

CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
ANDY SCHOR
MARK GREBNER
VICTOR CELENTINO
DEBBIE DE LEON
DON VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JANUARY 17, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 29, 2011](#), [December 6, 2011](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Drain Office - Resolution Authorizing the Drain Commissioner to Spend more than \$10,000 in 2012 for Maintenance and Repair of the [Lake Lansing Dam](#) (*Additional Materials to be Distributed at the Meeting from Drain Office*)
2. Farmland and Open Space Preservation Board
 - a. Resolution Approving Proceeding to Close Permanent Conservation Easement [Deeds](#) on Haynes, Fogg, Jackson and Ghere Properties
 - b. Resolution Authorizing a Three Year Contract Extension with [Sheridan Land Consulting](#) to Provide Technical Assistance to the Ingham County Farmland and Open Space Preservation Board
3. Health Department
 - a. Resolution to Authorize the Restoration of the [Dental Director](#) Position
 - b. Request to Start a [Physician Assistant](#) at Step 5
4. Management Information Services (MIS) - Resolution to Approve the Purchase of the DotNetNuke Pro License Subscription from the [DotNetNuke](#) Corporation
5. Financial Services - Resolution to Authorize the Purchase of Excess Worker's Compensation [Insurance](#) for 2012
6. Facilities - Resolution to Authorize the Purchase of a System to Manage [Material Safety Data Sheets](#)
7. Animal Control - Request to Waiving Hiring Freeze for a Redemption [Clerk/Dispatcher](#)

8. Parks Department

- a. Resolution Authorizing the Acceptance of [Charitable Donations](#) from the Friends of Ingham County Parks for the Ingham County Parks
- b. Resolution Authorizing Reimbursement Terms and Conditions to the Potter Park Zoological Society for [Interim Zoo Director Services](#)

9. Board of Commissioners

- a. Resolution Recognizing [Black History/Cultural Diversity](#) Month in Ingham County
- b. Resolution Honoring [MaryAnne Kennedy-Menefee](#)
- c. Update on Pending Road Commission Legislation (*No Materials*)

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

COUNTY SERVICES COMMITTEE
November 29, 2011
Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti, and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Chuck Gray, Sam Davis, Greg Harless, Randy Schafer, Deb Nolan, Diane Holman, Brian McGrain, Penelope Tsernoglou, Loretta Benjamin, Rebecca Benjamin, Todd Pentecost, Carl Vogt, Tom Gamez, and others.

The meeting was called to order by Chairperson De Leon at 6:04 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 15, 2011 Minutes

The November 15, 2011 Minutes were approved as submitted.

Additions to the Agenda

0. Meeting Procedure Discussion (Placed before Item #1)

Limited Public Comment

Randy Schafer, Ingham County Commissioner 13th District, stated he does not like to see the County divided into rural and urban areas because everyone should feel included. He would like Jim Benjamin re-hired, the Road Commission Board dissolved, and thanked Ms. Lannoye for the materials provided and her hard work. He stated that he enjoys working with all the Commissioners and expressed his concern that the Road Commission situation has become out of control and feels it is time to move on.

Loretta Benjamin, LeRoy Township Resident, summarized events of the Road Commission from March 2009 forward in connection with Jim Benjamin.

Rebecca Benjamin, Ms. Benjamin's Daughter, continued summarizing the events to date stating that Mr. Benjamin should be reinstated.

Steve Oswald, Ingham County Road Commission, stated he will continue to do his job and asked that the Commissioners do the same.

Todd Pentecost stated he would like to see Mr. Benjamin back to work expressing his concern of rain, snow and structural integrity of the roads. He thanked Ms. Lannoye for her time.

Carl Vogt stated that the person best for the job should be hired.

0. Meeting Procedure Discussion

Chairperson De Leon explained that the resolutions before the Committee conflict; therefore, the Controller will provide a summary of the materials distributed to the Commissioners, and Item #1a should be removed from the table and discussed first. The materials include a memo from Ms. Lannoye, the Ingham County Organizational Chart, a fact sheet, pension information and an annual report prepared by the County Road Commission. In addition a letter was distributed from the Ingham County Road Commission Board regarding their intent on hiring a Chief Financial Officer and Human Resources Director.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DRAGONETTI, TO SUSPEND THE BOARD RULES ASKING THAT BOARD CHAIR GREBNER OR VICE-CHAIR COPEDEGE CHAIR THIS MEETING.

Comm. Vickers stated the reason he made the motion is because it is his opinion that Chairperson De Leon is too close to the issue.

There was a discussion if the Committee has the power to change the Chairperson or if the Chairperson should be asked to step down, in addition to, challenging the ruling of a Chairperson.

Comm. Dragonetti referenced that Comm. De Leon made a statement that he did not know what he was talking about, and that was right. He stated until last week he had not seen a letter on stationary from the Ingham County Board of Commissioners dated in April of 2009. He expressed his concern that four out of nine items addressed minorities and that nothing to do with the quality of work, safety, snow removal or condition of the roads is being discussed. He stated that he has been accused of meddling; however, the letter sounds like meddling plus issues are being brought up that happened several years ago. Chairperson De Leon asked if Comm. Dragonetti's statement is relevant to the item. Comm. Dragonetti answered yes. Board Chairperson Grebner suggested although he does not like "Calling the Question" it should be done at this time because further conversation is unprofitable.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO CALL THE QUESTION.

MOTION PASSED with Comm. Copedge Voting "no".

MOTION FAILED with Comms. Vickers and Dragonetti Voting "Yes".

1. Board of Commissioners
 - a. Resolution of Intent to Dissolve the Ingham County Board of Road Commissioners and Create an Ingham County Department of Transportation and Roads (*Tabled at the November 15, 2011 Meeting*)

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO REMOVE THE RESOLUTION FROM THE TABLE.

MOTION CARRIED UNANIMOUSLY.

Ms. Lannoye overviewed her memo that identified potential issues associated with the dissolution of the Ingham County Road Commission. She highlighted concerns and recommendations for the following: finance, payroll, budget, cash, purchasing, benefits, human resources, labor relations, collective bargaining, transportation planning, policy, plus liability, worker's compensation, and health insurances. She suggested there be an Advisory Board to handle public concerns and expressed there may be pressure for the use of County Funding because the County does not provide funding support to the Ingham County Road Commission.

Ms. Lannoye provided an update on the House Bill explaining a substitute was adopted today that is different from what is in the packet. The major change is those Counties that have an elected Road Commission Board must have a vote of the people before dissolving the Road Commission. She noted that does not affect Ingham County because the Road Commission Board is appointed. Ms. Lannoye stated that Comm. Schor has been following the House Bill therefore he may have additional information.

Comm. Schor explained that the legislator has marked up the bills from the second to third reading and typically this means that all the amendments are done. He noted there are three weeks of sessions before the New Year and a timeline at this point would be a guess. In terms of the use of County General Funds the Legislator approved a bill that gives Counties that option; he noted that there is dedicated money from Act 51 that would go toward the operations. Comm. Schor stated that it is his opinion that if General Funds are needed it would be a concern now.

Comm. Celentino asked if the funding received by the Road Commission would be transferred to the County and is the County eligible for State and Federal funds. Ms. Lannoye stated that it would be accounted for in a separate road fund. She explained that they are already a part of the financial statement the only difference will be more details. Comm. Celentino questioned if the local municipalities could ask the people to fund the roads. Ms. Lannoye stated they would need to have a 50% match. Mr. Conklin, Ingham County Road Commission, agreed.

Comm. Dragonetti asked who would close the books for the 2010 year. Ms. Lannoye said it was her understanding that Ingham County Road Commission has delayed the retirement of the Finance Director for 90 days to close their books, plus, they have their own auditors.

Board Chairperson Grebner asked if the House Bill does not get through the Senate this year will the process start over. Comm. Schor explained it is a 2-year session therefore it will continue on. Board Chairperson Grebner noted that it is a small risk that General Funds would be needed for the Road Commission; however, it will be necessary to determine how to allocate certain County overhead costs particularly how much can be recaptured from the Road Commission. He noted this is similar in size to the 911 transition.

Comm. Vickers asked if there is an effective date. Comm. Schor answered no. He explained that the Governor has 14 days to consider the bill, then if signed it either becomes law at the expiration of 90 days after the Legislature adjourns sine die (without day) or on a date beyond the 90th day specified in the bill. However, if the bill has been given immediate effect by a two-thirds vote of the members elected to and serving in each house the bill will become law after the Governor signs the bill and files it or on a day specified in the bill.

Comm. Vickers stated that he was offended that the Road Commission Board did not recognize himself and Comm. Nolan in their letter. Comm. Vickers asked Board Chairperson Grebner's opinion of the Road Commission's job postings. Board Chairperson Grebner stated he understands their motivation; however, it is unclear who would take on a position with such uncertainty unless the person did not understand the circumstances.

