

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
CAROL KOENIG
VICTOR CELENTINO
REBECCA BAHAR-COOK
PENELOPE TSERNOGLOU
KARA HOPE
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, OCTOBER 4, 2016 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 [September 20, 2016](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Economic Development – Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the [Repayment](#) of Community Development Block Grant Funds
2. Facilities Department
 - a. Emergency PO to ICOMM to Replace the Two [Reader Boards](#) at the Sheriff's Office
 - b. Amending Resolution #16-324 Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two [Youth Center Boilers](#)
3. Health Department
 - a. Resolution to Increase [Immunization Nurse](#) Position #601089 to 1 FTE Using .5 FTE from Vacant Immunization Nurse Position #601086
 - b. Resolution to Authorize Agreements with Mid-State Health Network and Michigan Department of Health & Human Services, Increase [Tobacco Reduction Specialist](#) Position #601030 to 1.0 FTE, and Establish a .5 FTE Community Health Worker Position
4. Road Department – Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Human Resources – Resolution to Adopt a Policy on Employee Purchase of a [Released Deferred Obligation](#)
6. Controller
 - a. Purchasing Policy (*Discussion*)
 - b. Performance Review (*Discussion*)

7. Board of Commissioners – Resolution Recognizing October as Michigan [College Month](#) in 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
September 20, 2016
Draft Minutes

Members Present: Nolan, Bahar-Cook, Celentino, Koenig (arrived 6:02 p.m.), Maiville, and Tsernoglou (departed 7:32 p.m.)

Members Absent: Hope

Others Present: Register of Deeds Derrick Quinney, Tim Dolehanty, Jared Cypher, Travis Parsons, Becky Bennett, Rick Terrill, Jill Rhode, Aaron Davis, Sandy Gower, Tim Morgan, Tim Perrone, Sally Auer, Matt Nordfjord, Robert McCormick, Rebecca McCormick, Deb Fett, Jennifer Shuster, Ryan Buck, Loria Sabin, and others

The meeting was called to order by Chairperson Nolan 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 August 30, 2016 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE AUGUST 30, 2016 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

Additions to the Agenda

6. Road Department
 - f. Resolution Authorizing the Sale of the County’s Interest in the Property at 725 Hagadorn Road, Mason, Michigan

Chairperson Nolan stated that she would pull item 10(g) out of Closed Session and place the item into Open Session for discussion.

11. Board of Commissioners
 - c. Resolution Congratulating Kay Hoffman, Chief of Police, Lansing Charter Township on the Event of Her Retirement

Substitutes

10. Controller
 - a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New County Animal Shelter Facility
 - d. Resolution to Terminate an Agreement between Ingham County and the Potter Park Zoological Society

Limited Public Comment

None.

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

1. Clerk's Office
 - a. Resolution to Authorize Entering into a Three-Year Contract with the State of Michigan Department of Health and Human Services (MDHHS) for the Use of the Michigan Centralized Birth Certification System (MiCBCS) and Adding Applicable Fees to Established Certified Copy Fees to Cover the System-Access Cost
 - b. Resolution Authorizing \$10.00 Fee for Veteran Identification Cards to be Issued by the Ingham County Clerk
2. Economic Development - Resolution Setting a Final Public Hearing for Community Development Block Grant MSC 213045-EDJT Orchid Orthopedic Solutions, LLC Job Training Project
3. Equalization Office - Resolution Honoring Ron Helsel
5. Facilities Department
 - a. Resolution Amending Resolution #16-267 to Add a Day Porter at Forest Community Health Center
 - b. Resolution Authorizing Amending Resolution #16-267 for RNA Facilities Management Janitorial Services
6. Road Department
 - a. Resolution Authorizing the Purchase of 2016-2017 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department
 - b. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department
 - c. Resolution to Amend Resolution #16-331 which Authorized a Second Party and Third-Party Agreements
 - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - e. Resolution Honoring Road Department Operations Director James Benjamin on the Event of His Retirement
8. Register of Deeds - Resolution to Authorize an Extension of the Agreement with Fidlar Technologies for a Record Management Software System for the Register of Deeds Office
9. Human Resources
 - a. Resolution Approving a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification

10. Controllor
 - a. Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New County Animal Shelter Facility
 - b. Resolution to Approve a Debt Financing Policy
 - c. Authorization to Start a Managerial Employee Above Step 2
 - d. Resolution to Terminate an Agreement between Ingham County and the Potter Park Zoological Society

11. Board of Commissioners
 - b. Resolution Recognizing Hispanic Heritage Month and Celebrating the Heritage and Culture of Latinos in Ingham County and Latinos in the United States
 - c. Resolution Congratulating Kay Hoffman, Chief of Police, Lansing Charter Township on the Event of Her Retirement

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

4. Innovation and Technologies Department - Resolution to Approve the Purchase of Darktrace

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION FOR THE PURCHASE OF DARKTRACE.

Commissioner Maiville asked what the benefit of selecting this program over others was.

Deb Fett, Chief Information Officer, stated that the differences between this and other systems are that Darktrace learns about and reacts to issues in the system as they are happening and others require libraries that have to be updated by the vendor. She further stated that this program was cutting edge technology and developed by Cambridge University.

Commissioner Maiville stated he would have preferred the letter to acknowledge the reason behind a non-competitor vendor.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

6. Road Department
 - f. Resolution Authorizing the Sale of the County's Interest in the Property at 725 Hagadorn Road, Mason, Michigan

Tim Perrone, County Attorney, stated that this matter had come before the County Services Committee earlier this year. He further stated that the property owners purchased the property and then, after purchase, discovered that the County owned a portion of the property when they attempted to use that portion for a septic field and were denied the opportunity. Mr. Perrone stated that the County has a fee title interest instead of a right-of-way interest on top of the owner's fee title. He further stated that the residents at 725 Hagadorn Rd. are requesting that the

County sell them a portion of the property with the County reserving a portion for a right-of-way.

