



Courts, Public Safety, and Infrastructure Development Committee Meeting Agenda

July 14, 2025

6:00 p.m.

Hybrid In-Person and Virtual Meeting

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

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

<https://us02web.zoom.us/j/3997000062>

A quorum of the Board of Commissioners may be in attendance at this meeting.

Pages

1. Call Meeting to Order
2. Pledge of Allegiance to the Flag
3. Roll Call
Wes Nakagiri - Chairman, Douglas Helzerman - Vice Chairman, Dave Domas,
Nick Fiani
4. Approval of Agenda
5. Call to the Public
Act 388 of 1976 offer; Act 267 of 1976
6. Approval of Minutes
 - 6.1 Meeting Minutes dated: June 9, 2025 3
7. Reports
8. Resolutions for Consideration
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Materials Management Planning Committee
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Resolution Authorizing Contracts to Provide Substance Use/Mental
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Resolution Authorizing an Agreement with D'n'A-Drug and Alcohol
Testing Centers to Provide Drug and Alcohol Testing Services

8.4	Juvenile Court	Debby Shaw	25
	Resolution Re-Allocating Funding of the Juvenile Register Position		
8.5	Juvenile Court	Debby Shaw	30
	Resolution Authorizing Submission of the FY 2026 Child Care Fund Budget to the State of Michigan		
8.6	Juvenile Court	Debby Shaw	39
	Resolution Authorizing an Agreement with Hope and Healing Counseling Services, LLC, to Provide Truancy Diversion Services		
9.	Adjournment		

Courts, Public Safety, and Infrastructure Development

Committee Meeting Minutes



June 9, 2025, 6:00 p.m.
Hybrid In-Person and Virtual Meeting
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC
<https://us02web.zoom.us/j/3997000062>

Members Present: Wes Nakagiri - Chairman, Douglas Helzerman - Vice Chairman, David Domas, Nick Fiani

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Wes Nakagiri, at 6:00 p.m.

2. Pledge of Allegiance to the Flag

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

3. Roll Call

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

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by D. Domas
Seconded by D. Helzerman

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)

5. Call to the Public: Act 388 of 1976 offer; Act 267 of 1976

None.

6. Approval of Minutes

6.1 Meeting Minutes dated: May 12, 2025

Motion to approve the Minutes as presented.

It was moved by N. Fiani
Seconded by D. Domas

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)

7. Reports

7.1 Drain Commissioner's Office

Ken Recker, Chief Deputy Drain Commissioner, reported on the Brighton No. 4 Drain project and answered questions from Commissioners.

8. Resolutions for Consideration

8.1 Building Department

Resolution to Reorganize the Building Department Staff Hours

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: D. Domas

Seconded by: D. Helzerman

Jim Rowell, Building Official, presented the resolution and answered questions from commissioners.

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)

8.2 Car Pool

Resolution Authorizing a Replacement Vehicle Lease for the Sheriff Jail Division

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: D. Helzerman

Seconded by: D. Domas

Greg Kellogg, Car Pool Department Director, presented the resolution and answered questions.

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)

8.3 Jail

Resolution Authorizing a Budget Amendment for Jail Inmate Clothing and Supplies

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: D. Helzerman

Seconded by: N. Fiani

Sheriff Murphy presented the resolution and answered questions from commissioners.

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)

8.4 Sheriff

Resolution Authorizing an Agreement for Law Enforcement Services Between the Livingston County Sheriff's Office and Tyrone Township

Motion to recommend the resolution to the Board of Commissioners.

It was moved by: N. Fiani

Seconded by: D. Domas

Sheriff Murphy presented the resolution and answered questions from commissioners.

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)

9. Adjournment

Motion to adjourn the meeting at 6:38 p.m.

It was moved by D. Helzerman

Seconded by N. Fiani

Yes (4): W. Nakagiri, D. Helzerman, D. Domas, and N. Fiani; No (0): None

Motion Carried (4 to 0)



Natalie Hunt, Recording Secretary

UNAPPROVED

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Requesting Approval of the Bylaws of the Recently Created Materials Management Planning Committee – DPW / Solid Waste

WHEREAS, the Department of Environment, Great Lakes and Energy (EGLE) is overseeing the transition from solid waste disposal to a new materials management system that will be geared toward seeking alternatives to landfilling, reducing environmental impacts, contributing to a circular economy and identifying the highest and best use for all materials including recyclables, organics and solid wastes; and

WHEREAS, recent amendments to Part 115 went into effect on March 29, 2023, and require that all counties prepare a Materials Management Plan; and

WHEREAS, Resolution 2024-06-084 designated the Livingston County Board of Commissioners as the County Approval Agency (CAA); and

WHEREAS, Resolution 2025-01-008 appointed the Livingston County Planning Department as the County’s Designated Planning Agency (DPA); and

WHEREAS, Resolution 2025-01-009 created the 12 member Livingston County Materials Management Planning Committee whose primary task is to assist the DPA and County staff in the development and implementation of the Materials Management Plan in addition to its other responsibilities under Part 115; and

WHEREAS, it was further resolved in Resolution 2025-01-009 that the MMPC shall adopt its own bylaws that must be approved by the Livingston County Board of Commissioners.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the attached bylaws of the Materials Management Planning Committee that were approved at their June 24, 2025 meeting.

#

MOVED:
SECONDED:
CARRIED:



Statement of Bylaws Livingston County, Michigan Materials Management Planning Committee

ARTICLE I NAME AND ESTABLISHMENT

This organization shall be known as the Livingston County Material Management Planning Committee (MMPC).

This committee was established by the Livingston County Board of Commissioners, the County Approval Agency (CAA), on January 27, 2025, Resolution 2025-01-009, and under the authority of Part 115 of PA 451 of Michigan Public Acts of 1994.

ARTICLE II OFFICE

The office and mailing address of the Materials Management Planning Committee shall be:

Livingston County Department of Planning
304 East Grand River Avenue
Howell, MI 48843

ARTICLE III DEFINITIONS

Section 1. Definitions.

The following words and expressions are used throughout this document, whether used in the singular or plural, shall be defined, read, and interpreted as follows:

- a) County Approval Agency (CAA): is the entity that assumes responsibility and is authorized to approve the MMP. The CAA is the Livingston County Board of Commissioners.
- b) Designated Planning Agency (DPA): is the entity specified by the CAA that shall serve as the primary government resource in the planning area for administering and developing the MMP. The DPA is the Livingston County Department of Planning.
- c) Designated Planning Agency Representative: is the specific individual of the DPA designated as the primary contact for the MMP. The Designated Planning Agency Representative is Scott Barb, Director, Livingston County Planning Department.
- d) Materials Management Plan (MMP): is a new plan that will replace the existing Solid Waste Management Plan after approval from EGLE that seeks adequate materials management capacity for all nonhazardous solid waste generated in the county with a focus on developing strategies to utilize materials to their best and full potential prior to final disposal.

