

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

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, OCTOBER 15, 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 [October 1, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Fair - Resolution Authorizing Entering into a Contract with [Ace Pyro, LLC](#) to Provide the Fireworks Show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds
2. Department of Roads
 - a. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Roads in Relation to Federally Funded [Bridge Projects](#) Located at Noble Road Over Doan Creek Gale Road Over Willow Creek
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
3. Financial Services
 - a. Resolution to Accept the Recommendation of the Ingham County [Health Care](#) Coalition for Employee Benefits for 2014 and Authorizing Letters of Agreement with Bargaining Units
 - b. Resolution to Authorize the Implementation of an Employee's Cost Sharing Agreement for [Dental and Vision](#)
4. Parks Department - Resolution Approving a Contract Amendment with [Superparks LLC](#) (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park
5. Board of Commissioners - Resolution Honoring the [Williams Chapel](#) Original Church of God on the Event of their Anniversary

6. Controller's Office
 - a. Resolution to **Restructure** Controller/Administrator Office Positions
 - b. Resolution to Approve a One-Time Lump Sum **Wage Supplement** to Certain Employees of Ingham County

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
October 1, 2013
Minutes

Members Present: Victor Celentino, Deb Nolan, Penelope Tsernoglou, Bryan Crenshaw and Randy Maiville

Members Absent: Carol Koenig and Dianne Holman

Others Present: Becky Bennett, Timothy Dolehanty, Michelle Rutkowski, Willis Bennett, Jim Hudgins, Jamie McAloon Lampman, Chuck Gray and others.

The meeting was called to order by Comm. Celentino at 6:00 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the September 17, 2013 Minutes and Closed Session Minutes

The September 17, 2013 Minutes were approved as amended: Include Item 10c in the consent agenda, as follows:

10. Board of Commissioners
 - a. Resolution Honoring Lansing for Cesar E. Chavez
 - b. Resolution Congratulating the Holt Jr. Rams U14 Class A Mason Pony League Champions
 - c. **Resolution Honoring Delhi Township Fire Chief Richard Royston on the Event of His Retirement.**

The September 17, 2013 Closed Session Minutes were approved as submitted.

Additions to the Agenda

5. Late – Resolution to Authorize the Transfer of the Recording Secretary Position from the Board of Commissioners' Office to the County Clerk's Office.

Limited Public Comment

None.

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

1. Animal Control - Resolution to Authorize the Architectural/Engineering Firm of Hobbs and Black to Conduct a Building Assessment of the Ingham County Annex Facility in Mason

2. Potter Park Zoo
 - a. Resolution Recommending the Acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Authorizing the Potter Park Zoological Society to Retain Admission Monies for the Boo at the Zoo Event

3. Department of Roads - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig and Holman

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

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig and Holman

4. Parks Department - Resolution Authorizing an Amendment to the 2014 Ingham County Parks Fee Schedule

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE 2014 INGHAM COUNTY PARKS FEE SCHEDULE.

Mr. Bennett explained the special event fee is difficult to collect, administer and track. He then described the ease of shelter rentals for both the customer and staff. Comm. Nolan stated she does not have any concerns about this item and she only pulled the agenda item because it is a fee.

Comm. Nolan informed the Committee that she attended a Parks Commission meeting where Mr. Grebner submitted a Countywide Parks Millage plan. She informed the members of the Parks Commission that the only way she would support a Parks Millage is if people were able to come into the County parks for free and there were no parking fees. Comm. Nolan stated that she is now informing this Committee of her opinion early on and will continue to express her opinion as the millage is discussed. She stated if the entrance and parking fees are not repealed she will be voting no on placing the millage question on the ballot. Additionally, the millage will need to offset current entrance and parking fees. Comm. Tsernoglou stated the Parks Commission is discussing ballot language with a focus on trails and incorporating Parks. She stated that eliminating the parking fee could be considered because the millage would more than cover those fees. Nevertheless, she could not say what the language would be until it is brought before this Committee. Comm. Celentino gave the example of the Juvenile Justice Millage and pointed out that there is a resolution further defines how the millage funds are used.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig and Holman

Mr. Bennett asked if this Committee would like the township supervisor in attendance when the Baldwin Park Resolution comes forward. The Committee answered yes. Comm. Maiville described the land surrounding Baldwin Park. Mr. Bennett stated the Parks Department will provide a package that further describes the intent for Baldwin Park before a resolution is brought forward.

5. Resolution to Authorize the Transfer of the Recording Secretary Position from the Board of Commissioners' Office to the County Clerk's Office.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSFER OF THE RECORDING SECRETARY POSITION FROM THE BOARD OF COMMISSIONERS' OFFICE TO THE COUNTY CLERK'S OFFICE.

Comm. Nolan informed the Committee she recently attended a meeting with Comm. Bahar-Cook and the County Clerk regarding the Recording Secretary Position.

Comm. Nolan described the legal advice regarding the position.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig and Holman

Announcements

None.

Public Comment

Mr. Gray, UAW, expressed his opinion of the Recording Secretary Position being transferred to the Clerk's Office.

The meeting adjourned at approximately 6:29 p.m.

Respectfully submitted,

Julie Buckmaster

OCTOBER 15, 2013 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommendations are as follows:

1. ***Fair: Resolution Authorizing Entering into a Contract with Ace Pyro, LLC to Provide the Fireworks Show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds***

The Ingham County Fair Winter Festival presents an opportunity to partner with the City of Mason during their annual Lighted Parade. This event includes carnival rides, a string quartet providing holiday music, craft fair, and a crescendo of a holiday fireworks display as the closing of events at the Fairgrounds. The Fair Board and Staff recommend that a contract be awarded to ACE Pyro, LLC, of Manchester, Michigan to perform a fireworks display on the Ingham County Fairgrounds on Friday, November 29, 2013, in an amount not to exceed \$5,100.00

RECOMMENDATION: Approve the resolution authorizing entering into a contract with Ace Pyro, LLC to provide the fireworks show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds, as presented.

