**WASHTENAW COUNTY BOARD OF COMMISSIONERS**

**Wednesday September 19, 2007**

**RECORD OF PROCEEDINGS**

An adjourned session of the Washtenaw County Board of Commissioners was held at the Administration Building, in the City of Ann Arbor, Michigan, on Wednesday, September 19, 2007.

The meeting was called to order at 9:55 p.m. by Jeff Irwin, Chair of the Board.

**MEMBERS PRESENT:** Comms. Bergman, Grewal, Gunn, Irwin, Ouimet, Peterson, Lovejoy Roe, Schwartz, Sizemore, and Smith.

**MEMBERS ABSENT:** Comm. Ping Mills

**OTHERS PRESENT**: County Administrator, Robert Guenzel, Deputy County Administrators David Behen and Verna McDaniel, Corporation Counsel Curt Hedger; Peter Ballios, Finance; Adrian Whitfield, Dale Vanderford, Information Technology; Denise Dalrymple, Children's Services; Diane Heidt, Human Resources; Anthony VanDerworp, Planning and Environment; Jennifer Watson, Adam Lumia, Budget; Gordon Burger, Jim Zwolensky, Support Services; Mark Lindke, Veteran Services; Kerry Sheldon, Joanna Bidlack, Administration; Jason Brooks, Clerk's Office; various citizens; and members of the press.

**Pledge of Allegiance**

**Approval of the Minutes of the Previous Meeting**
Comm. Lovejoy Roe seconded by Comm. Peterson moved that the minutes of the September 5, 2007, meeting of the Board of Commissioners be approved.

Comm. Smith pointed out an error on page 5 of the minutes. He stated that he needed to be added as absent in the vote total of the first item under New Business.

Motion to approve minutes as amended carried.

**Citizen Participation**
None

**Commissioner Follow-Up to Citizen Participation**
None

**Communications**
Comm. Gunn seconded by Comm. Peterson moved that the communications be received and dealt with as recommended. Motion carried.

**R-0208** RECEIVED: September 1, 2007. A Notice of Hearing to the Washtenaw County Board of Commissioners, from Feliziana Meyer, Clerk, Pittsfield Charter Township, re: Notice of Hearing on the Application for an Industrial Facilities Exemption Certificate for HandyLab, Inc. Received and filed.

**R-0209** RECEIVED: September 1, 2007. A letter to the Washtenaw County Board of Commissioners, from Charles Nielsen, Scio Township Supervisor, re: Delhi Bridge Historic District,.dated August 31, 2007. Received and filed, copied to each Commissioner.

**R-0210** RECEIVED: September 5, 2007. A letter to the Washtenaw County Board of Commissioners, from James K. Williams Jr., President and Publisher, Heritage Newspapers, re: Thank you letter for allowing Heritage Newspapers to be a partner in your 2007 sales and marketing efforts,.dated August 27, 2007. Received and filed.

**R-0211** RECEIVED: September 5, 2007. A newsletter from the Michigan Association of Counties, re: MAC Legislative Update, dated August 31, 2007. Received and filed.

**R-0212** RECEIVED: September 6, 2007. A newspaper article printed in the Ann Arbor News, re: County recognized for tech innovations, dated August 29, 2007. Received and filed.

**R-0213** RECEIVED: September 6, 2007. A newspaper article printed in the Ann Arbor News re: Wireless Washtenaw overcoming challenges on road to success, dated September 4, 2007. Received and filed.

**R-0214** RECEIVED: September 6, 2007. A letter to Jeff Irwin, Chairperson, Washtenaw County Board of Commissioners, from Marti Kay Sherry, Program Coordinator, Michigan Public Health Institute, re: Notification of the final Accreditation On-site Review Report for your local health department,.dated August 30, 2007. Received and filed, copied to Public Health.

**R-0215** RECEIVED: September 10, 2007. Notices to the Washtenaw County Board of Commissioners, from Dianne S. Hill, Saline City Clerk, re: Notices of receipts and public hearings for industrial facilities exemption certificates,.dated September 6, 2007. Received and filed.

**R-0216** RECEIVED: August 14, 2007. A letter to the Washtenaw County Board of Commissioners, from Kelli Sobel, Executive Secretary, State Tax Commission, re: Industrial Facilities Exemption Certificate – Visteon Corp. Received and filed.

**Liaison Reports**
None

**Report of the Chair of the Board of Commissioners (Presentations at Ways and Means 9/5/07)**
None

**Special Order of Business**
None

**Reports of the Standing Committees**
Comm. Gunn seconded by Comm. Peterson moved that the following reports be received and approved: Ways & Means, dated September 5, 2007, and Working Session, dated September 6, 2007. Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

**Reports of Special Committees**
Comm. Gunn seconded by Comm. Peterson moved that the following reports be received: Historic District Commission, dated August 2, 2007; Social Services Board, dated July 24, 2007; Motion carried. (Complete reports are on file in the County Clerk/Register's Office.)

**Other Reports**
None

**Report of the Treasurer**
None

**Report of the County Administrator**
None

**Resolutions**

**Ways & Means – September 5, 2007**
**07-0159** Comm. Gunn seconded by Comm. Peterson moved that the resolution authorizing the County Administrator to sign the contract with Governmental Consultant Services Incorporated (GCSI), in the amount of $60,000 per year for the period November 1, 2007 through October 31, 2009 be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0160** Comm. Gunn seconded by Comm. Peterson moved that the resolution accepting offers for insurance coverage for the County for the period October 1, 2007 through October 1, 2008 be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0161** Comm. Gunn seconded by Comm. Peterson moved that the resolution directing the Board of Public Works to undertake a lake improvement project for the townships of Lyndon and Dexter be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0162** Comm. Gunn seconded by Comm. Peterson moved that the resolution approving a contract with the Michigan Crime Victim Services Commission for the office of the Prosecuting Attorney for the period October 1, 2007 through September 30, 2008 in the amount of $159,000 be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**Ways & Means – September 19, 2007**

**07-0163** Comm. Gunn seconded by Comm. Peterson moved that the resolution approving the budget for the Community Support and Treatment Services Department for the 2007-2008 fiscal year; authorizing the administrator to sign delegate contracts; creating and eliminating positions; and adopting job descriptions be adopted. Roll call vote: YEAS: 8. NAYS: 1 (Comm. Lovejoy Roe) ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0164** Comm. Gunn seconded by Comm. Peterson moved that the resolution creating 2.5 FTE positions for the Washtenaw Health Plan; authorizing the County Administrator to approve amendments to the Washtenaw Health Plan lease agreement; adopting a job description be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0165** Comm. Gunn seconded by Comm. Peterson moved that the resolution ratifying the County Administrator's signature on the Public Health Department comprehensive planning, budgeting and contracting (CPBC) agreement for the period October 1, 2007 through September 30, 2008; authorizing the County Administrator's signature on the 2007-08 interagency agreement between Public Health and Planning & Environment; approving the Public Health Department's 2007-2008 budget; authorizing the County Administrator to sign delegate contracts; approving position modifications be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0166** Comm. Gunn seconded by Comm. Peterson moved that the resolution authorizing the implementation of "other eligible adult" benefits, as well as recommended procedures and summary of benefits be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**07-0167** Comm. Gunn seconded by Comm. Peterson moved that the resolution approving the Articles of Incorporation establishing the Washtenaw and Livingston Line (WALLY) Regional Transportation Authority, in accordance with Public Act 196 of 1986 be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**Approval of Claims**

**07-0168** Comm. Gunn seconded by Comm. Peterson moved that the resolution authorizing payment of claims commencing with the last previously approved claim and continuing through the date of September 7, 2007 be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

| FUND | DESCRIPTION | SYSTEM CHECKS | UTILITIES CREDIT CARD | EXCEPTION & PRE-CLAIMS | TOTAL |
|---|---|---|---|---|---|
| 1010 | GENERAL FUND | $ 100.00 | $ 90,073.41 | $ 10.47 | $ 240.68 |
| 1291 | URBAN COUNTY CDBG | $ - | $ 2.40 | $ - | $ 2.40 |
| 1293 | COMMUNITY DEVELOPMENT | $ - | $ 47.29 | $ - | $ 47.29 |
| 1572 | INMATE CONCESSIONS | $ 564.66 | $ - | $ 240.68 | $ 805.34 |
| 1710 | BFI SOLID WASTE COORD. | $ 77.18 | $ 11.94 | $ - | $ 89.12 |
| 1750 | BUILDING INSPECTION & SOIL EROSION | $ - | $ 426.90 | $ - | $ 426.90 |
| 1760 | ENVIRONMENTAL HEALTH | $ - | $ 722.22 | $ - | $ 722.22 |
| 1882 | HIDTA | $ - | $ 13,761.24 | $ - | $ 13,761.24 |
| 1900 | 3 - 911 FUND | $ - | $ 2,056.52 | $ - | $ 2,056.52 |
| 2080 | PARKS & RECREATION | $ - | $ 88,164.53 | $ - | $ 88,164.53 |
| 2110 | COUNTY LIBRARY FUND | $ - | $ 3,015.74 | $ - | $ 3,015.74 |
| 2150 | FRIEND OF THE COURT | $ 219.60 | $ 127.91 | $ - | $ 347.51 |
| 2370 | JTPA ADMINISTRATION | $ - | $ 5,724.52 | $ - | $ 5,724.52 |
| 2510 | CSA HEADSTART | $ - | $ 4,166.73 | $ - | $ 4,166.73 |

| | | | | | |
|---|---|---|---|---|---|
| 2630 | CSA SR NUTRITION | $ - | $ 182.94 | $ - | $ 182.94 |
| 2804 | COMMUNITY CORRECTIONS | $ - | $ 109.05 | $ - | $ 109.05 |
| 2812 | JUVENILE DRUG COURT PLAN GRANT | $ - | $ 144.60 | $ - | $ 144.60 |
| 2822 | WASHTENAW AREA TEENS FOR TOMORROW | $ - | $ 1,379.46 | $ - | $ 1,379.46 |
| 2920 | WCHO | $ - | $ 2,366.27 | $ - | $ 2,366.27 |
| 2930 | MENTAL HEALTH | $ - | $ 19,779.45 | $ - | $ 19,779.45 |
| 2940 | SUBSTANCE ABUSE | $ - | $ 53.51 | $ - | $ 53.51 |
| 2960 | HEALTH | $ - | $ 3,509.21 | $ - | $ 3,509.21 |
| 2962 | PUBLIC HEALTH LOCAL GRANTS | $ - | $ 164.11 | $ - | $ 164.11 |
| 2990 | CHILD CARE/PROBATE CT. | $ - | $ 4,422.10 | $ - | $ 4,422.10 |
| 4050 | CAPITAL EQUIPMENT | $ - | $ 9,211.96 | $ - | $ 9,211.96 |
| 5506 | 2005 PROPERTY FORECLOSURE PROC. | $ - | $ 20.06 | $ - | $ 20.06 |
| 6310 | FACILITIES MGMT - O & M | $ - | $207,151.20 | $ - | $207,151.20 |
| 6320 | FACILITIES MGMT - TRANSP | $ - | $ 2,953.63 | $ - | $ 2,953.63 |
| 6440 | SELF INSURANCE | $ - | $ 22.92 | $ - | $ 22.92 |
| 6900 | CENTREX ASSOCIATION | $ - | $ 23,627.23 | $ - | $ 23,627.23 |
| 7413 | LAWNET NON-FORFEITURE FUND | $ - | $ 1,521.82 | $ - | $ 1,521.82 |
| 7550 | MONEY PURCHASE PENSION PLAN | $ - | $ 650.00 | $ - | $ 650.00 |
| 7950 | HAZ MATL RESPONSE TEAM | $ - | $ 121.66 | $ - | $ 121.66 |
| 7990 | CO-OP EXTENSION SERVICE | $ - | $ 5,205.61 | $ - | $ 5,205.61 |
| | **TOTALS** | $ 961.44 | $490,898.14 | $ 251.15 | $402,167.53 |

**New Business**

**07-0169** Comm. Gunn seconded by Comm. Peterson moved that the resolution setting a public hearing on the proposed 2007 millage rate and Truth in Taxation be adopted. Roll call vote: YEAS: 9. NAYS: 0 ABSENT: 2 (Comms. Bergman and Ping Mills). Motion carried.

**Items for Current/Future Discussion**

None

**Citizen Participation**

None

**Commissioners Follow-up to Citizen Participation**

None

**Executive Session: Settlement Strategy in Connection with Pending Litigation**

Comm. Gunn seconded by Comm. Sizemore moved to enter Executive Session which had the purpose of settlement strategy in connection with pending litigation. Roll call vote: YEAS: 10. NAYS: 0 ABSENT: 1 (Comm. Ping Mills). Motion carried.

The meeting adjourned to Executive Session at 10:00 p.m.
The meeting reconvened at 10:52 p.m.

**Adjournment**

Comm. Gunn seconded by Comm. Bergman moved to adjourn until Wednesday October 3rd, 2007, at 6:45 p.m. in the Board Room, Washtenaw County Administration Building. Motion carried.

The meeting adjourned at 10:52 p.m.

_____
Jeff Irwin, Chair

_____
Lawrence Kestenbaum, Clerk/Register
By: Jason Brooks, Deputy Clerk

Board Approved: 10/3/07

A RESOLUTION AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN THE CONTRACT WITH GOVERNMENTAL CONSULTANT SERVICES INCORPORATED (GCSI), IN THE AMOUNT OF $60,000 PER YEAR FOR THE PERIOD NOVEMBER 1, 2007 THROUGH OCTOBER 31, 2009

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 5, 2007

WHEREAS, Governmental Consulting Services, INC (GCSI) has represented the County's interest successfully at the State Capital for the past six years;

WHEREAS, State and federal fiscal constraints have made representation of County interests increasingly important; and

WHEREAS**,** the County has benefited both fiscally and strategically from GCSI's representation; and

WHEREAS, contracting with GCSI will allow Washtenaw County to continue to advocate for local interests; and

WHEREAS, the annual cost of $60,000 has been budgeted in the Board of Commissioners' 2008-09 budget; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the Administrator to sign the contract with Governmental Consulting Services Inc. for the period November 1, 2007 through October 31, 2009 in the amount of $60,000 per year, as on file with the County Clerk.

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10** **0** **1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0159**

SERVICE CONTRACT

GOVERNMENTAL CONSULTANT SERVICES, INC.

AGREEMENT is made this _____ day of _____, 2007, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and GOVERNMENTAL CONSULTANT SERVICES, INC. located at 530 West Ionia, Lansing, Michigan 48933 ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

## ARTICLE I - SCOPE OF SERVICES

The Contractor will provide professional services to assist the County in accomplishing its governmental objectives. Such services shall include, but not be limited to, access on behalf of the County to State decision makers, legislative monitoring, and advice to the County on lobbying and campaign finance laws. In addition, Contractor will bring periodic reports to the Board of Commissioners as requested.

## ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed five thousand ($5,000.00) dollars per month for each month of this Contract. The preceding amount shall include ordinary costs and expenses. If Contractor is exposed to extraordinary costs and expenses it shall notify the County of such expenses and obtain the County's written permission before incurring such costs and expenses. Once the County gives its written permission, it shall be responsible to pay for such extraordinary costs and expenses.

## ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the Chair of the Board of Commissioners and/or the County Administrator and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the Chair of the Board and/or County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any

of the Contractor's internal records, reports, or insurance policies pertaining to this Contract.

## ARTICLE IV - TERM

This contract shall begin on November 1, 2007 and end on October 31, 2009.

## ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is an independent contractor and has the authority to control and direct the performance of the details of the services to be provided to the County. It is expressly agreed that Contractor and its employees are not to be considered employees of the County for any purpose.

## ARTICLE VI - INDEMNIFICATION AGREEMENT

The Contractor shall indemnify and hold Washtenaw County harmless from and against all actions, liabilities, demands, costs and expenses, including court costs and attorney fees, which may arise due to the Contractor's negligent, grossly negligent or intentional acts or omissions under this Contract.

## ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of $100,000 each accident for any employee.

2. Comprehensive/Commercial General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection
Insurance to comply with the provisions of the Michigan No Fault
Insurance Law, including residual liability insurance with a minimum combined single limit of $1,000,000 each accident for bodily injury and property damage.
Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs

resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30
day written notice to the Certificate holder of cancellation of coverage.

## ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

## ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest, which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

## ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

## ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin,

physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business). The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

## ARTICLE XII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either $10.19 per hour with benefits or $11.95 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

## ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

## ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

## ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

## ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving sixty (60) days written notice to the other party.

## ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

## ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

## ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

## ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

## ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO: WASHTENAW COUNTY

By:_____ By:_____
Lawrence Kestenbaum (DATE) Robert E. Guenzel (DATE)
County Clerk/Register County Administrator

APPROVED AS TO FORM:

By:_____ By: _____
Curtis N. Hedger (DATE) Kirk A. Profit (DATE)
Office of Corporation Counsel Lobbyist

GOVERNMENTAL CONSULTANT SERVICES INC.

By: _____
Patrick L. Laughlin (DATE)
Managing Partner

A RESOLUTION ACCEPTING OFFERS FOR INSURANCE COVERAGE FOR THE COUNTY FOR THE PERIOD OCTOBER 1, 2007 TO OCTOBER 1, 2008

WASHTENAW COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 5, 2007

WHEREAS, various insurance coverages for the County expire on October 1, 2007; and

WHEREAS, the County's risk management consultant, R. L. Beeckman & Company, and Washtenaw County Risk Management Coordinator recommended obtaining quotes from insurance carriers and negotiation with the current agent and the County Administrator concurred with this recommendation; and

WHEREAS, insurance proposals have been received from Arthur J. Gallagher & Co., and reviewed by R. L. Beeckman, the Risk Management Coordinator, the County Administrator's Office, and the Finance Department; and

WHEREAS, after review of the various proposals, recommendations have been made to award the insurance contracts; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the following award to place the insurance contracts for Washtenaw County for the period October 1, 2007 through October 1, 2008, with the following companies:

County Insurance Agent:
Arthur J. Gallagher Insurance Agency

Type of Coverage

1. **Chubb Insurance Company** $117,796

   Property with $185,000,000 loss limit
   Flood & Earthquake, E.D.P.,
   (equipment & media). $250,000 SIR.
   Boiler & Machinery with a $100,000,000
   loss limit, with $1,000 deductible per occurrence.

2. **Genesis Insurance Company** $640,000

   General Liability, Police Liability,
   Auto Liability, $5,000,000 limit per year
   and Public Officials $5,000,000 limit per
   year, with a $300,000 SIR.

| | | |
|---|---|---|
| 3. | **Great American Insurance Company** | $10,964 |
| | Crime – Total Limit of $5,000,000<br>with $10,000 deductible | |
| 4. | **Chubb Insurance Company** | $11,000 |
| | Fiduciary Liability – Limit $3,000,000 each loss | |
| 5. | **Zurich Insurance Company** | $561 |
| | EIL, Storage Tanks, Limit $1,000,000 with<br>$5,000 deductible | |
| 6. | **Underwriters at Lloyd's, London** | $2,070 |
| | Lawyers Professional Liability – Limit $1,000,000 with<br>$1,250 deductible | |
| 7. | **Underwriters at Lloyd's London** | $33,633 |
| | Judges Insurance $1,000,000 limit covers all<br>Judges under one policy | |
| 8. | **Hudson Insurance Company** | $166,016 |
| | Medical professional liability with $1,000,000 per<br>Claim and $3,000,000 aggregate and $250,000 SIR | |
| TOTAL | | $982,040 |

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10 0 1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0160**

**COUNTY OF WASHTENAW**
**BOARD OF COMMISSIONERS**

At a regular meeting of the Board of Commissioners of the County of Washtenaw held in the Ann Arbor, Michigan, on September 5, 2007 at 6:30 p.m. Eastern Standard Time, there were:

PRESENT: Comms. Bergman, Grewal, Gunn, Irwin, Ouimet, Peterson, Lovejoy Roe, Schwartz, Sizemore, and Smith

ABSENT: Comm. Ping Mills

The following preamble and resolution were offered by Comm. Gunn and seconded by Comm. Peterson.

**RESOLUTION DIRECTING THE**
**BOARD OF PUBLIC WORKS TO UNDERTAKE A**
**LAKE IMPROVEMENT PROJECT**
**FOR THE TOWNSHIPS OF LYNDON AND DEXTER**

WHEREAS, there has been submitted to this Board a resolution adopted by the Township Board of the Townships of Lyndon and Dexter located in Washtenaw County (the "Townships") requesting the County of Washtenaw (the “County”) acting through its Department of Public Works, to undertake a project to improve North Lake located in the Townships as preliminarily described in Appendix A attached hereto; and

WHEREAS, it appears to this Board that the establishment and implementation of the Project, as requested by the Townships, is feasible and should be carried out; and

WHEREAS, the Project would be financed through the establishment of special assessments by the Board of Public Works, pursuant to the provisions of Act No. 185, Michigan Public Acts of 1957, as amended ("Act 185"); and

WHEREAS, in order to comply with the request, it is necessary that the Project be approved by resolution adopted by the County Board of Commissioners, pursuant to Act 185;

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The Board of Commissioners does hereby approve, pursuant to Act 185, the establishment of a lake improvement project for the Townships as requested in the resolution adopted by the Townships.

2. The Project shall be known as the “North Lake Improvement Project”.

3. All resolutions, or portions thereof, insofar as they may be in conflict with this resolution, are hereby rescinded.

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

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10 0 1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

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In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Court at Ann Arbor, this 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0161**

**APPENDIX A**

## PROJECT DESCRIPTION

The Project will provide lake improvement to North Lake in Washtenaw County in order to provide control of the Eurasian Water Milfoil and other aquatic invasive weeds. The project shall include chemical application and monitoring of weed growth to assure recreational capacity and aquatic bio-diversity. It shall also include all necessary regulatory approvals and studies for the application.

The total cost of the Project over a five-year period is estimated at $291,000.

A RESOLUTION APPROVING A CONTRACT WITH THE MICHIGAN CRIME VICTIM SERVICES COMMISSION FOR THE OFFICE OF THE PROSECUTING ATTORNEY FOR THE PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008 IN THE AMOUNT OF $159,100;

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 5, 2007

WHEREAS, for the past 22 years the Prosecuting Attorney's Office has operated a program under the Michigan CRIME VICITM SERVICE COMMISSION to serve victims of crime under the Crime Victims Rights Act of 1985.

WHEREAS, the Prosecuting Attorney has been awarded a grant from the Crime Victim Services Commission to operate a program for victims of crime and witnesses who testify in criminal court cases for the State Fiscal Year of 2007/2008; and

WHEREAS, the application supports the program at the current funding level; and

WHEREAS, the contract authorizes expenditures which total $159,100; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the contract with the Michigan Crime Victim Services Commission for the continuation of the Victim/Witness program in the Office of Prosecuting Attorney for the period October 1, 2007 through September 30, 2008, in the amount of $159,100.00, as attached;

BE IT FURTHER RESOLVED that, upon approval of this resolution, ratifies the administrator's signature on the contract approving the grant award from the Michigan Crime Victim Services Commission.

BE IT FURTHRE RESOLVED that, the Washtenaw County Board of Commissioners hereby authorizes the administrator to sign all future Victim Rights Grant Agreement/Contracts.

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners authorizes the following actions contingent upon conformity of the grant award with the terms of the grant application:

1. Authorize the budget as attached

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10 0 1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0162**

Victim/Witness Unit
Prosecuting Attorney
10104300
2007-2008

| **Revenue** | **Current** | **Revised** | **Variance** |
|---|---|---|---|
| *54020 State Revenue* | $0 | $159,010 | $159,010 |
| **Total** | **$0** | **$159,010** | **$159,010** |

| **Expenditures** | | | |
|---|---|---|---|
| *70200 Salaried-Permanent* | $0 | $135,620 | $135,620 |
| *71520 Fringes* | $0 | $ 23,480 | $ 24,480 |
| **Total** | **$0** | **$159,010** | **$159,010** |

COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734)222-6850
FAX (734)222-6715

TO: Barbara Levin Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Donna Sabourin, Director
Community Support and Treatment Services

DATE: September 19, 2007

SUBJECT: Community Support and Treatment Services Department Fiscal Year 2007-2008 Budget and Position Modifications

**BOARD ACTION REQUESTED:**

It is requested that the Washtenaw County Board of Commissioners approve a budget for the Community Support and Treatment Services Department (CSTS) for the 2007-2008 fiscal year; authorize the Administrator to adjust the 2007-08 CSTS budget once the final impact of labor negotiations is known; and authorize the County Administrator to sign delegate contracts. It is further requested that the Board of Commissioners approve position modifications and adopt a job description effective October 1, 2007.

**BACKGROUND:**

The Community Support and Treatment Services Department continues to provide community mental health services to residents of Washtenaw County. CSTS receives its primary funding through a contract with the Washtenaw Community Health Organization (WCHO). The WCHO contracts with CSTS on an annual basis for provision of an array of services. Revenue from WCHO includes ongoing service dollars, subcontracted funds for grants awarded by the Michigan Department of Community Health to the WCHO and community reinvestment dollars designated for specific service enhancements. CSTS also provides mental health services to individuals covered by the Adult Benefit Waiver and substance abuse services to consumers with co-occurring disorder of mental illness and substance dependence under the contract with WCHO.

CSTS also collects 1st Party Reimbursement from consumers based on an ability to pay determination under Michigan Department of Community Health Guidelines. Additionally, CSTS collects 3rd party revenue from other insurers where applicable.

CSTS operates on an October through September fiscal year based on the state funding cycles for mental health services. The total projected budget for CSTS for the fiscal year is $24,946,443, an increase in revenue and expense of $1,333,661 over the 2006-2007 final budget as amended.

**DISCUSSION:**

CSTS will continue to function as the Comprehensive Support Service provider for the WCHO in Washtenaw County. The primary focus of services at CSTS remains individuals who meet eligibility criteria for mental health services under the Michigan Mental Health Code. In addition, CSTS continues to seek to fill gaps in the continuum of services for citizens of Washtenaw County through expansion of services for indigent or public consumers. Initiatives continue to be implemented based on the availability of funding such as Medicaid, the Adult Benefit Waiver, grants or other 3rd party payors.

CSTS continues to implement evidence based practices that have been demonstrated to be both clinically and cost effective. CSTS continues to focus on identifying and implementing clinical practices that are in support of the communities of interest including integrated health care, jail diversion, homeless services, housing and support models and specialized services for high risk youth and their families. Strong internal and external partnerships have been developed in each of these areas.

In addition, CSTS has initiated an enhanced Jail Diversion program, based on the Sequential Intercept Model with funding provided directly by the Board of Commissioners. It is anticipated that this program will impact the rates and length of incarceration of individuals with a mental illness. This program has expanded eligibility criteria and is not restricted to only serving individuals who meet the definition of mental illness for Community Mental Health services.

The CSTS budget has been prepared and presented based upon current information so that the department will be in accordance of having an approved budget at the start of their fiscal year of October 1st. It is anticipated that when union negotiations have been finalized that this budget will require amendment. CSTS will work with Support Services – Budget to revise this budget in alignment with any changes brought about by final union agreements.

**IMPACT ON HUMAN RESOURCES:**

CSTS continues to assure that services are provided by well qualified, competent staff with the appropriate degrees and credentials to both provide high quality services and maximize reimbursement. In keeping with this, CSTS is updating several key clinical job descriptions to meet new state requirements for licensure of social workers. In order to assure that staffing is aligned with program goals and requirements CSTS is requesting the following position modifications:

- Creation and elimination of positions within CSTS administration to align current responsibilities with appropriate job grade and titles, assuring appropriate available supervision and support performance improvement and compliance requirements of funding and accreditation bodies.
- Removing from hold vacant a .25 FTE Mental Health Worker position to be utilized as a peer specialist to promote consumer involvement in delivery of services in keeping with new state guidelines regarding peer delivered supports.
- Placing on hold vacant 3.5 FTE vacant positions due to current funding constraints. Core mandated services are preserved within proposed budget.

**IMPACT ON BUDGET:**

The Community Support and Treatment Services budget for fiscal year 2007-08 beginning October 1, 2007 is $24,946,443. Total expenditures and revenues in 2007-08 increase by $1,333,661 over the current budget for the 2007-08 fiscal year. This includes an increase in General Fund support of $506,989 which is due to the county commitment to support the annual pay adjustments and $112,907 for the corresponding fringe rate increases.

The level of general fund appropriation in the 2007-08 budget for CSTS does not include anticipated savings from labor negotiations. However, projected savings in salary, medical and pension costs through negotiated labor contracts are assumed in and were used to balance the County's recommended 2008-09 budget. CSTS will work with Support Services – Budget to align the general fund appropriation in its 2007-08 budget with the County's 2008-09 budget once the final outcome of labor negotiations is known.

**IMPACT ON INDIRECT COSTS:**

The Cost Allocation Plan remains frozen at $1,692,299.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

CSTS continues its close collaboration with the Washtenaw Community Health Organization, Public Health and the Washtenaw Health Plan.

**CONFORMITY TO COUNTY POLICIES:**

This request is in conformance with County policies.