- e) Michigan Department of Environment, Great Lakes & Energy (EGLE): is the primary state agency overseeing the Materials Management planning process and administering Part 115, Solid Waste Management, of the Natural Resources and Environmental Protection Act, 1994 PA 451.

ARTICLE IV PURPOSE AND FUNCTION

Section 1. Purpose

The purpose of this organization, in accordance with the State of Michigan's Materials Management Program pursuant to Part 115 of the Natural Resources and Environmental Protection Act of the Michigan Acts of 1994 (the "Act"), is to:

- a) Implement a new Materials Management Plan (MMP) that will focus on sustainable material management approaches such as recycling and composting instead of landfilling waste; and
- b) To provide recommendations and guidance to the Livingston County Department of Planning, who shall serve as the Designated Planning Agency (DPA) pursuant to the Act.
- c) To provide information through the DPA to the Livingston County Board of Commissioners, who is designated as the County Approval Agency (CAA) under the Act and the MMP; and
- d) To provide a new MMP to the State of Michigan and the CAA pursuant to the terms and conditions of the Act.

Section 2. Function

The function of the MMPC is to:

- a) Meet on a consistent and timely basis to provide recommendations and guidance to the DPA for the Work Plan that is to be submitted to the State of Michigan.
- b) Review and approve the MMPC Work Plan.
- c) Provide guidance and recommendations for all issues identified in Part 115 of the Act to the DPA.
- d) Shape the MMP program's philosophy and long- and short-term goals and objectives.
- e) Provide the final level of approval of the MMP before it is presented for CAA approval.

ARTICLE V Membership and Officers

Section 1. Establishment: Members

The Livingston County Materials Management Planning Committee shall consist of twelve (12) members, all of which shall be approved by the Livingston County Board of Commissioners. All members shall be selected pursuant to the criteria listed in Section

11572 of Part 115 of Act 451 of the Michigan Public Acts of 1994. One (1) member shall be voted by the MMPC to be the Chairperson.

- a) Membership on the Planning Committee shall include:
- One (1) Solid Waste Disposal Facility Operator
 - One (1) Managed Material Hauler
 - One (1) Materials Recovery Facility Operator
 - One (1) Compost or Anaerobic Digester Facility Operator
 - One (1) Waste Division, Reuse, or Reduction Facility Operator
 - One (1) Environmental Interest Group Representative
 - One (1) County Elected Official
 - One (1) Township Elected Official
 - One (1) City or Village Elected Official
 - One (1) Representative of a Business that Generates a Managed Material
 - One (1) Representative of the Regional Planning Agency
 - One (1) Representative that does business in or resides in an adjacent community outside of the planning area.

Section 2. Term of Office

- a) All MMPC members shall serve for five (5) years. If proscribed by the Act, members shall be re-appointed by the Livingston County Board of Commissioners who also is the only organization who can authorize his/her removal. If a vacancy occurs on the planning committee, the Board of Commissioners shall make an appointment for the unexpired term in the same manner as the original appointment, pursuant to the Act.
- b) The MMPC may, upon a majority vote, recommend to the CAA for the removal of an MMPC member. An MMPC member can be removed only by the Board of Commissioners. An MMPC member can be removed due to incompetence, dereliction of duty, or malfeasance, misfeasance, or nonfeasance in office.
- c) In case of a vacancy or change in status, all remaining members shall continue to serve until a successor is duly appointed in the same manner as the original appointment for the duration of the unexpired term, pursuant to the Act.

Section 3. Resignation

- a) A member will indicate his/her intent to resign by submitting a written statement with an effective date of resignation to the Livingston County Board of Commissioners and copies to the chairperson of the MMPC. Each committee member shall provide the Livingston County Board of Commissioners at least thirty (30) days' notice before any such resignation shall become effective.

Section 4. Election of Officers

- a) At the first meeting of each calendar year, the MMPC shall elect from its members a Chairperson and a Vice Chairperson, and any other officers it deems necessary.
- b) Any member of the MMPC may place the name of another member in nomination for office. Nominations do not require a second.

- c) The nomination and election of the Chairperson and Vice Chairperson shall be by roll call vote.
- d) The vote of a majority of current members is required to elect the Chairperson and Vice Chairperson.
- e) The term for each officer is one calendar year.
- f) An officer may resign by written notice to the Committee. The resignation will be effective upon its receipt and vote of acceptance by the Committee, or at a subsequent time specified in the notice of the resignation and upon its vote of acceptance by the Committee.

Section 5. Chairperson

The Chairperson (or their approved designee, see Section 7(b)) will:

- a) Preside at all MMPC meetings. The DPA representative shall communicate directly with the Chairperson prior to each meeting, providing an agenda for each meeting. Committee members shall have the ability to pose questions to the chair prior to each meeting and request that certain items be included in subsequent agenda meetings.
- b) Be the primary contact person for the MMPC and DPA Representative.
- c) In consultation with the Chairperson, the DPA Representative shall prepare the agenda for each regular meeting.
- d) Will perform the following actions at each meeting of the Committee:
 - A. Call the meetings to order, and formally close them.
 - B. Note whether a quorum is present.
 - C. Extend every courtesy to the discussion of the motions.
 - D. Repeat and/or explain each motion before it is voted on.

Section 6. Vice Chairperson

The Vice Chairperson (or their approved designee, see Section 7(b)) will:

- a) Preside at a meeting in the absence of the Chairperson; assume the duties and responsibilities of the Chairperson when the Chairperson is absent.

Section 7. Secretary

- a) The Secretary shall serve as Chair in the absence of the Chairperson and the Vice Chairperson.
- b) The Secretary shall be the record keeper (recording of Committee meeting minutes, provide other written records as necessary) for the Materials Management Planning Committee meetings and actions.
- c) In event of the absence of both the Chairperson, Vice Chairperson, and Secretary, the Committee members present at the meeting will designate by majority vote, a present Committee member to act as Chair for that meeting.

ARTICLE VI Committees

Section 1. Committees in General

- a) The DPA representative shall identify for MMPC any ad hoc subcommittees as necessary to assure the proper conduct of business.

Section 2. Subcommittees

The Committee, in consultation with the DPA, may create subcommittees as deemed necessary in the preparation of the MMP.

- a) The size of the subcommittee shall be the lesser of the following:
 - (i) five members, or
 - (ii) less than half of the number of total Committee members.
- b) All subcommittee meetings shall be publicly noticed and open to the public.
- c) Each subcommittee will report to the full MMPC on topics and recommendations discussed in subcommittee meetings.
- d) A subcommittee is advisory and only authorized to make recommendations to the MMPC or the DPA, and only has such other advisory duties as delegated to them by the Committee.

ARTICLE VII Meetings

Section 1. Regular Meetings

All regular meetings shall comply with the following:

- a) Regular meetings of the MMPC will be held on a timely and consistent basis.
- b) Be open to the public.
- c) Be held at a location determined by the DPA Representative with assistance from the Committee Chairperson.
- d) Meetings shall comply with the Michigan Open Meetings Act (OMA) and will be held in person.
- e) Roberts Rules of Order shall be the parliamentary authority of the MMPC and shall govern the proceedings of the MMPC in all cases not conflicting with the Bylaws, the OMA or the law.