Discussion.

Commissioner Koenig asked why this was presented so late and stated that she had not had the opportunity to read the late submission yet.

Mr. Perrone stated that this was submitted to the County Controller's Office in August and that the Controller advised the Road Department to examine it.

Discussion.

Commissioner Maiville asked if there were neighboring properties with the same issue.

Mr. Perrone stated that neighboring properties were also affected, but were owned by the Intermediate School District and did not present it as an issue.

Discussion.

Chairperson Nolan recognized Robert McCormick, property owner at 725 Hagadorn Road.

Mr. McCormick stated that this issue began in September of 2015 with the drain field being in the right-of-way.

Mr. McCormick provided a drawing of the property to the Committee.

Mr. McCormick stated that he found a deed from Lansing Community College (LCC) to the Ingham County Road Commission granting LCC a 60-foot right-of-way. He further stated that he canceled the building of the drain field upon finding this information. Mr. McCormick stated that in May, he decided to put the drain field in the back of the property. He further stated that his taxes were reduced by \$50,000, but that he was not happy with this outcome.

Chairperson Nolan asked if he was satisfied with the solution of retaining a portion of the right-of-way.

Commissioner Koenig asked how the title company did not notice this sooner.

Mr. McCormick stated that the title company had an exclusion on the right-of-way and the particular company has since gone out of business.

Discussion.

Commissioner Koenig asked why this was important anymore if the drain field was moved to the back of the house.

Mr. McCormick said that Mason had determined it was a Non-Conforming Structure due to the setback issue and until the setback issue is corrected, it would remain a Non-Conforming Structure.

Commissioner Koenig asked how this affected Mr. McCormick.

Mr. McCormick responded that in terms of value it would be \$100,000.

Chairperson Nolan called for a vote on the resolution.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING THE SALE OF THE COUNTY'S INTEREST IN THE PROPERTY AT 725 HAGADORN ROAD, MASON, MICHIGAN.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

7. Parks
 - a. Resolution Approving the Application Form for the Trails and Parks Program Application
 - b. Resolution Approving the Scoring/Ranking Criteria for the Trails and Parks Program Application

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION APPROVING THE APPLICATION FORM FOR THE TRAILS AND PARKS PROGRAM APPLICATION AND RESOLUTION APPROVING THE SCORING/RANKING CRITERIA FOR THE TRAILS AND PARKS PROGRAM APPLICATION.

Commissioner Bahar-Cook asked how much the dollar amount was that would be available for this round of funding.

Tim Morgan, Parks Director, stated it would be roughly \$3,000,000.00.

Discussion.

Mr. Morgan explained that there were tweaks to the application.

The Committee discussed the following additions:

6. Describe in detail any other available funders and partners.

*Your discussion should address whether your project has funding available through grants or partner contributions; has funding available through donations or **in-kind services**; and/or has funding available through local community match and what total percent of the project these all account for. This should be detailed on the Estimated Costs/Budget sheet also. Local agencies are required to list Ingham County Parks as a contact in TAP applications that propose Ingham County Parks Millage funding as part of their match.*

ATTACHMENTS – REQUIREMENTS

3. Documentation of Other Funding Sources. *You must provide documentation for all the funding sources you indicated on your application form, as follows: If any portion of the match is to be made up of funds from other grant funding sources. If any portion of the match is to be made up of cash, labor, or material **or in-kind** donations; include a letter from each donor committing to their donation. If the donor is an adjacent community contributing to the match, include a resolution from their governing body that supports the application and commits to their portion of the match.*

Commissioner Koenig asked what “in-kind support” in this instance would be specifically.

Discussion.

Commissioner Koenig expressed concern with adding an in-kind donation option.

Chairperson Nolan echoed Commissioner Koenig’s concerns.

The Committee discussed the following addition:

Exhibit A

These **requested** funds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other source, i.e., state, federal or other allocations. Applications for County Trails and Parks Program funding must include a resolution(s) of support for the project from the governing body(ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project(s), (including blueways).

Commissioner Bahar-Cook suggested the following change:

These fFunds must be matched by the local community with their own funds, or in-kind services, or funds obtained from other source, i.e., state, federal or other allocations. Applications for County Trails and Parks Program funding must include a resolution(s) of support for the project from the governing body(ies) of the community where the trail project or blueways project is proposed. Eligible projects must fit the following categories: New Construction; Repair, Rehabilitation, or Long-Term Maintenance; and Special Project(s), (including blueways).

Chairperson Nolan stated that these changes had not yet been approved by the Parks Commission.

Commissioner Celentino asked why the Parks Commission did not meet in August in order to avoid the lateness of the presentation of these changes.

Discussion.

Commissioner Celentino asked if Mr. Morgan foresaw any problems with this at the Parks Commission meeting on Monday.

Mr. Morgan responded no.

Commissioner Maiville commented that the process for this presentation was out of the ordinary, but he was not concerned.

Commissioner Koenig stated that this was not an urgent matter and could be delayed to be examined more closely.

Commissioner Maiville stated that there are many people asking about this and that he would like it to go out as soon as possible.

Chairperson Nolan called for a vote on the motion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

9. Human Resources
 - b. MERS Service Transition (*Discussion*)

Travis Parsons, Human Resources Director, opened the discussion with comments related to the resolution including generic purchase and service transfer exclusions.

Jill Rhode, Financial Services Director, explained her personal experience regarding Service Transfer and stated that assuming the MERS calculation was correct there should not be any actuarial impact to the County.

