approval. Utilizing vacancy savings for 2021. Will need to be added to the 2022 budget.Budget Reviewed: Date: Resolution #: Board Authorized on Date:

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Authorize the Write Off of EMS Accounts Receivable When Sent to Collections - Emergency Medical Services

WHEREAS, the EMS Director has determined that the current procedure for writing off collections accounts is not current with industry standards; and

WHEREAS, the EMS Director wishes to change the current write off procedure from being written off after 3 years to being written off when accounts are sent collections; and

WHEREAS, the EMS Department has developed a detailed departmental policy on the handling of accounts receivable and reviewed it with the County Treasurer who concurs with this policy and change in procedure.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the EMS Department and the County Treasurer to write off accounts receivable at the point that they are sent to collections.

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MOVED:

SECONDED:

CARRIED:

David Feldpausch
Director



Amy Chapman
Deputy Director

1911 Tooley Rd * Howell, MI 48855
Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
www.livgov.com

To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 08/31/2021
Re: Memo Explaining the resolution authorizing the write off of accounts receivable.

Since my arrival in 2020 I have been frustrated by the write off procedure for our accounts receivable. The current process is that every year we bring forward a resolution and write off the bad debt for 3 years previous. The accounts were never written off in the EMS billing software until they were discharged from the collection process many years later.

This process is very inefficient and creates a lot of manual data processing generally with small amounts making the collection process even more cumbersome. We tried working with our software vendors to make the process more efficient and none of them are able to because our process is so different than the industry standard.

The industry standard is to write off the accounts when they are sent to collection and if payments are received that are recorded in a designated line and not reversed in the original account. This saves many steps and a lot of time and energy spent on bad debt.

If approved the new procedure will also give us a better picture of what our current bad debt load is and not waiting for the annual report or third year when written off to recognize trends. It will also give us a measurable to monitor collections effectiveness since all collection accounts will be receipted in to one line in the budget. This gives us the ability to see our bad debt and collection activity in live data on a daily basis. If collections activity is high then we are likely missing something on the billing side that we can quickly correct.

I have spent almost a year working on this process with the Treasure and the development of the detailed Accounts Receivable policy attached for our department.

As always if you have comments or concerns I am happy to discuss them with you.

Dave Feldpausch 517/294-1853 dfeldpausch@livgov.com

**POLICY AND PROCEDURES****SUBJECT: ACCOUNTS RECEIVABLE****POSTED: 07/22/2021****REVIEWED: 8/31/2021****REVISED:**

- SCOPE:** Applies to all full and part-time personnel representing LCEMS in any capacity.
- PURPOSE:** To ensure that Livingston County EMS Personnel properly report, record, and manage claims.
- POLICY:** It is the intention of LCEMS that each request for a response generate a unique identifier or incident number and that each identifier shall follow this procedure to ensure that all response requests are processed with the same standard. This standard will ensure that all response requests are treated equitably.

The County is equal opportunity employer and adheres to nondiscrimination in its practices.

PROCEDURE:

1. Each response request MUST be reported to Livingston County Central Dispatch (LCCD) for recording purposes. If the response request is from another source the information must be transmitted to LCCD and an EMS incident number assigned to it.
2. The next step is to ensure that each response request has a corresponding electronic patient care record (EPCR). This will be the responsibility of the field supervisors to follow up on each unmatched CAD record. The only calls that do not require a matching EPCR are canceled calls and calls with no patient found.
3. The EPCR's will then flow through a quality improvement process to ensure that they are complete and accurate. Incomplete or inaccurate reports shall be returned to the author for correction or completion according to LCEMS documentation policy and MCA guidelines ().
4. All EPCR's will then flow through in to the billing software. The quality Improvement Specialist will ensure that all EPCR's in the system are processed through to the EMS billing system.
5. Once in the EMS billing system the EPCR's will distribute to individual Billing Specialist's workflow.
6. During the Payer Verification process (further referred to as PV), the patient demographics are verified and insurance is loaded in for billing. Signatures are verified and notes per each individual insurance's guidelines for billing are added and followed. Calls that do not have enough information to bill will be placed on hold and a FIN (hospital obtained demographics -requested via fax) or RFI (Request for Information - mailed to patient) requested. Once the FIN or RFI is returned with the missing information, it is added to the call and moved forward to be billed. If the FIN or RFI is not returned or incomplete, the call is billed "self-pay".
7. During the Billing Verification process (further referred to as BV), the Billing Specialist will read the EPCR (Electronic Patient Care Report), evaluate for any QI holds, Medical Necessity or errors, and if found that the EPCR is complete, the call will be coded and sent to batch. If

**POLICY AND PROCEDURES****SUBJECT: ACCOUNTS RECEIVABLE****POSTED: 07/22/2021****REVIEWED: 8/31/2021****REVISED:**

the call is incomplete, it will be placed on QI hold to be rerouted back for corrections. Once QI holds are corrected, the call will come back to BV for billing.