2a. ***Department of Roads: Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Roads in Relation to Federally Funded Bridge Projects Located at Noble Road Over Doan Creek Gale Road Over Willow Creek***

The Ingham County Department of Transportation and Roads received federal Local Bridge Program funding to replace the Noble Road over Doan Creek and Gale Road over Willow Creek. The two projects will be packaged together as a single construction contract. A second party contract is necessary to define responsibilities of the County and to administer a contract on behalf of MDOT.

RECOMMENDATION: Approve the resolution to approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Department of Roads in relation to federally funded bridge projects located at Noble Road over Doan Creek and Gale Road over Willow Creek, as presented.

2b. ***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.

RECOMMENDATION: Approve the proposed Resolution to approve special and routine permits for the Ingham County Road Department as presented.

- 3a. ***Financial Services: Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2014 and Authorizing Letters of Agreement with Bargaining Units***
The proposed resolution authorizes an increase to the health insurance benchmark by 2% over the 2013 amount. It also changes the prescription co-pays for the Standard and High plans from \$2/\$25/\$50 to \$5/\$30/\$60 (30 day generic/preferred brand/other brand retail).

RECOMMENDATION: Approve the proposed Resolution to accept the recommendation of the Ingham County Health Care Coalition for employee benefits for 2014 and authorizing letters of agreement with bargaining units, as presented.

- 3b. ***Financial Services: Resolution to Authorize the Implementation of an Employee's Cost Sharing Agreement for Dental and Vision***
Ingham County provides self-insured dental and vision coverage to full-time employees at no cost. Employees are not required to enroll in the plan. Following this protocol, the County will incur additional tax liability under provisions of the Affordable Care Act beginning in 2014. However, this new tax liability can be avoided if an employee contribution is imposed. The Health Care Coalition agreed to implement a \$1 per month employee contribution toward dental and vision coverage. In exchange, County administration has agreed to a wage increase of \$1.00 per month to offset this increase.

RECOMMENDATION: Approve the Resolution to authorize the implementation of an employee's cost sharing agreement for dental and vision, as presented.

4. ***Parks Department: Resolution Approving a Contract Amendment with Superparks LLC (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park***
This resolution authorizes an amendment to the contract with Superparks for the operation of the snowpark at Hawk Island Park. An amendment such as this is necessary to clarify the terms and conditions of the contract so that both parties fully understand their roles, as well as making the day to day operation of the hill run more smoothly.

RECOMMENDATION: Approve the resolution approving a contract amendment with Superparks LLC (Planet) to design, construct, maintain, and manage the Hawk Island Snow Park, as presented.

- 5a. ***Controller: Resolution to Restructure Controller/Administrator Office Positions***
A number of job responsibility changes and committee assignments prompted a review of several positions in the Controller's Office. The proposed resolution recognizes these changes and restructures office personnel in accordance with findings of the Human Resources Department.

RECOMMENDATION: Approve the resolution to restructure Controller/Administrator Office positions as presented.

- 5b. ***Controller: Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County***
Various committees expressed a desire to provide employees with a non-precedent setting one-time lump sum wage supplement of \$150 not added to base salaries. The proposed resolution seeks to accomplish this goal within the framework of existing state and federal labor statutes.

RECOMMENDATION: Adopt the resolution to approve a one-time lump sum wage supplement to certain employees of Ingham County, as presented.

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: October 3, 2013

RE: Authorization to Enter into a contract with ACE Pyro, LLC to provide the fireworks show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds.

The Ingham County Fairgrounds hosts multiple events annually, in support of the Ingham County Board of Commissioners strategic goals to enhance the services offered to the community, which provides the Fair Board and Staff with numerous opportunities to diversify the events spearheaded by the Fair team.

The Winter Festival presents that opportunity to partner with the City of Mason during their annual Lighted Parade and expand the offerings during this event with the Fair offering carnival rides, a string quartet providing holiday music, craft fair, and a crescendo of a beautiful holiday fireworks display as the closing of the event on the Fairgrounds.

The funds for this event have been budgeted and approved in the 2013 operational budget for \$5,100.00, account number 0561-760-130-818000.

The Fair Board and Staff concur that a contract be awarded to ACE Pyro, LLC, 13001 E Austin, Rd. Manchester, MI 48158, to perform a fireworks display on the Ingham County Fairgrounds as a part of the Winter Fest celebration on Friday, November 29, 2013, in the amount not to exceed \$5,100.00

ACE Pyro, LLC meets all of the Michigan Municipal Risk Authority guidelines and requirements for the performance of this show.

Sincerely,

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ACE PYRO, LLC TO PROVIDE THE FIREWORKS SHOW FOR THE INGHAM COUNTY FAIR WINTER FESTIVAL ON THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fairgrounds hosts multiple events annually in support of the Ingham County Board of Commissioners strategic goals to enhance the services offered to the community; and

WHEREAS, the Fair Board has passed a resolution supporting the pursuit of the continue diversification of the types of events offered to our community, which in turn assists with expanding our revenue base; and

WHEREAS the funds for this event have been budgeted and approved in the 2013 operational budget for \$5,100.00, account number 561-760-130-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to ACE Pyro, LLC, 13001 E Austin, Rd. Manchester, MI 48158, to perform a fireworks display on the Ingham County Fairgrounds as a part of the Winter Fest celebration on Friday, November 29, 2013, in the amount not to exceed \$5,100.00, account number 561-760-130-818000.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Department of Transportation & Roads

DATE: September 27, 2013

SUBJECT: Bridge Replacement for: Noble Road over Doan Creek
Gale Road over Willow Creek

The Ingham County Department of Transportation and Roads received federal Local Bridge Program funding to replace the Noble Road over Doan Creek and Gale Road over Willow Creek. The two projects will be packaged together as a single construction contract.

