

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
CAROL KOENIG  
BRYAN CRENSHAW  
TERI BANAS  
REBECCA BAHAR-COOK  
KARA HOPE  
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, FEBRUARY 17, 2015 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 [February 3, 2015 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission - Interviews
2. Equal Opportunity Committee - Interviews
3. Road Department - Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Facilities Department - Resolution Amending the Agreement with I.COMM Corporation to Provide [Access Control](#) Improvements at the Mason Courthouse
5. Potter Park Zoo - Resolution Authorizing the Acceptance of a \$500.00 Risk Avoidance Program ([RAP](#)) [Grant Award](#) for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
6. Innovation & Technology Department - Resolution to Authorize the Purchase of Twenty-Seven (27) [In Car Computer Systems](#) Using the Equipment Revolving Fund for the Ingham County Sheriff's Office
7. Human Resources
  - a. Resolution Approving a One Year Extension of the Collective Bargaining [Agreement](#) with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
  - b. Resolution Authorizing Entering into a Contract with Hay Group for the Purpose of Conducting a Comprehensive Countywide [Compensation and Classification Study](#)
  - c. Resolution to Adopt a [Revised Reorganization Policy](#)

8. Controller's Office - Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff

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](http://www.ingham.org).

COUNTY SERVICES COMMITTEE  
February 3, 2015  
Draft Minutes

Members Present: Celentino, Crenshaw, Banas, Bahar-Cook, Hope and Maiville

Members Absent: Koenig

Others Present: Becky Bennett, Travis Parsons, Tim Dolehanty, Stacy Byers, Rick Terrill, Bill Conklin, Katie VanSchoick, Katie Jesaitis and others.

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

Approval of the January 20, 2015 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE TO APPROVE THE MINUTES OF THE JANUARY 20, 2015 LAW & COURTS COMMITTEE MEETING.

The minutes were amended as follows:

The meeting was adjourned at 6:49 p.m.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

Substitute -

1. Farmland & Open Space Preservation Board
  - b. Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Kranz, Johnson and Hutchinson Properties.

Lates –

5. Road Department
  - c. Controllers Announcement on the Resolution to Approve a Second Part between MDOT and the Ingham County Road Department.
  - d. Update on the Waverly Road and Bishop Road intersection Study and Other High Accident Locations.

Public Comment

None.

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

2. Drain Office
  - a. Resolution to Approve Agreement for Work in County Road Right of Way by Aurelius and Delhi Consolidated Drain Drainage District
  - b. Resolution to Approve Agreement for Work in County Road Right of Way by Banta Consolidated Drain Drainage District
  
3. Health Department
  - a. Resolution to Authorize a Status Change for a Community Health Representative II Position in the Health Department
  - b. Resolution to Update the Power of We Coordinator Job Description and Reclassify the Position
  - c. Resolution to Authorize Updates to the Lead Senior Accountant Job Description
  
4. Facilities Department
  - a. Resolution Authorizing a One Year Contract Extension with Teachout Security Services, Inc. for Uniformed Unarmed Guard Services at Various County Facilities
  
5. Road Department
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
  
6. Purchasing Department - Resolution Authorizing Awarding a Contract to Rohr Gasoline Equipment, Inc. to Furnish and Install an Automated Fuel Management System at the Ingham County Road Department
  
7. Controller's Office
  - a. Resolution to Authorize a Contract Amendment with the City of Lansing for the U.S. Geological Survey Enhanced Flood Warning System Project
  
8. Human Resources Department
  - a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police – Supervisory Officers
  - b. Resolution Approving a Collective Bargaining Agreement with the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) Local 2256 – Zoo Unit
  - c. Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

1. Farmland & Open Space Preservation Board

a. Interviews

Chairperson Celentino stated that due to the fact that Wendy Villerell was not in attendance the Committee would return to this agenda item if and when she arrived.

Chairperson Celentino stated that former Commissioner Don Vickers had withdrawn his application.

1. Farmland & Open Space Preservation Board

b. Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Kranz, Johnson and Hutchison Properties

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES.

Commissioner Maiville disclosed that he had an ongoing business relationships with one of the applicants.

Commissioner Bahar-Cook requested that maps be included with the resolution in order to better understand what would be occurring on each property.

Stacy Byers, Farmland and Open Space Preservation Board Coordinator, addressed the Committee. She stated that she would provide that information.

Commissioner Maiville asked what changes were contained in the - substitute resolution.

Ms. Byers stated that the reason for the substitute was that an update had been requested for the Johnson and Hutchison properties and they had received the new appraisals last week. She further stated that the appraisals had gone up which was both good news and bad news. She further explained the benefits and shortfalls of the new appraisals.

Ms. Byers stated that the appraisals were state certified. She further stated there were plenty of funds to accommodate the increase in appraisal price.

Commissioner Bahar-Cook asked what the balance of the Farmland and Open Space Preservation Board fund was and how much was collected annually.

Ms. Byers stated that \$1,000,000 was collected annually and there was a little over 3 million currently in the account. She further stated that the Board would be closing on approximately 15 easements this year, which was far above average, in order to reduce the fund balance.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

4. Facilities Department

- b. Resolution Authorizing a One Year Lease Extension with Y Site, LLC for the Use of 98 Employee Parking Spaces

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING A ONE YEAR LEASE EXTENSION WITH Y SITE, LLC FOR THE USE OF 98 EMPLOYEE PARKING SPACES.

Commissioner Crenshaw asked whether the resolution was already a line item for the Circuit Court employees.

Rick Terrill, Facilities Director, addressed the Committee. He stated that it was primarily for the full time Circuit Court employees.

Commissioner Crenshaw asked whether any of the employees would be paying the fees or if it were coming out of the budget.

Mr. Terrill stated that the cost would be coming out of the budget.

Commissioner Crenshaw asked if it were possible to split the cost in half in the future.

Mr. Terrill stated that it would be possible to split the costs in the future. He further stated that that the property may be developed in the future and this would require moving employee parking to the south ramp at a cost of \$105 per space. Mr. Terrill stated that he was unaware of how the price was traced back to a specific department.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

5. Road Department

- a. Resolution Authorizing a Road Permit Variance Requested by Meridian Township To Preserve a 36 Inch Oak Tree on Cornell Road at Proposed Chaggal Drive

MOVED BY COMM. BANAS, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING A ROAD PERMIT VARIANCE REQUESTED BY MERIDIAN TOWNSHIP TO PRESERVE A 36 INCH OAK TREE ON CORNELL ROAD AT PROPOSED CHAGGAL DRIVE.

Commissioner Hope asked whether the Road Department was opposed to this resolution.

Bill Conklin, Road Department Director, addressed the Committee. He stated that the Road Department did not officially oppose the resolution as the tree in question as the tree was very close to the road. He further stated that if the tree was involved in an accident, it would have to be removed.

There was discussion on the history of the resolution.

Commissioner Maiville asked whether a guard rail could be put into place to protect the tree.

Mr. Conklin stated that a guard rail was not a suitable alternative for cost reasons.