**ATTACHMENTS/APPENDICES:**

Psychiatric Services Administrator Job Description

A RESOLUTION APPROVING THE BUDGET FOR THE COMMUNITY SUPPORT AND TREATMENT SERVICES DEPARTMENT FOR THE 2007-2008 FISCAL YEAR; AUTHORIZING THE ADMINISTRATOR TO ADJUST COMMUNITY SUPPORT AND TREATMENT SERVICES' 2007-08 BUDGET ONCE THE FINAL IMPACT OF LABOR NEGOTIATIONS IS KNOWN; AUTHORIZING THE ADMINISTRATOR TO SIGN DELEGATE CONTRACTS; APPROVING POSITION MODIFICATIONS; AND ADOPTING A JOB DESCRIPTION

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

WHEREAS, the Community Support and Treatment Services Department (CSTS) has projected an increase in expense of $1,333,661 for the next fiscal year for a total expense of $24,946,443; and

WHEREAS, CSTS has projected an increase in revenue of $1,333,661 through a contract with Washtenaw Community Health Organization (WCHO) for community mental health services, fee for service substance abuse services, fee for service behavioral health services, and county appropriation; and

WHEREAS, CSTS has identified the need to align certain positions and to create new positions to assure that they are staffed with appropriately qualified individuals to meet the clinical needs of consumers and to maximize reimbursement; and

WHEREAS, CSTS will work with Support Services – Budget to revise this budget in alignment with any changes brought about by final union agreements; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the budget for the period of October 1, 2007 through September 30, 2008 as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Administrator to adjust the 2007-08 budget once the final impact of labor negotiations is known

BE IT FURTHER RESOLVED that the Board of Commissioners hereby authorizes the Administrator to sign delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the creation, elimination, and reclassification of positions as follows effective October 1, 2007:

| POSITION # | POSITION TITLE | NOTE | GROUP | GRADE | CREATE | ELIMINATE |
|---|---|---|---|---|---|---|
| 14340002 | CSTS Office Coordinator | | 12 | 14 | | 1.0 |
| 17200011 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200025 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200040 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200044 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200045 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200046 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200050 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200051 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200054 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200055 | Client Service Manager | | 11 | 17 | | 1.0 |

| POSITION # | POSITION TITLE | NOTE | GROUP | GRADE | CREATE | ELIMINATE |
|---|---|---|---|---|---|---|
| 17200056 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200057 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200058 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200060 | Client Service Manager | | 11 | 17 | | 1.0 |
| 17200069 | Client Service Manager | | 11 | 17 | | 1.0 |
| 19110021 | Mental Health Caseworker | | 11 | 19 | | 1.0 |
| 19700001 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700002 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700003 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700004 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700005 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700006 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700007 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700008 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700009 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700010 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700011 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 19700012 | CAC Client Service Manager | | 11 | 19 | | 1.0 |
| 21100074 | Mental Health Professional | | 11 | 21 | | 1.0 |
| 21100078 | Mental Health Professional | | 11 | 21 | | 1.0 |
| 21100083 | Mental Health Professional | | 11 | 21 | | 1.0 |
| 21100098 | Mental Health Professional | | 11 | 21 | | 1.0 |
| 15790001 | Consumer Benefit Specialist | | 12 | 15 | 1.0 | |
| 17200080 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200081 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200082 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200083 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200084 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200085 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200086 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200087 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200088 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200089 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200090 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17200091 | Client Service Manager I/II | | 11 | 17/19 | 1.0 | |
| 17450002 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450003 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450004 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450005 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450006 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450007 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450008 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450009 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450010 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450011 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450012 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450013 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450014 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450015 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450016 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450017 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450018 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450019 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |

| POSITION # | POSITION TITLE | NOTE | GROUP | GRADE | CREATE | ELIMINATE |
|---|---|---|---|---|---|---|
| 17450020 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 17450021 | Supports Coordinator I/II/III | | 11 | 17/19/21 | 1.0 | |
| 25270033 | Service Coordinator | a | 11 | 25 | | 1.0 |
| 34320005 | Staff Psychiatrist | a | 32 | 34A | | 1.0 |
| 34320006 | Staff Psychiatrist | a | 32 | 34A | | 1.0 |
| 80030001 | PORT Svcs Supervisor | a | 10 | 80 | | 1.0 |
| 33500004 | CSTS Program Administrator | a | 32 | 33 | 1.0 | |
| 34490001 | Psychiatric Svcs Administrator | a | 32 | 34D | 1.0 | |
| 34490002 | Psychiatric Svcs Administrator | a | 32 | 34D | 1.0 | |
| 77400027 | Health Svcs Supervisor | a | 10 | 77 | 1.0 | |
| 17200002 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200008 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200009 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200010 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200012 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200013 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200014 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200015 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200016 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200017 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200024 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200026 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200029 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200033 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200034 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200037 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200038 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200039 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200041 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200047 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200049 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200052 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200053 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200063 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200065 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200066 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200067 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200071 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200075 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200076 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200077 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200078 | Client Service Manager I/II | b | 11 | 17/19 | | |
| 17200079 | Client Service Manager I/II | b | 11 | 17/19 | | |

| POSITION # | POSITION TITLE | NOTE | GROUP | GRADE | Remove H/V | Place on H/V |
|---|---|---|---|---|---|---|
| 17200007 | Client Service Manager I/II | c | 11 | 17/19 | | 1.0 |
| 17200081 | Client Service Manager I/II | c | 11 | 17/19 | | 1.0 |
| 20600001 | Registered Dietician I/II | c | 11 | 20/22 | | 0.5 |
| 21100099 | Mental Health Professional | c | 11 | 21 | | 1.0 |
| 15800004 | Mental Health Worker | d | 11 | 15 | 0.25 | |

a-Reclassification of current occupant
b-Adding Level II
c-Place on Hold/Vacant
d-Remove Hold/Vacant

BE IT FURTHER RESOLVED that the Board of Commissioners hereby adopts the job description as attached hereto and made a part hereof

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | | X | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **9 1 1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0163**

Community Support and Treatment Services
Fund 2930
October 1, 2007 to September 30, 2008

| | | Current | Revised | Variance |
|---|---|---|---|---|
| Revenue: | | | | |
| 50000 | Federal Revenue | $0 | $339,585 | $339,585 |
| 54000 | State Revenue | $0 | $551,631 | $551,631 |
| 58000 | Local Revenue | $0 | $1,119,500 | $1,119,500 |
| 60000 | Fees & Services | $0 | $19,800,126 | $19,800,126 |
| 67000 | Other Revenue & Reimbursement | $0 | $619,747 | $619,747 |
| 69000 | In-Kind Contributions | $0 | $34,924 | $34,924 |
| 69500 | Transfers In | $0 | $2,480,930 | $2,480,930 |
| | Total Revenue | $0 | $24,946,443 | $24,946,443 |
| Expenditures | | | | |
| 70050 | Personal Services | $0 | $20,544,893 | $20,544,893 |
| 72600 | Supplies | $0 | $379,393 | $379,393 |
| 80000 | Other Services & Charges | $0 | $1,969,041 | $1,969,041 |
| 93500 | In Kind Charges | $0 | $34,924 | $34,924 |
| 94000 | Internal Service Charge | $0 | $1,993,960 | $1,993,960 |
| 95000 | Capital Outlay | $0 | $24,232 | $24,232 |
| | Total Expenditures | $0 | $24,946,443 | $24,946,443 |

# Washtenaw County

**JOB DESCRIPTION**

**Job Code: 3449**
**Authorization: 07-**
**Employee Group: 32**

**CLASS TITLE: PSYCHIATRIC SERVICES ADMINISTRATOR**
**DEPARTMENT: Community Mental Health**
**FLSA STATUS: Exempt**

**JOB SUMMARY:**

The Psychiatric Services Administrator, under the direction of the CSTS Medical Director, has authority over and responsibility for the medical/psychiatric services of the Washtenaw County Community Support and Treatment Services (CSTS) assigned to him or her by the CSTS Medical Director. In addition to the provision of direct psychiatric services, the Psychiatric Services Administrator is assigned administrative duties complementary to the duties performed by the CSTS Medical Director. Specifically, these responsibilities include:

**EXAMPLES OF DUTIES**

**Essential Duties:**

- Assumes administrative duties which will include oversight of clinical services, staff development and supervision, programmatic development, etc., as assigned by the Medical Director.

- Provides direct psychiatric services to patients assigned to him or her, including comprehensive evaluation, diagnosis, treatment planning, and treatment.

- Completes psychiatric assessment, consultation and/or participates in service planning for individual clients.

- Monitors on an on-going basis client progress and mental status as indicated in the treatment plan; monitors prescribed medications as determined by clinical need; assesses abnormal involuntary movements; consults with treatment team to inform and educate in salient aspects of client health, relationship between psychological and physical health issues, and appropriate use of psychotropic medications, their side effects, toxicity, etc.; community caregiver consultations.

- Participates in the multidisciplinary team via team meetings, formal or informal consultation, and conjoint meetings with the client, etc., to ensure that clients receive coordinated, comprehensive care.

- Plans, organizes, assigns, directs, reviews and evaluates the work of professional and support staff. Selects personnel and provides for their training and professional development.

- Oversees the intake, assessment and delivery of direct and indirect services to clients. Ensures quality control and program monitoring and evaluation activities. Ensures that such activities are accomplished effectively and in compliance with legislative and regulatory guidelines and professional standards.

- Directs the conduct of and conducts studies, analyzes information, evaluates alternatives and makes recommendations. Prepares narrative and statistical reports of findings. Monitors legislation and professional developments for possible programmatic changes. Develops, revises and implements policies and procedures to effect such changes.

## EMPLOYMENT QUALIFICATIONS

## KNOWLEDGE, SKILLS and ABILITIES

- Ability to conduct a comprehensive psychiatric evaluation, including the mental status examination.
- Considerable diagnostic ability.
- Ability to evaluate, engage and mobilize client, family and support system strengths and resources.
- Ease in working with high-risk consumers or situations.
- Ability to maintain effective relations with clients, community, peers, and supervisors.
- Ability to work in a cooperative and collaborative manner as a team member and team leader.
- Communication skills, including the ability to communicate effectively orally and in writing with all levels of the organization and with community providers.
- Ability to prioritize work effectively. .
- Adherence to recognized ethical standards and applicable regulations.
- Familiarity with the Michigan Health Code, including Recipient Rights and Confidentiality provisions.
- Knowledge of community health care resources
- Knowledge of DSM IV criteria.
- Current knowledge of psychopharmacology.
- Principles and practices of community service program development and service delivery to varied populations.
- Administrative principles and practices, including goal setting, program and budget development and administration.
- Funding sources and community resources for support of programs and activities.
- Functions and practices of policy-making boards and commissions

- Applicable laws, regulations, policies and procedures.
- Research, data analysis and report preparation techniques.
- Computer applications related to the work.
- Basic public information and presentation techniques.
- Planning, organizing and directing a variety of programs and activities.
- Planning and directing the work of others and training others in work procedures.
- Interpreting, applying and explaining complex laws, 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.
- Representing the County effectively in meetings with governmental agencies, local community and the public.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

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.

**EDUCATION**
Possession of a medical degree and Board Certified or Board eligible in General Psychiatry.

**EXPERIENCE**
Experience in treatment of persons with severe and persistent mental illness.

**LICENSES AND CERTIFICATIONS**
Must possess and maintain a full medical license and controlled substance license in the State of Michigan, as well as a federal DEA Controlled Substance Certificate.

**OTHER REQUIREMENTS**: Must be credentialed by the Professional Staff Organization of Washtenaw County Community Mental Health.

**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.

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.

A RESOLUTION CREATING 2.5 FTE POSITIONS FOR THE WASHTENAW HEALTH PLAN; AUTHORIZING THE COUNTY ADMINISTRATOR TO APPROVE AMENDMENTS TO THE WASHTENAW HEALTH PLAN LEASE AGREEMENT; ADOPTING A JOB DESCRIPTION

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

WHEREAS, the Washtenaw Health Plan continues to provide access to healthcare to the county's growing uninsured and underinsured population; and

WHEREAS, program enhancement and further infrastructure and capacity development is needed in the area of enrollment and member services to support essential program functions and program growth; and

WHEREAS this matter has been reviewed by the Washtenaw Health Plan Board of Directors, 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 approves the creation of positions as follows:

| Position # | Title | Grade | Group | Create |
|---|---|---|---|---|
| 1410-0035 | Executive Secretary | 14 | 12 | 1.0 |
| 1746-0001 | WHP Member Services Specialist | 17 | 12 | 1.0 |
| 1746-0002 | WHP Member Services Specialist | 17 | 12 | .50 |

BE IT FURTHER RESOLVED that the Board of Commissioners authorizes the County Administrator to approve amendments to the WHP lease agreement for the fiscal year 2007-2008 as needed to incorporate these changes and other personnel changes that occurred during the past year

BE IT FURTHER RESOLVED that the Board of Commissioners adopts the job description as attached hereto and made a part hereof

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10 0 1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0164**

# AMENDMENT TO THE LEASE AGREEMENT

BETWEEN
WASHTENAW HEALTH PLAN (WHP)
AND
WASHTENAW COUNTY

Washtenaw County wishes to amend the contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the Lease Agreement Contract between Washtenaw County and Washtenaw Health Plan Corporation as follows:

Amend ARTICLE II – SERVICES:

"County will provide personnel services for ten positions (as outlined in Appendix A) to WHP and other related services as may be agreed upon in writing by County and WHP. County will cooperate with WHP on other matters related to the employee services. County will maintain Personnel and Human Resource policies and procedures."

New Appendix A, attached.

All other terms and conditions remain the same as in the original contract and prior amendments.

ATTEST:

BY: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

WASHTENAW HEALTH PLAN CORPORATION

By:_____
Robert F. Gillett (DATE)
President

WASHTENAW COUNTY

By: _____
Robert E. Guenzel (DATE)
County Administrator

September 19, 2007

**Appendix A**

## Leased positions

1. Director of WHP, 1.0 FTE, Position Control # 3448-0001
2. Public Health Manager, 1.0 FTE, Position Control # 3163-0002
3. Administrative Coordinator, 1.0 FTE, Position Control #2523-0027
4. Senior Management Analyst, 1.0 FTE, Position Control 3025-0023
5. Senior Management Analyst, .50fte Position Control Number #3025-0020
6. Management Analyst, .50fte, Position Control #2719-0081
7. Management Analyst, 1.0fte, Position Control #2719-0080
8. WHP Member Services Specialist, 1.0 FTE, Position Control #1746-0001
9. WHP Member Services Specialist, 0.5 FTE, Position Control #1746-0002
10. Executive Secretary, 1.0 FTE, Position Control # 1410-0035

September 19, 2007

# Washtenaw County

**JOB DESCRIPTION**

**Job Code: 1746**
**Authorization: 07-**
**Employee Group: 12**

**CLASS TITLE:** **WHP MEMBER SERVICES SPECIALIST**
**DEPARTMENT:** **Washtenaw Health Plan**
**FLSA STATUS:** **Non-Exempt**

## JOB SUMMARY

Under the direction of the WHP Program Manager, and in conjunction with the enrollment team, works to plan and implement enrollment and member services for WHP members, including identifying referrals and assisting with enrollment in other programs and services, and including member education for WHP members. Makes recommendations and assists in policy and procedure implementation; may have programmatic responsibility in a specific area; may direct the work of office support staff; performs related work as assigned.

