WASHTENAW COUNTY BOARD OF COMMISSIONERS

Wednesday, July 16, 2003

RECORD OF PROCEEDINGS

An adjourned session of the Washtenaw County Board of Commissioners was held at the Library Learning Resource Center, 4135 Washtenaw Boulevard, in the City of Ann Arbor, Michigan, on Wednesday, July 16, 2003.

The meeting was called to order at 8:20: p.m. by Comm. Gunn, Chair.

MEMBERS PRESENT: Comms. Armentrout, Brackenbury, Gunn, Irwin, Kern, Peterson, Prater, Sizemore, Yekulis.

MEMBERS ABSENT: Comm. Bergman, Solowczuk.

OTHERS PRESENT: Frank Cambria, Deputy Administrator; Curtis Hedger, Corporation Counsel; Peter Ballios, Finance Director; Diane Heidt, Barbara Finch, Human Resources; Amy Klinke, Administration; Gordon Burger, Jennifer Watson, Finance; Greg Dill, Facilities; Trenda Rusher, Jennie Bivens, Susan Sweet-Scott, ETCS; Catherine McClary, Treasurer; Ellen Clement, Public Health; David Behen, Cathy Freeman, Dale Vanderford, Shahzad Rauf, Steve Farat, Doug Perlin, Information & Technology; Joe DeGraff, Community Corrections; Mary O'Hare, Library; Bob Brabbs, AFSCME 2733 President; Nancy Heine, AFSCME 3052 President; Barbara L. King, Deputy Clerk; various citizens; and members of the press.

Pledge of Allegiance

Approval of the Minutes of the Previous Meeting
Comm. Prater seconded by Comm. Peterson moved that the minutes of the June 4, 2003, Board of Commissioners meeting be approved. Motion carried.

Citizen Participation
Roberta Asplin addressed the Board regarding her disappointment with the Board for voting on the Information & Technology Reorganization tonight instead of tabling it.

Commissioner Follow-Up to Citizen Participation
None.

Communications
Comm. Yekulis seconded by Comm. Armentrout moved that the communications be received and dealt with as recommended. Motion carried.

R-0102 RECEIVED: March 5, 2003. Copy of letter to Thomas Goergen, Assistant Director, Genesee County Metropolitan Planning Commission from Jan M. Barnes, Assistant Director Health, Safety & Environment, Transflo, dated March 4, 2003, re: Transflo Terminal Services, Inc... Received and filed.

R-0103 RECEIVED: May 28, 2003. Letter to Washtenaw County Board of Commissioners from Gene DeRossett, State Representative, dated May 22, 2003, re: House Bill 4009. Received and filed; copy to each WCHO and CSTS.

R-0104 RECEIVED: May 28, 2003. Resolution adopted by the Kalamazoo County Board of Commissioners on May 6, 2003, re: Support for allowing change in the composition of County Board of Road Commissioners. Received and filed; copy to Corporation Counsel.

R-0105 RECEIVED: June 5, 2003. Fax to Washtenaw County Board of Commissioners from Doug Novak, Director, Office of Government Affairs, re: Secretary Land's visit to Ann Arbor, Ypsilanti, Canton, and Westland branch offices. Received and filed.

R-0106 RECEIVED: June 5, 2003. Letter to Washtenaw County Board of Commissioners from Chris Kolb, Representative, 53rd District, re: House Bill 4009. Received and filed.

R-0107 RECEIVED: June 5, 2003. Resolution adopted by the Manistee County Board of Commissioners on May 20, 2003, re: Calling for immediate action to cut costs for health care. Received and filed.

R-0108 RECEIVED: June 6, 2003. Memorandum to Robert Guenzel, et al, re: Petition to maintain Sexual Assault Crisis Center as a program of Washtenaw County Government Services. Received and filed; copy to Leah Gunn.

R-0109 RECEIVED: June 9, 2003. Letter to County Board of Commissioners and County 9-1-1 Coordinators from Paul M. Rogers, Chair, Emergency Telephone Service Committee, dated June 2, 2003, re: Cost recovery mechanism for implementation of wireless E-9-1-1 service. Received and filed; copy to Emergency Management and Administration.

R-0110 RECEIVED: June 16, 2003. Letter to Washtenaw County Board of Commissioners from Eulalia Stewart, dated June 5, 2003, re: Historic Preservation. Received and filed; copy to Administration and Planning & Environment.

R-0111 RECEIVED: June 19, 2003. Resolution adopted by the Osceola County Board of Commissioners re: Cutting costs for health care. Received and filed.

R-0112 RECEIVED: June 19, 2003. Letter to Washtenaw County Board of Commissioners from Steven M. Puuri, P.E., Managing Director, Washtenaw County Board of Road Commissioners, dated June 13, 2003, re: Public Road Developments – Review Process. Received and filed; copy to each Commissioner.

R-0113 RECEIVED: June 26, 2003. Letter to Chairperson, Washtenaw County Board of Commissioners, from Edward B. Rebman, McCartney & Company, P.C., dated June 20, 2003, re: Annual accounting for the Washtenaw County 9-1-1 Service District. Received and filed; copy to Sheriff, Finance, and Emergency Management.

R-0114 RECEIVED: June 26, 2003. Letter to Washtenaw County Board of Commissioners from Richard E. Hammell, Chairperson, Genesee County Board of Commissioners, dated June 23, 2003, re: Latest activity with regard to the importation of solid waste into their community. Received and filed; copy to Planning & Environment, Corporation Counsel, Administration, and each Commissioner.

R-0115 RECEIVED: June 26, 2003. Letter to Robert E. Guenzel, County Administrator, from Marianne Lamont Horinko, Assistant Administrator, United States Environmental Protection Agency, dated June 20, 2003, re: Brownfields cooperative agreement. Received and filed.

R-0116 RECEIVED: June 27, 2003. Copy of letter to Frank Borg and JoAnne McMillan, from Wayne W. Whitman, Environmental Manager, Michigan Department of Agriculture, dated June 25, 2003, re: Manure Management System Plan. Received and filed.

R-0117 RECEIVED: June 27, 2003. Memorandum to All Michigan Counties from Connie M. Branam, Marquette County Clerk, dated June 18, 2003, re: State Prescription Drug Purchasing Program. Received and filed; copy to Human Resources and Corporation Counsel.

R-0118 RECEIVED: July 1, 2003. Tentative Agenda and information for the Annual NAAPID Conference to be held October 18-18, 2003. Received and filed; copy to each Commissioner.

R-0119 RECEIVED: July 1, 2003. Copy of letter to Robert Tetens, Director, Washtenaw County parks and Recreation Commission, dated June 26, 2003, re: Thanks for the support for the Rivers Edge Park. Received and filed.

R-0120 RECEIVED: July 1, 2003. Newsletter from HUD User, dated April/May, 2003, re: Technology acceptance planning brings new building products to market faster. Received and filed; copy to each Commissioner.

R-0121 RECEIVED: July 1, 2003. Notice of Hearing for the electric customer of the Detroit Edison Company, to be held on July 16, 2003, 9:00 a.m. in Lansing. Received and filed; copy to Facility Management and Corporation Counsel.

R-0122 RECEIVED: July 1, 2003. Notice of application material availability, Off-Road Vehicle (ORV) Grant for the 2004 Construction and Maintenance Season from the Michigan Department of Natural Resources. Received and filed; copy to Planning & Environment and Facility Management.

Report of the Chair of the Board

03-0111 Comm. Irwin seconded by Comm. Solowczuk moved that the resolution proclaiming the week of July 13-19 as National Aquatic Week in Washtenaw County, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0112 Comm. Irwin seconded by Comm. Solowczuk moved that the resolution honoring the 2003 Chelsea High School Girl's Softball Team for capturing the Division II State Championship for the second year in a row, and for completing another great season with a record of 36-4, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

Special Order of Business

None.

Reports of Standing Committees

Comm. Yekulis seconded by Comm. Armentrout moved that the Ways & Means Committee Meeting report dated June 4, 2003, and the Board Working Session dated June 5, 2003, be approved and accepted. Motion Carried. (Complete reports are on file in the County Clerk/Register's Office.)

Reports of Special Committees

Comm. Yekulis seconded by Comm. Armentrout moved that the following reports be received: Board of Public Works dated May 21, 2003, Building Authority dated May 6, May 9 and June 12, 2003, Citizens Advisory Council for Children in the Family Court dated May 27, 2003, Community Corrections Advisory Board dated April 8 and May 13, 2003, Concealed Weapons Licensing Board dated March 19 and April 16, 2003, Employees' Retirement Commission dated May 28, 2003, Family Independence Agency dated May 21, 2003, Head Start Policy Council dated May 13, 2003, Historic District Commission dated May 1, 2003, Library Board of Trustees dated April 14, 2003, Plat Board dated May 22 and June 5, 2003, Planning Advisory Board dated March 24 and April 28, 2003, Public Health Advisory Committee/Environmental Appeals Board dated December 20 and February 21, 2003, Road Commissioners dated May 6, May 20, June 3 and June 17, 2003, Drainage Board dated May 16, 2003, VEBA Board of Trustees dated May 1, 2003. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

Other Reports

None.

Report of the Treasurer

Comm. Yekulis seconded by Comm. Armentrout moved that the Cash Position of Washtenaw County as of May 31, 2003, be received. Motion carried. (Complete report is on file in the County Clerk/Register's Office.)

Resolutions

Appointments

03-0113 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution appointing a representative to the Historic District Commissioner for the remainder of a three-year term expiring December 31, 2005, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

Ways & Means Committee – July 16, 2003

03-0114 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution creating and eliminating positions for the Support Services Department Reorganization effective October 1, 2003, leading to an annual savings of approximately $1,401,699, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0115 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution ratifying the Chair of the Board's signature on an application/registration and the annual expenditure report to the State Police, Michigan Justice Training Commission, for State Law Enforcement Training Funds, according to the Public Act 302, for the period of January 1, 2003, through December 31, 2003, authorizing the Administrator to sign the Notice of Grant Award; and authorizing the Administrator to sign the delegate contracts, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0116 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution ratifying the County Administrator's signature on an application to the Michigan Department of Community Health, Office of Drug Control Policy, for the State Incentive Project Grant (SIG) in the amount of $169,510 for the period of October 1, 2003 through September 30, 2004; with the potential of further state funding awards totaling $155,000 annually for an additional two years; authorizing the Administrator to sign the Notice of Grant Award; amending the budget; authorizing the Administrator to sign delegate contracts; and authorizing the Administrator to sign the subsequent funding allocations for year two and year three of the Program, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0117 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution ratifying the County Administrator's signature on an application to the Community Foundation for Southeastern Michigan, The Great Outdoors, for "Gateway Kids" in the amount of $187,606 for the period of October 1, 2003, through September 30, 2005; authorizing the Administrator to sign the Notice of Grant Award; amending the budget, and authorizing the Administrator to sign delegate contracts, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0118 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution authorizing the County Administrator's signature on an application to the March of Dimes, 2004 Chapter Community Grants, in the amount of $21,890 for the period of January 1, 2004, through December 31, 2004; authorizing the administrator to sign the Notice of Grant Award; amending the budget, and authorizing the Administrator to sign delegate contracts. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0119 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution authorizing the creation of one Property Tax Foreclosure Prevention Specialist I/II position with the restricted fund under the General Property Tax Act as amended by P.A. 123 of 1999, to be funded entirely by revenues generated by the foreclosure process, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0120 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution creating a Management Analyst I/II position to be leased to the Washtenaw Community Health Organization, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0121 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution ratifying the County Administrator's signature on the application to the Office of Services to the Aging (OSA) for the 2003 Foster Grandparent Program in the amount of $18,176 for the period of October 1, 2003, through September 30, 2004, for the Employment Training and Community Services Group; authorizing the Administrator to sign the Notice of Grant Award; amending the budget; and authorizing the Administrator to sign delegate contracts, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0122 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution ratifying the County Administrator's signature on the application to the Area Agency on Aging 1-B for the Nutrition Program for the Elderly (Congregate Meals Program and Home-Delivered Meals Program) for the Employment Training and Community Services Group; in the amount of $889,799 for the period of October 1, 2003, through September 30, 2004; authorizing the Administrator to sign the Notice of Grant Award; amending the budget; and authorizing the County Administrator to sign delegate and lease contract, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0123 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution ratifying the Chair of the Board's signature on the Workforce Investment Act Program Year (PY) 2003 Adult, Dislocated Worker, and Youth Plans in the total amount of $1,074,360 for the period of July 1, 2003, through June 30, 2004, for the Employment Training and Community Services Group; authorizing the County Administrator to sign Notice of Grant Awards; approving the budget; and authorizing the Administrator to sign delegate contracts be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0124 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution requesting the ratification of the submission of the FY 2004 Comprehensive Community Corrections application for continuation funding for Community Corrections Programs to the Michigan Department of Corrections/Office of Community Corrections, in the amount of $1,035,449 for the period of October 1, 2003, through September 30, 2004; authorizing the Administrator to sign the Notice of Grant Award; amending the budget; authorizing the creation and elimination of positions; and authorizing the Administrator to sign the delegate contracts, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

Approval of Claims

03-0125 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution authorizing payment of claims commencing with the last previously approved claim and continuing through the date of July 3, 2003, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

FUND/COMPANY	SYSTEM CHECKS	UTILITIES/ CREDIT CARD	PRE-CLAIMS	TOTAL
1010 GENERAL FUND	$4,600.58	$162,583.11	$0.00	$167,183.69
1100 GYPSY MOTH SUPPRESSION	$0.00	$0.00	$0.00	$0.00
1110 CHILDRENS SERVICES GRANTS-COOP	$0.00	$0.00	$0.00	$0.00
1310 OPERATION NIGHT CAP	$0.00	$0.00	$0.00	$0.00
1320 COMMUNITY POLICING ENHANCEMENT	$0.00	$0.00	$0.00	$0.00
1330 MDSS REINTEGRATION SERV.	$0.00	$0.00	$0.00	$0.00

