

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
CAROL KOENIG, CHAIR
DIANNE HOLMAN
VICTOR CELENTINO
DEB NOLAN
PENELOPE TSERNOGLOU
BRYAN CRENSHAW
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 19, 2013 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 5, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews
 - a. Potter Park Zoo Board
 - b. Youth Commission
2. Road Department - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
3. Human Resources - Resolution to Extend the Temporary Assignment and Salary for the [Interim Chief Executive Officer](#), Community Health Centers and the Amendment of the Related Agreement
4. Controller's Office
 - a. Resolution Approving Various [Contracts](#) for the 2014 Budget Year
 - b. Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for [911 Employees](#)

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 5, 2013
Minutes

Members Present: Carol Koenig, Penelope Tsernoglou, Dianne Holman, Victor Celentino, Deb Nolan and Randy Maiville

Members Absent: Bryan Crenshaw

Others Present: Timothy Dolehanty, Becky Bennett, Travis Parsons, Michelle Rutkowski, Willis Bennett, Sally Auer, Tamara Warren, Julie Casper, Ken Weinstein, Mary Holmer, Matthew J. Schindewolf, Russell Bodell, Ralph Monsma, Mark Grebner and others.

The meeting was called to order by Chairperson Koenig at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the October, 15, 2013 Minutes

The October 15, 2013 Minutes were approved as submitted.

Additions to the Agenda

None.

Limited Public Comment

Sally Auer, UAW, expressed acknowledgement and appreciation in advance for considering item 10b. She stated that she hoped it will be approved.

1. Equal Opportunity Committee - Interviews

The committee interviewed Tamara Warren for the Equal Opportunity Advisory Board. Matthew Hausner was absent from the interview. There are two vacancies.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN TO APPOINT TAMARA WARREN TO THE EQUAL OPPORTUNITY COMMITTEE.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw

2. Fair Board - Interviews

The committee interviewed Julie Casper, Ken Weinstein and Mary Holmer for the Ingham County Fair Board Liason position to begin service on the Fair Board in 2014. There is one vacancy.

After the interviews, Chairperson Koenig told the three candidates that the committee would take their information under advisement and inform them of a decision at a later time.

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

3. Health Department - Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
4. Economic Development - Resolution to Submit an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant and Establish a Tri-County Regional Brownfield Coalition
6. Road Department
 - a. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - b. Resolution Extending Purchase Authorization of 2013-2014 Winter Season Supply of Cold Patch Binder Oil and Mixing Services for the Road Department
 - c. Resolution Authorizing the Purchase of 2013-2014 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department
 - d. Letter of Support Request from CATA
7. Human Resources
 - a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police - Supervisory Officers
 - b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees in the Fraternal Order of Police - Supervisory Officers
8. Potter Park Zoo
 - a. Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support
11. Board of Commissioners - Resolution Recognizing the Week of November 4 - 8, 2013 as "College Application Week" in Ingham County

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw

5. Financial Services - Resolution to Transfer Funding to MERS for 911 Employees who Transferred from the City of Lansing

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO TRANSFER FUNDING TO MERS FOR 911 EMPLOYEES WHO TRANSFERRED FROM THE CITY OF LANSING.

Discussion

Comm. Nolan requested that she would like staff to contact the City of Lansing regarding item 5 now that the Election is over.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw

8. Potter Park Zoo
 - b. Resolution to Affirm Architectural and Engineering Design Services Procurement through Potter Park Zoological Society

MOVED BY COMM. MAIVILLE, SUPPORTED BY CELENTINO, TO APPROVE THE RESOLUTION TO AFFIRM ARCHITECTURAL AND ENGINEERING DESIGN SERVICES PROCUREMENT THROUGH POTTER PARK ZOOLOGICAL SOCIETY.

Discussion

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw

9. Parks
 - a. Resolution Recommending a Parks and Trails Millage (Informational Item)

Discussion

Chairperson Koenig pointed out that this topic should be discussed at length and that everyone should have the opportunity to express their input.