## EXAMPLES OF DUTIES

**Characteristic Duties and Responsibilities:**

- Works directly with clients to ensure that their enrollment needs are met, and to ensure that clients are enrolled appropriately in any programs that will allow them to maintain and improve health and wellness. Works directly with clients to ensure that their membership needs are met, that they understand the Washtenaw Health Plan, and are able to access services to meet their ongoing needs.
    - Does one-on-one client enrollment
    - Assesses the appropriateness of enrollment as well as other client needs
    - Provides member education to enrolling WHP members
    - Assists office staff with and resolves problems; handles difficult client problems.
    - Provides information to the public or to county staff in person or over the telephone that requires knowledge of Washtenaw Health Plan activities and functions and the application of policies, regulations and procedures.

- Involved with planning and implementation of process and product improvements for member services.
    - Member of enrollment team committee and active participant in decision-making for continuous improvement; assists in evaluation of existing program services and activities.
    - Discusses findings with management staff and assists in implementing changes resulting from studies and analyses.

- Collaborates with enrollment team, member services and case management specialists on updates to the member handbook and other member education materials and sessions.
- Represents the WHP in contacts with other human service agencies, local officials and others to mobilize resources for clients and maintain positive community relations. participates on county committees and in professional development activities.
- Trains staff in work procedures, participates in selection and work evaluation processes, as necessary.
- May have programmatic responsibility in a specified service delivery or internal support area as assigned.
- Performs other related work 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:**

- Policies, procedures, rules and regulations related to the WHP and other public health coverage programs.
- Office administrative practices and procedures, including filing, data processing, computer operations and standard software applications, and standard office equipment.
- Proper English usage, including spelling, grammar and punctuation.

**Skill in:**

- Performing a variety of professional level analytical and operations support work without close supervision.
- Interpreting, applying and explaining complex laws, policies and regulations.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.
- Using sound, independent judgment within established policy and procedural guidelines.
- Preparing and maintaining clear, concise, and effective written materials, and maintaining accurate records and files.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Training others in work processes and procedures.
- Applying and explaining complex policies and procedures.
- Setting priorities, coordinating multiple projects and meeting critical deadlines.

**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.

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

**EDUCATION:**
A minimum of 2 years of college education in a field related to social work, public health, psychology, finance, and or an Associates Degree preferred.

**EXPERIENCE:**
Three years of member/customer service work is desired. Experience with non-profit and/or health agencies is desirable. Demonstrated ability to work independently, without close supervision is necessary.

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.

COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734)222-6850
FAX (734)222-6715

TO: Barbara Levin Bergman, Chair
Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Ellen J. Clement
Health Officer

DATE: September 19, 2007

SUBJECT: 2007-2008 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement, Interagency Agreement, 2007-08 Budget and Position Modifications

**BOARD ACTION REQUESTED:**

The Department of Public Health requests that the Washtenaw County Board of Commissioners ratify the signature of the County Administrator on the 2007-2008 Comprehensive Planning, Budgeting and Contracting (CPBC) agreement; authorize the signature of the County Administrator on the 2007-08 Interagency Agreement between Public Health and Planning & Environment; approve the 2007-2008 Public Health Budget; authorize the Administrator to adjust the 2007-08 Public Health budget once final state allocations, program requirements, and the final impact of labor negotiations are known; authorize the County Administrator to sign delegate contracts; and approve position modifications.

**BACKGROUND:**

Since 1987, the Michigan Department of Public/Community Health (MDCH) has funded local public health programs through the Comprehensive Planning, Budgeting and Contracting (CPBC) agreement which include Local Public Health Operations (LPHO) funding for General Communicable Disease Control, Hearing Screening, Immunizations, Sexually Transmitted Diseases, Vision Screening, and Food Service Sanitation. Various other state and federal categorical grants are also allocated to local health departments through MDCH as part of the CPBC. These include AIDS/HIV Prevention, Children's Special Health Care Services (CSHCS), Emergency Preparedness Planning and Coordination, Immunizations, Sexually Transmitted Disease (STD), Local Tobacco Reduction Coalition, Tuberculosis Control (TB) and Women Infants and Children (WIC).

The State CPBC requires submission of a signed agreement no later than September 10, 2007, and submission of other required CPBC materials including all budget materials and program plans no later than November 1, 2007. The board resolution authorizing this signed agreement also establishes a Public Health operating budget for the new fiscal year (October 1 through September 30) and any related position modifications needed. Typically the Public Health department receives funding levels from the state based on an approved state budget prior to this action but this year the state budget approval has been delayed.

**DISCUSSION:**

Fiscal year 2007-2008 funding and program requirements at the State level that are known have been incorporated into this proposed budget. Subsequent changes based on final state allocations, program requirements and the final impact of labor negotiations may result in adjustments to this proposed plan and budget for the delivery of local public health services. Those adjustments will be made based on County policy and procedures.

The total operating budget for Public Health for the time period October 1, 2007 through September 30, 2008 is $9,433,830. This budget represents an increase of $611,555 versus the 2006-07 fiscal year as amended.

Major CPBC funding changes reflected in this budget and the local community impact are as follows:

- **Emergency Preparedness funding has been reduced by $74,299.**

  Community Impact: The program budget is established based on federal funding levels incorporated into our state agreement. Meeting federal program requirements already requires significant local in-kind resources and federal funding is projected to continue to decline in future years. Pandemic Flu funding included in this category is tied to very specific deliverables above and beyond basic preparedness and this is expected to be the final year for that funding.

- **Infant Mortality Coalition funding is decreasing by $23,270 to $106,730 from $130,000 for FY 2007-08.**

  Community Impact: Public Health has convened a local coalition and funded activities including a Safe Sleep Campaign and Fetal Infant Mortality review. This state program is becoming increasingly prescriptive in what coalition activities are allowable and has been at some risk in the last two state budget processes. With our persistent elevated rates for African American infant mortality and low birth weights there is a continued need to work on community system change and strategies to eliminate the problem.

- **WIC increased participation during the 2006-07 fiscal year has resulted in an increase in that program allocation by $38,721 over the original FY 2006-07 funding level**

  Community Impact: The WIC program serves over 4,760 women and infants every month with nutritional supplements and education. Services are primarily delivered by the Public Health Department but two subcontracted providers, North Campus Nursing Center and the Corner Health Center, provide access to targeted populations. This funding from WIC and Medicaid outreach will allow nutrition education to be enhanced and provide for ensuring that children in WIC families are enrolled in health insurance programs and that they receive immunizations as needed.

- **Washtenaw Health Plan *(*WHP*)* Personnel Lease agreement budget increased by $315,536 and is offset by an equivalent amount of revenue from WHP. WHP staffing levels are being increased again starting in the 2007-08 fiscal year to facilitate WHP program changes.**

  Community Impact: Enrollment increases in the WHP reflect recent increases in the number of uninsured people in our county related to the general labor and economic

circumstances. Staff expansions are needed to carry out functions formerly included in the WCHO contract.

- **Expanding Medicaid due to continuing productivity increases in programs and services and Medicaid eligible outreach activities is reflected in budgeted revenue increased by $56,548 for FY 2007-08.**

  Community Impact: The Washtenaw County Public Health Department is a Medicaid provider for immunizations, limited family planning services for low income women seen in our adult health clinic and the Maternal and Infant Health Program. Local expenditures for Medicaid outreach services are also eligible for federal matching reimbursement. We have seen a continued opportunity to expand our service delivery in these areas based on available funding and community health needs.

**IMPACT ON HUMAN RESOURCES:**

Position modifications included in this resolution include the creation of a 1.0 FTE Social Worker- Health for Medicaid Outreach services. This position will provide 100% Medicaid outreach qualified services and will be funded in part by 50% matching Medicaid funds. The Washtenaw Health Plan is also bringing forth a separate resolution which will include the creation of 2.50 FTEs for their program and per past practice and the agreement will be listed as Public Health positions.

**IMPACT ON BUDGET:**

The Public Health budget for fiscal year 2007-08 beginning October 1, 2007 is $9,433,830. This budget reflects the various factors discussed above as well as rising labor costs, level funding from the State of Michigan for most programs, and less attrition due to the general economic conditions resulting in more senior staff.

Total expenditures and revenues in 2007-08 reflect a net increase of $611,555 over the current budget for the 2006-07 fiscal year. This change reflects an increase in General Fund support of $337,401. Of this, $137,183 is due to the county commitment to support the annual salary adjustments and $33,439 for fringe rate increases. The remaining $166,779 of the increase in general fund appropriation will be directed to the Medical Examiner program ($150,000 for critical Medical Examiner infrastructure program needs at the University of Michigan facilities where autopsies will be performed and $16,779 for an annual 3% COL increase). This budget also reflects a net decrease of $58,848 in the State CPBC funding agreement for Public Health programs, these budget factors are detailed in the discussion section above.

The level of general fund appropriation in the 2007-08 Public Health budget does not include anticipated savings from labor negotiations. However, projected savings in salary, medical and pension costs through negotiated labor contracts are assumed in and were used to balance the recommended 2008-09 budget for the County. Public Health will work with Support Services–Budget to align the level of general fund appropriation in its 2007-08 budget with the County's 2008-09 budget once the final outcome of labor negotiations is known.

**IMPACT ON INDIRECT COSTS:**

The Cost Allocation Plan will remain frozen at $855,471.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**

This budget reflects an expected renewal of the interagency agreement between Washtenaw Community Health Organization and Public Health for the continuation of substance abuse and

mental health prevention services. Also included is the renewal of the Interagency Agreement between Environmental Health and Public Health for submission to the Michigan Department of Community (MDCH) Health for the requirement that MDCH approve of the local plan of organization for delivery of public health services including the continuation of the organizational separation between the two departments.

The new Social Worker-Health position will work in collaboration with Department of Human Services and other agencies involved in the Success by Six initiative.

**CONFORMITY TO COUNTY POLICIES:**

This request is in conformance with County policies.

**ATTACHMENTS/APPENDICES:**

2007-2008 CPBC Contract Agreement
Public Health/Environmental Health Interagency Agreement

**WASHTENAW COUNTY**

INTERAGENCY AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC HEALTH AND THE DEPARTMENT OF PLANNING & ENVIRONMENT
A Reallocation Agreement for Public Health Services between Agencies of County Government

For Fiscal Year October 1, 2007 through September 30, 2008
(Original Interagency Agreement dated February 2, 1993)

Background and Purpose

The County wishes to continue the organizational separation of Environmental Health from the Public Health Department. Environmental Health Programs, directed by an Environmental Health Director, are within two Divisions that report directly to the Director of the Department of Planning and Environment. The Public Health Department, headed by the Public Health Officer, is a separate Department reporting directly to County Administration.

In order to implement the directives of the Board of Commissioners and in order to comply with the Michigan Public Health Code, this Interagency Agreement/Reallocation Agreement is hereby adopted. This Agreement provides the framework within which the Environmental Health activities of Washtenaw County will be conducted as required by the Public Health Code under the direction of the Health Officer. It shall be renewed annually as required by the Department of Community Health and made part of the annual plan and budget submissions to the Department of Community Health as required by the Public Health Code under the direction of the Health Officer.

I. POLICY DEVELOPMENT AND APPROVAL

a. The Board of Commissioners of Washtenaw County has authority over all public health policies that are implemented within the County and, under the Public Health Code, retains unto itself the role of Board of Health.

b. The Board of Commissioners of Washtenaw County has appointed the Public Health Officer to implement county and state public health rules and regulations and to propose new rules and regulations to protect and promote the health of county residents.

c. The Board of Commissioners has created two Divisions within the Department of Planning and Environment which carry out Environmental Health programs.

d. All Environmental Health policies, rules, regulations and enforcement actions that are proposed by the Department of Planning and Environment require the review and approval of the Public Health Officer, when and as provided by the Public Health Code, before action by the Board of Commissioners or direct implementation by the Department of Planning and Environment. The written approval or order of the Public Health Officer shall be required on all documents if and as specified in the Public Health Code.

e. The Public Health Officer shall seek the review and comments of the Public Health Advisory Committee/Environmental Appeals Board for all changes in programs and activities that impact the health of the public, including Environmental Health programs and issues such as, but not limited to, investigation of food borne illnesses, epidemics, disasters, lead poisoning, vector-borne illness, and underground water contamination.

II. ORGANIZATION STRUCTURE AND STAFFING

a. ORGANIZATION STRUCTURE
   i. The organization structure for Public Health in Washtenaw County shall reflect the wishes of the Board of Commissioners.
   ii. The Public Health Officer shall review and approve the initial organizational structure of Environmental Health and any changes thereto prior to any actions by the Board of Commissioners.
   iii. The Public Health Officer must approve organizational changes in Environmental Health that impact program delivery.

b. STAFFING

i. To assure compliance and accountability an Environmental Health Director shall be designated and retain accountability for all Environmental Public Health Programs.
ii. The Health Officer must participate in the selection of the senior staff member who manages Environmental Health programs, and must approve the final selection, following criteria specified by the Michigan Department of Public Health, prior to action by the Director of Planning and the Environment and the Board of Commissioners.
iii. The Health Officer shall review and approve any changes to approved positions that affect Environmental Health programs.

III. ENFORCEMENT – REGULATIONS – APPEALS BOARDS

a. The Health Officer and the Environmental Health Director will consult prior to and the Health Officer must approve any enforcement actions by Environmental Health programs under the State Public Health Code (e.g., need for immediate closure of licensed food service establishment, or where imminent danger to health or lives of individuals exists [s.2451], where appearance tickets are necessary [s.2463], or injunctive actions are to be initiated [s.2465]).

b. The Public Health Officer and the Environmental Health Director will jointly review and the Health Officer must approve any proposed public health regulations prior to submission to the Board of Commissioners for adoption.

c. Appeals and variances will be heard by the Public Health Advisory Committee / Environmental Appeals Board for issues relating to sewage disposal systems, water wells, and facilities regulated by the Washtenaw County Pollution Prevention Regulation. The Food Service Hearing Board will hear appeals on actions regarding food service licenses, and variances shall be issued by the Health Officer.

IV. PROGRAMS

a. The Director of Environmental Health will have the overall responsibility for assuring that all Environmental Health programs are carried out in conformity with Public Health Code and rules as promulgated by the Department of Community Health, Department of Agriculture, Department of Environmental Quality, and other relevant State Departments, and shall be under constant review by the Public Health Officer.

b. Changes in Environmental Health programs that are conducted under the authority of the Public Health Code must be approved by the Public Health Officer.

c. The Health Officer will actively involve the Director of Environmental Health in Public Health decisions, particularly those that may impact on Environmental Health programs.

d. Environmental Health programs, as directed by the Health Officer, shall work with the Public Health Medical Director and other designated Public Health staff to respond to foodborne illness outbreaks, communicable disease occurrences and other public health situations as required.

e. Environmental Health programs will actively participate in Public Health Department community health assessment and improvement activities

f. Environmental Health programs will work in accordance with the County Emergency Operations Plan and the Public Health Emergency Plan under the direction of the Public Health Officer as needed in response to an emergency situation that impacts this County.