The contractual responsibilities for this contract are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities, attached to the funding, are defined. A second party contract between MDOT and the Ingham County Department of Transportation and Roads (ICDT&R) is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT's behalf. The MDOT and ICDT&R second party contract is the subject of this memo.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY DEPARTMENT OF ROADS IN RELATION TO FEDERALLY FUNDED BRIDGE PROJECTS LOCATED AT NOBLE ROAD OVER DOAN CREEK GALE ROAD OVER WILLOW CREEK

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) had applied for and obtained Local Bridge Program funding through the Federal Surface Transportation Program to replace the Noble Road over Doan Creek and Gale Road over Willow Creek, hereafter called the (PROJECT) prior to becoming the ROAD DEPARTMENT; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor. The COUNTY on behalf of the ROAD DEPARTMENT, in turn, must therefore enter into an associated contract with the State of Michigan/MDOT, consistent with the requirement for state and federal funding requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to affect the Noble Road over Doan Creek and Gale Road over Willow Creek bridge replacement PROJECT's construction.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution.

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 October 3, 2013 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: October 3, 2013

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2013-463	DELHI CHARTER TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2013-465	VILLAGE OF WEBBERVILLE	ROAD CLOSURE / SPECIAL EVENT	ELM RD BET GRAND RIVER & WALNUT ST	LEROY	
2013-466	VILLAGE OF WEBBERVILLE	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	LEROY	
2013-470	MEAD BROTHERS	CULVERT	SHAW ST & LAKE LANSING	MERIDIAN	10
2013-471	AT & T	CABLE / UG	MACK AVE BET LAKE DR & REYNOLDS RD	MERIDIAN	3
2013-475	G.A. HUNT EXCAVATING	SANITARY	LAKE LANSING RD	LANSING	3
2013-476	CONSUMERS ENERGY	MISCELLANEOUS	HOWELL RD BET HOGSBACK RD & HOWELL RD	ALAIEDON	31
2013-477	DELHI CHARTER TOWNSHIP	WALKWAY CONSTRUCTION	VARIOUS	DELHI	
2013-478	CONSUMERS ENERGY	GAS	BARNES RD BET AURELIUS RD & EIFERT RD	AURELIUS	27
2013-482	LANSING BOARD OF WATER & LIGHT	WALKWAY CONSTRUCTION	WASHINGTON AVE	DELHI	8
2013-483	LANSING BOARD OF WATER & LIGHT	WATERMAIN	KALAMAZOO ST BET MIFFLIN ST & CHARLES ST	LANSING	14
2013-484	LANSING BOARD OF WATER & LIGHT	WATERMAIN	WOOD ST	LANSING	3
2013-485	CONSUMERS ENERGY	GAS	BISHOP RD	DELHI	7
2013-486	CONSUMERS ENERGY	GAS	WOOD ST & LAKE LANSING	LANSING	2 & 3
2013-487	CONSUMERS ENERGY	GAS	HULL RD BET KIPP RD & TOMLINSON RD	VEVAY	16
2013-488	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	MERIDIAN	
2013-489	CONSUMERS ENERGY	ELECTRIC / OH	TOMLINSON RD BET TUTTLE RD & JEWITT RD	VEVAY	17
2013-490	MOORE-TROSPER CONSTRUCTION CO	MISCELLANEOUS	HAGADORN RD BET BIRCH ROW & LAKE LANSING RD	MERIDIAN	6
2013-491	COMCAST	CABLE / UG	TEKONSHA TR BET MOHICAN LN & ARAPAHO TR	MERIDIAN	20
2013-492	CONSUMERS ENERGY	GAS	WOOD ST & LAKE LANSING	LANSING	3
2013-493	KONNY ZSIGO	MISCELLANEOUS	REYNOLDS RD BET PERRY RD &	MERIDIAN	2

			MILENZ ST		
2013-494	KEVIN TREFRY	SANITARY	MAGNOLIA AVE BET MARGUERITE AVE & WOODRUFF AVE	LANSING	11

PERMIT SUPERVISOR: _____

MANAGING DIRECTOR: _____

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

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

TO: Board of Commissioners
FROM: Jill Rhode, Director of Financial Services
DATE: October 4, 2013
RE: 2014 Benefit Changes

Attached are two resolutions to implement the changes to the health and dental and vision insurance plans for 2014.

Health Insurance:

This resolution authorizes two changes. It increases the benchmark by 2% over the 2013 amount. It also changes the prescription co-pays for the Standard and High plans from \$2/\$25/\$50 to \$5/\$30/\$60 (30 day generic/preferred brand/other brand retail).

Based upon the most recent calculation, the County will be in compliance with the State mandated hard caps for 2014 without including the Road employees but we are **very** close. Since the Road employees are still negotiating and we have not received final official rates from PHP which may change slightly from the rates we are currently using, we are recommending we waive the hard cap requirement for 2014 just as a precaution.

Dental and Vision:

The County currently provides self-insured dental and vision coverage to our employees at no cost to them and they are not required to enroll in the plan. Unless this is changed, we will be liable for additional taxes under Federal health care reform beginning in 2014.

The Health Care Coalition has agrees to implement a \$1 per month employee contribution to dental and vision. The County administration has agreed to increase the impacted employee's pay by \$1 per month to offset this increase. The second resolution authorizes this agreement.

