

FINANCE COMMITTEE

7/26/2017

304 E. Grand River, Board Chambers, Howell, MI 48843

7:30 AM

AGENDA

1. **CALL MEETING TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
 - A. Minutes of Meeting Dated: July 12, 2017
 - B. Closed Session Minutes Dated: July 12, 2017
4. **TABLED ITEMS FROM PREVIOUS MEETINGS**
5. **APPROVAL OF AGENDA**
6. **CALL TO THE PUBLIC**
7. **RESOLUTIONS FOR CONSIDERATION:**

08 **Juvenile Court**
RESOLUTION AUTHORIZING SUBMISSION OF THE 2017/2018 CHILD CARE FUND BUDGET TO THE STATE OF MICHIGAN - 44TH CIRCUIT COURT - JUVENILE UNIT

09 **Jail**
RESOLUTION AUTHORIZING AN AGREEMENT WITH CONCIERGE CORRECTIONS FOR MEDICAL BILLING ASSET RECOVERY AND MANAGEMENT

10 **Building Inspections**
RESOLUTION AUTHORIZING THE PURCHASE OF MOBILE TABLETS AND A SUPPLEMENTAL APPROPRIATION - Building Inspection
Infrastructure & Development / Finance / Board

11 **Emergency Management**
RESOLUTION AUTHORIZING EXPENDITURES FOR FIBER CONNECTIONS TO PUTNAM FIRE DEPT AND SUPPLEMENTAL APPROPRIATION

12 **Emergency Medical Services**
RESOLUTION AUTHORIZING A CONTRACT WITH THE UNIVERSITY OF MICHIGAN DEPARTMENT OF PATHOLOGY TO PROVIDE MEDICAL EXAMINER AND FORENSIC PATHOLOGY SERVICES AND SUPPLEMENTAL APPROPRIATION

13 **Human Resources**

RESOLUTION AUTHORIZING THE SUPPLEMENTAL APPROPRIATION FOR PURCHASE OF LICENSES FOR SCHEDULING AND TIME AND ATTENDANCE SOFTWARE FOR THE SHERIFF DEPARTMENT AND 911 CENTRAL DISPATCH

14 Central Dispatch

RESOLUTION TO PROCEED WITH THE PLANNING OF A NEW 911 CENTRAL DISPATCH FACILITY, INCLUDING DETAILED COST ESTIMATES AND CONTRACTING FOR ARCHITECTURAL / ENGINEERING SERVICES

15 Administration

RESOLUTION TO DESIGNATE LIVINGSTON COUNTY TO ACT AS THE GRANT ADMINISTRATOR FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

16 Administration

RESOLUTION TO AUTHORIZE A SECOND QUARTER SUPPLEMENTAL APPROPRIATION TO THE FISCAL-YEAR 2017 BUDGET – ADMINISTRATION / FINANCE / BOARD

17. REPORTS

- A. Annual Report - Human Resources
- B. Annual Report - L.E.T.S. & Motor Pool

18. CLAIMS

19. PREAUTHORIZED

20. CALL TO THE PUBLIC

21. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

JULY 12, 2017 – 7:30 A.M.

ADMINISTRATION BUILDING - BOARD CHAMBERS
304 E. Grand River Avenue, Howell, MI 48843

FINANCE COMMITTEE

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> COMM. KATE LAWRENCE | <input checked="" type="checkbox"/> COMM. BILL GREEN - FINANCE CHAIR | <input checked="" type="checkbox"/> COMM. DAVE DOMAS |
| <input checked="" type="checkbox"/> COMM. DOUG HELZERMAN | <input checked="" type="checkbox"/> COMM. DON PARKER | <input checked="" type="checkbox"/> COMM. BOB BEZOTTE |
| <input checked="" type="checkbox"/> COMM. CAROL GRIFFITH | <input checked="" type="checkbox"/> COMM. DENNIS DOLAN | <input checked="" type="checkbox"/> COMM. GARY CHILDS |

1. **CALL TO ORDER:** Meeting called to order by **COMM. BILL GREEN** at 7:30 AM.
2. **ROLL CALL:**
 - **Present:** Kate Lawrence, William Green, David Domas, Douglas Helzerman, Don Parker, Bob Bezotte, Carol Griffith, Dennis Dolan, Gary Childs
 - **Absent:** None
3. **APPROVAL OF MINUTES:**

A. MINUTES OF MEETING DATED: JUNE 28, 2017

MOTION TO APPROVE THE MINUTES AS PRESENTED.
MOVED BY: CHILDS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

4. **TABLED ITEMS FROM PREVIOUS MEETINGS:** None.
5. **APPROVAL OF AGENDA:**

MOTION TO APPROVE THE AGENDA, AS PRESENTED.
MOVED BY: DOLAN / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

6. **CALL TO THE PUBLIC:**
 - NONE
7. **RESOLUTIONS FOR CONSIDERATION:**

8. **CIRCUIT COURT:** Resolution Authorizing the Juvenile Court to Apply for the Department of Health and Human Services and the Michigan Committee on Juvenile Justice's Grant for Support of Juveniles and the Juveniles Justice System – Circuit Court / Finance Committee / Full Board

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED

9. **BOARD OF COMMISSIONERS:** Resolution Approving the FY 2018 Annual Implementation Plan of the Area Agency on Aging 1-B – Board of Commissioners

RECOMMEND MOTION TO THE: BOARD
MOVED BY: CHILDS / SECONDED BY: BEZOTTE
DISCUSSION
8-1-0(NAY: HELZERMAN) - MOTION PASSED

10. **PLANNING:** Resolution Authorizing a Land and Water Conservation Fund Grant Agreement with the Michigan Department of Natural Resources to Develop Public Outdoor Recreation Facilities at Fillmore County Park – Planning / Parks and open Space Advisory Committee

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOMAS / SECONDED BY: CHILDS
ALL IN FAVOR - MOTION PASSED

11. **PLANNING:** Resolution to Establish a Budget for the Land and Water Conservation Fund Grant for Development of Fillmore County Park – Planning Department / Parks and Open Space Advisory Committee

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR - MOTION PASSED

12. **PUBLIC HEALTH:** Resolution to Authorize agreement for Delivery of Comprehensive Health Services for the Period of October 1, 2017 through September 20, 2018

RECOMMEND MOTION TO THE: BOARD
MOVED BY: DOLAN / SECONDED BY: BEZOTTE
ALL IN FAVOR – MOTION PASSED

13. **PUBLIC HEALTH:** **Resolution Authorizing an Agreement Between Saint Joseph Mercy Livingston and Livingston County Health Department for the Prescription for Health Program**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: CHILDS / SECONDED BY: HELZERMAN
ALL IN FAVOR – MOTION PASSED

14. **EMERGENCY MEDICAL SERVICES:** **Resolution Authorizing a Clinical Contract Between Livingston County Ems and the Saint Joseph Mercy Health System – EMS / Health & Human Services / Finance / Board**

RECOMMEND MOTION TO THE: BOARD
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ALL IN FAVOR – MOTION PASSED

15. **REPORTS:**

A. OLHSA Annual Report & Quarterly Update:

- Erica Karfonta presented the 2016 Annual report for OLHSA

B. Sheriff Annual Report:

- Sheriff Murphy presented the 2016 Annual report of the Sheriff's Office

Commissioner Griffith exited at 9:28 a.m. and re-entered at 9:30 a.m.

C. Septage Receiving Station Feasibility Study

- Brian Jonckheere addressed the Commissioners regarding the receiving station that opened in 2007; it did not start off very well, once initial issues stabilized, a dramatic increase in volume, by about 2M gallons a year, was seen. Taking in two times the amount that was foreseen. Presented with two options to decrease the volume going to the District 3 plant. Consultant looked at feasibility of other sites vs. what can be done on site. Pepsi and the City of Howell are currently working out other plans, Marion Township and the County Drain office are all in need of a system.

16. **CLOSED SESSION: DISCUSS WRITTEN LEGAL OPINION**

MOTION TO RECESS TO CLOSED SESSION AT 9:46 AM
MOVED BY: LAWRENCE / SECONDED BY: DOLAN
ROLL CALL VOTE:
YES: LAWRENCE, DOMAS, HELZERMAN, BEZOTTE, GRIFFITH, DOLAN,
CHILDS, PARKER, GREEN
NO: NONE / ABSENT: NONE
YES: 9 / No: 0 / ABSENT: 0
MOTION PASSED

**MOTION TO RETURN TO OPEN SESSION AT 10:08 AM
MOVED BY: CHILDS / SECONDED BY: LAWRENCE
ALL IN FAVOR – MOTION PASSED**

**MOTION TO CONCUR WITH THE RECOMMENDATION OF CIVIL COUNSEL
DATED: JULY 11, 2017
MOVED BY: DOMAS / SECONDED BY: CHILDS
ALL IN FAVOR – MOTION PASSED**

17. CLAIMS:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE MISCELLANEOUS
CLAIMS DATED: July 12, 2017.
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

18. PREAUTHORIZED:

**RECOMMEND MOTION TO THE BOARD TO APPROVE THE COMPUTER
PRINTOUT DATED: 6-29-17 THRU 7-12-17
MOVED BY: LAWRENCE / SECONDED BY: GRIFFITH
ALL IN FAVOR - MOTION PASSED**

19. CALL TO THE PUBLIC:

➤ None

20. ADJOURNMENT:

**MOTION TO ADJOURN AT 10:09 AM
MOVED BY: CHILDS / SECONDED BY: BEZOTTE
ALL IN FAVOR - MOTION PASSED**

**NATALIE HUNT
RECORDING SECRETARY**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING SUBMISSION OF THE 2017/2018 CHILD CARE FUND BUDGET TO THE STATE OF MICHIGAN – 44th CIRCUIT COURT – JUVENILE UNIT

WHEREAS, the Finance Committee of the Livingston County Board of Commissioners has reviewed and recommended approval of the submission of the 2017/2018 Child Care Fund Budget to the State of Michigan; and

WHEREAS, the proposed budget is in the total amount of \$2,709,000.00 less anticipated revenue of \$125,000.00 for a proposed net expenditure of \$2,584,000.00 to be cost shared with the State of Michigan; and

WHEREAS, the State shall also provide up to \$1,000.00 for “Foster Care during Release Appeal Period” which will be the full obligation of the State of Michigan.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approve the 2017/2018 Child Care Fund Budget as outlined.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign the 2017/2018 Child Care Fund Budget for submission to the State of Michigan for acceptance.