8. At the end of each business day, batch will be processed. Each claim will be in a designated holding area with all other claims billing out to the same insurance companies. Batch will be sent. These claims will now turn into invoices and have accounts created in Account Inquiry as an open invoice. Some claims will process electronically and some will have to be printed and mailed. The batch queue will indicate which way they need to be processed.
9. Through our billing software contract, our claims are scanned electronically through the clearing house for front end rejections. The clearing house is checked weekly for these rejections by the Billing Specialist and Revenue Cycle & Compliance Manager. If there are errors identified and the claim can be resolved through the clearing house, the claim can be corrected and re sent. If the claim requires more edits than manageable through the clearing house, the claim is corrected and re billed through our billing software to go back through for front end rejections. If the claim rejects for an eligibility error, there are some cases where we note the error in the comments section in our billing software and switch the billing to self-pay. This is where we would need more information from the patient.
10. Our billing software is tied to our clearing house and we work with the county Tyler Munis accounting program. When EFT's (Electronic Fund Transfers) come in through Tyler Munis, and the day is settled, the General Ledger report is printed. This report displays all of the payments that were posted to the EMS account. The report totals for each entry are located in the clearing house software and then in cash receipts of the billing software and processed. All of the contractual amounts are entered and the balances are verified with the EOB's (Explanation of Benefit) from the insurance companies that are attached to the clearing house payment lines as break downs to what was paid on each claim. Once the cash receipt is verified and closed, the balances will either generate self-pay invoices or secondary claims (3rd or 4th) claims.
11. We are contracted with Medicare, Medicaid, the Blues and PHP. We accept the allowable on these invoices. Workers Compensation is also accepted at the allowed amount. When we are NOT contracted and there is a negotiated discount/ PPO discount or reduced invoice amount, that is patient responsibility. We also bill all co-pays, co-insurances, cost sharing and deductibles to the patient as indicated on their EOB's. (With the exception of COVID, because we accepted the CARES money, these would be written off in house if the patient was COVID + or signs/symptoms).
12. We also receive rejections on claims that processed all of the way to the insurance companies. These come in paper form through the mail or electronically as "zero" payments on the clearing house software. These rejections are worked in the patients favor, as it is best practice to get payment for the claim before sending to the patient. We will

**POLICY AND PROCEDURES****SUBJECT: ACCOUNTS RECEIVABLE****POSTED: 07/22/2021****REVIEWED: 8/31/2021****REVISED:**

get record requests, deductible amounts not met, member coverage termed, no claim found, not a covered benefit, non-emergency ambulance coverage not on policy, benefits exhausted, etc. as some examples. These rejections are all worked, and scanned to the EOB folder on the county network, with notes in the comments of the call. Sometimes a rejection cannot be resolved and a self-pay invoice needs to go to the patient for additional help getting their claim paid.

13. When there is a self-pay balance due, our billing software is programmed to print a series of three invoices to go out to the patient at 30-day intervals. Invoices are hand stuffed into envelopes with additional information needing to go to the patient such as HIPAA forms, blanket RFI, survey slips and envelopes. There is specific verbiage printed at the bottom of each statement explaining how to make a payment or call the office to add insurance information if it has not been billed, or call the office to set up a payment plan. The third invoice indicates that we are 60 days out with no patient contact and now it is their FINAL NOTICE. There is also an additional paper insert FINAL NOTICE that is included to get their attention. It states that if you do not contact us within 30 days, this invoice will be turned over to collections and an additional 25% maybe added on to the balance. If the patient calls to make payment arrangements or request financial hardship, the billing statement count is reset back to one, and the series of invoices generates again, allowing the patient to begin to make their monthly payments or have time to gather documents and return the Financial Hardship form to the EMS business office for review by the Director.
14. When there is no activity on an account for 90 days, it will end up in Final Dunning. This is the last attempt to work the claim before it moves on to the collection agency. During this process, Billing Specialists verify that the patient is not deceased, there is no Medicaid or back dated /provided insurance that may have been added after it was first billed. A courtesy check can be performed on EPIC (hospital-based demographics) for insurance updates or request FINs. Billing Specialists can also send one more highlighted invoice to get the patients attention before moving to the collection batch. If the patients bill is under \$35, the bill is considered under the dollar threshold warranting collection efforts. The Revenue Cycle & Compliance Manager will create the adjustment on the account to zero out the patient balance. Report will be given to the Treasurer of these "small balance adjustments". Frequency of reporting will be determined based on the Treasurer's need.
15. If the patient is not deceased, does not have Medicaid, not work comp, psych transfer or special notes on the call, the Billing Specialist can forward the call to the collections batch. If there are special notes to review, the call is put on HOLD for the Revenue Cycle & Compliance Manager to review before sending to the collection batch or directing the call to the EMS Director for review. Depending on how many invoices are in the collection batch determines