Discussion.

Commissioner Koenig asked if there was any risk to the County in doing this.

Ms. Rhode stated that there is always a risk so it was a possibility.

Commissioner Koenig asked what this would do for Ms. Rhode and what this would do for the County.

Ms. Rhode responded that she would receive a higher pension as a benefit and that there would not be any benefit nor risk to the County.

Commissioner Maiville stated that when the County was recruiting people, this would be seen as a potential benefit and would attract more people.

Commissioner Celentino asked if the service credit transfers only applied to people in managerial positions that were transferring or to any position.

Ms. Rhode replied it would apply to any position.

Commissioner Celentino asked if this would be a part of the collective bargaining process.

Mr. Parsons said it would not be a collective bargaining piece.

Discussion.

Commissioner Bahar-Cook asked what would happen if a former employee wanted to move out of the County's retirement system and into another one..

Ms. Rhode answered that MERS does not allow transfers outside of their group.

Commissioners Maiville asked for clarification regarding if this was from MERS to MERS and not through any other plans.

Ms. Rhode answered MERS to MERS.

Commissioner Koenig asked for clarification regarding how much Ms. Rhode would be paying.

Discussion.

Commissioner Celentino asked if this resolution passed whether the Committee would be looking for a policy from staff.

Mr. Dolehanty stated that, yes, that was part of the purpose of having this discussion tonight.

Discussion.

Chairperson Nolan stated that she had purchased generically and transferred service time as well.

Discussion.

Mr. Parsons asked the Committee if he could bring a resolution about this to the next round.

Chairperson Nolan stated that it should go through Finance first and that more time may be necessary.

10. Controller

e. Potter Park Zoo Reorganization (*Discussion*)

Mr. Dolehanty stated that this discussion was intended as the first step in the reorganization policy adopted approximately one year ago before anything formally occurred. He explained that all of the Potter Park Zoo operational functions would fall under the County's authority and that any fundraising and advocacy by the Potter Park Zoo Society would stay with the society. Mr.

Dolehanty reviewed the handout and stated that the Director of the Zoo would exclusively be a County Employee.

Commissioner Celentino asked for clarification regarding when formal resolutions would be appearing.

Discussion.

Commissioner Bahar-Cook asked what the Controller's thought process would be to make sure the process was handled thoroughly and nothing was forgotten.

Mr. Dolehanty explained that the document the Committee was examining would also be sent to the Zoo Advisory Board for review.

Commissioner Koenig asked how much this would cost the County.

Mr. Dolehanty stated that this would apply to Seasonal Part-Time Employees so legacy costs will not apply.

Commissioner Bahar-Cook stated that there was already an applied cost to some sick leave.

Discussion.

Commissioner Koenig asked what employees would have legacy costs.

Commissioner Bahar-Cook stated that the contract with the city determined that the only revenues that would be used are collected from the millage.

Discussion.

Mr. Dolehanty stated that only the Zoo Director, under this proposal, would have legacy costs. He mentioned that this would be examined in more detail in future meetings.

g. Jane Dickson Coffman Trust

Aaron Davis, Attorney at Fraser Trebilcock, gave an overview of the Jane Dickson Coffman Trust case.

Commissioner Koenig asked for clarification on the original provision percentages and asked for clarification regarding who Mr. Andrews was.

Mr. Davis answered that in the 2013 version of the trust the provision would have been \$500,000 and that Mr. Andrews was a lifelong friend of Ms. Coffman.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION APPROVING SETTLEMENT OF MATTER PENDING IN INGHAM COUNTY PROBATE COURT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

11. Board of Commissioners

- a. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

MOVED BY COMM. TSEKNOGLOU, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL.

Commissioner Bahar-Cook departed 7:25 p.m.

Commissioner Maiville asked if the Controller's comments needed to be addressed.

Mr. Dolehanty suggested that review criteria be defined within policies.

Commissioner Bahar-Cook reentered 7:29 p.m.

Chairperson Nolan stated that this was approved by the Finance Committee, but had not been presented to the County Services Committee before because she asked for it not to be on the agenda until after Mr. Dolehanty received his step increase. She stated that she would be voting no on this resolution because she does not see the necessity for the change.

Commissioner Celentino explained that the process has changed since its original inception.

Commissioner Tsernoglou departed at 7:32 p.m.

Commissioner Bahar-Cook asked about the possibility of eliminating the requirement for approval from the Finance Committee.

The Committee amended the resolution as follows:

Change in the language under B. Compensation Plan: 2. Employees not at the top step of the salary range for their classification may be considered for a step increase to the next appropriate step as of their anniversary date, or hire date as defined. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly either to the Board of Commissioners or to the Judges. Positions reporting directly to the Board of Commissioners include but may not be limited to the Health Officer, Equalization Director, Managing Director of the Road Department, Board Coordinator and the Controller/Administrator. Step increases for positions reporting directly to the Board of Commissioners must be approved by the appropriate standing committee. ~~and the Finance Committee of the Board of Commissioners.~~ Positions reporting directly to the Judges include but

may not be limited to Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, and Probate Court Administrator. Step increases for positions reporting directly to the Judges must be approved by the appropriate presiding Judge. Step increases for the Veterans Affairs Director shall be approved by the Veterans Affairs Committee.

This was considered a friendly amendment.

Becky Bennett, Board Coordinator, stated that direct hires were required to go through the Board of Commissioners.

Discussion.

Commissioner Bahar-Cook suggested making step-increase changes a discussion item on an agenda before allowing approval.

THE MOTION CARRIED. **Yeas:** Koenig, Celentino, Bahar-Cook, Maiville **Nay:** Nolan.
Absent: Hope and Tsernoglou.