Section 2. Notice of Meetings

- a) Written notice shall be digitally distributed, by email, to each member of the MMPC at least seven (7) calendar days prior to the date of each regular meeting. A schedule of the Committee Meeting dates will be posted on the MMPC website for public notice. Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

Section 3. Special Meetings

- a) When necessary, and with a 48-hour written notice provided digitally, by email, to MMPC membership, special meetings may be requested by the DPA representative. Public notice of the time, date, and place of special meetings shall be posted in the manner required by the Open Meetings Act.

Section 4. Quorum

- a) If a quorum is not established within one half hour of the scheduled meeting time, no official meeting can be held. A quorum for this purpose shall be a majority of the currently appointed members.
- b) Whenever a quorum is not present for a scheduled meeting, those present may adjourn the meeting to another date certain or hold an informal discussion for the purpose of considering such matters as are on the agenda. No action taken at such meeting shall be final or official.
- c) The MMPC is not a separate legal entity under Michigan law and does not have the legal ability to execute agreements. Therefore, the DPA Representative shall have discretion to conduct a meeting if a majority of the members are not present. The MMPC Secretary in consultation with the DPA Representative shall have the responsibility to provide all members with a summary of any held official regular meeting.

Section 5. Conducting Business

- a) Business shall be conducted in accordance with Robert's Rules of Order and any applicable laws or regulations of Livingston County or state and federal law. All meetings shall be held in full compliance with the Open Meetings Act, MCL 15.261 *et seq.* Public notice of the time, date, and place of meetings shall be posted in the manner required by the Open Meetings Act.

The order of business for Materials Management Planning Committee meetings shall be:

- A. Call to order by the Chair
 - B. Roll Call
 - C. Determination of Quorum
 - D. Additions to the Agenda
 - E. Adoption of Agenda
 - F. Approval of Minutes of Prior Meeting
 - G. General Public Comments
 - H. Agenda and Discussion Items
 - I. Announcements
 - J. Additional Public Comment
 - K. Adjournment
- b) In consultation with the Chairperson, the DPA Representative shall prepare the agenda for each regular meeting.

- c) MMPC members may contact the DPA Representative or the MMPC Chairperson to request that items be placed on the agenda or may request that an item appear on a future agenda. If approved by the Chairperson, such requested items will be placed on the agenda of the next meeting or a subsequent meeting.
- d) Members of the public may contact the DPA Representative to request that items be placed on the agenda, or that an item appear on a future agenda. If approved by the Chairperson, the proposed item will be placed on the agenda of the next meeting or a subsequent meeting.

Section 6. Voting

- a) Each member of the MMPC has one (1) vote. There is no proxy voting.
- b) Each member shall be present during the motion and discussion of the voting issue at hand to be eligible to vote.
- c) Each member understands that the MMPC is not a separate legal entity, and any voting shall be treated as a recommendation to the DPA regarding issues brought before the Committee. If circumstances prevent a member from being physically present, a member may participate in the discussion and vote by teleconference or videoconference if s/he is present for all discussion related to a motion on which s/he is voting.

Section 7. Actions

- a) All actions at meetings of the Materials Management Planning Committee, unless specifically stated otherwise in this document, will be made by a majority vote of the Materials Management Planning Committee present. A majority vote is more than half of the members present.

Section 8. Motion

- a) Motions shall be restated by the Chairperson before a vote is taken. The name of the maker and the supporter of a motion shall be recorded for the minutes.

Section 9. Conflict of Interest

- a) **Disclosure.** All Committee members shall comply with the Standards of Conduct for Livingston County Officers and Employees. When a Committee member or officer is affiliated with an organization seeking to provide services or facilities to the County and/or the MMPC, or when a Committee member or officer has any duality of interest or conflict of interest, real or apparent, such affiliation or conflict of interest shall be disclosed to the Committee and made a matter of record, either when the interest becomes a matter of Committee action or as part of a periodic procedure to be established by the Committee. An affiliation with an organization will be considered to exist when a Committee member or officer or member of their immediate family or a blood relative is an officer, director, trustee, partner, owner, employee, or agent of the organization, or has any other substantial interest or dealings with the organization.

- b) **Voting.** Any Committee member or officer having a duality of interest or conflict of interest on any matter shall not vote, use their personal influence on the matter, or participate in the discussion or deliberations on the matter, even if permitted by law. The minutes of the meeting should reflect that the disclosure was made and that the interested Committee member or officer abstained from voting.
- c) A Materials Management Planning Committee member shall not personally appear before the Materials Management Planning Committee as a petitioner or as a representative of a petitioner during the member's term of office.
- d) A Materials Management Planning Committee member, when speaking to individuals, groups or organizations, shall indicate representation of the Materials Management Planning Committee. When speaking for personal purposes, the Materials Management Planning Committee member shall indicate that the stated opinions and beliefs are not the opinions and beliefs of the Materials Management Planning Committee as a whole.
- e) Materials Management Planning Committee members shall conduct themselves at Materials Management Planning Committee meetings in a fair, courteous, and understanding manner. Materials Management Planning Committee members shall avoid interchanges involving personality differences.

Section 10. Public Participation

- a) Public comments regarding agenda items will be received as those items are taken up by the MMPC.
- b) Public comments on non-agenda matters will be received during the Public Comment portion of the meeting.
- c) Persons wishing to address the MMPC shall identify themselves and state their address and reason for addressing the MMPC.
- d) Persons shall limit their comments to three (3) minutes unless the time is extended by the Chairperson or by a majority vote of the MMPC membership.
- e) The Open Meetings Act allows persons to record or broadcast the MMPC meetings. However, such actions shall result in a minimum of disruption of the meeting. The Chairperson shall determine if the actions are disrupting the meeting, and the Chairperson shall have the right to direct that those actions be modified and not cause further disruption for the remainder of the meeting.

ARTICLE VIII COMMUNICATIONS

- a) All media inquiries into the business of the MMPC shall be directed to the Livingston County Planning Department:

A: 304 E. Grand River Avenue, Howell, MI 48843
P: 517-546-7555
E: planning@livgov.com

- b) Freedom of Information Act requests (FOIA) shall be directed to/ and submitted online through the Livingston County Clerk's Office/FOIA Coordinator:

Link: <https://milivcounty.gov/foia/>

ARTICLE VIII AMENDMENTS TO BYLAWS

These MMPC by-laws may be amended by the DPA and providing such amendment to the MMP at least ten (10) calendar days prior to the next scheduled MMPC meeting. Each proposed amendment will be sent to each MMPC member at least seven (7) calendar days before the meeting. The MMPC may debate the amendment and provide feedback before such amendment is implemented by the DPA.

ARTICLE IX DISSOLUTION

Section 1. Dissolution

- a) **Dissolution.** The MMPC may be dissolved by a resolution passed by the Livingston County Board of Commissioners.