V. FINANCE AND BUDGET

a. All fiscal policies within Environmental Health programs will be carried out in conformity with the agreement between the Michigan Department of Community Health and Washtenaw County Public Health for the Delivery of Specially Designated Health Services known as the Comprehensive Plan and Budget Contract (CPBC).

b. Environmental Health expenditures and revenues are to be accounted for in the State Health Fund (221) under the Department of Treasury's Uniform Chart of Accounts for local government. This budget and this attendant reallocation agreement shall be submitted by the Health Officer with the CPBC Agreement as an attachment to it.

c. The preparation of the CPBC Agreement will be done under the direction of the Health Officer in cooperation with the Director of Environmental Health and will include the budget and program outputs including, but not limited to Local Public Health Operations (formerly known as Cost Sharing).

d. The preparation of the annual County budget is to be done in accordance with the allocations projected from the agreement in V (a) by the Health Officer in consultation with the Director of Environmental Health.

e. Any changes during the state Agreement year at either the state or local level that require budget revisions to the state Agreement will be carried out under the direction of the Health Officer. Notification of significant changes in revenues or expenditures at either the local or state level shall be a mutual responsibility and occur at the earliest possible time to facilitate the joint development of strategies. Any fiscal changes that may impact services require the concurrence of County Administration and the County Board of Commissioners.

f. Related financial records including staff time allocations, year end accruals, and audit work papers will be prepared by the Director of Environmental Health or his/her designated fiscal staff in consultation with and subject to, the approval of the Health Officer and County Internal Auditor.

g. Environmental Health will handle its own local financial requirements, except as contained in the points above.

APPROVED AS TO CONTENT:

_____

Ellen J. Clement, M.S.W, MPH (Date)
Health Officer
Public Health Department

APPROVED AS TO CONTENT:

_____

Richard M. Fleece, R.S. (Date)
Director
Environmental Health

APPROVED AS TO FORM:

_____

Curtis N. Hedger (Date)
Office of Corporation Counsel

APPROVED AS TO CONTENT:

_____

Anthony VanDerworp (Date)
Director
Department of Planning & Environment

WASHTENAW COUNTY

BY:_____
Robert E. Guenzel, Administrator (Date)

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

BY:_____
Janet Olszewski, Director (Date)

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE PUBLIC HEALTH DEPARTMENT COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING (CPBC) AGREEMENT FOR THE PERIOD OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008; AUTHORIZING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE 2007-08 INTERAGENCY AGREEMENT BETWEEN PUBLIC HEALTH AND PLANNING & ENVIRONMENT; APPROVING THE PUBLIC HEALTH DEPARTMENT'S 2007-2008 BUDGET; AUTHORIZING THE ADMINISTRATOR TO ADJUST THE 2007-08 PUBLIC HEALTH BUDGET ONCE FINAL STATE ALLOCATIONS, PROGRAM REQUIREMENTS, AND THE FINAL IMPACT OF LABOR NEGOTIATIONS ARE KNOWN; AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE CONTRACTS; AND APPROVING POSITION MODIFICATIONS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

WHEREAS, since 1987 MDCH has funded local public health programs including Environmental Health through a Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement which includes Local Public Health Operations funds for General Communicable Disease Control; Hearing Screening; Immunizations; Sexually Transmitted Diseases; and Vision Screening; Food Service Sanitation, and various other categorical funds allocated to local health departments; and

WHEREAS, the CPBC requires the local health department to have a signed CPBC agreement prior to the start of the 2007-2008 fiscal year on October 1, 2007; and

WHEREAS, annual changes in funding and program requirements at the state level and for local activities requires that a budget be approved prior to the start of the new fiscal year; and

WHEREAS, subsequent changes based on final state allocations, program requirements and final local budgets may result in adjustments to this proposed plan and budget for the delivery of local public health services; and

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the Administrator on the Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health for the period October 1, 2007 through September 30, 2008 as on file with the County Clerk

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the signature of the Administrator on the 2007-2008 Interagency Agreement between Public Health and Planning & Environment, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners takes the following actions contingent upon receipt of funding in conformity with the CPBC agreement:

1. Authorizing the budget, as attached hereto and made a part hereof
2. Authorizing the Administrator to adjust the 2007-08 Public Health budget once final state allocations, program requirements, and the final impact of labor negotiations are known
3. Authorizing the Administrator to sign delegate contracts upon review by Corporation Counsel, to be filed with the County Clerk
4. Authorizing the creation of a position effective October 1, 2007 as follows:

| Position # | Title | Grade | Group | Create |
|---|---|---|---|---|
| 2136-0004 | Social Worker - Health | 21 | 11 | 1.0 |

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10 0 1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0165**

Public Health
Fund 2960
October 1, 2007- September 30, 2008

| | | | Current | Revised | Variance |
|---|---|---|---|---|---|
| Revenue: | | | | | |
| | 50000 | Federal Revenue | $0 | $8,000 | $8,000 |
| | 54000 | State Revenue | $0 | $2,133,971 | $2,133,971 |
| | 58000 | Local Revenue | $0 | $2,305,696 | $2,305,696 |
| | 60000 | Fees & Services | $0 | $1,312,586 | $1,312,586 |
| | 67000 | Other Revenue & Reimbursement | $0 | $71,000 | $71,000 |
| | 69000 | In-Kind Contributions | $0 | $950,000 | $950,000 |
| | 69500 | Transfers In | $0 | $2,652,577 | $2,652,577 |
| | | Total Revenue | $0 | $9,433,830 | $9,433,830 |
| Expenditures: | | | | | |
| | 70050 | Personal Services | $0 | $6,146,466 | $6,146,466 |
| | 72600 | Supplies | $0 | $225,720 | $225,720 |
| | 80000 | Other Services & Charges | $0 | $1,249,518 | $1,249,518 |
| | 93500 | In Kind Charges | $0 | $950,000 | $950,000 |
| | 94000 | Internal Service Charge | $0 | $855,471 | $855,471 |
| | 95000 | Capital Outlay | $0 | $6,655 | $6,655 |
| | 98000 | Reserves | $0 | $0 | $0 |
| | | Total Expenditures | $0 | $9,433,830 | $9,433,830 |

A RESOLUTION AUTHORIZING THE IMPLEMENTATION OF “OTHER ELIGIBLE ADULT” BENEFITS, AS WELL AS RECOMMENDED PROCEDURES AND SUMMARY OF BENEFITS

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

WHEREAS, on November 30, 2000, the Board of Commissioners authorized Washtenaw County to offer domestic partner benefits to its employees; and

WHEREAS, on November 2, 2004, Michigan voters approved the Marriage Amendment to the Michigan Constitution which states, “To secure and preserve the benefits of marriage for our society and for future generations of children, the union of one man and one woman in marriage shall be the only agreement recognized as a marriage or similar union for any purpose;” and

WHEREAS, National Pride at Work filed a lawsuit seeking a declaratory judgment on whether governmental entities could still provide domestic partner benefits after the passage of the Marriage Amendment to the Constitution; and

WHEREAS, in February 2007, the Court of Appeals held that it was improper under the Marriage Amendment to the Constitution for a governmental entity to use criteria that “recognized” domestic partnerships when determining who was eligible for governmental benefits; and

WHEREAS, the Court of Appeals also indicated that governmental entities could offer benefits to unmarried individuals, so long as the criteria used to determine eligibility for those benefits does not “recognize” a domestic partnership as being equal to a marriage; and

WHEREAS, following the Court of Appeals decision, a number of governmental entities, including the University of Michigan, Michigan State University, City of Ann Arbor, Ann Arbor Public Schools, Kalamazoo County and Washtenaw County began to review and revise their policies on granting benefits to unmarried individuals to insure that they would not violate the Marriage Amendment to the Constitution; and

WHEREAS, the County’s Human Resources Department and Corporation Counsel have worked closely with these governmental entities and after having reviewed their proposed policies, have developed a proposed Policy and Procedure to offer benefits to those individuals who qualify as “Other Eligible Adults;” and

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

NOW THEREFORE IT BE RESOLVED that the Washtenaw County Board of Commissioners hereby authorizes the implementation of an Other Eligible Adult benefits and recommended procedures and summary of benefits provided, as attached hereto and made a part hereof

BE IT FURTHER RESOLVED that the described Other Eligible Adult benefits shall be extended to Non-Union employees and that the Washtenaw County Board of Commissioners hereby authorizes the County Administrator to negotiate said benefits with the various union groups

BE IT FURTHER RESOLVED that the Washtenaw County Board of Commissioners directs the Human Resources Department to make the necessary changes and/or modifications to the existing employee benefits policies as referenced in Volume II so that the extension of Other Eligible Adult benefits is included and not conflicting with the exiting policy language

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10** **0** **1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0166**

**OTHER ELIGIBLE ADULT**
**Procedure for Coverage**

**Definition of Other Eligible Adult**
For the purposes of this program, the definition and use of the term Other Eligible Adult shall only include the following:

- Employee or Other Eligible Adult share a common residence and have done so for at least twelve (12) months with the intent to do so indefinitely; and
- Other Eligible Adult is not eligible to inherit from the employee under the laws of intestate succession in the State of Michigan; and
- Neither Employee nor Other Eligible Adult is married; and
- Other Eligible Adult is not related by blood to a degree of closeness that would prevent legal marriage in Michigan; and
- At least two of the following are true:
  - Employee or Other Eligible Adult have a common or joint ownership or lease of residence (home, condominium, apartment or mobile home); or
  - Joint ownership or lease of a motor vehicle; or
  - Employee or Other Eligible Adult have a joint checking account or savings account; or
  - Employee or Other Eligible Adult has a joint credit account.
- At least one of the following is true:
  - Employee or Other Eligible Adult have durable power of attorney for health care for the other; or
  - Employee or Other Eligible Adult has durable power of attorney for financial management for the other.
- The Other Eligible Adult has been designated as the primary beneficiary for at least one of the following:
  - A life insurance contract held by the Employee; or
  - The Employee's will or living trust; or
  - A retirement contract (including IRS, 401(k), 403(b), or pension plan held by the Employee.

Eligibility to continue coverage for an Other Eligible Adult will cease at the end of the month if the above criteria are no longer met. Employees must notify Human Resources immediately of any change in eligibility status.

**Benefits Offered**
It is the intent of this program to provide insurance coverage to Other Eligible Adults of County employees identical to those provided to spouses of County employees, wherever possible.

- Healthcare plans offered through the Flexible Benefits Program,
- Dental care through Delta Dental, or equivalent
- Optical care through Blue Cross / Blue Shield at the employees expense, or equivalent

**Eligibility**
To be eligible, the employee must be a regular County employee, either part-time or full-time. The Employee and Other Eligible Adult must provide an executed ***Application / Affidavit for Other Eligible Adult Benefits***. With this application / affidavit, the Employee and his/her Other Eligible Adult swear that the following facts are true:

- They share the common necessities of life.
- They are not related by blood in a manner that would bar marriage in the State of Michigan.

- Neither one of them is married.
- They are at least 18 years of age and otherwise competent to enter into a contract.
- They share a common legal residence.

In addition, the Employee and Other Eligible Adult will be required to present evidence to prove mutual economic dependence, such as a joint lease, mortgage, or power of attorney. They will also be required to show evidence of common legal residence by presenting driver's licenses, voter registrations or other identification.

**Fraud**
The sworn ***Application / Affidavit for Other Eligible Adult Benefits*** provides acknowledgement by the participants that civil action may be brought against them for any losses or costs due to false statements or failure to notify Washtenaw County in the event of termination of the relationship. The application / affidavit contains a statement certifying that the facts represented are true and correct and that willful falsification of information could lead to disciplinary action up to and including discharge from employment.

**Tax Information**
The IRS has ruled that Other Eligible Adults can not be considered spouses for tax purposes. Employers are required to report and withhold taxes on the fair market value of the Other Eligible Adult coverage. This amount is usually the amount the employer contributes to the health plan to cover the Other Eligible Adult.

Therefore, health insurance and life insurance benefits provided to an Other Eligible Adult and his/her children will, under federal tax law, generally require taxation of the Washtenaw County contribution attributable to the Other Eligible Adult and his/her children. This tax will be deducted from the employee's paycheck.

However, if the employee's Other Eligible Adult meets the IRS definition of a *"dependent"* under the IRS, such benefits may be considered non-taxable. Internal Revenue Code (IRC) Section 152 defines a dependent as someone who resides in the employee's household and who receives at least half of their support from the employee.

Employees should consult a tax advisor before requesting this exemption to determine whether his/her Other Eligible Adult qualifies as a dependent.

***Obtaining Coverage***
**Annual Open Enrollment Period**: Each Fall, the Human Resources Department holds the annual Open Enrollment Period during which employees can change benefits, including adding or deleting persons covered under their benefits. Any additions made during Open Enrollment are effective January 1 of the following calendar year.

**New Hire**: For a newly hired employee at Washtenaw County, benefits are effective the 1st of the month following regular new hire status. If an employee desires coverage for his/her Other Eligible Adult, they will need to list him or her on the application completed at the time of New Hire Orientation with the Human Resources Department. Both the employee and his/her Other Eligible Adult will have the same effective date of coverage.

**Other Qualifying Events**: If an employee's Other Eligible Adult involuntarily loses his/her group health benefits, he/she may be enrolled in the employee's Washtenaw County coverage. A letter from the Other Eligible Adult's employer is required indicating the date and reason for termination of coverage. This addition must be done within thirty (30) days of the date of the Other Eligible Adult's loss of coverage. If

notification is provided within 30-days of the qualifying event, coverage shall be effective the date of the qualifying event. If not completed within the first thirty (30) days, the Other Eligible Adult must wait to be added during the annual Open Enrollment Period.

**Summary of Benefits Provided**

Washtenaw County provides County employees with health care, dental care and life insurance benefits under the terms and conditions of fifteen (15) collective bargaining agreements, as well as by way of County Policy. In addition, optical and long-term disability insurance are provided for employees in the Flexible Benefit Program. These benefits are also provided to employees in accordance with applicable State and Federal laws and regulations.

The County provides these benefits to the covered employee groups in a complex program of insurance and self-insurance. This program is designed to make the best use of insurance market conditions with the ultimate goal of self insuring predictable losses and protecting against catastrophic losses.

***Health Care***

Employees may enroll in one of the following programs:

- Preferred Provider Organization (PPO)
- Traditional Blue Cross / Blue Shield, in which there are currently two program options
- Waiver program

The Blue Cross / Blue Shield program are the basic foundation of the health care programs available to the County's employee groups. All Blue Cross / Blue Shield contracts are Self-Insurance Retention (SIR) programs, from the first dollar of incurred costs to $75,000 of loss. Once a specific claim reaches the $75,000 attachment point in a policy year, the remainder of the loss during the policy year (January 1 to December 31) will be paid by the insurance carrier.

