THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 17, 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 June 19, 2018 Minutes
Additions to the Agenda
Limited Public Comment


2. Farmland & Open Preservation Board – Resolution to Submit a Renewal of the Special Millage for Farmland and Open Space Preservation to a Vote of the Electorate

3. Facilities Department
   a. Resolution to Authorize an Agreement to Replace the Flooring in the DHHS Lobby
   b. Resolution to Authorize an Agreement with MSDS Online to Manage Material Safety Data Sheets
   c. Notice of Emergency Purchase Order to Replace the Compressor at Forest Community Health Center

4. Financial Services – Resolution to Authorize the Annual Retiree Health Care Actuarial Study and Second Year Update

5. Health Department
   a. Resolution to Fund Support Staff for the Ingham County Youth Commission
   b. Resolution to Convert Two Part-Time Nurse Positions

6. Road Department
   a. Resolution to Approve Local Road Agreements with Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak and Williamstown Townships
   b. Resolution to Authorize the Extension of RFP #61-17, Purchase of Equipment Needed for New Tandem Axle Truck Chassis
   c. Resolution to Approve Special and Routine Permits for the Road Department
7. **Human Resources**
   a. Resolution to Approve Ingham County Employees’ Association Agreement for the Park Rangers Unit Reclassification Request
   b. MNA Grievance Hearing

8. **Controller’s Office**
   a. Storage Needs Update (Information)
   b. Contract Inventory (Information)
   c. Reorganization Policy (Discussion)
   d. Resolution to Amend the Emergency Purchases Section of the Purchasing Procedures Policy
   e. Resolution Honoring Doug Stover on the Event of His Retirement
   f. Closed Session to Discuss Pending Litigation with the County Attorney (Closed Session)

**Announcements**
**Public Comment**
**Adjournment**

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
June 19, 2018
Draft Minutes

Members Present: Nolan, Hope, Grebner, Celentino, Sebolt, and Maiville

Members Absent: Naeyaert

Others Present: Scott LeRoy, Sara Deprez, Bill Conklin, Greg Harris, Rick Terrill, Sue Graham, Becky Bennett, Tim Dolehanty, Lindsey LaForte, 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 June 5, 2018 Meeting Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE MINUTES OF THE JUNE 5, 2018 COUNTY SERVICES COMMITTEE MEETINGS.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Additions to the Agenda

None.

Limited Public Comment

None.

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

3. Facilities Department
   b. Resolution to Authorize an Agreement to Replace Entrance Doors and Sidelights
   c. Resolution to Authorize an Agreement to Provide Pest Control Services at Several County Locations

4. Innovation and Technology Department
   a. Resolution to Approve the Renewal of MUNIS Software Annual Support Agreement from Tyler Technologies
   b. Resolution to Approve the Support Renewal for Hardware through Avalon Technologies

5. Road Department
   a. Resolution to Authorize Approval of the Final Plat of Meadow Ridge No. 7
   b. Resolution to Approve Local Road Agreement with Meridian Township
c. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Items I & III of Bid Packet #115-18 and Rejection of All Bids Received for Items II & IV of Bid Packet #115-18 Various County Primary & Local Road Projects

e. Resolution to Approve Special and Routine Permits for the Road Department

7. **Board of Commissioners** – Resolution Recognizing Fairview Elementary School

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. **Sheriff’s Office** – Resolution to Authorize a Reorganization to the Sheriff’s Office Field Services Division

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

Captain Greg Harris, Ingham County Sheriff, stated that the Sheriff’s Office had reduced staff during budget cuts. He further stated that this position was cut at that time and had left a huge gap in supervision of the Road Patrol.

Captain Harris stated that there were only two Sergeants to cover the day shift for seven days a week. He further stated that they pulled supervisors from other units in order to supervise Road Patrol.

Captain Harris stated that it meant those other areas were lacking supervision during the times their supervisors were covering Road Patrol. He further stated that this led to a huge liability in supervision at many levels.

Captain Harris stated that pulling Sergeants from other posts to supervise Road Patrol cost the Sheriff’s Office over 680 hours to cover the gap in service. He further stated this reorganization would have a Training Deputy become a Sergeant, and then fill the Training Deputy’s position with a Corrections Deputy, which would benefit the Training Division by bringing balanced perspectives.

Captain Harris stated that this reorganization would go back to the way the Sheriff’s Office was organized about 15 years ago. He further stated that in order to invest in the Corrections Division they needed representation on the Training Division.

Captain Harris stated that training had been needed from the Corrections side, so this also helped to fill that gap. He further stated that they needed to supervise the Deputies on the Road Patrol and this would do that.

Commissioner Grebner stated that the $32,000 was the long term cost increase. He asked if there was that much difference between a Deputy and Sergeant.
Tim Dolehanty, Controller, stated that there was quite a difference in the pay scale.

Captain Harris stated that with the pension and benefits, there was even a larger difference in compensation.

Chairperson Nolan asked if the funding for this position was coming out of the food revenue.

Captain Harris stated that would be true for this year, but next year may be different.

Commissioner Grebner stated that the reason there was so much of a difference in wages was because there was a messed up pension for command officers. He further stated that the County was ripped off on this deal about 15 years ago.

Commissioner Grebner stated that there was a magical retirement package about 15 years ago during a 312 arbitration and the pension fund continued to need to be funded at a higher rate. He further stated that the employee had to contribute 19% toward retirement.

Captain Harris stated that he paid just about 19% toward retirement.

Commissioner Grebner stated that the County also contributed a large amount, but each employee has to do so. He further stated that once the hybrid retirement plans took effect for the newer hires, this would not be a problem anymore.

Captain Harris stated that the new Sheriff’s administration was very fiscally responsible and some savings may come from other areas.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

2. Circuit Court – Juvenile Division – Resolution to Authorize a Reorganization in the Juvenile Division

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

Scott LeRoy, Juvenile Division Deputy Court Administrator, stated that their division was under a 16 year reform of the Juvenile Justice program in Ingham County. He further stated that this reorganization would be considered to be a part of that reform.

Mr. LeRoy stated that in 2007, the Juvenile Division started the Ingham Academy, and in 2008 they started the Ingham County Family Center. He further stated that they had one supervisor when they opened and were serving maybe 60 youth.

Mr. LeRoy stated that they grew quickly and the Ingham Academy had about 100 high-risk children coming in and out of the center daily. He further stated that the hours of operation were 8:00 a.m. to 8:00 p.m.
Mr. LeRoy stated that there was a critical need for a supervisor covering all shifts. He further stated that they had a supervisor working from noon to 8:00 p.m. but lacked coverage from 8:00 a.m. until noon and that was not best practice.

Mr. LeRoy stated that Sara Deprez, Juvenile Programs Director, covered that shift when available, but she was also a part of the management team and needed to focus her attention elsewhere much of the time. He further stated that they had been working toward best practice and an example was their reduction in overcrowding in the detention center.

Mr. LeRoy stated that the detention center had been overcrowded 87 days in 2016, 10 days in 2017, and at this point zero days for 2018. He further stated that they had between 40-44 youth in residential placement in August of the 2015, but as of April 2018 they were averaging 14 youth.

Mr. LeRoy stated that the Juvenile Division had been able to reduce their case load for Court Officers which meant they could eliminate one of those positions. He further stated that they were hoping to post this new position internally and fill it that way.

Commissioner Celentino asked about the elimination of the Juvenile Court Officer and if their union supported this.

Mr. LeRoy stated that the union did not oppose it and he believed that there was a letter from the union in the packet, but perhaps he had forgotten to include it.

Chairperson Nolan asked that the letters from bargaining units be included in the packets in the future.

Commissioner Grebner asked which funding source supported this reorganization.

Mr. LeRoy stated that it was funded equally by two sources, the Juvenile Justice Millage and the Child Care Fund reimbursement.

Commissioner Grebner stated that this change would not affect the General Fund and that pleased him.

Chairperson Nolan stated that she would like to know how they had been able to reduce their caseload and overcrowding so much.

Mr. LeRoy stated that it had taken a lot of hard work and they used a model program from the University of Cincinnati to help achieve the reduction. He further stated that the Ingham Academy was the most effective program at reducing recidivism.

Mr. LeRoy stated that low-risk youth had been diverted to other programs. He further stated that last year, they hired a clinical mental health professional to examine all the programs and they would be presenting a report on that in the Fall.
Chairperson Nolan asked if they would present at this Committee too.

Mr. LeRoy stated that they would be happy to present to this Committee. He further stated that Ingham County had reduced recidivism by over 12%.

Chairperson Nolan congratulated them.

Sara Deprez, Juvenile Programs Director, stated that she could not take the credit because it was really the Court Officers who had made the difference. She further stated that they had been tracking protective factors as well as risk factors and it helped to develop relationships.

Ms. Deprez stated that relationships made a huge difference in lives of these youth. She further stated that there was a constant evolution to making these programs work well.

Ms. Deprez stated that she had recently spoken with two other counties that wanted to see how Ingham County was running their program because it was a model system. She further stated that she wanted to thank the Board of Commissioners for funding these programs.