**POLICY AND PROCEDURES****SUBJECT: ACCOUNTS RECEIVABLE****POSTED: 07/22/2021****REVIEWED: 8/31/2021****REVISED:**

if it is sent weekly or bi-weekly. We upload the accounts that we are sending to collections per their process.

16. When the accounts are acknowledged by the collection agency, the Revenue Cycle & Compliance Manager and/or Office Manager will write-off the balance on accounts sent with a comment of "collections". This will zero out the patient account. Report will be given to the Treasurer regarding the dollar amounts written off. Frequency of reporting will be determined based on Treasurer need.
17. If the account is in full collect with the collection agency and we receive a payment, we will deposit the payment into the "Collections-Written Off Accounts" revenue line item and email our patient account representative at the collection agency the amount that was paid. The collection agency adjusts the amounts based on the % of the amount that is owed to them. The Revenue Cycle & Compliance Manager will put notes on the account of any payments that were forwarded to collections and who the payment was reported to without altering a patient account balance.
18. Payments received from the collection agency will be receipted to the "Collections-Written Off Accounts" revenue line item. There will be no altering a patient account balance when the collection agency forwards payment.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Howell Township to Use the Public Safety Complex as a Polling Site for Elections. – Emergency Medical Services

WHEREAS, Howell Township has lost the ability to use their previous location as a polling site to conduct their required elections; and

WHEREAS, Howell Township has been unable to secure a suitable location to conduct future elections despite an exhaustive search; and

WHEREAS, the public Safety Complex located a 1911 Tooley Rd has been evaluated and is believed to be a suitable site for conducting polling activity for Howell Twp; and

WHEREAS, the EMS Director and Howell Twp Clerk have discussed the site requirements, frequency, and duration of the polling needs for Howell Township and concur that the public Safety complex is a suitable site; and

WHEREAS, the use of the Public Safety Complex has been previously discussed and restricted to County departments and Public Safety entities; and

WHEREAS, the EMS Director and County Administrator believe that the use of the Public Safety Complex as a polling site is an acceptable use of the facility and are requesting board approval for same.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the Public Safety Complex at 1911 Tooley Rd Howell Mi 48855 to be used as a public polling site for Howell Township with an agreement drafted by legal counsel on the terms of use and reasonable fees.

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

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MOVED:
SECONDED:
CARRIED:

David Feldpausch
Director



Amy Chapman
Deputy Director

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Business (517) 546-6220 * Fax (517) 546-6788 * Emergency 911
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To: Livingston County Board of Commissioners
Fr: David Feldpausch, EMS Director
Date: 08/31/2021
Re: Memo Explaining the resolution authorizing the use of the Public Safety Complex as a pooling site for Howell TWP.

Howell TWP has previously used space in the M-Tec building for conducting elections for their 3 precincts. That building has since sold and is no longer available for their use. Jean Gram Howell Twp Clerk had reached out to us about the possibility of using the Public Safety Complex as a polling site for future elections after looking at a number of other potential sites as well.

Our site seems to fit the needs of the TWP for polling purposes, with adequate space, parking, and accessibility. Howell Twp has 6232 registered voters and the average turn out is around 2250. Their use of the site will generally be 3 elections every other year unless they have a special school election.

I discussed the issue with the County Administrator since we had previously restricted the use of the building to County Departments and local Public Safety agencies. We were both supportive of the use of the building as a polling site for Howell Twp. We decided that since this did not fit the criteria that was previously discussed that this issue should come to the board for approval.

Nathan has also sent the issue to legal counsel and reviewed with the County Clerk to ensure that hosting the polling site on county property did not create any conflicts for us. I also forwarded a draft agreement from the last site used by Howell Twp to Nathan.

Howell Twp had advised that they were open to paying a reasonable fee for the cleaning after each election.

Nathan may have more to share after his review with Legal.

As always if you have comments or concerns I am happy to discuss them with you.

Dave Feldpausch 517/294-1853 dfeldpausch@livgov.com