THEREFORE, BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign any future amendments for monetary adjustments within the 2017/2018 Child Care Fund Budget providing the budget total of \$2,709,000.00 remains unchanged.

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**MOVED:
SECONDED:
CARRIED:**



Memorandum

To: Livingston County Board of Commissioners
From: John Evans
Date: 07/18/17
Re: Submission of the 2017/2018 Child Care Fund Budget

The attached resolution authorizes submission of the 2017/2018 Child Care Fund (CCF) Budget to the State of Michigan.

The proposed CCF budget requests a combined gross expenditure of \$2,709,000.00, anticipated revenue of \$125,000.00 with a net expenditure of \$2,584,000.00.

If you have any questions regarding this matter please contact me. Thank you for your consideration and continued support of the Livingston County Courts.

COUNTY CHILD CARE BUDGET SUMMARY

Michigan Department of Human Services(DHS)

Child and Family Services

County LIVINGSTON	Court Contact Person John Evans	Telephone Number 517 546-1500	E-Mail Address jevans@livgov.com
Fiscal Year 2017/2018	DHS Contact Person Jennifer Tate	Telephone Number 517 548-0204	E-Mail Address tatej6@mi.gov

TYPE OF CARE

I. CHILD CARE FUND

A.	Family Foster Care.....	
B.	Institutional Care	
C.	In Home Care.....	
D.	Independent Living.....	
E.	SUBTOTALS	
F.	Revenue.....	
G.	Net Expenditure	

ANTICIPATED EXPENDITURES		
DHS	COURT	COMBINED
280,000.00	0.00	280,000.00
275,000.00	350,000.00	625,000.00
260,000.00	1,514,000.00	1,774,000.00
30,000.00	0.00	30,000.00
845,000.00	1,864,000.00	2,709,000.00
.00	125,000.00	125,000.00
845,000.00	1,739,000.00	2,584,000.00

COST SHARING RATIOS	County 50%/State 50%
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II. CHILD CARE FUND

Foster Care During Release Appeal Period

	1,000.00	1,000.00
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COST SHARING RATIOS	County 0%/State 100%
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III. JUVENILE JUSTICE SERVICES FUND

Basic Grant.....

0.00	0.00	0.00
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COST SHARING RATIOS	County 0%/State 100% \$15,000.00 Maximum
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IV. TOTAL EXPENDITURE

2,585,000.00

BUDGET DEVELOPMENT CERTIFICATION

THE UNDERSIGNED HAVE PARTICIPATED IN DEVELOPING THE PROGRAM BUDGET PRESENTED ABOVE. We certify that the budget submitted above represents an anticipated gross expenditure for the fiscal year October 1, 2017 thru September 30, 2018.
(year) (year)

Presiding Judge <p style="text-align: center;">DAVID J. READER</p>	Date
County Director of DHS Signature <p style="text-align: center;">JENNIFER TATE</p>	Date
Chairperson, Board of Commissioner's Signature <p style="text-align: center;">KATE LAWRENCE</p>	Date
And/or County Executive Signature	Date

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.	AUTHORITY: Act 87, Publication of 1978, as amended. COMPLETION: Required. PENALTY: State reimbursement will be withheld from local government.
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IN-HOME CARE SUMMARY
Michigan Department of Human Services
County LIVINGSTON

I. List all service components which make up the IHC program and specify the requested information for each.

(Service Component)		(Adm. Unit)	CCF Expenditure	Other Public Funding	Gross Expenditure
A)	Family Supportive Service	DHHS	140,000.00		140,000.00
B)	Supervised Visit Coach	DHHS	80,000.00		80,000.00
C)	Wraparound	DHHS	40,000.00		40,000.00
D)	WRAPAROUND	COURT	156,000.00		156,000.00
E)	CASA	COURT	105,000.00		105,000.00
F)	MST	COURT	408,000.00		408,000.00
G)	INTENSIVE TREATMENT	COURT	845,000.00		845,000.00
H)					
I)					
J)					
Subtotal - Court			1,514,000.00		1,514,000.00
Subtotal - DHS			260,000.00		260,000.00
TOTAL IHC			1,774,000.00		1,774,000.00

II. For each service component listed above, complete a **separate** IN-HOME CARE/BASIC GRANT BUDGET DETAIL REPORT (DHS-2094), filling in the appropriate budget items.

<p>AUTHORITY: Act 87, Public Acts of 1968, as amended RESPONSE: Required. PENALTY: State reimbursement will be withheld from local government.</p>	<p>Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.</p>
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RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING AN AGREEMENT WITH CONCIERGE CORRECTIONS FOR MEDICAL BILLING ASSET RECOVERY AND MANAGEMENT - SHERIFF -JAIL / PUBLIC SAFETY / FINANCE / BOARD

WHEREAS, the jail off site medical billing has been difficult to manage; and

WHEREAS, Concierge Corrections offers expert medical billing asset recovery and management; and

WHEREAS, there are no costs to the County unless savings are realized or funds are recovered by Concierge Corrections; and

WHEREAS, the Jail medical provider Advanced Correctional Healthcare has offered a \$5000.00 reduction in their contract if medical billing is handled by Concierge Corrections.; and

WHEREAS, the contract will be for an initial Two (2) year period, with the option, at the County's discretion, to extend for an additional Two (2) year period.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into a contract for Medical Billing Asset Recovery and Management with Concierge Corrections for an initial Two (2) year period, with One (1) option, at the County's discretion, to extend for an additional Two (2) year period.

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

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MOVED:

SECONDED:

CARRIED:



LIVINGSTON COUNTY, MICHIGAN
DEPARTMENT OF LIVINGSTON COUNTY SHERIFF

150 S. Highlander Way, Howell, MI 48843
Phone 517-540-7932 Fax 517-545-9627
Web Site: co.livingston.mi.us

Memorandum

To: Livingston County Board of Commissioners
From: Lt. Jeffery LeVeque
Date: 7/10/17
Re: Proposed Agreement with Concierge Corrections

Attached for your consideration and approval is a resolution authorizing the jail to pursue a contract with Concierge Corrections. This contract would entail asset recovery and asset management as they call it. Asset recovery is the process of looking back at previously paid medical bills and scrubbing those to insure the amounts paid are correct. Many times, they are able to seek refunds for bills already paid.

Asset management means they would take over the processing of all jail off site medical bills. They receive the bills and scrub them and then send them to our medical vendor Advanced Correctional Healthcare for payment. ACH then pays the bill and properly records it against our cap. Another nice feature is that we continue to pay our regular monthly bill with ACH regardless of how much they pay in a given month, at least until the cap is exhausted.

When Concierge is able to realize a savings or recover funds due the county, they get a fee of 37% of the amount saved. Even if they make no money on a bill, they still scrub it and process it for payment to ACH. We have spoken with many other jails that use their services and all gave positive feedback. The proposed term is for two years followed by two additional two-year options.

If you have any questions regarding this matter please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE PURCHASE OF MOBILE TABLETS AND A SUPPLEMENTAL APPROPRIATION - Building Inspection- I&D / Finance / Board

WHEREAS, the permitting agencies have determined a need for field tablets for use with the new permitting software; and

WHEREAS, these mobile tablets will allow the customers to view results in real time as they are entered into the tablets vs waiting until the end of the day and calling our office or driving to the jobsite to review a written notice. In addition, the software also sends an email to the contractor notifying them of the inspection results as the results are entered; and

WHEREAS, this purchase will cover 15 tablets for the Building Department, 7 tablets for the Drain Commissioner’s Office and 4 tablets for the Environmental Health Division for a total amount not to exceed \$73,000 from Connection utilizing Dell’s special pricing to the County which beats any contract pricing we can obtain; and

WHEREAS, the Building Department is requesting an FY 2017 budget amendment of \$73,000 from fund balance to cover this expenditure; and

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the issuance of a Purchase Order to Connection for an amount not to exceed \$73,000 for the purchase of mobile tablets for the permitting agencies.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes an FY 2017 budget amendment for the Building Department in the amount of \$73,000 as follows:

ORG	AMENDED BUDGET	PROPOSED BUDGET AMENDMENT	PROPOSED AMENDED BUDGET
542 37100	\$2,999, 679	\$73,000	\$3,072,679

BE IT FURTHERED RESOLVED that the Budgetary Status Reports showing the line item changes for this amendment will be attached as part of this amendment.

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**MOVED:
SECONDED:
CARRIED:**



2300 E. Grand River, Suite 104
Phone: 517.546-3240 Fax: 517.546.7461
Web Site: livgov.com/building

TO: LIVINGSTON COUNTY BOARD OF COMMISSIONERS

FROM: Jim Rowell, Building Official

DATE: July 11th, 2017

RE: Field tablet purchases for use with the BS&A Software

The three county permitting agencies are approximately 50% complete with the transition to the new BS&A permitting software. One of the greatest benefits of this new software is the ability to work in real time, in the field with mobile tablets. These tablets will allow the customers to view results in real time as the results are entered into the tablets vs waiting until the end of the day and calling our office or driving to the jobsite to review a written notice. The software also sends an email to the contractor notifying them of the inspection results as the results are entered. This will save time and resources for our departments and more importantly, our customers.

