



## Livingston County Board of Commissioners

### Annual Meeting Minutes

January 6, 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: Jay Drick, Douglas Helzerman, David Domas, Frank Sample, Wes Nakagiri, Roger Deaton, Nick Fiani, Melvin Paunovich, Jay Gross

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#### 1. Call Meeting to Order

The meeting was called to order by the County Clerk, Elizabeth Hundley at 6:00 p.m.

#### 2. Moment of Prayer

#### 3. Pledge of Allegiance to the Flag

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

#### 4. Roll Call

Roll call by the Clerk indicated the presence of a quorum.

#### 5. Approval of Agenda

Motion to approve agenda as presented.

It was moved by D. Helzerman

Seconded by D. Domas

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

#### 6. Correspondence

##### 6.a Ingham County

Resolution #24-613 Reaffirming that Ingham County is a Welcoming Community to Immigrants

Motion to receive and place on file the correspondence.

It was moved by M. Paunovich

Seconded by D. Helzerman

Discussion.

D. Helzerman withdrew his second.  
M. Paunovich withdrew his motion.

Motion to reject and place on file the correspondence.

It was moved by W. Nakagiri  
Seconded by J. Gross

Discussion.

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani,  
M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

**7. Call to the Public**

The following persons addressed the Board: Chuck Wright, Handy Township; Stephanie Booth, Howell; Lori Cowan, Unadilla Township; Tricia Fessler, Hartland Township.

**8. Approval of Minutes**

**8.a Meeting Minutes dated: December 16, 2024**

Motion to approve the minutes as presented.

It was moved by F. Sample  
Seconded by R. Deaton

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani,  
M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

**9. Tabled Items From Previous Meetings**

None.

**10. Reports**

None.

**11. Resolutions for Consideration**

**11.a 2025-01-001**

Election of Board Chair for 2025

Commissioner Paunovich nominated Commissioner Jay Drick for Chair of the Livingston County Board of Commissioners.

Seconded by R. Deaton

Motion to close the nominations.

It was moved by D. Helzerman  
Seconded by F. Sample

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani,  
M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

Motion to elect Commissioner Drick Chair of the Livingston County Board of Commissioners for 2025.

It was moved by F. Sample  
Seconded by D. Domas

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

Meeting turned over to Chairman Drick at 6:20 p.m.

**11.b 2025-01-002**

Election of Board Vice-Chair for 2025

Commissioner Sample nominated Commissioner Nick Fiani Vice Chair of the Livingston County Board of Commissioners.  
Seconded by M. Paunovich

Motion to close the nominations and cast unanimous ballot.

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

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

Motion to elect Commissioner Fiani Vice Chair of the Livingston County Board of Commissioners for 2025.

It was moved by F. Sample  
Seconded by D. Domas

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

**11.c 2025-01-003**

Resolution Adopting Rules of the Livingston County Board of Commissioners and to Establish Meeting Dates for 2025– Board of Commissioners

Motion to approve the resolution.

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

Discussion.

Motion to amend the resolution to include Proposed Amendments #1 through #6.

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

Discussion.

Motion to divide the question into Proposed Amendments #2 through #6 and then Proposed Amendment #1.

It was moved by W. Nakagiri  
Seconded by F. Sample

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

Motion to amend the resolution to include Proposed Amendments #2 through #6.

Discussion.

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

Motion to amend the resolution to include proposed amendment #1.

Yes (0): None; No (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; Absent (0): None

**Motion Failed (0-9-0)**

Discussion.

Motion to approve proposed amendment #8 with changing the word “may” to “shall” and insert the word “all” after the word “other” in the last sentence.

It was moved by J. Gross  
Seconded by W. Nakagiri

Discussion.

Yes (6): D. Domas, F. Sample, W. Nakagiri, N. Fiani, M. Paunovich, and J. Gross;  
No (3): J. Drick, D. Helzerman, R. Deaton; Absent (0): None

**Motion Carried (6-3-0)**

Motion to approve proposed amendment # 7 as written.

It was moved by F. Sample  
Seconded by D. Domas

Discussion.

Yes (8): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, and M. Paunovich; No (1): J. Gross; Absent (0): None

**Motion Carried (8-1-0)**

Motion to adopt the resolution as amended.

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

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

The amendments to Resolution 2025-01-003 are on the attached document titled Proposed BOC Rules Amendments and are incorporated in the minutes by this reference.

**12. Call to the Public**

None.