Comm. Vickers asked what happens tomorrow to Mr. Benjamin because Mr. Scales from the Road Commission Board informed the Committee that they have sought legal counsel to rehire him. Board Chairperson Grebner stated at this time it is best to allow the Road Commission Board to handle the situation, and hope they make the right decisions. Comm. Schor stated that after reviewing the four resolutions there is no definitive action that can be taken because of State Law. The only action that can be taken is to start a process. The action that can be taken tonight is to determine which action item the Committee would like to proceed with. It is his opinion that Item 1b is the most efficient and timely correction to the problem with consideration given to Ms. Lannoye's memo. He referred to other County models of transition.

Comm. Copedge expressed his concern that the Road Commission Board has not provided the Board of Commissioners with a presentation in the past years and would like more communication with them as a whole before making any decision. He would also like the opportunity to inform them of the Board of Commissioners expectations in person. Comm. Copedge expressed that the Board of Commissioners has not done everything it could do because there have not been discussions. He stated it is his understanding that there have been individual discussions with Board Members but it is more productive to communicate to the full Ingham County Road Commission Board as a Committee. He expressed his concern that safety is of utmost importance.

Board Chairperson Grebner stated that the Road Commission is dysfunctional and these are not perceived problems, they are problems. It is his belief that the problems cannot be fixed by talking or removing members because the system has broke down and the lines of communication are tangled. Board Chairperson Grebner stated that although symbolic he is in favor of adopting the resolution because it provides the intent of the Board of Commissioners should the House Bill pass and a reason the Road Commission should not hire a Finance Director or Human Resources Director.

Comm. Copedge called point of order stating he did not say anything about perception and that more could be done and there should be some ownership by the Board of Commissioners. Again, stating more can be accomplished as a Committee rather than individuals.

Comm. Celentino agreed there have not been conversations by the Committee as a whole, there has been a lack of updates; however, is in support of this resolution thanking Comm. Schor for his work following the House Bills. Additionally, he thanked Ms. Lannoye for providing the memo and stated the Board of Commissioners should continue moving forward should the House Bill pass.

Comm. Schor stated that it was suggested and communication sent requesting the Road Commission Board attend tonight's meeting; however, their attorney advised them against it. He also expressed his disappointment that over the past months the only Road Commission Board Member present for discussion was Mr. Scales, and he was pleased Mr. Scales did so. Comm. Schor said he would have liked to hear each Board Member's perspective in a joint meeting and agreed working collectively is more productive.

Comm. Dragonetti stated that there has been constant discussion and there are serious problems.

COMM. DRAGONETTI CALLED THE QUESTION.

MOTION FAILED DUE TO LACK OF SUPPORT.

Board Chairperson Grebner stated he did not envision a Citizen Advisory Board rather an Advisory Board similar to 911, say with a body of 16± supervisor representatives from the service areas to work out money issues, road details, and signage. Comm. Celentino agreed with the concept.

Comm. Copedge stated that he could not support this motion tonight because there has not been discussion with the Road Commission Board; in addition, policy and procedure needs to be in place before a transition occurs including an Advisory Board. He expressed his concern of oversight and management of funds. Board Chairperson Grebner explained that an Advisory Board would not have authority over employees; it would be more like conversations about new road surface costs, new stop signs, and plow blades for example. He noted that the 911 Advisory Board has nothing to do with the employees. Comm. Celentino respected Comm. Copedge's concern that this be implemented correctly and is well thought out. Chairperson De Leon asked who would address constituent complaints. Board Chairperson Grebner suggested that the Advisory Board handle budgetary complaints and Ingham County Human Resources would handle employee complaints. He noted there may be times when a complaint will be addressed by the County Services Committee only after other resources have been exhausted or a Department is unable to settle the complaint.

Chairperson De Leon invited the Commissioners in attendance to ask questions.

Comm. Nolan stated she is in support of dissolving the Road Commission Board for reasons already discussed by the Committee. She expressed her disappointment in the letter from the Ingham County Road Commission Board proceeding with hiring when Board Chairperson Grebner had requested on waiting for the results of the House Bill. Additionally, she was also offended the letter addressed to Board Chairperson Grebner did not include her name as a Commissioner.

Comm. McGrain thanked the Controller for providing the necessary information and will support this on the Board Floor.

Comm. Schafer stated he is in support of the resolution, and Advisory Boards do not need to be complicated. He expressed his concern for public safety.

Comm. Holman stated she can picture the Road Commission as a County Department, and it is time to move forward. She also stated she has similar concerns as Comm. Copedge and this needs to be well thought out and not rushed. She believes this will not immediately solve the personnel issues.

Comm. Copedge asked what the current status is with the Ingham County Human Resources pertaining to the Road Commission. Mr. Parsons stated there is currently a contract in place and at this time he has not been involved with any issues. Comm. Copedge stated that employees should be notified of complaint procedures.

There was a discussion of the language in the resolution.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DRAGONETTI, TO AMEND THE RESOLUTION STRIKING THE LAST BE IT FURTHER RESOLVED AND REPLACING IT WITH THE FOLLOWING:

BE IT FURTHER RESOLVED, that it is the intent of the Board of Commissioners once HB5125 and HB5126 are signed into law by the Governor, the Board of Commissioners will adopt the necessary resolutions and implement a plan presented by the County Controller.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Discussion

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Comm. Schor stated he will keep the chairperson of County Services Committee up to date with legislative decisions.

- b. Resolution Asking for Shirley Rodgers to Resign from the Ingham County Road Commission (*Tabled at the November 15, 2011 Meeting*)
- c. Resolution Requesting Action from the Board of Ingham County Road Commissioners
- d. Resolution Declaring Lack of Confidence in the Appointed Road Commission and Requesting their Resignations

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DRAGONETTI, TO TABLE AGENDA ITEMS 1b, 1c, and 1d INDEFINITELY.

MOTION CARRIED UNANIMOUSLY.

2. Controller/Administrator's Office Attachments

- a. House Bill No. 5125
- b. House Bill No. 5126
- c. MAC Special Legislative Update
- d. Ingham County Road Commission Organizational Chart
- e. Ingham County Road Commission Fact Sheet
- f. Summary from Ingham County Controller Mary Lannoye (*To Be Distributed Under Separate Cover*)

Announcements

None.

Public Comment

Tom Gamez, Ingham County Road Commission Supervision, felt the Committee is working in the right direction and would like to see Mr. Benjamin re-hired.

The meeting adjourned at approximately 7:35 p.m.

Respectfully submitted,

Julie Buckmaster

COUNTY SERVICES COMMITTEE
December 6, 2011
Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti, and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Diane Holman, Travis Parsons, Michelle Rutkowski, Willis Bennett, Jim Hudgins, Chuck Gray, Curtis Hertel, and others

The meeting was called to order by Chairperson De Leon at 7:05 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Additions to the Agenda

5f. Late - Discussion of County Parks

7. Pulled - Resolution Authorizing the Codification of Procurement Policies, and the Creation of a Revised Ingham County Procurement Polices & Procedures Manual (*Please Bring Packet that was Distributed at the Last Meeting*)

Limited Public Comment

Joan Fabiano, Holt Resident, expressed her concern that walkers, skiers and those who snow shoe do not have access to certain County Parks at the same time.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHOR, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Health Department - Resolution to Authorize an Extension of the Temporary Reassignment for Two Public Health Service Employees
2. Management Information Services - Resolution to Approve Entering into an Agreement with Imagesoft, Inc. for Annual Maintenance of the OnBase Imaging Application
4. Register of Deeds - Resolution Amending Fees for Accessing Documents in the Register of Deeds Office
6. Board of Commissioners
 - a. Resolution Honoring Dr. Martin Luther King, Jr.
 - b. Resolution Amending Board Rules to Change Time of the Board of Commissioners Organizational Meeting
 - c. Resolution Honoring Dorothy Wilson
 - d. Resolution Honoring Cristo Rey Church on the Event of its 50th Anniversary

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHOR, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

3. Fair Board
 - a. Resolution to Amend Resolution #10-181 Permanently Authorizing an Adult Refreshment Tent at the Ingham County Fairgrounds

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. COPELAGE, TO APPROVE THE RESOLUTION TO AMEND RESOLUTION #10-181 PERMANENTLY AUTHORIZING AN ADULT REFRESHMENT TENT AT THE INGHAM COUNTY FAIRGROUNDS.

Board Chairperson Grebner suggested inviting those who originally opposed the resolution through public comment be informed that this item is being considered by the Committee.

Comm. Vickers asked for financial statements from the past two years, in addition to, the costs associated with putting up the tents. Ms. Lannoye will provide this information before the Regular Board Meeting.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO TABLE THE RESOLUTION UNTIL THE JANUARY 17, 2012 COUNTY SERVICES MEETING SO THAT THOSE PREVIOUSLY OPPOSED TO THE RESOLUTION ARE NOTIFIED.