Commissioner Banas stated that drivers in that area do try to be more conscientious and drive with care to enjoy the scenery. She further thanked the Road Department for doing a fabulous job with their work on Cornell Road.

Commissioner Banas asked about visibility problems.

Mr. Conklin stated that if drivers made an effort and ease into the intersection there would not be accidents.

THE MOTION CARRIED. Absent: Commissioner Koenig.

5. Road Department

- d. Update on the Waverly Road and Bishop Road Intersection Study and Other High Accident Locations.

Chairperson Celentino stated that he appreciated the work that Mr. Conklin had performed the previous weekend including speaking with the media. He further asked how many crews were out working during the blizzard.

Mr. Conklin stated that all employees were working during the blizzard.

Mr. Conklin stated that every two to four years the Road Department would perform a study called the Intersection Ranking Report which would categorizes all County controlled intersections.

There was discussion about which jurisdiction do not fall under the Road Department's Control.

Mr. Conklin stated that some intersections were at max traffic control. He further stated that in 2011 the Road Department applied for federal funding to improve four high incident intersections. He further stated that the process was very competitive and it was difficult to receive funding.

Commissioner Bahar-Cook asked what was considered high incident.

Mr. Conklin stated that it varied year to year and it was determined by comparing the injury and fatality rates to other applicable intersections.

Commissioner Banas asked what the Federal Safety Grant did.

Mr. Conklin stated that it funded the reconstruction of an intersection if it had a physical problem and it would provide for traffic control needs.

Commissioner Maiville stated that the Board of Commissioners meeting on January 27, 2015 was more emotional than expected, as many meetings were insulated from personal experiences. He asked, in regards to the Board Meeting's public comment, what else could be done at the Waverly Road and Bishop Road intersection regarding visibility problems on the south east corner.

Mr. Conklin stated that he had looked into the visibility problem and determined that the vegetation was not interfering with the clear vision triangle and that the utility pole located on that corner was small enough to see around. He further stated that the Waverly Road and Bishop Road intersection accidents were generally caused by driver error.

Mr. Conklin stated that there would not be highway liability associated with the Waverly Road and Bishop Road intersection. He further stated that there was a high amount of traffic traveling through that intersection daily and the vast majority never resulted in an accident. He further stated that a number of fatalities had involved motorcycles which were inherently less safe.

There was discussion about whether further traffic control devices were needed.

Commissioner Banas asked how the intersections were compared against one another.

Mr. Conklin stated that they were compared by the number of crashes per year and the number of crashes in regards to the amount of traffic each intersection receives.

Commissioner Banas asked for a list of the intersections of highest concern.

Mr. Conklin stated that he would be able to provide the Intersection Ranking Report via email.

Commissioner Banas asked for Mr. Conklin's professional opinion on the issue of distracted drivers.

Mr. Conklin stated that he believed that distracted drivers were a serious problem.

There was discussion on the problem of distracted drivers.

Mr. Conklin stated that the Road Department was considering a program to install double stop signs. He further stated that the debate came down to an affordability type discussion.

Commissioner Bahar-Cook asked what a double stop sign was.

Mr. Conklin stated that a double stop sign was a stop sign on both sides of the road.

Commissioner Crenshaw asked for the time frame of the roll out of the four-way stop.



Mr. Conklin stated that it would be approximately one month.

There was discussion about the rollout of the four-way stop.

Commissioner Banas stated that Mr. Conklin had given her a tour of the Road Department. She further stated that she was fully in support of the Road Departments program to improve road sign technology.

Mr. Conklin offered an invitation to all Commissioners to visit the Road Department.

7. Controller's Office

- b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Inpatient Psychiatric Services at the Ingham County Jail

MOTION BY COMM. BAHAR-COOK, SUPPORT BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR INPATIENT PSYCHIATRIC SERVICES AT THE INGHAM COUNTY JAIL

Commissioner Maiville stated that he had a hard time agreeing that the millage money should go towards this resolution.

Commissioner Banas stated that she received a tour of the Jail where the number of inmates in need of mental health care when compared to the number of social workers employed was far too small. She further stated that she supported the resolution but understood Commissioner Maiville's concern.

Commissioner Hope stated that during discussion at the Law & Courts Committee meeting it was determined that the County Attorney had found the resolution would be lawful in regards to the millage.

Commissioner Crenshaw asked if this would be an ongoing annual expense.

Tim Dolehanty, Controller/Administrator, addressed the Committee. Mr. Dolehanty stated that it would most likely be proposed via resolution each year if the money was available.

Commissioner Crenshaw asked if there was enough money provided by the millage to cover this cost for years to come.

Mr. Dolehanty stated that he was unsure if there would be in years to come. He further stated that there were enough funds to cover the costs this year and that future costs would be discussed during the budget process.

Commissioner Bahar-Cook stated that this resolution gave the Committee an opportunity to speak on the larger issue of mental health.

Chairperson Celentino stated that the millage was passed in order to help the citizens of Ingham County. He further stated that he believed this resolution would help the citizens of Ingham County.

Commissioner Maiville clarified that his concern was not over the mental health but rather the recipients of the funding. He further stated that he recognized the importance of mental health.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

8. Human Resources Department
  - d. Fraternal Order of Police Collective Bargaining Update (*Closed Session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO MOVE INTO A CLOSED SESSION AT APPROXIMATELY 6:48 P.M. FOR THE PURPOSE OF A COLLECTIVE BARGAINING UPDATE.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Celentino, Crenshaw, Banas, Bahar-Cook, Hope and Maiville **Nays:** None **Absent:** Koenig.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO AJDOURN THE CLOSED SESSION AND RE-ENTER THE PURPOSES OF A COLLECTIVE BARGAINING UPDATE.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Celentino, Crenshaw, Banas, Bahar-Cook, Hope and Maiville **Nays:** None **Absent:** Koenig.

#### Announcements

Commissioner Crenshaw asked whether it were possible for Human Resources to show when unions approved of changes, reclassifications and other decisions.

Travis Parsons, Human Resources Director, addressed the Committee. Mr. Parsons stated that Human Resources would attach the email where unions confirmed the changes.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at approximately 7:14 p.m.

## **FEBRUARY 17, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY**

### **ACTION ITEMS:**

**The Controller/Administrator recommends approval of the following resolutions:**

3. **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.

4. **Facilities Department** - *Resolution Amending the Agreement with I.COMM Corporation to Provide Access Control Improvements at the Mason Courthouse*

The Facilities Department seeks approval of a resolution amending an agreement with I.COMM Corporation to provide access control improvements at the Mason Courthouse. This change would add a wireless panic button system to allow doors to be locked/unlocked quickly, with the push of a button, should an emergency lockdown be necessary. I.COMM Corporation will provide and install a wireless panic button system for seven interior doors at a cost not to exceed \$6,868.00. The original contract amount was \$105,375.00.