Chairperson Nolan stated that the Juvenile Justice Millage, which all of Ingham County contributed to, was a great help in funding this initiative.

Commissioner Grebner stated that judicial cooperation must also be responsible for some of these changes. He further stated that the more they listen to staff, the less likely they are to send youth to $300-a-day treatment out-of-state.

Ms. Deprez stated that they took the risk by listening to staff recommendations, because if something went wrong they would be held more publically accountable and she appreciated their willingness to help.

Commissioner Grebner stated that there was a time with they did not have such good cooperation from the bench.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

3. Facilities Department
   a. Resolution to Authorize A&E Services for Mason Courthouse Clock Tower Repairs

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

Commissioner Maiville asked if this work was just for the engineering work.

Rick Terrill, Facilities Director, stated that was true. He further stated that water was coming into the building which was harming the clock tower, and there may be additional issues because there was some damage to the slate roof and flashing that needed repair.
Commission Grebner stated that slate was supposed to be good for 80 years and it was only 26 years old.

Mr. Terrill stated that it just needed a little bit of repair to last longer.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

3. Facilities Department
   d. Notice of Emergency Purchase Order to Replace A/C Unit in Post 4 Office Area at the Sheriff’s Office

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

Commissioner Grebner stated that the Committee could approve emergency purchase orders and that was fairly narrowly defined to include things that were a risk to property and or safety, but this did not seem to be either of those.

Mr. Terrill stated that some medical conditions caused some people to be unsafe in high temperatures and the people needed to be alert.

Commissioner Grebner stated that perhaps they could loosen their standards to allow these issues to be dealt with on an emergency basis without needing to be a dire situation.

Captain Harris stated that the outdoor temperature affected if this was considered an emergent situation or not.

Commissioner Sebolt asked if they had just recently approved another emergency purchase order for an air conditioner.

Mr. Terrill stated that they had recently done so for another area. He further stated that the age of the jail and the current condition meant that there would continue to be emergency repairs needed.

Commissioner Sebolt stated that he also appreciated that this was needed but did not see it as an emergency.

Commissioner Grebner stated that he was not against this, but he wanted to make it easier to accomplish.

Chairperson Sebolt asked for an updated emergency purchase policy to be brought to the Committee in August.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.
5. **Road Department**  
d. **Resolution to Authorize Reclassification of Existing, Currently Vacant, Non-Bargaining Position**

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

Commissioner Sebolt stated that he wanted to discuss this because it was another reorganization.

Bill Conklin, Road Department Director, stated that the Road Department was making this change because the additional funding for roads meant an increased workload. He further stated that they wanted their assistant engineer to be able to take on more responsibility and improve their engineering department.

Commissioner Sebolt stated that the Board of Commissioners had approved another reorganization earlier this year. He asked how this was different or if there was a relationship with the two positions.

Mr. Conklin stated that previous reorganization had been for a technician and this reorganization was for an engineer, so there was not any interaction between the two. He further stated that this position was the opposite problem, where they needed an engineer with more experience, whereas before they needed a technician with less experience.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

6. **Controller’s Office** – **Resolution to Rescind Resolution #18-099 and to Authorize a Mentor Period for the Financial Services Director Position**

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

Commissioner Celentino asked Mr. Dolehanty to explain this resolution.

Mr. Dolehanty stated that the Financial Services Department Accountant in the office had all the qualifications for the Financial Services Director position, but had not applied because they were not comfortable with the whole job, including the annual audit process. He further stated that overall, there would be some savings by allowing Jill Rhode, Financial Services Director, to stay on and train the deputy.

Commissioner Celentino asked if the Deputy had been involved in all of the operations.

Mr. Dolehanty stated that she had helped, but had not done every part of the job.

Commissioner Celentino stated that perhaps the directors needed to be training deputies for succession. He further asked if Sue Graham, Human Resources Director, might have some ideas about reposting this position.
Mr. Dolehanty stated that succession planning was very important and they were focusing on encouraging the department heads to do more of it. He further stated that reposting was not an option because they were not attracting quality candidates and would need to hire a firm in order to seek out a quality applicant.

Mr. Dolehanty stated that they could not just fill the position for the sake of filling it, which was why they did not choose any of the interview candidates. He further stated that the candidates interviewed met many of the questions with blank stares.

Commissioner Celentino asked Ms. Graham for her thoughts.

Ms. Graham stated that succession planning was difficult for many organizations. She further stated that there was a difference between accounting and government accounting and the pool was very small.

Ms. Graham stated that they would need to work with a professional recruitment firm if they were to repost this.

Commissioner Hope asked if there was any less expensive training programs.

Ms. Dolehanty stated that he was not sure what those programs would be.

Commissioner Celentino asked how they came up with the compensation for the mentor position.

Mr. Dolehanty stated that it was the amount Ms. Rhode was expecting to make if she took a different position after her retirement.

Commissioner Maiville stated he thought this was a positive because it would be promoting from within and a cost savings overall.

Chairperson Nolan stated that the decades-long pension system was one reason why employees had a great incentive to stay.

Commissioner Maiville stated that the County just had an Animal Control Officer who left and had interviewed for the Financial Services Director position. He further stated that at the time you could tell she was nearly on a career trajectory to make a good director with a bit more experience and a succession plan might have encouraged her to stay.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.
Announcements

Mr. Dolehanty stated that there was a grievance coming out of one of the nurses’ unions and would be presented at the next Committee meeting. He further stated that the next step was for this Committee to decide before it possibly went to arbitration.

Mr. Dolehanty stated that it would be a bit like a hearing and it was the first time the Committee had to do one since he had been with the County. He further stated that the Committee members would be provided some information ahead of time, such as excerpts from the contract.

Commissioner Sebolt asked for the entire contract to be provided to the Committee, rather than only excerpts.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:52 p.m.
AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:


   The Director of Animal Control will be present to discuss findings of the Michigan Humane Society investigative report about handling of fighting dogs seized in 2017.

2. **Farmland and Open Space Preservation Board** – Resolution to Submit a Renewal of the Special Millage for Farmland and Open Space Preservation to a Vote of the Electorate

   The Farmland and Open Space Preservation Board requests that the Board of Commissioners place renewal of the Farmland and Open Space Preservation millage on the November 2018 ballot. The current millage expired this year. Millage dollars are targeted at protection of farmland and other open space lands, including waterways, wildlife habitat, wetlands and other natural lands, and to encourage urban development.

3a. **Facilities Department** – Resolution to Authorize an Agreement to Replace the Flooring in the DHHS Lobby

   The Facilities Department has determined that flooring in the DHHS lobby area at the Human Services Building has reached the end of its useful life. Many tiles have shrunk leading to dirt collection in between the gaps, they are discolored and worn. Lansing Tile & Mosaic, Inc., an authorized installer, has proposed to remove and dispose of existing flooring and to prepare, furnish, and install new floor tile, transitions, and accent strips at a cost not to exceed $22,000. The Facilities Department has offered a resolution to authorize an agreement to complete this project.

3b. **Facilities Department** – Resolution to Authorize an Agreement with MSDS Online to Manage Material Safety Data Sheets

   Employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace. The complexity of administering numerous material data safety sheets (MSDS) across multiple departments exposes the County to the risk of being out of compliance with Michigan Occupational Safety and Health Administration (MiOSHA) regulations. The Facilities Department requests approval of a new three (3) year agreement with the current vendor for this online service, MSDS Online, for management of the required MSDS notices. If approved, the new agreement will be effective from September 15, 2018 through August 14, 2021 at a total cost not to exceed cost of $16,760.64.
3c. **Facilities Department** – **Notice of Emergency Purchase Order to Replace the Compressor at Forest Community Health Center**

An emergency purchase order was issued to Myers Plumbing & Heating, Inc. in the amount of $5,240.00 to provide a new compressor, remove and dispose of the old compressor, install one new warranty compressor, pressurize the system and perform check test and start up. The compressor that is responsible for cooling the dental area failed. The compressor unit is under warranty, but labor costs are not included in the warranty. 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.

4. **Financial Services Department** – **Resolution to Authorize the Annual Retiree Health Care Actuarial Study and Second Year Update**

Generally accepted accounting principles require municipalities to report the value of liability for retiree health care. An actuarial-calculated amount must be determined on at least a bi-annual basis. However, for municipalities as large and complex as Ingham County, it is recommended that the liability value should be calculated annually. The last valuation was conducted for the year ended December 31, 2016.

The Financial Services Department recommends approval of a resolution to award a contract to Gabriel Roeder Smith and Company (GRS) to determine retiree health care liability because they performed this service in the past. They are familiar with County employee groups, benefit levels, and financial reporting. For the current year, the County is required to implement Government Accounting Standards Board (GASB) rule 75 which changes the way other post employee benefits (OPEB) are reported. It would be very difficult to change actuaries during this implementation. The cost for the December 31, 2017 valuation is $25,000. In addition to the valuation, current accounting standards require that the numbers be updated as of December 31, 2018 at a cost of $10,000.