Comm. Schor asked if there were issues related to the beer tent, and were any of the public comment concerns realized. Ms. Miller, Ingham County Fair Board, stated she was not aware of any problems and there is a drink maximum. Comm. Schor stated he was comfortable moving forward with the resolution and if there are concerns on the Board Floor he is willing to send it back to Committee.

Ms. Lannoye explained that this resolution authorizes the Fair Board to permanently make this decision.

MOTION TO TABLE CARRIED with Comms. Schor and De Leon voting “no”.

- b. Resolution Authorizing a Contract with Adjuvant Expos, Inc. to Provide Managerial Services at the Ingham County Fairgrounds

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH ADJUVANT EXPOS, INC. TO PROVIDE MANAGERIAL SERVICES AT THE INGHAM COUNTY FAIRGROUNDS.

Comm. Vickers asked for clarification of who will be signing the contract. Ms. Lannoye explained that Adjuvant Expos, Inc. of Texas is Mr. Buchen and his wife who are sole owners. Comm. Vickers asked if Mr. Buchen would live in the area to do this job. Ms. Lannoye stated she does not have the answer to that questions but Adjuvant Expos, Inc. is being hired as the equivalent of a full-time employee.

There was a discussion of contract price, contract vs. employee, designations, step wages, benefits and incentives. Comm. Copedge asked if references were checked, and to see Mr. Buchen's resume. Ms. Lannoye stated references were checked, in addition to, a background check. Ms. Lannoye will provide the Committee with the resume. Comm. Copedge asked if there would be a 6 month, 1 year and thereafter an annual evaluation. Ms. Lannoye answered yes. The Committee expressed their concerns regarding the incentives. There was a discussion of filling the empty spaces in the commercial building, commercial sponsorship, marketing and winter storage of recreational vehicles.

Comm. Vickers asked if the interim director is still there. Ms. Lannoye answered yes.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION BY ADDING "AND REPORTING TO THE COUNTY SERVICES COMMITTEE" IN THE 3RD BE IT FURTHER RESOLVED AFTER THE WORD "CONTROLLER" TO READ AS FOLLOWS:

BE IT FURTHER RESOLVED, the qualifications for the incentive bonuses will be determined by the Fair Board subject to approval by the Controller **and reporting to the County Services Committee.**

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED, AS AMENDED, with Comm. Vickers Voting "no".

5. Parks Department

- a. Resolution Authorizing a Contract with Landscape Architects & Planners for the Engineering of the Hawk Island Snow Board Hill

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH LANDSCAPE ARCHITECTS & PLANNERS FOR THE ENGINEERING OF THE HAWK ISLAND SNOW BOARD HILL.

Mr. Bennett explained that this resolution is a clarification of where money is spent and is not asking for more money. Comm. Vickers asked if this money would be recouped. Mr. Bennett answered yes. Comm. Copedge asked if this is the actual engineering firm's name. Mr. Bennett answered yes they started on the project, and the County has worked with them on several projects.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing Approval of Amendment #2 with the Department of Natural Resources to Improve the Fishing Dock at Burchfield Park

MOVED BY COMM. COPEGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING APPROVAL OF AMENDMENT #2 WITH THE DEPARTMENT OF NATURAL RESOURCES TO IMPROVE THE FISHING DOCK AT BURCHFIELD PARK.

Mr. Bennett stated this is the course of action to extend the completion deadline. Comm. Dragonetti asked why there is a delay. Mr. Bennett explained the DNR response time and their process including approving purchases.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution Authorizing Payment to Zoo Miami for the Care and Housing of a Black Rhino Before its Transfer to the Potter Park Zoo

MOVED BY COMM. COPEEDGE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING PAYMENT TO ZOO MIAMI FOR THE CARE AND HOUSING OF A BLACK RHINO BEFORE ITS TRANSFER TO THE POTTER PARK ZOO.

Mr. Bennett explained the sharing of zoo animals and the Species Survival Program (SSP). Comm. Dragonetti asked why the delay. Mr. Bennett stated the County was just invoiced in the last 30 days. Comm. Dragonetti asked why zoos make the decision to transfer animals. Mr. Bennett stated in this instance the Miami Zoo had another baby. Chairperson De Leon asked for clarification of the expense. Mr. Bennett stated because of the Zoo project delay the Miami Zoo had to make special accommodations for housing the extra animal.

MOTION CARRIED UNANIMOUSLY.

- d. Resolution Authorizing a Contract with Borner Restoration to Provide Repairs to the Concrete/Gunite Surfaces in the Feline/Primate Building

MOVED BY COMM. COPEEDGE, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH BORNER RESTORATION TO PROVIDE REPAIRS TO THE CONCRETE/GUNITE SURFACES IN THE FELINE/PRIMATE BUILDING.

Mr. Bennett explained the low bid was accepted, and this is part of the CIP. Comm. Vickers asked that the names of other bidders be disclosed. Mr. Bennett apologized that it was not included and offered to share the information. He will include the information in the future.

MOTION CARRIED UNANIMOUSLY.

- e. Resolution Authorizing a Contract with Clery Fence Company to Construct New Fencing in the Oryx Exhibit

MOVED BY COMM. COPEEDGE, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH CLERY FENCE COMPANY TO CONSTRUCT NEW FENCING IN THE ORYX EXHIBIT.

Mr. Bennett explained the fence is to keep males and females separated thus limiting reproduction.

Comm. Vickers, again, asked that the names of other bidders be disclosed. Mr. Bennett will include the information in the future.

MOTION CARRIED UNANIMOUSLY.

f. Discussion of County Parks

The Committee noted that Ms. Fabiano had left the meeting.

Mr. Bennett stated he understood Ms. Fabiano's concerns explaining the reason for closing the cross country ski trails to joggers, walkers/hikers and dogs is the damage they cause to the groomed trails. He explained the grooming process and costs of repairing the ski tracks.

Comm. De Leon asked if alternate days were a possibility. Mr. Bennett explained when weather does not permit skiing the area is open to joggers, walkers/hikers and dogs. There was a discussion of maintaining separate trails; however, joggers, walkers/hikers and dogs would need to stay off the groomed trail area.

Announcements

Chairperson De Leon and the Committee wished Ms. Bennett a Happy Belated Birthday.

Comm. Holman requested the meeting time for County Services be changed from 7:00 pm to 6:00 pm next year and asked that those on the Committee contact her or Ms. Bennett by email with their response. Chairperson De Leon stated she was in favor of the idea. Comm. Celentino stated he suggested the time change because of the typical length of the agenda.

Comm. Dragonetti would like to thank the person who placed Item 6d, Resolution Honoring Cristo Rey Church on the Event of its 50th Anniversary, on the agenda.

Comm. Schor thanked the Chairperson for her professionalism throughout a tough year.

Mr. Gray wished the Committee a Happy Holiday, and looks forward to next year; much work needs to be done.

Comm. Copedge stated Ms. Wilson was appreciative of the proclamation, a number of the public read the resolution, and he complimented Ms. Bennett on a job well done.

8. Human Resources - Collective Bargaining (*Closed Session*)

MOVED BY COMM. CELENTINO SUPPORTED BY COMM. VICKERS, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING THE COLLECTIVE BARGAINING.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE:

YEAS, COMMISSIONERS DE LEON, COPEGE, CELENTINO, SCHOR, VICKERS, AND DRAGONETTI

The Committee returned to regular session.

Public Comment

None.

The meeting adjourned at approximately 8:39 p.m.

Respectfully submitted,

Julie Buckmaster

JANUARY 17, 2012 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

HIRING FREEZE REQUEST

The Controller recommends approval of the following request:

7. Animal Control - *Request to waive the hiring freeze for a Redemption Clerk/Dispatcher*

ACTION ITEMS

The Controller recommends approval of the following action items:

1. Drain Office - *Resolution Authorizing the Drain Commissioner to Spend more than \$10,000 in 2012 for Maintenance and Repair of the Lake Lansing Dam.*

According to the Drain Commissioner the Lake Lansing Dam has developed problems that are not immediately dangerous, but that must be addressed before the next inspection at the end of 2013. This resolution authorizes the Drain Commissioner to exceed the statutory maintenance and repair limit (\$10,000) up to a total amount not to exceed \$45,000. The funds will be used for engineering services and maintenance and will be assessed against the special assessment district.

- 2(a). Farmland & Open Space Preservation Board - *Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Haynes, Fogg, Jackson and Ghery Properties.*

This resolution approves the Option Agreements between Ingham County and the four landowners based on values established by Yankee Appraisal Associates and Williams and Associates, Inc. The easements will be funded with matching dollars from the Federal Farm and Ranch Land Protection Program and the County's voter approved millage.

- 2(b). Farmland & Open Space Preservation Board - *Resolution Authorizing a Three Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Farmland & Open Space Preservation Board.*

The resolution authorizes a 3-year contract extension in amounts not exceed \$54,022 for 2012 & 2013, and \$55,108 for 2014. The 2012 and 2013 amounts represent a 1% increase from the 2011 agreement. Funds are available from the voter approved millage.