When the permitting agencies originally committed to the BS&A software, we were unsure of the capabilities of the tablets or how they would be used by the field staff with our processes. Therefore, the costs of the tablets were not included in the original approval. As we became more familiar with the BS&A product, all 3 of the permitting departments are convinced the tablets would be a huge benefit reducing the efforts of customers and staff and streamline the permitting and inspection processes.

Currently we have a resolution in place we referred to as "like services". This resolution allows a trade-off of effort for revenue put forward by the 3 departments. The Drain office and The Environmental Health Departments have been performing most of the front end installation work of the software. Hundreds of staff hours have already been invested in this software implementation. Therefore, we propose to include the costs of these tablets in this resolution. A budget amendment will be required to the Building Department 2017 FY budget to cover the cost of this expenditure.

Jim Rowell
Livingston County Building Official

RESOLUTION
LIVINGSTON COUNTY

NO:
DATE:

RESOLUTION AUTHORIZING EXPENDITURES FOR FIBER CONNECTIONS TO PUTNAM FIRE DEPT AND SUPPLEMENTAL APPROPRIATION - EMERGENCY MANAGEMENT - PUBLIC SAFETY / FINANCE / BOARD

- WHEREAS,** Livingston County has determined a need for extending the public safety fiber network from the Village of Pinckney to Putnam Twp.; and
- WHEREAS,** in compliance with the Livingston County Purchasing Policy, a competitive bid process was performed with the assistance of Paul Twigg from Barton Marlow in which three (3) bids were received; and
- WHEREAS,** after the review of the vendor and products, it is recommended that a Purchase Order be issued to AmComm Telecommunications, of Brighton, Michigan, for an amount not to exceed \$43,800 which includes \$4,000 for contingency in which the work must be completed by May 19, 2018; and
- WHEREAS,** a fiber optic switch will be required for this project which will be purchased from Connection Public Sector Solutions, of Merrimack, New Hampshire, for an amount not to exceed \$4,000 and installed by County IT staff; and
- WHEREAS,** funding is available through the Homeland Security Grant Program FY-15 Budget, of \$18,058 and \$45,000, which was authorized by the Board of Commissioner in FY 2016 per Resolution #2016-07-117.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the issuance of a Purchase Order to Amcomm Telecommunications for fiber connection work from the Village of Pinckney to the Putnam Fire Department for an amount not to exceed \$43,800, which includes \$4,000 for contingency, in which the work must be completed by May 19, 2018.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby approves that a Purchase Order be issued to Connection Public Sector Solutions for an amount not to exceed \$4,000 for a fiber optic switch and components.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes a budget amendment to increase the 2017 General Fund budget by \$ 45,000 from fund balance to cover this project as follows:

ORG	PENDING AMENDED BUDGET	PROPOSED BUDGET AMENDMENT	PROPOSED AMENDED BUDGET
101	\$45,334,674	\$45,000	\$45,379,674
101 426000	\$147,216	\$45,000	\$176,958

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the transfer of monies up to \$45,000 from Emergency Management General Fund to the Emergency Management Special Revenue Fund throughout the year, and authorizes the County Treasurer to make the appropriate adjusting journal entries to effectuate the transfers upon request.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Therese CremonTE, Livingston County Emergency Manager
Date: 7/18/2017
Re: Emergency Management - RESOLUTION AUTHORIZING THE
PAYMENT TO AMCOMM TELECOMMUNICATIONS FOR
FIBER CONNECTIONS TO PUTNAM FIRE DEPT.

Bid documents were issued for RFP-LC-13 which extends the county fiber to the Putnam Township Fire Station with alternate pricing to include the Putnam Twp. Hall and Unadilla Police and Fire Buildings. In addition to contacting known interested bidders, bids were advertised on the state bid website, and in the local paper. A pre-bid meeting was held on June 26, 2017 where bidders attended and were given the opportunity to walk the buildings. Three bids were received and publicly opened on July 17, 2017.

Bid Evaluation Summary and Recommendations

After a review of the bid proposals received, representatives from Livingston County purchasing, Livingston County IT, and Barton Malow conducted post-bid interviews with 2 bidders to verify the proposals were inclusive of the scope of work, schedule, review mandatory alternates, voluntary alternates, the benefits of each solution proposed, and gather information on related experience. The attached bid tabulation indicates the bid pricing received.

Based upon the review of the submitted bids, the Livingston County Purchasing evaluation team has recommended that Amcomm Telecommunications of Brighton, Michigan, be awarded the contract for the fiber connection to Putnam Township Fire Department.

If you have any questions regarding this matter please contact me.

July 18, 2017

Mr. Jeff Boyd
Director, Livingston County EMS and Emergency Management
Livingston County
1911 Tooley Road
Howell, Michigan 48855

RE: RFP-LC-13 Fiber to Putnam Bid Summary

Dear Mr. Boyd,

Bid documents were issued for RFP-LC-13 which extends the county fiber to the Putnam Township Fire Station with alternate pricing to include the Putnam Township Hall and Unadilla Police and Fire Buildings. In addition to contacting known interested bidders, bids were advertised on the state bid website, and in the local paper. A pre-bid meeting was held on June 26, 2017 where bidders attended and were given the opportunity to walk the buildings. Three bids were received and publicly opened on July 17, 2017.

Bid Evaluation Summary and Recommendations

After a review of the bid proposals received, representatives from Livingston County purchasing, Livingston County IT, and Barton Malow conducted post-bid interviews with 2 bidders to verify the proposals were inclusive of the scope of work, schedule, review mandatory alternates, voluntary alternates, the benefits of each solution proposed, and gather information on related experience. The attached bid tabulation indicates the bid pricing received.

Based upon the evaluation of the project team and district technology staff, we present the following for consideration by the administration and Board of Commissioners.

Amcomm Telecommunications

Base Bid:	\$39,800.00
Alternates:	None
Total Board Approval:	\$39,800.00

Additional Project Costs

In addition to the contract price for the fiber optic cable, materials, labor, etc. the total project cost will include permitting costs, make-ready costs, etc. These are charges from DTE, etc. for permitting, the cost to modify the existing conditions of the utility poles to "make them ready" (aka Make-Ready) for the new Livingston County fiber. These costs will not be known until the permits are submitted and the DTE engineers provide the cost for the required work therefore they are not included in the contract amount. The bills for these costs may either be paid by Livingston County directly or paid by the contractor and reimbursed without mark-up.

Upon approval, Livingston County will issue a purchase order to the approved bidder. If you have any questions, please call me at (248) 436-5832.

Sincerely,



Paul A. Twigg
Barton Malow Company

c: LC: R. Bennett, R. Malewicz

	Amcomm Telecommunications	Fiber Link, Inc.	Turnkey Network Solutions	
Required Forms				
Bid Bond	Y	Y	Y	
Iran Affidavit	Y	Y	Y	
Acknowledge Addendums	Y	Y	Y	
Bid Pricing				
Design and Route Finalization	\$2,000.00	\$4,638.00	\$4,492.05	
Permit Submission / Coordination	\$375.00	\$4,638.00	\$3,883.10	
Materials	\$14,336.00	\$17,471.11	\$12,442.71	
Labor	\$22,539.00	\$22,216.55	\$76,723.48	
Performance & Payment Bonds	\$550.00	\$1,212.34	\$1,119.43	
Base Bid	\$39,800.00	\$50,176.00	\$98,660.77	\$0.00

Schedule

Route finalization and submit permits	8 weeks	6 weeks	9 weeks
Install after approved permits	16 weeks	6 weeks	5 weeks

Alternates

Alt 1. Make Ready Allowance	\$17,931.00	\$8,000.00	\$5,000.00
Alt 2. Putnam Township Office	\$11,872.00	\$8,617.00	\$13,750.44
Alt 3. Unadilla Fire / Unadilla Police	\$194,447.00	\$199,397.00	\$455,945.78
Alt 4. Unadilla Make-Ready Allowance	\$56,212.00	\$24,000.00	\$12,000.00

Voluntary Alternates

Install hand holes 800' for Alt 3	(-\$6,000.00)		
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Unit Prices (see bid forms for complete list)

1. 48-strand outdoor per-foot installed	\$2.80	\$0.75	\$3.73
2. 12-strand outdoor per-foot installed	\$2.50	\$0.65	\$3.50
3. 12-strand indoor per-foot installed	\$7.00	\$0.65	\$2.70
4. Directional bore 2" conduit per foot	\$12.00	\$10.00	\$18.00

Notes

- In addition to the contract amount, the total project cost will include permit fees, DTE fees, make-ready costs, etc. that may either be paid directly by Livingston County or paid by the Contractor and reimbursed without markup.
- FiberLink included approximately \$2,200 in permit submission costs in their base bid that were intended to be in the make-ready allowance.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING A CONTRACT WITH THE UNIVERSITY OF MICHIGAN DEPARTMENT OF PATHOLOGY TO PROVIDE MEDICAL EXAMINER AND FORENSIC PATHOLOGY SERVICES AND A SUPPLEMENTAL APPROPRIATION – PUBLIC SAFETY / HEALTH & HUMAN SERVICES / FINANCE / BOARD

WHEREAS, the current medical examiner and forensic pathology services contract will expire on August 31, 2017; and

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

WHEREAS, it was determined after careful review and consideration the evaluation committee recommends the award to the University of Michigan, Department of Pathology; and

WHEREAS, a supplemental appropriation in the amount of \$44,376.00 is necessary to fund the difference between the approved budget and the actual funds required to provide this state mandated service; and

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with the University of Michigan Department of Pathology for medical examiner and forensic pathology services per the proposed rates in RFP-LC-17-14 for a three (3) year term commencing on September 1, 2017 to September 1, 2020 with options to for two (2) additional one-year renewals for a total contract period not to exceed five (5) years.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby appoints Jeffery M. Jentzen, M.D., Ph.D as the County’s Medical Examiner; and Allecia Wilson, M.D., Carl Schmidt, M.D., MPH, Leah Hlavaty, M.D., Avneesh Gupta, M.D. and Lokman Sung, M.D. as the County’s Deputy Medical Examiners.