1340 I-94 SHORE TO SHORE	$0.00	$0.00	$0.00	$0.00
1400 SHERIFF ROAD PATROL	$0.00	$0.00	$0.00	$0.00
1412 L.A.W.N.E.T.	$0.00	$0.00	$0.00	$0.00
1414 L.A.W.N.E.T. HIDTA GRANT	$0.00	$0.00	$0.00	$0.00
1490 PA 302 TRAINING	$0.00	$0.00	$0.00	$0.00
1590 SHERIFF SPECIAL SVCS. FUND	$0.00	$0.00	$0.00	$0.00
1620 PROS ATTNY-CR	$0.00	$50.32	$0.00	$50.32
1690 SHELTER PLUS CARE	$0.00	$0.00	$0.00	$0.00
1710 BFI SOLID WASTE COORD.	$84.95	$367.27	$0.00	$452.22
1750 BUILDING INSPECTION & SOIL EROSION	$0.00	$2,881.60	$0.00	$2,881.60
1760 ENVIRONMENTAL HEALTH	$0.00	$3,229.29	$0.00	$3,229.29
1770 ILLEGAL DUMPING PROGRAM	$0.00	$0.00	$0.00	$0.00
1810 VETERANS TRUST FUND ADMIN.	$0.00	$235.70	$0.00	$235.70
1850 RRNWWD:STORM WATER GENERAL PE	$0.00	$0.00	$0.00	$0.00
1870 MICHIGAN GREAT LAKES PROTECTION	$0.00	$0.00	$0.00	$0.00
1880 DOMESTIC VIOLENCE COURT PILOT	$0.00	$0.00	$0.00	$0.00
1881 VIOLENCE AGAINST WOMEN	$0.00	$3,662.09	$0.00	$3,662.09
1900 3 - 911 FUND	$0.00	$3,591.03	$0.00	$3,591.03
2080 PARKS & RECREATION	$0.00	$54,541.50	$0.00	$54,541.50
2060 LAW LIBRARY	$0.00	$0.00	$0.00	$0.00
2110 COUNTY LIBRARY FUND	$0.00	$2,575.54	$0.00	$2,575.54
2150 FRIEND OF THE COURT	$1,504.88	$0.00	$0.00	$1,504.88
2370 JTPA ADMINISTRATION	$0.00	$7,295.38	$0.00	$7,295.38
2410 NO WRONG DOOR	$0.00	$0.00	$0.00	$0.00
2420 JTPA - FIRST	$0.00	$0.00	$0.00	$0.00
2490 EMPLOYMENT SERVICES	$0.00	$0.00	$0.00	$0.00
2510 CSA HEADSTART	$0.00	$643.33	$0.00	$643.33
2530 GATEWAY PROJECT	$0.00	$12.77	$0.00	$12.77
2600 CSBG	$0.00	$0.00	$0.00	$0.00
2630 CSA SR NUTRITION	$0.00	$243.74	$0.00	$243.74
2650 FOSTER GRANDPARENTS	$0.00	$0.00	$0.00	$0.00
2700 CSA DOE - WEATHERIZATION	$0.00	$0.00	$0.00	$0.00
2800 MDSS REINTEGRATION SERVICES	$0.00	$0.00	$0.00	$0.00
2801 ZAAP	$0.00	$0.00	$0.00	$0.00
2804 COMMUNITY CORRECTIONS	$0.00	$2,076.34	$0.00	$2,076.34
2810 JUVENILE ACCOUNTABILITY	$0.00	$0.00	$0.00	$0.00
2820 STRONG FAMILIES/SAFE CHILDRFEN	$0.00	$0.00	$0.00	$0.00
2920 WCHO	$0.00	$524.30	$0.00	$524.30
2930 MENTAL HEALTH	$0.00	$24,094.36	$0.00	$24,094.36
2940 SUBSTANCE ABUSE	$0.00	$0.00	$0.00	$0.00
2960 HEALTH	$0.00	$2,870.22	$0.00	$2,870.22
2961 HSRA COMMUNITY ACCESS GRANT	$0.00	$49.57	$0.00	$49.57
2990 CHILD CARE/PROBATE CT.	$100.48	$3,064.78	$0.00	$3,165.26
4010 CAPITAL PROJECTS	$0.00	$0.00	$0.00	$0.00
4050 CAPITAL EQUIPMENT	$0.00	$0.00	$0.00	$0.00
4520 MULTI-LAKE SEWER SYSTEM	$0.00	$0.00	$0.00	$0.00
4860 B.A. E-911 CONSTRUCTION	$0.00	$0.00	$0.00	$0.00
4900 B.A. SPACE PLAN PHASE II CONST.	$0.00	$0.00	$0.00	$0.00
5720 INMATE ENTERPRISE FUND	$281.28	$0.00	$0.00	$281.28
6280 DEL TAX REVOLVING #28	$0.00	$0.00	$0.00	$0.00
6310 FACILITIES MGMT - O & M	$0.00	$184,112.63	$0.00	$184,112.63

6320 FACILITIES MGMT - TRANSP	$0.00	$1,030.48	$0.00	$1,030.48
6330 FACILITIES MGMT - GEN SVC	$0.00	$0.00	$0.00	$0.00
6340 GEN SVCS - REVOLV.	$0.00	$0.00	$0.00	$0.00
6440 SELF INSURANCE	$0.00	$211.94	$0.00	$211.94
6630 MEDICAL SELF INSURANCE	$0.00	$0.00	$0.00	$0.00
6500 1999 PROPERTY FORECLOSURE PROC	$0.00	$0.00	$0.00	$0.00
6501 2000 PROPERTY FORECLOSURE PROC	$0.00	$21.06	$0.00	$21.06
6650 FRINGE BENEFIT REVOLVING	$0.00	$0.00	$0.00	$0.00
6900 CENTREX ASSOCIATION	$0.00	$153,165.97	$0.00	$153,165.97
6930 MENTAL HEALTH	$0.00	$0.00	$0.00	$0.00
7350 T&A 14A DISTRICT COURT	$0.00	$0.00	$0.00	$0.00
7412 LAWNET - DRUG ENFORCEMENT	$0.00	$3,100.95	$0.00	$3,100.95
7413 LAWNET NON-FORFEITURE FUND	$0.00	$1,882.49	$0.00	$1,882.49
7520 EMPLOYEE RETIREMENT FUND	$0.00	$2,721.29	$0.00	$2,721.29
7550 MONEY PURCHASE PENSION PLAN	$0.00	$0.00	$0.00	$0.00
7570 VEBA HEALTH TRUST	$0.00	$0.00	$0.00	$0.00
7900 REGIONAL DISPATCH FUND	$0.00	$0.00	$0.00	$0.00
7950 HAZ MATL RESPONSE TEAM	$0.00	$14.72	$0.00	$14.72
7990 CO-OP EXTENSION SERVICE	$0.00	$550.70	$0.00	$550.70
8005 PORTAGE-BASELINE LAKE LEVEL	$0.00	$0.00	$0.00	$0.00
8007 WHITMORE LAKE LEVEL	$0.00	$0.00	$0.00	$0.00
8008 FOUR MILE LAKE LEVEL	$0.00	$189.37	$0.00	$189.37
8297 SWAN CREEK & PLINEY HARRIS	$0.00	$0.00	$0.00	$0.00
TOTALS	$6,572.17	$621,593.84	$0.00	$628,166.01

New Business

03-0126 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution approving the Washtenaw County Library Board of Trustees Bylaws effective February 12, 1993, as amended June 9, 2003, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-0127 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution to accept comments on the Scio Township Master Plan Amendment from the Planning Advisory Board, and direct the County Clerk to send comments on to Scio Township and the contiguous local units of government, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

03-128 Comm. Yekulis seconded by Comm. Armentrout moved that the resolution approving the FY 2004 Annual Implementation Plan for the Area Agaency on Aging 1-B, be adopted. Roll call vote: YEAS: 9. NAYS: None. ABSENT: 2 (Bergman, Solowczuk). Motion carried.

Report from the County Administrator
None.

Liaison Reports
Comm. Armentrout reported on the Scio Township Master Plan Amendment which the Planning Advisory Board reviewed and recommended acceptance. She also reported that the Planning Advisory Board (PAB) will be holding a workshop on October 22.

Comm. Yekulis reported on the NACo Conference he attended and the Justice Public Safety Steering Committee.

Comm. Brackenbury reported on the SEMCOG General Assembly meeting that he attended on June 26.

Comm. Kern reported on the NACo Conference she attended and the sessions she attended on energy, environment, and land use.

Items for Current/Future Discussion
None.

Citizen Participation
None.

Commissioners Follow-up to Citizen Participation
None.

Adjournment
Comm. Yekulis seconded by Comm. Sizemore moved to adjourn until Wednesday, August 6, 2003, 6:45 p.m. at the Library Learning Resource Center. Motion carried.

The meeting adjourned at 8:42 p.m.

_____
Comm. Leah Gunn, Chair

_____
Peggy M. Haines, Clerk/Register
By: Barbara L. King, Deputy Clerk

Board Approved: August 6, 3002

A RESOLUTION PROCLAIMING THE WEEK OF JULY 13 – 19 AS NATIONAL AQUATIC WEEK IN WASHTENAW COUNTY

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, individual and organized forms of recreation and the creative use of free time are vital to the quality of life of the citizens of Washtenaw County; and

WHEREAS, parks and recreation programs in Washtenaw County encompass a multitude of activities that result in personal accomplishment, self-satisfaction and family unity for all participants, regardless of their background, ability level or age; and

WHEREAS, the citizens of Washtenaw County recognize the vital role of swimming facilities and aquatic programs in promoting good physical and mental health, as well as enhancing the quality of life for all people; and

WHEREAS, Washtenaw County is extremely proud of the aquatic programs provided by the Washtenaw County Parks and Recreation Commission at Rolling Hills Water Park and the Meri Lou Murray Recreation Center.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners do hereby proclaim the week of July 13 – 19, 2003 as National Aquatic Week, and urge all county citizens to support and promote this observance.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						
CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY				**ROLL CALL VOTE: TOTALS**					**9**	**0**	**2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0111

A RESOLUTION HONORING THE 2003 CHELSEA HIGH SCHOOL GIRL'S SOFTBALL TEAM FOR CAPTURING THE DIVISION II STATE CHAMPIONSHIP FOR THE SECOND YEAR IN A ROW, AND FOR COMPLETING ANOTHER GREAT SEASON WITH A RECORD OF 36-4.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, the Chelsea High School Girl's Softball Program has established a tradition of excellence by capturing state titles in 1982, 1985, 2002, and by finishing as runners-up in 1984 and 1999, reaching the state semi-finals in 1980 and 1996, and capturing multiple Southeastern Conference Championships year-in and year-out, and

WHEREAS, the 2003 squad added to the school's "mystique", by capturing the fourth State Championship in girl's softball history for Chelsea High School on Saturday June 14, 2003 at Bailey Park in Battle Creek, Michigan, and

WHEREAS, this year's team odyssey began in South Carolina with their annual Spring Training camp in March where the seeds for success were once again planted, and

WHEREAS, the 2003 Chelsea Girl's Softball Team completed their season at 36-4, and in so doing captured the Southeastern Conference White Division Title, along with a District victory over SEC rival Tecumseh, a Regional win against Trenton, a Quarterfinal romp over Detroit Renaissance, and a Semifinal defeat of Gladstone, and

WHEREAS, the 2003 Chelsea Girls Softball team won their back-to-back Division II Championship game by defeating a spirited Comstock team by a score of 6-1 in Battle Creek, MI on June 14, 2003, and

WHEREAS, the 2003 Chelsea Girls Softball team defeated seven straight state playoff teams by outscoring their opponents by an impressive margin of 44-1

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby congratulates the 2003 State Champion Division II Chelsea Girls Softball Team and their Coach Kim Reichard, and wishes them the very best as they strive for a three-peat in 2004.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0112

A RESOLUTION ADVISING AND CONSENTING TO THE APPOINTMENT OF A BOARD OF DIRECTOR TO THE ECONOMIC DEVELOPMENT CORPORATION OF THE COUNTY OF WASHTENAW, STATE OF MICHIGAN

At a regular meeting of the Board of Commissioners of the County of Washtenaw, Michigan, held in the Library Learning Resource Center, 4135 Washtenaw Ann Arbor, Michigan on July 16, 2003 at 6:45 p.m., Eastern Standard Time, there were

PRESENT: Comms. Armentrout, Brackenbury, Gunn, Irwin, Kern, Peterson, Prater, Sizemore, Yekulis.

ABSENT: Comms. Bergman, Solowczuk.

The following resolution was offered by Comm. Yekulis and seconded by Comm. Armentrout.

WHEREAS, on July 18, 2001 the Board of Commissioners of the County of Washtenaw (the "County") approved and adopted the incorporation of the Economic Development Corporation of the County of Washtenaw (the "EDC") in compliance with Act 338 of the Public Acts of Michigan of 1974, as amended ("Act 338"); and

WHEREAS, under Act 338 the Chair of the County Board of Commissioners, with the advice and consent of the Board of Commissioners, shall appoint nine (9) directors to the Board of Directors of the EDC; and

WHEREAS, not more than three (3) directors shall be an officer or employee of the County; and

WHEREAS, resolution 01-0147 appointed seven (7) of the nine (9) advising and consenting to the appointment of the Board of Directors to the Economic Development Corporation Board of Directors; and

WHEREAS, the following person has been appointed by the Chair of the Board of Commissioners to serve as the Board of Directors for the EDC to the term set forth below:

	NAME	Term Length	Expiring
1.	Jeffrey Kleinschmidt	Remainder of 6 years	12/31/04

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF WASHTENAW, MICHIGAN, as follows:

1. The Board of Commissioners hereby advises and consents to the appointment of the persons appointed as directors of the EDC by the Chair of the Board of Commissioners.