ARTICLE X ADOPTION OF A MATERIALS MANAGEMENT PLAN

- a) Once the MMP is drafted and approved by the MMPC, the DPA shall share the MMP draft for public review and comment for a minimum of sixty (60) days.
- b) A public hearing shall be held during the public comment period. A public notice of the hearing must be published at least 30 days prior to the hearing. The notice shall be published in a newspaper, or by electronic media, with major circulation or viewership in the planning area. The notice must state where to find the draft MMP, the end date of the public comment period, and solicit public comment. Online notices must remain posted until the end of the public comment period. This notice may also serve as the public hearing notice.
- c) A copy of the MMP along with a notice of the end of the public comment period shall be provided to: EGLE, each municipality within the planning area, counties and municipalities adjacent to the planning area that may be significantly affected by the MMP or that have requested the opportunities to review the MMP, and the regional planning agency for each county in the planning area.
- d) A summary of comments received during the public comment period shall be submitted to the MMPC. The MMP shall be revised based on public comment, as directed by the MMPC. The DPA has 30 days from the end of the public comment period to resubmit the MMP to the MMPC, if applicable.
- e) An additional public hearing shall be held when required by: Part 115 of Public Act 451 of 1994, the duly adopted by-laws of the Materials Management Planning Committee, or when a majority of the membership of the Committee deem a public hearing necessary. Such a

hearing shall be advertised on the Livingston County Materials Management website described in the initial public notice announcing the amendment to the plan, no less than thirty (30) days before such a hearing. The notice shall indicate a location where copies of the plan are available for public inspection and the time and place of the public hearing.

- f) The Materials Management Plan, as designated in Part 115 of Public Act 451 of 1994, shall be approved in accordance with Part 115 of Act 451 of 1994.

EFFECTIVE DATE

These Bylaws of the Livingston County Materials Management Planning Committee, Livingston County, Michigan, were adopted at a regular meeting of the Materials Management Planning Committee held on June 24, 2025.

These Bylaws shall take effect upon Livingston County Board of Commissioner Approval.

ENDORSEMENT

The foregoing Bylaws were adopted by an affirmative vote of the majority of the Committee members at a regular meeting held on June 24, 2025.

Signed:

MMPC Chair: _____ **Date:** _____

MMPC DPA Representative: _____ **Date:** _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Contracts to Provide Substance Use/Mental Health Treatment Service- Specialty Courts and Programs – Court Central Services

WHEREAS, Livingston County has a need for Substance Use/Mental Health Treatment Services for the participants of the Specialty Courts and Programs and Trial Courts; and

WHEREAS, the current contract will expire on September 30th, 2025; and

WHEREAS, in accordance with the County’s Procurement Policy, a formal bid process was performed and two (2) proposals were received and evaluated to provide substance use/mental health treatment services to the Specialty Courts and Programs and Trial Courts for the period of October 1st, 2025 through September 30th , 2028, with the option of renewal for up to two additional one-year periods; and

WHEREAS, Key Development Center and Livingston County Catholic Charities have met the requirements to provide the Specialty Courts and Programs with substance use/mental health treatment services at the attached rates; and

WHEREAS, through various program funding including State and Federal grants, the Courts will have the flexibility to award non-exclusive contracts to the above vendors based on program requirements and the Court’s needs with an anticipated start date of October 1st, 2025.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into non-exclusive contracts for substance use/mental health treatment services with Key Development Center and Livingston County Catholic Charities, beginning October 1st , 2025 and continue until September 30, 2028, with the ability to renew the contracts at the Court’s discretion for up to two additional one-year periods with funding for the contracts coming from State and Federal grants.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, 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.

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

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY SPECIALTY COURTS AND PROGRAMS

204 S. Highlander Way, Howell, MI 48843
Phone 517-540-7664 Fax 517-546-3731
Web Site: <https://www.livgov.com/>

Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, Specialty Courts and Programs Administrator
Date: July 1st, 2025
Re: Resolution Authorizing Contracts to Provide Substance Use/Mental Health Treatment Services for Specialty Courts and Programs

Livingston County Specialty Courts is requesting the Board of Commissioners approval to award contracts to Key Development Center and Livingston County Catholic Charities to provide substance use and mental health treatment services for the Specialty Courts and Programs and Trial Courts for the period of October 1, 2025 through September 30, 2025 with the ability to renew the contracts at the Court's discretion for up to two (2) additional one-year periods.

The current contract for substance use/mental health treatment services for the Specialty Courts and Programs is set to expire on September 30th, 2025. Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the BidNet Michigan Inter-governmental Trade Network (MITN) and the County Purchasing website. Two (2) proposals were received and evaluated.

After careful review of the proposals, the evaluation committee recommends an award to Key Development Center and Livingston County Catholic Charities who have provided exemplary services to our Specialty Courts and Programs over the last five years as contracted vendors. As a result, we are requesting the attached resolution be approved which authorizes contracts with Key Development Center and Livingston County Catholic Charities to provide substance use and mental health treatment services for the Specialty Courts and Programs for the period of October 1, 2025 through September 30, 2028 with the ability to renew the contracts at the Court's discretion for up to two (2) additional one-year periods.

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

RFQu-LC-25-04 Substance Use and Mental Health Treatment Services

Description of Service	Duration of Service	Price Per Service
Screening		FREE
Intake Assessment		\$155
Individual Therapy		\$110
Group Therapy		\$27.50
Peer Support Services		\$22.50
<u>Other Services (Please list all):</u>		
Psych Evaluation		\$225
Psych Med Review		\$100
		\$
		\$
		\$



Bid Synopsis For Substance Use and Mental Health Treatment Services

RFQu Issued & Publicly Posted: 04/22/2025	Public Postings:
Solicitation #: RFQu-LC-25-04	Livingston Co. Website (milivcounty.gov) BidNet (bidnetdirect.com/mitn)
RFP Due Date: 05/19/2025	Bids Received: 2

The Evaluation Committee has completed evaluation of the bids received for the Request for Qualifications referenced above. The purpose of the RFQu is to secure Substance Use and Mental Health Treatment Services for the Livingston County Trial Courts and Specialty Courts and Programs and competitively award a contract(s) that will provide these services for the next three years. Below is a recap of the bid evaluation.

The RFQu was publicly posted. Three responses were received as follows:

1. Key Development Center
2. Livingston Catholic Charities

All bidders submitted their responses within the timeframe outlined in the RFQu; all required forms, signatures, and notarizations were included.

All bid responses were reviewed for compliance with the minimum requirements. In accordance with the RFQu. There weren't any bids determined non-responsive to the minimum requirements.