5a. **Health Department** – **Resolution to Fund Support Staff for the Ingham County Youth Commission**

This resolution seeks transfer of $2,000 from the contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners

5b. **Health Department** – **Resolution to Convert Two Part-Time Nurse Positions**

The Health Department requests approval of a resolution to convert two part-time Health Center Nurse Positions to a single full-time Health Center Nurse Position. This proposed change would result in a $2,979 decrease in costs.
6a. **Road Department** – Resolution to Approve Local Road Agreements with Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships

The Road Department recommends approval of a resolution to approve local road agreements with 12 townships. Road Department match amounts totaling $802,200 are included in the adopted 2018 road fund budget. Projects included are as follows:

<table>
<thead>
<tr>
<th>Township</th>
<th>Prior Match Remaining</th>
<th>2018 Road dept. Match</th>
<th>Total 2018 Match Available</th>
<th>Proposed 2018 Local Road Projects</th>
<th>Estimated Total Project Cost</th>
<th>Estimated Township Cost</th>
<th>Estimated Road dept. Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaiedon</td>
<td>$0.00</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>Full maintenance pave Hulett; Sandhill to I-96; Chip-seal all following: Stillman, Dobie/Sandhill - Meridian; Harper, Okemos - Wolverine; Wolverine, Harper - Howell; Lamb, Hagadorn - Walline. Total of approx. 11 miles.</td>
<td>$165,000.00</td>
<td>$120,000.00</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>Aurelius</td>
<td>$682.09</td>
<td>$33,300.00</td>
<td>$33,982.09</td>
<td>Full maintenance pave Bunker &amp; Curtice roads, both from Gale to Onondaga roads, total of 2 miles.</td>
<td>$90,000.00</td>
<td>$56,017.91</td>
<td>$33,982.09</td>
</tr>
<tr>
<td>Bunkerhill</td>
<td>$22,200.00</td>
<td>$33,300.00</td>
<td>$55,500.00</td>
<td>Skip-paving as necessary &amp; Chip-sealing all following: Williams, DeCamp - Ewers (double chip seal); DeCamp, Williams - Haynes; Friermuth, Fitchburg - DeCamp; Baseline, Bunker Hill - Friermuth. Total of approx. 6.25 miles.</td>
<td>$135,500.00</td>
<td>$80,000.00</td>
<td>$55,500.00</td>
</tr>
<tr>
<td>Delhi</td>
<td>$151,104.24</td>
<td>$99,000.00</td>
<td>$250,104.24</td>
<td>Township electing to pass this year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ingham</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Full maintenance pave Dakin, Clark - Williamston, 1 mile; Skip-pave as necessary &amp; Chip-seal Osbome, Columbia - Howell, 1 mile.</td>
<td>$66,600.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
</tr>
<tr>
<td>Lansing</td>
<td>$76,518.73</td>
<td>$60,000.00</td>
<td>$136,518.73</td>
<td>Township electing to pass this year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leroy</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Skip-paving various roads where needed, to be determined with township.</td>
<td>$78,300.00</td>
<td>$45,000.00</td>
<td>$33,300.00</td>
</tr>
<tr>
<td>Leslie</td>
<td>$9,514.70</td>
<td>$36,000.00</td>
<td>$45,514.70</td>
<td>Skip-paving as necessary &amp; Chip-sealing following: Ingalls, Tuttle - Churchill; Dutch, County line to Olds. Total approx. 2 miles.</td>
<td>$91,029.40</td>
<td>$45,514.70</td>
<td>$45,514.70</td>
</tr>
<tr>
<td>Locke</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Skip-paving where needed on: Royce, Morrice - Herrington; Corey, Bell Oak - Haslett; Harris, Sherwood - Bell Oak; Bell Oak, Shaftsburg - Harris.</td>
<td>$118,300.00</td>
<td>$85,000.00</td>
<td>$33,300.00</td>
</tr>
<tr>
<td>Meridian</td>
<td>$0.00</td>
<td>$172,500.00</td>
<td>$172,500.00</td>
<td>Separate previous resolution.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Onondaga</td>
<td>$71,000.00</td>
<td>$33,300.00</td>
<td>$104,300.00</td>
<td>Township electing to pass this year.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vevay</td>
<td>$41,487.72</td>
<td>$45,000.00</td>
<td>$86,487.72</td>
<td>Full maintenance pave Hull, Tomlinson - Barnes. Aprox. 2 miles.</td>
<td>$100,000.00</td>
<td>$50,000.00</td>
<td>$50,000.00</td>
</tr>
<tr>
<td>Wheatfield</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Full maintenance pave Noble, Burkley - Zimmer. Aprox. 1.5 miles.</td>
<td>$96,600.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
</tr>
<tr>
<td>White Oak</td>
<td>$51,999.51</td>
<td>$33,300.00</td>
<td>$85,299.51</td>
<td>Maintenance skip-paving of all following: Iosco, Meech - Searls; Searls, Iosco to approx. Half mile north; Cooper approx. half mile in low areas between M-52 &amp; Brogan. Total approx. 6 miles. Absorbs and replaces 2017 work which was not completed due to seasonal limitations.</td>
<td>$170,599.02</td>
<td>$85,299.51</td>
<td>$85,299.51</td>
</tr>
<tr>
<td>Williamstown</td>
<td>$0.00</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>Complete any remaining paving prep and chip-seal previously paved/prepared all of following: Barry, Shoeman - Lounsbury; Gulick, Shoeman - Zimmer; Turner, Burkley-Meridian; a total of approx. 5 miles. Paving and prep all of following: Milton, Zimmer to Bentley; Burkley, Two line to Grand River; Barton, Sherwood to Haslett; Epley, Zimmer to Shaftsburg; Milton, Williamstown-Twp line; a total of approx. 7.4 miles; Chip-seal with minor prep Conwin, Two line/CSX RR to Grand River, aprox. 0.2 miles. This will absorb any work remaining uncompleted from prior years.</td>
<td>$453,000.00</td>
<td>$408,000.00</td>
<td>$45,000.00</td>
</tr>
</tbody>
</table>

Totals: $802,200.00 $1,226,707.99 $1,534,928.42 $1,041,432.12 $493,396.30

*50% Increase* Chip-seal applications shown above are single course unless otherwise noted. Costs for materials only, labor by ICRD.
6b. **Road Department** – Resolution to Authorize the Extension of RFP #61-17, Purchase of Equipment Needed for New Tandem Axle Truck Chassis

On May 9, 2017 the Board of Commissioners approved the Resolution #17-180 to approve the purchase of hydraulic equipment and components needed to build three new tandem axle dump trucks. Required equipment and components, to be installed by the Road Department Maintenance Shop, are purchased separate from the truck chassis. The three tandems axle trucks were designed to meet the needs for snow plowing and maintaining county roads. The Road Department recommends approval of a resolution to extend the current agreement with Certified Power Inc. of Perrysburg Ohio to include hydraulic tanks, pumps and valves, controls, spreader controls and several other hydraulic components, at a total cost of $56,682.

6c. **Road Department** – Resolution to Approve Special and Routine Permits for the 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 44 projects (see attachment for permit list).

7a. **Human Resources Department** – Resolution to Approve Ingham County Employees’ Association Agreement for the Park Rangers Unit Reclassification Request

The current collective bargaining agreement with the ICEA Park Rangers Unit includes provisions allowing employees in the unit to request reclassification in accordance with the Human Resources (HR) Department standard operating procedure. This process was initiated in January and concluded on June 19, 2018 with agreement on the analysis of the HR Department. Upon approval of a resolution submitted by the HR Department, implementation of the results would be in accordance with language of the collective bargaining agreement pursuant to Article 15, Reclassification.

The financial impact (wages and fringe benefit costs) associated with each position seeking reclassification and the cumulative impact of all positions is as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Immediate (2018)</th>
<th>Long Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Park Manager (759005)</td>
<td>$ 5,987</td>
<td>$ 5,987</td>
</tr>
<tr>
<td>Assistant Park Manager (759011)</td>
<td>$ 7,800</td>
<td>$14,866</td>
</tr>
<tr>
<td>Assistant Park Manager (759003)</td>
<td>$ 6,692</td>
<td>$14,866</td>
</tr>
<tr>
<td>Park Ranger (759007)</td>
<td>$ 3,254</td>
<td>$ 7,645</td>
</tr>
<tr>
<td>Park Ranger (759010)</td>
<td>$ 5,073</td>
<td>$ 7,645</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$ 28,806</strong></td>
<td><strong>$51,009</strong></td>
</tr>
</tbody>
</table>

7b. **Human Resources Department** – MNA Grievance Hearing

The Collective Bargaining Agreement between Ingham County and the Michigan Nurses Association (MNA) provides a grievance procedure to resolve contract-related disagreements. If a grievance cannot be resolved internally, step 4 of the grievance procedure places the matter before the County Services Committee for potential resolution. The contract language states:
The County Services Committee shall meet to discuss the grievance at the next regularly scheduled committee meeting, provided that said grievance is received by the Human Resources Director in writing at least five (5) work days prior to the next meeting. The County Human Resources Director shall notify the Union and the aggrieved employee in writing at least four (4) days prior to the meeting. At this meeting, the County Services Committee will review the facts as they relate to the interpretation and application of the Agreement. The County Services Committee shall reply with its decision, in writing, no later than five (5) days following said meeting. If the decision of the County Services Committee is unsatisfactory to the Union, said dispute may be submitted with fifteen (15) days for arbitration in accordance with the procedures and rules of the American Arbitration Association.