BE IT FURTHER RESOLVED that Livingston County Board of Commissioners hereby authorizes the following supplemental appropriation:

Fund/Account	Approved Budget	Proposed Budget Amendment	Amended Budget
10164800.699000	\$296,868	\$44,376	\$341,244
10164800.823000	\$160,000	\$44,376	\$204,376
21065100.999000	\$812,806	\$44,376	\$812,806

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of

Commissioners is authorized to sign all forms, assurances, contracts/agreements and future amendments for monetary and contract language adjustments related to the above as prepared by Civil Counsel.

BE IT FURTHER RESOLVED that the Board Chairman is authorized to sign renewal options for two (2) additional one-year periods for medical examiner and forensic pathology services as prepared by Civil Counsel upon satisfactory performance of the contract, as determined by the County Administrator.

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MOVED:
SECONDED:
CARRIED:

Medical Examiner Services - Bid Tabulation

Pricing Proposal - Option 1	University of Michigan	Annual Cost	Monthly Cost
Administration fee; Complete autopsy; limited autopsy; and external examination per RFP-LC-17-14 Appendix C: Pricing Proposal - Option 1		\$ 304,166.00	\$ 25,347.17
Body Transport Services		N/A	
Annual Increases, if any, will be based on what criteria? Increases are 3% annually, to account for salary program and expense inflation.			
NOTE: If annual autopsies exceed 150, an additional charge of \$1,500 per additional autopsy will apply. \$50/day/body for bodies retained for more than 48 hours after autopsy is completed.			
As a separate option, please provide the annual rate to assume all medical examiner services including MEI and transportation (payable in 12 equal monthly payments).			
Pricing Proposal - Option 2	Sparrow Health System	Annual Cost	Monthly Cost
Pricing on a per capita basis	\$ 1.95	\$ 352,885.65	\$ 29,407.14
Body Transport Services (per Trip)	\$ 150.00 per trip + \$2.00 per loaded mile		
Annual Increases, if any, will be based on what criteria? The annual flat rate amount for Medical Examiner services shall increase in accordance with Sparrow Forensic Pathology's costs at a rate not to exceed four percent (4%) per year. Sparrow Forensic Pathology shall inform the County by January 1 of each year of any increase for the upcoming calendar year.			
As a separate option, please provide the annual rate to assume all medical examiner services including MEI and transportation (payable in 12 equal monthly payments).	\$ 452,417.50	\$ 452,417.50	\$ 37,701.46

University of Michigan	Annual Cost
Year 1	\$ 304,166.00
Year 2 + 3% increase	\$ 313,290.98
Year 3 + 3% increase	\$ 322,689.71
Year 4 + 3% increase	\$ 332,370.40
Year 5 + 3% increase	\$ 342,341.51
U of M Total	\$ 1,614,858.60

Sparrow Health System	Annual Cost
Year 1	\$ 352,885.65
Year 2 + 4% increase	\$ 367,001.08
Year 3 + 4% increase	\$ 381,681.12
Year 4 + 4% increase	\$ 396,948.36
Year 5 + 4% increase	\$ 412,826.30
SHS Total	\$ 1,911,342.51



Memorandum

To: Livingston County Board of Commissioners
From: Jeffrey R. Boyd, EMS Director
Date: July 19, 2017
**Re: RESOLUTION AUTHORIZING A CONTRACT WITH THE UNIVERSITY OF MICHIGAN
DEPARTMENT OF PATHOLOGY TO PROVIDE MEDICAL EXAMINER AND FORENSIC
PATHOLOGY SERVICES AND A SUPPLEMENTAL APPROPRIATION – Public Safety /
Health & Human Services / Finance / Board**

The current Medical Examiner contract expires August 31, 2017. The Purchasing Department released an RFP for Medical Examiner Services to providers in the surrounding communities of Livingston County via the MITN and Livingston County websites, and an ad in the newspaper.

Two (2) proposals were received for medical examiner and forensic pathology services (see attached tabulation). After careful consideration by the Review Committee which consisted of staff from EMS, Jail, LETS and Purchasing Department, it was determined to award to University of Michigan for these services.

University of Michigan's proposal includes qualified staff and two locations in Ann Arbor. In addition, there will be training opportunities will be made available for Livingston County staff. The proposed fee structure includes administration, complete and limited autopsy and external examination services. The fee for these services is \$304,166 payable in 12 equal payments. This proposal also includes an additional fee of \$1,500 per additional autopsy in excess of 150 and an additional fee of \$50 per day per body fee for bodies retained more than 48 hours after completed autopsy.

The contract term is for three (3) years with options to renew, at the County's discretion for two (2) additional one-year periods. Therefore, we are asking that the attached resolution be approved.

If you have any questions regarding this matter, please contact me.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION AUTHORIZING THE SUPPLEMENTAL APPROPRIATION FOR PURCHASE OF LICENSES FOR SCHEDULING AND TIME AND ATTENDANCE SOFTWARE FOR THE SHERIFF DEPARTMENT AND 911 CENTRAL DISPATCH

WHEREAS, the current process for employee scheduling and time and attendance for the Sheriff Department and 911 Central Dispatch is largely a manual paper process; and

WHEREAS, these departments desire to improve accuracy and efficiency in these processes by implementing a software system to automate and control them; and

WHEREAS, three employee scheduling and time and attendance software systems were previewed and quotes were obtained in accordance with the Livingston County purchasing policy; and

WHEREAS, the vendor of choice being Visual Computer Solutions, Inc. "VCS" at a total cost of the project not to exceed \$44,000; and

WHEREAS, the cost will be shared between the Sheriff Department and 911 Central Dispatch by allocating software costs on an FTE ratio and implementation and travel costs split evenly, except the Sheriff Department shall pay the full cost of not to exceed \$15,000 for the PARS automated calling system portion of the project; and

WHEREAS, this project was not included in the 2017 Approved Operating Budget and will require a supplemental appropriation to fund.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the purchase and implementation of new VCS scheduling and time and attendance system software for the Sheriff and 911 Central Dispatch departments for a total project cost not to exceed \$44,000.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners approves any budget amendment needed to effectuate the above with the Sheriff Department share to be provided from the approved 2017 General Fund contingency and the 911 Central Dispatch share to be provided from their fund balance in Fund 261.

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

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**MOVED:
SECONDED:
CARRIED:**

THANK YOU FOR JOINING US FOR TODAY'S DEMONSTRATION OF POSS

IF YOU DO NOT HAVE A HARD COPY OF OUR HANDOUT, PLEASE
VISIT THE LINK BELOW AND DOWNLOAD THE PDF VERSION.

INFO.VCSSOFTWARE.COM/POSSDEMO



Company Background

With a foundation dedicated to and built upon the scheduling needs of police, VCS introduced POSS (Police Officer Scheduling System) in 1998, as the only product of its kind designed exclusively for and in conjunction with Law Enforcement agencies.

Since then, VCS has since developed additional core products tailor-made to a variety of industries.



Police Officer Scheduling System (POSS)

VCS' trademark design that is unmatched in the industry today with its ability to manage and automate the unique requirements of police scheduling.

POSS delivers a dynamic rules engine that combines:

- ✓ **Centralized Scheduling**
- ✓ **Electronic Timecards**
- ✓ **Add On Modules**
- ✓ **Time and Attendance**
- ✓ **Overtime Management**
- ✓ **Payroll Integration**



A Platform That Grows With You

Product Add-On Modules And Apps



Hardware Options



SCHLAGE HANDPUNCH 4000

The Schlage HandPunch® 4000 brings the accuracy and convenience of biometric technology easily within reach of any time and attendance applications. With a HandPunch, employees can clock-in for work without the use of cards. Your business won't have to create or administer cards, and users' credentials can't get lost, stolen or duplicated.



THE BREEZE 185

The Breeze 185 All-In-One widescreen touchscreen POS system is an advanced next generation design. The Breeze 185 All-In-One POS boasts an 18.5" LED LCD with either bezel-less resistive touch or projected capacitive touch. The Breeze 185 boasts CPUs up to Intel i3-1.8 with a fanless cooling solution.



JIVA-8315E

TP8315 delivers high performance and scalability to run the most demanding applications to empower your agency's business processes.

Key Features

- Resistive or IR touch (Optional) screen : 15" LCD 1024 x 768 resolution
- Supports up to Intel Core 2 Duo 2.53 GHz CPU (Optional)
- Memory DDR3 inside
- RAID 1 (Disk Mirroring) support to backup important data (Optional)
- UPS (Embedded on board developed by Posiflex) support to avoid sudden power loss
- Cable cover with lock to protect rear I/O from unauthorized access
- With MSR and finger print sensor
- With rear mounted customer display



Why Buy From Us?

As the leader in time and labor management solutions for public safety, we pride ourselves on our cutting edge technology, seamless onboarding processes and customer service that is second to none.

INDUSTRY EXPERIENCE



Over 19 years of experience working directly with public safety.

INNOVATIVE SOLUTIONS



Solutions and add-ons that meet the ever changing and growing needs of the public safety industry.

SEAMLESS ONBOARDING



A seamless process that results in proven customer success.

CUSTOMER SERVICE



An unparalleled customer service team that stands ready and able to resolve any support issue.

UNLIMITED TRAINING



Unlimited training and instructional opportunities available to all clients at any time.