- 3(a). Health Department - *Resolution to Authorize the Restoration of the Dental Director Position.*

The resolution would restore the Dental Director position at a MCF 15 level and would eliminate a vacant Dentist position at the MCF 14 level. The resolution would also waive the hiring freeze and hiring delay. Please refer to the memorandum from Dr. Canady for further details.

- 3(b). Health Department - *Request to Start a Physician Assistant at Step 5.*

This position is funded by the New Access Point grant and was authorized in 2010 but the Health Department has been unable to recruit a candidate. The Health Department is requesting to start Shannon Isaacson at step 5 of the MCF 12 scale (\$82,015). Ms. Isaacson has more than 11 years experience as a physician assistant, six years in family practice, and five years in urgent care.

4. Management Information Services - *Resolution to Approve the Purchase of the DotNetNuke Pro License Subscription from the DotNetNuke Corporation.*

In 2011, Ingham County converted to a new web Content Management System called DotNetNuke. The license subscription for this software was \$2,500.00 for the first year and is due to expire on March 1, 2012. This subscription allows Ingham County to get the needed support and updates required to maintain the system. The resolution authorizes the renewal of the license subscription for a period of 3-years which will allow us a 15% discount off the 1-year subscription pricing or a savings of \$1,125.00 over the 3-year term. The total amount for the 3-year subscription will be \$6,375.00.

5. Financial Services - *Resolution to Authorize the Purchase of Excess Worker's Compensation Insurance.*

The County and Medical Care Facility are self insured for worker's compensation insurance. As of 2012, we have changed our third party administrator from CompOne to Eagle Claims Management. The County has traditionally been self-insured with a specific retention of \$300,000 and \$5,000,000 aggregate. After review by Eagle and County administration, we are recommending that the coverage be changed to a \$400,000/\$5,000,000 policy. A specific retention amount of \$300,000 is extremely uncommon and it is difficult and costly to obtain coverage. The resolution authorizes the purchase of the insurance coverage from Safety National and changes the retention from \$300,000 to \$400,000.

6. Facilities - *Resolution to Authorize the Purchase of a System to Manage Material Safety Data Sheets.*

The resolution authorizes the purchase of a software system and a 3-year agreement with MSDS Online to provide 24/7 phone access to emergency personnel in case an employee has an exposure to a chemical. The cost of the system shall not exceed \$10,000 in the first year and \$4,000 in subsequent years and is funded through the Worker's Compensation Fund.

8(a). Parks Department - *Resolution Authorizing the Acceptance of Charitable Donations from the Friends of Ingham County Parks for the Ingham County Parks.*

The resolution authorizes the acceptance of the 2011 donation of \$28,000 from the Friends of the Ingham County Parks.

8(b). Parks Department - *Resolution Authorizing Reimbursement Terms and Conditions to the Potter Park Zoological Society for Interim Zoo Director Services.*

On November 8, 2011, the Ingham County Board of Commissioners approved Resolution #11-346. This resolution authorized a contract amendment with the Potter Park Zoological Society to appoint Sherrie Graham as the Interim Zoo Director. This resolution authorizes reimbursement to the Potter Park Zoological Society in the amount of \$4,000 per month effective January 18, 2012. The contract mentioned above was originally sold as an arrangement that would be entirely free to the Zoo. The Board may wish to consider approving a lower monthly reimbursement.

OTHER ACTION ITEMS

9(a). Board of Commissioners - *Resolution Recognizing Black History/Cultural Diversity Month in Ingham County.*

9(b). Board of Commissioners - *Resolution Honoring MaryAnne Kennedy-Menefee*

MEMO TO COUNTY SERVICES COMMITTEE AND FINANCE COMMITTEE

FROM: Paul C. Pratt, Deputy Drain Commissioner

Re: Repair and Improvement of Lake Lansing Dam

January 5, 2012

The most recent triennial inspection of the Lake Lansing Dam found that the dam has developed problems that are not immediately dangerous, but that must be addressed before the next inspection at the end of 2013.

Some of the problems include corrosion of sheet piling, rusting and pitting of the inlet pipe, and deterioration of concrete on the spillway and supports of the inlet pipe. Copies of the most recent engineer's inspection report will be available at the meetings.

The Drain Commissioner has investigated engineering and related services that will allow him to propose and study alternatives for correction of the identified problems, identify opportunities for environmental improvements in the way the dam works, analyze dam easement needs, and to lay the groundwork for an updated FEMA flood map at the end of the project. He estimates the cost of these services will be approximately \$35,000. Once an alternative is selected and bid, construction would occur in 2013.

While governmental expenses related to the Lake Lansing Dam are assessed to the property owners of the lake level special assessment district, the law requires that the Board of Commissioners approve expenditures for dam maintenance and repair that exceed \$10,000. The drain crew normally spends somewhat less than \$10,000 per year in routine maintenance of the dam.

In sum, the Drain Commissioner requests that the Board of Commissioners approve expenditure of not more than \$45,000 in 2012 for routine maintenance of the dam and for engineering assistance in planning repairs to the dam.

Pat Lindemann or I plan to attend your January 17 and 18 meetings to answer questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE DRAIN COMMISSIONER TO SPEND MORE THAN \$10,000
IN 2012 FOR MAINTENANCE AND REPAIR OF THE LAKE LANSING DAM**

WHEREAS, the Ingham County Drain Commissioner is the County's designated authority for maintenance of the court-ordered lake levels of Lake Lansing; and

WHEREAS, as the designated authority, the Drain Commissioner has fulfilled his statutory duty to have the dam inspected by qualified engineers every three years; and

WHEREAS, the most recent inspection disclosed a need for correct certain defects in the dam before the next inspection in 2013; and

WHEREAS, the costs of maintaining the dam are assessed to the property owners of the lake level special assessment district, but these costs are limited by law to \$10,000 per year without approval to exceed that amount by the County Board of Commissioners; and

WHEREAS, the Drain Commissioner needs to exceed the limit of \$10,000 in 2012 so as to hire professional consultants to help plan the most appropriate remedy for the defects identified.

THEREFORE BE IT RESOLVED, that the Drain Commissioner is hereby authorized to exceed the statutory maintenance and repair limit up to a total amount not to exceed \$45,000.

**FARMLAND AND OPEN
SPACE PRESERVATION BOARD**

MEMO

To: Ingham County County Services and Finance Committees

Date: January 9, 2012

Re: FOSP Board Closing Conservation Easements on Ghere, Fogg, Jackson and Haynes Farms

This resolution approves the Option Agreements between Ingham County and four landowners; Gary and Sandra Haynes, John and Barb Ghere, Robert and Joann Fogg and Jerry and Estner Jackson based on values established by Yankee Appraisal Associates and Williams and Associates Inc. If the above landowners accept the Option Agreements as stated, the Ingham County Agricultural Preservation Board will proceed to closing and recording a Permanent Conservation Easement Deed.

The easements will be funded with matching dollars from the Federal Farm and Ranch Land Protection Program (FRPP), through the Great Lakes Restoration Initiative (GLRI). The Ingham County Board of Commissioners approved the GLRI grant with resolution # 10-340.

There will be costs associated with the Option Agreement if the landowners accept the stated value including, but not limited: survey, title commitment and title insurance costs. The costs are included in the 2012 budget.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION
EASEMENT DEEDS ON HAYNES, FOGG, JACKSON AND GHERE PROPERTIES**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Agricultural Preservation Board has scored and ranked all applications received for the 2010 cycle and has recommended to proceed with negotiations on the top five ranked farms; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has executed a Cooperative Agreement between Ingham County and the United States to purchase permanent conservation easements on the five farms using GLRI funds; and

WHEREAS, the Ingham County Agricultural Preservation Board enlisted the services of Yankee Appraisal Associates and Williams and Associates, Inc. to determine values for the purchase of development rights on the Haynes, Ghere, Fogg and Jackson farms; and

WHEREAS, the Ingham County Agricultural Preservation Board has funding in place to close Permanent Conservation Easement Deeds with landowners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Jackson, Ghere, Fogg and Haynes Farms.

BE IT FURTHER RESOLVED, that the County Clerk and the Chairperson of the Board of Commissioners are hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Contract Extension with Sheridan Land Consulting
DATE: January 9, 2012

This resolution authorizes a 3-year contract extension with Sheridan Land Consulting to provide assistance to the Ingham County Farmland and Open Space Preservation Board. If the resolution is approved, Sheridan Land Consulting would be compensated as follows, utilizing millage funds:

1. In an amount not to exceed \$54,022 for January 1, 2012 through December 31, 2012.
2. In an amount not to exceed \$54,562 for January 1, 2013 through December 31, 2013.
3. In an amount not to exceed \$55,108 for January 1, 2014 through December 31, 2014.