The County also purchases aggregate stop loss coverage insuring the County's SIR program from an aggregate catastrophic loss during the policy year. This policy is purchased to protect the County from a series of high frequency, but lower severity, losses which would cause a drain of County resources. Blue Cross / Blue Shield of Michigan provides the specific and aggregate stop loss coverage.

***Blue Cross / Blue Shield Comprehensive Major Medical (CMM250)*** covers benefits up to a lifetime maximum of five (5) million dollars per member. CMM250 generally provides for 80% of covered expenses above the deductive amount of $250 for one person and $500 for two or more people each calendar year. The remaining 20% of expenses are covered by the employee (a co-payment). Co-payments for CMM250 coverage in one calendar year shall not exceed $1,000. This maximum does not apply to co-payments for the treatment of mental disorders, private duty nursing or prescriptions.

***Blue Cross / Blue Shield Basic plus Master Medical (MM50)*** covers Master Medical benefits up to a lifetime maximum of one (1) million dollars per member. MM50 generally provides for 90% of covered expenses above the deductive amount of $50 for one person and $100 for two or more people each calendar year. The remaining 10% of expenses are covered by the employee (a co-payment). Co-payments for Master Medical service coverage in one calendar year shall not exceed $1,000. This maximum does not apply to co-payments for the treatment of mental disorders, private duty nursing or prescriptions.

The ***Blue Cross / Blue Shield Community Blue PPO*** program creates two (2) varying levels of coverage depending on whether the medical provider participates. If a member seeks treatment with a preferred provider, the following co-pays would be applicable: $10 for office visits, $50 for emergency room, 50% for mental health, and $5 for prescriptions. This program also incorporates up to $250 of preventative care benefits as long as the member stays within the network of providers. If a member chooses to seek treatment outside the PPO network, they would typically be subject to a $250/$500

deductible and 20% co-pay, similar to the CMM250 product. Preventative services are not covered outside the PPO network. Employees may add various riders to the basic PPO reducing emergency room co-pays and/or increasing mental health coverage.

***Dental Care***

Washtenaw County's CORE dental plan provides a $750 annual maximum benefit. Another option that is available to Flexible Benefit Program participants offers different co-pays and dollar maximums. Both options emphasize and provide services, which stress the prevention and elimination of dental disease, as well as providing contracts with participating dentists who agree to accept predetermined fees for specific services.

***Optical Care***

The vision care option, which the employee is obligated to pay 100% of premiums and is only available to Flexible Benefit Program participants, provides for vision care tests and supplies when obtained from a participating provider after the County employee has paid the required co-payment.

***Life Insurance / Accidental Death and Dismemberment (AD&D) Insurance***

Washtenaw County's core plan is equal to an employee's annual salary in Life Insurance / AD&D benefits to a maximum $50,000 for Flexible Benefit Program participants.

In addition to this basic coverage, Flexible Benefit Program participants have two (2) supplemental options available including two (2) times the employee's salary with a maximum of $100,000, as well as three (3) times the employee's salary with a maximum of $150,000.

***Health & Dependent Care Spending Accounts (Section 125 Benefits)***

These benefits would not be available as the IRS does not allow or recognize Other Eligible Adults.

COUNTY ADMINISTRATOR
220 NORTH MAIN STREET, P.O. BOX 8645
ANN ARBOR, MICHIGAN 48107-8645
(734) 222-6850
FAX (734) 222-6715

TO: Barbara Levin Bergman
Chair, Ways & Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Anthony VanDerworp, AICP, Director
Department of Planning and Environment

DATE: September 19, 2007

SUBJECT: Creation of Washtenaw and Livingston Line Regional Transportation Authority

**BOARD ACTION REQUESTED:**
It is requested that the Washtenaw County Board of Commissioners adopt the resolution which approves the Articles of Incorporation establishing the Washtenaw and Livingston Line (WALLY) Regional Transportation Authority. The Authority will initially be responsible for the establishment and operation of a commuter rail line between Livingston and Washtenaw Counties.

**BACKGROUND:**
In 2006, a coalition of communities along the northern US 23 corridor began a dialogue calling for analysis and improvements to the transportation network between Livingston and Washtenaw Counties. This effort initially focused on the removal of the US 23 Environmental Assessment from the Michigan Department of Transportation's deferred project list.

This coalition began discussing opportunities related to the railroad corridor that travels from the south through the City of Ann Arbor, Ann Arbor and Northfield Townships and into Livingston County through Hamburg Township, and the Cities of Brighton and Howell. This corridor was also a feature of the City of Ann Arbor's Model for Mobility, which envisioned use of this rail corridor to mitigate congestion along US 23, which would be exacerbated by construction work in the summer of 2007.

With over 9,000 commuters traveling into Washtenaw County from Livingston County and more than 2,000 making the reverse commute each day, the demand for alternative transportation choices extends beyond construction-related congestion. The creation of the WALLY Regional Transportation Authority, pursuant to Public Act 196 of 1986, as amended, provides the legal framework to accept funds, negotiate service contracts, and perform the necessary core functions to implement and operate commuter rail service between the two counties.

The proposed Authority would be comprised of eight members, with four members appointed by each County, including one county commissioner from each jurisdiction.

**DISCUSSION:**
The provision of commuter rail service between Livingston and Washtenaw Counties (a 26 mile initial route) will provide numerous community benefits including mitigated congestion along the US 23 vehicular corridor, reduced vehicle emissions and greenhouse gases, and the provision

of transportation choices for residents of both counties who prefer rail transportation or are unable to utilize vehicular modes.

In addition to meeting the goals of the Washtenaw County Comprehensive Plan, the proposed commuter rail corridor is part of the 2001 Regional Transit Plan adopted by the Southeast Michigan Council of Governments (SEMCOG). The proposed service is also supported by the rail owner, Great Lakes Central Railroad. The company has the capacity to support the service, and has passenger cars and other necessary equipment. Other project partners include the University of Michigan and the Environmental Protection Agency who have pledged to purchase passes on behalf of employees, all leading to a high likelihood of success.

**IMPACT ON HUMAN RESOURCES:**
None.

**IMPACT ON BUDGET:**
Establishment of the Authority will have no impact on budget. Any contribution of funds for the initial operating functions of the Authority once established would be considered under separate action.

**IMPACT ON INDIRECT COSTS:**
Washtenaw County will initially provide office space and general office support to the established Authority to minimize operational expenses.

**IMPACT ON OTHER COUNTY DEPARTMENTS OR OUTSIDE AGENCIES:**
Authority to be co-established by Livingston County.

**CONFORMITY TO COUNTY POLICIES:**
The establishment of the WALLY Authority is consistent with the Washtenaw County Comprehensive Plan.

**ATTACHMENTS:**
- Proposed Resolution (including proposed Articles of Incorporation)
- Frequently Asked Questions on creation of Regional Authority
- Draft Authority By-Laws (provided for information purposes)

A RESOLUTION THAT APPROVES THE ARTICLES OF INCORPORATION ESTABLISHING THE WASHTENAW AND LIVINGSTON LINE REGIONAL TRANSPORTATION AUTHORITY

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

WHEREAS, a coalition of local units throughout Livingston and Washtenaw Counties has formed to explore options to the increasing congestion in the US-23 Corridor and has worked to develop commuter rail service between the counties; and

WHEREAS, Public Act 196 of 1986, as amended, provides for the establishment of regional transportation authorities; and

WHEREAS, the community coalition has designated a subcommittee to establish a regional transportation authority; and

WHEREAS, whereas the creation of a regional transportation authority is the recommended method to implement commuter rail service between Livingston and Washtenaw Counties; and

WHEREAS, the proposed action is consistent with several transportation and intergovernmental cooperation goals in the Washtenaw County Comprehensive Plan; and

WHEREAS, the development of commuter rail service between Livingston and Washtenaw Counties is consistent with the Regional Transit Plan, adopted in 2001 by SEMCOG;

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby approves the Articles of Incorporation (Attachment A to this resolution) establishing the Washtenaw and Livingston Line Regional Transportation Authority.

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10** **0** **1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)** SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0167**

**Attachment A**

# ARTICLES OF INCORPORATION

# OF

# THE WASHTENAW AND LIVINGSTON LINE
# TO BE KNOWN
# AS
# “WALLY”

**2007**

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## ARTICLE I

The name of the Authority created is the “THE WASHTENAW AND LIVINGSTON LINE”, hereinafter referred to as “WALLY”.

## ARTICLE II

The incorporating political subdivisions of WALLY shall be the County of Washtenaw and the County of Livingston. The name and address of each is:

County of Washtenaw
220 N. Main Street
Ann Arbor, MI 48104

County of Livingston
304 E. Grand River Ave.
Suite 201
Howell, MI 48843

## ARTICLE III

WALLY is organized pursuant to 1986 PA 196 (MCL 124.451, et seq.), as amended.

## ARTICLE IV

WALLY is to be financed through grants of money or property from federal or state governments, other revenues from federal or state governments, fees from riders, fees from contract users, financial contributions from federal, state, county, city or township governments, and other means as authorized by statute and as provided by these Articles of Incorporation.

## ARTICLE V

The registered office of WALLY shall be at:
705 North Zeeb Road
Ann Arbor, MI 48103

and the registered agent at that address is The Washtenaw and Livingston Line Board Secretary.

## ARTICLE VI

The purposes for which The Washtenaw and Livingston Line is created are, pursuant to 1986 PA 196, as amended, to plan, promote, finance, acquire, improve, enlarge, extend, own, construct, operate or cause to operated, maintained, improved, enlarged, or modernized, a public mass transportation system within the legal boundaries of the incorporating public bodies.

## ARTICLE VII

WALLY is hereby empowered to do anything authorized or permitted by 1986 PA 196, as amended, and within the powers and/or limitations as provided in the Articles of Incorporation, and to do any other lawful act reasonable and/or necessary, proper, suitable or convenient for the achievement or furtherance of the purposes stated in Article VI.

## ARTICLE VIII

1. WALLY shall be directed and governed by a Board of Directors, hereinafter referred to as the "BOARD".

2. Each of the incorporating public bodies shall each appoint four (4) persons to the BOARD.

3. Members of the BOARD must be at least eighteen (18) years of age and residents of the WALLY service area. The service area shall be determined by the WALLY Board of Directors pursuant to the requirements of 1986 PA 196 as amended being MCL 124.451 et seq.

4. The County of Washtenaw and the County of Livingston shall each appoint four (4) persons to the BOARD. Of the four (4) persons appointed by each county, one (1) shall be a Commissioner of that County Board. The term of the Commissioner appointment from each County Board, shall be for a term that runs concurrent with the time period for which they hold their elected office.

   The term of each non-Commissioner Board Member shall be for a term of three (3) years, except that for the first appointment the term shall be staggered as to length. Thereafter, the length of term is as follows:

   The term of the first appointment for each County shall be one (1) year in length with subsequent terms all three (3) years in length.

   The term of the second appointment for each County shall be two (2) years in length with subsequent terms all three (3) years in length.

   The term of the third appointment for each County shall be three (3) years in length with subsequent terms all three (3) years in length.

   All Board Members shall serve at the pleasure of the Appointing COUNTY and may be removed, before completing their full term, in the same manner by which they were appointed. All Board Members, once appointed, shall continue to serve until reappointed, removed, a replacement is appointed, or they resign. All persons appointed to fill a vacancy created by the death, resignation, or removal of an appointed and serving Board Member shall only serve to fill the original and remaining term of the Board Member they replaced.

5. The BOARD as fully constituted shall hold an initial meeting at a time and place selected and agreed to by the BOARD Members for the purpose of electing officers, adopting by-laws, and

taking any other action the BOARD deems necessary. Thereafter, the BOARD shall hold at least an annual meeting at such place and time as shall be fixed by the BOARD. The BOARD shall at its initial meeting, and at each annual meeting thereafter, elect a President, Vice President and Secretary. The BOARD shall have the authority to appoint a treasurer and recording secretary who need not be members of the BOARD. The BOARD shall transact such other business as may be necessary at its annual meeting and shall fix the time and place for regular meetings. The BOARD shall meet not less than ten (10) times per fiscal year.

6. The BOARD shall keep a written or printed record of every meeting, which record shall be subject to the provisions of 1976 PA 276, as amended (Open Meeting Act). The business that the Board of Directors performs shall be conducted at a public meeting held in a compliance with the Michigan Open Meeting Act, 1976 PA 276 (MCL 15.261, et seq.). To the extent it is not inconsistent with the Michigan Open Meeting Act all meetings shall be conducted in accordance with Roberts Rules of Order.

7. The BOARD shall supply a system of accounts to conform to the system required by law and shall provide for the annual auditing of said accounts in accordance with law. The audit report, once received by the Board, shall be provided to each incorporating subdivision and any community in the future that may purchase service from the Authority.

8. The BOARD may employ an Executive Director with such duties and authority as shall be determined by the BOARD or it may contract with a private firm to provide management or other services as it deems appropriate under the supervision of the BOARD. Should the BOARD employ an Executive Director it shall conduct an annual employment evaluation in writing of the person employed.

9. The BOARD shall adopt rules, regulations, and/or policies governing the employees, property, and facilities under its jurisdiction.

10. The BOARD shall have prepared an annual report regarding the operation and financial condition of WALLY, which report shall be available to the public and submitted to the incorporating political subdivisions.

11. The BOARD shall adopt by-laws, policies and procedures it deems reasonably necessary or proper for the conduct of the business of the BOARD and for accomplishing the purposes for which WALLY is created. In all matters coming before the BOARD a simple majority of Board Members present shall be sufficient to dispose of the issue.

12. THE WASHTENAW AND LIVINGSTON LINE Board Secretary shall be charged with the responsibility of causing these Articles of Incorporation to be filed as provided in 1986 PA 196, as amended. The Board Secretary shall be responsible to publish these Articles in a publication of general circulation within the service area of WALLY.

13. Board Members may be compensated for attendance at Board Meetings. They may, however, receive reimbursement for actual expenses incurred in the performance of their official duties. All such compensation and expenses must first be approved and enumerated in the annual budget.

## ARTICLE IX

WALLY shall annually adopt a budget as required by 1951 PA 51, as amended; provided, however, that no budget shall be adopted without concurrence of two thirds (2/3) of the Board Members appointed and serving. The original budget as adopted shall include revenues, expenses, and services that exist in any contract between WALLY and any other public or private entities that is in effect on the date the budget is adopted.

Subsequent budgets shall also include this information.

## ARTICLE X

WALLY may be dissolved in accordance with the provisions of 1986 PA 196, as amended.

## ARTICLE XI

These Articles of Incorporation shall only be amended by the concurrence of the legislative bodies of the incorporating political subdivisions that are, at the time of the proposed amendments, members of WALLY.