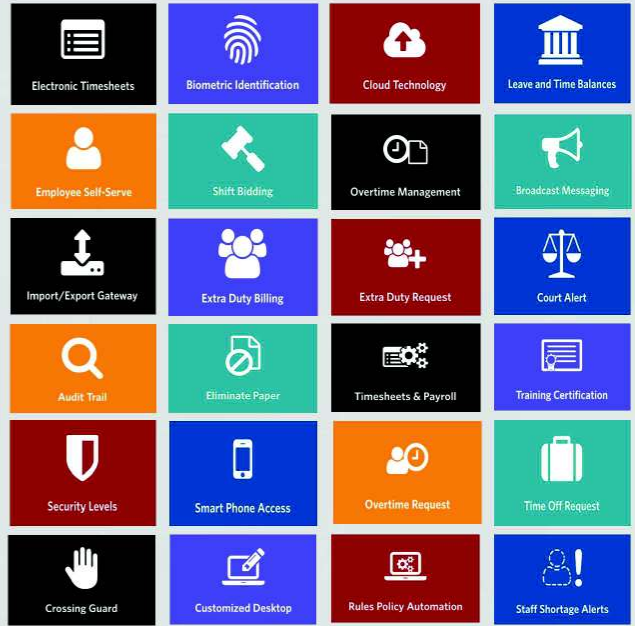


Unique System Architecture

VCS Software gives equal attention to time & attendance capabilities as well as robust scheduling features.

Result

A system architecture providing a more complete picture of your staff so that you're able to make informed decisions that will benefit your agency's bottom line.



POSS Beneficiaries

Overtime & Duty Management

Focus on the most important job responsibilities

Reduction of total costs

Increased productivity

Eliminate the cost of unnecessary overtime

Adherence to FLSA Rules & Regulations

Elimination of clerical errors

Analysis tools

Management of training certifications and K-9 Teams

Fairly regulate and predict the cost of overtime

Automatic calculation

Reduction of paperwork

Instant access

Web-based Accessibility

Reduce potential liabilities and grievances



POSS Differentiators

<input checked="" type="checkbox"/>	User-Customization	Create your own dashboard views, security levels, reports, and payroll exports.
<input checked="" type="checkbox"/>	Full Automation	All accruals associated with time banks and shift differentials are automated.
<input checked="" type="checkbox"/>	Custom Reporting	Create custom reports by extracting any system data and populating it into a printable report.
<input checked="" type="checkbox"/>	Fairness Rotations	Accurate awarding of every overtime or extra duty opportunity.
<input checked="" type="checkbox"/>	Tracking	Maintain compliance with certification and education tracking.
<input checked="" type="checkbox"/>	Biometric Technology	VCS offers fingerprint, hand, and mobile identification technologies.
<input checked="" type="checkbox"/>	Security Designer™.	Customize security levels for every user type.



What Is Replacement Policy

The Overtime Replacement Policy is designed to provide agencies with the ability to offer, assign and automate overtime using a fairness rotation system.

TIME EFFICIENT	TRANSPARENCY	AUTOMATIC UPDATES	ERROR-FREE
Creates lists of potential employees that can be run against specific and pre-determined work rules to select the eligible employee for the appropriate overtime assignment.	Maintains a tracking mechanism of all employee responses including a process that records the acceptance or rejection criteria for every employee on the list.	Takes into account any and all schedule updates and changes that would affect the eligibility of any employee being offered overtime.	With its ability to accurately track and update employee availability and eligibility for overtime, fair and error prone accounting is a given.



On Boarding Process

30-45 Days On Average

ONLINE TRAINING



ON SITE TRAINING



WHITE GLOVE TREATMENT



Choose Your Online Training

ON DEMAND



Ready to get started? Access our full library of pre-recorded training classes from anywhere at any time.

INSTRUCTOR LED



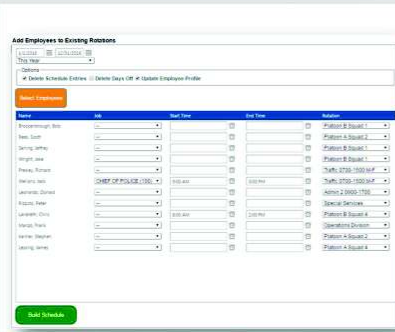
Register for live instructor led training classes spearheaded by our knowledgeable and totally awesome product specialists.

HELP OUTS



Whether you need additional training or just want to knock out a support issue or two, VCS has you covered with one-on-one Help Out Sessions.





TRAINING HELP OUT

This is a workshop session designed for any Scheduling Administrators requiring assistance during their community Build Sessions or those seeking assistance during their migration from Legacy POSS, COSS, FIRES & TIMES. Class size is limited to 5 seats per session.

This training is offered several times. Select the date and time that works best for you.

Wed, Feb 1, 2017 3:30 PM - 4:15 PM EST

REGISTER

Already Registered?



Instructor
Wed, Feb 1st 2017 3:30pm-4:15-PM EST
Francisco Espinosa



Instructor
Thur, Feb 2nd 2017 3:30pm-4:15-PM EST
Robert Timms



Instructor
Fri, Feb 3rd 2017 3:30pm-4:15-PM EST
Josh Siemanowicz



On Site Training & Professional Services



Your On Site Project Manager (PM) is responsible for the planning, management, and execution of your implementation. As your primary point of contact, the PM is extremely knowledgeable about the software system and will direct you through the entire process from start to finish.

CONSULTATIONS



The VCS personnel assigned to your implementation are collaborative team players who know exactly how to make your scheduling automation initiative successful.

SCHEDULE BUILDS



Our project team will work closely with you to translate your defined objectives into workable data.

TRAINING



Well versed in time and labor management best practices, your Software Trainer will expertly provide a comprehensive instructional program of our software system.

REPORT DESIGN



Learn how to create and access custom activity reports for your agency.



White Glove Treatment

At VCS “white glove training and support” refers to a meticulous approach to service excellence. Simply defined, this label reflects our goal to offer you solutions, support and service that are second to none. Yes - our always available onboarding solutions are a differentiator, but it is the access to a dedicated project manager complete with weekly status meetings including a scheduling optimization meeting geared to your unique rules and requirements that truly set us apart .

KICK OFF MEETING



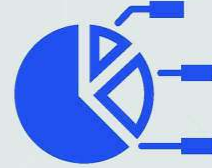
Discuss initial project plan and identify your team’s roles, project goals and measures of success.

WEEKLY STATUS MEETING



Meet with your PM to track progress, receive updates and review the overall execution of the project plan.

SCHEDULING OPTIMIZATION



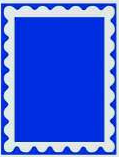
Scheduling optimization consultation to ensure that your automated process is in sync with your agency’s unique rules and policies.



VCS Support Options

Monday - Friday 8:00 am to 8:00 pm (EST)

Create A Support Ticket



Submitting a support ticket is the most efficient way to explain in detail your issue to a VCS technician.

Call The VCS Support Line



If you are unable to submit a Support Ticket online, contact the VCS Support Line and speak to a Client Care Coordinator who will create and submit a Support Ticket for you.

Schedule A Help Out Session



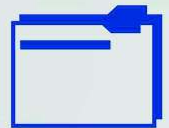
Technical Support Help Out sessions are designed for customers that need a one-on-one (45) minute session to resolve a lengthy support issue, review a list of technical issues, or to schedule a session for a specific date and time.

Email VCS Support



When emailing VCS Support, your email will be converted into a case and submitted to the Support Queue.

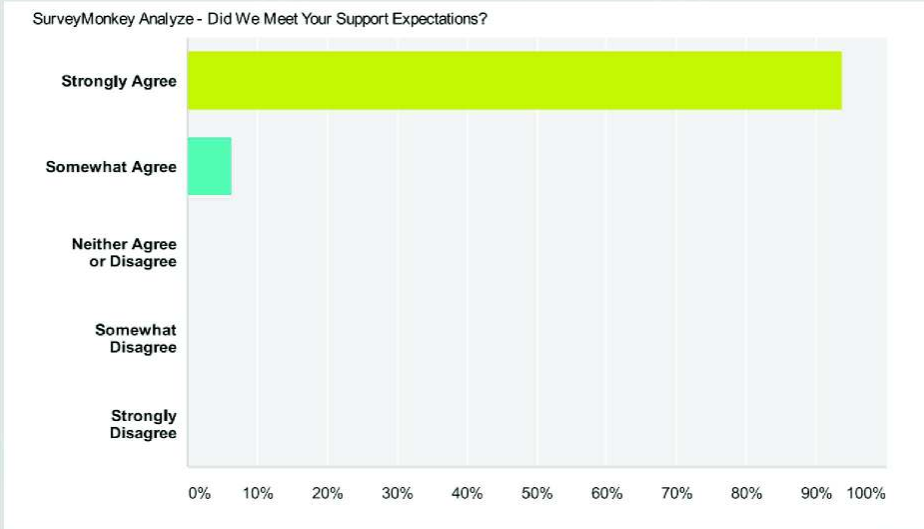
KnowledgeBase



Search by keyword or topic to uncover articles that provide solutions to commonly asked support ticket issues.



TECHNICAL SUPPORT SURVEY



Data Center NJ1

Piscataway, NJ



One of the largest, most sophisticated and efficient data centers available in the Greater Metro New York Area, NJ1 brings a new class of data center to the market.

PROPERTY

360,000 sq. ft.

SECURITY

24/7 surveillance of the interior/exterior of the facility

CRITICAL POWER

32 Rotary power systems with 1,300 kW of critical output each

UPS SYSTEMS

32 diesel-powered engine generators with 2,250 kW capacity each

GENERATORS

Four 50,000 gallon underground diesel storage tanks



Authorize Project

Project: Purchase / Implement VCS – Police Officer Scheduling System (POSS)

Author: Rich Malewicz

Date: July 19, 2017

Project Narrative:

The Sheriff Department and Central Dispatch departments have unique needs regarding staff scheduling as a result of their 24/7 operations, the need for adequate staffing and stipulations in their union contracts. Setting a schedule for their staff and coping with the need to reschedule due to vacations, sick, comp time taken has proven to be difficult and time consuming.

The departments have been using Munis ESS time entry. However, the product does not have a scheduling component.

In order to properly vet a solution that will accommodate the needs of the 2 departments, HR, Sheriff Department, Central Dispatch, and IT participated in the software demos for 3 products.