The resolution also approves a revised scope of services, which is attached. This is necessary because the current scope of services is obsolete, and in many cases the tasks pre-date the voter approval of the Farmland and Open Space Preservation Millage.

At their December 2011 meeting, the Ingham County Farmland and Open Space Preservation Board voted to recommend that the Board of Commissioners approve this contract and scope of services.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A THREE YEAR CONTRACT EXTENSION WITH SHERIDAN LAND CONSULTING TO PROVIDE TECHNICAL ASSISTANCE TO THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004 and the Ingham County Open Space Purchase of Development Rights Ordinance in October 2009; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinances authorize the Ingham County Farmland and Open Space Preservation Board to oversee the implementation of the Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Board of Commissioners is under contract with Sheridan Land Consulting for technical assistance for the implementation of the Farmland and Open Space Purchase of Development Rights Ordinance through December 2010; and

WHEREAS, the Farmland and Open Space Preservation Board has recommended the contract with Sheridan Land Consulting to provide technical assistance be continued through December 31, 2014; and

WHEREAS, funding for this contract will be derived from the Farmland and Open Space Preservation Millage dollars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall continue a contract with Sheridan Land Consulting for technical assistance to the Ingham County Farmland and Open Space Preservation Board as follows:

1. In an amount not to exceed \$54,022 for January 1, 2012 through December 31, 2012.
2. In an amount not to exceed \$54,562 for January 1, 2013 through December 31, 2013.
3. In an amount not to exceed \$55,108 for January 1, 2014 through December 31, 2014.

BE IT FURTHER RESOLVED, this contract is to be funded solely from Farmland and Open Space Preservation Millage dollars.

BE IT FURTHER RESOLVED, that the attached scope of services be incorporated into the contract to replace the previous scope of services.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign contract documents consistent with this Resolution after approval as to form by the County Attorney.

Sheridan Land Consulting 2012 – 2014

Contract with Ingham County for the administration of the Farmland and Open Space Preservation Program

Revised Scope of Services

The purpose of the Director is to assist the Farmland and Open Space Preservation Board in the development and implementation of a structure for purchasing Permanent Conservation Easement Deeds on farmland and open space lands, as outlined in the Ingham County Farmland and Open Space Preservation Ordinances. The Director assists the Farmland and Open Space Preservation Board in the development and implementation of land conservation programs consistent with the FOSP Board's organizational mission, conservation initiatives through new programs and strategic partnerships and with developing and maintaining a conservation vision, which identifies and prioritizes areas where land conservation efforts should be focused. More specifically, the Director oversees all aspects of the Farmland and Open Space Preservation Program including, but not limited to : development of the Selection Criteria, scoring and ranking applications, landowner assistance, advising the FOSP Board, all due diligence associated with closing and recording the Deed of Easements, overseeing and coordinating all contractors leading to closing, seeking matching funds from various sources, coordinates with the U.S. Office of General Counsel to fulfill all closing requirements associated with the use of federal matching dollars and work with County Departments including policy recommendations to the County Board of Commissioners. In addition to the structure of the purchase of Conservation Easements, the Director also works closely with community and stakeholder groups on program and outreach efforts that directly or indirectly impact farmland and open space preservation in Ingham County.

Agenda Item 3a

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: January 5, 2012

RE: Resolution to Authorize the Restoration of the Dental Director Position

This is a recommendation to authorize the restoration of the Dental Director position. This position was originally authorized in Resolution #00-219. In 2005 however, the position was eliminated as a cost saving measure. Since 2005, the number of dental patients has grown by more than 3,000 patients as the dental health centers have expanded their service areas to include both local elementary schools and community events.

Both the Community Health Center supervisor and Dental Health Center staff have requested the supervision of a Dental Director to direct the dental health center staff. A dental professional is needed to respond to clinical oral health concerns such as the appropriate course of treatment or proper infection control measures. The restoration of this position will result in an increase in productivity and a consistent standard of care across the health center network.

The Human Resources Department approves the restoration of this position and concludes that the position should be compensated at an MCF 15 salary grade. To accomplish this, and upon approval of the Ingham County Board of Commissioners, a current Dentist position (#601418), which has been vacant since May 28, 2010, would be converted from a Dentist, compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15.

The Dental Director position will be paid using the vacant Dentist position (#601418) and \$34,906 from the Contractual Services line item (22160110 818000 02065) of the FY 12 Healthy Smiles Dental Center budget, which was formally dedicated to the University of Michigan School of Dentistry (UMSD) program. The Health Department terminated this agreement with UMSD effective August 31, 2011 due to lack of physical space for the interns to work within the dental centers.

The Ingham Community Health Center Board of Directors has reviewed and approved this request.

I recommend the restoration of the Dental Director/Dentist position and the conversion of the Dentist position (#601418), compensated at MCF 14, to a Dental Director/Dentist position, compensated at MCF 15. I also request that the hiring freeze and hiring delay be waived for this position.

c: Debra Brinson, w/attachment; John Jacobs, w/attachment; Barbara Mastin, w/attachment
Carolyn Redman, w/ attachment

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE RESTORATION OF THE
DENTAL DIRECTOR POSITION**

WHEREAS, the Health Department established a Dental Director position in Resolution #00-219; and

WHEREAS, in 2005, the Health Department eliminated the position as a cost saving method; and

WHEREAS, since 2005 the need for urgent/emergent oral health services to the un/under insured has vastly grown as the dental health centers served approximately 3,000 more patients in 2010 than was served in 2005; and

WHEREAS, since 2005, the dental health centers have also expanded their pediatric oral health services and programs into local elementary schools and community events; and

WHEREAS, the need for a dental professional to direct these services and supervise dental staff as to the appropriate course of treatment or proper infection control measures has emerged; and

WHEREAS, the restoration of this position will result in an increase in productivity and a consistent standard of care across the health center network; and

WHEREAS, the health center dentists have requested supervision from a Dental Director; and

WHEREAS, the Ingham Community Health Center Board has reviewed and approved the recreation of the Dental Director position; and

WHEREAS, the Health Officer recommends that the Dental Director position is restored.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the restoration of the Dental Director position, compensated at MCF 15 effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of a current Dentist position (#601418, MCF 14) to the Dental Director/Dentist position, compensated at MCF 15.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution, including the transfer of \$34,906 from the Contractual Services line item (22160110 818000 02065) of the FY 12 Healthy Smiles Dental Center budget to cover the cost of the position.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

**INGHAM COUNTY
JOB DESCRIPTION**

**DENTAL DIRECTOR/DENTIST
COMMUNITY HEALTH CARE SERVICES**

General Summary: Under the direction of the Deputy Health Officer for Community Health Care Services and in collaboration with the Medical Director for Community Health Care Services and Community Health Center Supervisor, provides direct patient care and oversees all dental services within the Community Health Center Network. Works in accordance with licensing, state and federal funding sources and the policies and procedures established by the Community Health Board Center and the Ingham County Health Department. Represents the Network in community-wide efforts to improve oral health within the community. Develops and maintains relationships with providers in the community. Serves as a resource for community and school activities that promote oral health of school-age children with appropriate follow-up, treatment, and education.

Essential Functions:

1. Diagnose dental disease or injury, establish treatment plans, perform general dental procedures, record patient-dentist interactions as they occur, and make appropriate referrals.
2. Provide leadership and clinical oversight of all dental care and services within the Community Health Care Network and at schools and community events. Assume quality of care for all dental patients. Evaluate current practice on an ongoing basis and make recommendations.
3. Ensure dental centers and individual providers comply with quality risk measures, credentialing requirements, and other performance standards such as Meaningful Use, Patient Centered Medical Home, Uniform Data System, etc.
4. Provide clinical supervision of Dental Hygienists and Dental Assistants and guide the practice of other directly-employed and contractual Dentists, in addition to interns/students.
5. Assist in the achievement of productivity standards and provide leadership within the health care team to achieve those standards.
6. Establish standards of care and maintain clinical policies and guidelines for the dental centers. Update clinical guidelines, protocols, and procedures in compliance with the most current and accepted standards, and work to ensure that clinical staff adheres to and carries out such protocols and procedures.
7. Participate in the recruitment, selection and training process of dental staff. Facilitate training opportunities for dental students/interns.
8. Assist in planning, implementing, and facilitating school programs and community activities.
9. Serve as a resource for community and school activities to ensure dental/oral health screening for school-age children with appropriate follow-up, treatment, and education.
10. Serve as a liaison to and maintain affiliations with the dental community at-large including local dental organizations, dental schools, and local providers. Represent the needs of the medically underserved and vulnerable populations.

Other Functions:

1. Perform other duties as assigned.
2. Must adhere to departmental standards relative to HIPAA and other privacy issues.
3. During a public health emergency, may be required to perform duties similar to, but not limited to, those in this job description.

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

Employment Qualifications:

Education: DDS or DMD from an accredited school of dentistry. A Master's of Public Health is preferred.

Experience: A minimum of five years of experience in areas such as a community dentistry program or Federally Qualified Health Centers.