10. Controller

- f. Rayner Park Lease Agreement (*Closed Session*)
- h. ICEA Park Ranger Unit Settlement Resolution (*Closed Session*)

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. CELENTINO, AT 7:42 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF THE RAYNER PARK LEASE AGREEMENT TO DISCUSS ATTORNEY/CLIENT PRIVILEGED COMMUNICATION AND THE ICEA PARK RANGER UNIT SETTLEMENT RESOLUTION TO DISCUSS WITH THE ATTORNEY REGARDING SETTLEMENT NEGOTIATIONS.

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

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, AT 8:22 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. **Yeas:** Nolan, Bahar-Cook, Maiville, Celentino, and Koenig **Nays:** None **Absent:** Hope and Tsernoglou

MOVED BY COMM. KOENIG, SUPPORT BY CELENTINO, TO AUTHORIZE THE COUNTY ATTORNEY TO SETTLE THE LAWSUIT IN CASE NUMBER 15-584-CK.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Tsernoglou.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:23 p.m.

**OCTOBER 4, 2016 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Economic Development** - *Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the Repayment of Community Development Block Grant Funds*

In August 2013 the County was awarded a Community Development Block Grant (CDBG) on behalf of Jackson National Life Insurance Company (JNL) for the expansion of infrastructure at its facility. JNL was required per the terms of the grant to create at least 278 additional permanent full time jobs at a minimum hourly rate of \$12.00 per hour. At least 51% of those created jobs were required to be made available to or held by low and moderate income persons, but JNL was not able to meet this requirement. The State of Michigan has chosen to terminate the CDBG grant, and the County will be required to reimburse \$989,505.13 to the State. JNL will in turn compensate the County for the reimbursement. The Economic Development Director recommends approval of a resolution to enter into a reimbursement agreement with JNL, as drafted by the County Attorney.

- 2a. **Facilities Department** - *Emergency PO to ICOMM to Replace the Two Reader Boards at the Sheriff's Office*

An emergency purchase order was issued to ICOMM in the amount of \$8,517.16 for repairs to the IdentiPass electronic key card system. These repairs were necessary following a lightning strike that occurred on Wednesday September 7, 2016. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action taken pursuant to Policy.

- 2b. **Facilities Department** - *Amending Resolution #16-324 Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two Youth Center Boilers*

The Facilities Department seeks authorization to amend the cost of boiler replacement at the Youth Center to address a pricing error in the Myers Plumbing & Heating, Inc. proposal. Resolution 16-324 approved on July 26, 2016 authorized awarding a contract to Myers in the amount of \$77,566. Upon notification of the award, Myers contacted the Facilities Department to acknowledge an error in their calculation, and that their correct bid amount was \$95,370. Despite this change, the Myer bid was still the lowest responsive bid proposal. Section 23.i of the Purchasing Procedures Policy allows for acceptance of bids containing arithmetical corrections, thereby avoiding any need to rebid the project. A line item transfer of \$10,000 from the Maintenance Improvement Fund is included in the proposed resolution.

- 3a. **Health Department** - *Resolution to Increase Immunization Nurse Position #601089 to 1 FTE Using .5 FTE from Vacant Immunization Nurse Position #601086*

This resolution increases an Immunization Nurse position (#601089) from .5 FTE to 1.0 FTE. Funding for this increase will come from a vacant .75 FTE Immunizations Nurse position (#601086). ICHD is

proposing that .5 FTE of #601086 be added to position #601089. This increase will provide more continuity to the office as well as improved patient flow and dissemination of information. The remaining .25 FTE of Position #601086 will remain vacant.

3b. Health Department - *Resolution to Authorize Agreements with Mid-State Health Network and Michigan Department of Health & Human Services, Increase Tobacco Reduction Specialist Position #601030 to 1.0 FTE, and Establish a .5 FTE Community Health Worker Position*

This resolution accepts an award from the Mid-State Health Network (MSHN) for \$60,000 and combines that with two funding awards from Michigan Department of Health and Human Services (MDHHS) which are included in the Comprehensive Agreement. One for the Tobacco Reduction in People Living with HIV/AIDS Project for \$57,386 and one for the Tobacco Control Program for \$30,000, along with a projected \$15,000 in revenue from tobacco cessation billing, to increase the Tobacco Reduction Specialist Position #601030 to 1.0 FTE. The award from MSHN will also support establishing a .5 FTE Community Health Worker (CHW) position.

4. Road Department - *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 16 projects (see attachment).

5. Human Resources Department - *Resolution to Adopt a Policy on Employee Purchase of a Released Deferred Obligation*

Resolution 02-101 approved on April 9, 2002 authorized the purchase of generic service time, as well as prior service credit from other governmental employers, under provisions approved by the Municipal Employees Retirement System (MERS) of Michigan. The existing resolution requires the requesting employees to obtain the actuarial determined cost from MERS. Transfer and purchase of a Released Deferred Obligation does not fit under the umbrella of the existing resolution. The Human Resources Director recommends approval of a resolution to allow the transfer and employee purchase of a Released Deferred Obligation.

6a. Controller - *Purchasing Procedures Policy Discussion*

The Purchasing Director and Controller will be present to discuss parameters for a revised purchasing procedures policy. This discussion will focus on spending limits, definition of terms, and purchasing procedures. A draft policy that includes input from department heads and revisions from previous meetings is included.

6b. Controller - *Performance Appraisal Policy Discussion*

The Human Resources Director and Controller will be present to discuss parameters for a performance appraisal policy. This discussion will focus on preferred methodologies and timetables.

7. Board of Commissioners - *Resolution Recognizing October as Michigan College Month in Ingham County*

The proposed resolution recognizes the week of October as Michigan College Month and encourages all Ingham County schools to participate in this initiative.