The VCS – Police Officer Scheduling System (POSS) was found to be the best solution for the 2 departments. It was developed for like departments and therefore suits the distinct needs of the Sheriff and Central Dispatch Departments.

The product is hosted and supported by the vendor, so it will not use any internal server resources. Sheriff and Central Dispatch staff will be able access the system from any computer connected to the internet. Minimal IT resources will be required to support this solution, basically the support of the network/internet connectivity.

The system can allow the staff of the 2 departments to request schedule changes on-line and uses a rule-based process to notify other staff of the opportunity to substitute/swap shifts with the requestor. This can eliminate countless hours for the departmental schedulers.

In addition to the scheduling functionality, it provides a time-entry process that integrates with Munis.

PROJECT APPROVAL:

IT approves the purchase of the VCS – Police Officer Scheduling System (POSS).

Limitations on the Approval:

NONE

CIO Signature:



Date:

19 JUL 17

RESOLUTION
LIVINGSTON COUNTY

NO:
DATE:

RESOLUTION TO PROCEED WITH THE PLANNING OF A NEW 911 CENTRAL DISPATCH FACILITY, INCLUDING DETAILED COST ESTIMATES AND CONTRACTING FOR ARCHITECTURAL / ENGINEERING SERVICES – 911 CENTRAL DISPATCH / CONSTRUCTION COMMITTEE / PUBLIC SAFETY / FINANCE / FULL BOARD

WHEREAS, in the 2017 Adopted Budget the 911 Central Dispatch Director requested and the Board authorized \$200,000 to explore the needs and various options for housing the 911 Operations; and

WHEREAS, After conducting a comprehensive and thorough investigation of the current 911 facility, it has been determined that the current 911 building does not adhere to the current Department of Defense (DOD) regulations or the needs of the 911 Center operations to conduct business in a productive and safe environment; and

WHEREAS, Livingston County 911 Central Dispatch has been diligently considering various options including remodeling the current facility, adding an addition to an existing county facility, or building a new standalone facility; and

WHEREAS, after weighing the pros and cons of all options and presenting our recommendation to the Livingston County Construction Committee, it was decided by the committee that the most appropriate action would be to construct a new standalone facility on the current property; and

WHEREAS, the estimated costs for the construction of a new Central Dispatch facility is expected to be approximately \$5.1 million per the probable cost statement provided by Lindhout Associates; and

WHEREAS, authorization is requested to continue to move forward in developing the necessary plans and gathering detailed construction cost estimates in order to accurately calculate the full cost of the project; and

WHEREAS, all contracts will follow the purchasing process and be vetted by Livingston County Purchasing in accordance with the Purchasing Policy and be presented to the Construction Committee for review and recommendation to the Board.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners authorizes moving forward with the planning of a 911 Central Dispatch Facility Project for the construction of a new facility;

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with Lindhout Associates, for architectural/engineering services at a cost not to exceed a rate negotiated by the Livingston County Purchasing bid process for the 911 Central Dispatch Facility Project.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners be authorized to sign any agreements and future extensions or amendments for monetary and contractual language adjustments, as necessary to effectuate the above, upon preparation and/or review by Civil Counsel.

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MOVED:

SECONDED:

CARRIED:

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO DESIGNATE LIVINGSTON COUNTY TO ACT AS THE GRANT ADMINISTRATOR FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

WHEREAS, under resolution 2011-12-335, the Livingston County Board of Commissioners authorized the participation in the 2011-2013 MSHDA CDBG Housing Program Grant to upgrade housing conditions for its low income, very low income, and senior homeowners, and

WHEREAS, the resolution also authorized Oakland Livingston Human Service Agency (OLHSA) to act as Grant Administrator. The agreement between OLHSA and Livingston County expired June 30, 2014 with provisions of future administrative duties pertaining to closed grants carried out by OLHSA; and

WHEREAS, many of the housing projects approved under this grant resulted in the client receiving a future advance mortgage with the County, payable at the time of property title transfer. The administrative duties related to the closed grants include processing discharges of mortgages, subordination requests, and revised payoff agreements; and

WHEREAS, OLHSA recently underwent a reorganization resulting in the Housing Program being based out of the Pontiac location; and

WHEREAS, the duties of Grant Administrator for this program are better suited to be run locally and are being recommended to be returned to the County under the direction of the Financial Officer.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes the Board Chair or Vice Chair to execute and sign all forms, assurances, contracts/agreements and/or discharges pertaining to already established Community Development Block Grant Housing Program mortgages upon review and/or preparation of Civil Counsel.

BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners authorizes the duties of Grant Administration for the CDBG Housing Program Grant be returned to Livingston County.

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**MOVED:
SECONDED:
CARRIED:**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO AUTHORIZE A SECOND QUARTER SUPPLEMENTAL APPROPRIATION TO THE FISCAL-YEAR 2017 BUDGET – ADMINISTRATION / FINANCE / BOARD

WHEREAS, the proposed amendment ensures compliance with the Uniform Budgeting and Accounting Act, as amended; and

WHEREAS, the proposed amendment recognizes actual expenditure activity for the second quarter of 2017 and includes:

- Increase/decreases in departmental expenditures to correspond to actual activity
 - General Fund expenses that include various line item transfers within several departments operating budget based on actual activity that results in an increase to the overall bottom line
 - Net zero effect transfers for first & second quarter unemployment charges
 - Net zero effect transfers between salary and operating equipment for Sheriff's Field Services
 - Net zero effect transfer from vacant Correction Officers salary and benefits to overtime for the Jail
 - Increase in Jail for inmate medical and costs related to the mercury spill
 - Increase for Treasurer for the County-wide Cash Handler's training class
 - Increase in Drain for retirement & settlement payouts
- Increased expenditures for the Health Department for the Prescription for Health grant approved in resolution 2016-07-111 for bank charges
- Increased expenditures for DPW State grants for participation in the Tire Scrap Collection grant
- Increased expenditures for Emergency Management Homeland Security grant for additional projects approved and expected to be completed by the end of 2017
- Increased expenditures for 911 Central Dispatch for the final payment of the Motorola equipment contract
- Increased expenditures for Information Technology for medical opt out for one employee
- Increased expenditures for Facility Services for inventory expense, equipment maintenance and unscheduled departmental projects that arise throughout the year
- Increased expenditures for the Benefit Fund for new hire background checks
- The proposed supplemental appropriation also includes increasing the General Fund tax revenue by \$346,000 based on revised assessments

THEREFORE BE IT RESOLVED that the Board of Commissioners authorizes the following supplemental appropriations to the Fiscal-Year 2017 Budget as illustrated below:

FUND	Approved 2017 budget	Proposed amendment	Amended 2017 budget
101 - General Fund	\$ 45,253,973	\$ 80,701	\$ 45,334,674
Health	\$ 3,755,898	\$ 12,500	\$ 3,768,398
DPW Org 239441000	\$ -	\$ 4,000	\$ 4,000
Emergency Management Org 23842600	\$ 209,072	\$ 33,527	\$ 242,599
911 Central Dispatch	\$ 4,213,812	\$ 299,997	\$ 4,513,809
Information Technology	\$ 4,172,162	\$ 1,800	\$ 4,173,962
Facility Services	\$ 4,250,417	\$ 198,960	\$ 4,449,377
Benefit Fund	\$ 8,974,000	\$ 6,000	\$ 8,980,000

BE IT FURTHER RESOLVED that the worksheet showing details of the above is available for review in the County Administration Finance office.

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MOVED:

SECONDED:

CARRIED:

EXPENDITURES

	2017 Amended		Proposed Amended
Special Revenue Funds			
21065100 EMS	\$ 10,672,304	\$ -	\$ 10,672,304
21514100 FOC	\$ 2,637,747	\$ -	\$ 2,637,747
22160100 Health	\$ 3,755,898	\$ 12,500	\$ 3,768,398
23816800 Courts FED Grants	\$ 523,536	\$ -	\$ 523,536
23826717 Family Support	\$ 300,400	\$ -	\$ 300,400
23833100 Sheriff Marine Safety	\$ 8,600	\$ -	\$ 8,600
23842600 FED Emergency Mngmnt	\$ 209,072	\$ 33,527	\$ 242,599
23916800 Courts STATE Grants	\$ 608,489	\$ -	\$ 608,489
23926718 Crime Victims Rights	\$ 136,697	\$ -	\$ 136,697
23930106 Sheriff Traffic Secondary Road	\$ 241,769	\$ -	\$ 241,769
23944100 DPW State Grants	\$ -	\$ 4,000	\$ 4,000
25626801 ROD Automation	\$ 268,355	\$ -	\$ 268,355
26132500 911 Central Dispatch	\$ 4,213,812	\$ 299,997	\$ 4,513,809
26132525 911 Enhanced	\$ 386,514	\$ -	\$ 386,514
26630100 DEA Equitable Sharing	\$ 62,166	\$ -	\$ 62,166
26821500 Concealed Pistol Licensing	\$ 76,570	\$ -	\$ 76,570
29067000 Social Welfare	\$ 9,000	\$ -	\$ 9,000
29266200 Child Care Juvenile	\$ 2,335,476	\$ -	\$ 2,335,476
29266300 Child Care Social Services	\$ 845,000	\$ -	\$ 845,000
29568900 Veteran Services	\$ 846,529	\$ -	\$ 846,529
Enterprise Funds			
54237100 Building & Safety	\$ 3,352,904	\$ -	\$ 3,352,904
57727500 Septic Receiving	\$ 1,552,153	\$ -	\$ 1,552,153
58105400 Airport	\$ 1,193,780	\$ -	\$ 1,193,780
58853800 LETS	\$ 3,697,615	\$ -	\$ 3,697,615
Internal Service Funds			
63126500 Facility Services	\$ 4,250,417	\$ 198,960	\$ 4,183,193
63622800 Information Technology	\$ 4,172,162	\$ 1,800	\$ 4,172,162
66126300 Car Pool	\$ 1,814,370	\$ -	\$ 1,814,370
67785200 Benefit Fund	\$ 8,974,000	\$ 6,000	\$ 8,974,000