## ARTICLE XII

WALLY shall become operative and the Articles of Incorporation effective on first day of October 2007. The effective date of the incorporation is contingent upon the incorporating political subdivisions successfully adopting pursuant to their legislative authority and practice, these Articles of Incorporation.

In the event the approval of the incorporating political subdivisions occurs after the date stated above, then the Authority shall be effective upon the date such concurrent approval is subsequently received.

The foregoing Articles of Incorporation were adopted by an affirmative vote of a majority of the members serving on the governing or legislative body of Washtenaw County, Michigan at a meeting duly held on the 19th day of September, 2007.

_____

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**On Behalf Of The Washtenaw And Livingston Line To Be Known As "Wally"**

**PROPOSED**
**Fact Sheet**

**1. What is a PA 196 Transportation Authority?**

Public Act 196 of 1986 was passed by the legislature to establish a framework under which public bodies can incorporate separate public transit operations.

**2. Why do we need a new Transportation Authority?**

The State of Michigan and the Federal Government provide significant financial resources for capital and operating assistance to communities to enable them to operate public transportation services. The monies are distributed by formula. A transportation authority, consisting of all public bodies, is the best method to receive these funds.

**3. How is it formed?**

A public body, in this case the Counties of Livingston and Washtenaw, can form the Authority. The biggest advantage to having these two entities "incorporate" the Authority is that the rail line is located within both jurisdictions and therefore the Authority would have a "service area" within both counties. This would help the Authority receive funds and operate freely between counties.

**4. What type of organization operates now?**

At the present time there is not an organization in existence.

**5. Will the new Authority have employees?**

The new Authority will be governed by a Board of Directors that will have authority to direct public transportation operations. It is envisioned that the Authority will employ an Executive Director and an Administrative Assistant and that all other services will be contracted out.

**6. What is the single biggest advantage to form a Public Transportation Authority?**

Under present State and Federal Statutes, the new Public Transit Authority would be eligible for Federal and State revenues to help fund its operations.

**7. Are there other advantages to a new Authority?**

Yes. There are many advantages to a new Authority. An Authority operates as an independent public body and will therefore be responsible for its own income and expenditures. For example, any debts that it incurs will not be the obligation of any of its forming bodies. It is an independent public body and its' liability will be limited only to its' operations. It is able to purchase insurance and to take other risk management measures associated with its specific operations because it is an Authority, and that will better safeguard its assets.

**8. Will the Authority be able to levy a tax?**

Yes, but only under very strict conditions. First, the Board of Directors would have to approve such a measure, limited to a maximum of five mills for five years. One exception is that a millage may be levied for certain Federal projects that involve "Fixed Guide way" systems for a twenty-five year period. Second, once approved by the Board, the millage question would have to receive a majority vote by those voting within the Authority's service area. Additionally, the incorporating public bodies, by a vote of their legislative bodies, could withdraw from the Authority, subject to certain legal restrictions, if they did not want to see their areas subject to the levy.

**9. What is the service area of the proposed Authority?**

The service area of the Authority would be the same area as the legal jurisdiction of the public bodies incorporating the Authority.

**10. How would the new Authority be governed?**

The Board of Directors would be appointed by each County that will act as incorporators. The consensus of the study group is that an eight person board, with four members appointed by each incorporator, would work best. Additionally, one of the appointments, from each County, would be an elected member of the County Board.

The proposed Articles of Incorporation stipulate that Board members can be removed at any time before their term is up by the appointing Authority.

**11. How will the finances of the Authority be conducted?**

First of all the Authority is a public body in the sense that it will be subject to all governmental requirements. For example, it will be subject to all the provisions of the Freedom of Information Act and the Open Meetings Act. Additionally, the Authority will be subject to specific restrictions in the Articles of Incorporation in regard to the adoption of a budget. Article IX requires the Board of Directors to annually adopt a budget, in accordance with 1951 PA 51, which requires six out of eight board members to support. Because PA 51 is cited as the guiding Act this means that all of the constraints of the Act will apply. Therefore, all revenues and expenses must be accounted for and categorized according to specific statutory provisions. PA 196 requires an annual audit. Other provisions of Act 51 will allow for oversight by the Michigan Municipal Finance Commission and the Michigan Department of Transportation. Furthermore, because the Authority plans on operating with Federal and State grants to supplement fares and other contributions, it will be required to submit applications, with budgets, prior to the beginning of the fiscal year to Federal and State agencies.

Since most applications must be submitted six months in advance of the fiscal year, this will allow for ample discussions about finances. Each grant that is submitted requires the Board of Directors to attest to the ability of the Authority to operate the services for which the grant is submitted and therefore, the fiscal health of the Authority.

# DRAFT BY-LAWS AND RULES OF PROCEDURE

# OF

# THE WASHTENAW AND LIVINGSTON LINE
# TO BE KNOWN
# AS
# “WALLY”

**2007**

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**ADOPTED**
**PREAMBLE**

This public body corporate, having been created pursuant to Act 196, of 1986 being MCL 124.451, as amended, of the Public Acts of the State of Michigan, (the Act), is named THE WASHTENAW AND LIVINGSTON LINE (the "Authority"), and pursuant to the Act, power is granted to the Board of Directors of the Authority (the "BOARD") to make such rules and by-laws for its governance as it may deem appropriate.

## ARTICLE I
## OFFICES

Section 1. OFFICE.
The principal office of the "Authority" shall be at 705 North Zeeb Road, Ann Arbor, MI 48103. The principal office of the "Authority" shall always be located in the jurisdiction of the "Authority" but may, from time to time, be moved to other locations pursuant to the directions of the "BOARD."

## ARTICLE II
## BOARD OF DIRECTORS

Section 1. GENERAL POWERS.
The property, affairs, and business of the "Authority" shall be managed by the BOARD to the extent of the powers and authority delegated to the BOARD by the Act and the Articles of Incorporation.

Section 2. NUMBER, TENURE AND QUALIFICATIONS.
The governing body of the "Authority" is the BOARD. The BOARD shall be appointed as provided in the Articles of Incorporation. The BOARD shall exercise all of the powers and duties set forth under the provisions of the Act.

Section 3. REGULAR MEETINGS.
Regular meetings of the BOARD shall be held as determined by the BOARD at its annual meeting, at such times and places as determined, from time to time, by resolution of the BOARD. If the date fixed for any such regular meeting is a legal holiday under the laws of the State of Michigan, then the meeting shall be held on the next available day not a legal holiday or at such other time within the month as may be determined by resolution of the BOARD. At such meetings the BOARD may transact any business as may be brought before the meeting. The annual meeting will be held in the month of June.

Section 4. ORDER OF BUSINESS.

Conduct of a regular or special meeting shall require the following order of business.

1. Call to order by President
2. Adoption of agenda.
3. Adoption of Minutes of prior regular and/or special BOARD meetings.
4. Public Forum/Public Input (Testimony may be limited at the discretion of the BOARD).
5. Committee reports.
6. Operating Officer's report.
7. Old/New Business.
8. Comments from the BOARD.
9. Adjournment.

Section 5. AGENDA MATERIALS.

Preparation of agenda materials for the Annual, Regular and Special BOARD meetings shall be the responsibility of the President or their designee.

Section 6. SPECIAL MEETINGS.

A special meeting of the BOARD may be called at any time by the President at his/her discretion. Special meetings shall also be called by the President after having received a written request by two (2) members of the BOARD. Within 48 hours of a written request by two (2) members of the BOARD, the President shall schedule the Special Meeting within 10 calendar days from the date of receipt of the written request. Notice of Special Meetings, stating the purpose, shall be given to each member of the BOARD no less than 48 hours prior to the day named for the meeting either by mail, overnight delivery, electronic mail, charges prepaid, to the address supplied by the member of the Board of the "Authority" for the purpose of notice. A written notice shall be deemed to have been given to the person entitled thereto once deposited in the Untied States Mail overnight or electronic mail for transmission to the person.

Section 7. PUBLIC NOTICE OF REGULAR OR SPECIAL MEETINGS.

The BOARD shall hold all regular public meetings at specified times and places pursuant to the regular schedule adopted at the BOARDS annual meeting. Notice of all meetings shall be posted at the "Authority's" principal office, at the office's of the incorporating entities and elsewhere as the BOARD may direct. Public notice of the schedule of regular meetings for the following fiscal year shall be posted within 10 days after the first regular meeting for each fiscal year, and shall show the regular dates and times for meetings and the place at which meetings are held. Public notice of each rescheduled regular or special meeting shall be posted at least 18 hours before the meeting, giving the date, time and place of each meeting. If there is a change in the schedule of regular meetings of the BOARD, a public notice stating the new dates, times and places shall be posted within three days after the meeting at which the change is made. Any meeting which is recessed for more than 36 hours shall be posted prominently at the principal office of the "Authority" at the public building in which the meeting is to be held; a legal notice shall be published, prior to the meeting, in a newspaper of general circulation. Upon the written request of an individual, organization, firm or corporation, the Board Secretary shall send to the requesting party, electronic mail, fax or by first class mail, an advance copy of any notice for Regular or Special meeting of the BOARD. The Board Secretary shall supply, on request, copies of the public notice of any Regular or Special meetings thereof to any radio, or television station in the state as requested and to those in the local area as may, from time to time, be appropriate. The BOARD shall comply with all of the Open Meetings Act, being PA 267 of 1976 (MCL 15.261 et seq), as amended.

Section 8. MINUTES OF REGULAR AND SPECIAL MEETINGS.

The Board Secretary or their designee shall keep minutes of each regular and special meeting of the BOARD showing the date, time, place, members present, members absent and any decisions made at the meeting. The minutes shall be public records open to the public inspection and shall be available for public inspection not later than eight (8) business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection not later than five (5) business days after the meeting at which the minutes are approved by the BOARD.

Section 9. EXECUTIVE SESSIONS OF THE BOARD.

The BOARD may meet in closed sessions only for the following purposes:

A. To consider the dismissal, suspension, or discipline of, or to hear complaints or charges brought against an employee, when the employee requests a closed hearing.

B. To discuss strategy and conduct negotiations for collective bargaining agreements.

C. To consider the purchase or lease of real property up to the time that an option to purchase or lease is obtained.

D. To consult with Attorneys for the "Authority" regarding trial or settlement strategy in connection with specific pending litigation.

E. To review the specific contents of an application for employment when the candidate request that the application remain confidential. However, all interviews for employment shall be held in an open meeting.

F. To consider material exempt from discussion or disclosure by state or federal statute.

Closed session of the BOARD may be held as required to discuss matters as listed above or as the law allows. In order to convene all closed sessions the concurrence, by roll call vote, of 2/3 of the members appointed and serving shall be required. This vote shall be taken at a Regular or Special meeting of the BOARD in advance of the proposed Executive Session.

For all closed sessions, minutes shall be maintained by the Board Secretary, separate from the regular minutes and only available to parties in accordance with the provisions of the Open Meetings Act.

Section 10. QUORUM.

A simple majority of the BOARD shall be necessary to constitute a quorum for a meeting.

Section 11. VOTING.

All official action by the BOARD shall be taken in public session and shall be by resolution or motion. The affirmative vote of a simple majority of all members serving on the BOARD unless otherwise noted in the Articles, shall be necessary for the adoption of any resolution or motion. All votes of the BOARD, when taken shall be recorded by the Secretary. A roll call vote shall be taken when called for by any member of the BOARD in accordance with the Parliamentary Rules of the BOARD.

Section 12. VACANCIES.

Any vacancy occurring among the members of the BOARD by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise, shall be filled in the manner provided for in the Articles of Incorporation. No vacancies on the BOARD shall impair the ability of the BOARD to transact any and all business of the "Authority" and perform all its duties as provided by the Act.

Section 13. COMPENSATION.

Each member of the BOARD shall receive reimbursement for expenses incurred in the discharge of his/her duties as a BOARD Member. Each member of the BOARD may receive compensation as determined by the articles.

Section 14. ISSUES POLICY MEMORANDA.

The BOARD may from time to time, issue policy memoranda, the purpose of which is to maintain continuity, coherence, and consistency in the policies of the BOARD for the benefit of all BOARD Members and for the guidance of those tasked with the day to day operations of the Authority.

Section 15. CONFLICTS OF INTERESTS.

All BOARD Members and employees of the BOARD shall be governed by PA 317 of 1968 (MCL 15. 321 et seq). No employee or member of the BOARD shall be a party, either directly or indirectly, to any contract between himself or herself, and the Authority unless the employee promptly discloses any pecuniary interest in the contract to the BOARD. Once the interest is disclosed and made a part of the public record the vote shall occur without the participation of the interested BOARD Member or with knowledge of the apparent conflict of the employee.

## ARTICLE III
## OFFICERS OF THE BOARD

Section 1. OFFICERS OF THE BOARD.

The officers on the BOARD shall be elected by the BOARD from among its members and shall consist of a President, Vice President and Secretary. The BOARD shall have the power to appoint a Treasurer and recording Secretary who need not be members of the BOARD.

Section 2. ELECTION OF OFFICERS.

The election of officers shall be conducted upon the completion of appointments or reappointments of the BOARD Members in accordance with the Articles. Annual Elections are to be held by the Board of Directors at the annual meeting. This nomination shall be made by the members present.

Section 3. VACANCIES.

Should any office described above become vacant, the BOARD shall fill the vacancy in accordance with Article III Section 1.

Section 4. DUTIES.

A. President

1) He/She shall preside, when present, at all meetings of the BOARD and shall consult with the Executive Director/manager in the preparation of the agenda for the Annual, Regular and Special BOARD meetings.
2) The President shall have the full right to propose and discuss motions and shall vote on all resolutions and motions.
3) The President together with the Secretary or Treasurer shall sign, execute, and acknowledge in the name of the “Authority” all contracts, agreements, and documents authorized by law.
4) The President shall appoint members of committees with concurrence of the BOARD.

5) The President shall be a member ex-officio of all committees.
6) The President shall perform all such other duties as from time to time shall be assigned by the BOARD.

B. Vice President

In the absence or disability of the President, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers and duties of, and be subject to all the restrictions upon the President. Furthermore, the Vice President shall perform such other duties as from time to time may be assigned to him/her by the BOARD. In the absence of the President and Vice President a majority of the BOARD may appoint a temporary President to serve only for the meeting at which such temporary President is appointed and a quorum is present.

C. Secretary

The Secretary of the Board or their designee is responsible to maintain and compile minutes as directed by the BOARD in accordance with the Open Meetings Act, being PA 267 of 1976 (MCL 15.261 et seq). The Secretary shall be responsible to insure an accurate record is maintained of all Regular and Special meetings of the BOARD and submit such records for approval through the BOARD.