2. All resolutions and parts of resolutions inconsistent with the provisions hereof be and are hereby declared repealed, revoked and rescinded.

A vote on the foregoing resolution was taken and was as follows:

YES: Comms. Armentrout, Brackenbury, Gunn, Irwin, Kern, Peterson, Prater, Sizemore, Yekulis.

NO: None.

ABSTAIN:. None.

The Resolution was declared adopted.

CLERK'S CERTIFICATE

The undersigned, being the duly qualified and acting Clerk of the County of Washtenaw, Michigan, hereby certifies that (1) the foregoing is a true and complete copy of a resolution duly adopted by the Board of Commissioners at a regular meeting held on July 16, 2003, at which meeting a quorum was present and remained throughout, (2) that an original thereof is on file in the records of the County, (3) the meeting was conducted, and public notice thereof was given, pursuant to and in full compliance with the Open Meetings Act (Act No. 267, Public Acts of Michigan, 1976, as amended), and (4) minutes of such meeting were kept and will be or have been made available as required thereby.

DATED:

[SEAL]

_____
Peggy M. Haines, County Clerk/Register
By: Deputy Clerk

Res. No. 03-0113

A RESOLUTION CREATING AND ELIMINATING POSITIONS FOR THE SUPPORT SERVICES DEPARTMENT REORGANIZATION EFFECTIVE OCTOBER 1, 2003 LEADING TO AN ANNUAL SAVINGS OF APPROXIMATELY $1,401,699.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, a shift in focus of the central administration functions of the county has occurred within the past few years leading to the creation of Support Services as one department with a unified goal of supporting the organization through the policies and procedures of the county so they can efficiently provide direct services to the citizens of Washtenaw County; and

WHEREAS, the county has built a strong infrastructure of personnel, facilities, and technology over the past decade within Support Services through a continued commitment from the Board of Commissioners; and

WHEREAS, the county is now positioned to fully utilize the strong foundation through streamlining processes and focusing on maintaining the infrastructure rather than continuing to build the infrastructure; and

WHEREAS, this desire to streamline processes and evaluate how to operate more efficiently led to the hiring of Plante & Moran to conduct an internal/external assessment of the ITS division of Support Services; and

WHEREAS, the review was done as inclusively as possible involving management, staff, and union representatives throughout every step of the process; and

WHEREAS, the conclusion of the review is to take advantage of the world-class infrastructure that has been built over the years and now focus on core technologies that will demand fewer staff who will be able to be more focused, plan strategically and build deeper skills to support these more concentrated technologies; and

WHEREAS, the commitment to streamline processes within Support Services has also been implemented throughout the remaining functions of Support Services and results in position modifications within Facilities Management, Finance and Administration; and

WHEREAS, the reorganization includes a net reduction of 15.0 FTE within all areas of Support Services including 11.0 FTE in ITS, 1.0 in Finance, 2.0 in Facilities Management, and 1.0 in Administration resulting in a projected savings of $1,301,699 in 2004; and

WHEREAS, an effort to review and better manage the county's energy usage and costs is expected to result in an additional savings of $100,000 in 2004; and

WHEREAS, this matter has been reviewed by Human Resources, Corporation Counsel, the Finance Office, the County Administrator's Office and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates and eliminates positions for the Support Services Department reorganization effective October 1, 2003 leading to an annual savings of approximately $1,401,699 as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners hereby adopts the revised job descriptions for these positions as attached hereto and made a part hereof.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS 9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____
Deputy Clerk

Res. No. 03-0114

SUPPORT SERVICES DEPARTMENT REORGANIZATION

Division	Position #	Position Title	Grade	Group	Create	Elim
FM	16050030	SENIOR ACCOUNT CLERK	16	12		1.0
FM	18230013	ADMINISTRATIVE SECRETARY	18	12		1.0
ITS	22010001	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010002	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010003	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010004	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010005	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010009	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010010	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010011	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010012	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	22010016	COMPUTER PROG TR/I/II	22/24/26	11		1.0
ITS	25230014	ADMINISTRATIVE COORDINATOR	25	32		1.0
ITS	25660001	SUPPORT SVCS SPECIALIST I/II	25/26	32		1.0
ITS	25660002	SUPPORT SVCS SPECIALIST I/II	25/26	32		1.0
ITS	25660003	SUPPORT SVCS SPECIALIST I/II	25/26	32		1.0
ITS	25660004	SUPPORT SVCS SPECIALIST I/II	25/26	32		1.0
ITS	26150009	SR. ADMINISTRATIVE COORDIN	26	32		1.0
ADM	27190022	MANAGEMENT ANALYST I/II	27/29	32		1.0
FM	27350001	ASSISTANT ARCHITECT	27	11		1.0
ITS	30250015	SENIOR MANAGEMENT ANALYST	30	32		1.0
ITS	31010004	PROG ANALYST I/II	31/33	11		1.0
ITS	31010007	PROG ANALYST I/II	31/33	11		1.0
ITS	31010008	PROG ANALYST I/II	31/33	11		1.0
ITS	31010009	PROG ANALYST I/II	31/33	11		1.0
ITS	31010010	PROG ANALYST I/II	31/33	11		1.0
ITS	31010011	PROG ANALYST I/II	31/33	11		1.0
ITS	31010012	PROG ANALYST I/II	31/33	11		1.0
ITS	31010013	PROG ANALYST I/II	31/33	11		1.0
ITS	31010020	PROG ANALYST I/II	31/33	11		1.0
ITS	31010021	PROG ANALYST I/II	31/33	11		1.0
FIN	31330001	ACCOUNTING MANAGER	31	32		1.0
ITS	32110001	INFORMATION SERVICES MANAGER	32	32		1.0
ITS	32110002	INFORMATION SERVICES MANAGER	32	32		1.0
ITS	32110003	INFORMATION SERVICES MANAGER	32	32		1.0
ITS	34080001	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080002	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080003	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080004	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080005	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080006	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080007	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080008	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	34080009	TECHNICAL SERVICES SPECIALIST	34	11		1.0
ITS	40000001	CHIEF INFORMATION OFFICER	40	32		1.0

Division	Position #	Position Title	Grade	Group	Create	Elim
ITS	79090001	SYSTEMS ANALYST I/II	79/80	10		1.0
ITS	79090003	SYSTEMS ANALYST I/II	79/80	10		1.0
ITS	79090004	SYSTEMS ANALYST I/II	79/80	10		1.0
ITS	2067-0001	SYSTEMS SUPPORT TECH I/II	20/22	11	1.0	
ITS	2067-0002	SYSTEMS SUPPORT TECH I/II	20/22	11	1.0	
ITS	2067-0003	SYSTEMS SUPPORT TECH I/II	20/22	11	1.0	
ITS	2441-0001	SYSTEMS SUPPORT TECH III	24	11	1.0	
ITS	1967-0001	HELP DESK SUPPORT I	19	12	1.0	
ITS	1967-0002	HELP DESK SUPPORT I	19	12	1.0	
ITS	2068-0001	HELP DESK SUPPORT II	20	12	1.0	
FM	27200050	MANAGEMENT ASSISTANT	27	32	1.0	
ITS	2745-0001	TELECOMMUNICATIONS ADMIN I	27	11	1.0	
ITS	2939-0001	TELECOMMUNICATIONS ADMIN II	29	11	1.0	
ITS	2746-0001	ITS BUSINESS ANALYST I/II	27/29	32	1.0	
ITS	3055-0001	APPLICATION SPECIALIST I	30	11	1.0	
ITS	3055-0002	APPLICATION SPECIALIST I	30	11	1.0	
ITS	3248-0001	APPLICATION SPECIALIST II	32	11	1.0	
ITS	3248-0002	APPLICATION SPECIALIST II	32	11	1.0	
ITS	3248-0003	APPLICATION SPECIALIST II	32	11	1.0	
ITS	3248-0004	APPLICATION SPECIALIST II	32	11	1.0	
ITS	3248-0005	APPLICATION SPECIALIST II	32	11	1.0	
ITS	3187-0001	KNOWLEDGE MANAGER	31	32	1.0	
ITS	3188-0001	JAVA PROGRAMMER I	31	11	1.0	
ITS	3188-0002	JAVA PROGRAMMER I	31	11	1.0	
ITS	3356-0001	JAVA PROGRAMMER II	33	11	1.0	
ITS	3244-0001	ORACLE DATABASE OPS ADMIN I	32	11	1.0	
ITS	3440-0001	ORACLE DATABASE OPS ADMIN II	34	11	1.0	
ITS	3245-0001	NETWORK ADMINISTRATOR I	32	11	1.0	
ITS	3245-0002	NETWORK ADMINISTRATOR I	32	11	1.0	
ITS	3245-0003	NETWORK ADMINISTRATOR I	32	11	1.0	
ITS	3441-0001	NETWORK ADMINISTRATOR II	34	11	1.0	
ITS	3441-0002	NETWORK ADMINISTRATOR II	34	11	1.0	
ITS	3246-0001*	PROJECT MANAGER	32	32	1.0	
ITS	3247-0001	WEB LEAD/MANAGER	32	32	1.0	
ITS	3354-0001	MGR OF APPLIED TECHNOLOGY	33	32	1.0	
ITS	3355-0001	MGR OF TECHNICAL OPERATIONS	33	32	1.0	
	* Elimination effective 12/31/05					
				Total FTE Creation / Elimination	**33.0**	**48.0**
				Net Impact on Reorganization		**15.0**

Washtenaw County
JOB DESCRIPTION

Job Code: 2067 / 2441
Authorization: 03-0114
Employee Group: 11

CLASS TITLE: **SYSTEM SUPPORT TECHNICIAN I/II/III**
DEPARTMENT: **Information and Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under the direction of a higher classified employee, installs, maintains, troubleshoots personal-computer equipment and software. Troubleshoots problems and arranges for the technical support as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Installs new software on personal computers.
- Install or replaces personal computer hardware and peripherals (i.e. computers, terminals and printers).
- Performs initial troubleshooting and personal computer-related equipment; arranges for additional technical support as needed.
- Conducts routine maintenance on personal computers and peripherals.
- Participates in the planning and implementation of personal computer upgrades, enhancements and expansions.
- Provides help desk support by identifying, investigating and researching end user questions and problems; refers user to technical service personnel for services, repairs, training and follow-up as appropriate. Logs activities for use by IS management.
- Provides office automation support.
- Schedules and provides office automation training sessions as appropriate to meet end user needs.
- Maintains inventory of personal computer related hardware and software.
- Performs other duties as assigned.
- Work collaboratively with department technical liaisons to resolve user issues.
- Ensure that up-to-date support and troubleshooting information is available on employee website.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified

KNOWLEDGE, SKILLS and ABILITIES

- Working knowledge of personal computer hardware and software including specific applications such as Microsoft Office and Microsoft Outlook.
- Interpersonal and communication skills necessary to answer technical questions in non-technical terms and troubleshoot/solve problems for various levels of end users. The incumbent is also required to provide training to end-users.
- Analytical ability to identify and resolve information technology problems.
- Ability to understand technical documentation and specifications related to computer systems.
- Ability to adapt and respond to multiple priorities and demands.
- Ability to work as a member of a team.
- Ability to manage projects from start to finish.

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. Duties may require employee to exert up to 50 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Bachelor's Degree or equivalent in Computer Science, Information Systems or a related field

EXPERIENCE

LEVEL I – GRADE 20:–One (1) or more years of related job experience is required.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II - GRADE 22:-Three to Five (3-5) years experience with demonstrated excellence in customer service. Advanced job related skills necessary.

LEVEL III – LEAD GRADE 24:- Five (5) years experience with demonstrated excellence in customer service. Advanced job related skills necessary. Provides leadership and direction on a day-to-day basis to other staff as assigned, including, but not limited to: prioritization of issues and projects.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties

other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 1967 / 2068
Employee Group: 12
Board Resolution 03-0114

CLASS TITLE: **HELP DESK SUPPORT I/II**
DEPARTMENT: **Information and Technology Services**
FLSA STATUS: **Non-Exempt**

JOB SUMMARY:
Under the direction of higher classified employee provide help desk support services to users of the organization's computer assets in order to ensure a positive impact on customer satisfaction through consistent, high quality interaction.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Become proficient in functionality of supported hardware, software and computer resources. Maintain awareness of upcoming functionality changes and attend training as appropriate.
- Pursue certification in applications that are critical to the organization's daily operations (i.e. Microsoft Office, Microsoft Outlook, business applications, etc.)
- Receive and/or make telephone calls to respond to and resolve user inquiries and issues. Gather data from user about their issue and lead user through diagnostic procedures to determine the nature and source of each issue or request. Work with callers to resolve issues. Follow procedural guidelines to respond to and/or research user questions.
- Escalate requests or issues to Level 2 resources as appropriate. Collaborate with appropriate resources as required for effective and timely resolution of user requests or issues.
- Maintain clear, concise, consistent record of user issues by entering each in a help desk tracking system. Maintain ownership of user requests including documentation and communication of resolution to the user.
- Document and submit frequently asked questions and resolutions to the Help Desk Knowledgebase.
- Escalate customer satisfaction issues to the department management.
- Design, develop, and implement technology outreach programs such as user groups and newsletters.
- Coordinate all user training related to information technology.
- Assist other departmental staff with maintenance and operation of the organization's computer assets.
- Participate in regular Help Desk meetings.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Applicable federal, state and local laws and regulations.
Computer applications related to the work (e.g., Problem Tracking software).