REVENUES

2017 Amended		Proposed Amended	
\$ (10,049,366)	\$ -	\$ (10,049,366)	
\$ (2,563,285)	\$ -	\$ (2,563,285)	
\$ (3,741,055)	\$ -	\$ (3,741,055)	
\$ (433,664)	\$ -	\$ (433,664)	
\$ (339,637)	\$ -	\$ (339,637)	
\$ (8,600)	\$ -	\$ (8,600)	
\$ (209,810)	\$ (32,789)	\$ (242,599)	
\$ (528,000)	\$ -	\$ (528,000)	
\$ (136,676)	\$ -	\$ (136,676)	
\$ (239,493)	\$ -	\$ (239,493)	
\$ -	\$ (4,000)	\$ (4,000)	
\$ (215,694)	\$ -	\$ (215,694)	
\$ (4,252,253)	\$ -	\$ (4,252,253)	
\$ (350,000)	\$ -	\$ (350,000)	
\$ (20,200)	\$ -	\$ (20,200)	
\$ (104,680)	\$ -	\$ (104,680)	
\$ (4,500)	\$ -	\$ (4,500)	
\$ (2,335,476)	\$ -	\$ (2,335,476)	
\$ (845,000)	\$ -	\$ (845,000)	
\$ (985,605)	\$ -	\$ (985,605)	
<hr/>			
\$ (2,646,398)	\$ -	\$ (2,646,398)	
\$ (1,707,435)	\$ -	\$ (1,707,435)	
\$ (1,201,965)	\$ -	\$ (1,201,965)	
\$ (3,402,206)	\$ -	\$ (3,402,206)	
<hr/>			
\$ (3,747,808)	\$ -	\$ (3,747,808)	
\$ (3,620,805)	\$ -	\$ (3,620,805)	
\$ (1,352,041)	\$ -	\$ (1,352,041)	
\$ (8,201,387)	\$ -	\$ (8,201,387)	

Livingston County

Human Resources

2016 Annual Report



Mission

Our mission is to be strategic partners with Livingston County departments to help attract, retain, and inspire top talent and provide outstanding customer service to both internal and external customers. To promote a quality workforce by focusing on the engagement, education and empowerment of our most valuable asset, our employees.

Human Resources Staff



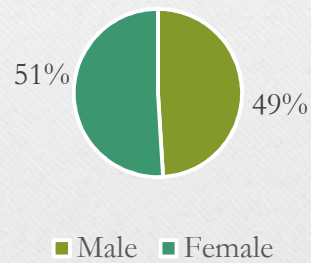
What we do...

- New hire on-boarding and employee off-boarding
- Payroll processing
- Benefits administration
- Employee Relations
- Compliance and leadership training
- Labor relations
- Litigation coordination

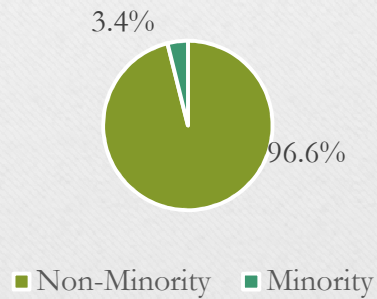
2016 Livingston County Staff Demographics