Agenda Item 1

TO: Board of Commissioners County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: September 20, 2016

SUBJECT: Jackson National Life Insurance Company CDBG Reimbursement Agreement
For the meeting agenda of October 4, 2016

BACKGROUND

In August 2013 the County was awarded a Community Development Block Grant (CDBG) on behalf of Jackson National Life Insurance Company (JNLIC) for the expansion of infrastructure at its facility at 1 Corporate Way, Lansing Michigan. On August 22, 2013 Ingham County and Jackson National Life Insurance Company signed a CDBG Agreement. JNLIC was required per the terms of the grant to create at least 278 additional permanent full time jobs at a minimum hourly rate of \$12.00 per hour. At least 51% of those created jobs were required to be made available to or held by low and moderate income persons. The grant award was for \$3,000,000. The County has paid \$989,505.13 on behalf of JNLIC and has been reimbursed by the State of Michigan for the same amount.

JNLIC has created the 278 jobs and the average pay is above the \$12.00 per hour requirement. However, JNLIC was not able to meet the 51% low and moderate income requirement. Because of that, the State of Michigan is terminating the CDBG grant. The County will be required to reimburse the State the \$989,505.13 we have received. Per the CDBG Agreement JNLIC is required to reimburse the County should the grant be terminated due to their not meeting their hiring obligations under the grant.

FINANCIAL IMPACT

There is no net financial impact on the County.

OTHER CONSIDERATIONS

In order to execute the terms of the CDBG Agreement it is necessary for the County and JNLIC to enter into a reimbursement agreement. The agreement, as drafted by the County Attorney, is attached.

RECOMMENDATION

I recommend that the County Board authorize the Board Chair to sign the Reimbursement Agreement.

REIMBURSEMENT AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of _____, 2016, by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) and **JACKSON NATIONAL LIFE INSURANCE COMPANY** (hereinafter referred to as the “JNLIC”).

RECITALS:

WHEREAS, the County on behalf of JNLIC has received a Community Development Block Grant (hereinafter referred to as the “CDBG”) from the Michigan Strategic Fund (hereinafter referred to as the “MSF”) to extend and improve public utilities, specifically a 15kV electrical line, water lines, and sanitary sewer lines, to the area that includes JNLIC facilities at 1 Corporate Way, Lansing, Michigan (hereinafter referred to as “JNLIC’s Facilities”), which when completed will enable JNLIC to increase the number of people it employs at JNLIC’s Facilities; and

WHEREAS, the terms and conditions of the CDBG funding were embodied in the CDBG Agreement entered into by and between the parties on August 22, 2013; and

WHEREAS, on page 11 of the CDBG Agreement, signed by JNLIC on August 9, 2013, JNLIC acknowledged and certified that the CDBG funds provided to the County under the CDBG Grant Agreement will directly benefit JNLIC by providing funding for electrical, water, and sewer improvements to JNLIC’s Facilities and that upon completion of the project (at the time of project closeout) the JNLIC shall have created at least two hundred seventy-eight (278) additional permanent full time jobs at a minimum hourly rate of \$12.00 and that at least fifty-one percent (51%) of the created jobs shall be made available to or held by low and moderate income people; and

WHEREAS, JNLIC fully acknowledged to the MSF that should the job creation goals for the project not be met, MSF may require repayment of the CDBG funds up to the full grant amount; and

WHEREAS, in that the CDBG Agreement is directly with the County the MSF may require the County to repay the CDBG funds it received from the MSF for the improvements project benefitting the JNLIC; and

WHEREAS, pursuant to the CDBG Agreement, the County has paid JNLIC the total sum of \$989,505.13 in reimbursements of project costs, and has received \$989,505.13 in CDBG funds from MEDC; and

WHEREAS, MEDC is terminating the CDBG Agreement due to JNLIC’s failure to hire low/moderate income applicants as required; and

WHEREAS, the County is required to reimburse the State of Michigan the \$989,505.13 of CDBG funds it has received; and

WHEREAS, under the terms of the CDBG Agreement, JNLIC must reimburse the County \$989,505.13 it has received from the County; and

WHEREAS, the County and JNLIC desire to set forth the terms and conditions under which JNLIC shall pay to the County such sum as the County is required to pay MSF due to JNLIC's failure to meet the job creation goals.

NOW, THEREFORE, for and in consideration for the mutual covenant hereinafter contained, **IT IS HEREBY AGREED**, as follows:

1. **JNLIC's Repayment of CDBG Funds.** On or before October 31, 2016, JNLIC shall pay the County the full amount of CDBG funds which the County is required to pay to the State of Michigan, in the total amount of Nine Hundred Eighty-Nine Thousand Five Hundred Five and 13/100 Dollars (\$989,505.13).

2. **Certification of Authority to Sign Agreement.** The people signing on behalf of the parties to this Agreement certify by their signatures that they are duly authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

INGHAM COUNTY

Kara Hope, Chairperson
County Board of Commissioners

Date

JACKSON NATIONAL LIFE INSURANCE COMPANY

By: _____
(Signature)

Date

Name: _____
(Type or Print)

Title: _____
(Type or Print)

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P. C.