**13. Adjournment**

It was moved by D. Helzerman  
Seconded by R. Deaton

Yes (9): J. Drick, D. Helzerman, D. Domas, F. Sample, W. Nakagiri, R. Deaton, N. Fiani, M. Paunovich, and J. Gross; No (0): None; Absent (0): None

**Motion Carried (9-0-0)**

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Elizabeth Hundley, County Clerk

## Proposed BOC Rules Amendments

### Proposed Amendment #1

#### Page 1 - SPECIAL MEETINGS

##### **Replace This:**

C. SPECIAL MEETINGS. The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place, and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each commissioner within 48 hours in one of the manners provided as follows:

- via e-mail transmission to the commissioner;
- via personal delivery of the notice of the special meeting to the commissioner;
- leaving the notice of the special meeting at the residence of the commissioner.

The Clerk shall post a public notice at least 18 hours before the meeting, as required by 1976 PA 267.

##### **With This:**

C. SPECIAL MEETINGS. **The Chairman of the Board may call a Special Meeting when necessary to conduct business of the County. Additionally,** the Board ~~shall~~ may convene for the purpose of holding special meetings ~~only~~ upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place, and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall immediately give written notice thereof to each commissioner within 48 hours in one of the manners provided as follows:

- via e-mail transmission to the commissioner;
- via personal delivery of the notice of the special meeting to the commissioner;
- leaving the notice of the special meeting at the residence of the commissioner.

The Clerk shall post a public notice at least 18 hours before the meeting, as required by 1976 PA 267.

### Proposed Amendment #2

*To replace "All ARPA Funding" with "Vision Tour Funding Requests" from Duties of the Finance & Asset Management Committee. And to strike "Strategic Plan Development" from the Duties of the Personnel Committee, the General Government/Health & Human Services Committee, and the Courts, Public Safety, Infrastructure, and Development Committee and to strike "Economic Development Council/Ann Arbor SPARK" from the duties of the Courts, Public Safety, Infrastructure, and Development Committee.*

Page 4 - MATTERS TO BE REVIEWED BY THE FINANCE/ASSET MGT. COMMITTEE INCLUDE:

BUDGET PREPARATION (MULTI-YEAR BUDGET)  
MONITORING OF DEPARTMENTAL BUDGET PERFORMANCE  
REVIEW REVENUES  
REVIEW EXPENSES  
PENSION DEBT  
STRATEGIC PLAN REVIEW  
REVENUE FORECAST COMMITTEE  
CAPITAL IMPROVEMENT PLAN  
AUDIT  
MAJOR EXPENDITURE REVIEW  
~~ALL ARPA FUNDING~~ **Vision Tour Funding Requests**  
ALL OPIOID FUNDING

Page 4 - Duties of the Personnel Committee:

PERSONNEL ISSUES; SALARIES & BENEFITS  
LABOR NEGOTIATIONS  
BOARD & COMMITTEE APPOINTMENTS  
**STRATEGIC PLAN DEVELOPMENT**  
LEAN GOVERNMENT

Pages 4 & 5 - Duties of the GGHHS Committee:

AIRPORT  
FACILITY SERVICES  
ANIMAL SHELTER  
FISCAL SERVICES  
BOARD OF COMMISSIONERS  
INFORMATION TECHNOLOGY  
CAR POOL L.E.T.S.  
COUNTY ADMINISTRATION  
MEDICAL EXAMINER  
COUNTY CLERK  
MSU EXTENSION / AGRICULTURE DEVELOPMENT & PRESERVATION  
EMS (AMBULANCE)  
EQUALIZATION  
REGISTER OF DEEDS  
TREASURER  
VETERAN SERVICES  
HEALTH: PUBLIC & ENVIRONMENTAL  
CMH - COMMUNITY MENTAL HEALTH AUTHORITY  
DHS - DEPARTMENT OF HUMAN SERVICES  
HSCB HUMAN SERVICES COLLABORATIVE BODY  
LLCOA – Livingston Leadership Council on Aging NON-PROFIT AGENCIES O.L.H.S.A.  
**STRATEGIC PLAN DEVELOPMENT**

Page 5 - Duties of the CPSID Committee:

911 CENTRAL DISPATCH  
COURTS  
BUILDING DEPARTMENT  
PLANNING DEPARTMENT  
DRAIN COMMISSIONER OFFICE  
PROSECUTOR  
DRAIN – DPW  
SHERIFF'S OFFICE  
DRAIN – SOLID WASTE  
PUBLIC DEFENDER  
EMERGENCY MANAGEMENT  
MICHIGAN WORKS!  
**ECONOMIC DEVELOPMENT COUNCIL / ANN ARBOR SPARK**  
PARKS & OPEN SPACE ADVISORY COMMITTEE  
**STRATEGIC PLAN DEVELOPMENT**

### Proposed Amendment #3

#### Page 6 - Committee Voting Requirements

##### **Replace This:**

COMMITTEE VOTING REQUIREMENTS. Recommendations by the Committees shall be forwarded to the Board of Commissioners, by way of resolution, after a vote of the members of the Committee. For all Committees, at least 50% of members shall constitute a quorum and action shall require the affirmative vote of a majority of the quorum present to carry a motion forward for recommendation. Each proposed resolution shall state how each Committee member voted. If any resolutions are defeated at the Committee, the Committee Chair shall report those to the Board at the next Board meeting for informational purposes.