5. **Potter Park Zoo** - *Resolution Authorizing the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)*

This proposed resolution would allow acceptance of \$500.00 from the Michigan Municipal Risk Management Authority for the purchase of vehicle partitions for the patrol cars at the zoo. These partitions ensure safety of officers when transporting people or animals.

6. **Innovation and Technology (IT) Department** - *Resolution to Authorize the Purchase of Twenty-Seven (27) In Car Computer Systems using the Equipment Revolving Fund for the Ingham County Sheriff's Office*

This resolution authorizes replacing and upgrading the laptops and docking stations for the entire Sheriff's Office fleet of patrol vehicles (27 vehicles) at a cost not to exceed \$ 98,000. This purchase is being proposed at this time to coincide with the rollout of the new County 9-1-1 Computer Aided Dispatching (CAD) system in April of this year. The total replacement is recommended due to the age of the current equipment. The ICSO and IT Department met with several different vendors and looked at different options. Both the IT Department and the ICSO have agreed that the new Dell Rugged laptops are the best suited system for the cost. Funding is proposed to come from the Equipment Revolving Fund.

**7a. Human Resources Department - Resolution Approving a One Year Extension of the Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit**  
A tentative agreement was reached between representatives of Ingham County and the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit. Bargaining unit members have ratified this tentative agreement.

**7b. Human Resources Department - Resolution Authorizing Entering into a Contract with Hay Group for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study**

Following several discussions with various committees relative to Ingham County's employee compensation and classification system, requests for proposals were sought for conducting a new countywide study. The most recent countywide compensation and classification study was completed by O. William Rye during the years of 1999-2003. Many piecemeal and inconsistent modifications to the system have occurred since completion of the Rye study.

Requests for proposals were sought for conducting a countywide comprehensive compensation and classification study. Four proposals were received, and after careful review and consideration, the Evaluation Committee recommended awarding the contract to Hay Group of Chicago, Illinois.

The purpose of the study is threefold:

- 1) To attract and retain qualified workers who will be paid equitable salaries;
- 2) To provide equitable salaries for all workers of the County; and
- 3) To provide the County with a salary structure that enables the County to maintain a competitive position with other counties and governmental entities identified as comparable.

All bargaining units were invited to the presentation by Hay Group and afforded an opportunity to ask questions with respect to the compensation and classification process. An advisory committee comprised of representatives from the Human Resources Department, Controller's Office, and from each bargaining unit will guide the process. If approved, the study will commence as soon as possible in 2015 and conclude in approximately five months.

**7c. Human Resources Department - Resolution to Adopt a Revised Reorganization Policy**

A standardized policy to assist department heads with navigating the reorganization process was approved by the Board of Commissioners through Resolution 14-462. Subsequent discussions with department heads, union representatives and additional input from the County Services Committee resulted in this proposed resolution to provide additional clarity in the scope and application of the policy. The changes were reviewed and discussed at County Services January 20, 2015.

8. **Controller** - *Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff*

This resolution would establish areas of priority to guide fiscal year 2016 activities and budget development. The resolution was developed from recent discussions regarding the status of current areas of priority and departmental perspectives regarding areas of importance for 2015.

Contrary to past practice, the Controller's Office seeks to have the Board adopt its priority resolution for the upcoming budget year in February. We will then ask departments and agencies to use the resolution as a tool to develop the strategic planning information that they submit to the Controller's Office. Our hope is that this change in process will assist departments and agencies in developing budget proposals that are consistent with priorities identified by the Board.

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 became 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 is now 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 February 4, 2015 as submitted.



**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 3, 2015

SUBJECT: **RESOLUTION AMENDING THE AGREEMENT WITH I.COMM CORPORATION TO PROVIDE ACCESS CONTROL IMPROVEMENTS AT THE MASON COURTHOUSE**

The resolution before you authorizes amending the agreement with I.COMM Corporation to provide access control improvements at the Mason Courthouse.

A wireless panic button system was not included in the original contract as the architect felt the solution we desired could be found with the software. After further review, it was determined that using the software would require an employee to access the system via computer to lock/unlock a door which would take too much time in an emergency situation. A wireless panic button system is the best solution to allow doors to be locked/unlocked quickly, with the push of a button, should an emergency lockdown be necessary.

I.COMM Corporation will provide and install a wireless panic button system for seven (7) interior doors for a not to exceed cost of \$6,868.00. The original contract amount was \$105,375.00. There is an available budget of \$110,375.00 which includes a \$5,000.00 contingency should any further issues arise.

The Facilities Department is requesting a line item transfer of \$6,868.00 from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of \$50,531.22 for Annex building repairs into the approved CIP line item 245-90212-93100-4FC16 which has an available budget of \$110,375.00 for Mason Courthouse security enhancements, bringing the available budget to \$117,243.00 which includes a \$5,000.00 contingency.

Following the transfer, funds for this project will be available in the approved CIP line Item 245-90212-931000-4FC16 which will have a balance of \$117,243.00.

I recommend approval of this resolution.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE AGREEMENT WITH I.COMM CORPORATION  
TO PROVIDE ACCESS CONTROL IMPROVEMENTS AT THE MASON COURTHOUSE**

WHEREAS, wireless panic buttons were not included in the original contract as the architect felt the solution we desired could be found with the software; and

WHEREAS, after further review, it was determined that using the software would require an employee to access the system via computer to lock/unlock a door; and

WHEREAS, a wireless panic button system is the best solution to allow doors to be locked/unlocked quickly, with the push of a button, should an emergency lockdown be necessary; and

WHEREAS, I.COMM Corporation will provide and install a wireless panic button system for seven (7) interior doors for a not to exceed cost of \$6,868.00; and

WHEREAS, the original contract amount was \$105,375.00, there is an available budget of \$110,375.00 which includes a \$5,000.00 contingency should any further issues arise; and

WHEREAS, the Facilities Department is requesting a line item transfer of \$6,868.00 from the approved CIP line item 245-90110-931000-4FC09 which has a balance of \$50,531.22 for Annex building repairs into the approved CIP line item 245-90212-93100-4FC16 which has an available budget of \$110,375.00 for Mason Courthouse security enhancements, bringing the available budget to \$117,243.00 which includes a \$5,000.00 contingency.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with I.COMM Corporation, 1605 East Kalamazoo, Lansing, Michigan, 48912, to provide and install a wireless panic button system for seven (7) interior doors at the Mason Courthouse for a not to exceed cost of \$6,868.00.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer \$6,868.00 from the approved CIP line item 245-90110-931000-4FC09 which has an available budget of \$50,531.22 for Annex repairs into the approved CIP line item 245-90212-931000-4FC16 which has an available budget of \$110,375.00 for Mason Courthouse security enhancements bringing the total available budget to \$117,243.00 which includes a \$5,000.00 contingency.

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.