Skill in:

Using and understanding Problem Tracking computer systems.
Effective research and problem solving skills.
Effective customer service skills.
Ability to comprehend and communicate varied and detailed processes via the phone and in writing.
Interviewing skills to efficiently identify key elements of a customer's problem.
Performing effectively under stress; attaining precise set limits, tolerances and standards.
Setting priorities, coordinating multiple projects and meeting critical deadlines.
Using sound, independent judgment within established policy and procedural guidelines.
Operating standard office equipment, including but not limited to, fax machine, personal computer and photocopier.
Entering and retrieving information from a Problem Tracking system with sufficient speed and accuracy.
Establishing and maintaining effectively relationships with those contacted in the course of the work.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. Duties may require employee to exert up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of an Associates Degree with specialized training in help desk operation.

EXPERIENCE

Thorough knowledge of computer operation, Microsoft Office, and Microsoft Outlook.
Excellent troubleshooting skills, as well as good analytical/problem solving skills.
Excellent interpersonal skills with the ability to communicate with and understand the needs of non-technical users.
Strong organizational skills with ability to manage multiple tasks.
Ability to function in a collaborative environment and generate trust with co-workers.

LEVEL I -- GRADE 25: One or more years of job-related experience in information technology and/or customer service.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II -- GRADE 26: Two (2) years experience as a help desk operator or related experience required. Certification in Microsoft Office/Outlook. Provides leadership and direction on a day-to-day basis to other staff as assigned, including, but not limited to: prioritization of issues and projects.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 2745 / 3929
Authorization: 03-0114
Employee Group: 11

CLASS TITLE: **TELECOMMUNICATION ADMINISTRATOR I/II**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under the direction of Manager of Technical Operations directs all telecommunications activities, primarily for the strategic planning and design of telecommunications systems for a multi-site environment. This position must collaborate with the Network Administrator position for transmission of voice, data, and video combinations.

EXAMPLES OF DUTIES
Essential Duties:

- Plan and recommend long- and short-term changes to the telecommunications system in line with the organization's strategic and tactical planning, as well as user needs.
- Prepare cost estimates for current and proposed telecommunications activities.
- Develop and execute project plans for the implementation of new telecommunications technology and systems.
- Manage and coordinate day-to-day planning, design, operations, and maintenance of the telecommunications voice networks, including configuration, security, capacity planning, equipment utilization and development of specialized voice applications.
- Manage the technical operation of telecommunications networks and all associated components, including switching, transmission, voice mail, and automatic call distribution systems.
- Conduct performance monitoring and technical analysis of complex software, hardware, and voice transmission systems.
- Monitor trunk/line usage and system traffic. Monitors network facility operations and maintenance reports to ensure network integrity and identify problem areas.
- Design, develop, install, and test enhanced call processing and automatic call distribution applications.
- Establish procedures for service escalation, preventative maintenance and other telecommunications functions.
- Respond to site hardware and software problems.

- Test, adjust, and troubleshoot telecommunications equipment as necessary.
- Manage maintenance contracts and collaborate with vendors to resolve problems and to complete moves, adds and changes.
- Research and recommend network products to meet new and existing service needs.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of traffic engineering and network design.
- Ability to read and interpret circuit diagrams and electrical schematics.
- Excellent troubleshooting skills, as well as strong analytical/problem solving skills.
- Excellent interpersonal skills with the ability to communicate with and understand the needs of non-technical users.
- Strong organizational skills with ability to manage multiple tasks.
- Work collaboratively with department technical liaisons to resolve user issues.
- Manage relationships with vendors, including negotiating contracts, support agreements and replacement/upgrades.
- Manage departmental or application projects.
- Ensure that up-to-date support and troubleshooting information is available on employee website.
- Ability to function in a collaborative environment and generate trust with co-workers
- Ability to manage projects from start to finish.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. Duties may require employee to exert up to 25 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

EDUCATION

Possession of a Bachelor's Degree or equivalent in Computer Science, Information Systems or a related field.

EXPERIENCE

LEVEL I - GRADE 27: Minimum of 2 years of job-related experience in voice network planning, analysis, operations, and design.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II - GRADE 29: Minimum of 5-8 years of job-related experience in voice network planning, analysis, operations, and design.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 2746
Employee Group: 32
Authorization: 03-0114

CLASS TITLE: **ITS BUSINESS ANALYST I/II**
DEPARTMENT: **Information & Technology**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under general supervision, learns and performs professional level and responsible administrative, organizational, systems, budgetary and other analysis and staff support related to department or divisional operations. Makes recommendations for action and assists in policy and procedure implementation. May have programmatic responsibility. Performs related work as assigned.

EXAMPLES OF DUTIES
Essential Duties:

- Plans and organizes administrative studies related to the activities or operations of the functional areas to which assigned.

- Determines analytical techniques and information-gathering processes and obtains required information and data for analysis.

- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, budget development and administration, staff, facilities, equipment, productivity and policy and procedure modification. May coordinate the development of one or multiple budgets.

- Discusses findings with management staff and assists in implementing changes resulting from studies and analyses.

- Provides liaison and staff support to a variety of committees and commissions.

- Prepares, processes and may administer contracts, grant funded projects and similar endeavors.

- May have programmatic responsibility in a specified service delivery or internal support area as assigned. May direct the work of professional or support staff on a project or day-to-day basis.

- Confers with and represents the department in meetings with County staff from other departments, represents the county and the department or division in meetings with other governmental agencies and business, representatives of other governmental agencies and business, professional and community groups, vendors and the public.

- Prepares a variety of technical, statistical and narrative reports, correspondence and other written materials.

Important Duties:

- Enters data into a personal or mainframe computer system. Maintains databases. Prepares spreadsheets and reports. Prepares budget information, correspondence and other written materials using word processing software.

- Completes surveys. Prepares and submits various reports to regulatory agencies and other organizations. Maintains accurate records and files.

- Participates on County committees and in professional development activities.

- Uses standard office equipment in the course of the work. May drive a County or personal vehicle in the course of the work.

- May direct the work of professional, technical or office support staff on a project or day-to-day basis.

- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

NOTE: The required depth and level of knowledge and skill varies with level in the class series to which assigned.

Knowledge of:

Principles and practices of public administration.
Principles of contract administration and negotiation.
Applicable federal, state and local laws and regulations.
Research, data analysis and report preparation techniques.
Computer applications related to the work.
Business mathematics, including basic statistical analysis techniques.
Correct oral and written English usage.
Standard office practices, including the operation of standard office equipment.

Basic supervisory principles and practices.
Basic budgetary principles and practices.
Grant research and preparation.

Skill in:
Performing a variety of professional level budgetary work without close supervision.
Collecting, analyzing and evaluating varied information and data.
Interpreting, applying and explaining complex laws, policies and regulations.
Setting priorities, coordinating multiple projects and meeting critical deadlines.
Directing the work of others on a project or day-to-day basis.
Using sound, independent judgment within established policy and procedural guidelines.
Preparing clear, concise and effective written materials.
Maintaining accurate records and files.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Ability to manage projects from start to finish.

LICENSES AND CERTIFICATIONS
Specified positions may require possession of a valid Michigan driver's license.

PHYSICAL DEMANDS
Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

EMPLOYMENT QUALIFICATIONS

EDUCATION
Equivalent to possession of a Bachelor's degree with major coursework in business or public administration, or field related to the work.

EXPERIENCE

LEVEL I - GRADE 27: No professional level experience is required. However, completion of an internship or possession of some technical experience in a public agency setting is desirable.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II - GRADE 29: Two (2) years of experience in performing administrative, management, operational, budgetary or similar analysis. Experience in a public agency desirable.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3055 / 3248
Authorization: 03-0114
Employee Group: 11

CLASS TITLE: **APPLICATION SPECIALIST I/II**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under the direction of Manager of Applied Technology, this position is responsible for maintenance and support of the <J.D. Edwards / GIS> applications. The position requires extensive interaction with the user community in order to ensure that the organization is effectively utilizing its application investment.

EXAMPLES OF DUTIES
Essential Duties:

- Collaborate with users to understand their business needs and match available technology to those needs in order to ensure effective utilization of the organization's application investment.
- Facilitate supplemental user training for the business applications mentioned above.
- Perform daily application administration duties.
- Troubleshoot and resolve application questions and/or issues. Escalate to vendor or staff resources as appropriate and coordinate resolution efforts
- Establish expertise in the applications' report writing tools. Document report requests and develop as appropriate.
- Document and evaluate user requested enhancements to applications. Obtain approval for enhancement as appropriate, and act as a user liaison with programming resources throughout the development.
- Research functionality available in existing applications to determine whether its implementation would be beneficial to the organization. Obtain approval and coordinate implementation as appropriate.
- Monitor application release notices for desired functionality. Prepare justification and obtain approval for application upgrades as appropriate.
- Analyze user needs and develop functional specifications for custom software and/or modification of packaged software applications

- Implement application upgrades alone or in collaboration with staff and/or vendors.
- Work collaboratively with department technical liaisons to resolve user issues.
- Manage relationships with vendors, including negotiating contracts, support agreements and replacement/upgrades.
- Manage departmental or application projects.
- Ensure that up-to-date support and troubleshooting information is available on employee website

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

KNOWLEDGE, SKILL and ABILITIES

- Extensive knowledge of <J.D. Edwards / GIS > applications, as well as working knowledge of general business processes.
- Prior job-related experience in information technology and/or application support.
- Excellent troubleshooting skills, as well as strong analytical/problem solving skills.
- Excellent interpersonal skills with the ability to communicate with and understand the needs of non-technical users.
- Strong organizational skills with ability to manage multiple tasks
- Ability to manage projects from start to finish.

EMPLOYMENT QUALIFICATION

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. Duties may require employee to exert up to 50 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects.

EDUCATION

Possession of a Bachelor's Degree or equivalent in Computer Science, Information Systems or a related field.

EXPERIENCE

LEVEL I -- GRADE 30: 2-3 years professional experience in the use and/or support of specialized software applications in a business environment. Basic abilities and experience in selected technology/application and business domain preferred.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II – GRADE 32: Minimum 5 years of demonstrated excellence in customer service and support of specialized software application(s). Advanced ability to use and adapts software to meet business needs. Extensive experience/expertise in specified business domain.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3187
Authorization: 03-0114
Employee Group: 32

CLASS TITLE: **KNOWLEDGE MANAGER**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under the direction of the ITS director and with close interaction with the Web Lead/Manager, supports knowledge creation though development and management of information processes, technology resources and infrastructure for the County.
Is responsible for the departmental content for the County's website to support information access and knowledge acquisition for the public and for the County staff.
Provides tools and resources and processes to support desired organization culture and intellectual capital development.

EXAMPLES OF DUTIES
Essential Duties:

- Develop and maintain a long-term knowledge management strategy, including the integration of knowledge management concepts in other critical county initiatives
- Establish an information architecture in which knowledge is effectively created, shared and used to increase competitive advantage and user satisfaction through the effective creation and monitoring of departmental website content and other vehicles of information that may be developed in the future
- Develop knowledge management standards and processes for the acquisition, sharing and maintenance of information and knowledge
- Work closely with the Web Lead/Manager and the information technology team to ensure that the utilization of existing information and communication technology supports KM objectives
- Implement knowledge management tools and make recommendations for the acquisition of additional desired/required toolsets
- Educate knowledge owners/contributors on the use of KM standards, processes, and tools
- Interact regularly with functional units to establish knowledge management disciplines throughout the organization and identify/prioritize local knowledge needs
- Ensure that information resources and intellectual assets are identified and managed effectively

- Understand opportunities for the application of the KM strategy to additional knowledge assets
- Develop, maintain, and manage the corporate knowledge base including maintenance of distribution lists and hard copy libraries as necessary
- Capture and report on key KM metrics and performance indicators for operational and management use
- Oversight of Help Desk
- Coordination of liaison functions such as web liaisons and liaison coordinators
- Oversight of web content coordinator

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

KNOWLEDGE, SKILLS and ABILITIES

- In-depth understanding of Knowledge Management principles and concepts, as well as a solid background in use of enabling technology to support Knowledge Management objectives/processes
- Experience leading large scale technology and/or process implementation projects; specific experience with Knowledge Management projects is preferred
- Strong ability to think conceptually in order to solve “big-picture” issues
- Experience engaging in strategic planning
- Exceptional communication skills and relationship-building ability
- Experience working with and influencing executive level positions, including negotiation, persuasion, and presentation skills
- Ability to understand and identify the business value of KM activities to the organization
- Strong organizational skills
- Ability to work in a highly structured environment
- Ability to define and enforce governance and guiding principles that relate to knowledge management
- Ability to lead a project from start to finish

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Requires Bachelor's Degree in Computer Science, Knowledge Management, Information Systems or a related field.

EXPERIENCE

A minimum of two (2) years of knowledge and web management required. At least one (1) year of web development background required with experience in JAVA preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3188 / 3356
Authorization: 03- 0114
Employee Group: 11

CLASS TITLE: **JAVA PROGRAMMER I/II**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under the supervision of a higher classified employee, analyze existing applications and how they interface, understand and modify packaged software adhering to pertinent standards for later understanding and maintenance, and occasionally, to develop custom software applications. The primary programming environment is JAVA using J2EE with some code in PERL and PL SQL as necessary.

EXAMPLES OF DUTIES
Essential Duties:

- Preparing test runs of planned programs and procedures in order to evaluate results and to revise programs;
- Understanding user needs and developing custom software and/or modifying packaged software applications;
- Writing new programs by using JAVA (eg. J2EE, servelets, beans, JDBC, etc);
- Preparing, installing and modifying updates;
- Maintain test and production program libraries to reflect all modifications;
- Writing computer programs inclusive of routines to catch erroneous data;
- Assisting teams in the evaluation of new software packages involving JAVA support
- Designing, managing and maintaining programs and relational database integration;
- Developing logical and physical data models;
- Ensuring program security;
- Ensuring software problems are addressed in a timely manner;
- Training other programmers in techniques, standards and analytical approach; and preparing program and user documentation on application systems created/modified.
- Work collaboratively with department technical liaisons to resolve user issues.
- Manage relationships with vendors, including negotiating contracts, support agreements and replacement/upgrades.
- Manage departmental or application projects.
- Ensure that up-to-date support and troubleshooting information is available on employee website.
- Designs, develops, troubleshoots, debugs and implements web applications.