Travis Parson and I will be attending the meetings to answer any question you may have. If you 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 ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2014 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS

WHEREAS, the Ingham County Health Care Coalition investigated various plan designs and options for the County's health care plan for 2014; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend changing the insurance provider for 2014 but the group does recommend making a change to the co-pay for prescriptions; and

WHEREAS, the Health Care Coalition recommends that the co-pays for prescriptions for the Standard and High Plans be changed from \$2/\$25/\$50 to \$5/\$30/\$60 (30 day generic/preferred brand/other brand retail); and

WHEREAS, the benchmark used to determine the employee's contribution rate is recommended to be increased 2% from the amount used in 2013 in accordance with historical practice; and

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions towards their employee's health benefits; and

WHEREAS, based on the 2014 health insurance options recommended by the Health Care Coalition, the County may not be in compliance with the dollar caps established in Section 3 of Public Act 152 of 2011; and

WHEREAS, Section 4 of Public Act 152 of 2011 authorizes a public entity, by a majority vote of their board, to alternatively comply with the Act using a statutory percentage limit; and

WHEREAS, Section 4 requires that an employer's share of the costs for medical benefits shall not exceed 80% of the total medical benefit plan coverage costs; and

WHEREAS, based on current enrollment and the provider rates presented to the Health Care Coalition, Ingham County would be in compliance with Section 4 of PA 152 in 2014; and

WHEREAS, in the event the County is projected to exceed the 80% employer cost limitation provided in Section 4 of Public Act 152 of 2011, the County Controller shall notify the Health Care Coalition; and

WHEREAS, it is the intent of the Board of Commissioners that the County make continued progress to comply with all sections of Public Act 152.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2014 health insurance options including the change in the prescription co-pay.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended health insurance benefits to the Managerial and Confidential Employees effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised Health Insurance Plan.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby elects to comply with Section 4 of Public Act 152 of 2011 for the 2014 medical benefit plan coverage year instead of the requirements of Section 3 in that same Act.

BE IT FURTHER RESOLVED, that the County Controller shall ensure that the employer's share of the medical benefit plan premiums for each individual elected county official does not exceed 80%

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE IMPLEMENTATION OF AN EMPLOYEE'S COST SHARING AGREEMENT FOR DENTAL AND VISION

WHEREAS, the County currently provides a self-insured dental and vision plan at no cost to the employees; and

WHEREAS, since this plan is provided at no cost and the employees do not select to participate, there will be additional taxes due under Federal Health Care Reform beginning in 2014 unless the plan is changed; and

WHEREAS, the Health Care Coalition has agreed to implement a \$1 per month charge per employee for the cost of dental and vision; and

WHEREAS, the County administration has agreed to increase each impacted employee's monthly pay by \$1 to offset this cost and will require all employees to choose to participate in the plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2014 dental and vision plan.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended dental and vision benefit to the Managerial and Confidential Employees effective January 1, 2014.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the revised dental and vision Plan.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Contract Amendment for Hawk Island Snowpark
DATE: October 3, 2013

This resolution authorizes an amendment to the contract with Superparks for the operation of the snowpark at Hawk Island Park. An amendment such as this is necessary to clarify the terms and conditions of the contract so that both parties fully understand their roles, as well as making the day to day operation of the hill run more smoothly. Major changes to the agreement are as outlined below:

REVENUE

Ingham County and Superparks, LLC will split the Snow Park's receipts collected from all points of fees and sales pertaining to the Snow Park with seventy-five percent (75%) to Superparks, LLC and twenty-five percent (25%) to Ingham County as follows:

- (a) 75/25 split of gross receipts from Snowpark admission fee;
- (b) 75/25 split of net receipts from all other Snowpark activities, including rentals, concessions, special events and classes

SCOPE OF SERVICES

County Responsibilities

Labor associated with Minor/Routine/Preventive Equipment Maintenance, Site Maintenance & Modifications (with input from Superparks), Ticket Sales & Revenue Collection, Tube Rental (part of ticket sales), Food/Beverage/Retail and Staff, Permitting (State of MI), Radios and Communication Devices, Lift Operations Staff.

Superparks Responsibilities

Major Equipment Maintenance, Lift Operations, Hill Monitoring, Slope Maintenance and Grooming (includes build-outs/construction), Snowmaking, Site Safety (all accident reports to Park Mgt. by end of day), Ski School, Snowboard Rental, Special Events (15 days notice & responsible for food vendors beyond what is already provided), Marketing (with Parks Director approval 30 days in advance), Additional Equipment and related expenses (groomer, snowmakers, hand tools, upgrades to existing equipment).

MEETINGS

There will be daily progress meetings including the Parks Director, Ryan Neptune, or their designees. There will be monthly planning and review meetings with the Parks Director and Ryan Neptune.

STAFFING & EQUIPMENT

Superparks will provide the schedule and manage all the professional staff, and Ingham County will provide appropriate staffing on-site to fulfill all obligations included in the scope of services needed to operate the facility. The timeline for such negotiations shall not exceed thirty (30) days after such exercise of the non renewal option. In the event the parties cannot agree on a rate of the property improvements the County agrees to reimburse at depreciation value. Superparks agrees to present the County with proof of expenses at time of purchase or installation for such equipment or property improvements. The County will allow access to Superparks to tools and equipment they might have in inventory if needed to perform the Work. Any new equipment needed will be purchased and supplied by Superparks. The County agrees to pay all of the utilities and County personnel and labor cost separate and apart from this Agreement.