## Agenda Item 5

To: County Services & Finance Committees  
From: James Tissue, Potter Park Zoo Director of Public Safety  
Date: 01/14/2015  
RE: Vehicle Partitions

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This is a resolution to accept \$500.00 from the Michigan Municipal Risk Management Authority for the purchase of vehicle partitions for the patrol cars at the zoo. These partitions ensure safety of the officer in the event of transporting people or animals.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ACCEPTANCE OF A \$500.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR VEHICLE PARTITIONS FOR THE PUBLIC SAFETY PATROL CARS AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost of vehicle partitions at Potter Park Zoo; and

WHEREAS, the Potter Park Zoo Board supported the acceptance of these grant funds at their January 14, 2015 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of grant funds from MMRMA in the amount of \$500.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program.

***Ingham County Management Information Services***

**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

**TO:** Law & Courts, County Services and Finance Committees

**FROM:** Michael E. Ashton, CIO

**DATE:** February 4, 2015

**RE:** EQUIPMENT PURCHASE – Ingham County Sheriff’s Office in Car Computer System

The Innovation and Technology (IT) Department had been requested by the Ingham County Sheriff’s Office (ICSO) to review their current in car computers. At the recommendation of the IT Department and the ICSO it has been determined it would be best practices to update the entire fleet (27 cars) to a new system. This decision was based on the new County 911 Computer Aided Dispatching (CAD) system and the age of the current equipment. The ICSO and IT Department met with several different vendors and looked at several different options. Both the IT Department and the ICSO have agreed that the new Dell Rugged laptops are the best suited system for the cost. In the past the IT Department has supplied the patrol cars with Panasonic mobile units. These units currently cost \$4,100 and \$4,600 each to replace. The Dell Rugged laptops will cost \$3,200-\$3,600 per system to replace.

We are requesting to purchase 27 Dell Rugged laptop computers and docking systems for the Ingham County Sheriff’s patrol cars to run the new 911 Mobile CAD system more effectively and efficiently.

In April of 2015, the new 911 Center CAD system is scheduled to be implemented in Ingham County. Some of the current laptops in the patrol cars are over 9 years old. The rest of the computers are between 3 and 5 years old. With the new mobile CAD system, the requirements for the laptops have changed and many of the older laptops will not run the new mobile system.

We are requesting to use Equipment Revolving Funds for the purchase of this equipment. This purchase was not included in the current budget cycle and the IT Department and Budgeting office agree the project can be funded using the fund balance available in this account. The amount requested to be added from the fund balance is not to exceed \$98,000.

Thanks for your consideration of this request. If you have further questions please feel to contact me at 517-676-7371.

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF TWENTY-SEVEN (27) IN CAR  
COMPUTER SYSTEMS USING THE EQUIPMENT REVOLVING FUND  
FOR THE INGHAM COUNTY SHERIFF'S OFFICE**

WHEREAS, the Innovation and Technology (IT) Department had been requested by the Ingham County Sheriff's Office (ICSO) to review their current in car computers; and

WHEREAS, with the new County 911 Computer Aided Dispatching (CAD) system and the age of the current equipment it is recommended that several systems be replaced; and

WHEREAS, after meeting with several different vendors the IT Department and the ICSO have agreed that the new Dell Rugged laptops are the best suited system for the cost; and

WHEREAS, the current laptops are between 3 and 5 years old with some units as old as 9 years; and

WHEREAS, the Dell Rugged laptops will cost between \$3,200 and \$3,600 per system to replace; and

WHEREAS, it is the recommendation of the Chief Information Officer to purchase 27 Dell Rugged laptop computers and docking systems for the Ingham County Sheriff's patrol cars to run the new 911 Mobile CAD system more effectively and efficiently; and

WHEREAS, this project is to be funded using the Equipment Revolving Fund for the purchase of this equipment.

THEREFORE BE IT RESOLVED, that the IT Department and Purchasing Department are hereby authorized to execute a purchase order for 27 Dell Rugged laptop computers and docking systems from the Dell Corporation for the Ingham County Sheriff's patrol cars at a cost not to exceed \$98,000.

BE IT FURTHER RESOLVED, the total cost, not to exceed \$98,000, will be paid from the Equipment Revolving Fund.

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

**MEMORANDUM**

February 4, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: FRATERNAL ORDER OF POLICE Capitol City Lodge No. 141  
Animal Control Officers, License Enforcement Officers, Animal Shelter  
Operators and Field Supervisory Officer Unit – Collective Bargaining Agreement

Extension of the Collective Bargaining Agreement through December 31, 2015

On Thursday, January 29, 2015, we were advised by the FOP Capital City Lodge No.141 that the attached Amendment Agreement for the extension of the current collective bargaining agreement for one (1) year, through December 31, 2015 was put before the members and it was approved.

Highlights of the agreement include the following:

**HEALTH CARE:**

Amending the agreement to implement the changes as recommended by the Joint Health Care Cost Containment Committee and approved by the Ingham County Board of Commissioners for 2015.

**WAGES:**

A 2.5% base wage increase would be added to the existing 2014 wage scales for unit members beginning with the first full payroll period following ratification by both parties.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A ONE YEAR EXTENSION OF THE COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 - ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, ANIMAL SHELTER OPERATORS AND FIELD SUPERVISORY OFFICER UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the parties have discussed and agreed to extend the agreement for a one (1) year period, being through December 31, 2015; and

WHEREAS, an Amendment Agreement regarding extension has been prepared between representatives of Ingham County and the FOP Capitol City Lodge No. 141; and

WHEREAS, the Amendment Agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the Amendment Agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Amendment Agreement between Ingham County and the FOP Capitol City Lodge No. 141.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Amendment Agreement modifying the current collective bargaining agreement on behalf of the County, subject to the approval as to form by the County Attorney.

**AMENDMENT AGREEMENT  
BETWEEN  
INGHAM COUNTY (Employer)  
AND  
FRATERNAL ORDER OF POLICE,  
CAPITOL CITY LODGE NO. 141 (Union)**

**ANIMAL CONTROL OFFICERS, LICENSE  
ENFORCEMENT OFFICERS, ANIMAL SHELTER  
OPERATORS AND FIELD SUPERVISORY OFFICER**

**WHEREAS**, the Employer and the Union have entered a collective bargaining agreement with a term running from January 1, 2012, through December 31, 2014; and

**WHEREAS**, the parties agreed to extend the agreement for a one (1) year period, being through December 31, 2015, and to make changes in the Agreement as required by 2012 Public Act 349, as amended, and as to Appendix A, the Wage Scales; and

**WHEREAS**, the parties agreed to establish a Joint Health Care Cost Containment Committee to investigate health care cost containment, and to meet on ways to reduce health care costs and to avoid and reduce potential co-pays of both the Employer and employees; and

**WHEREAS**, this Joint Committee has investigated current health care costs, including reviewing the results of a request for proposals from providers; and

**WHEREAS**, the Joint Committee has recommended three (3) options per employee in the PHP Plus High Option Plan, the PHP Standard Option Plan, and the PHP Base Plan which is compliant with IRS regulations for opening and contributing to a Health Savings Account; and

**WHEREAS**, the Joint Committee has recommended changes to the Dental Plan; and

**WHEREAS**, the parties are agreeable to amending the collective bargaining agreement to implement these changes.

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

1. Article 2, *Lodge Security and Check Off*, Section 1, of the Agreement will be amended to read as follows:

**Section 1. Lodge Security.** The County and the Lodge shall not discriminate against any employee because of his/her membership in the Lodge.

