

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
RYAN SEBOLT
MARK GREBNER
VICTOR CELENTINO
KARA HOPE
RANDY MAIVILLE
ROBIN NAEYAERT

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 6, 2018 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 [January 16, 2018](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Comission – Interviews
2. Farmland and Open Preservation Board – Resolution to Authorize [Contracts](#) for the Farmland and Open Space Preservation Program
3. Innovation and Technology Department – Resolution to Approve Support Agreement from [Oracle](#)
4. Equalization Department – Resolution to Authorize an Agreement for Development and Implementation of an [Online Mapping Application](#)
5. Facilities Department
 - a. Resolution to Authorize a Contract for [Janitorial Services](#) at Volunteers of America (VOA)
 - b. Resolution to Authorize a Contract Renewal Option with [Granger Container Inc.](#)
 - c. Resolution to Authorize [Structural Renovations](#) at the Human Services Building
 - d. Notice of Emergency Purchase Order to [John E. Green](#)
 - e. Notice of Emergency Purchase Order to [Schindler Elevator](#)
6. Road Department – Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
7. Health Department – Resolution to Authorize Conversion of [Nurse Assessor](#) Position
8. Animal Control
 - a. Authorization to Adjust [Starting Pay Rate](#)
 - b. Resolution to Restore an [Animal Shelter Clerk](#) Position

9. Human Resources Department
 - a. Resolution to Approve an Agreement for the [Employee Assistance Program](#)
 - b. Resolution to Approve Generic [Service Credit Purchase](#)
 - c. Authorization to Adjust [Starting Pay Rate](#)

10. 9-1-1 Dispatch Center
 - a. Resolution to Approve a Contract Renewal for [Pre-Employment Testing](#)
 - b. 9-1-1 Dispatch Center [Update \(Information\)](#)

11. Controller's Office – Resolution to Approve a [Social Media Policy](#)

12. Board of Commissioners' Office
 - a. Resolution to Limit [Internet Provider Access](#) to Ingham County Rights of Way
 - b. Resolution to Adopt a Policy to Coordinate a [Regional Model](#) for Offering Services

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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COUNTY SERVICES COMMITTEE
January 16, 2018
Draft Minutes

Members Present: Nolan, Sebolt, Grebner (arrived at 6:02 p.m.), Celentino, Hope, Maiville, and Naeyaert (arrived at 6:01 p.m.)

Members Absent: None

Others Present: County Clerk Barb Byrum, Register of Deeds Derrick Quinney, Treasurer Eric Schertzing, Bill Conklin, Alan Fox, Sally Auer, Mark Fergason, Bradley Prehn, Bonnie Toskey, Dave Stoker, Teri Morton, Ryan Buck, Becky Bennett, Tim Dolehanty, Liz Noel, 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 December 5, 2017 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE DECEMBER 5, 2017 MINUTES OF THE COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Grebner and Naeyaert

Additions to the Agenda

None.

Substitute –

8. Human Resources Department
 - a. Resolution to Approve a Collective Bargaining Agreement with ICEA-PHN Unit

Commissioner Naeyaert arrived at 6:01 p.m.

Limited Public Comment

Commissioner Grebner arrived at 6:02 p.m.

Bradley Prehn, UAW Chairperson, stated he had attended the meeting in support of the Register of Deeds Office reorganization that had been previously discussed by the Committee.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Ingham Conservation District – Resolution Authorizing an Agreement with the Ingham Conservation District
2. Register of Deeds – Resolution to Authorize a Reorganization within the Register of Deeds Office
4. Treasurer
 - a. Resolution to Set Policy for Certain Delinquent Tax Payments
5. Facilities Department – Notice of Emergency Purchase Order
6. Road Department
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
7. Health Department
 - a. Resolution to Amend Resolution #17-506
 - b. Resolution to Convert Full-Time Dentist Position
 - c. Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services
8. Human Resources Department
 - a. Resolution to Approve a Collective Bargaining Agreement with ICEA-PHN Unit
 - b. Resolution to Authorize Updates to the Trails & Parks Millage Program Coordinator Job Description
9. 9-1-1 Center – Notice of Emergency Purchase Order
11. Board of Commissioners' Office
 - a. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County
 - b. Resolution in Honor of the Holt Lions Club's 50th Anniversary

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

3. County Clerk – Resolution Authorizing Reimbursement of Special Election Expenses

County Clerk Barb Byrum introduced the resolution and provided background information for the request for reimbursement. She stated when she had quoted \$180,000 in costs to put on a County-wide election, she had been thinking about the costs the County would incur.

Clerk Byrum stated she had quoted those costs based on the old election equipment and the costs the vendor had charged the County for programming. She further stated the County was currently programming their elections in-house, and ballot printing and precinct kits were expected to be in that initial cost.

Clerk Byrum stated that municipal clerks would like the Board of Commissioners to consider reimbursing their costs incurred during the November 2017 Election. She further stated that a lot of the costs associated with elections were due to the hiring of election workers.

Clerk Byrum stated that many of the municipalities submitted documentation to support their reimbursement requests, but some did not. She further stated that the cities of Lansing, East Lansing, Leslie, and Williamston had already had an election scheduled in November 2017 regardless of whether the County had put a question on the ballot.

Clerk Byrum stated she had spoken with Lansing City Clerk Chris Swope and he had withdrawn the City of Lansing's request for reimbursement with the condition that the County would not bill them for programming, precinct kits and ballot printing.

Clerk Byrum stated many municipalities did not submit receipts, and the State of Michigan did not collect receipts but encouraged municipalities to keep them on file in case of an audit. She further stated when there was a State Election, municipalities would bill the State all of their expenses and in turn, the State would pay municipalities back.

Clerk Byrum stated the County required receipts to be submitted for a parking charge of \$2.50 in order to be reimbursed. She further stated she thought it would be reasonable for the Board of Commissioners to want proof, and it would follow policy that she had to follow.

Clerk Byrum stated Bunker Hill, Ingham Township, Lansing Township, Leslie Township, Leroy Township, Meridian Township, Onondaga Township, Stockbridge Township, Wheatfield Township, and White Oak Township had not submitted receipts with their reimbursement requests. She further stated that the overall funds left in the Clerk's 2017 Election Supplies Account was a little over \$271,000, so the money was available in 2017, but this decision was a Board of Commissioners decision and she was bringing the information to them.

Commissioner Naeyaert asked if municipal clerks were told to submit receipts with their reimbursement requests.

Clerk Byrum stated municipal clerks were told to submit receipts, as at the top of the form they submitted it stated clerks must submit receipts. She further stated that the form they submitted was something they were used to filling out from the State, it just had the County logo at the top.

Commissioner Naeyaert asked how municipal clerks would provide for receipts for election inspectors.

Clerk Byrum stated that payroll information without Social Security Numbers and dates of birth could have been provided. She further stated Vevay Township had indicated her deputy clerk had worked 98 hours.

Commissioner Naeyaert stated that Vevay Township had not hired any additional staff for the election, and one person took the role that two or three people usually did.

Clerk Byrum stated the Vevay Township Clerk also received a \$500 stipend for the election.

Commissioner Naeyaert asked if the stipend came from the County.

Clerk Byrum stated that was what the Vevay Township Clerk had requested.

Commissioner Naeyaert stated Vevay Township had also received a \$220 stipend from Mason Public Schools for this election as well.

Clerk Byrum stated the school district was holding off on reimbursement, because the municipalities should not be doubly reimbursed and the County was the highest question on the ballot. She further stated that all of the school costs should arguably be absorbed by the County, just like it happens when a lower entity jumped on during a State election.

Commissioner Naeyaert stated the municipalities from her district had requested about \$19,000 in reimbursements, which was not a small amount for those municipalities. She further stated she thought the jurisdictions should get instruction to provide receipts, but she was not sure of those that did submit receipts, how many submitted pay or employee information.

Commissioner Naeyaert stated the municipalities were asked to do something they were not expecting to do, and it cost a lot of money.

Commissioner Sebolt asked if municipalities that had not submitted receipts with their submission had been informed that their submissions had been deficient.

Clerk Byrum stated she did not believe those clerks had been notified, as many had to be contacted to submit a reimbursement request at all.

Commissioner Sebolt asked if any other municipal clerk charged a per diem.

Clerk Byrum stated she was not aware of any other clerk who charged a per diem.

Discussion.

Commissioner Hope asked if the Board of Commissioners were to ask those entities to provide receipts if they were readily available, they could revisit those requests without supporting documentation.

Clerk Byrum stated that was correct, as there was no time in which the Board of Commissioners have to reimburse the municipalities by.

Discussion.

Clerk Byrum stated municipal clerks would probably prefer that reimbursements happen sooner, rather than later.

Commissioner Grebner stated he was really unclear what the County's legal obligation was, and asked if the County was required to reimburse the municipalities for the election.

Clerk Byrum stated there was no requirement for the County to reimburse municipal clerks for their election expenses and she had gotten clarification from the State of Michigan Bureau of Elections about the issue. She further stated municipal clerks had reached out about reimbursement and she had reached out to Becky Bennett, Board of Commissioners Office Director, and had found that the Board of Commissioners had reimbursed municipal clerks for certain election expenses in 2001 when the County had put a question on the ballot.

Discussion.

Commissioner Grebner asked if the municipalities had an enforceable request for the election expenses.

Clerk Byrum stated municipal clerks did not have a legal claim of reimbursement costs.

Commissioners Grebner asked if that applied to municipalities that had nothing on their ballot, other than the County question.

Clerk Byrum stated the County was not required to pay those costs.

Commissioner Celentino asked if Lansing Township, which only had the County question on the ballot in the November Election, had submitted receipts for reimbursement.

Clerk Byrum stated Lansing Township did not, as the documents would have been provided in the packet handed out to the Committee.

Discussion.

Commissioner Hope disclosed that she was married to Evan Hope, Delhi Charter Township Clerk.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. NAEYAERT, TO REIMBURSE IN FULL THE MUNICIPALITIES WHO SUBMITTED RECEIPTS AS REQUESTED, TO NOT REIMBURSE THOSE ENTITIES THAT ALREADY HAD AN ELECTION SCHEDULED, AND FOR THOSE ENTITIES THAT DID NOT SUBMIT DOCUMENTATION THAT A FORM LETTER BE SENT DENYING THEIR REQUEST BUT IF THEY SUBMIT DOCUMENTATION, THEY WOULD REVISIT IT.

Discussion.

Commissioner Maiville asked if the cost of putting on the County question was nothing for cities that already had elections scheduled.

Clerk Byrum stated that the cost of putting on the County question was not nothing, but it had been absorbed by the County Clerk's budget in salary costs.

Commissioner Maiville asked if Mason Public Schools only piggybacked on the election when they had known the County question was going to be on it.

Clerk Byrum stated Commissioner Maiville was correct, and the County's question was higher on the ballot than the Mason Public Schools question. Clerk Byrum stated any added cost from the Mason Public Schools question being added to the ballot was absorbed by the Clerk's salary costs.

Commissioner Grebner stated the Committee's question was not the cost of the County, but municipalities' costs, because the costs to County were already taken care of. He further stated he assumed no additional costs were incurred by those already having an election because it was a one-page ballot, and it was not whether the something was higher or lower on the ballot if there was already an election scheduled for that entity, but it was establishing a policy for the future that other questions that jumped on would be included as part of the reimbursement.

Discussion.

Commissioner Celentino asked if the Board of Commissioners would revisit municipalities' requests if they submitted receipts. He stated he would be more comfortable if Clerk Byrum reviewed receipts when they were submitted and then the municipalities were reimbursed, rather than going through County Services.

Commissioner Hope stated that would be an administrative question to the Clerk's discretion. She further stated her intent was to have the receipts come before the Committee again, to treat all the municipalities the same.

Discussion.

Commissioner Grebner the Board of Commissioners could authorize reimbursement upon submittal of proper documentation. He further stated it might even be appropriate that even if a municipality did not submit receipts, if their costs were proportional to other municipalities, that they still be reimbursed.

Commissioner Naeyaert stated in 2001, the Board of Commissioners approved the election reimbursement then and established a precedent. She further stated she would like there to be a time-certain for the submittal of documentation.

The motion was amended as follows:

MOVED BY COMM. HOPE, SUPPORTED BY COMM. NAEYAERT, TO REIMBURSE IN FULL THE MUNICIPALITIES WHO SUBMITTED RECEIPTS AS REQUESTED, TO NOT REIMBURSE THOSE ENTITIES THAT ALREADY HAD AN ELECTION SCHEDULED, AND FOR THOSE ENTITIES THAT DID NOT SUBMIT DOCUMENTATION THAT A FORM LETTER BE SENT DENYING THEIR REQUEST BUT IF THEY SUBMIT DOCUMENTATION **BY TWO WEEKS, THEY WOULD REVISIT IT.**

This was considered a friendly amendment.

Commissioner Maiville stated the Board of Commissioners had set out knowing they would reimburse for this election, when they asked Clerk Byrum how much the election would cost.

Commissioner Sebolt stated he thought the initial costs cited by Clerk Byrum were for her ability to conduct the election, not for municipal clerks as well. He further stated that there was money available, but he understood it had not been put aside specifically for reimbursement.

Commissioner Maiville stated he did not think it was the Board of Commissioners' idea for the municipalities to absorb the cost of the election.

Discussion.

Chairperson Nolan stated she would like to see a registered letter to those entities like her own.

Commissioner Hope stated she moved to amend the resolution to reimburse municipalities that submitted receipts as requested, to not reimburse the cities that already had elections on the calendar, and to allow those who did not submit documentation to comply which would be reviewed at the Clerk's discretion.