- Works with graphic designers and other members of a project team to develop the site concept, interface design and architecture of the website.
- Responsible for interface implementation.
- Integration of web to back office and transactional applications

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

KNOWLEDGE, SKILLS AND ABILITIES

- Prior job-related experience in information technology and/or application support.
- Excellent troubleshooting skills, as well as strong analytical/problem solving skills.
- Excellent interpersonal skills with the ability to communicate with and understand the needs of non-technical users.
- Strong organizational skills with ability to manage multiple tasks.
- Ability to manage projects from start to finish.
- Knowledge of Java programming environment.
- Understanding of object oriented design and development principles.
- Skill in specific Java technologies, including: J2EE, servlets, beans, JDBC, etc…
- Understanding of web application to database connectivity issues.
- Ability to work cooperatively as a member of a development team.

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations

EDUCATION

Possession of a Bachelor's Degree or equivalent in Computer Science, Information Systems or a related field.

EXPERIENCE

LEVEL I - GRADE 31:–A minimum of one year of JAVA programming experience required (J2EE preferred) and knowledge of PERL and/or PL SQL is desirable. Three years of programming experience with demonstrated proficiency in object oriented languages. Follow architecture guidelines as provided.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II – GRADE 33: A minimum of two years of JAVA programming experience required in (J2EE, servlets, beans, JDBC) and knowledge of PERL and/or PL SQL is desirable. Four years of programming experience. Ability to architect new systems based on county infrastructure and business needs. Experience in leading, as a working member, a team of developers, including: setting priorities, coding standards, and establishing a core-programming environment.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3244 / 3440
Authorization: 03-0114
Employee Group: 11

CLASS TITLE: **ORACLE DATABASE OPERATIONS I/II**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Responsible for providing technical and organizational leadership for Washtenaw County's database environment. This includes overseeing and participating in the development and organization of the databases, and the assessment and implementation of new technologies related to data warehousing. Systems management duties include configuration, security, optimization, resource monitoring and reporting, and troubleshooting of the database systems to ensure the highest reliability and performance possible.

EXAMPLES OF DUTIES
Essential Duties:

- Develop a methodology for the ongoing assessment of database performance and the identification of problem areas. This will include providing solutions to problems as well as assisting in forecasts of future utilization and equipment requirements.
- Provide technical leadership during development and enhancement of applications. Analyze and recommend acquisition of upgrades, as well as new application purchases. Schedule and coordinate new software installations or upgrades.
- Recognize and identify potential areas where existing policies and procedures require change or where new ones need to be developed, especially regarding future expansion.
- Assess user needs, develop logical data models, and provide technical guidance in the development of database applications.
- Develop and automate methods of linking data from multiple platforms and varying software packages.
- Administer and enforce standards regarding common data field structures, maintenance of databases and entity-relationship modeling.
- Provide ongoing system management functions including configuration, security, optimization, data recovery and performance monitoring and tuning.
- Solicit quotes for equipment and services. Prepare bid documents, evaluates bids and recommends contract award. Prepares resolution requests for approval to award contracts.
- Perform other administrative tasks related to Oracle implementation and on-going operation of the system as required.
- Manage departmental or application projects.
- Ensure that up-to-date support and troubleshooting information is available on employee website.
- Work collaboratively with department technical liaisons to resolve user issues.

- Manage relationships with vendors, including negotiating contracts, support agreements and replacement/upgrades.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of Oracle, Database Administration, Stored Procedures, and Triggers.
Knowledge of Microsoft Access, Windows XP, Windows 2000 and HP/UX.
Knowledge of data systems technology, application development and logical data modeling.
Knowledge of Type II and Type IV client drivers and their interaction with Oracle.
Knowledge of and/or experience within a GIS environment
Hands on experience migrating applications and data into Oracle
Ability to use analytical skills to solve problems and apply abstract reasoning logic.
Ability to determine and project long-term system requirements
Ability to communicate clearly, both orally and in writing.
Ability to establish and maintain effective working relationships with co-worker, public officials and the general public.
Ability to manage projects from start to finish.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Requires Bachelor's Degree or equivalent in Computer Science, Information Systems or a related field.

EXPERIENCE

LEVEL I - GRADE 32: Minimum of three (3) years experience with Relational Database Management Systems (RDBMS) with at least three years of strong Oracle development and administration. At least three (3) years programming or comparable experience, strong SQL skills. Previous experience interfacing and migrating applications into Oracle server is required. GIS experience or knowledge is highly desirable.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II - GRADE 34: Minimum of five (5) years experience with Relational Database Management Systems (RDBMS) with at least three years of strong Oracle development and administration. At least five (5) years programming or comparable experience, strong SQL skills. Previous experience interfacing and migrating applications into Oracle server is required .GIS experience or knowledge is highly desirable. Demonstrated ability to architect solutions and deliver projects, which result in a high level of customer satisfaction.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3245 / 3441
Authorization: 03-0114
Employee Group: 11

CLASS TITLE: **NETWORK ADMINISTRATOR I/II**
DEPARTMENT: **ITS**
FLSA STATUS: **Exempt**

JOB SUMMARY :

Under the direction of Manager of Technical Operations, plan, design, implement, document, and maintain the organization's computer systems and associated security. This includes long-range planning and budgeting for the network, coordination with management staff on network hardware, software, and system needs, daily operation and maintenance of the network, troubleshooting and testing, as well as protection of the organization's computer and information assets.

EXAMPLES OF DUTIES

Essential Duties:

- Maintain the following systems for maximum availability and reliability:

  Local and wide area networks

  Frame relay communications

  Mail server and services

  Firewall and anti-virus security

  Internet connectivity and services

  Windows servers

- Provide on-going network management functions including configuration, security, optimization, capacity planning, system recovery, and performance tuning.

- Develop functional data recovery systems and techniques.

- Perform on-going Risk/Performance analysis for the organization's LAN, WAN and Servers.

- Schedule and monitor backup of network data. Periodically restore files, applications, and the entire system on other network hardware to test backup facilities.

- Manage anti-virus updates for all of the organization's computer assets (PCs, laptops, servers), and resolve any virus related issues that occur.
- Establish user-ids, user directories, and user file access rights based on the organization's Information Security Policy. Provide on-going user-id maintenance and support.
- Develop network-operating procedures to include security and integrity controls, as well as backup and recovery procedures.
- Establish and enforce policies, procedures, and standards regarding LAN, WAN, security, and use of the organization's computer and information assets.
- Maintain system and support documentation regarding LAN, WAN, Internet connectivity, and security.
- Solicit quotes for LAN, WAN, and Internet hardware, software and services. Prepare bid documents, evaluate bids, and recommend contract award.
- Develops a change management system for planning, coordinating, and monitoring changes to network resources to ensure that changes are made with minimum disruption to service levels. Responsible for managing all network change activities.
- Provide training and assistance to users in area of expertise.
- Coordinates with departmental staff on network related issues such as application program interfaces, system performance and user training.

  Up-to-date support and troubleshooting information is available on employee website.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

KNOWLEDGE, SKILLS and ABILITIES:

Ability to plan, manage, and implement highly complex hardware and software systems.
Ability to express ideas effectively, verbally and in writing.
Ability to manage departmental or application projects from start to finish.
Manage relationships with vendors, including negotiating contracts, support agreements and replacement/upgrades
Work collaboratively with department technical liaisons to resolve user issues.

EMPLOYMENT QUALIFICIATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer; vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. Duties may require employee to exert up to 50 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Bachelor's Degree or its equivalent in Computer Science, Information Technology or a related field.

EXPERIENCE

LEVEL I – GRADE 32: Minimum of 3 years job-related experience with multi-site network computing systems and a working knowledge of communication protocols and test procedures.

Advancement to LEVEL II will be contingent on availability of positions and demonstrated proficiency in selected technologies.

LEVEL II – GRADE 34: Five or more years of job-related experience. Advanced skills in multi-site network computing systems and a working knowledge of communication protocols and test procedures.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3246
Authorization: 03-0114
Employee Group: 32

CLASS TITLE: **PROJECT MANAGER**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Formulates and defines scope and objectives of development/modification based on both user needs and a thorough understanding of business systems and industry requirements. Devises or modifies procedures to solve complex problems considering computer equipment capacities and limitation, timeframe, and form of desired results. Includes analysis of business and user needs, documentation of requirements, and translation into proper system requirement specifications. Not only possesses full technical knowledge of most phases of system analysis, but also considers the business implications of the application of technology to the current and future business environment. Acts as a team leader for projects as well as obtaining signoff of the test results and delivery/handoff to the business users of modifications and application development efforts.

EXAMPLES OF DUTIES
Essential Duties:

- Supervising entire projects from start to implementation;
- Preparing functional and code specifications and translation of business process requirements to technical requirements;
- Supervising test runs of planned programs and procedures in order to evaluate results and to revise programs;
- Analyzing user needs and developing functional specifications for custom software and/or modification of packaged software applications;
- Evaluating new software packages;
- Developing logical and physical data models;
- Understanding and enforcing system and database security;
- Developing functional data recovery systems and techniques;
- Ensuring application problems are addressed in a timely manner;
- Perform proactive research relative to technological developments available to users;
- Assisting in the preparation and delivery of training for end users and operations; and
- Assisting in the development of user documentation on application systems created/modified.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Requires Bachelor's Degree in Computer Science, Information Systems or a related field.

EXPERIENCE

A minimum of three (3) years of project management of application design/modification experience required. At least two (2) years of business analysis and process redesign required. Background in programming with Java and/or IBM Websphere preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3247
Authorization: 03-0114
Employee Group: 32

CLASS TITLE: **WEB LEAD/MANAGER**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Responsible for ongoing oversight of web strategy and operations. Serves as project manager of the development team responsible for planning, developing and deploying web sites including preparation of text, graphics, audio, and video for web pages. Works closely with the Knowledge Manager to coordinate direction and activities so that the right information is available at the right time, in the right format. Works directly with Knowledge Manager, partners and business users to determine project scope and specifications. Reviews progress, manages resources, and ensures overall quality of completed web site.

EXAMPLES OF DUTIES
Essential Duties:
- Oversees development and operational activities of the website(s) with specific attention aimed at website design, development and maintenance.
- Accountable for budget, staff planning, management and product/service delivery.
- Develops business plan and annual budget for website function and operation of Websphere orientation.
- Developing and maintaining the web strategy and associated budget;
- Managing the web design/development team;
- Preparing functional and code specifications;
- Supervising test runs of planned programs and procedures in order to evaluate results and to revise programs;
- Analyzing user needs and developing functional specifications for custom software and/or modification of packaged software applications;
- Evaluating new Websphere servlets;
- Understanding and enforcing system and database security;
- Oversee functional data recovery systems and techniques;
- Ensuring web issues and problems are addressed in a timely manner; and,

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

KNOWLEDGE SKILLS AND ABILITIES

- In-depth understanding of web strategy, technologies, industry trends and concepts
- Strong knowledge/familiarity of web-related design, development and management tools and languages including JAVA, HTML, CSS, and CGI. Websphere knowledge/background is desirable.
- Knowledge, skills and experience in managing web based technology projects
- Experience in establishing & implementing successful information architecture to achieve branding objectives and a satisfactory customer experience.
- Experienced in aligning decision-making with policies/budget
- Experienced in developing and managing contracts and in working with third party partners
- Experienced in budget development and management
- Strong ability to think strategically in order to solve “big-picture” issues
- Exceptional communication skills and relationship-building ability
- Experience working with and influencing executive level positions, including negotiation, persuasion, and presentation skills
- Strong organizational skills
- Ability to work in a highly structured environment
- Ability to define and enforce governance and guiding principles that relate to web development
- Ability to manage a project from start to finish

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Bachelor’s Degree in Computer Science, Information Systems or a related field.

EXPERIENCE

A minimum of three (3) years of web management and application design/modification experience required. At least two (2) years of web development background required with experience in JAVA preferred.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3354
Employee Group: 32
Administrative Action: 03-0114

CLASS TITLE: **MANAGER OF APPLIED TECHNOLOGY**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under general supervision, participates and/or is responsible for the long-term applications strategy and execution for training and End-User support. Manages and participates in effort to analyze and tailor application software to meet business needs and initiatives.

EXAMPLES OF DUTIES
Essential Duties:

- Manages and participates in effort to evaluate existing applications to identify areas of improvement. Identifies program enhances and modification.

- Manages efforts to create and review prototypes, creation of required documentation, testing and debugging, and investigation and correction of application-related problems.

- Responsible for end-user support including IT portion of help desk, application implementation and tailoring, business liaisons/analysts, development of focused application training materials and process, process improvement.

- Prepares activities and progress reports.

- Participates along with Manager of Technical operations and others in long-term infrastructure strategy planning including disaster planning and recovery, network operations (including backups), equipment and hardware selection.

- Generally possesses advanced knowledge of both Information Technology and general management and is responsible for the integration of new or existing technologies into business operations.

- Plans, organizes, assigns, directs, reviews and evaluates the work of professional, technical and support staff directly and through subordinate supervisors. Selects personnel and provides for their training and professional development. Interprets applicable regulations and County policies to subordinates.

- Represents the department and the County in meetings with vendors, other governmental agencies and business and professional organizations.

- Responsible for developing standards and implementing policy and procedures and developing competent budgets.

- Responsible for coordination and monitoring of staff development of subordinates..

Important Duties:

- Directs the maintenance of accurate records and files. Prepares or directs the preparation of reports, correspondence and other written materials.

- Conducts studies related to the area of assignment. Analyzes information, evaluates alternatives and makes recommendations. Prepares narrative and statistical reports of findings. Develops, revises and implements policies and procedures.

- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Current and emerging technologies including programming languages and applications.
Principles and practices of project definition and management and of systems analysis and applications design.
Capabilities and operating characteristics of the hardware and software systems utilized by the County.
Principles and practices of employee supervision, including work planning, direction, review, evaluation and staff development.
Contract negotiation and administration principles and practices.
Statistics reporting.
Budgetary principles and practices.

Skill in:

Experience, self-confidence and initiative necessary to perform using broad management guidelines to determine day-to-day and long range goals.
Process design and implementation.
Establishing and participating in team oriented processes.

Planning, organizing and directing the work of others, either directly or through subordinate supervision.
Training others in work procedures and providing for their professional development and applications tailoring/modification.
Developing long- and short-range plans for information systems development.
Interpreting, applying and explaining complex laws, policies and regulations.
Development and coordination of application training programs for end-users.
Setting priorities, coordinating multiple projects and meeting critical deadlines.
Using sound, independent judgment within established policy and procedural guidelines.
Preparing clear, concise and effective written materials.
Maintaining accurate records and files.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICATIONS

Possession of a valid Michigan driver's license.
Applicable systems certifications desired.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Bachelor's degree with in Computer Science, Information Systems or a related field.

EXPERIENCE

Five years of application implementation, modification and training experience including management and process re-design. Three years experience in systems development and programming including management. Experience in working with Oracle and SQL Server databases; JD Edwards Financials considered desirable.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.

Washtenaw County
JOB DESCRIPTION

Job Code: 3355
Employee Group: 32
Administrative Action: 03-0114

CLASS TITLE: **MANAGER OF TECHNICAL OPERATIONS**
DEPARTMENT: **Information & Technology Services**
FLSA STATUS: **Exempt**

JOB SUMMARY:
Under general supervision, provides long-term architectural strategy and operational direction for planning, designing, implementing and maintaining the organization's information technology infrastructure. Works with internal departments / units to identify opportunities to improve and refine services to meet their needs.

EXAMPLES OF DUTIES
Essential Duties:

- Participates in/manages the investigation, selection and operation of information systems.

- Plans, manages and controls the activities of computer operations exclusive of the application implementation and tailoring function.

- Develops and establishes department standards and procedures, and assigns work to the operations staff.

- Prepares activities and progress reports.

- Responsible for operations and infrastructure including disaster planning and recovery, network operations (including backups), equipment and hardware selection.

- Maintains familiarity with current and emerging network hardware, network operating system software, cable plant alternatives and recommendations.

- Plans, organizes, assigns, directs, reviews and evaluates the work of professional, technical and support staff directly and through subordinate supervisors. Selects personnel and provides for their training and professional development. Interprets applicable regulations and County policies to subordinates.

- Represents the department and the County in meetings with vendors, other governmental agencies and business and professional organizations.

- Responsible for developing standards and implementing policy and procedures and developing competent budgets.

- Responsible for coordination and monitoring of staff development of subordinates..

- Manages efforts of staff to support Help Desk and business liaisons related to technical operations..

Important Duties:

- Directs the maintenance of accurate records and files. Prepares or directs the preparation of reports, correspondence and other written materials.

- Conducts studies related to the area of assignment. Analyzes information, evaluates alternatives and makes recommendations. Prepares narrative and statistical reports of findings. Develops, revises and implements policies and procedures.

- Performs other related duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge of:

Current and emerging technologies including architectural resources available, hardware, operating systems and infrastructure familiarity.
Principles and practices of project definition and management and of systems analysis and applications design.
Capabilities and operating characteristics of the hardware and software systems utilized by the County.
Principles and practices of employee supervision, including work planning, direction, review, evaluation and staff development.
Contract negotiation and administration principles and practices.
Statistics reporting.
Budgetary principles and practices.

Skill in:

Experience, self-confidence and initiative necessary to perform using broad management guidelines to determine day-to-day and long range goals.
Establishing and participating in team oriented processes.
Planning, organizing and directing the work of others, either directly or through subordinate supervision.
Training others in work procedures and providing for their professional development.
Developing long- and short-range plans for information systems development.

Interpreting, applying and explaining complex policies and regulations.
Setting priorities, coordinating multiple projects and meeting critical deadlines.
Using sound, independent judgment within established policy and procedural guidelines.
Preparing clear, concise and effective written materials.
Maintaining accurate records and files.
Establishing and maintaining effective working relationships with those contacted in the course of the work.

LICENSES AND CERTIFICAT IONS

Possession of a valid Michigan driver's license.
Other applicable systems certification(s) desired.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a computer screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Bachelor's degree with in Computer Science, Information Systems or a related field.

EXPERIENCE

Five years of computer network experience including infrastructure design, security and management.

Knowledge of Windows and Linux operating systems; Oracle and SQL Server databases; telecommunications considered desirable.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.

A RESOLUTION RATIFYINGTHE CHAIR OF THE BOARD'S SIGNATURE ON AN APPLICATION/REGISTRATION AND THE ANNUAL EXPENDITURE REPORT TO THE STATE POLICE, MICHIGAN JUSTICE TRAINING COMMISSION, FOR STATE LAW ENFORCEMENT TRAINING FUNDS, ACCORDING TO THE PUBLIC ACT 302, FOR THE PERIOD OF JANUARY 1, 2003 THROUGH DECEMBER 31, 2003, AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AND AUTHORIZING THE ADMINISTRATOR TO SIGN THE DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

JULY 16, 2003

WHEREAS, since 1984 the State of Michigan has provided funding for law enforcement training through Public Act 302 of 1982; and

WHEREAS, each year, the amount received is contingent upon the number of civil infraction tickets written statewide; and

WHEREAS, the Sheriff's Office has requested to apply for funding through this program in consecutive years and each year has been approved by the Board of Commissioners; and

WHEREAS, Washtenaw County has received approximately $30,000 annually for training as a result of this program; and

WHEREAS, the Sheriff's Office has prepared a 2003 Contract/Application and an Annual Expenditure Report, for the continuation of its participation in this State law enforcement training funds program; and

WHEREAS, this program is completely State funded; and

WHEREAS, this matter has been reviewed by Human Resources, the Office of Corporation Counsel, the Finance Office, the County Administrator's Office and the Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the Chair of the Board's signature on the 2003 Contract/Application and the Annual Expenditure Report to the Michigan State Police – Michigan Justice Training Commission, for State law enforcement training funds, according to Public Act 302 of 1982, for the distribution year 2003 as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners approves the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizes the County Administrator to sign the Notice of Grant Award

2. Authorizes the County Administrator to sign delegate contract(s) upon review of Corporation Counsel, to be filed with the County Clerk.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS 9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0115

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON AN APPLICATION TO THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH, OFFICE OF DRUG CONTROL POLICY, FOR THE STATE INCENTIVE PROJECT GRANT (SIG) IN THE AMOUNT OF $169,510 FOR THE PERIOD OF OCTOBER 1, 2003 THROUGH SEPTEMBER 30, 2004; WITH THE POTENTIAL OF FURTHER STATE FUNDING AWARDS TOTALING $155,000 ANNUALLY FOR AN ADDITIONAL TWO YEARS; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS; AND AUTHORIZING THE ADMINISTRATOR TO SIGN THE SUBSEQUENT FUNDING ALLOCATIONS FOR YEAR TWO AND YEAR THREE OF THE PROGRAM

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, alcohol, tobacco and other drug (ATOD) use is often glorified in films, songs, music videos and television shows and many studies have found that smoking cigarettes can be a gateway drug to alcohol and other drug use; and

WHEREAS, in Washtenaw and Livingston counties, a large number of middle and high school students engage in ATOD use and are reported having favorable attitudes towards substance use; and

WHEREAS, the campaign that would be funded by this grant, Youth Can Change Community Norms through ATOD Counter Advertising, is a bi-county initiative to change perceived norms among 12-17 year olds regarding ATOD use; and

WHEREAS, a key element of the counter advertising campaign will be the involvement of youth from both counties in focus groups to develop messages that appeal to the youth in our communities as well as develop mediums that will be most successful in reaching them; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the Administrator on the application with the Michigan Department of Community Health, Office of Drug Control Policy in the amount of $169,510 for the period October 1, 2003 through September 30, 2004 with the potential for further state funding awards of $155,000 annually for an additional two years, for the Public Health Department, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the grant application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part hereof
3. Authorizing the Administrator to sign delegate contracts, upon review of Corporation Counsel to be filed with the County Clerk
4. Authorizing the Administrator to sign subsequent funding allocations for year two and year three of the program.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0116

Washtenaw County
Public Health
MDCH – Office of Drug Control Policy
State Incentive Project Grant (SIG)
Fund 2960
October 1, 2003 – September 30, 2004

	Description	Original Budget
Revenue:		
	State Revenue	$155,000
	In-Kind	14,510
	Total Revenue	$169,510
Expenditures:		
	Personal Services	$ 60,744
	Supplies	6,932
	Other Services & Charges	78,852
	In-Kind	14,510
	Internal Service Charges	8,472
	Total Expenditures	169,510

Indirect Costs: $8,472

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON AN APPLICATION TO THE COMMUNITY FOUNDATION FOR SOUTHEASTERN MICHIGAN, THE GREAT OUTDOORS, FOR "GATEWAY KIDS" IN THE AMOUNT OF $187,606 FOR THE PERIOD OF OCTOBER 1, 2003 THROUGH SEPTEMBER 30, 2005; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, a countywide study conducted by the Health Improvement Plan (HIP) in 2000 found that daily physical activity rates among children decreased from 80.9% in 1995 to 71.7% in 2000 and during the same time, overweight increased, by 2000, 14.2% of county 12-17 year olds were overweight; and

WHEREAS, due to the increases in overweight and decreases in physical activity found in the HIP 2000 survey, in early 2002 HIP chose "Increasing Physical Activity and Healthy Eating" as a focus area; and

WHEREAS, the proposed project, Gateway Kids: Discovering Home, Enhancing Health, & Growing Futures, is a collaborative, neighborhood-based program for young people ages 8-12 that combines physical activity, healthy lifestyles, and neighborhood learning in the youth's local, outdoor environment; and

WHEREAS, building on the experience of the Perry Learning Garden and the pilot Roots & Shoots program, several expanded garden programs will facilitate youth growing their own futures by cultivating soil, skills, and self-esteem; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the Administrator on the application with the Community Foundation For Southeastern Michigan, The Great Outdoors, "Gateway Kids" in the amount of $187,606 for the period October 1, 2003 through September 30, 2005, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the grant application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part here of
3. Authorizing the Administrators to sign delegate contracts, upon review of Corporation Counsel to be filed with the County Clerk

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0117

Washtenaw County
Public Health
SE Michigan Community Foundation
The Great Outdoors
Fund 2962
October 1, 2003 – September 30, 2005

	Description	Original Budget
Revenue:		
	Local Revenue	$165,506
	In-Kind	22,100
	Total Revenue	187,606
Expenditures:		
	Personal Services	$ 42,250
	Supplies	24,000
	Other Services & Charges	88,400
	In-Kind	22,100
	Internal Service Charges	10,856
	Total Expenditures	$187,606

Indirect costs: $10,856

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR'S SIGNATURE ON AN APPLICATION TO THE MARCH OF DIMES, 2004 CHAPTER COMMUNITY GRANTS, IN THE AMOUNT OF $21,890 FOR THE PERIOD OF JANUARY 1, 2004 THROUGH DECEMBER 31, 2004; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, in the calendar year 2002, Washtenaw County Public Health was awarded a March of Dimes Community Grant, which allowed for the planning and implementation of a Fetal Infant Mortality Review (FIMR) project; and

WHEREAS, the infant mortality rate in Washtenaw County has shown a disturbing trend upward over the past five (5) years, and there were 8.1 deaths/1,000 live births in the year 2001 or 34 deaths; and

WHEREAS, all Washtenaw County fetal/infant deaths up to one (1) year of age will be reviewed; and

WHEREAS, the Review Team will study each case and identify factors that are present and contributory to the fetal/infant death; and

WHEREAS, the FIMR Action Team will take this information and develop prevention activities that are community-specific; and

WHEREAS, this matter has been reviewed by Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the signature of the Administrator on the application with the March of Dimes 2004 Chapter Community Grant, Fetal Infant Mortality Review in the amount of $21,890 for the period January 1, 2004 through December 31, 2004, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the grant application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part here of
3. Authorizing the Administrators to sign delegate contracts, upon review of Corporation Counsel to be filed with the County Clerk

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0118

Washtenaw County
Public Health
March of Dimes
Fetal Infant Mortality Review Project
Fund 2962
January 1, 2004 – December 31, 2004

	Description	Original Budget
Revenue:		
	Local Revenue	$21,890
	Total Revenue	$21,890
Expenditures:		
	Personal Services	$ 17,040
	Supplies	3,750
	Other Services & Charges	1,100
	Total Expenditures	$21,890

A RESOLUTION AUTHORIZING THE CREATION OF ONE PROPERTY TAX FORECLOSURE PREVENTION SPECIALIST I/II POSITION WITHIN THE RESTRICTED FUND UNDER THE GENERAL PROPERTY TAX ACT AS AMENDED BY P.A. 123 OF 1999 TO BE FUNDED ENTIRELY BY REVENUES GENERATED BY THE FORECLOSURE PROCESS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

JULY 16, 2003

WHEREAS, the County Treasurer requests the creation of one Property Tax Foreclosure Prevention Specialist I/II position within the restricted fund under the General Property Tax Act as amended by P.A. 123 of 1999 to be funded entirely by revenues generated by the foreclosure process; and

WHEREAS, the County Treasurer serves as the Foreclosing Governmental Unit under the General Property Tax Act as amended by P.A. 123 of 1999 and is mandated to collect delinquent taxes, and if collection efforts fail, is required to foreclose and auction properties with delinquent taxes; and

WHEREAS, the Treasurer has implemented a program to collect delinquent taxes and is using a variety of procedures to assist in the collection effort so that foreclosure occurs only rarely when collection is not possible; and

WHEREAS, this collection effort meets County goals to prevent homelessness and retain affordable housing; and

WHEREAS, the individual hired in this position will work exclusively with customers of forfeited and soon-to-be-foreclosed delinquent properties as part of the P.A. 123 staff and will assist in overcoming customers' unique and complex challenges that require an individualized solution; and

WHEREAS, this position is funded entirely by revenues generated in a restricted fund under the foreclosure process and there are no General Fund dollars requested; and

WHEREAS, this matter has been reviewed by the Treasurer, Corporation Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways & Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the creation of a revenue generating Property Tax Foreclosure Specialist I/II position within the restricted fund under the General Property Tax Act as amended by P.A. 123 of 1999 to be funded entirely by revenues generated by the foreclosure process:

Position #	Title	Grade	Group	Create
1966.001	Property Tax Foreclosure Prevention Specialist I/II	19/21	11	1.0

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the job description for the Tax Foreclosure Prevention Specialist I/II attached job description be adopted.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS 9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0119

Washtenaw County

JOB DESCRIPTION

Job Code: 1966
Authorization: 03-0119
Employee Group: 11
July 2003

CLASS TITLE: PROPERTY TAX FORECLOSURE PREVENTION SPECIALIST I/II
DEPARTMENT: TREASURER
FLSA STATUS: Exempt

JOB SUMMARY:
Under the supervision of a higher classified employee, serves as Tax Foreclosure Prevention Specialist, performing the tasks associated with homelessness prevention and housing retention. Provides direct customer counseling and intervention. Understands and effectively explains property tax billing, collection, and foreclosure processes. Works with customers to identify available resources and to develop payment strategies. Represents the elected County Treasurer in interactions with individual customers, other County departments, and community agency partners.