By: _____
Timothy M. Perrone

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A REIMBURSEMENT AGREEMENT BY AND BETWEEN THE COUNTY OF INGHAM AND JACKSON NATIONAL LIFE INSURANCE COMPANY FOR THE REPAYMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

WHEREAS, the County of Ingham was awarded a Community Development Block Grant (CDBG) on behalf of Jackson National Life Insurance Company (JNLIC) to extend and improve public utilities at its facilities at 1 Corporate Way, Lansing, Michigan; and

WHEREAS, the terms and conditions of the CDBG funding were embodied in the CDBG Agreement entered into by and between the parties on August 22, 2103; and

WHEREAS, the CDBG funding was awarded with the requirement that JNLIC would create at least two hundred seventy-eight (278) additional full-time permanent jobs at a minimum hourly rate of \$12.00 per hour and that at least fifty-one percent (51%) of the created jobs shall be made available to or held by low and moderate income people; and

WHEREAS, the County of Ingham has paid Nine Hundred Eighty-Nine Thousand Five Hundred Five and 13/100 Dollars (\$989,505.13) towards the project and been reimbursed by the State of Michigan for those expenditures; and

WHEREAS, JNLIC created the jobs but did not meet the 51% made available to or held by low and moderate income people; and

WHEREAS, per the terms of the CDBG Agreement, signed by JNLIC on August 9, 2013, JNLIC must reimbursement the County of Ingham if the CDBG Agreement is terminated by the Michigan Economic Development Corporation due to JNLIC not fulfilling its obligations under the agreement; and

WHEREAS, the Michigan Economic Development Corporation has determined that JNLIC has not met the terms of the CDBG Agreement and will require the County of Ingham to repay the funding received on behalf of JNLIC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, per the terms of the CDBG Agreement signed by JNLIC on August 22, 2013, is invoking the repayment provision in the CDBG Agreement.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign a Reimbursement Agreement between the County and JNLIC to execute the terms of the CDBG Agreement.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: September 13, 2016
SUBJECT: Emergency PO to ICOMM to replace the two reader boards at the Sheriff's Office

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts, County Services and Finance Committees.

Access into the Sheriff's Office has become an issue due to a lightning strike that occurred on Wednesday September 7, 2016, causing a complete failure of the IdentiPass electronic key card system. At this time we cannot enter, delete or change access cards, run reports or set or change door times of day schedules. Pursuant to Section J of the Purchasing Procedures Policy, replacing the two reader boards is essential to the safety of those using the facility.

We can no longer get replacement parts or support for IdentiPass, from Identocard Systems. The latest edition of card access system from IdentiCard is PremiSys, which is currently in use at the Courthouse.

Emergency Purchase Order #2016-309 has been issued to ICOMM for a total cost of \$8,517.16

The Budget Office created a new project code for this replacement, from the Maintenance Improvement Fund, #245-30199-931000-6FC22.

Both the Controller and Facility Director approved this purchase.

Agenda Item 2b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 19, 2016

SUBJECT: Amend Resolution # 16-324 authoring a contract with Myers Plumbing and Heating, Inc. to replace the two Youth Center boilers

For the meeting agendas of: October 4 & October 5

BACKGROUND

Resolution # 16-324 authorized a contract with Myers Plumbing & Heating, Inc. to replace the two Youth Center boilers.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

A cost error was made when submitting the pricing for this project; the costs were inadvertently switched on the bid form. The correct bid amount is \$95,370.00 which is still the lowest responsive and responsible bid. The Facilities Department is requesting a \$9,000.00 contingency for any unforeseen circumstances that may arise as well as requesting a transfer of \$10,000.00 from the Maintenance Improvement Fund into the approved CIP line item # 245-66299-976000-5FC05 bringing the balance to \$105,100.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend amending Resolution #16-324 authorizing a contract with Myers Plumbing & Heating, Inc. to replace the two Youth Center Boilers for a total cost of \$104,370.00 which includes the corrected bid amount as well as a \$9,000.00 contingency.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

AMENDING RESOLUTION #16-324 AUTHORIZING A CONTRACT WITH MYERS PLUMBING & HEATING, INC. TO REPLACE THE TWO YOUTH CENTER BOILERS

WHEREAS, Resolution #16-324 authorized a contract with Myers Plumbing & Heating, Inc. to replace the two Youth Center boilers; and

WHEREAS, a cost error was made when submitting the pricing for this project; the costs were inadvertently switched on the bid form; and

WHEREAS, the correct bid amount is \$95,370.00; and

WHEREAS, Myers Plumbing and Heating, Inc. remains the lowest responsive and responsible bid; and

WHEREAS, a \$9,000.00 contingency is being requested for any unforeseen circumstances that may arise; and

WHEREAS, the Facilities Department would like to request a line item transfer of \$10,000.00 from the Maintenance Improvement Fund into the approved CIP line item # 245-66299-976000-5FC05; and

WHEREAS, following the requested transfer, funds for this project will be available within Line Item #245-66299-976000-5FC05 which will then have a balance of \$105,100.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes amending Resolution #16-324 authorizing a contract with Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to replace the two Youth Center Boilers for a total cost of \$104,370.00 which includes the corrected bid amount as well as a \$9,000.00 contingency for any unseen circumstances that may arise.

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

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

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: 9/19/16

SUBJECT: Position Status Change for ICHD Immunizations Nurse Positions
For the meeting agenda of 10/3/16, 10/4/16, and 10/5/16

BACKGROUND

The Ingham County Health Department (ICHD) is proposing to increase an Immunization Nurse position (#601089) from .5 FTE to 1.0 FTE. Funding for this increase will come from a vacant .75 FTE Immunizations Nurse position (#601086). ICHD is proposing that .5 FTE of #601086 be added to position #601089. The employee in Position #601089 has expressed interest in the increase to 1 FTE. This increase will provide more continuity to the office as well as improved patient flow and dissemination of information. The Michigan Nurses Association has reviewed this adjustment.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The proposed adjustments will result in a savings as the remaining .25 FTE of Position #601086 will remain vacant.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the increase of Position #601089 from .5 FTE to 1.0 FTE using .5 FTE from vacant Position #601086, effective upon approval of the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO INCREASE IMMUNIZATION NURSE POSITION #601089 TO 1 FTE
USING .5 FTE FROM VACANT IMMUNIZATION NURSE POSITION #601086**