RENEWAL & TERMINATION

If the County does not renew this Agreement and or cancels it at anytime as provided for herein, the County agrees to pay Superparks for any venue property improvements it has invested during the term of the Agreement at a rate to be negotiated by the County and Superparks. The County must inform Superparks of its intent to renew or not renew the Agreement seventeen months prior to the end date of the Agreement, which is August 31, 2015. This ties the decision to renew/not renew with the annual April 1st review date that is already in the contract. Additionally, either party may terminate this Agreement, with or without cause, by delivery of written notice of the termination to the other party not less than ninety (90) days prior to the effective date of termination.

All other terms and conditions of the original agreement remain in place.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A CONTRACT AMENDMENT WITH SUPERPARKS LLC (PLANET)
TO DESIGN, CONSTRUCT, MAINTAIN, AND MANAGE THE HAWK ISLAND SNOW PARK**

WHEREAS, the Ingham County Board of Commissioners adopted resolution #12-254 to approve a contract with Superparks LLC (Planet) to design, construct, maintain, and manage the Hawk Island Snow Park; and

WHEREAS, after the 2012/2013 season it became apparent that modifications to the agreement were necessary; and

WHEREAS, Ingham County staff and Superparks had several meetings and communications to determine the most appropriate modifications to the agreement.

THEREFORE BE IT RESOLVED, effective upon execution of the amendment, the consideration for this Agreement shall be to split the Snow Park's receipts collected from all points of fees and sales pertaining to the Snow Park with seventy-five percent (75%) to Superparks, LLC and twenty-five percent (25%) to Ingham County as follows:

- (a) 75/25 split of gross receipts from Snowpark admission fee;
- (b) 75/25 split of net receipts from all other Snowpark activities, including rentals, concessions, special events and classes.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners approves such other amendments as negotiated between the Controller's Office and Superparks.

BE IT FURTHER RESOLVED, all other terms and conditions of the agreement authorized by resolution #12-254 remain unchanged.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING THE WILLIAMS CHAPEL ORIGINAL CHURCH OF GOD
ON THE EVENT OF THEIR ANNIVERSARY**

WHEREAS, in 1974, Pastor Fellersee Williams went to Bay City, Michigan to open a mission, upon her arrival she had not yet established a place to worship; and

WHEREAS, through her sister missionary, Cleo Ellis, she met Sister Griffith, who opened her home for the first service with the help of Pastor Geraldine Richardson, Sister Dorothy Gee, and Sister Sandra Rogers, all from the Lansing area; and

WHEREAS, after holding many services on the street corners in Bay City, Pastor Williams found a building at 1200 N. Madison Street and there she opened the first Original Church of God; and

WHEREAS, on her return to Lansing, the church joined in with the Urbandale Original Church of God for a while until Pastor Williams and the congregation bought the property at 1017 N. Cedar Street in Lansing, that church was named the Original Church of God Chapel; and

WHEREAS, property was purchased for the construction of a new church, and on October 30, 1994, the congregation marched into their new church at 3330 N. Turner street; and

WHEREAS, after Pastor Williams passing on May 22, 2002, the Chapel was renamed the Williams Chapel Original Church of God in honor of Pastor Williams; and

WHEREAS, Pastor James R. Cobb from Springfield, Ohio was installed as the Pastor in 2004 where he served until he moved on in November of 2010; and

WHEREAS, on August 11, 2012, Minister William Crenshaw, Sr. was welcomed as Pastor into the original Churches of God; and

WHEREAS, on October 27, 2013, the Williams Chapel Original Church of God will be celebrating its 35th anniversary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Pastor William Crenshaw and the congregation of the Williams Chapel Original Church of God on the event of their anniversary.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in the years to come.

MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

DATE: October 9, 2013

RE: Resolution to Restructure Controller/Administrator Office Positions

Among issues identified by Commissioners to be addressed upon my arrival at Ingham County was the organizational structure of the Controller/Administrator office. A number of changes in responsibilities assigned to various employees prompted this suggestion. The following narrative offers a brief explanation of the proposal, and Figure 1 provides a graphic representation. Implementation of the proposed structure will cost an additional \$51,707 annually.

Administrative Analyst

When the Administrative Analyst position became vacant, our incumbent Administrative Assistant expressed interest in filling the position. Following an internal review of education and experience requirements, requirement of a bachelor's degree was changed to allow a combination of work experience and education attainment. Human Resources (HR) conducted a job description review and classified the newly-described position as grade 7 on the Managerial and Confidential (MCF) scale.

Administrative Assistant / Executive Secretary

Promotion of our Administrative Assistant to Administrative Analyst provided an opportunity to review the Administrative Assistant position as measured against contemporary responsibilities of the Controller's Office. HR performed a job description review based on a revised job description. Through this analysis it was determined the position should be reclassified as Executive Secretary and placed at grade 4 on the MCF scale. Upon approval by the Board of Commissioners, this position will be the subject of an internal posting. If no qualified candidates are identified, we will then follow up with a general public posting.

Deputy Controller

In recognition of the current division of work responsibilities, the proposed structure calls for elimination of the Assistant Deputy Controller position and reassignment of the incumbent as Deputy Controller. At the same time, the reorganization structure recognizes the importance of a clear hierarchy and chain of command through establishment of a Chief Deputy Controller position. Although HR analysis of both positions resulted in placement at MCF grade 16, the proposed structure preserves past practice and provides flexibility in workload assignments.

Figure 2 and Figure 3 portray workload assignments for the Controller / Administrator, Chief Deputy Controller, and Deputy Controller.