Commissioner Naeyaert stated it should happen by a date certain, perhaps within a month.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reimbursement of said expenses **for municipalities other than cities which held City Elections, upon presentation of suitable documentation** ~~presented by the County Clerk~~, to be paid for by the 2017 Election Supplies Account.

The amendment was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reimbursement of said expenses **for municipalities other than cities which held City Elections, upon presentation of suitable documentation by March 1, 2018**, ~~presented by the County Clerk~~, to be paid for by the 2017 Election Supplies Account.

This was considered a friendly amendment.

Discussion.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY.

Commissioner Grebner stated he was surprised that eight months ago when the Board of Commissioners was told they were responsible to pay for the election, he found out they had been wrong. He further stated next time, the Board of Commissioners could know in advance what the County was and was not legally obligated to pay.

THE VOTE TO APPROVE THE AMENDMENTS TO THE RESOLUTION CARRIED UNANIMOUSLY.

4. Treasurer
 - b. Resolution to Provide Funding for Low Income Tax Preparation

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Chairperson Nolan suggested some language changes to the resolution..

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO AMEND THE LANGUAGE AS FOLLOWS:

WHEREAS, these efforts assist ~~the economic condition of low and moderate income citizens~~ and income tax refunds to this group of citizens ~~facilitates~~ **can help** payment of delinquent property taxes owed to Ingham County.

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

6. Road Department
 - a. Resolution to Authorize Approval of the Final Plat of Georgetown No. 4

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Chairperson Nolan stated she was concerned about the trees on Cornell Road, as they had been an issue during the first phase of the Georgetown project. .

Bill Conklin, Road Department Director, stated he was not with the County for the Georgetown No. 1 project that had concerned residents. He asked Chairperson Nolan what her concerns were about the Georgetown project.

Chairperson Nolan stated the Board of Commissioners was being asked to approve a plat, and she recalled during the first phase of the Georgetown development, a lot of trees on Cornell Road had been cut down. She further stated Cornell Road was supposed to be a beautiful, natural, scenic road.

Discussion.

Mr. Conklin stated the development had already been built, the resolution was just to approve the streets that were completed. He further stated everything that was going to happen to the trees had already happened.

THE MOTION CARRIED UNANIMOUSLY.

6. Road Department
 - b. Resolution to Authorize Three New Positions and Reclassify One Existing Position for the Road Department

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Commissioner Grebner asked if one of the positions in the resolution was the person who would have been the Road Department's secretary if it had a secretary.

Mr. Conklin stated that was correct, that it was a front office clerk, the only clerical person in the department.

Discussion.

Commissioner Grebner stated there was finally more money coming in, so the Road Department was restoring positions it used to have.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

10. Controller's Office
 - a. Resolution to Approve Managerial and Confidential Employee Reclassification Levels

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated he wanted the Committee to understand that approving this resolution would add \$200,000 in expenditures to the County budget each. He further stated it was important to retain the top-to-top analysis, because over time, positions across the County were reclassified upward.

Discussion.

Commissioner Grebner stated the total employee compensation package was a complex set of numbers, and this resolution was \$200,000 per year, forever. He further stated he was not opposed to the resolution, but the Committee ought to realize the cost and documentation should be prepared so it could be thoughtfully considered.

Commissioner Maiville stated he acknowledged Commissioner Grebner's comments, but the County had gone through a decade of cuts, where job descriptions had changed. He further stated it was a double-edged sword.

Commissioner Nolan stated she echoed Commissioner Grebner's concerns, especially given the amount of pay increases the County had been giving to other employees and unions before them. She further stated that other employees' salaries did not increase for 2019 and 2020, and for that reason she would vote against the resolution.

THE MOTION CARRIED. **Yeas:** Celentino, Grebner, Hope, Sebolt, Maiville, Naeyaert
Nolan **Absent:** None **Nays:**

10. Controller's Office

b. Resolution to Authorize an Amendment to the Contract for Legal Services

MOVED BY COMM. SEBOLT. SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he had never had anything but positive experiences with the County Attorneys. He asked when the contract had last been bid.

Tim Dolehanty, Controller, stated it had been way before his time.

Commissioner Grebner stated the legal services contract had never exactly been bid out. He further stated that Peter Cohl had started as a County employee, and then had converted himself to a private firm, and at that time, the County had made an unenforceable deal that Mr. Cohl would charge them less than he should.

Commissioner Grebner stated that deal had continued without change until Matt Meyer was Controller in 2005. He further stated he did not think the contract did not get bid at that time, but it became a different kind of contract, and after Mr. Meyer was no longer the Controller, things were put back they had been previously.

Commissioner Grebner stated the reason the contract had not been bid was that each time the County took it up, the County realized it had a good deal. He further stated if the Board of Commissioners ever wanted to go through the formal process, there was no reason not to, and they could approve the existing contract and then start the bid process, because there was a 90-day out clause in the contract.

Chairperson Nolan stated this contract was the deal of the century. She further stated the Potter Park Zoo had received a bill for something that had not been under contract, and she was amazed that the County Attorney's rate was only \$118 per hour.

Commissioner Sebolt stated he was not unhappy with the legal services, and he was not asking the County to go to bid, he just wanted context.

Discussion.

Chairperson Nolan thanked the County Attorneys.

THE MOTION CARRIED UNANIMOUSLY.

Public Comment

None.

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

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, AT 6:56 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING COLLECTIVE BARGAINING.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOPE, AT 7:19 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

Announcements

None.

Adjournment

The meeting was adjourned at 7:19 p.m.

FEBRUARY 6, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Women’s Commission – Interviews

Candidates for appointment to the Women’s Commission will be in attendance to answer interview questions from Committee members.

2. Farmland and Open Space Preservation Board – Resolution to Authorize Contracts for the Farmland and Open Space Preservation Program

The Farmland and Open Space Preservation Program (FOSP) Board seeks authorization to engage vendors for appraisal, survey, ecological, and title company services. Funds are included in the 2018 budget for these specific services. Upon evaluation of proposals submitted for these services, the FOSP Board recommends approval of three-year contracts as follows:

<u>Vendor</u>	<u>Work Product</u>	<u>Cost</u>
Williams & Associates, Inc., DBA Value Midwest	Summary Appraisal Report	\$2,500 - \$3,100
Carlson Appraisal Company	Summary Appraisal Report	\$2,500 - \$4,000
Judeh & Associates	Summary Appraisal Report	\$1,000 - \$5,000
Enger Surveying and Engineering	Stake Survey	\$25 - \$130/hr
LSG Engineers and Surveyors	Stake Survey	\$35 - \$175/hr
Wolverine Engineers and Surveyors, Inc.	Stake Survey	\$46 - \$175/hr
Bell Title Company	Title Searches and Updates	\$450 pre. search; \$50 for updates
TriTerra	Ecological Services	\$800 - \$1,200

3. Innovation and Technology Department – Resolution to Approve Support Agreement from Oracle

The Innovation and Technology Department proposes adoption of a resolution to enter into an agreement with Oracle for hardware maintenance support on critical computer systems in the case of a failure. The total cost of this budgeted support service is \$7,534.45, a reduction of 4 percent from 2017 costs.

4. Equalization Department – Resolution to Authorize an Agreement for Development and Implementation of an Online Mapping Application

The Equalization Department notes that the current online property mapping application will soon be obsolete. A resolution is submitted for Board consideration to allow a contract with Michigan State University Remote Sensing & GIS Research and Outreach Services (MSU RS&GIS) to create a new online mapping application. The Department has a 27-year history working with MSU RS&GIS. The total cost for this service would not exceed \$11,650, plus an additional \$250 per month (\$3,000 annually) to host the completed application.

5a. Facilities Department – Resolution to Authorize a Contract for Janitorial Services at Volunteers of America (VOA)

On August 22, 2017 the Board of Commissioners approved Resolution 17-328 to authorize a Definitive Agreement with Sparrow Medical Group to integrate Sparrow Medical Group – Volunteers of America (VOA) into Health Department Community Health Clinic network. Janitorial services at the VOA clinic are currently provided by Clean Investments, Inc., although no contract for services exists with Ingham County. The Facilities Department requests approval of a resolution to authorize a contract with Clean Investments to continue these services through July 31, 2019 at a cost of \$1,100 per month.

5b. Facilities Department – Resolution to Authorize a Contract Renewal Option with Granger Container Inc

Waste removal and recycling services are provided to the County under terms of a contract set to expire on April 30. The Facilities Department seeks authorization to exercise a two-year extension of the agreement to hold current pricing through April 30, 2020.

5c. Facilities Department – Resolution to Authorize Structural Renovations at the Human Services Building

The Facilities Department requests approval of a contract with LJ Trumble Builders for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building. The total cost of the project will not to exceed \$399,200 which includes the requested \$30,000 contingency.

5d. Facilities Department – Notice of Emergency Purchase Order to John E. Green

An emergency purchase order was issued to John E. Green in the amount of \$6,460 to replace the left sump pump which services both restrooms in Adult Probation Division. The sump pump failed and needed to be repaired. 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 which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

5e. Facilities Department – Notice of Emergency Purchase Order to Schindler Elevator

An emergency purchase order was issued to Schindler Elevator in the amount of \$20,877 to replace the hydraulic power unit in the Hilliard Building elevator. The hydraulic power unit failed and needed to be replaced. The needed part is proprietary. 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 which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

6. **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 50 projects (see attachment for permit list).

7. **Health Department** – *Resolution to Authorize Conversion of Nurse Assessor Position*

This Health Department seeks approval of a resolution to convert the Nurse Assessor position to a Nurse Practitioner. This change will enable the Health Department to capture additional revenue for billable services provided through STI. Of the increased position cost, 70 percent will be offset by billable revenue generated by the Nurse Practitioner in STI, and 30 percent accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court.

8a. **Animal Control Department** – *Authorization to Adjust Starting Pay Rate*

Section 1.B of the UAW Collective Bargaining Agreement allows that a new UAW Employee may be started above Step 4 of the appropriate grade at the discretion of the County Services Committee. Based on knowledge, skills, and expertise of a recommended candidate, and in recognition of local market demands, the Animal Control Director recommends that the Committee allow an Animal Control Officer to start at Grade D, Step 5 of the UAW salary scale.

8b. **Animal Control Department** – *Resolution to Restore an Animal Shelter Clerk Position*

The Animal Control Department requests restoration of an animal shelter clerk position eliminated in the 2018 budget. If approved, restoration would help to ensure adequate staffing for a seven-day per week schedule. Department managers observed that the current five clerk/dispatcher FTE operation has negatively impacted customer service and employee morale.

When the staff reduction was recommended as part of the 2018 Controller Recommended Budget, the department asked that the position be restored if the property tax allocation millage was approved by voters. Although the ballot proposal passed, the position was not restored. In January, the Department submitted a resolution to reduce the number of operation days from seven to six. This resolution was not considered by the Law & Courts Committee or Board of Commissioners, so the shelter remains open seven days per week.

The Controller's Office recommends that either the position be restored, or the number of open days be reduced from seven to six per week. Restoration of this position would have an annual long term cost of \$64,727.

9a. **Human Resources Department** – *Resolution to Approve an Agreement for the Employee Assistance Program*

Ingham County has been using the CARES – Employee Assistance Program through Sparrow since 1997. Upon investigation by both the County and Sparrow, it was determined that the existing agreement was processed in 1997 and there was no corresponding resolution at the time nor have there been any updates since the 1997 agreement was executed. The Human Resources Department, legal department at Sparrow, and the County Attorney have worked through an updated agreement that includes current indemnification and compliance language and incorporates participation by Road Department employees. The Human Resources Department recommends approval of a resolution offered to authorize execution of an updated Employee Assistance Program Agreement with Sparrow - CARES in an amount not to exceed \$36,300.

9b. Human Resources Department – *Resolution to Approve Generic Service Credit Purchase*

Resolution 02-101 provides employees the option of purchasing generic service credit under the Municipal Employees' Retirement System (MERS). Teresa Masseau made application to MERS to obtain an estimated cost for additional credited service and certification of current credited service. Ms. Masseau has elected to exercise the option to purchase three years of generic service credit. Consistent with the requirements of Resolution 02-101, Ms. Masseau will pay the full estimated amount for the purchase. The Human Services Department recommends approval of a resolution to grant this request.

9c. Human Resources Department – *Authorization to Adjust Starting Pay Rate*

Section B.7 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee. Based on knowledge, skills, and expertise of a recommended candidate, and in recognition of local market demands, the Human Resources Director and Financial Services Director recommend that the Committee allow an Insurance Coordinator to start at Grade 5, Step 3 of the MCF Market Salary Position scale.

10a. 9-1-1 Dispatch Center – *Resolution to Approve a Contract Renewal for Pre-Employment Testing*

The 9-1-1 Dispatch Center wishes to renew its contract with Ergometrics, Inc. for pre-employment testing through December 7, 2018 at an annual cost of \$3,600. An additional fee of \$3.00 per applicant (\$25.00 minimum) will also be assessed. The Dispatch Center has utilized this pre-employment testing program since 2012 and considers it a valuable part of the hiring process.

10b. 9-1-1 Dispatch Center – *9-1-1 Dispatch Center Update* (information item)

As previously requested, the 9-1-1 Central Dispatch Director provided a written report about recent activities at the 9-1-1 Dispatch Center.

11. Controller's Office – *Resolution to Approve a Social Media Policy*

Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. This policy would apply to all employees and departments of Ingham County. A resolution to adopt a social media policy is presented for consideration.