However, when an employee is in a probationary period, the Lodge may only represent said employee for hours and rates of pay and applicable fringe benefits during said probationary period. Lodge dues or representation fees for bargaining unit members shall be that designated by the Lodge Board of Directors in accordance with the Lodge Constitution and By-Laws.

2. Article 22, Sections 1, 3, 4, and 6 of the Agreement will be amended to read as follows, and Sections 7 and 8 will be deleted:



**Section 1. Health Insurance.**

A. Effective January 1, 2015, the Employer will offer the following health insurance programs for eligible full-time employees and legal dependents.

Option 1: PHP Plus High Option Plan: L0000280 - Class 1030

Option 2: PHP Standard Option Plan: L0000280 - Class 1010

The out-of-network costs for the Standard Plan shall be fully covered through the Employer's premium contribution.

Prescription drug coverage will be provided by the Employer through PHP of Mid Michigan using Express Scripts as the Pharmacy Benefit Manager.

Drug Plan: Prescription drug co-pays for Generic drugs are \$5.00. The co-pays for Preferred Brand drugs will be \$30.00. Non-Preferred co-pays will be \$60.00. Maximum out-of-pocket expenses for drugs for each health care plan participant will be \$1,200.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will only be available through mail order. Mail order Generic co-pays will be \$10.00. Mail order Preferred co-pays will be \$60.00. Mail order Non-Preferred co-pays will be \$120.00. The formulary shall be subject to periodic review and revision. There are specific medications and medication classes that are subject to prior authorization requirements, prior notification requirements, daily and period quantity limits by Express Scripts. Appeals and override processes may be available for unusual or unique situations.

Option 3: PHP Base Plan: L0000280 - Class 1J00

Prescription drug coverage will be provided by the Employer through PHP of Mid Michigan using Express Scripts as the Pharmacy Benefit Manager.

Employee/patient pays the total costs of medications until the plan deductible has been satisfied. At that point Generics will be dispensed with a \$10.00 co-pay (or actual cost), Tier Two medications with a \$25.00 co-pay (or actual cost), and Tier three medications with a \$50.00 co-pay (or actual cost). Three month supplies of properly prescribed drugs may be obtained via mail only with the following co-pays: Generic \$20.00 or actual cost, Tier 2 \$50.00 or actual cost, and Tier 3 \$100.00 or actual cost. These costs are not changed if the member reaches the maximum out of pocket costs for the plan year.

B. Effective January 1, 2015, the Employer agrees to pay the full premium for eligible full-time employees for hospitalization coverage outlined in Section 1 above, up to the following amounts:

Full Family	=	\$896.35
2-Person	=	\$798.60
Single	=	\$381.42
Retirees	=	\$386.53

Any costs incurred for health claims assessments under 2011 Public Act 142, being MCL 550.1733 et seq, will be shared 50/50 by the Employer and the employees.

These benchmarks may be adjusted annually as recommended by the Ingham Health Coalition and approved by the Ingham County Board of Commissioners, but shall be increased no less than two percent (2%). Increases in premium costs exceeding the benchmark will be shared 50/50 by the Employer and the employees with the employees' payment made through payroll deduction under the Section 125 Plan.

The parties will retain the Health Care Coalition which will continue to meet on ways to reduce health care costs and to avoid and reduce potential co-pays of both the Employer and the employees. The Employer will provide the Union and the Coalition new health care premium rates as soon as they are available.

\* \* \*

**Section 3. Dual Coverage.** In the event a husband and wife are both employees of the County, or any of the Courts of Ingham County, the payment provisions in lieu of health insurance coverage as stated under Section 8 shall be mandatory. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in this Article. They are entitled to two individual single plans with the County as required under ACA or they can choose 2-person coverage. Employees losing medical coverage from their spouse shall notify the County Financial Services Department in time so that the employee may re-enroll in a health care plan beginning the first day of the month following the loss of alternate coverage. For employees participating in the waiver plan prior to January 1, 2007, the spouse receiving the waiver payment will receive \$119.47 per month as taxable compensation. For newly formed couples either through marriage or new employment on or about January 1, 2007, there will be no eligibility for health waiver payments.

**Section 4. Waiver.** An employee who is eligible for medical/ hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Article. The decision to waive coverage shall be made once per calendar year. A waiver agreement drafted by the Employer shall be executed by the employee. In the event the employee elects to forego medical insurance, the Employer shall pay an amount based upon the coverage to which the employee is otherwise eligible at the time of election (full family, two persons, or single subscriber) directly to the employee as taxable compensation. The amounts payable, based on the applicable coverage, shall be as follows:

Full Family	=	\$ 227.31 if participating prior to 1/1/2007
2-Person	=	\$ 202.31 if participating prior to 1/1/2007
Single	=	\$ 119.47 if participating prior to 1/1/2007
New enrollment on or after 1/1/2007	=	\$ 119.47

These waiver amounts will be adjusted annually the same percentage as the benchmarks increase. Employees losing medical coverage from another source shall notify the County Financial Services Department in time so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

\* \* \*

**Section 6. Dental Insurance.**

A. The County shall provide dental insurance for full-time and part-time employees and their dependents as follows:

Employee or	<u>Insurance Pays</u>	<u>Patient Pays</u>
<u>Class I Benefits</u>	100%	-0-
Cleaning		
X-Ray		
6 Month checkups		
Radiographs		
Basic Restoration		
Periodontics		
Endodontics		
Basic filings		
Crowns		
<u>Class II Benefits</u>	75%	25%
Major Restorative		
Oral Surgery		
Bridges		

Payment under this provision is limited to One Thousand Dollars (\$1000) maximum per person, per contract year for Class I and Class II Benefits. Coverage shall be effective at the beginning of the seventh (7th) full month of continuous service after a new employee's date of hire.

B. Eligibility. Probationary, special part-time and temporary employees are not eligible for coverage.

C. Dental insurance coverage shall commence the first of the month after completion of the probationary period.

3. It is the intent of the parties to this Amendment Agreement to implement the recommendations of the Ingham County Health Care Coalition for the 2015 health care options as approved by the Ingham County Board of Commissioners in Resolution #14-436, including implementation of a HRA plan, implementation of a comprehensive healthcare management program, and the dedication of 50% of any net savings in health care costs to reducing employee premium cost share beginning in 2016, being applied to all employee groups that agree to implement the comprehensive healthcare management program.
4. Article 35 of the Agreement will be amended to read as follows:

**ARTICLE 35**

**EFFECTIVE DATE**

This Agreement shall be effective from the 1st day of January, 2012, and continue in full force and effect until December 31, 2015, exclusive. Employees who voluntarily or involuntarily terminate their employment, except laid off employees, and employees that have

retired and are immediately eligible for MERS benefits, will not receive salary or any other benefits retroactive if terminating before the ratification of this Agreement by the parties.