On March 1, 2018 the MNA unit filed a grievance on behalf of the entire membership regarding an ongoing wage issue. In summary, the grievance chain is as follows:

**Statement of Grievance:** Ongoing wage issue for Nurse Practitioners. Only paid “on-call bonus” and not hourly rate or overtime for hours actually worked. This was raised at negotiations and has been occurring for several years [Sic]

**Contract provisions violated:** Article 10 Section 10 and all others that apply

**Relief requested:** Back pay for all hours worked when “on-call bonus” was paid. Make members whole retroactive to the implementation of “on-call bonus”

**Employer Response:** The grievance is denied because there is no violation of the CBA and because it is not timely. Due to the nature of the “on-call” system used by the employer as set forth in the Article 10 Section 10 the time spent “on-call,” including the time spent fielding work related phone calls away from the employer’s premises, does not qualify as hours worked under the Fair Labor Standards Act (Sec 29 CFR § 785.17)

**Step 3 Grievance Response:** The grievance is denied because there is no violation of the collective bargaining agreement (CBA) and because it is not timely. The “on-call” bonus has been paid to employees according to Article 10, Section 10, in the same amount and under the same terms and conditions since December 4, 2013. Notably, the “on-call” bonus language has been in the predecessor CBAs since at least January 1, 2005, with the last two sentences of Section 10, remaining unchanged; specifically, “On-call” bonus hours shall not be included in calculating overtime, and the “on-call” bonus shall be paid quarterly. “On-call” status bonus shall include work related telephone calls.”

Further, as verified by the Employer’s records, the compensation paid to employees for the “on-call” bonus as set forth in Article 10, Section 10, which expressly includes work related telephone calls, does not violate the Fair Labor Standards Act or the wage rates set forth in the CBA.

8a. **Controller’s Office** – Storage Needs Update (Information Item)

At the May 15, 2018 meeting of the County Services Committee, Chairperson Nolan “stated that the Committee would like a report in two months, at the July Committee meeting, about a permanent storage solution.” Facilities Director Rick Terrill provided a brief written report on the status of storage needs. Director Terrill and Clerk Byrum will be present to engage in further discussion as desired by the Committee.
8b. **Controller’s Office – Contract Inventory** (Information Item)

At the May 1, 2018 meeting of the County Services Committee, Commissioner Sebolt stated “that he requested that the Controller’s Office perform a search of the contracts approved by the Board of Commissioners from the last 10 years by searching resolutions. He further stated that the Controller’s Office should then work with the Clerk’s Office to use their key search terms, such as resolution number, name of contract, termination or end date, or first three parties to the contract, to find out what contracts were and were not filed with the Clerk. Commissioner Sebolt stated that Controller’s Office should bring forward a list of Department Heads for disciplinary measures based on the finding of their search. He further stated that if State law and Board of Commissioners policy could not ensure that contracts are properly filed, this required serious action and it was time to clean up the departments.”

Chairperson Nolan asked for “an update on this issue in a couple of months in order to see if this change truly solved the problem. She stated it could come before the Committee in July.” The Controller will be present to engage in further discussion as desired by the Committee.

8c. **Controller’s Office – Reorganization Policy** (Discussion Item)

At the May 1, 2018 meeting of the County Services Committee, Chairperson Nolan “asked that the reorganization policy come back to the Committee” for further consideration. Draft revisions to the policy are included for deliberation by the Committee.

8d. **Controller’s Office – Resolution to Amend the Emergency Purchases Section of the Purchasing Procedures Policy**

Section J of the Purchasing Procedures Policy (Financial Policy No. 412) allows for emergency purchases to be made outside of the normal process that requires advance approval of standing subcommittees and Board of Commissioners. Current policy states an emergency purchase must be “essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property.” A recent series of emergency purchases, while certainly urgent, only loosely matched the established threshold of the established criteria. A resolution is proposed to change the emergency purchases section to address urgent purchases necessary prevent creation of an unbearable working environment due to a pending or actual mechanical failure.

8e. **Controller’s Office – Resolution Honoring Doug Stover on the Event of his Retirement**

The Controller’s Office seeks approval of a resolution to honor Doug Stover for his dedication and commitment, and to extend sincere appreciation for his many contributions to Ingham County.

8f. **Controller’s Office – Closed Session to Discuss Pending Litigation with the County Attorney** (Closed Session)

County Attorney Bonnie Toskey will be present to discuss pending litigation with committee members. This discussion will occur in closed session as allowed under the Open Meetings Act.
Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT A RENEWAL OF THE SPECIAL MILLAGE FOR FARMLAND AND
OPEN SPACE PRESERVATION TO A VOTE OF THE ELECTORATE

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

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

WHEREAS, citizens of Ingham County approved the Farmland and Open Space Preservation Millage on August 5, 2008; and

WHEREAS, it has been determined that a Millage Renewal is the most appropriate funding source to ensure adequate implementation of the Purchase of Development Rights Ordinance.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the General Election to be held on November 6, 2018:

INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION INITIATIVE MILLAGE QUESTION

For the purpose of protecting farmland and other open space lands, including waterways, wildlife habitat, wetlands, and other natural lands, and to encourage urban development, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by 0.1400 mills ($0.14 per $1,000 of taxable value) for a period of ten (10) years (2019-2028) inclusive? (If approved and levied in full, this Millage will raise an estimated additional $1,001,127 for farmland and open space preservation in the first calendar year of the levy based on state taxable valuation.)

YES [ ]

NO [ ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the renewal proposal on the November 6, 2018 ballot and to be prepared and distributed in the manner required by law.
TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2018

SUBJECT: Resolution to authorize an agreement with Lansing Tile & Mosaic, Inc. to replace the flooring in the DHHS lobby
For the meeting agendas of: July 17 & July 18

BACKGROUND
The flooring in the lobby area of DHHS is old and past its useful life. Over the years tiles have shrunk leading to dirt collection in between the gaps. They are discolored, worn and in need of replacement. Lansing Tile & Mosaic, Inc., an authorized installer, will remove and dispose of existing flooring, prep, furnish and install new floor tile, transitions and accent strips.

ALTERNATIVES
The only alternative is to not move forward with replacing the flooring.

FINANCIAL IMPACT
Lansing Tile & Mosaic, Inc. an authorized installer, is on the state contract therefore three quotes were not required. Their bid was for a not to exceed cost of $22,000.00. Funds are available in the 2018 approved CIP line item #631-23304-931000-8F07 which has a balance of $22,000.00 for DHS lobby floor.

STRATEGIC PLANNING IMPACT
This resolution supports the objective of developing a maintenance plan to extend the life of county facilities, specifically E.1 (c) of the action plan.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Lansing Tile & Mosaic, Inc. to remove and dispose of existing flooring, prep, furnish and install new floor tile, transitions and accent strips in the DHHS lobby.
Agenda Item 3a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT TO REPLACE THE FLOORING IN THE DHHS LOBBY

WHEREAS, the flooring in the lobby area of DHHS is old and past its useful life; and

WHEREAS, over the years tiles have shrunk leading to dirt collection in between the gaps, they are discolored, worn and in need of replacement; and

WHEREAS, Lansing Tile & Mosaic, Inc., an authorized installer, will remove and dispose of existing flooring, prep, furnish and install new floor tile, transitions and accent strips; and

WHEREAS, Lansing Tile and Mosaic, Inc. is on the state contract therefore, three quotes are not required; and

WHEREAS, Lansing Tile and Mosaic, Inc. submitted a bid amount not to exceed $22,000.00; and

WHEREAS, funds for said services are located within the 2018 approved CIP Line Item #631-23304-931000-8F07 which has a balance of $22,000.00 for DHHS lobby flooring.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Lansing Tile & Mosaic, Inc., an authorized installer, 2210 Apollo Drive, Lansing, Michigan, 48906, to install new tile flooring in the DHHS lobby, under the State of Michigan contract, for a not to exceed cost of $22,000.00.

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: June 28, 2018

SUBJECT: Resolution to authorize an agreement with MSDS Online to manage material safety data sheets
For the meeting agendas of: July 17 & July 18

BACKGROUND
Employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace. The complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations.

Our current agreement expires September 14, 2018. The Facilities Department is requesting a new three (3) year agreement, with a (2) two year renewal option, for the management of the MSDS. The new agreement will be effective September 15, 2018 through August 14, 2021 for a total not to exceed cost of $16,760.64.

ALTERNATIVES
There are no alternatives to this request.

FINANCIAL IMPACT
Funds for the three year total of $16,760.64 are available within the Workers Compensation Fund. The cost of the previous three year contract, for these services, from 9/15/15 – 9/14/18, was $15,260.64.