12a. Board of Commissioners' Office – *Resolution to Limit Internet Provider Access to Ingham County Rights of Way*

As a basic necessity for individuals to communicate and access information, the Internet has become an increasingly popular tool used to purchase goods and services. Ingham County residents should have the freedom to have fair, reliable access to all information and services available on the Internet. A resolution is offered to restrict any internet service provider who does not comply with the Net Neutrality requirements as defined by the Federal Communications Commission in April of 2015 from securing permitted access to Ingham County rights-of-way.

12b. Board of Commissioners' Office – *Resolution to Adopt a Policy to Coordinate a Regional Model for Offering Services*

In recognition of county government as a regional service provider with a responsibility to ensure efficient delivery of services, a resolution is offered to establish a policy intended to coordinate a regional model for offering services to Ingham County residents. If approved, the policy would require County officials to conduct a routine inventory of services performed and determine which of these services could be performed for other municipal and county governments. The County would also seek opportunities to contract with local units of government able to provide services to the County.

Agenda Item 2

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: January 23, 2018

SUBJECT: Resolution authorizing contracts with appraisal, survey, ecological, and title company contractors for the Ingham County Farmland and Open Space Preservation program

Project Description:

The Ingham County Farmland and Open Space Preservation Program requires the service of many servicers to effectively administer the program. The FOSP Board wishes to engage contracts with appraisal, survey, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP Process, and were selected based on criteria established by the Purchasing and FOSP Director's. The FOSP Board has allocated funds for these specific services in the 2018 budget. Proposals were sought from qualified and experienced Real Estate Appraisers, Title Companies, Ecological and Engineering firms and Survey Companies for the purpose of entering into a contract for conducting these services on an as needed basis for the Ingham County Farmland and Open Space Preservation Board. Below is the list of contractors the FOSP Board desires to enter into contracts with and their proposed fees.

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Williams & Associates, Inc., DBA Value Midwest	\$2500 - 3,100.00	No
Carlson Appraisal Company	\$2500 - 4,000.00	Yes
Judeh & Associates	\$1,000 - \$5000.00	No

<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$25.00/hour - \$130.00 Dependent on position	Yes
LSG Engineers and Surveyors	\$35.00/hour - \$175.00 Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$46.00/hour - \$175.00 Dependent on position	Yes

<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$450.00 preliminary search \$50 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$800 - \$1200.00 Dependent on Farm Size	Yes

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACTS FOR THE AND OPEN SPACE PRESERVATION PROGRAM

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

WHEREAS, appraisals, title searches, baseline reports, and surveys are required due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced contracts, and after review and evaluation, the Evaluation Team is recommending that three year contracts be issued with the following contractors, who were determined to be the most qualified candidates; and

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Williams & Associates, Inc., DBA Value Midwest	\$2500 - 3,100.00	No
Carlson Appraisal Company	\$2500 - 4,000.00	Yes
Judeh & Associates	\$1,000 - \$5000.00	No

<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$25.00/hour - \$130.00 Dependent on position	Yes
LSG Engineers and Surveyors	\$35.00/hour - \$175.00 Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$46.00/hour - \$175.00 Dependent on position	Yes

<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$450.00 preliminary search \$50 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$800 - \$1200.00 Dependent on Farm Size	Yes

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes three-year contracts with Value Midwest, Carlson Appraisers, Judeh & Associates, Enger Surveying & Engineering Co., Wolverine Engineers and Surveyors, LSG Engineers and Surveyors, Bell Title Co., and Triterra, for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation Program.

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

Agenda Item 3

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 1/22/2018

SUBJECT: Resolution – Oracle Support

BACKGROUND

Ingham County had been using HP Enterprise for our Oracle system licensing support for the past few years. In looking to renew our support this year, it was discovered that HP is no longer a reseller of services. Oracle is itself now on the State of Michigan contract. Last year we paid \$7,827.06 for HP Enterprise, this year with Oracle we will only pay \$7,534.45 giving us a slight savings.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$7,534.45 will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the quote for support services from Oracle.



3-Jan-18

Deb Fett
Ingham County
121 E MAPLE ST
3RD FL
MASON
MI 48854
United States

Dear Deb Fett

The technical support services provided under support service number 1409256 will expire, or have expired, on 20-Feb-18. Please find attached an ordering document for the renewal of these technical support services. If applicable, the attached ordering document may include technical support services that you have requested to order that are in addition to the technical support services that you are renewing.

To prevent interruption to and/ or termination of technical support services, please complete your order for the renewal of technical support services, identified in the ordering document, by issuing a form of payment acceptable to Oracle in accordance with the Order Processing Details section of the ordering document on or before 22-Jan-18.

Have a question about your renewal? Call 1-888-545-4577 or email Oracle at ryan.pike@oracle.com.



TECHNICAL SUPPORT SERVICES RENEWAL ORDER

GENERAL INFORMATION

OFFER EXPIRATION	ORACLE: Oracle America, Inc.
Support Service Number: 1409256 Offer Expires: 20-Feb-18	Oracle Contact Information: Oracle Premier Support Renewal Center Telephone: 1-888-545-4577 Fax: (719) 757-4256 Email: ryan.pike@oracle.com
CUSTOMER: Ingham County	
CUSTOMER QUOTE TO Account Contact: Deb Fett Account Name: Ingham County Address: 121 E MAPLE ST 3RD FL MASON MI 48854 United States Telephone: 517 676-7371 Fax: E-mail: Dfett@ingham.org	CUSTOMER BILL TO Account Contact: PAYABLE ACCOUNTS Account Name: Enterprise Services LLC Address: Hewlett Packard Attn: Accounts Payable 585 South Boulevard PONTIAC MI 48341 United States Telephone: -9014562441 Fax: E-mail:

"You" and "Your" as referenced in this ordering document refers to the Customer identified in the table above.

Oracle may provide certain notices about technical support services via e-mail. Accordingly, please verify and update the Customer Quote To and Customer Bill To information in the above table to help ensure that You receive such communications from Oracle. If changes are required to the Customer Quote To and Customer Bill To information, please e-mail or fax the updated information, with Your support service number 1409256, to Your Oracle Support Sales Representative identified in the table above.

SERVICE DETAILS

Program Technical Support Services							
Service Level: Software Update License & Support							

Product Description	CSI #	Qty	License Metric	License Level / Type	Start Date	End Date	Price
Oracle Database Standard Edition - Processor Perpetual	3365061	2		FULL USE	21-Feb-18	20-Feb-19	7,534.45

Program Technical Support Fees: USD 7,534.45

Total Price: USD 7,534.45

Plus applicable tax

Please note the following:

- If You have questions regarding the Service Details section of this ordering document, or believe that corrections are required, please contact Your Oracle Support Sales Representative identified on the first page of this ordering document.
- Please review Oracle's technical support policies, including the Lifetime Support Policy, before entering into this ordering document. Under Oracle's Lifetime Support Policy, the support level for an Oracle product, if applicable, may change during the term of the services purchased under this ordering document. If extended support is offered, an additional fee will be charged for such support if ordered. If You would like to purchase extended support please contact Your Oracle Support Sales Representative identified on the first page of this ordering document.
- If Oracle accepts Your order, the start date set forth in the Service Details table above shall serve as the commencement date of the technical support services and the technical support services ordered under this ordering document will be provided through the end date specified in the table for the applicable programs and/ or hardware ("Support Period").
- If any of the fields listed in the Service Details table above are blank, then such fields do not apply for the applicable programs and/or hardware for which You are purchasing technical support services.

TECHNICAL SUPPORT SERVICES TERMS

If the Customer and the Customer Quote To name identified in the General Information table above are not the same, Ingham County represents that Customer has authorized Ingham County to execute this ordering document on Customer's behalf and to bind Customer to the terms described herein. Ingham County agrees that the services ordered are for the sole benefit of Customer and shall only be used by Customer. Ingham County agrees to advise Customer of the terms of this ordering document as well as any communications received from Oracle regarding the services.

If the Customer and the Customer Bill To name identified in the General Information table above are not the same, Customer agrees that: a) Customer has the ultimate responsibility for payments under this ordering document; and, b) any failure of Enterprise Services LLC to make timely payment per the terms of this ordering document shall be deemed a breach by Customer and, in addition to any other remedies available to Oracle, Oracle may terminate Customer's technical support service under this ordering document.

Technical support is provided under Oracle's technical support policies in effect at the time the services are provided. The technical support policies are subject to change at Oracle's discretion; however, Oracle will not materially reduce the level of services provided for supported programs and/or hardware during the period for which technical support has been paid, or for U.S. federal and public sector entities, the period for which services have been ordered. You should review the technical support policies prior to entering into this ordering document. The current version of the technical support policies may be accessed at <http://www.oracle.com/us/support/policies/index.html>.

The technical support services acquired under this ordering document are governed by the terms and conditions of the MSLDA-6057-CW194383-29-OCT-2009 ("agreement"). Any use of the programs and/or hardware, which includes updates and other materials provided or made available by Oracle as part of technical support services, is subject to the rights granted for the programs and/or hardware set forth in the order in which the programs and/or hardware were acquired.

This ordering document incorporates the agreement by reference. In the event of inconsistencies between the terms contained in this ordering document and the agreement, this ordering document shall take precedence.

ORDER PROCESSING DETAILS

Your order is subject to Oracle's acceptance. Your order is deemed to be placed when You provide Oracle with details for payment (e.g., Your purchase order, Your check, or a credit card confirmation for the order as detailed below) or an executed Oracle Financing contract. Once placed, Your order shall be non-cancelable and the sums paid nonrefundable, except as provided in the agreement.

Please note that unless You are a U.S. federal government or public sector entity, if the pre-tax value of this ordering document is USD \$2,000 or less, the technical support services ordered (i) must be paid by credit card; or (ii) You must renew Your support via the Oracle Store. Please contact Your Oracle Support Sales Representative for details regarding renewing Your support via the Oracle Store.

Technical Support fees are invoiced Quarterly in Arrears. All fees payable to Oracle are due within 45 NET from date of invoice.

Oracle will issue an invoice to You upon receipt of a purchase order or a form of payment acceptable to Oracle. If You are an U.S. federal government or public sector entity, Oracle will issue You an invoice quarterly in arrears after the services are performed. You agree to pay any sales, value-added or other similar taxes imposed by applicable law, except for taxes based on Oracle's income.

Unless you are an U.S. federal government entity, Oracle's invoice includes applicable sales tax, GST, or VAT (collectively referred to as "tax"). If Ingham County is a tax exempt organization and is not an U.S. federal government entity, a copy of Ingham County's tax exemption certificate must be submitted with Ingham County's purchase order, credit card or other acceptable form of payment.

PAYMENT DETAILS

Purchase Order

If You are submitting a purchase order for the payment of the renewal of the technical support services on this renewal order, the purchase order must be in a non-editable format (e.g., PDF) and include the following information:

- Support Service Number: 1409256
- Total Price: USD 7,534.45 (excluding applicable tax)
- Local Tax, if applicable

In issuing a purchase order, Ingham County agrees that the terms of this renewal order and the agreement supersede the terms in the purchase order or any other non-Oracle document, and no terms included in any such purchase order or other non-Oracle document will apply to the technical support services renewed under this renewal order.

Please contact Oracle per the General Information section above to issue Your purchase order.

Credit Card

If You wish to use a credit card to pay for the renewal of the technical support services on this renewal order, please contact Oracle per the General Information section above. Please note that Oracle is unable to process credit card transactions of USD \$100,000 or greater or transactions that are not in USD.

Check

If You are submitting a check for the payment of the renewal of the technical support services on this

renewal order, the check must include the following information:

- Support Service Number: 1409256
- Total Price: USD 7,534.45 (excluding applicable tax)
- Local Tax, if applicable

In issuing a check, Ingham County agrees that only the terms of this renewal order and the agreement shall apply to the technical support services renewed under this renewal order. No terms attached or submitted with the check will apply.

Checks for technical support services renewed under this renewal order should be sent to:

AK, AZ, CA, HI, ID, NV, OR, UT, WA:

Oracle America, Inc
PO Box 44471
San Francisco, CA 94144-4471

All Other States:

Oracle America, Inc
PO Box 203448
Dallas, TX 75320-3448

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SUPPORT AGREEMENT FROM ORACLE

WHEREAS, Ingham County had been using HP Enterprise for support on critical computer systems in the case of a failure; and

WHEREAS, HP Enterprise is no longer a reseller of Oracle nor on the State of Michigan or GSA contracts; and

WHEREAS, ITD researched current State of Michigan contract vendors that can be used for our support needs; and

WHEREAS, our current existing support agreement expires on February 20th, 2018 and ITD recommends replacing this agreement with Oracle; and

WHEREAS, our previous annual cost was \$7,827.06 and the new annual cost will be \$7,534.45.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Oracle in the amount not to exceed \$7,540.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

Agenda Item 4

To: County Services and Finance Committees

From: Douglas A. Stover, Director
Equalization/Tax Mapping

Date: January 19, 2018

Re: Online Mapping Project

The county's current online property mapping application will soon be obsolete. The plug-in application needed to run our current online map is no longer supported by Microsoft.

The Purchasing Department sought proposals from qualified vendors for the creation of a new online mapping application. Of the three vendors who responded, I am recommending that the county contract with Michigan State University Remote Sensing & GIS Research and Outreach Services (MSU RS&GIS) - MSU RS&GIS is obviously a local vendor; their proposal is the most cost efficient; and the Equalization/Tax Mapping Department has a twenty-year history in working with MSU for the county's mapping needs.