Other Requirements: License to practice as a dentist in Michigan.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements:

1. Ability to sit, stand, walk, bend, and stretch in order to retrieve supplies and operate standard office equipment.
2. Ability to lift, hold, and carry objects weighing up to 25 pounds.
3. Ability to communicate and respond to inquiries both in person and over the phone.
4. Ability to operate a PC/laptop/tablet and other office equipment.
5. Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the physical requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

Works in clinical and office conditions. Exposure to communicable diseases, blood, and other body fluids.

*January 2012
MCF 15*

MEMORANDUM

TO: County Services Committee
FROM: Renée Branch Canady, PhD, MPA, Health Officer
DATE: January 5, 2012
RE: Recommendation to Start a Physician Assistant at Step 5

The Board of Commissioners authorized the creation of a Physician Assistant (Position #601415) in Resolution #10-312 in order to meet the objectives of the 2009 New Access Point grant from the Health Resources and Services Administration. The objective of this grant was to increase access to health care and expand hours with the community health center network. Since its creation, however, the Physician Assistant position has remained unfilled. If the Health Department is able to fill this position at Step 5, it will be able to hire Ms. Shannon Isaacson, MS, PA-C and fulfill the objectives of the New Access Point grant by providing increased access health care to the un/underinsured residents of Ingham County.

Shannon Isaacson, MS, PA-C has more than 11 years experience as a Physician's Assistant: six years in family practice and five years in urgent care. Ms. Isaacson has indicated that she is willing to accept the Physician Assistant position contingent on Step 5 in the MCF 12 salary range, which is \$82,015. Even at Step 5, Ms. Isaacson will earn less than what she earned previously. Consequently, I recommend that the County Services Committee authorize a starting salary for Ms. Isaacson at the MC 12 – 5 Pay Grade.

c: Debra Brinson
John Jacobs
Barb Mastin
Travis Parsons
Carolyn Redman
Jane Noice

Ingham County Management Information Services

Tom Shewchuk, Director - Email: tshewchuk@ingham.org

To: Board of Commissioners
From: Tom Shewchuk
CC:
Date: January 5, 2012
Re: Resolution – DotNetNuke Pro License Subscription

Dear Commissioners,

In 2011, Ingham County converted to a new web Content Management System called DotNetNuke. The license subscription for this software was \$2,500.00 for the first year and is due to expire on March 1, 2012. This subscription allows Ingham County to get the needed support and updates required to maintain the system. I am recommending Ingham County renew the license subscription for a period of 3-years which will allow us a 15% discount off the 1-year subscription pricing or a savings of \$1,125.00 over the 3-year term. The total amount for the 3-year subscription will be \$6,375.00.

Thank you in advanced for your consideration. Please feel free to contact me if you have any questions.

Sincerely,

Tom

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF THE DOTNETNUKE PRO LICENSE
SUBSCRIPTION FROM THE DOTNETNUKE CORPORATION**

WHEREAS, in 2011 Ingham County purchased and converted to a new website Content Management System call DotNetNuke; and

WHEREAS, the licensing subscription for this software will be expiring on March 1, 2012; and

WHEREAS, the price for the 1st years subscription was \$2,500.00; and

WHEREAS, MIS is recommending the purchase of a 3-year agreement at a 15% discounted rate off a 1-year subscription for a total amount of \$6,375.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of a 3-year DotNetNuke licensing subscription from the DotNetNuke Corporation in the amount of \$6,375.00; and

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund (245-25810-932030).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioner
FROM: Jill Rhode, Director of Financial Services
RE: Worker's Comp Excess Insurance
DATE: January 10, 2012

The County and Medical Care Facility are self insured for worker's compensation insurance. As of 2012, we have changed our third party administrator from CompOne to Eagle Claims Management.

We have traditionally been self-insured with a specific retention of \$300,000 and \$5,000,000 aggregate. After review by Eagle and County, we are recommending that the coverage be changed to a \$400,000/\$5,000,000 policy. A specific retention amount of \$300,000 is extremely uncommon and it is difficult and costly to obtain coverage.

Eagle Claim Management solicited bids for the excess insurance coverage. After I saw the costs, I also obtained some additional bids. I then reviewed all the information with the Medical Care Facility and we are recommending that we purchase the insurance from Safety National and increase the specific retention from \$300,000 to \$400,000. The cost of the insurance for 2012 equals \$75,511.

Attached is a resolution authorizing the purchase of the insurance coverage from Safety National and change the specific retention from \$300,000 to \$400,000.

If you have any questions or need any additional information, please let me know.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF EXCESS WORKER'S COMPENSATION
INSURANCE FOR 2012**

WHEREAS, Ingham County and the Medical Care Facility are self-insured for worker's compensation insurance; and

WHEREAS, Ingham County has recently selected Eagle Claims Management as its worker's compensation third party administrator; and

WHEREAS, Eagle Claims Management has solicited bids for excess workers compensation insurance; and

WHEREAS, after review of the bids, the County and Medical Care Facility administration are recommending that we contract with Safety National for coverage with a \$400,000 specific retention and \$5,000,000 aggregate excess for a premium of \$75,511 for the 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of the insurance and approval of the \$400,000 specific retention and \$5,000,000 aggregate excess limits.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

Memorandum

TO: County and Finance Committee

FROM: Rick Terrill, Director of Facilities

DATE: January 4, 2012

SUBJECT: Software System for Administering Material Safety Data Sheets

This is a recommendation to purchase an online system to manage material safety data sheets (MSDS) and to make it available County wide to all departments that have hazardous chemicals. Under the Michigan Occupational Safety Health Administration (MIOSHA) Act 154 of 1974, employers are responsible for informing employees about the hazardous chemicals in their workplaces by maintaining up to date MSDS.

The current process for County departments to manage MSDS is to maintain a hard copy MSDS book for all hazardous chemicals. Managing paper MSDS requires staff time to research the most current MSDS for a product, maintain an up to date MSDS Notebook and date stamp the MSDS when received and when archived.

In September 2010, County employees from several different departments calling themselves the Health and Safety Committee (i.e., Health Department, Sheriffs Department, Human Resources, Facilities, Zoo, Parks/Recreation, MIS, and Administration) met to evaluate three online MSDS companies, Site Hawk, MSDS Online, and MSDS Source. The committee rated each company on cost, ease in ability to use, and special features.

The committee determined that an online MSDS management system would improve compliance and recommends purchasing the MSDS Online system. It is the only company that provides 24/7 phone access to emergency personnel in case an employee has an exposure to a chemical.

I recommend purchasing the system offered by MSDS Online and making it available County wide for all departments that have hazardous chemicals. The attached table documents the basis for our recommendation.

Comparison of Three Online MSDS Services

| Issue | SiteHawk (1 st Demo, Aug 31) | MSDS Online (2 nd Demo, Sept 8) | MSDS Source (3 rd Demo, Sept 22) |
|---|---|---|--|
| COST | | | |
| <ul style="list-style-type: none"> Cost for System Management | | \$2,249.00 each year | No charge |
| <ul style="list-style-type: none"> Cost per MSDS | 1st year: \$12,733.00 2nd year: \$8,735.00 * see below | 1st year options: <ul style="list-style-type: none"> \$2.50 per MSDS if they supply and implement \$1.00 if we supply and they implement No charge if we set system up and implement 2nd year: No charge for MSDSs | Each year: \$3.00 per MSDS |
| <ul style="list-style-type: none"> County Administration Required | Pay for each admin support (?) | \$ 400.00 for 20 admin support (Our staff trained to add/delete MSDSs) | Not required |
| <ul style="list-style-type: none"> Least Complicated Cost Structure | NO | YES | YES |
| EASE IN ABILITY TO USE | | | |
| <ul style="list-style-type: none"> Most user friendly | NO | Middle | YES |
| SPECIAL FEATURES | | | |
| <ul style="list-style-type: none"> Date Stamp (for archiving purposes) | YES | YES | No date stamp currently but "in discussion phase" |
| <ul style="list-style-type: none"> Access to facilities outside of Ingham County (such as at ER's) | NO | YES Additional Cost | NO |
| <ul style="list-style-type: none"> OSHA Training Options | NO | YES | NO |
| <ul style="list-style-type: none"> On Call Trained Professional 24/7 | NO | YES \$ 450.00 | NO |
| <ul style="list-style-type: none"> Fax Back MSDS | NO | | NO |
| Total Cost | 1st year: \$12,733.00 Plus admin support* 2nd year: \$8,735.00 Plus admin support* | 1st year based on 2500 MSDS: \$9,349.00 (\$2.50/MSDS) \$5,599.00 (\$1.00/MSDS) \$3,099.00 (we set up) 2nd year: \$3,099.00 | Each year based on 2500 MSDS: \$7,500.00 |
| * Quote based on 1000 MSDS – it is anticipated that County wide there are approximately 2,500 unduplicated MSDSs | | | |

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE
PURCHASE OF A SYSTEM TO MANAGE MATERIAL SAFETY DATA SHEETS**

WHEREAS, employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, the federal Occupational Safety and Health Administration (OSHA—see 29 C.F.R. S1910.1200), and the Michigan Occupational Safety and Health Administration (MIOSHA—see Public Act No. 154 of 1974) require employers to notify employees of hazardous chemicals using *material safety data sheets* (MSDS); and

WHEREAS, the management of the MSDS Systems will be in accordance with the attached Ingham County Policy and Guidelines for maintaing and use at County Facilities and Properties; and

WHEREAS, the Director of the Facilities Department has informed the Board that the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MIOSHA regulations; and

WHEREAS, both the Facilities and Purchasing Director has recommended that a system offered by MSDS Online is the lowest cost system for administering MSDS that meets the County's needs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of the software system for administering MSDS offered by MSDS Online.