STRATEGIC PLANNING IMPACT
This resolution supports the goals and strategies which address our service to the community, and employees alike.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of the attached resolution to authorize an agreement with MSDS Online to manage material safety data sheets.
 Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MSDS ONLINE TO
MANAGE MATERIAL SAFETY DATA SHEETS

WHEREAS, employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations; and

WHEREAS, our current agreement expires September 14, 2018; and

WHEREAS, the Facilities Department is requesting a new three (3) year agreement, with a (2) year renewal option, for the management of the MSDS; and

WHEREAS, the new agreement will be effective September 15, 2018 through August 14, 2021 for a total not to exceed cost of $16,760.64; and

WHEREAS, funds for said services are located within the Workers Compensation Fund.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with MSDS Online, 222 Merchandise Mart Plaza, Suite 1750, Chicago, Illinois, 60654, to manage material safety data sheets for a (3) three year period, with a (2) year renewal option, for a total not to exceed cost of $16,760.64.

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: County Services Committee
FROM: Rick Terrill, Facilities Director
DATE: July 2, 2018
SUBJECT: Emergency Purchase Order to replace the compressor at Forest Community Health Center

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

The compressor that is responsible for cooling the dental area failed. The compressor itself was under warranty but the labor was not.

The Facilities Department received three quotes, for the labor, the lowest being from Myers Plumbing & Heating, Inc. for $5,240.00 to provide new compressor, remove and dispose of old compressor, install (1) new warranty compressor, pressurize the system and perform check test and start up.

Purchase Order #2018-256 was issued to Myers Plumbing & Heating, Inc. for a total cost of $5,240.00.

Funds for this repair are available in the Forest Building Maintenance line item #511-61580-931000.

Both the Controller and Facility Director approved this repair.
TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: June 8, 2018

RE: Gabriel Roeder Smith & Company – Retiree Health Care Actuarial Valuation

BACKGROUND
Generally accepted accounting principles require a municipality to have the value of its liability for retiree health care actuarially calculated on at least a bi-annual basis but for entities as large and complex as Ingham County, it is recommended to be calculated annually. The last valuation was conducted for the year ended December 31, 2016.

Gabriel Roeder Smith and Company (GRS) was selected since they have performed our valuation in the past. They are familiar with our employee groups, our benefit levels and our financial reporting. For the current year, the County will need to implement GASB 75 which changes the way other post employee benefits (OPEB) are reported. It would be very difficult to change actuaries during this implementation. I strongly recommend we do not make a change at this time.

The cost for the December 31, 2017 valuation is $25,000 which is down from the $28,500 for the 2016 report. In addition to the valuation, current accounting standards require that the numbers be updated as of December 31, 2018 at a cost of $10,000

ALTERNATIVE
This calculation must be conducted if the County is to report its 2018 financial statements in accordance with generally accepted accounting principles. If this calculation was conducted by a firm other than GRS, it would be much more time consuming and difficult to implement the changes required under GASB 75.

FINANCIAL IMPACT
The cost to the employee benefit fund would be $25,000 in 2018 and $10,000 in 2019

RECOMMENDATION
The County administration strongly recommends that GRS conduct the retiree health insurance liability calculation as of December 31, 2017 during 2018 and the second year update during early 2019.

Please let me know if you have any questions.
Agenda Item 4

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ANNUAL RETIREE HEALTH CARE ACTUARIAL STUDY AND SECOND YEAR UPDATE

WHEREAS, Ingham County has historically used Gabriel Roeder Smith and Company to conduct its actuarial reporting; and

WHEREAS, generally accepted accounting principles require that an actuarial valuation of retiree health care be prepared at least bi-annually but with the implementation of GASB 75, it is recommended to have the report be completed every year; and

WHEREAS, the last actuarial report was issued for the year ended December 31, 2016; and

WHEREAS, Gabriel Roeder Smith and Company, One Town Square, Suite 800, Southfield, MI. 48076-3723 has agreed to conduct this valuation for the year ended December 31, 2017 at a cost of $35,000 which includes the annual investment update to 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Gabriel Roeder Smith and Company to conduct this annual retiree health care valuation and the second year update.

BE IT FURTHER RESOLVED, the total cost of $25,000 in 2018 and $10,000 in 2019 will be paid from the Employee Benefit Fund.

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.
TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 3, 2018
SUBJECT: Resolution to Fund Support Staff to Youth Commission

For the meeting agendas of July 16, July 17 and July 18, 2018

BACKGROUND
Ingham County Health Department (ICHD) is seeking funding for an ICHD employee to serve as support staff and advisor to the Ingham County Youth Commission (ICYC) on behalf of the Ingham County Board of Commissioners (BOC). The Ingham County BOC requested that ICHD appoint a staff member to serve in this capacity to assist and advise the ICYC. ICHD selected an employee with qualifications and experience to serve in this capacity, but because this employee is in a grant funded position, other funds would be necessary to cover non-grant funded work by this employee. ICHD is requesting the estimated cost of $2,000 to cover work related to supporting the ICYC, be provided through funds from the contingency balance. This agreement will be in effect upon approval and be ongoing.

ALTERNATIVES
BOC finds other means to support the Ingham County Youth Commission.

FINANCIAL IMPACT
If approved, all funding to cover this support staff position in the amount of $2,000 would be provided through funds from the contingency budget.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support transferring $2,000 in funds from the contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners, effective upon approval and ongoing.
Agenda Item 5a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO FUND SUPPORT STAFF FOR THE INGHAM COUNTY YOUTH COMMISSION

WHEREAS, Ingham County Health Department (ICHD) is seeking funding for an ICHD employee to serve as support staff and advisor to the Ingham County Youth Commission (ICYC) on behalf of the Ingham County Board of Commissioners (BOC); and

WHEREAS, the Ingham County BOC requested that ICHD appoint an employee to serve in this capacity to assist and advise the ICYC; and

WHEREAS, ICHD selected an employee with qualifications and experience to serve in this capacity, but because this employee is in a grant funded position, other funds would be necessary to cover non-grant funded work by this employee; and

WHEREAS, ICHD is requesting the estimated cost of $2,000 to cover work related to supporting the ICYC, be provided through funds from the contingency balance; and

WHEREAS, the Health Officer recommends that the estimated costs of $2,000 to cover the work related to supporting the ICYC, be provided through funds from the contingency balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes transferring $2,000 in funds from the Contingency budget to cover costs of an ICHD employee serving as support to the Ingham County Youth Commission on behalf of the Ingham County Board of Commissioners.

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.
Agenda Item 5b

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 28, 2018
SUBJECT: Authorization to Convert Two Part-Time Nurse Positions
For the meeting agenda of July 16th and July 18th, 2018

BACKGROUND
Ingham County Health Department wishes to convert two vacant part-time Health Center Nurse positions into a single full-time Health Center Nurse position in order to successfully recruit and fill a full 1.0 FTE. Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) delivers pediatric and women’s health services through its Cedar Community Health Center location at 5303 S. Cedar Street in Lansing. Cedar Community Health Center recently had two part-time Health Center Nurses retire from its operation: position #601283 (Cedar Pediatrics) and #601247 (Women’s Health). Half-time positions have been historically less attractive to potential candidates and can result in prolonged vacancies. This can hinder capacity to deliver high quality patient care and meet operational needs. Merging the two part-time positions to create a single full-time Health Center Nurse position increases the likelihood of timely success in filling the full 1.0 FTE, and better supports operational capacity to meet patient care needs. Current staffing levels will be sustained by the full-time Health Center Nurse dividing time between the Women’s Health and Cedar Pediatric clinics of the Cedar Community Health Center.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The conversion of Health Center Nurse positions #601283 and #601247 into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5) will result in a $2,979 decrease in costs incurred by ICHD.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1 (e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to convert the two part-time Health Center Nurse Positions to a single full-time Health Center Nurse Positions. Which will result in a $2,979 decrease in costs incurred by ICHD.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT TWO PART-TIME NURSE POSITIONS

WHEREAS, Ingham County Health Department’s (ICHD) Community Health Centers (CHCs) delivers pediatric and women’s health services through its Cedar Community Health Center location at 5303 S. Cedar Street in Lansing; and

WHEREAS, Cedar Community Health Center recently had two part-time Health Center Nurses retire from its operation: (position #601283 at Cedar Pediatrics and #601247 at Women’s Health); and

WHEREAS, ICHD wishes to convert these two vacant part-time Health Center Nurse positions into a single full-time Health Center Nurse position in order to successfully recruit and fill a full 1.0 FTE; and

WHEREAS, half-time positions have been historically less attractive to candidates and can result in prolonged vacancies, which hinder capacity to deliver high quality patient care and meet operational needs; and

WHEREAS, merging the two part-time positions to create a single full-time Health Center Nurse position increases the likelihood of timely success in hiring to fulfill the full 1.0 FTE, and better supports operational capacity to meet patient care needs; and

WHEREAS, current staffing levels will be sustained by the full-time Health Center Nurse dividing time between the Women’s Health and Cedar Pediatric clinics of the Cedar Community Health Center; and

WHEREAS, the Health Officer recommends, and the Ingham Community Health Center Board supports the conversion of Health Center Nurse positions #601283 and #601247 into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5) will result in a $2979.00 decrease in costs incurred by ICHD.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the two vacant part-time Health Center Nurse positions (#601283 and #601247) into a single 1.0 FTE Health Center Nurse (MNA Grade 6/ Step 5).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
Attached is a proposed resolution for authorizing 2018 Local Road Program Agreements with the referenced Townships to perform, and share costs for local road improvements in the respective Townships. The road department has worked with each Township to determine what local road projects are most needed and desired by the given township. The resolution includes a table of the proposed road improvements and funding.