The attached resolution authorizes the Ingham County Equalization/Tax Mapping Department to contract with MSU RS&GIS for online mapping services. In partnership with the Equalization Department, MSU RS&GIS will develop a new online mapping application for Ingham County. The cost for this project is not to exceed \$11,650.00. In addition, MSU RS&GIS will host the completed online mapping application for \$250.00 per month. These monies are included in the department's 2018 budget.

Agenda Item 4

TO: Doug Stover, Director of Equalization/Tax Mapping
FROM: James Hudgins, Director of Purchasing
DATE: November 21, 2017
RE: Memorandum of performance for RFP No. 196-17: Development of Digital Parcel Viewer Mapping System

Per your request, the Purchasing Department sought proposals from qualified and experienced Geographical Information System vendors for the creation of a new digital online parcel viewer mapping system using Environmental System Research Institute software. Online hosting of the system is also being sought.

The RFP was advertised in the Lansing State Journal, Lansing City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	40	6
Vendors responding	3	1

The following grid is a summary of the vendors’ costs:

VENDOR NAME	LOCAL PREF	COST DESIGN & IMPLEMENTATION	HOST/DATA MAINTENANCE	OPTION
Michigan State University	East Lansing, MI	\$11,642.40	\$3,000.00 Annual	NA
Applied Geographics, Inc.	Boston, MA	\$8,000.00	\$6,000.00 Annual	\$2,500 CMA Uploader Installation
Eagle Forestry Services Inc.	Monticello, AR	\$8,000.00	\$8,900.00 Annual	NA

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR DEVELOPMENT AND IMPLEMENTATION OF AN ONLINE MAPPING APPLICATION

WHEREAS, the county's current online property mapping program will soon be obsolete; and

WHEREAS, the county desires to replace the current online property mapping program with a new software application; and

WHEREAS, the Purchasing Department solicited proposals from qualified vendors to develop a new software application; and

WHEREAS, after review of the proposals received, the Director of the Equalization/Tax Mapping department recommends that the Board of Commissioners authorize and execute an Agreement with Michigan State University Remote Sensing & GIS Research and Outreach Services (MSU RS&GIS) for the purpose of developing a software application to replace the county's current online property mapping application – at a cost not to exceed \$11,650.00; and

WHEREAS, the proposal from MSU RS&GIS includes a provision for web-hosting of the new application; and

WHEREAS, the Director of the Equalization/Tax Mapping department recommends that the Agreement with MSU RS&GIS include a provision for MSU RS&GIS to provide web-hosting services for the new online mapping application for a period not to exceed three years at a monthly cost of \$250.00 per month; and

WHEREAS, the monies for the new online property mapping application and web-hosting services are included in the Equalization/Tax Mapping department's 2018 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with MSU RS&GIS for the purpose of developing and implementing a new online property mapping application at a cost not to exceed \$11,650.00.

BE IT FURTHER RESOLVED, that the Agreement shall include a provision for MSU RS&GIS to provide web-hosting services for a period not to exceed three years at a cost of \$250.00 per month.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 18, 2018

SUBJECT: Resolution to award a contract to Clean Investments, Inc. to provide janitorial services at the Volunteers of America (VOA)

For the meeting agendas of: February 6th & 7th

BACKGROUND

Clean Investments, Inc. is the vendor who currently provides janitorial services at the VOA, a contract is not in place. They are willing to honor their current pricing for the agreed upon contract period. Although the Facilities Department currently maintains a contract with RNA Facilities Management, for janitorial services, at several other locations, that contract will expire July 31, 2019, at which point a new janitorial services contract will be looked at, combining several county locations, including the VOA.

ALTERNATIVES

There are no alternatives for this contract.

FINANCIAL IMPACT

Clean Investments, Inc. agreed to continue providing janitorial services at the VOA, honoring their current pricing of \$1,100.00/month for the agreed upon contract period.

Funds are available in line item #511-61510-931100-02095.

OTHER CONSIDERATIONS

There are no other considerations for this contract.

RECOMMENDATION

Based on the information presented, the Facilities Department requests that a contract be awarded to Clean Investments, Inc. to provide janitorial services at the Volunteers of America.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE CONTRACT FOR JANITORIAL SERVICES AT THE
VOLUNTEERS OF AMERICA (VOA)**

WHEREAS, Clean Investments, Inc. is the vendor who currently provides janitorial services at the VOA, a contract is not in place; and

WHEREAS, Clean Investments, Inc. agreed to provide janitorial services at the VOA, honoring their current pricing of \$1,100.00/month for the agreed upon contract period; and

WHEREAS, the Facilities Department currently maintains a contract with RNA Facilities Management, for janitorial services, at several other locations; and

WHEREAS, the current RNA Facilities Management contract will expire July 31, 2019, at which point a new janitorial services contract will be looked at, combining several county locations, including the VOA; and

WHEREAS, funds are available within line item #511-61510-931100-02095.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Clean Investments, Inc. 1428 Turner Street, Lansing, Michigan, 48906, to provide janitorial services at the Volunteers of America, who agreed to honor their current pricing of \$1,100.00/month for the agreed upon contract period.

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.

TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: January 23, 2018
SUBJECT: Resolution authorizing the two year renewal option with Granger Container, Inc.

For the meeting agendas of: February 6th & 7th

BACKGROUND

Ingham County currently has a contract with Granger Container Inc. for waste removal and recycling services, the contract will expire April 30, 2018. A two year renewal option was included in the current contract agreement and the Facilities Department would like to exercise that option. If approved, the two year option will expire April 30, 2020 at which time a new waste removal contract will be looked at.

ALTERNATIVES

There are no alternatives for this contract.

FINANCIAL IMPACT

Granger Container, Inc. has agreed to hold their current pricing for a two renewal. Funds are available in the appropriate 921030 trash removal line items.

OTHER CONSIDERATIONS

There are no other considerations for this contract.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of the two year renewal option with Granger Container, Inc. for continued waste removal and recycling services at various locations, until April 30, 2020.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL OPTION
WITH GRANGER CONTAINER INC.**

WHEREAS, Ingham County currently has a contract with Granger Container Inc. for waste removal and recycling services; and

WHEREAS, the current contract will expire April 30, 2018; and

WHEREAS, a two year renewal option was included in the contract agreement and the Facilities Department would like to exercise that option; and

WHEREAS, Granger Container Inc. has agreed to hold their current pricing for a two year renewal; and

WHEREAS, if approved, the two year option will expire April 30, 2020 at which time a new waste removal and recycling contract will be looked at; and

WHEREAS, funds are available in the appropriate 921030 trash removal line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the two year renewal option with Granger Container Inc., 3515 Wood Rd., Lansing, Michigan 48906, for continued waste removal and recycling services, at various locations, until April 30, 2020.

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 5c

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

FROM: Rick Terrill, Facilities Director

DATE: January 22, 2018

SUBJECT: Resolution to renovate space in the Human Services Building

For the meeting agendas of: February 6th & 7th

BACKGROUND

The Purchasing Department solicited bids for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building.

ALTERNATIVES

There are no alternatives for this contract.

FINANCIAL IMPACT

Both the Purchasing and Facilities Departments agree that a contract be awarded to LJ Trumble Builders, LLC, a registered local vendor, who submitted the lowest responsive and responsible bid of \$369,200.00 which includes alternate number one.

Funds for this project are available from two sources, \$225,200.00 from the PCMH Grant authorized by R-14-391 and the remaining balance of \$174,000 will come from excess funding at September 30, 2017 from the Health Department.

OTHER CONSIDERATIONS

There are no other considerations for this contract.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of a contract with LJ Trumble Builders for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: January 17, 2018

RE: Memorandum of Performance for RFP No. 1-18: Human Services Building Upper Level Renovation

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating the upper level of the Human Services Building.

This project renovates 5,500 square feet of select office and waiting areas on the second floor of the Ingham County Human Services Building. This renovation includes new finishes throughout, minor wall construction, new light fixtures, and seven (7) new transaction windows.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	47	13
Vendors attending pre-bid/proposal meeting	19	11
Vendors responding	6	4

The following grid is a summary of the vendors' costs:

Vendor Name	Local Pref	Base Bid	Alternate #1	Total Bid
LJ Trumble Builders, LLC	Yes, Lansing MI	\$356,900.00	\$12,300.00	\$369,200.00
Moore Trosper Construction Co.	Yes, Holt MI	\$367,720.00	\$11,700.00	\$379,420.00
Laux Construction LLC	Yes, Holt MI	\$384,300.00	\$9,500.00	\$393,800.00
Cross Renovations Inc.	No, Livonia MI	\$399,777.00	\$10,200.00	\$409,977.00
Nielsen Commercial Construction Co.	Yes, Holt MI	\$400,850.00	\$9,800.00	\$410,650.00
Frederick Construction Inc.	No, Vicksburg MI	\$414,400.00	\$9,600.00	\$424,000.00

Alternate #1: Cost to Add LED Lighting to the Entire Scope of Work Including Offices, Work Areas, and Storage

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE STRUCTURAL RENOVATIONS AT THE HUMAN SERVICES BUILDING

WHEREAS, the Purchasing Department solicited bids for the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to LJ Trumble Builders, LLC, a registered local vendor, who submitted the lowest responsive and responsible bid of \$369,200.00 which includes alternate number one; and

WHEREAS, the Facilities Department is requesting a contingency in the amount of \$30,000.00 for any unforeseen circumstances that may arise during a project of this nature; and

WHEREAS, the renovations will be performed for a total not to exceed cost of \$399,200.00 which includes the requested contingency; and

WHEREAS, funds for this project are available from two sources; and

WHEREAS, \$225,200.00 from the PCMH Grant authorized by R-14-391; and

WHEREAS, the remaining balance of \$174,000 will come from excess funding at September 30, 2017 from the Health Department; and

WHEREAS, renovations will begin once approval is obtained and all contracts are signed; and

WHEREAS, the anticipated completion date is the end of May, 2018.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract agreement with LJ Trumble Builders, LLC, 6850 Aurelius Road, Lansing, Michigan 48911, to perform the renovation of 5,500 square feet of select office and waiting areas on the upper level of the Human Services Building for a not to exceed total cost of \$399,200.00 which includes the requested \$30,000.00 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.

MEMORANDUM

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: January 18, 2018

SUBJECT: Emergency PO to John E. Green for ejector pump repair

This memo is to inform you of an emergency repair that was made prior to receiving board approval.

The left sump pump which services both restrooms in Adult Probation was in need of repair. Both of these restrooms are utilized in the collection of urine samples therefore, they need to be operational. Approval was given to order replacement parts so that it could be fixed promptly and restrooms returned to normal operation.

Emergency Purchase Order #2018-023 was issued to John E. Green for \$6,460.00.

Funds for this repair are available in line item #101-23303-931000-233GP for Grady Porter Building maintenance.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services Committee

FROM: Rick Terrill, Facilities Director

DATE: January 19, 2018

SUBJECT: Emergency Purchase Order to replace the hydraulic power unit on the elevator in the Hilliard Building

This memo is to inform you of an emergency repair that was made prior to receiving board approval.

The Facilities Department has \$21,000.00 budgeted and approved to replace the hydraulic power unit however, it failed before we were able to have it replaced. This put the elevator out of working order therefore it was an emergency repair and board approval was not sought, prior to replacing the unit.

Purchase Order #2018-009 was issued to Schindler Elevator for a total cost of \$20,877.00.

Funds for this repair are available in the approved CIP line item #245-90210-976000-8F01.

Both the Controller and Facility Director approved this purchase.

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 January 23, 2018 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE: January 23, 2018

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>
2017-775	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2017-776	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2017-777	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2017-778	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2017-779	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-001	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-002	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-003	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-004	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-005	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-006	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-007	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-008	CONSUMERS ENERGY	GAS	SLEEPY HOLLOW & LAKE LANSING	MERIDIAN	9
2018-009	AT & T	CABLE / UG	EDEN RD & KIPP RD	VEVAY	16
2018-010	CONSUMERS ENERGY	LANE CLOSURE	HASLETT RD & MERIDIAN RD	WILLIAMSTOWN	17
2018-011	COMCAST	CASBLE / UG & OH	OKEMOS RD & JOLLY OAK RD	MERIDIAN	33
2018-012	COMCAST	CABLE / UG	PINE TREE RD & PATIENT CARE DR	DELHI	1, 2
2018-013	COMCAST	CABLE / UG	HANNAH BLVD & EYDE PKWY	MERIDIAN	20
2018-014	COMCAST	CABLE / UG	OBSERVATORY LN & VARSITY LN	DELHI	12
2018-015	COMCAST	ANNUAL PERMIT	VARIOUS	VARIOUS	
2018-017	AT & T	CABLE / UG	HAGADORN RD & BENNETT RD	MERIDIAN	29
2018-018	WEST SIDE WATER	WATERMAIN	EDGEMONT BLVD & WAVERLY RD	LANSING	18
2018-019	CONSUMERS ENERGY	GAS	KINNNEVILLE RD & GALE RD	ONONDAGA	17
2018-020	MERIDIAN TWP. – WATER	WATERMAIN	BAYONNE AVE & HASLETT RD	MERIDIAN	10
2018-021	MERIDIAN TWP. – WATER	WATERMAIN	TAMARACK DR & SANDLEWOOD	MERIDIAN	33
2018-022	COMCAST	CABLE / UG	DELL RD & DELLRIDGE RD	DELHI	12
2018-023	COMCAST	CABLE / UG	SYLVAN GLEN & DOBIE RD	MERIDIAN	26
2018-024	COMCAST	CABLE / UG	HOLT RD & WASHINGTON AVE	DELHI	20
2018-025	RONALD VIECELLI	LAND DIVISION	GRAMER RD & PARDEE RD	LEROY	1
2018-026	MERIDIAN TOWNSHIP	WATERMAIN	WOODSIDE DR & CLIFFDALE DR	MERIDIAN	11