Comm. Maiville asked what the benefit of the millage for the out county residents would be.

Willis Bennett, Ing. Co. Parks, stated that this possible millage would have potential to expand trails and parks throughout the entire county.

The committee discussed the wording of the possible millage with Mark Grebner.

Willis Bennett stated that the Parks Department will be putting together a list of millages from other counties for review.

- b. Resolution Recommending the Sale of Baldwin Park to Onondaga Township (Informational Item)

Discussion

Matthew Schindewolf, Onondaga Township Supervisor, expressed the township's interest in the park and discussed its rich history and how regaining ownership would benefit the township

residents. He, along with Onondaga Township Trustee Russell Bodell, have set up a Parks and Recreation Master Plan for the township with hopes of future grant opportunities. The township also conducted a survey regarding Baldwin Park among residents that was deemed successful.

Comm. Maiville stated that he feels the county has not put much into Baldwin Park and that Onondaga Township would take advantage of the potential of the property.

Comm. Nolan expressed her support and acknowledged Comm. Maiville's diligence on convincing the Board.

Comm. Celentino expressed his support of the sale.

Comm. Holman stated that she had to think long and hard before giving up park land, but she agreed that this sale was a good idea.

Comm. Tsernoglou said that she was impressed with the research and preparation done by Onondaga Township.

Chairperson Koenig obtained a general consensus from the committee of support of a forthcoming resolution.

10. Controller's Office

- a. Resolution to Restructure Controller/Administrator Office Positions

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE TO APPROVE THE RESOLUTION TO RESTRUCTURE CONTROLLER/ADMINISTRATOR OFFICE POSITIONS.

Discussion

The committee discussed the increase in pay and the possibility of re-adjusting the position description of Deputy Controller to downgrade it to an MCF15 from an MCF16.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE TO AMEND THE RESOLUTION, THEREFORE BE IT RESOLVED, BY RE-ADJUSTING THE POSITION DESCRIPTION OF THE DEPUTY CONTROLLER IN ORDER TO SATISFY THE QUALIFICATIONS OF AN MCF15; AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the restructuring of the Controller/Administrator Office Positions **contingent on the re-adjustment of the position description for the Deputy Controller in order to satisfy the qualifications of an MCF15.**

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw

- b. Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN TO APPROVE THE RESOLUTION TO APPROVE A ONE-TIME LUMP SUM WAGE SUPPLEMENT TO CERTAIN EMPLOYEES OF INGHAM COUNTY.

Discussion

Comm. Nolan stated that item 10b represents an appreciation for the patience and hard work of the employees of Ingham County.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Crenshaw.

Announcements

Comm. Nolan asked the Commissioners to save the date of January 9, 2014 as there will be a celebration held that day for acknowledging employee service and honoring people for certain lengths of employment. She stated that she will report back the specifics of the event when they become available.

Public Comment

Sally Auer, UAW, expressed her appreciation for the passing of item 10b. She said she hopes the county employees are considered first in upcoming budget years.

The meeting was adjourned at approximately 8:31 p.m.

Respectfully submitted,

Jennifer Shuster

NOVEMBER 19, 2013 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

2. **Road Department:** *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Ingham County Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

3. **Human Resources:** *Resolution to Extend the Temporary Assignment and Salary for the Interim Chief Executive Officer, Community Health Centers and the Amendment of the Related Agreement*

The proposed resolution seeks to extend the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer through June 30, 2014. The Human Resources Department and Community Health Center Board support extension of this assignment.

- 4a. **Controller's Office:** *Resolution Approving Various Contracts for the 2014 Budget Year*

This resolution will approve the attached list of contracts for the 2014 budget year. The list consists only of contracts that are included in the 2014 Adopted Budget. Please see the attached memorandum for more details.