The total of the road department match indicated in the resolution is included in the adopted/amended 2018 road fund budget. With the recent increased road funding, for 2018 and going forward, the typical annual match allocation to each township has been increased 50% over the respective townships’ prior amounts. The work listed in the table is proposed to be done by Road department crews. The estimated costs are for materials only as the Road department does not charge the townships for road department labor.

Approval of the attached resolution is therefore recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH ALAIEDON, AURELIUS, BUNKER HILL, INGHAM, LEROY, LESLIE, LOCKE, VEVAY, WHEATFIELD, WHITE OAK, AND WILLIAMSTOWN TOWNSHIPS

WHEREAS, 2018 Local Road Program Agreements are proposed for the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships; and

WHEREAS, The Road department has worked with each Township to determine what local road projects are most needed and desired by the given township; and

WHEREAS, The Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute road department labor without charge on the above projects, and to pay for portions of the cost of said improvements from the County Road Fund as indicated for each Township in the table below; and

WHEREAS, total Road Department funding match amount indicated in the table below is included in the adopted/amended 2018 Road Department budget; and

WHEREAS, In the event the final cost of any of the projects is more than the estimates provided in the table below, for any final costs less than twice the maximum Road Department match amount set forth in the table below, the additional cost will be split evenly between the respective Township and the Road department, and for any final costs greater than the twice the maximum Road Department match amount set forth in the table below, the additional cost will be paid entirely by the respective Township; and

WHEREAS, In the event the final cost of any of the projects is less than the estimates provided in the table below, for any final cost amount greater than twice the maximum Road Department match amount set forth in the table below, the savings will first accrue to the Township, and then for any final costs below twice the maximum Road Department match amount set forth in the table below, the savings will be split evenly between the respective Township and the Road Department; and

WHEREAS, The respective Townships are willing to pay the respective Township’s portion of the cost of said improvements as shown in the table below and as further detailed above, provided, however, that the respective Township excess payments will not exceed 10 percent (10%) of the Township contribution amounts established in the respective Agreements, unless the respective Township agrees otherwise, or may reduce the scope of described road improvement projects per the respective Township’s available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2018 Local Road Program Agreements with the following Townships with details of the proposed road improvement and funding provided in the table below: Alaiedon, Aurelius, Bunker Hill, Ingham, Leroy, Leslie, Locke, Vevay, Wheatfield, White Oak, and Williamstown Townships.
BE IT FURTHER RESOLVED, the Road Department is authorized to contribute match funds to the respective projects per the amounts shown in the table below and/or as may be necessary for any final project costs differing from estimates as provided above.

BE IT FURTHER RESOLVED, the Road Department shall invoice each Township for its contribution as provided above.

BE IT FURTHER RESOLVED, that the Road Department shall cause the improvements identified in the table below to be performed by Road Department crews without charge to the respective projects for road department staff labor during the construction season of the 2018 calendar year subject to final approval by, or as modified by, each Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary agreements consistent with this resolution and approved as to form by the County Attorney.
### 2018 Local Road Program Match Amounts, Projects & Estimated Costs

<table>
<thead>
<tr>
<th>Township</th>
<th>Prior Match Remaining</th>
<th>2018 Road dept. Match</th>
<th>Total 2018 Match Available</th>
<th>Proposed 2018 Local Road Projects</th>
<th>Estimated Total Project Cost</th>
<th>Estimated Township Cost</th>
<th>Estimated Road dept. Cost</th>
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</thead>
<tbody>
<tr>
<td>Alaiedon</td>
<td>$0.00</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>Full maintenance pave Hulett, Sandhill to I-96; Chip-seal all following: Stillman, Dobie/Sandhill - Meridian; Harper, Okemos - Wolverine; Wolverine, Harper - Howell; Lamb, Hagadom - Walline. Total of aprox. 11 miles.</td>
<td>$165,000.00</td>
<td>$120,000.00</td>
<td>$45,000.00</td>
</tr>
<tr>
<td>Aurelius</td>
<td>$682.09</td>
<td>$33,300.00</td>
<td>$33,982.09</td>
<td>Full maintenance pave Bunker &amp; Curttice roads, both from Gale to Onondaga roads, total of 2 miles.</td>
<td>$90,000.00</td>
<td>$56,017.91</td>
<td>$33,982.09</td>
</tr>
<tr>
<td>Bunkerhill</td>
<td>$22,200.00</td>
<td>$33,300.00</td>
<td>$55,500.00</td>
<td>Skip-paving as necessary &amp; Chip-sealing all following: Williams, DeCamp - Ewers (double chip seal); DeCamp, Williams - Haynes; Friermuth, Fitchburg - DeCamp; Baseline, Bunker Hill - Friermuth. Total of aprox. 6.25 miles.</td>
<td>$135,500.00</td>
<td>$80,000.00</td>
<td>$55,500.00</td>
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<td>Delhi</td>
<td>$151,104.24</td>
<td>$99,000.00</td>
<td>$250,104.24</td>
<td>Township electing to pass this year.</td>
<td></td>
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<tr>
<td>Ingham</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Full maintenance pave Dakin, Clark - Williamston, 1 mile; Skip-pave as necessary &amp; Chip-seal Osborne, Columbia - Howell, 1 mile.</td>
<td>$66,600.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
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<tr>
<td>Lansing</td>
<td>$76,518.73</td>
<td>$60,000.00</td>
<td>$136,518.73</td>
<td>Township electing to pass this year.</td>
<td></td>
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<tr>
<td>Leroy</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Skip-paving various roads where needed, to be determined with township.</td>
<td>$78,300.00</td>
<td>$45,000.00</td>
<td>$33,300.00</td>
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<td>Leslie</td>
<td>$9,514.70</td>
<td>$36,000.00</td>
<td>$45,514.70</td>
<td>Skip-paving as necessary &amp; Chip-sealing following: Ingalis, Tuttle - Churchill; Dutch, County line to Olds. Total aprox. 2 miles.</td>
<td>$91,029.40</td>
<td>$45,514.70</td>
<td>$45,414.70</td>
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<td>Locke</td>
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<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Skip-paving where needed on: Royce, Morrice - Herrington; Corey, Bell Oak - Haslett; Harris, Sherwood - Bell Oak; Bell Oak, Shaftsburg - Harris.</td>
<td>$118,300.00</td>
<td>$85,000.00</td>
<td>$33,300.00</td>
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<tr>
<td>Meridian</td>
<td>$0.00</td>
<td>$172,500.00</td>
<td>$172,500.00</td>
<td>Separate previous resolution.</td>
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<td>Stockbridge</td>
<td>$71,000.00</td>
<td>$33,300.00</td>
<td>$104,300.00</td>
<td>Township electing to pass this year.</td>
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<tr>
<td>Vevay</td>
<td>$41,488.72</td>
<td>$45,000.00</td>
<td>$86,488.72</td>
<td>Full maintenance pave Hull, Tomlinson - Bames. Aprox. 2 miles.</td>
<td>$100,000.00</td>
<td>$50,000.00</td>
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<tr>
<td>Wheatfield</td>
<td>$0.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
<td>Full maintenance pave Noble, Burkley - Zimmer. Aprox. 1.5 miles.</td>
<td>$66,600.00</td>
<td>$33,300.00</td>
<td>$33,300.00</td>
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<tr>
<td>White Oak</td>
<td>$51,999.51</td>
<td>$33,300.00</td>
<td>$85,299.51</td>
<td>Maintenance skip-paving of all following: Iosco, Meech - Sears; Sears, Iosco to aprox. Half mile north; Cooper aprox. half mile in low areas between M-52 &amp; Brogan. Total aprox. 6 miles. Absorbs and replaces 2017 work which was not completed due to seasonal limitations.</td>
<td>$170,599.02</td>
<td>$85,299.51</td>
<td>$85,299.51</td>
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<tr>
<td>Williamstown</td>
<td>$0.00</td>
<td>$45,000.00</td>
<td>$45,000.00</td>
<td>Complete any remaining paving prep and chip-seal previously paved/prepared all of following: Barry, Shoeman - Lounsbury; Gulick, Shoeman - Zimmer; Turner, Burkley-Meridian; a total of aprox. 5 miles. Paving and prep all of following: Milton, Zimmer to Bentley; Burkley, Twp line to Grand River; Barton, Sherwood to Haslett; Epley, Zimmer to Shaftsburg; Milton, Williamston-Twp line; a total of aprox. 7.4 miles; Chip-seal with minor prep Corwin, Twp line/CSX RR to Grand River, aprox. 0.2 miles. This will absorb any work remaining uncompleted from prior years.</td>
<td>$453,000.00</td>
<td>$408,000.00</td>
<td>$45,000.00</td>
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<tr>
<td>Totals</td>
<td>$802,200.00</td>
<td>$1,226,707.99</td>
<td>$2,074,928.42</td>
<td>Chip-seal applications shown above are single course unless otherwise noted.</td>
<td>$1,534,928.42</td>
<td>$1,041,432.12</td>
<td>$493,396.30</td>
</tr>
</tbody>
</table>

50% Increase

Costs for materials only, labor by ICRD.
TO: County Services and Finance Committees  
FROM: Tom Gamez, Director of Operations ICRD  
DATE: June 28, 2018  
SUBJECT: Extension of Resolution #17-180: Purchase of new equipment for 3 new tandem axle truck chassis.