2018-027	MERIDIAN TOWNSHIP	WATERMAIN	CHIPPEWA DR & MT HOPE RD	MERIDIAN	21
2018-028	MERIDIAN TOWNSHIP	WATERMAIN	HAMILTON RD & DOBIE RD	MERIDIAN	22
2018-029	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2018-030	FRONTIER	ANNUAL PERMIT	VARIOUS	VARIOUS	
2018-031	WEST SIDE WATER	WATERMAIN	DEERFIELD AVE & IONIA ST	LANSING	18
2018-032	WEST SIDE WATER	WATERMAIN	MORRIS AVE & TIMBER DR	LANSING	7
2018-033	CONSUMERS ENERGY	GAS	JACK PINE DR & LINN RD	WHEATFIELD	3
2018-034	MERIDIAN TOWNSHIP	WATERMAIN	ARBOR DR & MERCER DR	MERIDIAN	26
2018-035	MERIDIAN TOWNSHIP	WATERMAIN	BIRCHWOOD DR & OAKWOOD DR	MERIDIAN	27
2018-037	MERIDIAN TOWNSHIP	WATERMAIN	BISCAYNE WAY & CARD ST	MERIDIAN	11
2018-038	MCLEOD USE TELECOMM.	ANNUAL PERMIT	VARIOUS	VARIOUS	
2018-040	AT & T	CABLE / UG	DELL RD & AURELIUS RD	DELHI	11
2018-041	WEST SIDE WATER	WATERMAIN	MACON AVE & MITCHEL AVE	LANSING	7
2018-042	ACD.NET	ANNUAL PERMIT	VARIOUS	VARIOUS	
2018-043	COMCAST	CABLE / UG	WOODFIELD RD & RIVERWOOD DR	MERIDIAN	28
2018-044	STOCKBRIDGE TOWNSHIP	MISCELLANEOUS	GREEN RD & SHEPPER RD	STOCKBRIDE	36
2018-045	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2018-046	CONSUMERS ENERGY	LANE CLOSURE	OKEMOS RD & KENT ST	MERIDIAN	21
2018-047	CONSUMERS ENERGY	MISCELLANEOUS	IVES RD & M-36	VEVAY	10
2018-050	CONSUMERS ENERGY	ELECTRIC / OH	JOLLY RD & OKEMOS RD	ALAIEDON	4

MANAGING DIRECTOR: _____

TO: Board of Commissioners Human Services, County Services, and Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 22, 2018
SUBJECT: Authorization to convert Full-time Nurse Assessor position #601242
For the meeting agendas of February 5, 2018 and February 7, 2018

BACKGROUND

Ingham County Health Department (ICHHD) has a 1.0 FTE Nurse Assessor position that provides health screening services to residents of the Youth Center 12 hours a week and provides screening and treatment services through ICHHD's Communicable Disease Control Center Division (CD) the other 68 hours. The Family Court provides ICHHD with \$65,520 to cover the costs of providing health screening services to Youth Center residents, including staff costs. ICHHD currently loses billable revenue for the services provided through CD's Sexually Transmitted Infection (STI) Unit, as Nurse Assessor services are not reimbursable. By converting the Nurse Assessor position #601242 to a Nurse Practitioner, ICHHD will be able to capture additional revenue for billable services provided through STI.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The current 1.0 FTE Nurse Assessor position is budgeted at \$63,207 (MNA, Grade 2). Converting this 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner, (MNA, Grade 6, max compensation of \$86,571) will increase the position cost by \$23,364. Seventy percent of the additional costs (\$16,364) will be covered by billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost (\$7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to convert the 1.0FTE Nurse Assessor position to 1.0 FTE Nurse Practitioner position #601242 effective upon approval by the Board of Commissioners.

Agenda Item 7

TO: Linda Vail, Health Officer
Anne Scott, Deputy Health Officer

FROM: Joan Clous, HR Specialist

DATE: January 23, 2018

RE: Memo of Analysis for conversion of Nurse Assessor to Nurse Practitioner

The Health Department would like to convert a Nurse Assessor position to a Nurse Practitioner position to enhance their ability to serve residents of Ingham County.

1. Position number 601242 is currently titled as Nurse Assessor at a salary of MNA/02 (\$52,133.75 - \$62,582.45) converting to a Nurse Practitioner will result in salary of MNA/06 (\$72,119.38 - \$86,570.67). This is a vacant position; the union has been notified of the change and has given their support.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the next step in the process.

If I can be of further assistance, please email or call me (887-4374).

Nurse Practitioner	FT		Nurse Assessor	FT	
	UAWD step 1	UAWD step 5		UAWD step 1	UAWD step 5
704000 Salary	\$72,119	\$86,571	704000 Salary	\$52,134	\$63,207
720000 Longevity	0	0	720000 Longevity	0	0
Wages	<u>\$72,119</u>	<u>\$86,571</u>	Wages	<u>\$52,134</u>	<u>\$63,207</u>
715000 FICA&med	5,517	6,623	715000 FICA&med	3,988	4,835
716020 Hlth &Surchrg	18,341	18,341	716020 Hlth &Surchrg	18,341	18,341
716100 Dental	922	922	716100 Dental	922	922
716200 Vision	124	124	716200 Vision	124	124
717000 Life Insurance	86	86	717000 Life Insurance	86	86
717000 Disability	94	113	717000 Disability	68	82
Retirement ICEA County Prof Hybrid DB	7,342	8,813	Retirement ICEA County Prof Hybrid DB	5,307	6,434
ICEA County Prof Hybrid DC	721	866	ICEA County Prof Hybrid DC	521	632
722000 Workers Comp	87	104	722000 Workers Comp	63	76
722600 CARES	33	33	722600 CARES	33	33
716040 Health Ins Trust	3,245	3,896	716040 Health Ins Trust	2,346	2,844
Total	<u>\$108,631</u>	<u>\$126,491</u>	Total	<u>\$83,934</u>	<u>\$97,618</u>

Max Salary difference: \$23,364

Max Compensation difference: \$28,873

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT NURSE ASSESSOR POSITION #601242

WHEREAS, ICHD has a 1.0 FTE Nurse Assessor position #601242 which provides health screening services to residents of the Youth Center 12 hours a week, and provides screening and treatment services through ICHD's Communicable Disease Control Division (CD) the other 68 hours; and

WHEREAS, the Family Court provides ICHD with \$65,520 to cover the costs of providing health screening services to Youth Center residents, including staff costs; and

WHEREAS, ICHD currently loses billable revenue for the services provided through CD's Sexually Transmitted Infections (STI) Unit, as Nurse Assessor services are not reimbursable; and

WHEREAS, by converting the Nurse Assessor position to a Nurse Practitioner, ICHD will be able to capture additional revenue for billable services provided through STI; and

WHEREAS, the current 1.0 FTE Nurse Assessor position is budgeted at \$63,207 (MNA, Grade 2). Converting this 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner (MNA, Grade 6, max compensation of \$86, 571) will increase the position cost by \$23,364; and

WHEREAS, seventy percent of the additional costs (\$16,364) will be covered by the billable revenue generated by the Nurse Practitioner in STI, and thirty percent of the additional cost (\$7,009) will be accommodated through a budget adjustment so as not to exceed the total amount provided by the Family Court; and

WHEREAS, the Health Officer supports the conversion of 1.0 FTE Nurse Assessor position into 1.0 FTE Nurse Practitioner position effective immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the 1.0 FTE Nurse Assessor position #601242 into a 1.0 FTE Nurse Practitioner position effective immediately.

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

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

TO: County Services Committee
FROM: John Dinon, Animal Control and Shelter Director
DATE: 23 January 2018
SUBJECT: Authorization to Adjust Starting Pay
For the work session agenda of 6 February 2018

BACKGROUND

Recruitment of a new volunteer assistant for the Animal Control Department recently concluded with selection of a candidate to fill the position. This is a UAW position and is compensated at Grade D. The chosen candidate currently works at ICACS as an Animal Control Officer and earns a salary above Grade D, Step 5 of the UAW Salary scale (see table below). The candidate has worked at ICACS for almost four years. She has indicated she will accept the position if she is paid at Grade D, Step 5.

UAW SALARY RATES (Excerpt)

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
D	32,400.94	33,843.51	35,343.12	36,929.32	38,572.55

Article 32, Section 1.B. of the UAW contract allows that a new UAW Employee may be started above Step 4 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES

If we are not able to offer the candidate Grade D, Step 5 pay a new search will be initiated.

FINANCIAL IMPACT

Annual salary differences among the five steps of Grade D are provided above. Because the position has been vacant over the first five weeks of the fiscal year, the impact on the Animal Control budget will be approximately \$2,500 in 2018 compared to hiring a candidate at Step 1.

OTHER CONSIDERATIONS

The volunteer assistant position has proven a difficult one to fill with the right candidate; neither of the last two hires in this position passed probation. The chosen candidate has a proven track record of work at ICACS and was the unanimous recommendation of the selection committee.

RECOMMENDATION

Based on knowledge, skills and experience of the recommended candidate, the Animal Control Director requests that the County Services Committee allow the selected volunteer assistant candidate to begin at Grade D, Step 5 of the UAW Salary scale.

Agenda Item 8b

TO: Board of Commissioners, Law & Courts, Finance, County Services Committees

FROM: John Dinon, Animal Control Director

DATE: 23 January 2018

SUBJECT: Request to restore eliminated animal shelter clerk position
For the meeting agendas of February 1, 6, 7 and 23, 2018

BACKGROUND

The 2018 Ingham County Budget reduced the number of animal shelter clerks/dispatchers at ICACS from six to five. When this staff reduction was proposed, the department requested that if the November 2017 ballot proposal to reestablish tax limitations for the County passed, that the position be restored. The ballot proposal passed but the position was not restored, so ICAC submitted a resolution to reduce the number of days the shelter is open from seven to six days per week since seven day per week operations are not practical with one less clerk. This resolution was not considered by the Law & Courts Committee or Board of Commissioners, so the shelter remains open seven days per week.

ICACS is requesting that the eliminated position be restored to ensure adequate staffing at the shelter. Running a seven day per week schedule with five clerk/dispatchers has negatively impacted customer service and employee morale.

ALTERNATIVES

Ingham County Animal Control and Shelter could continue to operate with five clerk/dispatchers, but customer service and employee morale and possibly employee retention will be negatively impacted. Alternately, the Board of Commissioners could reconsider ICACS's request to close one day per week.

FINANCIAL IMPACT

Restoring this position would increase the County's budget by a maximum of \$64,727 annually (top pay and benefits for that position). The financial impact will be less in 2018 since the position will not be filled for the entire year.

OTHER CONSIDERATIONS

There are no statutory requirements related to this proposed hours change.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to restore the animal shelter clerk position that was eliminated in the 2018 budget.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESTORE AN ANIMAL SHELTER CLERK POSITION

WHEREAS, the 2018 County budget included the elimination of an animal shelter clerk position; and

WHEREAS, ICACS requested restoration of this position if the ballot proposal to reestablish tax limitations for the County passed; and

WHEREAS, current staffing levels are inadequate to deliver acceptable customer service to County residents while maintaining a seven day per week open schedule.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the restoration of funding for one animal shelter clerk position (#421014) to the 2018 budget.

BE IT FURTHER RESOLVED, that the 2018 budgeted use of fund balance will be increased by up to \$64,272 to fund position.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2018 Ingham County Animal Control budget and Approved Position List.

TO: Board of Commissioners - County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: 1/22/2018

SUBJECT: Resolution Approving Agreement with Sparrow CARES for the Employee Assistance Program

BACKGROUND

Ingham County has been using the CARES – Employee Assistance Program through Sparrow since 1997 (original development plan and agreement dated 7/25/1997). CARES provides Assessment and Referral for our employees and over the past few years we have just under 5% utilization rate. In addition, CARES assists the County with supervisory consultation, job jeopardy services in progressive discipline, educational seminars, and critical incident stress debriefing.

In the process of reviewing existing agreements with Sparrow for employee physicals and other services, it was discovered that a separate agreement with the Road Department was up for renewal and the department had not been incorporated into the agreement with the County. This led to a review regarding the status of renewals with the County.

Upon investigation by both the County and Sparrow, it was determined that the existing agreement was processed in 1997 and there was no corresponding resolution at the time or updates since the 1997 agreement. The legal department at Sparrow, Human Resources and Robert Townsend, County Attorney have worked through an updated, revised Employee Assistance Program Agreement that includes current indemnification and compliance language and incorporates the Road Department.

ALTERNATIVES

None

FINANCIAL IMPACT

Sparrow – CARES maintained the \$33.00 per employee, per year that has been in place since 1997. The fee is paid from the Employee Benefit Fund.

OTHER CONSIDERATIONS

We receive consistent positive feedback from employees and department heads regarding interactions with CARES staff.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the updated agreement for Employee Assistance Program services from Sparrow – CARES.



EMPLOYEE ASSISTANCE PROGRAM STANDARD AGREEMENT

THIS AGREEMENT is made by and between Edward W. Sparrow Hospital Association (d/b/a Sparrow CARES), a Michigan nonprofit corporation (hereinafter referred to as "CARES") and Ingham County, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as "Company").