BE IT FURTHER RESOLVED, that the initial agreement shall be for a period of three years.

BE IT FURTHER RESOLVED that the cost of this system shall not exceed \$10,000 in the first year and \$4,000 in subsequent years and is funded through the Workers Compensation Fund.

BE IT FURTHER RESOLVED that the department heads responsible for maintaining MSDS books will be responsible for maintaining MSDS Online software and identify who will maintain the Online MSDS books for their area as well as provide a list of names to the Insurance Administrator is complete.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

Ingham County

Material Safety Data Sheet (MSDS) Policy

Material Safety Data Sheets (MSDS) Policy

- Material Safety Data Sheets (MSDS's) for all hazardous chemicals (solids, liquids, gases) shall be readily accessible to employees/residents/volunteers. An inventory of all chemicals should be included with the MSDSs and updated at least annually.
- Though OSHA regulation does not specify access to *hard copies* of MSDSs, Ingham County encourages the departments to maintain current hard copies of MSDSs annually in case of a power outage, disaster or catastrophic event.
- Online or electronic access to MSDSs is acceptable so long as all employees understand how to gain access and understand the limitations of online or electronic access.
- Accidents involving chemicals may require providing a MSDS to emergency responders and an attending physician. In these situations, all employees should be able to immediately produce the appropriate MSDS for any hazardous chemical.

Excerpt from the OSHA standard 29 CFR 1910.1450:

Hazard identification. 1910.1450(h)(1) With respect to labels and material safety data sheets: 1910.1450(h)(1)(i) Employers shall ensure that labels on incoming containers of hazardous chemicals are not removed or defaced. 1910.1450(h)(1)(ii) Employers shall maintain any material safety data sheets that are received with incoming shipments of hazardous chemicals, and ensure that they are readily accessible to County employees or citizens entering County buildings or properties.

The OSHA standard 29 CFR 1910.1450 - Occupational Exposure to Hazardous Chemicals applies to all employers engaged in the use of hazardous chemicals.

Ingham County / Emergency Response

- Hard copies of MSDSs for all the chemicals are made available to emergency responders. These MSDSs are maintained by INGHAM COUNTY in coordination with the individual department's designee. Please forward copies of MSDS for chemicals newly added to your inventories.
- Individual Departments currently responsible for maintaining MSDS will be required to do so electronically and provide the County's Insurance Administrator with annual updates on who within the department is responsible for maintaining MSDS.
- INGHAM COUNTY maintains MSDSs for hazardous waste stored on County properties or in County Buildings are managed, updated, and made available as required by OSHA.

Memo

To: County Services Committee
From: Jamie McAloon Lampman
Date: January 12, 2012
Re: Request to fill recent vacancy

ICAC received a waiver to the hiring freeze for a part-time Redemption clerk/Dispatcher in October 2011. The position was posted and then filled on December 7, 2011. Unfortunately the position became vacant 13 days later when the new employee failed to return to work for personal reasons.

We are currently using the department's limited overtime funds to fill this vacant position. This position is essential as it is responsible for dispatching the evening shift of animal control officers.

This position is fully funded in the 2012 budget. **I have attached the original request for waiver/delay from the county services meeting whereas it was approved.**

Ingham County
Animal Control

Memo

To: Law Enforcement Committee
From: Jamie McAloon Lampman, Director
CC: Mary Lannoye, County Controller
Date: September 6, 2011
Re: Request waive of hiring freeze and delay on a vacant Redemption/Clerk/Dispatcher Position and to allow for back filling of the position.

The position of Redemption/Clerk/Dispatcher became available as a result of a recent resignation from an employee who had been out of work for several months on FMLA. The position fulfills three separate and essential functions of the department. This position is not slated to be cut in 2011 or 2012.

"For the FT Redemption Clerk/Dispatcher, total maximum cost is \$54,915 including fringe benefit amount of \$22,121 and the \$34,594 compensation maximum for 2008. However, we are planning on replacing this position at the minimum cost of \$47,042 including fringe benefit amount of \$18,886 and the \$28,156 compensation minimum for 2008. This position is fully funded by the General Fund."

and funds are available in the general fund. This vacancy, if not filled, will create undue hardship on a multitude of levels from hindering the department's ability to function at the current capacity and impacts ICAC's ability to receive, process and dispatch citizen's complaints to officers to limiting customer service to the over-14,000 citizens who come to the shelter to redeem, relinquish or adopt animals.

ICAC has two full time clerks located in the front office Tuesday-Saturday and one full time dispatcher. Two years ago there were three fulltime clerks, and 1.5 dispatchers. Despite those staffing cuts ICAC has continued to experience a steady increase in request for services coupled with an increase in service-related revenues which have all contributed to an extremely heavy work load.

A reduction in customer service and clerical staffing at this time when demand is at it's highest will place a significant strain on all areas of the shelter as the clerks are integral to every aspect of the shelter from communicating with officers in the field and staff in the shelter to data entry, revenue generating and fielding over 100-plus calls per hour from citizens regarding animal welfare issues and departmental procedures while at the same time attending to walk-in customers at their counters.

IMPACT of Position Shortage:

1. Reduction in service hours due to inability to staff the dispatch center and or front office area.
2. Inability to meet the demand for services. Long waiting periods. At lunch time or during illnesses, doctor's appointments or vacations the wait time for customers gets significantly longer (sometimes up to 45 minutes) if there are less than two clerks on duty the waiting time increases significantly from a normal 15 minute wait to upwards of 45 minutes or more.
3. Loss in revenue. The revenue generated by clerks via licensing, adoptions, fees and donations is significant and will be impacted.
4. Increase in customer complaints. As phone calls back up-, phone calls go unanswered and results in delays both at the shelter and in the field.
5. Decrease in adoptions because of long waiting lines that result in customers becoming frustrated and they leave to go to other shelters to adopt.
6. Reduction in license revenue as a result of the inability to process paperwork which currently increases licenses by an estimated 5% or greater. Clerks produce hundreds of licenses each week.

Please see attached job description.

Waiving the hiring freeze for this position not only prevents loss of revenue but has shown through previous years it has been instrumental in increasing revenue through timely, efficient and professional customer service. The shelter has worked diligently to promote a positive customer service image throughout the county that encourages people to seek and use its services.

The short term benefits of freezing this position are not in the County's best interest when compared to the negative long range consequences of undoing all the positive work that has been accomplished. This position will contribute to more adoptions, steady revenues, donations, less euthanasia and less citizen complaints due to an improved shelter atmosphere producing a better public experience.

INGHAM COUNTY PARKS DEPARTMENT
121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: December 28, 2011

TO: County Services and Finance Committees

FROM: Willis Bennett, Director

RE: **RESOLUTION AUTHORIZING THE ACCEPTANCE OF CHARITABLE DONATIONS FROM THE FRIENDS OF INGHAM COUNTY PARKS FOR THE INGHAM COUNTY PARKS**

Since 2000 the mission of the Friends of Ingham County Parks is to support the Ingham County Parks through fundraising and volunteerism. This resolution authorizes the acceptance of the 2011 donation of \$28,000 from the Friends of Ingham County Parks for the Ingham County Parks.

The Friends of Ingham County Parks, Band Shell Committee donated over \$13,000 to support Friday evening band shell concerts at Lake Lansing South Park, the Hawk Island Snow Tubing Hill received a \$4,000 grant from the Capital Region Community Foundation used for construction of the hill, \$8,900 in funding supported stewardship efforts in the parks, \$1,100 from the community supported the Hawk Island Boarding Hill project and \$1,000 of miscellaneous expenditures for the parks, for the total 2011 donation of \$28,000 to the Ingham County Parks.

Over the course of more than a decade of service to the Ingham County Parks this group of supportive citizens have now raised over \$555,000. The Friends of Ingham County Parks are a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Ingham County Parks. The intent of this charitable gift is that the funds are to be used solely and exclusively to benefit the Ingham County Parks.