The Evaluation Committee independently reviewed and scored the proposals submitted by the two bidders, Key Development Center and Livingston Catholic Charities. Both bidders are incumbents that have been providing services successfully to Livingston County for years. The scores provided for a total of 80 points based on the RFQu evaluation criteria. The following reflects the average scores of the Evaluation Committee:

Key Development Center: 75.3 (94.1%)
Livingston Catholic Charities: 75.3 (94.1%)

Based on the above, the evaluation committee recommends award to both Key Development Center and Livingston Catholic Charities pending Board of Commissioners approval.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with D’n’A-Drug and Alcohol Testing Centers to Provide Drug and Alcohol Testing Services - Court Central Services & Trial Courts

- WHEREAS,** Livingston County has a need for drug and alcohol testing services; and
- WHEREAS,** the current contract will expire on September 30th, 2025; and
- WHEREAS,** in accordance with the County’s Procurement Policy, a formal quoting process was performed and the submitted proposals were evaluated; and
- WHEREAS,** D’n’A, submitted a proposal that will provide the drug and alcohol testing at the attached rates for the period of October 1st, 2025 through September 30th, 2028, with an option for two (2) additional one-year renewal periods; and
- WHEREAS,** funding for same is available through the Court Central Services’ state and federal grants, the Child Care Fund, and the Court budget.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with D’n’A for drug and alcohol testing services at the attached rates for the period of October 1st, 2025 through September 30th, 2028, with up to two (2) additional one-year renewal periods.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, 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.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes any budget amendment to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Sara Applegate, Specialty Courts and Programs Administrator
Date: July 1st, 2025
Re: Resolution Authorizing a Contract Award to D'n'A-Drug and Alcohol Testing Center to Provide Drug Testing Services for the Specialty Courts and Programs and Trial Courts

Livingston County Specialty Courts and Trial Courts is requesting the Board of Commissioners' approval to award a contract to D'n'A-Drug and Alcohol Testing Center to provide drug testing services for the Specialty Courts and Programs and Livingston County Trial Courts.

The current contract for drug testing services for the Specialty Courts and Programs and the Trial Courts is set to expire on September 30th, 2025. Per the County Purchasing Policy, a competitive bid process was performed in which the bid was posted on the BidNet Michigan Inter-governmental Trade Network (MITN) and the County Purchasing website. One (1) proposal was received and evaluated.

After careful review of the proposal, the Court recommends an award to D'n'A-Drug and Alcohol Testing Center who has provided exemplary services to both our Specialty Courts and Programs and Trial Courts over the last seven years as our contracted vendor. As a result, we are requesting the attached resolution be approved which authorizes a contract with D'n'A-Drug and Alcohol Testing Center to provide drug testing services for the Specialty Courts and Programs and Trial Courts for a period of October 1, 2025 through September 30, 2028, with the options for up to two (2) additional one-year renewal periods.

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

RFP-LC-25-06: Bid Tabulation

Description of Service	D'n'A Drug Testing Centers, INC
PBT - Service or Test Fee	Free
PBT - Enrollment Fee	Free
Urine Screen for Drugs and Alcohol - Service or Test Fee	\$12.00 Instant
Urine Screen for Drugs and Alcohol - Enrollment Fee	Free
ETG/ETS Testing - Service or Test Fee	\$14.00 Lab/Confirmation
ETG/ETS Testing - Enrollment Fee	Free
GC/MS Confirmation - Service or Test Fee	\$20.00 Including LAB Testimony
GC/MS Confirmation - Enrollment Fee	Free
SWAB Testing for Rugs and/or Alcohol - Service or Test Fee	\$30.00 LAB/Confirmation
SWAB Testing for Rugs and/or Alcohol - Enrollment Fee	Free
Medication Review of Prescription Usage - Service or Test Fee	Free
Medication Review of Prescription Usage - Enrollment Fee	Free
Court Testimony - Service or Test Fee	Free
Court Testimony - Enrollment Fee	Free
Other Applicable Fees - Service or Test Fee	Free
Other Applicable Fees - Enrollment Fee	Free
Testing Sample Collected by Probation - Service or Test Fee	Free
Testing Sample Collected by Probation - Enrollment Fee	Free



**Bid Recap
For
Drug and Alcohol Testing Services**

**Lead Public Agency: Livingston
County Solicitation: RFP-LC-25-06**

**RFP Issued & Publicly Posted: 4/28/25
Public Posting: Livingston County
Fiscal Services Website & BidNet
Proposals Received: 1**

RFP Due Date: 5/27/2025

Livingston County received one (1) proposal in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The RFP was publicly posted on two websites. As a result, the bid documents were downloaded by 48 qualified companies. Even though only one (1) qualified submission was received, the Evaluation Committee believes that the process created a system of free and open competition and should be considered valid.

The response was received from D'n'A Drug and Alcohol Testing Centers, Inc. D'n'A Drug and Alcohol Testing Centers provided their response within the timeframe outlined in the RFP.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work, Attachment A - Vendor Questionnaire, and Attachment B - Pricing Proposal. A review of the minimum requirements revealed that the one (1) bidder met the minimum mandatory requirements (Section 1.2), and the bidder confirmed its understanding of the Scope of Services (Section 1.3 and 1.4). The bidder was determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of three (3) members. The ERC evaluated the proposal submitted by the vendor using the following scoring criteria; Proposal Responses (up to 20 points), Company Profile (up to 15 points), References (up to 20 points), Vendor Questionnaire (up to 20 points), and Pricing Proposal (up to 25 Points).

The consensus score of the Evaluation Committee was 95 points out of 100. Pricing was determined to be fair and reasonable for the services offered.

Based on the evaluation of the technical and pricing proposal, it is recommended that D'n'A Drug and Alcohol Testing Centers, Inc. be offered a three-year contract, with two (2) one-year renewal options for a total contract period not to exceed five years.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Re-Allocating Funding of the Juvenile Register Position – Juvenile Court

WHEREAS, on July 7, 2025, the Livingston County Board of Commissioners Personnel Committee approved the reclassification of the Juvenile Register position from Grade 7 to Grade 8 of the nonunion wage scale; and

WHEREAS, the reclassification requires a budget amendment; and

WHEREAS, the revised job description supports additional funding by the Child Care Fund for the Juvenile Register position; and

WHEREAS, the reallocation of the position would result in an annual decrease to the GF budget of more than \$6,300; and

WHEREAS, there are sufficient funds in the Child Care Fund budget to cover the increased costs.

THEREFORE BE IT RESOLVED, that the Livingston County Board of Commissioners authorizes the amendment to the allocation for the following position effective July 8, 2025:

		Current Allocation		Proposed Allocation	
<u>Position</u>	<u>Title</u>	<u>GF</u>	<u>CCF</u>	<u>GF</u>	<u>CCF</u>
14900103	Juvenile Register	90%	10%	80%	20%

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

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MOVED:
SECONDED:
CARRIED:



LIVINGSTON COUNTY, MICHIGAN
LIVINGSTON COUNTY 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: July 14, 2025
Re: Resolution Re-Allocating Funding of the Juvenile Register Position

This resolution is offered to amend the budget, contingent on the approval of the reclassification of the Juvenile Register position by the Personnel Committee on July 7, 2025. This reclassification allows an additional 10% of the position's funding to be allocated to the Child Care Fund and results in an overall annual decrease to the General Fund budget of more than \$6,300.