5. Appendix A of the Agreement will be amended to read as in the attached revised "Amended 2015 Appendix A."
6. All other terms and conditions specified in the parties' January 1, 2012 through December 31, 2014 collective bargaining agreement shall remain in full force and effect, except as amended above.

**COUNTY OF INGHAM**

**FRATERNAL ORDER OF POLICE  
CAPITOL CITY LODGE NO. 141**

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Brian McGrain, Chairperson  
Board of Commissioners

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John Good, President

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Thomas Krug, Executive Director

## 2015 AMENDED APPENDIX A

### Section 1.

- A. Listed below are the classifications which are covered by this Agreement and the corresponding annual salaries for current employees.
- B. Step wage increases are effective the first day of the first full payroll period following the anniversary date of hire.
- C. Step Progression: There shall be no step progression for 2012. Step progressions shall resume prospectively upon ratification (March 26, 2013) or on the employee's anniversary date, whichever is later, to the step to which the employee would have progressed in 2012.
- D. Service, for economic and fringe benefit purposes, shall mean the status attained by continuous length of service as an employee within Ingham County employment

#### ANIMAL SHELTER OPERATOR

Steps/Years	Effective 1/1/12 no change	Effective 1/1/13 (-1%)	Effective 1/1/14 no change	Effective Upon Ratification by both parties in 2015 [+2.5%]
Step 1 - Start	\$33,914	\$33,575	\$33,575	\$34,414.38
Step 2 = 1 Year	\$35,555	\$35,199	\$35,199	\$36,078.98
Step 3 = 2 Years	\$37,216	\$36,844	\$36,844	\$37,765.10
Step 4 = 3 Years	\$38,357	\$37,973	\$37,973	\$38,922.33
Step 5 = 4 Years	\$40,690	\$40,283	\$40,283	\$41,290.08
Step 6 = 5 Years	\$42,131	\$41,710	\$41,710	\$42,752.75

#### ANIMAL CONTROL OFFICER/LICENSE ENFORCEMENT OFFICER

Steps/Years	Effective 1/1/12 no change	Effective 1/1/13 (-1%)	Effective 1/1/14 no change	Effective Upon Ratification by both parties in 2015 [+2.5%]
Step 1 - Start	\$33,914	\$33,575	\$33,575	\$34,414.38
Step 2 = 1 Year	\$35,611	\$35,254	\$35,254	\$36,135.35
Step 3 = 2 Years	\$37,390	\$37,016	\$37,016	\$37,941.40
Step 4 = 3 Years	\$39,260	\$38,867	\$38,867	\$39,838.68
Step 5 = 4 Years	\$41,222	\$40,810	\$40,810	\$41,830.25
Step 6 = 5 Years	\$44,408	\$43,964	\$43,964	\$45,063.10

MEMORANDUM

TO: County Services and Finance Committees

FROM: Travis Parsons, Human Resources Director

SUBJECT: Countywide Comprehensive Compensation and Classification Study

DATE: February 3, 2015

This is a resolution authorizing entering into a contract with Hay Group, Inc., for the purpose of conducting a countywide compensation and classification study. The County's last countywide compensation and classification study was completed by O. William Rye during the years of 1999-2003.

Requests for proposals were sought for conducting a countywide comprehensive compensation and classification study. Four proposals were received, and after careful review and consideration, the Evaluation Committee recommends awarding the contract to Hay Group, Inc. Hay Group, Inc., located in Chicago, Illinois, has been in business for over 70 years and is a leader in the field of compensation and classification studies. Hay Group employees over 2,600 professional and support employees located in offices in 47 countries. Michigan-based references include the cities of Lansing, Grand Rapids and Midland, the counties of Saginaw and Kalamazoo, and public utility Lansing Board of Water & Light.

The purpose of the study is threefold: 1) To attract and retain qualified workers who will be paid equitable salaries; 2) To provide equitable salaries for all workers of the County; and 3) To provide the County with a salary structure that enables the County to maintain a competitive position with other counties and governmental entities identified as comparable.

The study will recommend adjustments to the County's pay plan rules, policies, and salary structure, in order to allow for appropriate compensation, rectify compression and equity issues along with a total compensation comparison (including benefits package). All 525 job classifications (representing 1,137 employees) will be studied and recommendations will be made regarding such. The study will recommend implementation strategies including calculating the cost of implementing the study with a phased approach that can be implemented over a two-year period.

All bargaining units were invited to the presentation by Hay Group and afforded an opportunity to ask questions with respect to the compensation and classification process. Bargaining units have given the study consideration and most of the units agreed to participate in the process with Hay Group conducting the study.

Establishment of an Advisory Committee comprised of representatives from the Human Resources Department, Controller's Office, and from each bargaining unit will provide input into the process. If approved, the study will commence as soon as possible in 2015 and conclude in approximately five months.

We propose the use of fund balance to cover the estimated cost not to exceed \$275,000 and we respectfully recommend approval of the following resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH HAY GROUP  
FOR THE PURPOSE OF CONDUCTING A COMPREHENSIVE COUNTYWIDE  
COMPENSATION AND CLASSIFICATION STUDY**

WHEREAS, the Ingham County Board of Commissioners believes that it should seek to attract and retain highly qualified employees who will be paid marketable and equitable salaries including benefits; and

WHEREAS, the County's last countywide classification and compensation study was completed by O. William Rye over fifteen years ago; and

WHEREAS, due to the poor economic climate over the last number of years, the Ingham County Board of Commissioners is committed to understanding the disparities, if any, in the wages of county employees as compared to other like counties and governments; and

WHEREAS, the Purchasing Department solicited proposals for a compensation and classification study, and after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Hay Group, Inc. who submitted the most responsive and responsible proposal; and

WHEREAS, a contingency budget is being recommended by the Evaluation Committee for the purpose of revising job descriptions as determined by the Human Resources Director; and

WHEREAS, union leadership has been kept abreast of the compensation and classification process and expressed support for participation in the process; and

WHEREAS, a Compensation and Classification Advisory Committee comprised of staff from Human Resources, the Controller's Office and union leadership will be established to work with the consultant during the study.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Hay Group, Inc., for a total cost not to exceed \$275,000 to conduct a countywide comprehensive compensation and reclassification study, which includes contingency funds in the amount of \$40,000 to revise job descriptions as determined by the Human Resources Director.

BE IT FURTHER RESOLVED, that a transfer of \$275,000 from the unreserved general fund balance is authorized for this expense.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

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**

February 4, 2015

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO ADOPT A REVISED REORGANIZATION POLICY

A standardized policy and procedure to assist department heads with navigating the reorganization process was approved by the Board of Commissioners through Resolution 14-462. Through subsequent discussions with department heads, union representatives and additional input from the County Services Committee, the attached revised policy and procedural timeline was developed.

The attached resolution adopts proposed updates and revisions in bold, as recommended by Human Resources, in response to the request from County Services to provide additional clarity in the scope and application of the policy. The changes were reviewed and discussed at County Services January 20, 2015.