In consideration of the mutual covenants contained herein, the parties agree as follows:

1. **Engagement.** Subject to the terms and conditions described herein, CARES hereby agrees to provide to Company's employees and their household members (defined as any person who maintains the same residence as the covered employee) and Company hereby agrees to engage CARES to provide employee assistance services as described herein and in **Exhibit A** attached hereto (hereinafter referred to as "EAP Services"). In the event of an inconsistency between the terms of this Agreement and **Exhibit A**, this Agreement shall prevail.
2. **Term.** The term of this Agreement shall commence on 05/01/2017, and shall continue until 4/30/2020 unless it is terminated in accordance with paragraph 11.
3. **CARES' Responsibilities.** Subject to all other terms and conditions described herein, CARES shall:
 - A. Provide EAP Services as described in **Exhibit A**.
 - B. Furnish a reasonable amount of standard announcement brochures, posters, newsletters, and training materials concerning the availability of EAP Services as requested by the Company. Any customized promotional materials shall be made available at an additional charge as agreed upon in advance by CARES and Company.
 - C. Provide de-identified statistical reports on a quarterly and annual basis regarding EAP Services utilization by Company's employees and their household members.
4. **Company's Responsibilities.** Subject to all other terms and conditions herein, Company shall:
 - A. Provide an EAP representative to serve as a liaison to CARES to assist in the promotion of EAP Services.
 - B. Inform CARES of any changes to mental health and substance abuse benefits offered to Company employees/household members.
 - C. Pay the fees as described in paragraph 5 below.
5. **Payment.** As payment in full for the Services provided hereunder, Company shall pay CARES the fee set forth in **Exhibit B** attached hereto within thirty (30) days after receipt of an itemized invoice(s) from CARES. A finance charge of eighteen percent (18%) per annum shall be added to all outstanding amounts unpaid for thirty (30) days or more. CARES may revise the annual fees due by Company hereunder at any time following the initial twelve (12) month period of this Agreement (no more frequently than once during any twelve (12) month period) by giving Company sixty (60) days prior written notice. The amount of any increase in said fees shall not exceed the lesser of the Consumer Price Index or five percent (5%). In the event that the Consumer Price Index is no longer published, Company and CARES agree to rely on mutually agreed upon comparable statistics issued by a governmental agency or financial periodical of recognized authority.



6. **Independent Contractor Relationship.** CARES and Company, are independent contractors and shall have no authority whatsoever to bind each other. This Agreement shall not be construed to create a joint venture, partnership or agency relationship. Both parties shall not under any circumstances represent it as an employee, agent or other representative of the other. Both parties shall have no right to enter into any contracts, agreements or other commitments or to make any representations, warranties, guarantees, allowances or adjustments in the name of or on behalf of the other.
7. **Insurance.** At all times during the term of this Agreement, CARES shall maintain general liability insurance and professional liability insurance or a self-insurance program covering its employees and staff in the performance of their respective duties pursuant to this Agreement. CARES agrees to provide Company with written certification of such coverage upon reasonable request.
8. **Confidentiality.** Both parties agree that neither party, its employees, agents, representatives, or assigns shall at any time, either during or after the termination of this Agreement, use or disclose to any third party any Confidential Information unless a party is otherwise authorized in writing by an employee/household member to release such information. For purposes of this Agreement, the term "Confidential Information" shall consist of oral, written, electronic or magnetic data, that is individually identifiable health information or any data regarding a party that is generally treated as proprietary or may be marked as confidential, whether or not developed by the party, that may be obtained from any source by the other party as a result of this Agreement. Confidential Information, however, shall not include information which (i) is or becomes available to the public through no fault of a party hereto, to which such information is disclosed; (ii) is disclosed to a party hereto by a third party who has the lawful right to do so; or (iii) is ordered disclosed to a third party by an order of a court having appropriate jurisdiction.
9. **HIPAA.** To the extent the services provided by CARES involve the use of and/or disclosure of protected health information (PHI), CARES and Company shall comply with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") in 45 CFR Part 160 and 164, subparts A and E and the Security Standards and Implementation Specifications ("Security Rule") in 45 CFR Part 160 and 164, subpart C, set forth by the U.S. Department of Health and Human Services ("HHS") pursuant to the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, as amended ("HIPAA") including amendments made to HIPAA by the Health Information Technology for Economic and Clinical Health Act ("HI-TECH Act"), part of the American Recovery and Reinvestment Act of 2009 ("ARRA") and the Genetic Information Nondiscrimination Act of 2008 ("GINA").
10. **Records.** All records related to EAP Services provided hereunder that are prepared and/or maintained by CARES shall be the exclusive property of CARES.
11. **Indemnification.** To the extent permitted by law, CARES agrees to indemnify, defend and hold harmless the Company, including its subsidiaries and each of its officers, directors, employees, agents, subcontractors, representatives and assigns from and against any and all losses, claims, damages, demands, judgments, settlements and associated costs and expenses, including, but not limited to, attorney fees and accountant fees, arising out of or related to any act or omission of CARES, its subsidiaries and each of its officers, directors, employees, agents, subcontractors, representatives and assigns, including, but not limited to, bodily injury, death, property damage or breaches of confidentiality.



12. **Termination.** Either party may terminate this Agreement with or without cause upon sixty (60) days' prior written notice to the other party. In the event of termination of this Agreement during a contract year, any fees owed by Company hereunder shall be prorated to the nearest full month.
13. **Warranty Regarding Health Care Fraud.** Both CARES and the Company each represent and warrant that as of the effective date of this Agreement they:
 - A. have not been listed by a federal agency as excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs; and
 - B. have not been convicted of any crime related to defrauding any health care benefit program.
 - C. Both parties further agree to notify the other party, in writing, immediately if they are listed by a federal agency as excluded, debarred, suspended or otherwise ineligible to participate in federal health care programs or if they are convicted of any crime related to defrauding any health care benefit program.
14. **Resolution of Disputes.**
 - A. If a dispute arises between CARES and the Company, either party may seek in a Michigan court any remedies available at law and/or in equity to resolve the dispute.
 - B. The venue for the bringing of any legal or equitable action under this Agreement shall be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event that any action is brought under this Agreement in or is moved to a Federal court, the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.
 - C. CARES and the Company, if they mutually agree in writing signed by their authorized representatives, submit a particular claim, dispute or other matter in question arising out of or relating to this Agreement or breach thereof that they specify in said agreement to arbitration in accordance with the Arbitration Rules of the American Arbitration Association currently in effect, or such other rules of arbitration to which they may mutually agree. The venue for such arbitration, unless the parties agree otherwise, shall be in Ingham County, Michigan. CARES and the Company shall equally share in the cost of the arbitrator(s) but shall be individually responsible for their cost of preparation, witnesses and attorney's fees.
 - D. CARES and the Company mutually agree to settle a particular claim, dispute or other matter in question between them by arbitration, the award rendered by the arbitrator(s) shall be final and judgment may be entered upon it in accordance with the applicable law and any court having jurisdiction thereof.
 - E. It is expressly understood and agreed that any agreement to submit a particular claim, dispute or matter to arbitration shall apply only to that particular claim, dispute or matter and shall not be binding upon any other claims, disputes or matters which may arise between CARES and the Company.



15. Miscellaneous.

- A. Notices. Any notice required by this Agreement shall be deemed given if sent by certified or registered mail, with postage fully prepaid, at the last known address of the party to be notified. Notices shall be deemed given on the date of mailing, irrespective of the date of receipt.
- B. Assignment. CARES may assign this Agreement, either in whole or in part, to a subsidiary of CARES without the prior written authorization of Company. Company shall not assign this Agreement, either in whole or in part, without the prior written consent of CARES, which shall not be unreasonably withheld. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto in respect of the transactions contemplated hereby, and their respective successors and assigns.
- C. Applicable Law. This Agreement shall be governed by the laws of the state of Michigan.
- D. Effect and Construction. This Agreement constitutes the entire agreement between the parties hereto. The parties represent that, in entering into this Agreement, they do not rely upon any previous representation, whether expressed or implied, oral or written, or any previous inducement or agreement of any kind or nature. All prior negotiations, representations, discussions, contracts or agreements concerning the subject matter hereof are canceled or merged herein. No amendments or modifications to this Agreement shall be binding on either party except with the written agreement of both parties.
- E. Nondiscrimination. CARES and the Company, as required by law and/or by the Ingham County Equal Opportunity Employment/Nondiscrimination Policy, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment or against a person to be served under this Agreement because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, height, disability which is unrelated to the individual's ability to perform the duties of a particular job or position, weight, marital status or political affiliation.

Both CARES and the Company shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following: (i) The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended; (ii) The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended; (iii) Section 504 of the Federal Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 355, as amended, and regulations adopted thereunder; and (iv) The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327 (42 USC §12101 et seq), as amended, and regulations promulgated thereunder.

Breach of this section shall be regarded as a material breach of this Agreement.

- F. Compliance with Standards of Conduct for Ingham County Vendors. CARES shall comply with the Ingham County's policy on Standards of Conduct for Ingham County Vendors as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459, a copy of which is labeled **Exhibit C** and attached to this Agreement. Breach of this section shall be a material breach of this Agreement.
- G. Waiver. The failure of either party to enforce at any time, or for any period of time, any of the provisions of this Agreement shall not be construed as a waiver of such provisions or for the right of the party hereafter to enforce each and every provision.



- H. Severability. If any provision of this Agreement is determined to be invalid under applicable law, that it is agreed that such invalidity shall not invalidate the whole Agreement, that the Agreement shall be construed as if it does not contain a particular provision held to be invalid, and the rights and obligations of the parties shall be construed and enforced accordingly.

- I. Authority of Signatories. The signatory for Company represents and warrants that he or she has full authority to execute this Agreement and to fully bind Company to the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date(s) written below.

CARES:

Edward W. Sparrow Hospital Association

Dated: _____

By: _____

Its: _____

COMPANY:

Ingham County

Dated: _____

By: _____

Carol Koenig, Chairperson
County Board of Commissioners

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

By: _____
Robert D. Townsend



EXHIBIT A

DESCRIPTION OF EAP SERVICES

- A. **Assessment and Referral.** CARES will provide a therapist with experience in mental health and substance abuse to provide a confidential assessment and referral(s) to clinical or supportive organizations or medical professionals regarding any type of personal problem. Short-term counseling (8 sessions per calendar year, per household) will be provided, when clinically appropriate. CARES will provide follow-up as reasonably necessary, to monitor referred clients' adherence to the agreed course of treatment.
- B. **EAP Development and Consultation.** CARES will provide organizational development and ongoing consultation to assist Company in developing and implementing employee assistance policies and procedures. Supervisory consultation regarding problems relating to deteriorating job performance by individual employees will be included on an as needed and requested basis.
- C. **Job Jeopardy Services.** CARES defines a job jeopardy client as an employee who has reached the final stage(s) of progressive discipline. Company agrees that it may participate in CARES job jeopardy training prior to referring a job jeopardy client and will follow the guidelines for case handling. The job jeopardy client shall be referred by Company management to CARES for assessment and appropriate referral. The client shall be required to sign a release of information form and will follow recommendations for treatment or face further disciplinary action. After referring the client for treatment, CARES will monitor the client's attendance, participation, motivation, compliance, and progress in treatment, and will report the progress to those designated on the release of information form. The monthly report will contain as much general information as possible without violating the release for treatment signed by the client. No diagnosis, name of treatment provider, case history or specifics will be given, other than the name of the responsible CARES staff member.
- D. **Educational Seminars.** EAP training seminars may be provided to supervisors on a regular basis. The seminars will focus on specific skill building for recognition, intervention and referral of a trouble employee. On-site seminars will be provided at the organization's work site.
- E. **Employee Orientation.** CARES staff will provide on-site employee orientations at the start of a new agreement to familiarize all employees with EAP Services. Additional employee promotional activities will be provided upon reasonable request by Company and as agreed to in advance by CARES and Company.
- F. **Critical Incident Stress Debriefing (CISD).** CARES will conduct CISD for Company should extraordinary or abnormal situations occur at Company's worksite(s). CARES will provide materials designed to address normal responses to such events and identify those individuals needing referral for counseling or more specialized care.



EXHIBIT B

FEE SCHEDULE FOR EAP SERVICES

Company shall pay Thirty-Three and 00/100 Dollars (\$33.00) per employee per year for one thousand one hundred (1,100) employees for all EAP Services provided hereunder. Company shall pay said fee in accordance with one of the following billable options (check option chosen):

Semi-annually in the amount of Eighteen Thousand One Hundred Fifty and 00/100 Dollars (\$18, 150.00).

Annually in the amount of _____

Note: A copy of this Exhibit shall be returned upon execution along with the first-year annual payment or the first installment if an option is chosen other than the annual payment option.



EXHIBIT C

STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

(as set forth in the Ingham County Board of Commissioners' Resolution No. 15-459)

(Attached)

EXHIBIT C

**STANDARDS OF CONDUCT FOR
INGHAM COUNTY VENDORS**

**ADOPTED - DECEMBER 8, 2015
AGENDA ITEM NO. 8**

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS

RESOLUTION # 15 - 459

WHEREAS, the Ingham County Board of Commissioners ("Board") purchases goods and services from a multitude of vendors and contractors; and

WHEREAS, the Board is committed to ensuring impartiality, transparency, professionalism, equal treatment, and the highest standards of conduct with respect to its relationships with all current and potential County vendors; and

WHEREAS, the Board expects that, as a condition for doing business with the County, all vendors, contractors, and subcontractors conduct their business operations and interactions with County employees ethically; and

WHEREAS, the Board has determined that a clear and concise approach is needed to ensure compliance with appropriate standards of conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, a copy of said *Standards of Conduct for Ingham County Vendors* shall be incorporated into the County's vendor registration process so that vendors are fully informed as to the County's expectations regarding vendor conduct.