Thank you for your time and attention to this matter. Please contact me at 517-540-7739 or dshaw@livgov.com should you have questions or need additional information.

	CURRENT JUVENILE COURT REGISTER NU - 7/7 14900103 Annual Cost		PROPOSED JUVENILE COURT REGISTER NU - 8/6 14900103 Annual Cost		
Salary	\$	69,731	\$	74,485	
FICA	\$	5,334	\$	5,698	
Pension	\$	16,965	\$	16,965	
Health	\$	11,890	\$	11,890	
Workers Comp	\$	196	\$	209	
Longevity					
Life	\$	167	\$	179	
LTD	\$	192	\$	206	
STD	\$	536	\$	573	
RHC - Savings					
Total Annual Costs	\$	105,012	\$	110,204	Difference (+/-) \$ 5,192
GF - 10128400		90%		80%	Decrease to GF \$ (6,347.49)
	\$	94,510.92	\$	88,163.43	
CCF - 29266200		10%		20%	Increase to Child Care Fund \$ 11,539.64
	\$	10,501.21	\$	22,040.86	

Department Director

Deborah Shaw

Date

6/23/2025

Fiscal Services

Porter Mads

Date

6/23/2025



CONTACT INFORMATION

Requester: Deborah ShawTitle of Requester: Juvenile & Probate Court AdministratorDept. Phone Number/Extension: 7739Date Requested: 6/18/2025

POSITION INFORMATION

Position Title: Juvenile RegisterSupervisor: Deborah Shaw1. 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: _____Justification of request / change of position **(REQUIRED)**: MGT completed an assessment of this position andrecommended a reclassification from NU grade 7 to NU grade 8. Erin Ostwald is currentlyin this position.

FUNDING INFORMATION

Base Annual Salary: 35.81 hr. / \$74,485 yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 10%Allocation **(Required)**: Current: Org. 10128400 — 90% Proposed (If changing): Org. 10128400 — 20%
29266200 — 10% 29266200 — 80%Position will be funded by: General Fund ☒ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____

Department Head

6/18/2025

Date

HR OFFICE ONLY

Job Class: 6016 Job Title: Juvenile Court Register Grade/Step: NU 8H / 6FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.18.2025

BUDGET OFFICE ONLY

Position Control # 14900103 Org. _____Funds Available: Yes ☐ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☐

Comments: _____

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

REVISED 2026 ALLOCATION

OTSWALD, ERIN	ACCT/PROJECT STRING	ALLOCATION
CCF-INT CCF-RTA 207 CCF-NONINT-JUV CRT	662CCJUV20-INTJUVSER-SALARIES-SALARY	20%
	662CCJUV20-RTACC-SALARIES-RTA SALARY	0%
	10128400 704000	80%
	10128400 704000 RTA	0%
	10128100	0%
	TOTAL	100%

CURRENT 2025 ALLOCATION

OTSWALD, ERIN	ACCT/PROJECT STRING	ALLOCATION
CCF-INT CCF-RTA 207 CCF-NONINT-JUV CRT	662CCJUV20-INTJUVSER-SALARIES-SALARY	10%
	662CCJUV20-RTACC-SALARIES-RTA SALARY	0%
	10128400 704000	90%
	10128400 704000 RTA	0%
	10128100	0%
	TOTAL	100%

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Submission of the FY 2026 Child Care Fund Budget to the State of Michigan –Juvenile Court

- WHEREAS,** the Child Care Fund is a shared funding mechanism between the State of Michigan Department of Health and Human Services and local Courts / Counties for juvenile justice and child welfare services; and
- WHEREAS,** the total proposed Child Care Fund Budget of \$3,537,314 for the period of October 1, 2025 – September 30, 2026 is comprised of three components: Court & DHHS Community-Based Services (\$2,281,324); Court Out-Of-Home Care (\$555,990) and MDHHS Out-Of-Home Care / State Ward Board & Care (AKA The Chargeback) (\$700,000), with the State of Michigan’s share being \$2,338,988 and the County’s share being \$1,198,326.
- WHEREAS,** legislative changes to the Child Care Fund, effective October 1, 2024, maintain the 50% reimbursement for Out-Of-Home placement costs, increases the reimbursement rate for Community-Based Services to 75%, requires implementation of new research-based programs and practices and expands eligibility for previously ineligible staff and expenses; and
- WHEREAS,** the result of the legislative changes on October 1, 2024 resulted in a decrease of the General Fund Budget of over \$400,000 in FY 2025 and those savings are maintained in FY 2026; and
- WHEREAS,** time studies conducted during FY 2025 indicate a need to re-allocate funding source distribution for three positions.
- THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approve the FY 2026 Child Care Fund Budget in the amount of \$3,537,314 as outlined above with an estimated County share of \$1,198,326.

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the following position allocations beginning October 1, 2025:

CHILD CARE FUND ALLOCATION		Current Allocation		Proposed Allocation	
		GF	CCF	GF	CCF
INTAKE HEAR OFF	14900101	0%	100%	0%	100%
JUVENILE SERVICES SUPERVISOR	14900104	0%	100%	0%	100%
PROB OFF/ADOPT CASWK	14900204	50%	50%	50%	50%
SR PROBATION OFFICER	14900201	0%	100%	0%	100%
PROBATION OFFICER	14900203	0%	100%	0%	100%
PROBATION OFFICER	14900212	0%	100%	0%	100%
PROBATION OFFICER	14900213	0%	100%	0%	100%
JUVENILE REGISTER	14900103	80%	20%	80%	20%
DATA / COLLECTIONS (FRMLY REIMB/COLL)	14900205	50%	50%	50%	50%
JUV & PROBATE ADMIN	14900105	55%	45%	55%	45%
DEP JUV REG/CRT REC	14900206	75%	25%	90%	10%
CLERK	14900207	75%	25%	50%	50%
COURT FINANCIAL OFFICER	16800107	85%	15%	90%	10%
JUV TRANSPORTER	29200100	77%	23%	77%	23%

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the FY 2026 Child Care Fund Budget for submission to the State of Michigan for acceptance; and

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners, or the County Administrator if policy permits, 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; and

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

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MOVED:
SECONDED:
CARRIED:

Livingston County, Michigan

POSITION REQUEST/CHANGE FORM



CONTACT INFORMATION

Requester: Deborah Shaw Title of Requester: Juvenile & Probate Court Administrator
 Dept. Phone Number/Extension: 7739 Date Requested: 6/18/2025

POSITION INFORMATION

Position Title: Deputy Juvenile Register/Recorder Supervisor: Erin Ostwald

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: _____

Justification of request / change of position **(REQUIRED)**: Due to legislative changes and assessment of time spent on Child Care Fund duties, new percentages will be effective 10/1/2025 and used for 2026 Budgeting

FUNDING INFORMATION

Base Annual Salary: \$50,441.46 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 25%

Allocation **(Required)**: Current: Org. 10128400 — 75% Proposed (If changing): Org. 10128400 — 90%
29266200 — 25% 29266200 — 10%