EXAMPLES OF DUTIES
Essential Duties:

1. **Work one-on-one with customers:** Help customers learn the delinquent property tax collection and foreclosure process; help customers explore payment options and develop payment plans; provide household budgeting assistance and referrals; assist customers with program applications and address accessibility needs; assist customers in completing and submitting senior deferment forms and homestead affidavits.
2. **Screen and refer customers:** Review customer's financial and living circumstances; identify community resources to meet individual needs; advocate for customers with other agencies.
3. **Foster agency partnerships:** Educate key staff of outside agencies about the tax foreclosure process; develop a referral network to address the vast variety of customer needs and concerns; model case conference solutions to bring help agencies together to meet a customer's needs.
4. **Coach other staff:** Coach other Treasurer staff to improve skills in recognizing and meeting customer needs; provide a social work perspective on all mandated tasks during PA123 team meetings.
5. **Support the hardship extension process:** Screen customers for possible eligibility; assist customers in completing the application and gathering supporting material; make recommendations to the Treasurer regarding the viability of

customer’s suggested payment strategy; monitor granted hardship extensions to maximize customer success in using the hardship extension to avoid foreclosure.

6. **Assist in developing educational materials:** With the input of others, use publication software to develop new educational and outreach materials for customers and other agencies.
7. **Document customer interaction:** Use professional standards of privacy and confidentiality (including HIPAA guidelines) while documenting customer information.
8. **Assist with personal visits:** As needed, accompany other staff on personal visits to provide tax foreclosure prevention services.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Knowledge and Abilities:

- Ability to provide direct customer counseling
- Ability to recognize need for and to make effective referrals for mental health services
- Knowledge of community resources (and eligibility requirements) available to assist with customers' financial, social, legal, housing, and medical needs
- Math and financial skills sufficient to assist customers in developing budgets and payment plans
- Valid driver license, with good driving record
- Computer applications related to the work (e.g. Word processing, Excel, Microsoft Office)

Skilled in:

- Providing attention to detail, accuracy, and consistency.
- Working in a team environment
- Setting priorities, coordinating multiple projects, and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Operating standard office equipment, including but not limited to, personal computer, fax machine, photocopier, and calculator.
- Performing effectively under stress; attaining precise set limits., tolerances and standards.
- Communicating effectively with the public and local officials over the phone and in person.
- Preparing clear and concise written correspondence.
- Exercising good judgment in handling confidential customer information.

EMPLOYMENT QUALIFICATIONS

PHYSICAL DEMANDS

- Duties require sufficient mobility to work in a normal office setting and use standard office equipment, including a computer, and vision to read printed materials and a VDT screen.
- Hearing and speech sufficient to communicate in person and over the telephone
- Sufficient mobility to visit delinquent properties and customers throughout the county

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Possession of a Bachelor's Degree in social work, social sciences, public administration or related discipline.

EXPERIENCE

Level I-Grade 19:-A minimum of four (4) years of experience performing direct customer service/counseling. Six -month break-in period. May advance to Level II after two years in Level I with satisfactory job performance and demonstrated proficiency in position.

Level II-Grade 21: A minimum of four (4) years of experience performing direct customer service/counseling. Two years in Level I position with satisfactory job performance and demonstrated proficiency.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to specific job-related knowledge for successful job performance.

A RESOLUTION CREATING A MANAGEMENT ANALYST I/II POSITION TO BE LEASED TO THE WASHTENAW COMMUNITY HEALTH ORGANIZATION

WASHTENAW COUNTY BOARD OF COMMISSIONERS

JULY 16, 2003

WHEREAS, Washtenaw Community Health Organization (WCHO) has received approval from the regional affiliation directors to create a full time Regional Coordinator, paid for by the affiliation partners; and

WHEREAS, it has been determined that the appropriate job classification for the position is a Management Analyst I/II; and

WHEREAS, this matter has been reviewed by the Washtenaw Community Health Organization Board, County Administration, the Finance Department, Human Resources, Corporation Counsel and the Washtenaw County Ways and Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby creates the following position to be leased to the Washtenaw Community Health Organization:

Position #	Title	Grade	Group	Create
2719-0068	Management Analyst I/II	27/29	32	1.0

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9** **0** **2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0120

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR' S SIGNATURE ON THE APPLICATION TO THE OFFICE OF SERVICES TO THE AGING (OSA) FOR THE 2003 FOSTER GRANDPARENT PROGRAM IN THE AMOUNT OF $19,176 FOR THE PERIOD OF OCTOBER 1, 2003 THROUGH SEPTEMBER 30, 2004 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, the Employment Training and Community Services Group (ETCS) has applied to the Office of Services to the Aging (OSA) for state support for the Foster Grandparents Program (FGP) totaling $19,176 in state funding (11,786), in-kind match (1,243), and County appropriation (6,147) for the period October 1, 2003 to September 30, 2004; and

WHEREAS, the ETCS Group has administered the FGP in Washtenaw County for over thirty years, providing volunteer placements and stipends for older adults to work with children with special needs; and

WHEREAS, the ETCS Group plans to serve a total of sixty-four (64) Foster Grandparent volunteers; and

WHEREAS, Foster Grandparents serve twenty hours per week in not-for-profit community settings; and

WHEREAS, each Foster Grandparent is paid a non-taxable stipend of $2.65 per hour in addition to transportation assistance to and from the volunteer site, one meal per day, uniforms, community involvement and recognition, monthly training, and an annual physical exam; and

WHEREAS, this matter has been reviewed by the Washtenaw County Community Action Board, Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator' s Office, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the County Administrator' s signature on the application to the Office of Services to the Aging, for the 2003 Foster Grandparents Program for the Employment Training and Community Services Group, in the amount of $19,176 for the period of October 1, 2003 through September 30, 2004, as on file with the County Clerk;

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorize the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part hereof
3. Authorizing the Administrator to sign delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0121

Washtenaw County ETCS
Business Unit
Fund #2650 - Foster Grandparent - State
Fiscal Year Ending September 30, 2004

Revenues

54000	State Revenue	$ 11,786
69000	In-Kind Contributions	1,243
69500	Transfers In	6,147
		$ 19,176

Expenditures

70050	Personal Services	$ 2,767
80000	Other Services and Charges	18,160
93500	In-Kind Charges	1,243
99000	Transfers Out	(2,994)
		$ 19,176

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE APPLICATION TO THE AREA AGENCY ON AGING 1-B FOR THE NUTRITION PROGRAM FOR THE ELDERLY (CONGREGATE MEALS PROGRAM AND HOME-DELIVERED MEALS PROGRAM) FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; IN THE AMOUNT OF $889,799 FOR THE PERIOD OF OCTOBER 1, 2003 THROUGH SEPTEMBER 30, 2004 ; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET; AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE AND LEASE CONTRACTS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, the Employment Training Community Services (ETCS) Group has administered the Nutrition Program for the Elderly for over thirty years; and

WHEREAS, the ETCS Group is requesting ratification of the County Administrator's signature on the application to the Area Agency on Aging 1-B for funds in the amount of $889,799 for the period of October 1, 2003 through September 30, 2004; and

WHEREAS, the funds are to be used for the Congregate Meal Program and the Home-Delivered Meals Program, which are collectively called the Senior Nutrition Program; and

WHEREAS, the Congregate Meal Program provides hot, nutritious, noonday meals and recreational programming for persons age sixty and older, and the Home-Delivered Meals Program provides meals to eligible homebound persons age sixty and older; and

WHEREAS, the total number of meals projected to be served is 174,500, which includes an estimated number of 50,000 congregate meals and 124,500 home-delivered meals; and

WHEREAS, the County match under this program is $53,158, and

WHEREAS, this matter has been reviewed by the Washtenaw County Community Action Board, Corporation Counsel, the Finance Department, the Human Resources Department, the County Administrator's Office and the Ways & Means Committee

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the County Administrator on the application to the Area Agency on Aging 1-B for the Nutrition Program for the Elderly in the amount of $889,799 for the period of October 1, 2003 through September 30, 2004 for the Employment Training and Community Services Group, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Amending the budget as attached hereto and made a part thereof
3. Authorizing the County Administrator to sign the delegate and lease contracts upon review and approval of Corporation Counsel, to be filed with the County Clerk.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9** **0** **2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0122

Washtenaw County ETCS
Summary Budget
Fund #2630 - Senior Nutrition
Fiscal Year Ending September 30, 2004

Revenues

50000	Federal Revenue	$ 708,441
67000	Other Rev & Reimb	85,000
69000	In-Kind	43,200
69500	Transfers In	53,158
		$ 889,799

Expenditures

70050	Personal Services	$ 354,523
72600	Supplies	474,403
80000	Other Services and Charges	209,086
93500	In-Kind Charges	43,200
95000	Capital Outlay	2,200
99000	Appropriations from CSBG	(193,613)
		$ 889,799

A RESOLUTION RATIFYING THE CHAIR OF THE BOARD'S SIGNATURE ON THE WORKFORCE INVESTMENT ACT PROGRAM YEAR (PY) 2003 ADULT, DISLOCATED WORKER, AND YOUTH PLANS IN THE TOTAL AMOUNT OF $1,074,360 FOR THE PERIOD OF JULY 1, 2003 THROUGH JUNE 30, 2004 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN NOTICE OF GRANT AWARDS; APPROVING THE BUDGET AND AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, the Employment Training and Community Services (ETCS) Group is the administrator and operator of employment training programs in Washtenaw County and it is funded by the Workforce Investment Act of 1998, the Department of Labor, and the Michigan Department of Career Development to provide employment training and placements services; and

WHEREAS, the Workforce Investment Act (WIA) was implemented in 1998 to address workforce training and job training, replacing the Jobs Training Partnership Act (JTPA) initiatives; and

WHEREAS, the Washtenaw County Workforce Development Board and the Board of Commissioners oversee, recommend and approve employment and training programs throughout Washtenaw County.

WHEREAS, the Workforce Investment Act provides the framework for a unique national workforce preparation and employment system designed to meet both the needs of businesses and the needs of job seekers and those who want to further their careers; and

WHEREAS, eligible participants could include county residents and employers for core services under the Adult Program, as the WIA system is a universal system; and

WHEREAS, eligible participants under the Dislocated Worker Program or Youth Program could include individuals displaced from employment and unable to find employment or low-income youth who are between 14 and 21 years of age and have significant barriers to employment; and

WHEREAS, this matter has been reviewed by the Washtenaw County Workforce Development Board, Corporation's Counsel, the Finance Department, Human Resources, the County Administrator's Office, and the Ways and Means Committee;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the Chair of the Board on the Program Year (PY) 2003 Workforce Investment Act Adult, Dislocated Worker, and Youth Plans in the total amount of $1,074,360 for the period of July 1, 2003 through June 30, 2004 for the Employment Training and Community Services Group, as on file with the County Clerk;

BE IT FURTHER RESOLVED that the Board of Commissioners hereby takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Approving the budget as attached hereto and made a part thereof
3. Authorizing the County Administrator to sign delegate contracts upon review and approval of Corporation Counsel, to be filed with the County Clerk.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS 9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0123

Washtenaw County ETCS
Summary Budget
Fund #2320 - WIA Adult
Fiscal Year Ending June 30, 2004

Revenues		
50000	Federal Revenue	$ 288,507
Expenditures		
80001	Other Services & Charges	$ 288,507

Washtenaw County ETCS
Summary Budget
Fund #2340 - WIA Youth
Fiscal Year Ending June 30, 2004

Revenues		
50000	Federal Revenue	$ 271,514
Expenditures		
80001	Other Services & Charges	$ 271,514

Washtenaw County ETCS
Summary Budget
Fund #2350 - WIA Dislocated Worker
Fiscal Year Ending June 30, 2004

Revenues		
50000	Federal Revenue	$ 406,903
Expenditures		
80001	Other Services & Charges	$ 406,903