- 4b. **Controller's Office:** *Resolution to Establish Timetables for Transfer of Funds from the City of Lansing for 911 Employees*

Ingham County officials continue to work with the City of Lansing to establish the value of retirement proceeds attributed to Central Dispatch employees under the 9-1-1 Legacy Agreement. After more than a year of discussions, we do not believe this issue will be resolved in the immediate future. This resolution seeks to establish a timetable to conclude negotiations, establish a payment timeline, and to authorize legal action in the event of impasse.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads becomes the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 6, 2013 as submitted.

Introduced by County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE TEMPORARY ASSIGNMENT AND SALARY
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,
COMMUNITY HEALTH CENTERS AND THE EXECUTION OF THE RELATED AGREEMENT**

RESOLUTION # 13 - 306

WHEREAS, the Ingham County Board of Commissioners, the Ingham Community Health Center Board, and the Ingham County Health Department have entered into an agreement to provide for operation, administration and provision of certain primary care services in Ingham County, Michigan; and

WHEREAS, due to the recent departure of the Chief Executive Officer (Position No. 601003) for the Federally Qualified Health Center Look Alike Entity and the network of Community Health Centers, the County seeks to temporarily transfer most the job duties for that position to the Chief Operating Officer (Position No. 601382); and

WHEREAS, the Managerial and Confidential employee involved, being Barb Mastin, Chief Operating Officer, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the County has recognized that adjusting the employee's salary for temporarily assuming the assigned additional duties and responsibilities during this extended period is justified, and the Human Resources staff has conducted a review with the distribution of additional duties and responsibilities that has been recommended by the Health Department to the Board of Commissioners; and

WHEREAS, the County and the Community Health Center Board are agreeable to this temporary staffing arrangement and temporary salary increase.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the additional duties and responsibilities for the primary management and operations of the Community Health Center to be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013.

BE IT FURTHER RESOLVED, that while Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin's annual salary level shall be adjusted to \$93,283; and upon Ms. Mastin's ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

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

COUNTY SERVICES: Yeas: De Leon, Koenig, Celentino, Holman, Nolan, Tsernoglou, Maiville
Nays: None **Absent:** None **Approved 7/16/13**

FINANCE: Yeas: McGrain, Anthony, Tennis, Vickers, Schafer
Nays: None **Absent:** Bahar-Cook, Koenig **Approved 7/17/13**

Introduced by County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND THE TEMPORARY ASSIGNMENT AND SALARY
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,
COMMUNITY HEALTH CENTERS AND THE AMENDMENT OF THE RELATED AGREEMENT**

WHEREAS, in Resolution #13-306, the Ingham County Board of Commissioners authorized the temporary assignment of Ms. Barbara Mastin to perform the additional responsibilities resulting from the departure of the Chief Executive Officer for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, Ms. Mastin's annual salary level was adjusted to \$93,283 for the period of April 29, 2013 through December 31, 2013; and

WHEREAS, it is proposed that this temporary assignment be extended through June 30, 2014; and

WHEREAS, the Human Resources and the Community Health Center Board are in support of the extension of this assignment; and

WHEREAS, the Health Officer recommends that the temporary assignment and additional duties and responsibilities for the primary management and operations of the Community Health Center assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), shall be extended through June 30, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the extension of the temporary assignment and additional duties currently being performed by the Chief Operating Officer, Ms. Mastin, through June 30, 2014.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement as to the assignment and salary for the Interim Chief Executive Officer, Community Health Centers are unchanged.