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

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____
 Department Head Deborah Shaw Date 6/18/2025

HR OFFICE ONLY

Job Class: 1057 Job Title: Deputy Juv Register/ Court Recorder Grade/Step: CT6 / 1
 FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 06.18.2025

BUDGET OFFICE ONLY

Position Control # 14900206 Org. 10128400 / 29266200

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Deborah Shaw Title of Requester: Juvenile & Probate Court Administrator
 Dept. Phone Number/Extension: 7739 Date Requested: 6/18/2025

POSITION INFORMATION

Position Title: Juvenile Court Clerk Supervisor: Erin Ostwald

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: _____

Justification of request / change of position **(REQUIRED)**: Due to legislative changes and assessment of
time spent on Child Care Fund duties, new percentages will be effective 10/1/2025 and used for 2026 Budgeting

FUNDING INFORMATION

Base Annual Salary: \$44,023.38 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 25%

Allocation **(Required)**: Current: Org. 10128400 75% Proposed (If changing): Org. 10128400 50%
29266200 25% 29266200 50%

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

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____
 Department Head Deborah Shaw Date 6/18/2025

HR OFFICE ONLY

Job Class: 1045 Job Title: Court Clerk Grade/Step: CT3 / 2

FTE: 1.0 Employee Group: CTS HR Reviewed: Amy Hill Date: 06.18.2025

BUDGET OFFICE ONLY

Position Control # 14900207 Org. 10128400 / 29266200

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____



CONTACT INFORMATION

Requester: Deborah Shaw Title of Requester: Juvenile & Probate Court Administrator
Dept. Phone Number/Extension: 7739 Date Requested: 6/18/2025

POSITION INFORMATION

Position Title: Court Financial Officer Supervisor: Kayla Grant

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: _____

Justification of request / change of position **(REQUIRED)**: Due to legislative changes and assessment of
time spent on Child Care Fund duties, new percentages will be effective 10/1/2025 and used for 2026 Budgeting

FUNDING INFORMATION

Base Annual Salary: \$94,851.282 This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 15%

Allocation **(Required)**: Current: Org. 10128100 89% Proposed (If changing): Org. 10128100 90%
29266200 15% 29266200 10%

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

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Kayla Grant Date 6/18/2025

HR OFFICE ONLY

Job Class: 7004 Job Title: Court Financial Officer Grade/Step: N12S / 3

FTE: 1.0 Employee Group: NU HR Reviewed: Amy Hill Date: 06.18.2025

BUDGET OFFICE ONLY

Position Control # 16800107 Org. 10128100 / 29266200

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

Comments: Requires BOC approval

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____



204 S. Highlander Way Suite 3, Howell, MI 48843

Phone 517-540-7739

Email: dshaw@livgov.com

Memorandum

To: Livingston County Board of Commissioners
From: Deborah Shaw, Juvenile & Probate Court Administrator
Date: July 14, 2025
Re: Resolution Authorizing the Submission of the FY 2026 Child Care Fund Annual Budget

The Child Care Fund (CCF) is a shared funding mechanism between the State of Michigan and local Courts/Counties for juvenile justice and child welfare services. The attached resolution authorizes the submission of the FY 2026 Child Care Fund Budget to the Michigan Department of Health and Human Services in the combined amount of \$3,537,314 (\$2,837,314 total CCF Budget + \$700,000 chargeback for MDHHS out-of-home placement = \$3,537,314).

In December 2023, the Michigan Legislature passed the bipartisan Justice for Kids and Communities package to increase community safety and reduce recidivism through deployment of research-based practices and programs statewide. In FY2025, to fund the adoption of best practices, the CCF reimbursement rate for community-based services was raised from 50% to 75%.

The reimbursement rate for out-of-home expenses (foster care, detention and residential placement) for both juvenile justice and child welfare families remains at 50%. Daily rates for detention and residential placement continue to rise as the state attempts to mediate the staffing crisis, now ranging from \$200 to \$1,050 per day.

The new reimbursement model both expands eligibility for reimbursement, including previously ineligible diversion programming, and requires the implementation of new research-based screening and assessments, programming, probation standards, data collection and analysis.

Costs incurred for out-of-home care for a child who is under the care and control of the State are first paid by the State. When a child is supervised by the Court or in community-based MDHHS programming, the County/Court “pays first” for costs incurred. Financial reports are exchanged each month for reimbursement (the “chargeback”) and are reconciled at the end of the fiscal year.

The Child Care Fund Annual Budget forms no longer include a place to record the estimated amount of the County’s obligation for DHHS supervised Out-Of-Home placements (\$700,000).

In response to the State’s extremely long waitlists, youth are now more likely to be placed as court wards as opposed to becoming state wards. As such, despite the skyrocketing costs, the amount budgeted for out-of-home costs remains the FY 2024 reduced amount, but funds are shifted from the MDHHS component to the Court component.

	MDHHS	Court	Combined	GF Obligation
FY 2025 Out of Home Care	\$900,000	\$355,990	\$1,255,990	\$627,995
FY 2026 Out of Home Care	\$700,000	\$555,990	\$1,255,990	\$627,995

MDHHS Community-Based Service (CBS) Components are designed to prevent removal from home, to effectuate an early return home from placement and to achieve permanency for children in a safe and timely manner. All costs for community-based services are first paid by the County/Court and included in the monthly financial reports and reconciliation with the State. There are no new requirements for MDHHS components for neglect-abuse wards, however they do garner the increased reimbursement rate of 75%.

MDHHS Community-Based Service includes **MDHHS Family Supportive Services**, which targets specific family issues and provides goods and services that are not available or eligible from other family assistance programs. Examples of services include, but are not limited to, life-skills education, financial counseling, mentoring, tutoring, summer camp tuition, transportation, drug testing, program attendance incentives, child-parent assessments and counseling. A second Community-Based Service is **Supervised Visitation Coaches**. develops a plan with the family for visitation sessions. The parent coach works with the family to advocate and encourage routine and structure, provide support and understanding regarding separation and reunion within the family, cultivate a nurturing environment to encourage the family plan, provide instruction and information that involves behavior modeling in non-abusive child management skills and childcare techniques.

A third MDHHS Community-Based Service component is **Wraparound**. Wraparound is provided by the Livingston County Community Mental Health Authority, supported through blended funding and a community that embraces collaboration and shared responsibility. Wraparound is a family-centered, strength based, holistic and team-oriented process used to work with high risk, multi-system children and families to address children’s complex needs, reduce out-of-home placement (including psychiatric hospitalization) and support their community success.

Court Community-Based Services, Programs and Practices includes screening and assessment, diversion, probation, intensive probation, clerical and management support, existing and new research-based services, programs and approaches shown to enhance community safety

and meet youth/family needs by ameliorating risk factors and reducing recidivism. In addition to staffing, program components include Multi-Systemic Therapy, Wraparound (see description above), individual, family and group counseling, drug testing, and skill-building programs to reduce risk factors, enhance protective factors and increase community connectedness and community safety.