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A REVISED REORGANIZATION POLICY**

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #14-462, establishing a Reorganization Policy and Procedure; and

WHEREAS, the Ingham County Board of Commissioners remains committed to careful analysis of workforce demands and financial resources; and

WHEREAS, clarification of the policy was necessary to provide departments, employees, and unions, with clear definitions regarding changes to positions and classifications; and

WHEREAS, changes to the proposed revised Reorganization Policy and Procedure have been made based on a suggestions and review by County Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached revised Reorganization Policy and Procedure.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this personnel policy and work to further the achievement of the stated goals.

## Employment Practices

### REORGANIZATION POLICY

#### **Purpose and Applicability:**

Because the structure of the County has a profound effect on the delivery and funding of services, the Board of Commissioners adopts the following policy with respect to reorganization. The provisions of this policy are intended to provide the Board of Commissioners with careful analysis based on workforce demands, financial resources and the needs of County residents.

Reorganization is the restructuring of departmental operations. The most common reasons to reorganize are job vacancies, the addition or loss of grant funds, the addition or termination of a program or service, the merger of two workgroups or a significant change in technology. This policy is not to be used to eliminate specific personnel or substitute for disciplinary policies.

**While department reorganization may result in the classification/creation or changes to an existing position(s); this process is not used as a request for individual reclassification. Individual reclassification requests occur when an employee's current position's established classification is changed due to significant and permanent changes in the assigned responsibilities as the result of long-term adjustments to work assignments.**

Since reorganizations impact classifications and employees, Department Heads are required to work in conjunction with Human Resources to ensure personnel issues are implemented according to the parameters of labor contracts. Department Heads will act as the principal advocate for the reorganization throughout subsequent discussions and review. Department Heads must consider the concerns of employees, unions, other departments, vendors, citizens and any related stakeholders while developing reorganization proposals.

#### **Procedure:**

Department Heads must follow the procedure as detailed in the *Reorganization Procedure* form provided as an addendum to this policy. On this form, the order of tasks is definite but the corresponding timeline may fluctuate depending on various conditions: the number of positions involved in the reorganization, a change in the Board of Commissioner meeting schedule, a time-sensitive funding request, etc.

The *Reorganization Procedure* form is necessary whenever a Department Head proposes a new position(s), a new classification(s) or a change to existing positions and classifications **as a result of department reorganization**. Examples of such changes include but are not limited to changes in job title, job duties, salary grade, union affiliation or status. Should any such change be necessary outside the definition of reorganization, the Department Head must still **work cooperatively with Human Resources and the Union(s) to assure compliance with labor contracts**.