BE IT FURTHER RESOLVED, the Purchasing Department shall include in all solicitations and purchase orders, and legal counsel shall include in all contracts, language requiring compliance with the provisions of the *Standards of Conduct for Ingham County Vendors*.

BE IT FURTHER RESOLVED, that any County vendor found to violate the *Standards of Conduct for Ingham County Vendors* shall be notified and offered an opportunity to respond. If a violation is found, the Board of Commissioners may preclude further business with that vendor for up to one year or longer.

BE IT FURTHER RESOLVED, that upon effective passage of this resolution, the Board directs the Purchasing Department to issue to all County departments and offices and legal counsel a copy of this resolution.

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None **Absent:** None **Approved 12/01/15**

Standards of Conduct for Ingham County Vendors

The County of Ingham conducts business with businesses, vendors and contractors under a set of rules to ensure that all County officials and employees discharge their duties in a manner designed to promote public trust and confidence in our County. The County wants you to be aware of the rules that you and its employees are required to follow. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by providing these rules for you, your experience in dealing with the County will be both rewarding and satisfactory.

Providing Gifts or Gratuities:

Providing gifts or gratuities to employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Do not offer employees any gifts or loans.
- Employees may not receive any fee or compensation for their services from any source other than the County, so do not offer them.
- Buying meals for employees is only permissible during a working lunch or dinner where business is discussed and you are a current contractor (no alcohol). Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors recognizing exceptional service by County employees are always welcome.

Conflicts of Interest:

- Do not ask employees for any special favor or consideration that is not available to every other citizen.
- Do not ask employees to disclose any information that is not available to every other citizen through normal public information channels unless necessary for the business you are hired for.
- Do not offer to compensate employees by offering to hire, or to do business with any business entity of the employees or their immediate family members.
- Do not ask employees to represent you or your company other than as part of their official duties with the County.
- Do not ask employees to endorse the products or services of your company.
- Do not ask employees to hand out or post advertising materials.

Vendor shall report if the following occurs:

Solicitation by County Employees:

Employees may not solicit gifts, loans, or any other items of value from people doing County business that will be used by them personally.

- If you are asked to pay a fee for services that you believe are improper or illegal, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200. Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the County.

Use of County Equipment, Facilities and Resources:

Use of County equipment, facilities and resources is authorized only for County purposes.

- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:

When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT FOR THE EMPLOYEE ASSISTANCE PROGRAM

WHEREAS, Ingham County has been using Sparrow – CARES for the Employee Assistance Program since 1997; and

WHEREAS, there have been no updates to the original agreement with Ingham County since July 25, 1997; and

WHEREAS, the Sparrow – CARES agreement with the former Ingham County Road Commission had not been updated since April 12, 2012; and

WHEREAS, representatives from Sparrow and Ingham County discussed and updated the agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the updated Employee Assistance Program Agreement with Sparrow - CARES in the amount not to exceed \$36,300.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Employee Benefit Fund #68186000722600.

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

TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: January 21, 2018

SUBJECT: Resolution Approving Generic Service Credit Purchase

BACKGROUND

The Board of Commissioners has a standing resolution (#02-101) that provides employees the option of purchasing generic service credit under the Municipal Employees' Retirement System (MERS). Teresa Masseau made application to MERS to obtain an estimated cost to purchase three (3) years additional credited service and the benefit impact of the purchase. The estimates are valid for two months after the effective date of the calculation. Ms. Masseau has elected to exercise the option to purchase 3 years of generic service credit.

In accordance with Resolution #2-101, dated April 9, 2002, Ms. Masseau will pay the full estimated amount for the purchase. The purchased generic service credit is not creditable for MERS retirement benefits until the minimum years of credited service for "F" benefit is reached.

ALTERNATIVES

Not Applicable

FINANCIAL IMPACT

The estimated cost of the service credit purchase, as actuarially determined, is predicated on the accuracy of the assumptions regarding the future retirement and life expectancy of the employee. The total cost is due from the employee at the time of purchase.

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.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of three (3) years generic service time by Teresa Masseau.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the Resolution further provides that the cost for generic service credit "must be totally borne by the employee;" ; and

WHEREAS, the purchased generic service credit is not creditable for MERS retirement benefits until the minimum years of credited service for "F" benefit is reached; and

WHEREAS, Teresa Masseur has completed the MERS application and received the cost estimate to purchase six (6) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Ms. Masseur will purchase three (3) years generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Teresa Masseur, the Board of Commissioners hereby approves the purchase of three (3) years generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

MEMORANDUM

TO: County Services Committee

FROM: Jill Rhode, Finance Director
Travis Parsons, Human Resources Director

DATE: January 23, 2018

SUBJECT: Authorization to Start a Confidential/Professional Employee above Step 2

BACKGROUND

The Insurance Coordinator position was vacated on January 2, 2018. The incumbent was in the position approximately 16 months. Recruitment for the position began on December 16, 2017 and yielded an applicant pool of 34 applicants, most of which did not have applicable experience. The chosen candidate has over 8 years of benefits administration experience in a public sector setting. The references were exceptional. The selected candidate’s currently annual salary falls between step 2 and step 3 of the current MCF Salary Grade 5.

MCF SALARY SCHEDULE

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
5	\$40,880.03	\$42,791.49	\$44,789.55	\$46,881.61	\$49,071.88

Section B.7 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES

Continue to recruit for the position at the risk of losing a highly qualified candidate.

FINANCIAL IMPACT

The salary and benefit difference between Step 2 and Step 3 is covered by the salary savings of the vacancy for this budget year.

OTHER CONSIDERATIONS

This position is instrumental in the maintenance and record keeping of the County’s complex benefit program, as well as the day to day benefits resource for employees and retirees. It is critical that we get the position filled with an experienced candidate.

RECOMMENDATION

Based on knowledge, skills and experience of the selected candidate, the Finance Director and Human Resources Director recommends that the County Services Committee approve the advanced placement of the Insurance Coordinator Candidate at Grade 5, Step 3 of the 2018 MCF Salary Schedule.

Agenda Item 10a

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees

FROM: Lance Langdon, Director 9-1-1

DATE: 1/23/2018

SUBJECT: Renewal of Contract with Ergometrics for Pre-employment Testing
For the meeting agenda of February 1, 2018

BACKGROUND

The Board approved the purchase and contract with Ergometrics on September 18, 2012, and then the amendment of the contract in 2015 under resolution 15-025. The pre-employment testing program has been used since 2012 and is a valuable part of the hiring process used by the 9-1-1 Dispatch Center. This contract renewal allows us to continue to use the software and support of Ergometrics staff in processing out applicant tests. This will cover the period of December 7, 2017 through December 7, 2018.

ALTERNATIVES

We could abandon this program and look for other options but we have been happy with the current system. This system also allows us to test many people at the same time as opposed to systems that require individual PC's to test applicants on.

FINANCIAL IMPACT

Cost for this has been accounted for in the centers 2018 budget, for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

OTHER CONSIDERATIONS

The length of time for testing is also limited with the ability to test, 12, 20, 50+ people at the same time, limiting time needed for staff to proctor the test.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the renewal of the Ergometrics contract.

Agenda Item 10a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT RENEWAL FOR PRE-EMPLOYMENT TESTING

WHEREAS, a contract has been in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board Chairperson on September 18, 2012; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center's hiring process; and

WHEREAS, the provisions of the contract will continue with no increase in the rates for the period of December 7, 2017 through December 7, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the amended contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective December 7, 2017 through December 7, 2018 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

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

Agenda Item 10b

To: ICBOC Law and Courts, Finance and County Services Committees

From: Lance Langdon, Director 9-1-1

Date: January 23, 2018

Topic: 9-1-1 Dispatch Center update

Our main focus has remained on hiring as we work to overcome 15 open positions in October, the highest since we opened. We have continued to run hiring processes with testing sessions. As a result, today we are at 9 openings, with two more dispatchers scheduled to start on February 20th, and two more on a waiting list to be hired when we are able to free up staff to train them. Our most recent testing was last Friday. We have 12 applicants that will be moving on to oral board interviews. Once they have passed this phase successfully, job offers will be made when we are able to bring more staff in.

We have our billboards up. From the recent testing session, we had someone report that they heard about the job from the mobile billboard that was out in November. With our two new hires in February, we will have 20 people in various stages of training.

We have run one test session in 2018, ten sessions in 2017, nine sessions in 2016, eight sessions in 2015, five sessions in 2014, and four in 2013. With our current staffing and trainee status, I removed our job posting from Indeed today and will put it back up in a few weeks when we are able to process additional applicants.

We have filled our new 9-1-1 Staff Services Position with Barbara Davidson who has been with our centers for almost 16 years; I look forward to working with her in this new position.

We have two Supervisor positions posted as a result of a retirement and a promotion. Oral board interviews are being scheduled in the next two to three weeks.

We also released an RFP for hiring services. This has been placed on hold as the services would not benefit us currently with our staffing needs.

In January 2018 we lost one employee that moved to the court and had one come back from the Sheriff's Office.

We have changed from hiring Call Takers as our starting position and are once again hiring new staff in as Dispatchers. This will help us work through the training for new staff and limit the backlog that we were experiencing with this position. All Call Takers also have been promoted to Dispatcher, which allows us more flexibility in training staff at needed positions.

As you are aware overtime is the greatest pressure on staff. With our training program being filled to the maximum it can take, and the pause that was put on training to lessen the overtime load for November and December, there has been a bit of a log jam in moving employees through the training. We have delayed hiring two people that would have started the third week of December but are now slated to start February 20th, and two others will be put off until March or April. This will allow us to advance the current employees training, allowing them to cover open positions that they are currently unable to and in turn reduce some of the overtime burden on staff.

It is a balance that is needed in hiring new staff members and getting others through the year-long training process, keeping current staff moving forward. More senior staff have been unhappy with the Call Taker Position as it results in having to cover more overtime assignments due to newer staff being unable to cover needed positions. As described earlier, we have made changes to hiring and training to help remedy the situation. With 20 trainees out of 49 positions currently filled, balance is needed, but we also cannot come to a standstill with nine open seats.

We now have four staff members, Melissa Harris, Barb Davidson, Bruce Gaukel, and I that have completed testing earning the title of Emergency Number Professional, through the National Emergency Numbers Association. This is not an easy task and took a great deal of time, commitment, and studying to sit for and pass this exam.

The 9-1-1 Center staff are all being awarded the "True Blue" Award by the East Lansing Police Department at their awards ceremony on January 25, 2018, 7:00 pm at the Hannah Community Center. The True Blue Award is awarded to "A member(s) of the public that display, by word or action, OR provide exceptional service and/or support to the East Lansing Police Department for an extended period of time". While all of our staff cannot attend, we are hoping that those that can, will.

TO: Board of Commissioners County Services Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 23, 2018
SUBJECT: Resolution to Approve a Social Media Policy

BACKGROUND

Use of social media to communicate important information is now part of everyday life, and Ingham County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. The County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. Specific concerns include activity that could violate an individual’s privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, and/or our working relationship with other organizations.

The proposed social media policy does not intend to restrict the flow of useful and appropriate information, but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The draft policy is also intended to provide guidelines for maintaining a respectable and ethical work environment. Likewise, the draft policy is not intended or designed to prohibit the lawful exercise of employees’ rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain “protected concerted activity” under the Michigan Public Employment Relations Act.

ALTERNATIVES

The Board of Commissioners may elect to approve the proposed policy as presented, portions of the proposed policy, or none of the proposed text.

FINANCIAL IMPACT

There is no direct financial impact associated with the proposed policy.

OTHER CONSIDERATIONS

As proposed, this policy would apply to all employees and departments of Ingham County. Portions of this policy are specifically applicable to employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff’s Office, Prosecuting Attorney’s Office or the Courts. This draft policy was vetted by department heads.

RECOMMENDATION

I respectfully recommend support of the attached Resolution to Approve a Social Media Policy.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SOCIAL MEDIA POLICY

WHEREAS, Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage the County's reputation and business interests; and

WHEREAS, the County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs; and

WHEREAS, a formal social media policy will provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with the County mission; and

WHEREAS, a social media policy will help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the attached Use of Social Media Policy, effective upon ratification of this resolution.

BE IT FURTHER RESOLVED that this policy shall be applicable to all employees and departments of Ingham County, but shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff's Office, Prosecuting Attorney's Office and/or the Courts.

Policy No. ###

Use of Social Media

Approved:
Resolution No. 18-###

A. Purpose.

Ingham County is committed to ensuring that Internet conduct of its departments comports with all applicable laws and does not damage our reputation and business interests. The County has a legitimate business interest in monitoring internet activity, regardless of where or when it occurs. Specific concerns include activity that could violate an individual's privacy, or otherwise adversely affect an individual or vendor we interact with, our reputation, the reputation of others, the trust others place in us, or our working relationship with other organizations.

Ingham County is required under the Health Information Portability and Accountability Act of 1996 (HIPAA) to ensure that any protected health information (PHI) that we create, receive, use, or store is not improperly used or disclosed through any means, including electronic. Ingham County also has a fundamental interest in protecting confidential and proprietary information about the organization as well as our reputation.

The intent of this policy is not to restrict the flow of useful and appropriate information but to minimize the risks, legal and otherwise, to Ingham County and its employees for improper activity and disclosures. The intent of this policy is to help avoid claims against Ingham County or its personnel for issues like HIPAA violations, invasion of privacy, breach of confidentiality, and defamation or slander. This policy is also intended to provide guidelines for maintaining a respectable and ethical work environment and to ensure that County departments are acting in a manner consistent with our mission.