The purpose of this correspondence is to support the attached resolution to extend the Board of Commissioners approved Resolution #17-180 adopted on May 9, 2017, approving the purchase of hydraulic components and equipment from Certified Power per RFP 61-17, to purchase the new equipment required for building 3 new tandem axle dump trucks.

The Road Department has purchased 3 new tandem axle truck chassis from the State of Michigan MIDEAL program. The required hydraulic equipment and components are purchased separately from the truck chassis. The ICRD Maintenance Shop will install all of these components on the 3 new tandem axle truck chassis.

The 3 new tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

It is the Purchasing and Road Departments have determined which products are most advantageous for the County. This decision was based on a combination of engineering, design of equipment, availability of equipment, inventory requirements, proven reliability, cost of labor and materials to assemble on the tandem axle trucks.

The Road Department’s adopted 2018 budget which was amended per Resolution 18-254 on June 12, 2018, includes capital road equipment expenditures and funds for this purchase, as it is also included in the 2018 road equipment replacement plan included in Resolution 18-254.

Bids for equipment required to complete the 3 new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #61-17 in 2017, and it is their recommendation, with the concurrence of Road Department staff, to extend the Board approved Resolution 17-180 and purchase equipment from the same vendor in 2018:

Certified Power, Inc. 26495 South Point Road Perrysburg, Ohio 43551; 3 Hydraulic tanks, 3 Hydraulic pumps & valves, 3 Hydraulic controls, 3 Spreader controls and several other hydraulic components, with a total cost of $56,682.00 for all 3 new trucks.

Therefore approval of the attached resolution is recommended, to authorize purchasing of the Road Department’s 2018 hydraulic equipment required for building 3 new tandem axle trucks.
Bobbie Mayes  
Ingham County Road Commission  
Mason, MI  

6-27-18  

RE: Contract Extension 2018  

Bobbie,  
This letter is to inform you of our willingness to extend the contract executed by your purchase order #95459 dated 5-09-17 in response to your RFQ 61-17.  

We will extend the pricing as proposed and accepted previously for a maximum of 5 additional systems for delivery before December 14, 2018. Current delivery from us is 10-12 weeks so additional orders will need to be placed by September 14, 2018 or sooner, with requested delivery date noted on the purchase order.  

All terms and conditions associated with your purchase order #95459 will be accepted into an extension of this agreement. A new purchase order number will be required for this extension.  

I am providing 2 new quotations #18321551 (system components) and #18321552 (reservoirs) with a quantity of 1 on each. You may order up to 5 systems individually from these quotations as extensions of the original submission by Certified Power Inc. to Ingham County, MI.  

For convenience both quotations can be accepted by one purchase order per system. They were previously accepted by one purchase order each but were separated on previous invoices on our end for freight purposes.  

Sincerely,  

Don Nichols  
Certified Power Inc.  
Perrysburg, Ohio
WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks, which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted Resolution #18-254 on June 12, 2018. The 2018 budget includes in capital road equipment expenditures and funds for this purchase as it is also included in the 2018 road equipment replacement plan; and

WHEREAS, equipment and components are needed to complete the three new tandem axle truck chassis; and

WHEREAS, the Board of Commissioners approved the Resolution #17-180 adopted on May 9, 2017, approving the purchase of hydraulic equipment and components from Certified Power per RFP 61-17; and

WHEREAS, bids for equipment to complete the three new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department in 2017, and it is their recommendation, with the concurrence of Road Department staff, to extend the agreement with Certified Power Inc. of Perrysburg OH for hydraulic equipment and components at a total cost not to exceed $56,682.00 for all 3 truck chassis in 2018.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the extension of Board Resolution #17-180 that authorizes the purchase of hydraulic components and equipment required to complete the three new tandem axle truck chassis from:

Certified Power, Inc. of Perrysburg, Ohio; 3 Hydraulic tanks, 3 Hydraulic pumps & valves, 3 Hydraulic controls, 3 Spreader controls and several other hydraulic components, with a total cost of $56,682.00 for 3 new trucks.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SPECIAL AND ROUTINE PERMITS
FOR THE 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 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 July 2, 2018 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<tbody>
<tr>
<td>2018-357</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>RISCH RD &amp; HOWELL RD</td>
<td>WHITE OAK</td>
<td>1</td>
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<tr>
<td>2018-365</td>
<td>AURELIUS TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>AURELIUS</td>
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<tr>
<td>2018-366</td>
<td>MERIDIAN TOWNSHIP WATER</td>
<td>WATERMAIN</td>
<td>SHOESMITH RD &amp; SUMMERFIELD LN</td>
<td>MERIDIAN</td>
<td>12</td>
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<tr>
<td>2018-367</td>
<td>MERIDIAN TOWNSHIP WATER</td>
<td>WATERMAIN</td>
<td>RABY RD &amp; OKEMOS RD</td>
<td>MERIDIAN</td>
<td>10</td>
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<tr>
<td>2018-368</td>
<td>MERIDIAN TOWNSHIP WATER</td>
<td>WATERMAIN</td>
<td>HASLETT RD &amp; MARSH RD</td>
<td>MERIDIAN</td>
<td>10</td>
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<td>2018-369</td>
<td>MERIDIAN TOWNSHIP WATER</td>
<td>WATERMAIN</td>
<td>GREEN RD &amp; SPRING MILL DR</td>
<td>MERIDIAN</td>
<td>12</td>
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<tr>
<td>2018-370</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>BARRY RD &amp; LOUNSBURY RD</td>
<td>WILLIAMSTOWN</td>
<td>2</td>
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<td>2018-371</td>
<td>LBWL</td>
<td>CABLE / OH</td>
<td>WAVERLY RD &amp; ST JOESPH</td>
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<td>2018-372</td>
<td>COMCAST</td>
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<td>ROLLING RIDGE CT &amp; ANCHOR ST</td>
<td>DELHI</td>
<td>17</td>
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<td>2018-373</td>
<td>MSU</td>
<td>LANE CLOSURE</td>
<td>MT. HOPE RD &amp; FARM LN</td>
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<tr>
<td>2018-377</td>
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<td>CHARLES ST &amp; MARCUS ST</td>
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<td>2018-383</td>
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<td>LANE CLOSURE</td>
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<td>2018-389</td>
<td>C &amp; D HUGHES, INC</td>
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<td>MERIDIAN</td>
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<td>2018-439</td>
<td>BROCK FLETCHER</td>
<td>LAND DIVISION</td>
<td>BARRY RD &amp; ZIMMER RD</td>
<td>WILLIAMSTOWN</td>
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</table>

MANAGING DIRECTOR: ______________________________
BACKGROUND
During recent negotiations resulting in a December 28, 2017 tentative agreement with the ICEA Park Rangers Unit, the process for reclassification was discussed. The tentative agreement included allowing employees in the unit to request reclassification in accordance with Human Resources standard operating procedure. This process was initiated in January and concluded on June 19, 2018 with the Unit concurring with the analysis from Human Resources.

Implementation of the results would be in accordance with language of the collective bargaining agreement pursuant to Article 15, Reclassification.

ALTERNATIVES
The Board of Commissioners may elect to approve all of or any portion of the recommendation or not approve the changes recommended.

FINANCIAL IMPACT
The financial impact (wages and fringe benefit costs) associated with each position seeking reclassification and the cumulative impact of all positions is as follows:

<table>
<thead>
<tr>
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<tr>
<td>Asst. Park Manager (759005)</td>
<td>$ 5,987</td>
<td>$ 5,987</td>
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STRATEGIC PLAN CONSIDERATIONS
The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS
Reclassification requests for employees in other bargaining units and for the Managerial and Confidential Employee group have been previously approved.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve ICEA Parks Reclassification Requests.
<table>
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<tr>
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RESOLUTION TO APPROVE INGHAM COUNTY EMPLOYEES’ ASSOCIATION AGREEMENT FOR THE PARK RANGERS UNIT RECLASSIFICATION REQUEST

WHEREAS, an agreement has been reached between the Ingham County Employees’ Association for the Park Rangers Unit through December 31, 2020; and

WHEREAS, the Human Resources Department executed the process for reclassification requests from employees in the unit; and

WHEREAS, the current wage scale for Asst. Park Manager I is $41,147 to $50,404 and the current wage scale for Asst. Park Manager II is $41,764 to $57,637 and the current wage scale for Park Ranger is $35,004 to $42,453; and

WHEREAS, all reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the ICEA Park Rangers Unit completed the review and agreed upon the proposed results.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby establishes the new consolidated wage scale for Asst. Park Manager is $46,598 to $62,514 and the new wage scale for Park Ranger is $39,052 to $48,680.