- Total Employees – 696
- Temporary Employees – 24
- Volunteers – 68

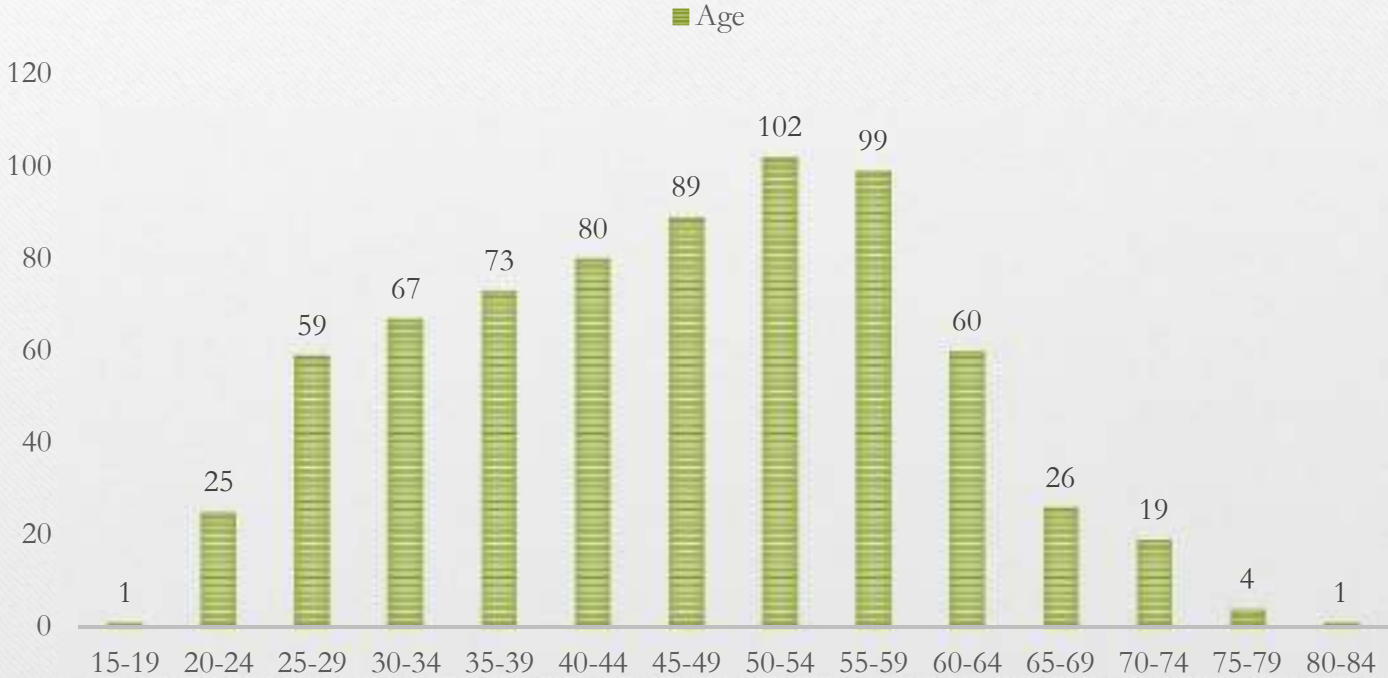
Gender



Race



2016 Livingston County Staff Demographics – Age of Workforce



2016 Livingston County Hiring Trends

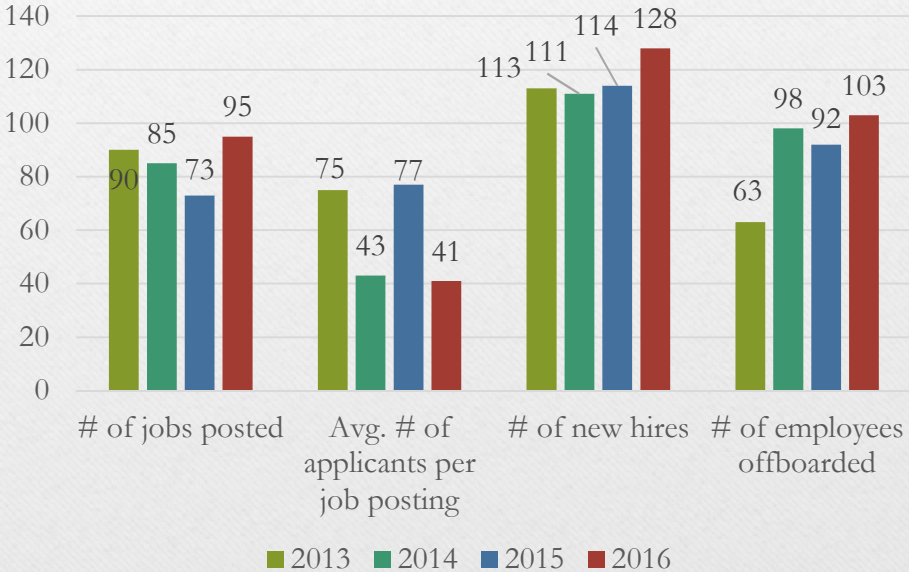
Total Job Applicants

2013 – 6,747
 2014 – 3,623
 2015 – 5,612
 2016 – 3,962

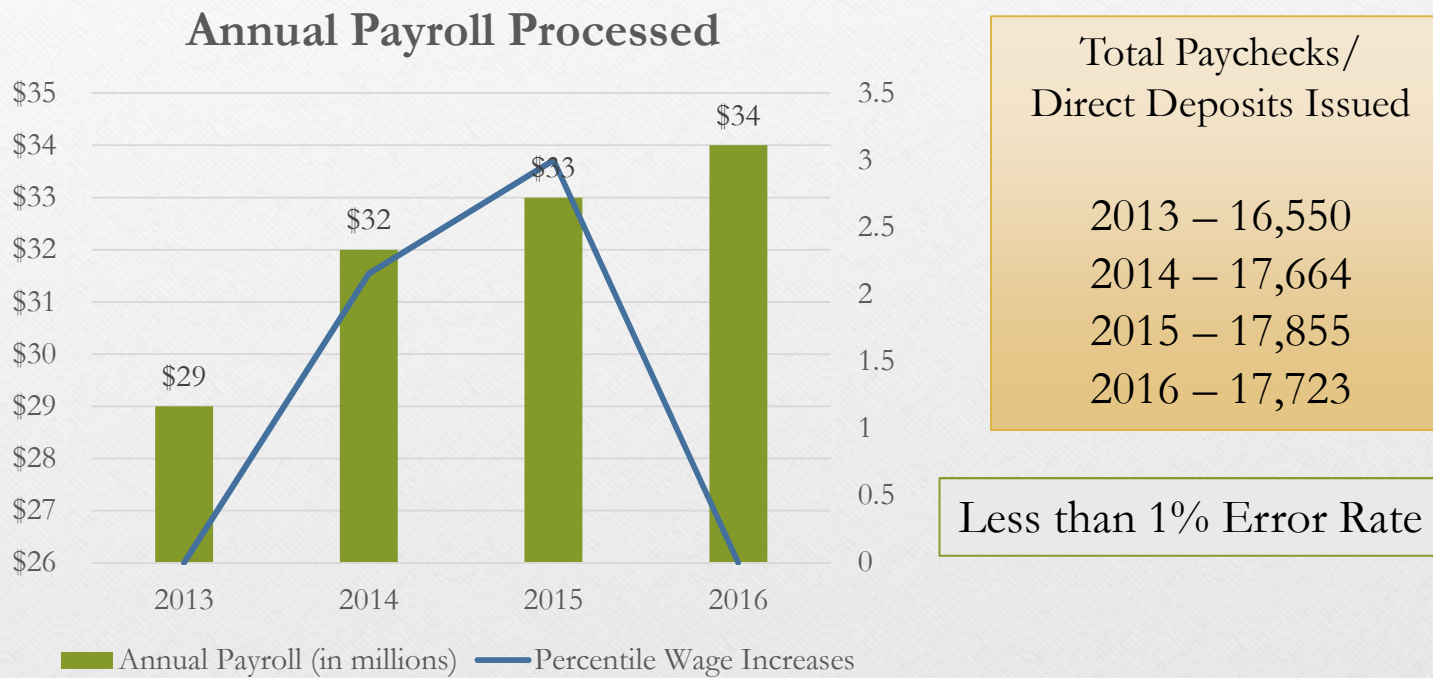
Employee Turnover

2013 – 10%
 2014 – 14%
 2015 – 10%
 2016 – 12%

Hiring

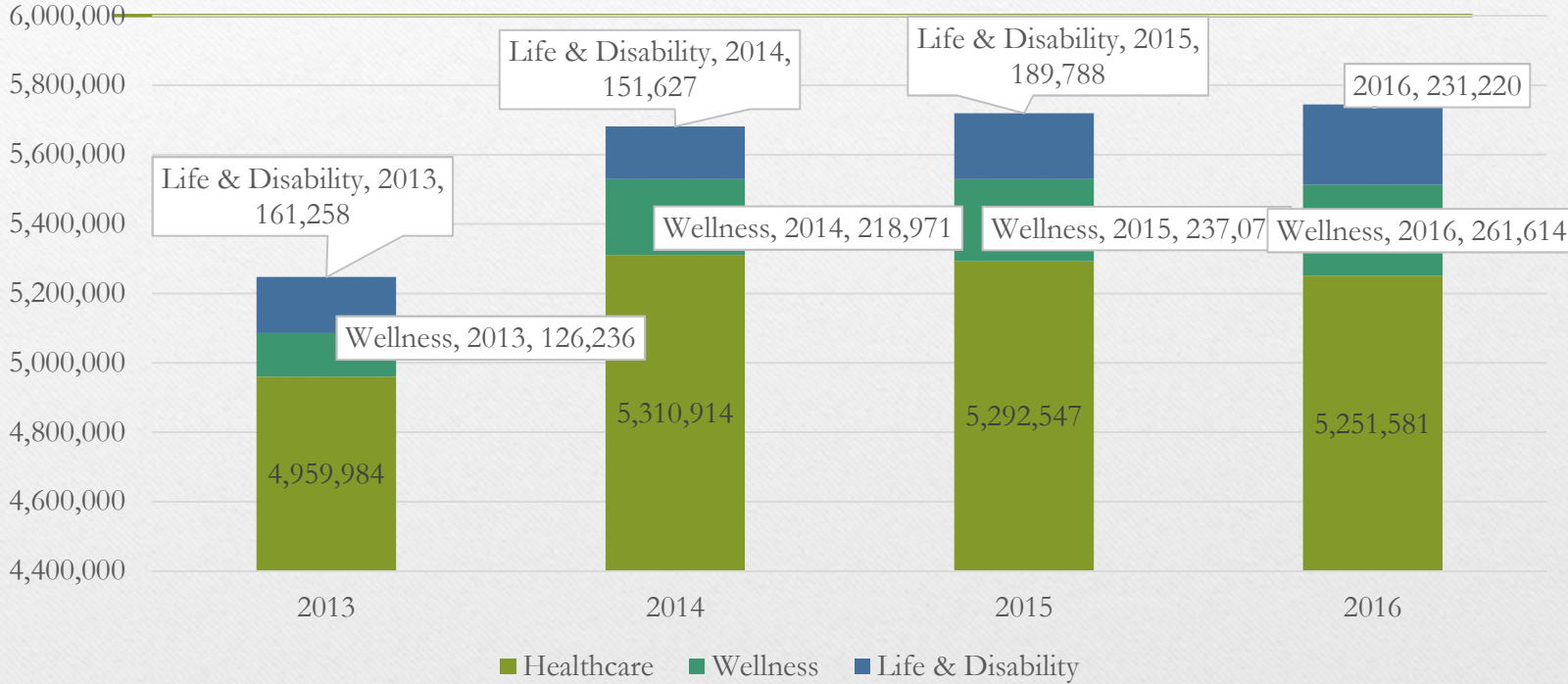


2016 Livingston County Payroll Trends



2016 HR/Payroll Annual Measures

Employer Benefit Costs



2016 Personnel Committee

Ron
VanHouten,
Chair

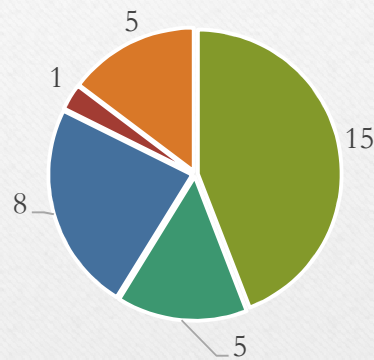
Kate
Lawrence

Carol Griffith

Bill Green

Personnel Committee Activity

Resolutions



- Strategic Hiring, Wages, or Benefits - 15
- Policy Revisions - 5
- Reclassifications - 8
- Pay Above Hire - 1 request (not approved)
- Collective Bargaining Agreements - 5

Personnel Committee met **14** times in 2016 and considered **31** Resolutions

Personnel Committee Accomplishments – 2016

- Agreements with 5 Bargaining Units
- Additional \$3.0 million contribution to MERS
- Improvements for 2017 Benefits including Healthcare Bluebook, Amwell Telemedicine, EyeMed, Increased Dental benefit, added Autism rider
- Dependent Verification to ensure only those eligible for benefits are on the Health plan
- Reviewed 5 personnel related policies

Policy Highlights

- Step Increase / Merit Step Policy
- Sheriff Voluntary Fitness Program
- Business Expense Reimbursement Policy
- Internship Policy Revisions
- Health Department Sanitarians Weekend Pay Policy

Strategic Planning – Fair & Equitable Employer – Action Items

Jeff Boyd, Elizabeth Hundley, Cindy Catanach, Dianne McCormick, Mike Murphy, Jennifer Palmbos, Ken Hinton, Sally Reynolds, & Melissa Scharrer



Retain and Recruit
a Talented
Workforce



Competitive
Compensation
Analysis



Leadership
Training

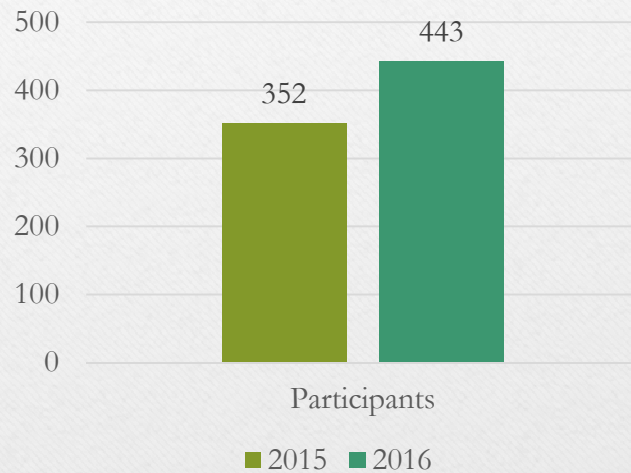


Strategic Planning Activities



Employee Well-being

Participants in the Wellness Reimbursement Program



2017 Goals

- I-9 Self-audit
- Personnel Manual update
- §457 plan review
- Employee engagement survey
- BCBSM claims audit
- National background checks for new hires
- Expanded Munis implementation

Human Resources Website

www.livgov.com/hr

The screenshot shows the Livingston County Human Resources website. At the top, there is a navigation bar with links for Home, Services, Government, Courts, Directors, Local Gov't, What's New, and Employees. Below the navigation bar, the page is divided into several sections:

- Human Resources Home:** A sidebar menu with links for Home, Contact Us, Employees, Job Seekers, Child Support Payments, Open Enrollment, Policies, Human Resources, and Supervisor Relations.
- Human Resources:** The main content area, featuring a header for Jennifer Palmbo, Human Resources/Labor Relations Director. Below this, there is a mission statement: "Our mission is to be strategic partners with Livingston County departments to help attract, retain, and acquire top talent and provide outstanding customer service to both internal and external customers. To promote a quality workforce by focusing on the engagement, education and empowerment of our most valuable asset, our employees." This section includes links for the 2015 Annual Report, 2017 Open Enrollment, 2017 Non-Union Open Enrollment Guide, 2017 Union Open Enrollment Guide, Advocacy Communications, and FAQ for Advocacy Services.
- Employee Portal (ESS):** A section for the Employee Self-Service portal.
- Employment:** A section for job openings, including a link for "All Current Openings" and "Open Classifications".

At the bottom of the page, there is a "Footer List" section.