

**LIVINGSTON COUNTY BOARD OF COMMISSIONERS**  
**WORK SESSION**  
**MEETING MINUTES**



September 28, 2022, 9:00 a.m.  
Livingston County Administration Building  
304 E. Grand River, Board Chambers, Howell MI 48843

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

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**1. CALL MEETING TO ORDER**

The meeting was called to order by Chairman Wes Nakagiri at 9:00 a.m.

**2. ROLL CALL**

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

**3. CALL TO THE PUBLIC**

None.

**4. APPROVAL OF AGENDA**

Motion to approve the agenda as presented.

It was moved by J. Drick  
Seconded by C. Griffith

Yes (8): C. Griffith, M. Smith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, and B. Plank

**MOTION Carried (8 to 0)**

**5. DISCUSSION**

**Departmental Annual Reports & Budget Presentations**

Nathan Burd, County Administrator introduced departments presenting their level 2 budget. Level 3 will be presented on Monday, October 3<sup>rd</sup> at the FAM Committee meeting and turned the floor to the Courts.

Hon. M. Hatty, District and Circuit Court Chief Judge, introduced Melissa Sharrer, Friend of the Court, and court administrators Marissa Lutz, Debby Shaw, and Sara Applegate.

Commissioner Zajac entered at 9:03 a.m.

Melissa Sharrer, presented the report for the FOC, including location of office, and followed with the services provided by going through a potential day in the office, roles of staff in the office, reviewed statistics on cases and funds. Proceeded the 2023 budget including programs, projected revenue, budget overview, and budget drivers,

John Evans, Circuit Court Administrator, reviewed the annual report from the Circuit Court reviewing services provided, the role of Circuit Court Administration (now Central Services), Financial Department, Specialty Courts & programs provided.

Debby Shaw, Juvenile Court & Probate Court Administrator, presented the annual report for Juvenile Court, reviewing primary responsibilities of juvenile court, highlights in 2021 and meeting challenges.

Commissioner Helzerman entered at 9:34 a.m.

Marissa Lutz, District Court Administrator, presented information reviewing responsibilities and statistics of services provided in 2021.

Heather McCray-Germain, Courts Financial Officer, covering 2023 budget year, including revenues, budget drivers, and spending trends.

Mitch exited and returned at 10:00 a.m.

Jim Rowell, Building Inspector, presented the annual report for the Building Department beginning with statistics and trends of the department. The budget presentation included 2023 programs, revenue, overview, drivers, and spending trends.

Brandon Barefield, Chief Deputy Register of Deeds, presented the annual report for the office of the Register of Deeds, the budget presentation included 2023 programs, revenue, overview, drivers; Survey Remonumentation budget was reviewed including revenue, budget overview, drivers, spending trends; ROD Automation budget covered revenue, overview, drivers, spending trends.

Therese Cremonte, Emergency Manager, presented the annual report of the Emergency Management Department, reviewing responsibilities, activities and statistics from 2021. The budget presentation included 2023 programs, revenue, overview, budget drivers, and spending trends.

Commissioner Griffith and Martin Smith exited at 10:26 a.m.

Kevin Eggleston, Facility Services Department Director, presented the annual report including projects and statistics from 2021 and current projects taking place this year. The budget report included 2023 programs, revenue, overview, spending trends, and planned capital improvement projects.

Commissioner Griffith returned at 10:28 a.m.

Commissioner Smith returned at 10:30 a.m.

David Reader, County Prosecutor, presented the annual report of the Prosecutor's office, reviewing duties of the office, services provided, involvement in the community and case statistics. The Budget presentation began with programs, budget overview, budget drivers, Family Support included slides reviewing revenue, budget overview, budget drivers, and spending trends, Crime Victim Rights budget also covered revenue, overview, drivers, and spending trends.

Commissioner Smith exited at 11:55 a.m.

Chairman Nakagiri called for lunch recess at 12:35 p.m.

Chairman Nakagiri reconvened the Work Session at 1:07 p.m. All Commissioners were present.

Karen Groenhout, Public Defender, began the annual report presentation for the Public Defender's Office with introductions to the team, also reviewed contract attorneys, MIDC standards, and activities from 2021. The budget presentation included programs offered, revenue, overview, drivers, and spending trends.

Christy Peterson, Animal Shelter Director, presented the annual report highlighting struggles seen due to lack of space for increased demand, statistics on services provided in 2021, and strategic goals. The budget presentation included programs, revenue, overview, drivers, and spending trends.

Matt Bolang, Public health Officer, presented the annual report for the Public Health Department including statistics on personal and preventive health services provided in 2021 and future goals. The budget presentation included programs, revenue, overview, drivers, and spending trends.

Smith exited at 2:21 p.m. and returned at 2:22 p.m.

Rebecca Leach, PHN, was introduced and participated in discussions.

Commissioner Zajac exited at 2:26 a.m. and returned at 2:29 p.m.

Kecia Williams, 911 Central Dispatch Department Director, presented the annual report of activities and calls received by Central Dispatch during 2021, projects and capital requests (past, present and future). Budget presentation included programs, revenue, overview, drivers, and spending trends. 911 Enhanced budget included the overview, revenue, and spending trends; and State training revenue was reviewed.

Commissioner Griffith returned at 2:51 p.m.

Elizabeth Hundley, County Clerk, and Kristi Cox, Chief Deputy County Clerk, presented the budget request for all branches of the Clerk's office including programs, revenue, overview, drivers, and spending trends.

**6. CALL TO THE PUBLIC**

None.

**7. ADJOURNMENT**

It was moved by D. Helzerman  
Seconded by C. Griffith

Motion to adjourn the Work Session at 3:36 p.m.

Yes (8): C. Griffith, M. Smith, C. Reader, D. Helzerman, J. Drick, M. Zajac, J. Gross, and B. Plank

**MOTION Carried (8 to 0)**

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Natalie Hunt, Recording Secretary