This policy is not intended or designed to prohibit the lawful exercise of employees' rights under applicable federal or state law, including constitutionally protected free speech, whistleblowers reports, or the ability of employees to engage in certain "protected concerted activity" under the Michigan Public Employment Relations Act. This policy will not be applied in any way that might limit such applicable legal rights of Ingham County personnel.

B. Applicability.

This policy is generally applicable to all employees and departments of Ingham County. Portions of this policy are specifically applicable to those employees entrusted with representing Ingham County on Social Media. These provisions shall not apply to social media activities that involve criminal investigation or prosecution activities undertaken by the Sheriff's Office, Prosecuting Attorney's Office or the Courts.

C. Definitions.

1. **Account Manager:** Employee who has been authorized to post Social Media content on behalf of an Ingham County department, including but not limited to Public Information Officers, communications managers, and program leads. This individual needs to file a signed copy of this policy with the Social Media Specialist.
2. **Alternate Account Manager:** Employee who has been authorized to post Social Media content on behalf on an Ingham County department when the Account Manager is unable, no longer an Ingham County employee, or on leave from the County. This individual needs to file a signed copy of this policy with the Social Media Specialist.
3. **Brand Standards:** Refers to the graphic standards and guidelines that govern the use of the Ingham County logo, nameplate, color scheme, and visual identity.
4. **Departments:** Offices and agencies that utilize County-owned computer equipment.
5. **Innovation and Technology (IT) Department:** The department responsible for information management and governance, system maintenance, and security policies.
6. **Mobile Apps:** Technologies that can be downloaded to smartphones and tablets and accessed on the go; provides publishing abilities to account manager who work at a County worksite or offsite.
7. **Social Media:** Websites and applications that enable users to create and share content or to participate in social networking. These include, but are not limited to: Facebook, Instagram, YouTube, Snapchat, Twitter, Reddit, and LinkedIn.
8. **Social Media Action Plan (SMAP):** Official document departments are required to complete before creating new Social Media pages; answers key questions related to the use of Social Media, including target audience, goals, and resources.
9. **Social Media Specialist:** Designated employee(s) from Ingham County responsible for Social Media governance and policy compliance.
10. **Vendor:** Refers to a person or business that provides services under terms specified in a contract.

D. Roles and Responsibilities.

1. The IT department will:
 - a. Maintain a list of approved Social Media applications that departments may utilize.
 - b. Keep repository of and share Board approved standards that are representative of Ingham County's goals and initiatives.
 - c. Evaluate and approve SMAPs.
 - d. Be able to edit or remove inappropriate content from a department's Social Media page as directed by this policy, the Controller/Administrator, the Board, and/or other authority.
 - e. Conduct periodic tests and review of all department Social Media pages to ensure all account logins and passwords are up to date.
 - f. Setup Social Media accounts and settings for departments prior to use by a department.
 - g. Review new types of Social Media for effectiveness, efficiencies, and security.
 - h. Manage the program for documenting account managers, account logins, and passwords for the purpose of emergency management.
 - i. Consider record retention and public record requirements whenever implementing Social Media.

2. Departments will:
 - a. Oversee and manage Social Media pages for their department.
 - b. Designate and train account managers in proper use of Social media as defined in this policy.
 - c. Monitor the access levels of vendors working with the department on Social Media.
 - d. Provide the IT department with up-to-date lists of Social Media pages, account logins, and passwords for the purpose of emergency management.
 - e. Change Social Media passwords every ninety (90) days or immediately if account manager(s) are removed as administrators or leave Ingham County employment.
 - f. Manage record retention of Social Media in conformity with Ingham County and State of Michigan recordkeeping requirements.
 - g. Provide IT with a SMAP for each Social Media application it wishes to utilize.
 - h. Designate an Account Manager and an Alternate Account Manager to be the primary and the back-up manager of all department Social Media pages.
 - i. Perform annual assessments and reviews of the department SMAP and, if necessary, make the appropriate changes.
 - j. Use only County email addresses for official County Social Media pages.

3. Account Managers and Alternate Account Managers will:
 - a. Uphold brand standards and values when representing a department on Social Media.
 - b. Manage Social Media in accordance with the Ingham County Policies and Procedures.
 - c. Work with the IT department to employ best practices for Social Media use.
 - d. Monitor and measure Social Media, analyzing effectiveness and making recommendations to the department for continuous improvement.
 - e. Respond to questions and inquiries within 24 business hours and flag concerns when appropriate.
 - f. If an Account Manager cannot answer a question or inquiry, the Account Manager will direct the constituent to the correct department.
 - g. Read and agree with the terms set forth in this policy. A signed copy needs to be filed by the IT department.

E. Implementation.

1. Ingham County departments that use Social Media shall have a communications strategy that aligns with Ingham County Policies and Procedures. The IT department will provide guidance for departments.
2. Departments must complete a SMAP that identifies all of the following criteria:
 - a. Overall vision (*aspiration of a future state*) for Social Media strategy
 - b. Why a specific Social Media application is the right fit
 - c. Goals (*with specified outcomes*)
 - d. Objectives (*specific steps that will be taken to meet goals*)
 - e. Target audiences
 - f. Customer Service plan – Detail customer service expectations and develop plan to ensure consistency.
 - g. Resources and staff time needed
 - h. Marketing and public outreach
 - i. Last annual review
 - j. Department Head approval
 - k. Identity of an Account Manager
 - l. Identity of an Alternate Account Manager
 - m. What corrective action(s) will be taken upon discovery of an accidental, incorrect, or inappropriate post
3. Departments that already have Social Media accounts and pages must submit a SMAP within ninety (90) days of the approval of this policy by the Board of Commissioners.
4. Once the SMAP is completed, the IT department will evaluate requests for Social Media, and verify account managers.

5. If a department wishes to work with a vendor, agency, partner, stakeholder, and/or other government entity to promote services and engage in public outreach, the department must submit a Resolution for approval to the Board of Commissioners. Authorization forms are not to be used. Only County employees or registered vendors may manage Social Media pages on behalf of Ingham County departments due to security and compliance concerns.

F. Social Media Use.

1. Professional Use
 - a. Only Account Managers may post content to Social Media pages on behalf of a department.
 - b. Account Managers shall not disclose confidential or proprietary information acquired by way of your official position with the County. This restriction applies whether the information is disclosed on professional or personal Social Media accounts, or by any other method.
 - c. Employees shall not use personal Social Media accounts for work purposes. This prohibition is necessary to facilitate compliance with public records laws and protect information on personal accounts from public disclosure.
 - d. Employees should not work on Social Media after hours without prior approval. This is considered overtime and failure to obtain prior authorization may be cause for corrective action.
 - e. Inappropriate use of Social Media in violation of this policy may be grounds for corrective action, including disciplinary action.
2. Personal Use
 - a. Employees may access personal Social Media accounts at work for limited personal communications as long as it does not interfere with work tasks. Please refer to Ingham County's Use of County Resources policy.
 - b. Employees shall not use a County email address when using Social Media accounts in a personal capacity.
 - c. Employees shall not release confidential information including but not limited to employee information, policies, labor relations, court rulings, investigations, or financial information on any personal media account.
 - d. Employees shall not engage in any activity that may be suspicious or harmful to others or not in compliance with federal, state or local laws or Ingham Policies and Procedures.

G. Engaging with the Public.

1. Social media posts made on behalf of Ingham County shall not include any form of profanity, obscenity, or threatening language. Social Media posts shall not violate copyright or trademark restrictions. Inappropriate use of Social Media may be grounds for corrective action, including disciplinary action.

It is not appropriate to engage in arguments with members of the public who may be critical of your department. Comments or posts on Social Media sites can typically be seen by anyone and usually cannot be deleted.

Departments shall have an approved procedure to address offensive remarks on Social Media accounts to be included in their SMAP. Questions regarding the content of a comment or post, shall be directed to a manager, department head, or IT.

2. Social Media pages managed by Ingham County departments shall include a terms of use statement, such as, "Ingham County reserves the right to remove posts that include threatening language and those which violate a copyright, trademark, or the Terms of Service of this Social Media site."
3. Ingham County welcomes dialogue with the public, however comments are subject to public disclosure laws and comments that violate the following will be taken down:
 - a. Potentially libelous comments
 - b. Obscene or explicit language
 - c. Hateful or mean-spirited comments
 - d. Personal attacks, insults, or threatening language
 - e. Plagiarized material or material that violates intellectual property rights
 - f. Private or personal information published without consent
 - g. Commercial promotions or spam
 - h. Comments that are off topic or that link to material that is off topic
 - i. Comments that embed images from external sources

H. Public Records.

1. Content published on Social Media pages that relates to the conduct of government actions shall be retained and managed by departments in compliance with Ingham County records retention and State of Michigan recordkeeping requirements. Departments should set all privacy setting on Social Media pages to public.

Social Media pages shall include a statement illustrating that all content may be subject to public disclosure.

2. Each comment, post, photo, and list of individuals connected to a Social Media networking site shall be considered as an open record.
Social Media accounts used for County business, including personal accounts may be subject to the Freedom of Information Act (MCL 15.231 *et seq.*), even if the work was done on personal time and equipment.

I. Security.

1. Departments must practice appropriate password management. Passwords should always be kept private but Account Managers should also practice the following when considering Social Media passwords:
 - a. Passwords must change every ninety (90) days and immediately after the password or Social Media site accessed has been, or is suspected of being, compromised. Passwords must also change immediately if Account Managers are removed as administrators or leave county employment.
 - b. Once a password has changed, it is the duty of the Account Manager to immediately report it to IT.
 - c. Do not use automated login options on Social Media pages such as the “Keep me logged in” feature. This is to prevent unauthorized access to County Social Media pages should a computer or digital device be compromised or stolen.
 - d. Do not use a third-party program such as Last Pass to remember Ingham County Social Media passwords. Passwords shall always be available to the Account Manager, Alternative Account Manager, and IT.
 - e. IT shall be contacted if additional security guidance is needed.

J. Social Media Tools.

1. Applications such as HootSuite, which is a desktop application that allows users to manage Social Media accounts such as Facebook, Twitter, and LinkedIn all in one place, called a dashboard, shall not combine professional and personal Social Media pages. This helps prevent accidental posting of personal information from official County Social Media pages.

Employees who use desktop applications such as HootSuite to manage County Social Media pages, shall use an Ingham County email address and a password unique to the application.

2. Account Managers should use different mobile apps for professional and personal use of Social Media.

K. Disciplinary Action.

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment pursuant to the County’s Policies and Procedures as well as, if applicable, may be subject to prosecution under federal or state laws.

Acknowledgement of Receipt

I, _____, hereby acknowledge receipt of the Use of Social Media Policy from Ingham County on this ____ day of _____ and promise to abide by the Policies and Procedures set forth there as the Account Manager or Alternate Account Manager for Social Media for the _____ Department.

Name

Date

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO LIMIT INTERNET PROVIDER ACCESS TO
INGHAM COUNTY RIGHTS OF WAY**

WHEREAS, the internet has become a basic necessity for individuals to communicate and access information;
and

WHEREAS, the internet has become an increasingly popular tool, particularly for rural populations, to purchase goods and services; and

WHEREAS, all Ingham County residents should have the freedom to have fair, reliable access to all information and services available on the internet; and

WHEREAS, internet service providers should not control access to certain content in a way that advantages themselves or negatively impacts users; and

WHEREAS, the internet should be viewed as a utility that all have access to and not as a privilege for a select group of wealthy individuals; and

WHEREAS, private companies make use of public property in order to offer connections to their internet services.

THEREFORE BE IT RESOLVED, that any internet service provider who does not comply with the Net Neutrality requirements as defined by the Federal Communications Commission in April of 2015 shall not be permitted access to Ingham County rights-of-way.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A POLICY TO COORDINATE A REGIONAL MODEL
FOR OFFERING SERVICES**

WHEREAS, county governments are designed to be regional service providers and have a responsibility to ensure the efficient delivery of those services; and

WHEREAS, local units have seen reductions in revenue sharing and increased costs for goods and services provided to residents; and

WHEREAS, some local units of government may decide to not offer certain services because they are seen as nonessential and cost prohibitive; and

WHEREAS, counties as regional governments should seek to reduce instances where services offered by units of government are redundant or overlapping.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following policy in an effort to better coordinate a regional model for offering services to our residents.

Purpose: To make efficient use of limited resources by positioning Ingham County as a regional service provider for local municipalities and other county governments.

Ingham County Government will make routine inventory of the services it performs and determine which of these services it can perform for other municipal and county governments. These services can include, but are not limited to: administrative, accounting, information/technology, economic development, maintenance, human resources and assessment. Ingham County shall proactively communicate to other units of government the available services with the intent of arranging agreements to provide these services.

The County Controller shall compile annual reports by fiscal year of the service agreements the County has entered into to provide services to other units of government. This report shall be presented to the Board of Commissioners no later than the second Board meeting of the fiscal year for the prior fiscal year. The report will include the total number of service agreements the County is operating, the total revenue these agreements provide to the County, the percentage of agreements renewed from the previous year, and the savings realized by the local government benefiting from the agreement.

A rejected offer or decision not to renew an agreement shall not be considered permanent. In recognition that needs and services change, the County shall revisit previously rejected offers periodically. These partnerships and potential partnerships will be viewed as ongoing relationships to be built and cultivated, and not standalone interactions.

The County shall also seek out areas where local units of government are providing services that the County can enter into agreements with to also provide on behalf of the County. These agreements should be sought in order to avoid redundancy and duplicative efforts.