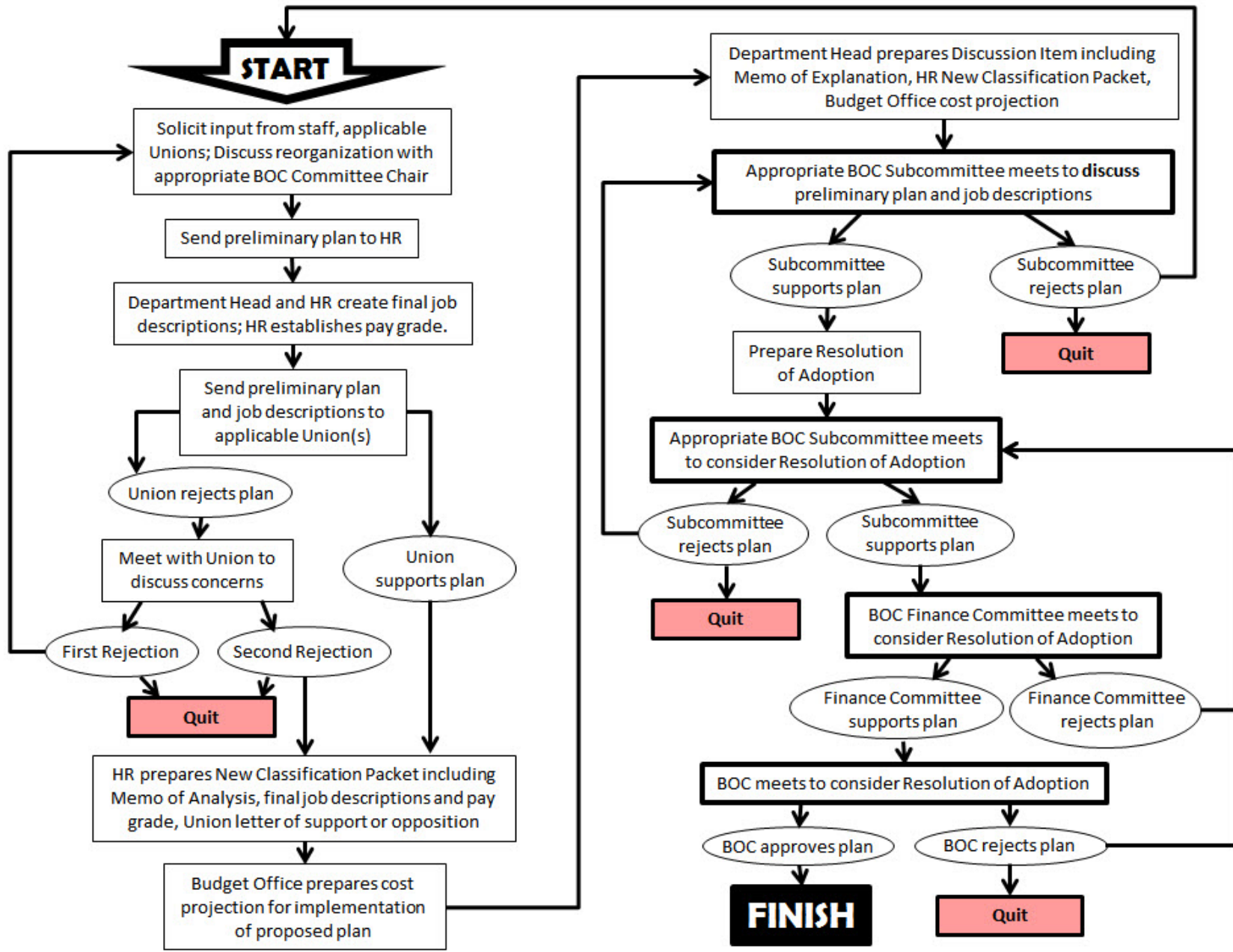
## Reorganization Procedure

#	Task Description	Completed no later than
1	<b>Department Head solicits input from staff, Union and discusses reorganization with the corresponding BOC Committee Chair.</b> Department Head sends HR a preliminary plan including a list of tasks for each position and an updated organizational chart.	Start Date
2	HR creates draft job descriptions for Department Head to review.	7 business days to create JD
3	Department Head and HR work together to create final job descriptions. HR evaluates the final job descriptions for union placement and salary grade.	7 business days to evaluate
4	HR sends notification to the appropriate <b>Union</b> representatives.	6 business days for Union Response
	A. If the <b>Union</b> supports the classification, the process moves to step 5. B. If the <b>Union</b> opposes the classification; the Department Head and HR schedule a meeting with the Union to discuss the concerns. Based on the meeting, the Department Head can proceed without Union support <b>OR</b> return to <b>Step 1</b> to alter the classification.	
5	HR sends a New Classification Packet to the Department Head. The packet includes:	7 business days to send packet
	A. HR's Memo of Analysis	
	B. Final job descriptions with Union designation and salary	
	C. <b>Union</b> response of support or opposition	
6	Department Head secures a Personnel Cost Projection from the Budget Office.	2 business days to obtain cost
7	<b>Department Head submits a Discussion Packet to the Resolutions group by the 5pm agenda deadline.</b> The packet includes the following information for all changes which result in an increased expenditure or a new job classification.	1 business day (agenda deadline)
	A. Memo of Explanation prepared by Department Head including updated organization chart.	
	B. A copy of HR's New Classification packet	
	C. A copy of Budget's Personnel Cost Projection	
8	The Department Head attends sub-committee meetings and HR attends as needed.	5 - 9 business days for meetings
9	Based on the subcommittee discussions, Department Head either returns to step 1 to make changes or prepares a Resolution Packet for the next round of subcommittee meetings by 5p.m. deadline to include:	2 - 10 business days for resolution packet
	A. Resolution written by Department Head	
	B. Memo of Explanation written by Department Head including updated organization chart	
	C. A copy of HR's New Classification packet	
	D. A copy of Budget's Personnel Cost Projection	
10	The Department Head attends sub-committee meetings and HR attends as needed.	5-9 business days
11	After passing through the subcommittees, the resolution proceeds to the Full Board of Commissioner meeting for final approval.	5 business days after final subcommittee

\*\*\*Timeline is approximate as holidays and other scheduling anomalies may impact final date.

Department Heads should anticipate 12 weeks for completion

# INGHAM COUNTY DEPARTMENT REORGANIZATION FLOW CHART



**MEMORANDUM**

TO: Board of Commissioners  
FROM: Jared Cypher, Deputy Controller  
RE: Priorities Guiding 2016 Activities and Budget  
DATE: February 4, 2015

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Attached for your consideration is a proposed resolution establishing areas of priority to guide the 2016 activities and budget development. The resolution has been developed from recent discussions regarding the status of current areas of priority. Proposed changes from the 2015 resolution establishing areas of priority are indicated through bolded and struck-out language.

Usually, as a part of Ingham County's budget and priority setting process, in early February we ask departments and agencies for a variety of information, including activity indicators and performance measures. This year, we will not be asking for that information until late March or early April.

This year, we are recommending that the Board of Commissioners adopt their priority resolution for the upcoming budget year in February. We will then ask departments and agencies to use that resolution as a tool to develop the strategic planning information that they submit to the Controller's Office. Our hope is that this change in process will assist them in providing us with information that is consistent with the priorities identified by the Board.

The adopted resolution will also be distributed to departments and offices for their information as they prepare their proposed budgets and activities for 2016, and will be used to guide the development of the Controller/Administrator's Recommended Budget. Thank you for your consideration of these priorities as we begin to develop the budget for 2016. Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE  
2016 BUDGET AND ACTIVITIES OF COUNTY STAFF**

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long term objectives:

- \*Enhancing access to county records
- \*Providing a quality transportation system including roads
- \*Providing a suitable and ecologically sensitive drainage system
- \*Providing recreational opportunities
- \*Fostering economic well being
- \*Promoting environmental protection, smart growth and conservation
- \*Preventing and controlling disease
- \*Promoting accessible health care
- \*Assisting in meeting basic needs
- \*Fostering youth development
- \*Supporting public safety
- \*Assuring fair and efficient judicial processing
- \*Providing appropriate evidence based sanctions for adult offenders
- \*Providing appropriate evidence based treatment and sanctions for at-risk juveniles; and

WHEREAS, these long term objectives are intended to promote:

- A healthy and active population
- A safe community
- A thriving economy and high quality of life
- A clean and protected environment
- An innovative approach to government; and

WHEREAS, these services are to be delivered to promote fairness, equity, and social justice; and

WHEREAS, the Board of Commissioners has identified priorities to guide the development of the 2016 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following priority areas to be utilized by the Controller/Administrator's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2016:

1. Current year expenditures should be supported by current year revenues. The Controller/Administrator will develop a multi-year budget projection and a long-range plan to finance the County's legacy costs. These projections will be used to guide the Board's decision as to the appropriate use of the County's reserves in the development of the 2016 Budget.
2. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long term objectives should be continued in 2016, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds.
3. The Board of Commissioners expects all department offices and courts to consider these priorities in the development of their budgets and activities for 2016.
4. Priority consideration should be given to producing the following outcomes:
  - a) A healthy and active population
    1. Maintain and expand access to health care for Ingham County residents, with an emphasis on the uninsured and under-insured.
    2. Implement the long range plan for the operation and location of Community Health Centers.
    3. Provide accessible recreational opportunities throughout the County guided by the County Parks Master Plan and the Potter Park Master Plan. **Update the County Parks Master Plan and include a long-range plan for the utilization of the Parks and Trails Millage.**
    4. Maximize ability to capture more federal funds for health care.
    - ~~5. Evaluate the Health Department budget to determine the appropriate amount of support that is necessary from the County General Fund in order to continue operations at an acceptable level.~~ **Develop and implement a long-range plan for the utilization of the Health Services Millage.**
  - b) A safe community
    1. Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior, reduce criminal recidivism, and effectively manage corrections resources, including the jail population.
    2. Maximize use of the Juvenile Justice Millage funds to provide the most appropriate community-based programming for at-risk juveniles and juvenile offenders. ~~Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014. Explore the cost benefits of providing a male group home.~~
    3. **Develop a plan for renovating or new construction for the Ingham County Jail, 55<sup>th</sup> District Court, and Animal Control facilities including a financing plan with regional and private partners where appropriate.**
  - c) A thriving economy and high quality of life
    1. Encourage re-use of abandoned, polluted, and tax-reverted properties through various redevelopment tools.
    2. Direct resources towards maintenance of and reinvestment in existing assets.
    3. **Prepare to work with County Departments and Agencies as appropriate in anticipation of additional revenue for road maintenance should the statewide ballot proposal be approved in the Spring of 2015.**

d) A clean and protected environment

1. Encourage County-funded projects to be environmentally sensitive, when appropriate.
2. Monitor environmental hazards and seek to prevent and mitigate pollution.
3. Expend resources to preserve farmland and open space and to prevent urban sprawl.

e) An innovative approach to government

1. Exploration of efficiencies through regional cooperation, emphasizing consolidation and service sharing, accountability and transparency, and controlling costs.
2. Enhanced use of technology to provide information and transparency to the public.
- ~~3. Assess current facility assets to determine current uses and future needs.~~