Current Structure

Proposed Structure

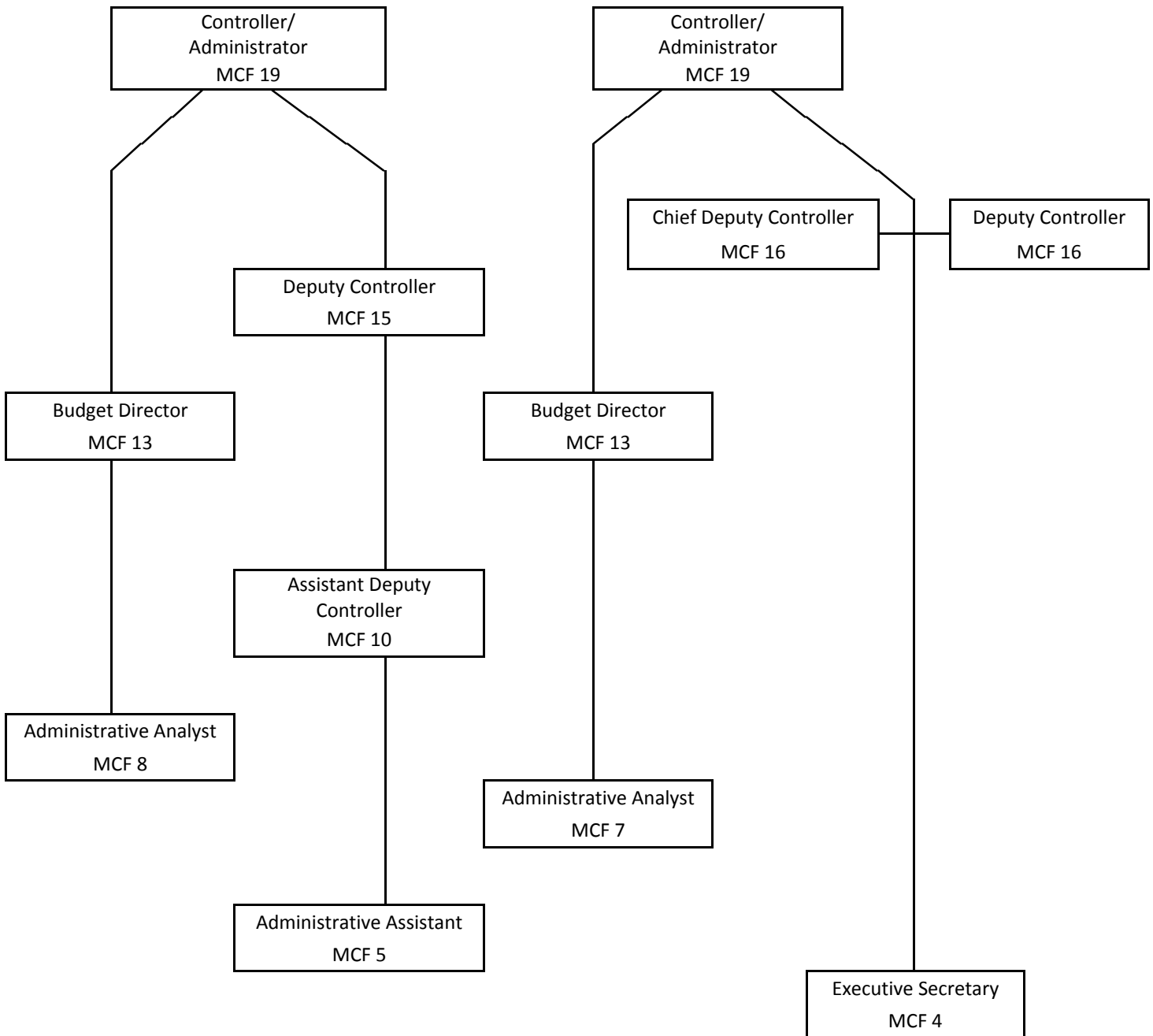


Figure 1: Current and proposed structure of the Ingham County Controller/Administrator office.

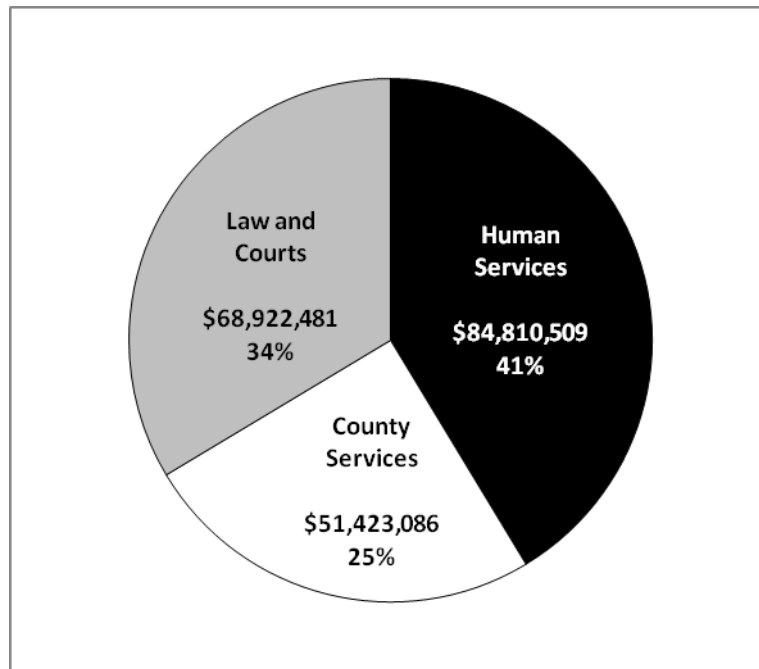
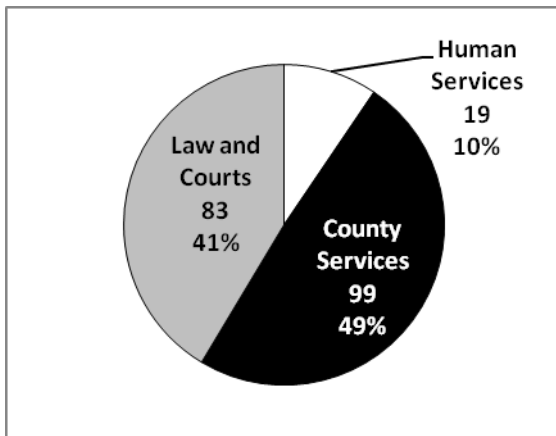


Figure 2: Workload assignments of the Controller/Administrator, Chief Deputy Controller, and Deputy Controller will primarily follow the Board of Commissioners standing committee structure. Detail of other specific responsibilities is provided in each job description.