D. Treasurer.

The Treasurer shall review the accounts receivable and payable of the Authority. He/she shall approve, in accords with the BOARD Policy, payments to contractors, vendors, goods, services or expenses of the “Authority”, when due and cause those payables so approved to be paid in accordance with Board Policy. The Treasurer at minimum shall provide quarterly financial statements to the BOARD. All accounting shall be done in accordance with Public Act 51 of 1951 (MCL 247.651, et seq.) The Treasurer shall cause to be conducted an annual audit, the results of which shall be forwarded to the incorporating bodies and other interested persons, organizations, or as may be required by law.

## ARTICLE IV
## COMMITTEES

Section 1. COMMITTEES.

A. Established.

The BOARD may by resolution establish committees, which shall consist of members of the BOARD as may be appointed by the President, with concurrence of the BOARD. The President of the BOARD shall appoint chairs of the committee and will be an ex-officio member of all committees.

B. Duties.

The instructions, procedures and scope of the committee's responsibilities shall be determined by the BOARD.

C. Notice.

Notice of committee meetings shall be made in the same manner as prescribed for regular meetings in these By-Laws.

Section 2. STUDY/WORK SESSIONS OF THE BOARD.

Study sessions of the BOARD may be held periodically as determined by the President or by the BOARD. Notice of Study/Work sessions, stating the purpose, shall be given to each member of the BOARD not less than 48 hours prior to the day named for the meeting either by mail, overnight delivery, electronic mail, charges prepaid, to the address supplied by the member of the Board of the "Authority" for the purpose of notice. The notice shall clearly state that the meeting is a Work/Study session of the BOARD and no decisions will be made. All Study/Work Sessions of the Board will fully comply with the Open Meetings Act, being PA 267 of 1976 (MCL 15.261 et seq).

## ARTICLE V
## INDEMNIFICATION OF BOARD MEMBERS AND OFFICERS

Section 1. INSURANCE.

The BOARD shall purchase and maintain general liability and errors and omissions insurance, with policy limits reasonable in light of the BOARD'S responsibilities to protect against losses incurred or realized in the discharge of its functions. The BOARD shall secure surety bonds for those employees and/or contractors designated by the BOARD directly to handle and process state, federal and other funds received be the "Authority", as it deems appropriate.

## ARTICLE VI
## SEAL

Section 1. SEAL.

The "Authority" shall have a seal, which shall have inscribed thereon the following: The Washtenaw and Livingston Line.

## ARTICLE VII
## FISCAL YEAR

Section 1. FISCAL YEAR.

The “Authority’s” fiscal year shall be from October 1 through September 30 of each year.

## ARTICLE VIII
## PARLIAMENTARY RULES

Section 1. PARLIAMENTARY RULES.

A. Except where inconsistent with the Act or these By-Laws, Robert’s Rules of Order, as from time to time revised, shall govern the proceedings of the BOARD and its committees.

B. No parliamentary rule shall be suspended without the concurrence of 2/3 of the BOARD.

## ARTICLE IX
## PROCEDURE FOR AMENDING BY-LAWS

These By-Laws may be altered, amended, or repealed and new By-Laws adopted, by vote of 2/3 of the members of the BOARD at any Regular or Special meeting provided that at least thirty (30) days written notice either by mail, overnight delivery, electronic mail, charges prepaid, to the address supplied by the member of the Board of the “Authority” for the purpose of notice, incorporating the exact language of the proposed change, has been given to all members of the BOARD.

A RESOLUTION AUTHORIZING PAYMENT OF CLAIMS COMMENCING WITH THE LAST PREVIOUSLY APPROVED CLAIM AND CONTINUING THROUGH THE DATE OF SEPTEMBER 7, 2007

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

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 September 7, 2007, 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 September 7, 2007, 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 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10** **0** **1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0168**

**COUNTY ADMINISTRATOR**

220 North Main, P.O. Box 8645
(734) 222-6850

Ann Arbor, Michigan 48107-8645
FAX (734) 222-6715

M E M O R A N D U M

September 11, 2007

TO: Lawrence Kestenbaum, Washtenaw County Clerk/Register

FROM: Robert E. Guenzel, County Administrator

RE: Certification of Claims List Inclusive from August 25, 2007 through September 7, 2007.

I HEREBY CERTIFY that to the best of my knowledge the list of attached claims as presented to the County Clerk/Register of Washtenaw, constitutes all claims received for payment subsequent to the List of Claims presented through the date of

September 7, 2007 and that none have been withheld or omitted.

FURTHER; that all claims bear the date received.

FURTHER; that the list contains the name of each claimant, and the amount of the claims, and that proper authorization and documentation has been reviewed, checked and retained.

FURTHER; that the total demand upon each of the various general operating funds requiring approval by the Board of Commissioners prior to disbursements has been accurately determined and is stipulated in gross total by fund as an integral part of the List of Claims herein presented.

Staff Recommendation By:

_____

Debra A. Ross
Payables Generalist

**BEGINNING OF CLAIMS:** August 25, 2007
**END OF CLAIMS:** September 7, 2007
**FOR BOARD APPROVAL:** September 19, 2007

| FUND | DESCRIPTION | SYSTEM CHECKS | UTILITIES CREDIT CARD | EXCEPTION & PRE-CLAIMS | TOTAL |
|---|---|---|---|---|---|
| 1010 | GENERAL FUND | $ 100.00 | $ 90,073.41 | $ 10.47 | $ 240.68 |
| 1291 | URBAN COUNTY CDBG | $ - | $ 2.40 | $ - | $ 2.40 |
| 1293 | COMMUNITY DEVELOPMENT | $ - | $ 47.29 | $ - | $ 47.29 |
| 1572 | INMATE CONCESSIONS | $ 564.66 | $ - | $ 240.68 | $ 805.34 |
| 1710 | BFI SOLID WASTE COORD. | $ 77.18 | $ 11.94 | $ - | $ 89.12 |
| 1750 | BUILDING INSPECTION & SOIL EROSION | $ - | $ 426.90 | $ - | $ 426.90 |
| 1760 | ENVIRONMENTAL HEALTH | $ - | $ 722.22 | $ - | $ 722.22 |
| 1882 | HIDTA | $ - | $ 13,761.24 | $ - | $ 13,761.24 |
| 1900 | 3 - 911 FUND | $ - | $ 2,056.52 | $ - | $ 2,056.52 |
| 2080 | PARKS & RECREATION | $ - | $ 88,164.53 | $ - | $ 88,164.53 |
| 2110 | COUNTY LIBRARY FUND | $ - | $ 3,015.74 | $ - | $ 3,015.74 |
| 2150 | FRIEND OF THE COURT | $ 219.60 | $ 127.91 | $ - | $ 347.51 |

| | | | | | |
|---|---|---|---|---|---|
| 2370 | JTPA ADMINISTRATION | $ - | $ 5,724.52 | $ - | $ 5,724.52 |
| 2510 | CSA HEADSTART | $ - | $ 4,166.73 | $ - | $ 4,166.73 |
| 2630 | CSA SR NUTRITION | $ - | $ 182.94 | $ - | $ 182.94 |
| 2804 | COMMUNITY CORRECTIONS | $ - | $ 109.05 | $ - | $ 109.05 |
| 2812 | JUVENILE DRUG COURT PLAN GRANT | $ - | $ 144.60 | $ - | $ 144.60 |
| 2822 | WASHTENAW AREA TEENS FOR TOMORROW | $ - | $ 1,379.46 | $ - | $ 1,379.46 |
| 2920 | WCHO | $ - | $ 2,366.27 | $ - | $ 2,366.27 |
| 2930 | MENTAL HEALTH | $ - | $ 19,779.45 | $ - | $ 19,779.45 |
| 2940 | SUBSTANCE ABUSE | $ - | $ 53.51 | $ - | $ 53.51 |
| 2960 | HEALTH | $ - | $ 3,509.21 | $ - | $ 3,509.21 |
| 2962 | PUBLIC HEALTH LOCAL GRANTS | $ - | $ 164.11 | $ - | $ 164.11 |
| 2990 | CHILD CARE/PROBATE CT. | $ - | $ 4,422.10 | $ - | $ 4,422.10 |
| 4050 | CAPITAL EQUIPMENT | $ - | $ 9,211.96 | $ - | $ 9,211.96 |
| 5506 | 2005 PROPERTY FORECLOSURE PROC. | $ - | $ 20.06 | $ - | $ 20.06 |
| 6310 | FACILITIES MGMT - O & M | $ - | $ 207,151.20 | $ - | $ 207,151.20 |
| 6320 | FACILITIES MGMT - TRANSP | $ - | $ 2,953.63 | $ - | $ 2,953.63 |
| 6440 | SELF INSURANCE | $ - | $ 22.92 | $ - | $ 22.92 |
| 6900 | CENTREX ASSOCIATION | $ - | $ 23,627.23 | $ - | $ 23,627.23 |
| 7413 | LAWNET NON-FORFEITURE FUND | $ - | $ 1,521.82 | $ - | $ 1,521.82 |

| | | | | | |
|---|---|---|---|---|---|
| 7550 | MONEY PURCHASE PENSION PLAN | $ - | $ 650.00 | $ - | $ 650.00 |
| 7950 | HAZ MATL RESPONSE TEAM | $ - | $ 121.66 | $ - | $ 121.66 |
| 7990 | CO-OP EXTENSION SERVICE | $ - | $ 5,205.61 | $ - | $ 5,205.61 |
| | **TOTALS** | $ 961.44 | $ 490,898.14 | $ 251.15 | $ 402,167.53 |

**EXCEPTIONS AND PRE-CLAIMS LISTING FOR:**
packet due 9/11/07

| PAYEE | FUND/CO | CHECK NO. | CHECK DATE | AMOUNT | EXPLANATION | |
|---|---|---|---|---|---|---|
| United Parcel Services | 1010 | 362984 | 09/06/07 | $10.47 | 1 | batch 358599 |
| United Parcel Services | 1572 | 362984 | 09/06/07 | $61.15 | 1 | batch 358579 |
| United Parcel Services | 1572 | 362984 | 09/06/07 | $59.31 | 1 | batch 358599 |
| United Parcel Services | 1572 | 362984 | 09/06/07 | $71.87 | 1 | batch 358599 |
| United Parcel Services | 1572 | 362984 | 09/06/07 | $48.35 | 1 | batch 358579 |
| | | | | $251.15 | | |

EXPLANATION
1)Early release to avoid late fees

A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED 2007 MILLAGE RATE TO MAINTAIN THE FOLLOWING RATES AT THE 2006 LEVELS DUE TO A HEADLEE REDUCTION FACTOR OF 1.0 INCLUDING: OPERATING MILLAGE RATE OF 4.5493 MILLS AND PARKS & RECREATION OF .4720 MILLS AND NATURAL AREAS RATE OF .2409 MILLS AND EECS RATE OF .2000 MILLS AND AS THE RATES PERMANENTLY ESTABLISHED BY MCL 211.34d; FOR WEDNESDAY, OCTOBER 3, 2007 AT 6:45 P.M. IN THE BOARD ROOM, COUNTY ADMINISTRATION BUILDING, IN COMPLIANCE WITH SECTION 24e OF ACT 206, P.A. 1893 (M.C.L.A. 211.24e), THE MILLAGE REDUCTION FRACTIONS ACT 6, P.A. 1981, AS AMENDED (M.C.L.A. 211.34d), SECTION 6 OF ACT 264 P.A. 1987, (M.C.L.A. 141.471), AND SECTION 10(3) OF ACT 106 P.A. 1985 (M.C.L.A. 207.630); AND DIRECTING THE COUNTY CLERK/REGISTER TO CAUSE TO BE PUBLISHED A NOTICE OF SAID MEETING

WASHTENAW COUNTY BOARD OF COMMISSIONERS

September 19, 2007

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

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby sets a Public Hearing on the proposed 2007 millage rate to maintain the following rates at the 2006 levels due to a Headlee reduction factor of 1.0 including: Operating Millage rate of 4.5493 mills and Parks & Recreation of .4720 mills and Natural Areas rate of .2409 mills and EECS rate of .2000 mills and as the rates permanently established by MCL 211.34d; for Wednesday, October 3, 2007 at 6:45 p.m. in the Board Room, County Administration Building, in compliance with Section 24e of act 206, P.A. 1893 (M.C.L.A. 211.24e), the Millage Reduction Fractions Act 6, P.A. 1981, as amended (M.C.L.A. 211.34d), Section 6 of Act 264 P.A. 1987, (M.C.L.A. 141.471), and Section 10(3) of Sct 106 P.A. 1985 (M.C.L.A. 207.630).

BE IT FURTHER RESOLVED that the Board of Commissioners directs the County Clerk/Register to cause to be published, in accordance with Public Act 5 of 1982, the following Public Notice of said hearing in a newspaper of general circulation within Washtenaw County at least six (6) days prior to such hearing:

| COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A | COMMISSIONER | Y | N | A |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Bergman | X | | | Ping Mills | | | X | Schwartz | X | | |
| Grewal | X | | | Ouimet | X | | | Sizemore | X | | |
| Gunn | X | | | Peterson | X | | | Smith | X | | |
| Irwin | X | | | Lovejoy Roe | X | | | | | | |

**CLERK/REGISTER'S CERTIFICATE - CERTIFIED COPY** **ROLL CALL VOTE: TOTALS** **10** **0** **1**

**STATE OF MICHIGAN )**

**COUNTY OF WASHTENAW)**SS.

I, Lawrence Kestenbaum, 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 September 19th, 2007, 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 20th day of September, 2007.

**LAWRENCE KESTENBAUM, Clerk/Register**

BY:_____

Deputy Clerk

**Res. No. 07-0169**

WASHTENAW COUNTY BOARD OF COMMISSIONERS
PUBLIC NOTICE OF HEARING
ON THE PROPOSED INCREASE IN PROPERTY TAXES FOR 2007

PLEASE TAKE NOTICE, that the Washtenaw County Board of Commissioners will hold a Public Hearing on the Proposed 2007 Millage which includes a proposed .2920 mill increase to realize the net benefit of increases in State Equalized Valuation to the limit permitted by the Headlee Amendment, a .1118 mill increase to realize the net benefit of revenues from the State Liquor Tax, and a .0095 mill increase to realize the net benefit of revenues from the State Cigarette Tax, all of which will enable the County to establish its operating millage at 4.5493 mills, Parks & Recreation at .4720 mills, Natural Areas at .2409 mills and EECS at .2000 mills.

The Board of Commissioners has complete authority to establish the number of mills to be levied from within its authorized millage rate limitation.

If adopted, the proposed additional millage will increase operating revenues from ad valorem property taxes 5.35% over such revenues generated by levies permitted without holding a hearing. If the proposed additional millage rate is not approved the operating revenue will increase by 0.3500% over the preceding year's operating revenue.

The Hearing will be held on Wednesday, October 3, 2007, in the Board Room, County Administration Building, 220 North Main Street, Ann Arbor, Michigan at 6:45 p.m.

All citizens of Washtenaw County shall have the opportunity to provide written and oral comments and to ask questions concerning the proposed operating millage.