A second Court Community-Based Service is the **Court Appointed Special Advocates (CASA)** program. Provided in partnership with LACASA Center, the program recruits, trains and supports volunteers who are appointed by the Court to advocate for the best interests of abused and neglected children in child protective proceedings. As an independent voice for children, CASAs investigate, facilitate, and advocate on behalf of the children until they are in a safe, permanent home. United Way provides \$24,000 in donated funds to defray the County's costs for this program.

	MDHHS Component	Court Component	75% Reimbursement	Donated Funds	GF Obligation
Community-Based Services	\$240,000	\$2,041,324	\$1,710,933	\$24,000	\$546,331

Child Care Fund rules continue to evolve as the State Court Administrative Office and Michigan Department of Health and Human Services develop their expectations regarding juvenile justice reform.

Thank you for your time and attention to this matter.

Position Description Grade / Step Position Control #	CURRENT			CURRENT			CURRENT			PROPOSED			PROPOSED			PROPOSED		
	DEPUTY JUV REGISTER/COURT REC			COURT CLERK			COURT FINANCIAL OFFICER			DEPUTY JUV			COURT CLERK			COURT FINANCIAL OFFICER		
	CT 6 / 1			CT 3 / 2			NU 12 / 1			CT 6 / 1			CT 3 / 2			NU 12 / 1		
	14900206			14900207			16800107			14900206			14900207			16800107		
	Annual Cost			Annual Cost			Annual Cost			Annual Cost			Annual Cost			Annual Cost		
Salary	\$	50,441	\$	44,023	\$	89,407	\$	50,441	\$	44,023	\$	89,407	\$	50,441	\$	44,023	\$	89,407
FICA	\$	3,859	\$	3,368	\$	6,840	\$	3,859	\$	3,368	\$	6,840	\$	3,859	\$	3,368	\$	6,840
Pension	\$	12,433	\$	12,433	\$	16,965	\$	12,433	\$	12,433	\$	16,965	\$	12,433	\$	12,433	\$	16,965
Health	\$	11,890	\$	11,890	\$	11,890	\$	11,890	\$	11,890	\$	11,890	\$	11,890	\$	11,890	\$	11,890
Workers Comp	\$	141	\$	123	\$	251	\$	141	\$	123	\$	251	\$	141	\$	123	\$	251
Longevity	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Life	\$	121	\$	106	\$	215	\$	121	\$	106	\$	215	\$	121	\$	106	\$	215
LTD						247						247						247
STD						688						688						688
RHC - Savings																		
Total Annual Costs	\$	78,886	\$	71,943	\$	126,501	\$	78,886	\$	71,943	\$	126,501	\$	78,886	\$	71,943	\$	126,501
GF - 10128400																		
10128100		75%		75%		85%		90%		50%		90%		50%		90%		90%
	\$	59,164	\$	53,957	\$	107,526	\$	70,997	\$	35,972	\$	113,851	\$	35,972	\$	113,851	\$	113,851
CCF - 29266200		25%		25%		15%		10%		50%		10%		50%		10%		10%
	\$	19,721	\$	17,986	\$	18,975	\$	7,889	\$	35,972	\$	12,650	\$	35,972	\$	12,650	\$	12,650

Increase to GF \$ 172

Decrease to Child Care Fund \$ (172)

Department Director

Deborah Shaw

Date

6/26/2025

Fiscal Services

Robert Maas

Date

6/26/2025

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Hope and Healing Counseling Services, LLC, to Provide Truancy Diversion Services – Juvenile Court

WHEREAS, pursuant to the acceptance of the State Court Administrative Office Status Offense Diversion Project Grant (Resolution 2025-04-048), the Livingston County Juvenile Court has a need for truancy diversion services for chronically absent middle schoolers; and

WHEREAS, in accordance with the County’s Procurement Policy, a formal bid process was performed, and the submitted proposal was evaluated; and

WHEREAS, Hope and Healing Counseling Services, LLC, submitted a proposal that will provide truancy diversion services in the amount of \$86,956 for the 14-month period of August 1, 2025 – September 30, 2026, with an option for two (2) additional one-year renewal periods; and

WHEREAS, funding for same is available through Juvenile Court grants.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Hope and Healing Counseling Services LLC for truancy diversion services in an amount not to exceed \$86,956 for the period of August 1, 2025 – September 30, 2026, with an option for two (2) additional one-year renewal periods.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, 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.

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

#

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: July 14, 2025

**Re: Resolution Authorizing an Agreement with Hope and Healing
Counseling Services, LLC, to Provide Truancy Diversion Services**

The purpose of the State Court Administrative Office Status Offense Diversion Grant Project (Resolution 2025-04-048) is for competitively selected courts to pilot innovative, community-based programs to divert status offending youth away from formal court involvement and secure placement.

Following award of the above-mentioned grant, in accordance with the county procurement policy, a formal bid process was performed and Hope and Healing Counseling Services, LLR, selected to provide the grant-funded truancy diversion services. Grant funds are available for a 14-month period (August 1, 2025 – September 30, 2026). Should the program prove effective, alternative non-general fund resources will be sought to maintain the project.

Thank you for your review and consideration of this matter.



**Bid Recap
For
Truancy Diversion Program for Middle School Students**

**Lead Public Agency: Livingston
County Solicitation: RFP-LC-25-09**

**RFP Issued & Publicly Posted: 5/21/25
Public Posting: Livingston County
Fiscal Services Website & BidNet
Proposals Received: 1**

RFP Due Date: 6/17/2025

Livingston County received one (1) proposal in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

The RFP was publicly posted on two websites. As a result, the bid documents were downloaded by 29 qualified companies. Even though only one (1) qualified submission was received, the Evaluation Committee believes that the process created a system of free and open competition and should be considered valid.

The response was received from Hope and Healing Counseling Services, LLC. Hope and Healing Counseling Services, LLC provided their response within the timeframe outlined in the RFP.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work, Demonstrated Collaboration, Experience Providing Programming for Court-Involved or At-Risk Youth and Their Families and Attachment A - Pricing Proposal. A review of the minimum requirements revealed that the one (1) bidder met the minimum mandatory requirements (Section 1.2), and the bidder confirmed its understanding of the Scope of Services (Section 1.3 and 1.4). The bidder was determined to be responsive and responsible after a review of the answers to the Scope of Work sections, the information provided on the requisite forms, and an interview.

The Evaluation Review Committee (ERC) consisted of four (4) members. The ERC evaluated the proposal submitted by the vendor using the following scoring criteria; Proposal Responses (up to 40 points), Demonstrated Collaboration (up to 15 points), , Experience Providing Programming for Court-Involved or At-Risk Youth and Their Families (up to 15 points), Company Profile (up to 10 points), References (up to 10 points), and Pricing Proposal (up to 10 Points).

The consensus score of the Evaluation Committee was 80 points out of 100. Based on the evaluation and the interview, it is recommended that Hope and Healing Counseling Services, LLC be offered a one-year contract for this pilot program.