Direct Supervision



Other Reporting

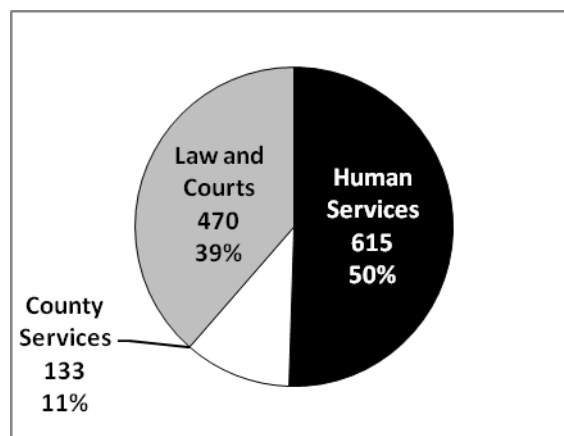


Figure 3: Personnel reporting assignments of the Controller/Administrator, Chief Deputy Controller, and Deputy Controller will primarily follow the Board of Commissioners standing committee structure. Employees falling under the “direct supervision” status work in appointed offices. In contrast, those in the “other reporting” category are employed in offices supervised by county-wide elected officials or through other county agencies supervised by independent oversight boards.

**INGHAM COUNTY
JOB DESCRIPTION**

EXECUTIVE SECRETARY, CONTROLLER

General Summary: Under supervision of the Controller, the Executive Secretary provides a variety of clerical support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answers telephones; and maintains office filing systems. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests. Assists the Community Corrections Advisory Board (CCAB) and Budget Office with general secretarial and administrative support functions.

Essential Functions:

1. Provides secretarial and administrative support to Controller's Office including setting-up and typing correspondence, resolutions, reports, surveys and other documents. Proofreads and edits documents.
2. Upon direction of the Controller, prepares and organizes agendas for various meetings including standing committees of the Board of Commissioners, Building Authority and other groups as assigned. Assembles, copies and distributes meeting support documents.
3. Pays invoices and performs wire transfers for Controller's Office, CCAB Office and Budget Office.
4. Prepare biweekly payroll for the Controller's Office and Community Corrections and enter personnel action requests.
5. Acts as procurement card site coordinator for Controller's Office, CCAB Office and Budget Office.
6. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.
7. Responsible for general administrative and clerical support functions to include scheduling of meetings, mailings, creating address label files, proofreading documents and assisting with special events.
8. Prepares annual schedule for Board meetings and Liaison Committee meetings.
9. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information.
10. Establishes and maintains office filing systems, and provides other general administrative/clerical support.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a high school diploma or equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required.

Experience: A minimum of two years of secretarial or related administrative experience is required.

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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 requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE ANALYST

General Summary: Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

Essential Functions:

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Assists in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
7. Provides technical assistance to operating departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
8. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
9. Supervises and trains part-time budget intern(s).

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

A minimum of one of the following combinations is required:

1. Twelve credits of college and 3-5 years of related experience
OR
2. One year of college and 2-3 related years of experience
OR
3. An Associate's Degree and 1-2 years of related experience
OR
4. A Bachelor's Degree and 6 months of related experience

Other Requirements: None

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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 requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

**INGHAM COUNTY
JOB DESCRIPTION**

Deputy Controller

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to assigned County departments, offices and agencies. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Function as Acting Controller/Administrator in the absence of both the Controller and the Chief Deputy Controller. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
 - a. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
 - b. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
 - c. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
 - d. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
 - e. Works in cooperation with standing committees of the Board of Commissioners, as assigned, to ensure adequate and full implementation and administration of adopted Board policies and procedures. Makes recommendations regarding current and future programs. Recommends action on claims to assigned departments, offices and agencies.
 - f. Works with assigned Committee Chair to develop meetings agendas; provides the Board of Commissioners' Office with resolutions and materials for agenda packets.
 - g. Staffs various advisory committees as assigned.
 - h. Serves as the Controller's liaison to other agencies as assigned.
2. Carries out special projects and prepares reports.
3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

4. Works as a member of the County Administrative team to ensure special projects run smoothly.
5. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.
6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in the absence of both the Controller and the Chief Deputy Controller.
7. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.
8. Works with the Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.
9. Supervises by recommending the hiring, discipline and termination of employees in conjunction with the Department Head of assigned areas.
10. Oversees contract compliance of vendors, agencies and municipalities on behalf of the County.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

Other Requirements:

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

**INGHAM COUNTY
JOB DESCRIPTION**

Chief Deputy Controller

General Summary:

Under general supervision of the Controller/Administrator, serves as liaison to assigned County departments, offices and agencies. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Functions as Acting Controller/Administrator in his/her absence. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
 - a. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
 - b. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
 - c. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
 - d. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
 - e. Works in cooperation with standing committees of the Board of Commissioners, as assigned, to ensure adequate and full implementation and administration of adopted Board policies and procedures. Makes recommendations regarding current and future programs. Recommends action on claims to assigned departments, offices and agencies.
 - f. Works with assigned Committee Chair to develop meetings agendas; provides the Board of Commissioners' Office with resolutions and materials for agenda packets.
 - g. Staffs various advisory committees as assigned.
 - h. Serves as the Controller's liaison to other agencies as assigned.
2. Carries out special projects and prepares reports.
3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