WHEREAS, the Ingham County Health Department (ICHHD) is proposing to increase an Immunization Nurse position (#601089) from .5 FTE to 1.0 FTE; and

WHEREAS, funding for this increase will come from a vacant .75 FTE Immunizations Nurse position (#601086); and

WHEREAS, ICHHD is proposing that .5 FTE of #601086 be added to position #601089; and

WHEREAS, the increase of #601089 to 1.0 FTE will provide more continuity to the office, improve patient flow and dissemination of information, and result in a savings as the remaining .25 FTE of #601086 will remain vacant; and

WHEREAS, the Michigan Nurses Association has reviewed this adjustment; and

WHEREAS, the Health Officer recommends authorization to increase Position #601089 from .5 FTE to 1.0 FTE using .5 FTE from vacant Position #601086, effective upon approval of the resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of Position #601089 from .5 FTE to 1.0 FTE using .5 FTE from vacant Position #601086, effective immediately.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary adjustments to the budget and the position allocation list consistent with this resolution.

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: September 14, 2016

SUBJECT: Acceptance of Tobacco Cessation Funds from MSHN and MDHHS
For the meeting agendas of 10/3/16 and 10/5/16

BACKGROUND

The Ingham County Health Department (ICHD) has received an award from the Mid-State Health Network (MSHN) for \$60,000 and two funding awards from Michigan Department of Health and Human Services (MDHHS) which are included in the Comprehensive Agreement, one for the Tobacco Reduction in People Living with HIV/AIDS Project for \$57,386 and one for the Tobacco Control Program for \$30,000. ICHD is proposing to use this funding, along with a projected \$15,000 in revenue from tobacco cessation billing, to increase the Tobacco Reduction Specialist Position #601030 to 1.0 FTE. This position was reduced from 1.0 FTE to .5 FTE in FY 2017 prior to receiving these new funding sources. The award from MSHN will also support establishing a .5 FTE Community Health Worker (CHW) position to facilitate agreed upon activities.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The \$147,386 in funding, along with a projected \$15,000 in revenue from tobacco cessation billing will cover the cost of increasing Position #601030 to 1.0 FTE and establishing a 0.5 FTE CHW position. The CHW position will remain in effect for the duration of the MSHN grant.

OTHER CONSIDERATIONS

The Tobacco Treatment Specialist position previously has not had the capability to bill. Billing may now occur due to the recent completion of the Tobacco Treatment Specialist Certification which is necessary for billing tobacco reduction counseling.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of an agreement with MSHN in an amount up to \$60,000 for the period of October 1, 2016 through September 30, 2017; the MDHHS grant funding will be included under the Comprehensive Agreement. In addition, I recommend the approval to increase the Tobacco Reduction Specialist Position #601030 to 1.0 FTE and to establish a 0.5 FTE Community Health Worker (CHW) position for the duration of the funding.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH MID-STATE HEALTH NETWORK AND MICHIGAN DEPARTMENT OF HEALTH & HUMAN SERVICES, INCREASE TOBACCO REDUCTION SPECIALIST POSITION #601030 TO 1.0 FTE, AND ESTABLISH A .5 FTE COMMUNITY HEALTH WORKER POSITION

WHEREAS, the Ingham County Health Department (ICHD) has received an award from the Mid-State Health Network (MSHN) for \$60,000 and two funding awards from Michigan Department of Health and Human Services' (MDHHS) which are included in the Comprehensive Agreement, one for the Tobacco Reduction in People Living with HIV/AIDS Project for \$57,386 and one for the Tobacco Control Program for \$30,000; and

WHEREAS, ICHD is proposing to use this funding, along with a projected \$15,000 in revenue from tobacco cessation billing, to increase the Tobacco Reduction Specialist Position #601030 to 1.0 FTE; and

WHEREAS, Position #601030 was reduced from 1.0 FTE to .5 FTE in FY 2017 prior to receiving these new funding sources; and

WHEREAS, the award from MSHN will also support establishing a .5 FTE Community Health Worker (CHW) position to facilitate agreed upon activities which will remain in effect for the duration of the MSHN grant; and

WHEREAS, the Health Officer recommends approval of an agreement with MSHN in an amount up to \$60,000 for the period of October 1, 2016 through September 30, 2017; the MDHHS grant funding will be included under the Comprehensive Agreement; and

WHEREAS, the Health Officer also recommends increasing Tobacco Reduction Specialist Position #601030 to 1.0 FTE and establish a 0.5 FTE CHW position for the duration of the funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MSHN in an amount up to \$60,000 for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes increasing Tobacco Reduction Specialist Position #601030 to 1.0 FTE and establish a 0.5 FTE CHW position for the duration of the funding.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary adjustments to the budget and the position allocation list consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the 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 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 September 20, 2016 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: September 20, 2016