##### **With This:**

COMMITTEE VOTING REQUIREMENTS. Recommendations by the Committees shall be forwarded to the Board of Commissioners, by way of resolution, after a vote of the members of the Committee. For all Committees, at least 50% of members shall constitute a quorum and action shall require the affirmative vote of a majority of the quorum present to carry a motion forward for recommendation. ~~Each proposed resolution shall state how each Committee member voted. If any resolutions are defeated at the Committee, the Committee Chair shall report those to the Board at the next Board meeting for informational purposes~~

### Proposed Amendment #4

#### Page 6 – I. Convening of Committees And Minutes Requirements, Second Paragraph

Minutes shall be permanently kept on file in the office of the Board of Commissioners. Every Committee shall provide an opportunity for the public to be heard near the beginning ~~and end~~ of the agenda. Members of the public may address a committee for up to three (3) minutes. Individuals desiring to speak shall be required to identify themselves.

### Proposed Amendment #5

#### Page 14 – Administration

C. MINUTES. A copy of the minutes of each Board meeting shall be prepared ~~and mailed or delivered to each member of the Board~~ as soon as possible immediately after each meeting of the Board. The County Clerk or his/her designee shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.



Proposed Amendment #6

Page 11 – Work Sessions

**Suggested Amendment:**

WORK SESSIONS. The Board of Commissioners may meet in a Work Session on any designated day, as determined by the Chairperson, for the purpose of coordinating the activities of the Committees, informing the Board of Commissioners on the progress of Committee work, and for the purpose of promoting a better understanding of County business, thereby expediting the regular meeting of the Board, provided that proper notice is given to the public pursuant to the Open Meetings Act. Written notice thereof to each commissioner within 48 hours ~~in one of the manners provided as follows:~~  
via e-mail transmission to the commissioner.  
~~via personal delivery of the notice of the special meeting to the commissioner;~~  
~~leaving the notice of the special meeting at the residence of the commissioner.~~

Proposed Amendment #7

Page 7 – SECTION V, CONDUCT OF BOARD MEETINGS

*Proposed amendment to add "Commissioner Comments" to the Order of Business:*

C. ORDER OF BUSINESS.

1. AGENDA:

- a) Call to Order
- b) Moment of Prayer
- c) Pledge of Allegiance
- d) Roll Call • Names of Board/Committee members, designating the Chair & Vice-Chair
- e) Approval of Agenda
- f) Correspondence
- g) Call to the Public (3 minutes)
- h) Approval of Board Minutes
- i) Tabled Items
- j) Reports
- k) Resolutions for Consideration
- l) Call to the Public (2 minutes)
- m) Commissioner Comments**
- n) Adjournment

*Proposed amendment to add language regarding the Chairperson's role in conducting the annual evaluation of the County Administrator to section B.*

B. DUTIES. The chairperson (and during his/her absence, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the chairperson shall appoint all standing and special committees, subject to approval by a majority of all members of the Board. The chairperson shall arbitrate all jurisdictional disputes between committees, subject to these Rules and subject to appeal to the Board. The chairperson shall be member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum. **The chairperson shall conduct the annual evaluation of the county administrator in accordance with the employment contract. The chairperson may invite other commissioners to participate in the evaluation.**

Amendment to Proposed Amendment #8

B. DUTIES. The chairperson (and during his/her absence, the vice-chairperson) shall preside at all meetings of the Board and shall decide all questions of order, subject to appeal to the Board. Upon his/her election, the chairperson shall appoint all standing and special committees, subject to approval by a majority of all members of the Board. The chairperson shall arbitrate all jurisdictional disputes between committees, subject to these Rules and subject to appeal to the Board. The chairperson shall be member ex-officio of all Committees but shall not have the power to vote on such Committees except to break a tie vote or create a quorum. **The chairperson shall conduct the annual evaluation of the county administrator in accordance with the employment contract. The chairperson shall invite all other commissioners to participate in the evaluation.**