4. Works as a member of the County Administrative team to ensure special projects run smoothly.
5. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.
6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in his/her absence.
7. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.
8. Works with the Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator's Office and the Board Office, particularly with respect to Committee and Board agendas.
9. Supervises by recommending the hiring, discipline and termination of employees in conjunction with the Department Head of assigned areas.
10. Oversees contract compliance of vendors, agencies and municipalities on behalf of the County.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

Other Requirements:

(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:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESTRUCTURE CONTROLLER/ADMINISTRATOR
OFFICE POSITIONS**

WHEREAS, Ingham County established the office of Controller/Administrator with various responsibilities and duties as defined by state statute (MCL 46.13b); and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of each position in the Controller/Administrator office; and

WHEREAS, through reassignment of duties and sharing of personnel resources, it was determined that the Controller/Administrator office could be reorganized to promote operational efficiencies; and

WHEREAS, an Administrative Analyst position recently became vacant; and

WHEREAS, the current Administrative Assistant/Controller possesses the necessary skills, education and experience to fulfill duties assigned to an Administrative Analyst; and

WHEREAS, it is feasible to accomplish many tasks performed by the Administrative Assistant/Controller through designation as Executive Secretary/Controller; and

WHEREAS, duties and responsibilities associated with the Assistant Deputy Controller position have evolved to encompass the same duties and responsibilities of a Deputy Controller.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following staffing changes shall be implemented:

- Position number 212002/Administrative Analyst is reclassified from MCF08, \$49,404 - \$59,301 to MCF07, \$45,144 - \$54,190.
- Incumbent Administrative Assistant/Controller is reassigned as Administrative Analyst
- Position number 223002/Administrative Assistant/Controller (MCF05, \$38,710 - \$46,467) is reclassified as Executive Secretary/Controller (MCF04, \$36,246 - \$43,504).
- Position of Chief Deputy County Controller is created (MCF16, \$91,846 - \$110,242).
- Incumbent Deputy Controller is reassigned as Chief Deputy Controller
- Position number 223005/Deputy Controller is reclassified from MCF15, \$85,145 - \$102,200 to MCF16, \$91,846 - \$110,242.

- Position number 223004/Assistant Deputy Controller (MCF10, \$58,928 - \$70,732) is reassigned as Deputy Controller (MCF16, \$91,846 - \$110,242).
- Position number 223004/Assistant Deputy Controller is eliminated.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A ONE-TIME LUMP SUM WAGE SUPPLEMENT
TO CERTAIN EMPLOYEES OF INGHAM COUNTY**

WHEREAS, the Ingham County Board of Commissioners (“Board”) has examined the Comprehensive Annual Financial Report for the year ended December 31, 2012; and

WHEREAS, the Board has examined current expenditure levels for Fiscal Year 2013 for the various departments, agencies, offices and activities, which it by law or by policy must finance or assist in financing; and

WHEREAS, the Board has reviewed the recommended budget for Fiscal Year 2014 and concluded sufficient funds are available to finance all mandatory County-funded services at or beyond minimum serviceable levels; and

WHEREAS, Ingham County employees have not received a wage adjustment for several years; and

WHEREAS, the Board desires to provide a non-precedent setting, one time lump sum wage supplement to certain regular full-time and part-time employees of Ingham County; and

WHEREAS, the Board understands that any wage adjustment is subject to collective bargaining rules and regulations as a mandatory subject of negotiation; and

WHEREAS, the Board has reviewed and determined that sufficient funds exist in the uncommitted fund balance of the general fund to accommodate such payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a non-precedent setting, one-time lump sum wage supplement not added to the wage scale totaling \$150 to eligible county employees as follows:

1. All full-time employees, part-time employees and three-quarter time employees within the Managerial and Confidential classification employed by Ingham County on October 31, 2013.
2. All full-time employees, part-time employees and three-quarter time employees recognized in the following collective bargaining units employed by Ingham County on October 31, 2013, subject to ratification of a formal Letter of Understanding: FOP Animal Control, FOP Corrections, FOP 911 Non-Supervisory, ICEA County Professionals, ICEA Assistant Prosecuting Attorneys, ICEA Public Health Nurses, MAP Law Enforcement, OPEIU Family Court, Teamsters 580 – Zoo, Teamsters 580 – 911 Supervisory, UAW TOPS, UAW Zoo

3. All full-time employees, part-time employees and three-quarter time employees recognized in the following collective bargaining units employed by Ingham County on October 31, 2013, upon ratification of a Collective Bargaining Agreement currently under negotiation: AFSCME Road Employees, OPEIU Supervisory, OPEIU Office and Professional Tech, ICEA Park Rangers, ICEA-FOC Park Crew Leaders, MNA Nurse Practitioners/Clinic Nurses
4. All full-time employees, part-time employees and three-quarter time employees of the FOP Supervisory Officers collective bargaining unit employed by Ingham County on October 31, 2013, subject to completion of the Act 312 arbitration process and subject to ratification of a formal Letter of Understanding.
5. All full-time and part-time employees of the ICEA – Professional Court Employees collective bargaining unit employed by Ingham County on October 31, 2013, subject to completion of the MERC Fact Finding process and subject to ratification of a formal Letter of Understanding.
6. Seasonal employees, temporary employees, special part-time employees and elected officials shall not be eligible for payment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the FY 2013 Ingham County General Fund Budget.