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>
2016-563	JOHN & LISA FLETCHER	LAND DIVISION	BARTON RD & SHERWOOD RD	WILLIAMSTOWN	22
2016-564	COMCAST	CABLE / OH	PINE TREE RD & WILLOUGHBY RD	DELHI	11/12
2016-574	FRONTIER	CABLE / UG	DEXTER TR & STILLSON RD	STOCKBRIDGE	5
2016-575	DELHI TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2016-578	CONSUMERS ENERGY	GAS	HOLT RD & EIFERT RD	DELHI	22
2016-584	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2016-585	CONSUMERS ENERGY	GAS	FRANKLIN ST & BABBITT ST	MERIDIAN	10
2016-586	COMCAST	CABLE / UG	LONGVIEW DR & GOLFRIDGE DR	MERIDIAN	5
2016-590	AARON KNOCH	CULVERT	DENNIE RD & RISCH RD	LEROY	25, 36
2016-591	FIBER TECH NETWORKS	CABLE / OH	HAGADORN RD & GRAND RIVER	MERIDIAN	20
2016-592	CONSUMERS ENERGY	GAS	DOBIE RD & SANDHILL RD	ALAIEDON	10
2016-595	COMCAST	CABLE / OH	NICHOLS RD & KINGMAN RD	DELHI	5
2016-596	CONSUMERS ENERGY	GAS	HOLT RD & GUNN RD	DELHI	21
2016-598	MERIDIAN TOWNSHIP	SANITARY	KENMORE DR & HAMILTON RD	MERIDIAN	21
2016-605	CONSUMERS ENERGY	GAS	LAMB RD & OKEMOS RD	ALAIEDON	21
2016-606	CONSUMERS ENERGY	GAS	BISHOP RD & WAVERLY RD	DELHI	7

MANAGING DIRECTOR: _____

Agenda Item 5

TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: September 20, 2016
SUBJECT: Resolution to Adopt a Policy on Employee Purchase of a Released Deferred Obligation

BACKGROUND

At the September 20, 2016 meeting of the County Services Committee, a discussion item was brought forward regarding the ability of employees to transfer and purchase a “Released Deferred Obligation” from another MERS participating municipality.

Currently the Board of Commissioners has Resolution #02-101 permitting the purchase of generic service time, as well as prior service credit from other governmental employers. The existing resolution provides that the employee obtain the actuarial determined cost from MERS and the employee is solely responsible for the cost.

The transfer and purchase of a Released Deferred Obligation does not fit under the umbrella of the existing resolution. Some employees may have the unique circumstance of having vested pension service with another MERS participating municipality. MERS Pension Plan does allow, with approval of both municipalities, the release and acceptance of the Deferred Obligation for the pension. Although there is a transfer of the total vested assets of the employees account (Total Assets = Employer Contributions + Employee Contributions + Interest Earned) from the other municipality, due to division differences in plan design, final average compensation (FAC), or eligibility requirements, the employee will have an additional actuarial cost as determined by MERS. Under the new resolution, the employee would be responsible for this additional cost in order to complete the transfer of the Deferred Obligation.

If the participating employee were in a MERS Division that has a “F” benefit program (early out provision) and the transfer and purchase occurs before attaining applicable minimum credited service for the “F” benefit, such service is not creditable for MERS retirement benefits until the minimum years of credited service for “F” benefit is reached. If the transfer and purchase occurs after attaining minimum credited service for “F” benefits, such service is immediately credited.

ALTERNATIVES

Not to allow the acceptance of deferred obligations.

FINANCIAL IMPACT

As with allowing the purchase of generic service time, the potential financial impact is predicated on the accuracy of the actuarial assumptions regarding the future retirement and life expectancy of the employee.

OTHER CONSIDERATIONS

Ingham County’s past practice of providing for crediting prior service dates back to 1984. The prior resolutions were rescinded through the passage of Resolution #02-101, Resolution to Amend Its Policies on the Purchase of Retirement Service Credit. The proposed resolution does not modify or rescind Resolution #02-101.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A POLICY ON EMPLOYEE PURCHASE OF
A RELEASED DEFERRED OBLIGATION**

WHEREAS, Ingham County is a participating municipality in the Michigan Municipal Employees' Retirement System (MERS); and

WHEREAS, the MERS Plan Document makes it permissible for an employee to request a former municipality to release the "Deferred Obligation" of their pension benefit and the current municipality to accept the "Deferred Obligation"; and

WHEREAS, Ingham County employees in MERS Divisions having a MERS "F" benefit program may not use the service credit to reach the minimum years of credited service for "F" benefits; and

WHEREAS, MERS will inform employees of the eligibility requirements and MERS will provide the actuarial determined total cost to those employees interested in transferring and purchasing the Deferred Obligation from another participating municipality, and the employee shall forward a copy to the Human Resources' Office; and

WHEREAS, the Ingham County Board of Commissioners acknowledges there will be a cost involved, as determined by MERS, which must be totally borne by the employee requesting the transfer and purchase of the Deferred Obligation; and

WHEREAS, upon approval of the employee's request for acceptance of the Deferred Obligation by the Ingham County Board of Commissioners, the employee is responsible for securing the release of the Deferred Obligation from the other MERS participating municipality.

THEREFORE BE IT RESOLVED, that pursuant to the MERS Plan Document, the Ingham County Board of Commissioners approves the transfer and employee purchase of a Released Deferred Obligation.

BE IT FURTHER RESOLVED, that the Human Resources Director send a copy of this resolution to MERS.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING
OCTOBER AS MICHIGAN COLLEGE MONTH
IN INGHAM COUNTY**

WHEREAS, Michigan College Month is a statewide initiative with the goal to provide every graduating high school senior the opportunity to apply to college and complete the FAFSA financial aid process; and

WHEREAS, special focus is placed on assisting the student who would be the first in their families to attend college and the student who may not have otherwise seriously considered applying to college; and

WHEREAS, Michigan College Month can open the door for students by encouraging them to take a significant step toward college in their senior year; and

WHEREAS, hundreds of schools across Michigan participate in this great event including the following Ingham County schools: Capital Area Career Center, Dansville High School, East Lansing High School, Lansing Eastern High School, Lansing Everett High School, Holt High School, Lansing J.W. Sexton High School, Mason High School, Stockbridge High School, The Early College, Waverly High School, and Webberville High School.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of October as College Month and encourages all of Ingham County to support the participating schools and students in this initiative.