A RESOLUTION RATIFYING THE SUBMISSION OF THE FY 2004 COMPREHENSIVE COMMUNITY CORRECTIONS APPLICATION FOR CONTINUATION FUNDING FOR COMMUNITY CORRECTIONS PROGRAMS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS / OFFICE OF COMMUNITY CORRECTIONS IN THE AMOUNT OF $1,035,449 FOR THE PERIOD OF OCTOBER 1, 2003 THROUGH SEPTEMBER 30, 2004; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET; AUTHORIZING THE CREATION AND ELIMINATION OF POSITIONS; AND AUTHORIZING THE ADMINISTRATOR TO SIGN THE DELEGATE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, on August 6, 1989, by resolution # 89-0219, the Washtenaw County Board of Commissioners established, in conjunction with the Ann Arbor City Council, a city / county Community Corrections Advisory Board pursuant to PA 511 of 1988; and,

WHEREAS, the Washtenaw County / City of Ann Arbor Community Corrections Advisory Board meets monthly on the second Tuesday of every month pursuant to By-Laws established for that Board; and,

WHEREAS, this application represents and demonstrates eight successful years of implementation of the original Comprehensive Corrections Plan, which was developed and approved by this body on November 9, 1991 by Resolution # 91-0280; and,

WHEREAS, the Washtenaw County prison commitment rate remains below state averages for the fifth consecutive year and utilization of Community Corrections community-based supervision programs remains high; and

WHEREAS, the budget request provides total program funding in the amount of $705,854 for Programs and Services including $373,597 in State grant funding, $260,900 in program revenue and $71,357 in proposed general fund appropriation, with another $329,595 in State grant funding designated for Probation Residential services for a total budget of $1,035,449; and,

WHEREAS, expanding the range of credible community based alternative sanctions is a viable means to reduce chronic jail crowding in a manner that is cost effective and responsive to the public safety; and,

WHEREAS, needed program enhancements have been funded by strategically allocating resources, collaborating with local agencies, eliminating duplication of service, increasing program revenue and redistributing program expenditures and staffing to optimize services; and,

WHEREAS, the proposed budget request for reduced General Fund cash appropriation from $99,228 in 2002/03 to $71,357 for 2003/04 for a total county general fund savings of $27,871 is consistent with budget priorities to reduce the cost of doing business, and

WHEREAS, at a regularly scheduled meeting held May 12, 2003 the application for FY 2003/04 funding has been reviewed and approved by the Washtenaw County / City of Ann Arbor Community Corrections Advisory Board and recommended for forwarding to the Washtenaw County Board of Commissioners and Ann Arbor City Council for review and approval at the next regularly scheduled meeting; and,

WHEREAS, the State of Michigan Office of Community Corrections will review this application at the regularly scheduled meeting of the State Board of Community Corrections in August 2003, pending approval of the Board of Commissioners; and,

WHEREAS, the matter has been reviewed by Corporation Counsel, the Finance Office, the Human Resources Department, the County Administrator's Office, and the Ways and Means Committee.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the submission of the FY 2003/04 Comprehensive Community Corrections application to the Michigan Department of Corrections for the period of October 1, 2003 through September 30, 2004 in the amount of $1,035,449 for the Trial Court Community Corrections Department, as on file with the County Clerk.

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the Administrator to sign the Notice of Grant Award
2. Amending the budget, as attached hereto and made a part hereof
3. Authorizing the Administrator to sign the delegate contracts contingent upon review of Corporation Counsel to be filed with the County Clerk
4. Authorizing the elimination of positions as attached hereto and made a part hereof:

Position #	Title	Grade	Group	Create	Eliminate
2530-0001	Jail Monitor	25	32		1.0

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						
CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY					**ROLL CALL VOTE: TOTALS**				**9**	**0**	**2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0124

Community Corrections Plans & Services
October 1, 2003 – September 30, 2004
Business Units 2804031330 and 2804031340

REVENUE:		Current Budget	Revised Budget	Variance
54000	State Revenue	$0	$373,597	$373,597
60000	Fees & Services	$0	$257,400	$257,400
67000	Other Revenue & Reim.	$0	$ 3,500	$ 3,500
69500	Transfer In	$0	$ 71,357	$ 71,357
	TOTAL REVENUE:	$0	$705,854	$705,854
EXPENDITURES:				
70050	Personal Services	$0	$ 379,052	$ 379,052
72600	Supplies	$0	$ 50,750	$ 50,750
80000	Other Svcs & Charges	$0	$ 275,552	$ 275,552
95000	Capital Outlay	$0	$ 500	$ 500
	TOTAL EXPENDITURES:	$0	$705,854	$705,854

Probation Residential Services
October 1, 2003 – September 30, 2004
Business Unit 2804031350

REVENUE:		Current Budget	Revised Budget	Variance
54000	State Revenue	$0	$329,595	$329,595
EXPENDITURES:				
80000	Other Svcs & Charges	$0	$329,595	$329,595

A RESOLUTION AUTHORIZING PAYMENT OF CLAIMS COMMENCING WITH THE LAST PREVIOUSLY APPROVED CLAIM AND CONTINUING THROUGH THE DATE OF JULY 3, 2003

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, as filed with the County Clerk is a true copy of the record of claims commencing with the last previously approved claim and continuing through the date of July 3, 2003, inclusive; and

WHEREAS, the Board of Commissioners has been assured by the County Clerk that no claim received is withheld or rejected by the list, shows the name of the claimant, the amount of the claim and the date presented

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the payment of claims commencing with the last previously approved claim and continuing through the date of July 3, 2003, inclusive, as listed in the statement of claims as attached hereto and made a part hereof

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						
CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY					**ROLL CALL VOTE: TOTALS**				**9**	**0**	**2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0125

A RESOLUTION APPROVING THE WASHTENAW COUNTY LIBRARY BOARD OF TRUSTEES BYLAWS EFFECTIVE FEBRUARY 12, 1993 AS AMENDED JUNE 9, 2003.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, the Washtenaw County Board of Commissioners established and appointed members to the Washtenaw County Library Board of Trustees, pursuant to and in accordance with the provisions of the Michigan's County Libraries Act, 1917 P.A. 138; and

WHEREAS, the Washtenaw County Library Board of Trustees and the Washtenaw County Board of Commissioners previously approved the Washtenaw County Library Board of Trustees bylaws as amended February 12, 2001; and

WHEREAS, the Washtenaw County Library Board of Trustees has unanimously approved the amendments to the Washtenaw County Library Board of Trustees Bylaws on June 9, 2003; and

WHEREAS, the amendments reflect changes in Section 2, Section 3, Section 7, and the removal of Section 5 and Section 6 as attached hereto and made a part hereof; and

WHEREAS, the Washtenaw County Library Board of Trustees has submitted these Washtenaw County Library Board of Trustees Bylaws as Amended on June 9, 2003 to the Washtenaw County Board of Commissioners; and

WHEREAS, this matter has been reviewed by Corporation Counsel and the County Administrator's Office.

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the Washtenaw County Library Board of Trustees Bylaws effective February 2, 1970 as amended June 9, 2003, as attached hereto and made a part hereof

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS 9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0126

Washtenaw County Library

Bylaws for the Government of the Washtenaw County Library Board of Trustees

As Adopted June 9, 2003

I. LIBRARY NAME AND BOARD MEMBERSHIP

This library shall be called the Washtenaw County Library and is established under Michigan's County Libraries Act, 1917 P.A. 138. Pursuant to the requirements of the Act, the Washtenaw County Library Board of Trustees shall consist of five members, appointed by the Washtenaw County Board of Commissioners to serve five-year terms, so arranged that one member is appointed or reappointed each year.

II. MEETINGS

1. The Board shall meet at least once a year in the Washtenaw County Library or such other location as may be designated by the Library Director.

2. The annual meeting shall be held in December and shall include approval of the following year's budget and calendar, swearing in of new members and election of officers.

3. Special meetings may be called by the Chair, or upon written request of two or more members, for the transaction of business stated in the call for the meeting. However, if all members are present, any item of business may be considered.

4. Notice shall be given by mail, or by direct telephone contact, at least twenty-four hours before the time of meeting. Notice of meetings shall be posted pursuant to the requirements of the Michigan Open Meetings Act. The schedule of meetings for the following year shall be posted at the library after the annual meeting.

5. The order of business at regular meetings shall be:
   - Call to order and attendance
   - Approval of agenda
   - Approval of minutes of the previous meeting
   - Review of Financial Report
   - Director's report
   - Committee reports
   - Old business
   - New business
   - Public comment (pursuant to Michigan Open Meetings Act)
   - Adjournment

III. OFFICERS

1. Officers of the Board shall be elected at the annual meeting of the Board for one- year terms, and include Chair, Vice-Chair and Secretary. They remain in office until their successors are elected. A Chair or Vice-Chair may not serve more than three consecutive terms. The Secretary need not be a member of the Board.

2. The Chair of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer. The Chair votes on all motions brought before the Board.

3. The Vice-Chair of the Board shall perform the duties of the Chair in case of her/his absence or incapacity.

1. The Secretary of the Board shall keep account of all proceedings of the Board meetings. Minutes of each meeting shall be distributed prior to the next meeting, and shall be made available as required by the Michigan Open Meetings Act.

IV. COMMITTEES

Standing committees may be established by the Board. Ad hoc committees for the study and investigation of special topics may be appointed by the Chair, as directed by the Board. Such committees shall serve until discharged by the Board.

V. PROCESSINGS OF THE BOARD

Meetings of the Board shall be conducted in accordance with the statutes of the State of Michigan and requirements of Washtenaw County. A quorum for the transaction of business shall consist of three members of the board.

VI. AMENDMENTS

These bylaws shall be reviewed periodically and may be amended at any regular meeting of the Board by affirmative vote of a majority of Board members, providing consideration of the amendment was included in the call for the meeting.

ADOPTED BY THE BOARD:

_____

(Date)

SIGNATURE OF BOARD CHAIR: _____

Susan J. Greenberg, Chair

SIGNATURE OF SECRETARY: _____

Judy A. Fiegel, Secretary

This document supercedes the Washtenaw County Board of Trustees Bylaws as adopted on February 12, 2001.

A RESOLUTION TO ACCEPT COMMENTS ON THE SCIO TOWNSHIP MASTER PLAN AMENDMENT FROM THE PLANNING ADVISORY BOARD, AND DIRECT THE COUNTY CLERK TO SEND COMMENTS ON TO SCIO TOWNSHIP AND THE CONTIGUOUS LOCAL UNITS OF GOVERNMENT

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, Public Act 168 requires that the county planning commission or, in absence of the county planning commission, the county board of commissioners, shall submit to Scio Township comments on the proposed basic plan; and

WHEREAS, Public Act 168 requires that the comments include, but not be limited to, a statement whether the proposed plan is considered to be inconsistent with the plan of any contiguous city, village, township or region, after considering comments from contiguous communities, and a statement whether the proposed plan is considered to be inconsistent with the county plan; and

WHEREAS the County Board of Commissioners created the Planning Advisory Board to review plans and recommend adoption by the Board of Commissioners; and

WHEREAS Scio Township has submitted a master plan amendment; and

WHEREAS the Planning Advisory Board has reviewed and provided a statement of consistency and comments on the master plan amendment;

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners accepts the comments from the Planning Advisory Board, as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County Clerk to send the comments on to Scio Township and the contiguous local units of government.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0127

ATTACHMENT 1

Michigan Society of Planning
Community Planning Principles

ATTACHMENT 2

- Proposed Text Amendment
- Existing Future Land Use Map
- Proposed Future Land Use Map

ATTACHMENT 3

City of Ann Arbor Comments

ATTACHMENT 4

Special Sub-Area Plan for the
Jackson Road Corridor

A RESOLUTION APPROVING THE FY 2004 ANNUAL IMPLEMENTATION PLAN FOR THE AREA AGENCY ON AGING 1-B

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 16, 2003

WHEREAS, the Area Agency on Aging 1-B has been supporting services to Washtenaw County residents since 1974; and

WHEREAS, the Area Agency on Aging 1-B has assessed the needs of older county residents and developed a plan to provide assistance that addresses identified needs; and

WHEREAS, the proposed plans have been submitted for review by the public, and have been the subject of a public hearing; and

WHEREAS, the comments at the public hearings on the proposed plans were mostly favorable, and constructive changes in the Plan were made as a result of some comments; and

WHERAS, the Washtenaw County Board of Commissioners appoints two representatives to the AAA 1-B Board of Directors, a County Commissioner and a county resident who is at least 60 years of age; and

WHEREAS, the Michigan Office of Services requires that County Board of Commissioners be given the opportunity to review and approve an area agency on aging multi-year area plans and annual implementation plans; and

WHEREAS, the Washtenaw County Board of Commissioners approved the Area Agency on Aging 1-B Multi-Year Area Plan for FY 2004-2006; and

WHEREAS, the FY 2004 Annual Implementation Plan represents an annual update to the approved three-year area plan

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the FY 2004 Annual Implementation Plan of the Area Agency on Aging 1-B for the purpose of conveying such support to the Area Agency on Aging 1-B and the Michigan Office of Services to the Aging, as attached hereto and made a part hereof.

COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A	COMMISSIONER	Y	N	A
Armentrout	X			Irwin	X			Sizemore	X		
Bergman			X	Kern	X			Solowczuk			X
Brackenbury	X			Peterson	X			Yekulis	X		
Gunn	X			Prater	X						

CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY **ROLL CALL VOTE: TOTALS** **9 0 2**

STATE OF MICHIGAN)
COUNTY OF WASHTENAW) SS.

I, Peggy M. Haines, Clerk/Register of said County of Washtenaw and Clerk of Circuit Court for said County, do hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the Washtenaw County Board of Commissioners at a session held at the County Administration Building in the City of Ann Arbor, Michigan, on July 16, 2003, as it appears of record in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this _____ day of _____, _____.

PEGGY M. HAINES, Clerk/Register

BY:_____

Deputy Clerk

Res. No. 03-0128