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

DATE: November 7, 2013
TO: Finance and Liaison Committees
FROM: Teri Morton, Budget Director
RE: Resolution Approving Various Contracts for the 2014 Budget Year

This resolution will approve the attached list of contracts for the 2014 budget year. The list consists only of contracts that are included in the 2014 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution 09-095, provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts passed by the Finance Committee and scheduled to be considered by the Board of Commissioners at its November 12th meeting, expenditure contracts with a 2014 increase of 2.1% or less are the only ones included in this resolution. The one exception to this is the county's contract with the Capital Area United Way for 2-1-1 Services. An increase of \$12,000 (36%) was approved by the Board of Commissioners as part of the 2014 budget process.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2014 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2014 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

COUNTY SERVICES COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 COST	2014 PROJECTED	Proj. Increase	% Increase over 2013	Funding Source
1	Board of Commissioners	Granicus	Recording Software maintenance Monthly Manage Service	01/01/14	12/31/14	\$6,000	\$5,500	-\$500	-8%	General Fund
2	Facilities - VMC	Schindler	Elevator maintenance & repair	06/01/13	06/30/14	\$ 7,500	\$ 7,500	\$0	0%	General Fund/COL
3	Facilities - Jail	Schindler	Elevator maintenance & repair	08/01/11	06/30/14	\$ 2,500	\$ 2,500	\$0	0%	General Fund
4	Facilities - HSB	Schindler	Elevator maintenance & repair	08/01/11	06/30/14	\$ 3,400	\$ 3,400	\$0	0%	HSB Fund
5	Facilities	Schindler	Elevator maintenance & repair	08/01/11	06/30/14	\$ 4,500	\$ 4,500	\$0	0%	General Fund
6	Financial Services	Eagle Claims Management	Workers' Comp Third Party Administrator	01/01/14	12/31/14	\$ 27,500	\$ 27,500	\$0	0%	Workers Comp Fund/MCF
7	Financial Services	Infinisource	Employees' Flexible Spending Account Administrator	01/01/14	12/31/14	\$ 17,500	\$ 17,500	\$0	0%	Employee Benefit Fund
8	Financial Services	BPA	Medicaid Eligible Retirees' Wraparound Plan Administrator	01/01/14	12/31/14	\$ 13,200	\$ 13,200	\$0	0%	Employee Benefit
9	MIS	Airialink	10MB Fiber Connection to Otto School	04/01/14	03/31/15	\$ 7,200	\$ 7,200	\$0	0%	Network Fund
10	MIS	Granicus	Granicus Maintenance	07/01/13	06/30/14	\$ 11,576	\$ 11,692	\$116	1%	Network Fund
REVENUE CONTRACTS										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2013 REV	2014 PROJECTED	Proj. Increase over 2013	% Increase over 2013	
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/14	12/31/14	\$80,444	\$107,551	\$27,107	34%	
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	01/01/14	12/31/14	\$40,028	\$40,028	\$0	0%	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH TIMETABLES FOR TRANSFER OF FUNDS FROM THE
CITY OF LANSING FOR 911 EMPLOYEES**

WHEREAS, 34 employees transferred from the City of Lansing to Ingham County on July 1, 2012 as part of the 911 Consolidation; and

WHEREAS, the 911 Legacy agreement with the City requires the City of Lansing to transfer the accumulated pension assets for these employees; and

WHEREAS, County and City officials have not yet agreed on a dollar amount for this transfer; and

WHEREAS, the City of Lansing acknowledges owing at least \$1,070,857.88; and

WHEREAS, Ingham County provided \$1,500,000 to temporarily fund retirement accounts for impacted employees through Municipal Employees Retirement System (MERS) of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners directs its Controller/Administrator to send written notice to the City of Lansing demanding payment of \$1,070,857.88 to the County, the amount the City believes it owes under the 911 Legacy Agreement, to be remitted on or before (insert date).

BE IT FURTHER RESOLVED, that the Controller/Administer shall continue negotiations with City officials in an attempt to secure the balance of funds owed to fully fund retirement accounts for impacted employees formerly employed by the City of Lansing.

BE IT FURTHER RESOLVED, that, should the City of Lansing fail to remit payment on or before (insert date), Corporation Counsel shall then be authorized to initiate necessary legal action against the City of Lansing for the purpose of recovering amounts owed for accumulated pension assets, as cited in the 911 Legacy Agreement.