The Parks & Recreation Commission supported this donation with the passage of a resolution at their December 2011 meeting.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF CHARITABLE DONATIONS FROM THE FRIENDS OF INGHAM COUNTY PARKS FOR THE INGHAM COUNTY PARKS

WHEREAS, the Friends of Ingham County Parks whose mission, since the year 2000, is to support the Ingham County Parks through fundraising and volunteerism; and

WHEREAS, the Friends of Ingham County Parks, Band Shell Committee donated over \$13,000 to support Friday evening band shell concerts at Lake Lansing South Park, the Hawk Island Snow Tubing Hill received a \$4,000 grant from the Capital Region Community Foundation used for construction of the hill, \$8,900 in funding supported stewardship efforts in the parks, \$1,100 from the community supported the Hawk Island Boarding Hill project and \$1,000 of miscellaneous expenditures for the parks, for the total 2011 donation of \$28,000 to the Ingham County Parks; and

WHEREAS, over the course of more than a decade of service to the Ingham County Parks this group of supportive citizens have now raised over \$555,000; and

WHEREAS, the Friends of Ingham County Parks are a private, 501c(3) nonprofit, fundraising organization that raises funds to support the Ingham County Parks; and

WHEREAS, the intent of this charitable gift is that the funds are to be used solely and exclusively to benefit the Ingham County Parks.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of the 2011 donation of \$28,000 from the Friends of Ingham County Parks for the Ingham County Parks.

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: December 28, 2011
TO: County Services & Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing Reimbursement Terms and Conditions to the Potter Park Zoological Society for Interim Zoo Director Services

On November 8, 2011, the Ingham County Board of Commissioners approved Resolution #11-346. This resolution authorized a contract amendment with the Potter Park Zoological Society to appoint Sherrie Graham as the Interim Zoo Director. This resolution authorizes reimbursement to the Potter Park Zoological Society in the amount of \$4,000 per month throughout the agreement duration specified in the executed agreements.

In accordance with Resolution #11-346, Ingham County Controller Mary Lannoye and Attorney Richard McNulty have met with Potter Park Zoological Society President Kevin Feuka and Executive Director Sherrie Graham to negotiate mutually agreeable terms and conditions of a contract amendment. By the authorization granted in the approved resolution, and upon the two parties reaching mutually agreeable terms and conditions, the contracts were subsequently executed.

Item III. Compensation of the Interim Zoo Director Services Agreement provides for County reimbursement to the Society for that portion of the personnel costs for Interim Director Services as mutually agreed upon by both contracting parties for periods after January 18, 2012. The Potter Park Zoological Society will provide on a monthly basis to the Ingham County Director of Parks an invoice for these services, which is due within 30 (thirty) calendar days from the date of invoice. Said invoice shall be approved for payment in a timely fashion and in accordance with all County policies and procedures so that said invoice will be paid within the timeframe stated above.

The Potter Park Zoo Board and Parks & Recreation Commission supported these reimbursement terms and conditions with the passage of a resolution at their December meetings. The language of the last Be It Further Resolved was revised for clarification after it passed the Zoo Board and Parks & Recreation Commission. According to Mr. Feuka, the Chair of the Zoo Society Board, the intent was that late payment is allowed ONLY when a dispute of the services is provided in writing to the Society. There is a tendency in the business world that an invoice goes unpaid because of some dissatisfaction that the client never bothers to share with the business/consultant until time passes and the business/consultant checks why it has not been paid. It is certainly fair to hold something pending a resolution which may, or may not, result in a change. But to be fair, that should be proactively brought up sooner than later. This new wording better reflects that sentiment and more accurately describes the intent of the two boards.

The original wording was as follows:

BE IT FURTHER RESOLVED, that said payment of any invoice within the timeframe stated above and any accrued interest shall not be withheld for any reason including, but not limited to, the County's dispute regarding the compliance or satisfaction of invoiced services with the terms of the executed agreements is provided in writing by the Director of Parks to the Potter Park Zoological Society Executive Director within 5 (five) business days of when cause of said dispute occurred, or 10 (ten) business days of when said dispute was brought to the attention of the Director of Parks, whichever is earlier.

The new wording is as follows:

BE IT FURTHER RESOLVED, that said payment of any invoice and accrued interest within the timeframe stated above may only be withheld pending resolution of a County dispute regarding the satisfaction with, or compliance of, invoiced services within the terms of the executed agreements.

BE IT FURTHER RESOLVED, notice of such dispute must be provided in writing by the Director of Parks to the Potter Park Zoological Society Executive Director within 5 (five) business days of when cause of said dispute occurred, or 10 (ten) business days of when said dispute was brought to the attention of the Director of Parks, whichever is earlier.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING REIMBURSEMENT TERMS AND CONDITIONS TO THE POTTER PARK ZOOLOGICAL SOCIETY FOR INTERIM ZOO DIRECTOR SERVICES

WHEREAS, on November 8, 2011, the Ingham County Board of Commissioners approved Resolution #11-346, authorizing a contract amendment with the Potter Park Zoological Society to appoint Sherrie Graham as the Interim Zoo Director; and

WHEREAS, in accordance with Resolution #11-346, Ingham County Controller Mary Lannoye and Attorney Richard McNulty have met with Potter Park Zoological Society President Kevin Feuka and Executive Director Sherrie Graham to negotiate mutually agreeable terms and conditions of a contract amendment; and

WHEREAS, by the authorization granted in the approved resolution, and upon the two parties reaching mutually agreeable terms and conditions, the Chairperson of the Board of Commissioners and the County Clerk signed the necessary contract documents including the resulting Amended Agreement Between Ingham County and the Potter Park Zoological Society and the Interim Zoo Director Services Agreement, also signed by the Potter Park Zoological Society President, thereby subsequently executing the two Agreements; and

WHEREAS, item III. Compensation of the Interim Zoo Director Services Agreement provides for County reimbursement to the Society for that portion of the personnel costs for Interim Director Services as mutually agreed upon by both contracting parties for periods after January 18, 2012; and

WHEREAS, the Potter Park Zoo Board and Parks & Recreation Commission supported these reimbursement terms and conditions with the passage of a resolution at their December meetings.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the provided reimbursement in the amount of a lump sum \$4,000 (Four Thousand and 00 Dollars) per month throughout the agreement duration specified in the executed agreements.

BE IT FURTHER RESOLVED, that the Potter Park Zoological Society shall provide on a monthly basis to the Ingham County Director of Parks an invoice for these services, which is due within 30 (thirty) calendar days of the date of invoice.

BE IT FURTHER RESOLVED, that said invoice shall be approved for payment in a timely fashion and in accordance with all County policies and procedures so that said invoice will be paid within the timeframe stated above.

BE IT FURTHER RESOLVED, that said payment of any invoice and accrued interest within the timeframe stated above may only be withheld pending resolution of a County dispute regarding the satisfaction with, or compliance of, invoiced services within the terms of the executed agreements.

BE IT FURTHER RESOLVED, notice of such dispute must be provided in writing by the Director of Parks to the Potter Park Zoological Society Executive Director within 5 (five) business days of when cause of said dispute occurred, or 10 (ten) business days of when said dispute was brought to the attention of the Director of Parks, whichever is earlier.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL
DIVERSITY MONTH IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2012 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MARYANNE KENNEDY-MENEFEE

WHEREAS, MaryAnne Kennedy-Menefee is a member of the 2011-12 Little Caesar's 19U Hockey Club and was selected by USA Hockey to compete as a member of the U.S. Women's National U18 team in the 2012 International Ice Hockey Federation U18 Women's World Championship December 31, 2011 – January 7, 2012 in Prerov and Zlin, Czech Republic; and

WHEREAS, in the championship game the U.S. Women's National Under-18 team finished the tournament in second place claiming the Silver Medal; and

WHEREAS, MaryAnne previously participated in the 2011 Under-18 Series, a three-game stint against Canada last August in Rockland, Ontario and was selected to attend the USA Hockey 4 Nations Pre-Camp in November; and

WHEREAS, a Lansing Eastern High School Senior, Maryanne is in her third season with the Girl's 19U program, she was also on the Little Caesar's 12U state championship team in 2007, the 14U state championship team in 2008, and the 18U state championship team in 2011; and

WHEREAS, in 2010-2011 MaryAnne lead the Little Caesar's 19U team in points and was also the USA Hockey National Points Leader in 2011; and

WHEREAS, MaryAnne also plays varsity softball and varsity basketball at Eastern High School where she was named to the All-District First Team and All-Conference First Team for softball and the Lansing State Journal All-Area Team in 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors MaryAnne Kennedy-Menefee on being selected to compete as a member of the U.S. Women's National Under-18 team in the 2012 International Ice Hockey Federation U18 Women's World Championship and for receiving a Silver Medal.

BE IT FURTHER RESOLVED, that the Board recognizes the great achievements MaryAnne has accomplished and the hard work and sacrifices that are necessary to reach this level of success.

BE IT FURTHER RESOLVED, that the Board congratulates MaryAnne and wishes her the best in all of her future endeavors.