THEREFORE BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

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<th>Position Title</th>
<th>Action</th>
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<td>759011</td>
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<td>759003</td>
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<tr>
<td>759010</td>
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BE IT FURTHER RESOLVED, that the change(s) will be effective the first pay period following approval by the Board of Commissioners.
MI NURSES
Association

MICHIGAN NURSES ASSOCIATION
Grievance Form

Grievance #: Date filed: 3/11/18
Grievant(s): Michigan Nurses
Department/area or unit: ICHD
Shift: all
Title and/or position: Labor rep
E-Mail: JULIA.HECKER@MICHIGAN.ORG
Employer: ICHD
Immediate supervisor: Linda Y. Annette Scott

Statement of grievance: Ongoing wage issue for Nurse Practitioners.
Only paid "on-call bonus" and not hourly rate or overtime for hours actually worked. This was raised at negotiations and has been occurring for several years.

Contract provisions violated: Article 10 Section 10 and all others that apply

Relief requested: Back pay for all hours worked when "on-call bonus" was paid. Make members whole retroactive to the implementation of "on-call bonus".

Signatures: Class Action MNA
GRIEVANT
BARGAINING UNIT REPRESENTATIVE

Employer response: The grievance is denied because there is no violation of the CBA and because it is not timely. Due to the nature of the "on-call" system used by the employer, as set forth in the CBA, "on-call" time is spent fielding work related phone calls away from the employer's premises. This does not qualify as hours worked.

Date: 3/11/18

Grievant's reasons for rejection:

Acceptance: □ yes □ no - appeal to next step

Grievant's signature: ____________________________ Date: ____________

DISTRIBUTION: WHITE - EMPLOYER, PINK - GRIEVANT
CANARY - MNA; 2310 JOLLY OAK RD, OAKLAND, MI 48364
Hello Travis,

The Union can agree to hold this grievance in abeyance for 30 days with an expiration of May 3, 2018, while our information request is compiled and both parties have time to examine the documentation.

The on-call bonus has been paid to the Nurse Practitioners, however, the County has categorized this as wages, not a bonus, which is violation of FLSA and the CBA wage grids. There is also a difference of opinion of the definition of the term “bonus” which is above and beyond an hourly wage. We do agree that wage compensation need be applied to time actually worked, meaning, taking calls while on-call and not time spent being available to take calls, which is the purpose of the on-call bonus.

The Union does not agree that the on-call bonus would negate the lawful requirement to compensate NPs at their negotiated hourly rate for time actually worked while on-call. Combining the total bonus time paid and asserting that this would cover the wages for hours worked under the FSLA is not an accurate interpretation of the act.

The language you have highlighted below refers to the on-call bonus eligibility which includes being available to take work related phone calls and not the actual time worked taking those calls.

**Section 10. “On-Call” Bonus.** Effective upon ratification of this Agreement, Nurse Practitioners and nurses assigned to the Communicable Disease Unit on “on-call” status shall receive and will be paid an “on-call” bonus equal to:

- Ratification Date – December 31, 2013 - $3.23
- January 1, 2014 – December 31, 2014 - $3.23

per hour for weekdays (Monday through Friday) and for weekends and holidays. (Weekends are defined as beginning at 5:00 p.m. on Friday and running through 7:59 a.m. on Monday.) “On-call” bonus hours shall not be included in calculating overtime, and the “on-call” bonus shall be paid quarterly. “On-call” status bonus shall include work related telephone calls.

The phone records in conjunction with the logged hours of on-call time should be enough to determine the extent of what the NPs are owed for actual hours worked in addition to their on-call bonus.

We would be happy to discuss the means of tracking actual work hours, the compensation for those hours and the on-call requirements of the NP position going forward.

Please let me know if this time period of 30 days will be sufficient and a time to meet and discuss the new methodology for tracking the work time while on call.

Regards,

_Julia Smith-Heck_
_Labor Relations Representative_
_MINURSES Association_
_2310 Jolly Oak Road_
_Okemos, Michigan 48864_
From: Parsons, Travis <TParsons@ingham.org>
Sent: Tuesday, April 3, 2018 4:09 PM
To: Julia Heck <Julia.Heck@minurses.org>
Cc: Southwell, Jane <JSouthwell@ingham.org>; McMillan, Christina <CMcMillan@ingham.org>; Scott, Anne
<ASCott@ingham.org>; Matt Nordfjord (mnordi@cstmlaw.com) <mnordi@cstmlaw.com>
Subject: Grievance - "On-Call"

Hi Julia —

Instead of answering the grievance, I would like to put it on-hold and propose an alternative path to resolve the issue with “on-call”. Following our meeting last Monday, it appears we can come up with a viable solution both looking backward and going forward. Based on my understanding of the facts, the “on-call” bonus has been paid per the CBA. However, the time spent actually taking a work call during the “on-call” period has not been tracked as “hours worked” under the FLSA. This raises a question of whether this time was fully compensated by the on-call bonus. My understanding is that we are on the same page that the time spent otherwise being available/waiting to take a call is not “hours worked” under the FLSA.

The open question is whether the hours worked (talking on the phone) are compensable. The answer depends on how much time someone spent on the phone while they were “on-call”. For NP’s we will calculate their time spent taking a work related call at their individual hourly wage (regular or overtime depending on hours worked each week while on-call) and compare it to the amount they received in “on-call” bonus (e.g. $374.68) for that same period. Only if the hours worked calculation exceeded the amount received for on-call bonus, would the time be compensable under the FLSA. This is consistent with the CBA in reading Article 10, Sec. 10:

**Section 10. “On-Call” Bonus.** Effective upon ratification of this Agreement, Nurse Practitioners and nurses assigned to the Communicable Disease Unit on “on-call” status shall receive and will be paid an “on-call” bonus equal to:

- Ratification Date – December 31, 2013 - $3.23
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per hour for weekdays (Monday through Friday) and for weekends and holidays. (Weekends are defined as beginning at 5:00 p.m. on Friday and running through 7:59 a.m. on Monday.) “On-call” bonus hours shall not be included in calculating overtime, and the “on-call” bonus shall be paid quarterly. “On-call” status bonus shall include work related telephone calls.

The problem is that we need to track this time to make sure the “on-call” payment covers the hours worked taking calls for each on-call period.

Proposed plan going forward, put the grievance on hold while the County performs an audit looking back 2 years to determine the time spent by each NP on the phone while “on-call” and calculate whether additional compensation is owed. To complete your request for information and assist with auditing the historical time spent on the phone, Anne Scott has submitted requests for log information from the on-call service and requested the phone records for the cell number used for on-call. To alleviate this issue going forward, it would be required that NP’s log and submit time spent on the phone while “on-call”.

Please let me know your thoughts regarding this approach and I will get you copies of the information as soon as it is received.

Travis
Graham, Sue

From: Graham, Sue
Sent: Tuesday, June 5, 2018 12:38 PM
To: Julia Heck (julia.heck@minurses.org)
Cc: Southwell, Jane; McMillan, Christina; Scott, Anne; Matt Nordfjord
    (mnordi@cstmiaw.com); Clous, Joan; Bliesener, Elisabeth
Subject: Step 3 Grievance Response (2018-208: On-Call Bonus)

Dear Julia,

Attached please find the 3rd step response of the County to grievance 2018-208: On-Call Bonus.

Regards,

Sue

Sue Graham, Director
Ingham County Human Resources
(517) 887-4372
June 5, 2018

Julia Smith-Heck, Labor Relations Representative
Michigan Nurses Association
2310 Jolly Oak Road
Okemos, MI 48864
Via email: Julia.heck@minurses.org

RE: Step 3 Grievance Response (2018 - #208: On-Call Bonus)

Dear Ms. Smith-Heck,

After review and careful consideration of the information presented and the collective bargaining agreement between the parties, the following is the Step 3 grievance response of the County to Grievance 2018 - #208: On-Call Bonus:

The grievance is denied because there is no violation of the collective bargaining agreement (CBA) and because it is not timely. The "on-call" bonus has been paid to employees according to Article 10, Section 10, in the same amount and under the same terms and conditions since December 4, 2013. Notably, the "on-call" bonus language has been in the predecessor CBAs since at least January 1, 2005, with the last two sentences of Section 10, remaining unchanged; specifically, "On-call" bonus hours shall not be included in calculating overtime, and the "on-call" bonus shall be paid quarterly. "On-call" status bonus shall include work related telephone calls."

Further, as verified by the Employer's records, the compensation paid to employees for the "on-call" bonus as set forth in Article 10, Section 10, which expressly includes work related telephone calls, does not violate the Fair Labor Standards Act or the wage rates set forth in the CBA.

Sincerely,

Sue Graham
Human Resources Director

Ingham County is an Equal Opportunity Employer
June 5, 2018

Via Email and USPS

Sue Graham, Human Resources Director
Ingham County Health Department
5303 S. Cedar St. Suite 2102
Lansing MI 48911

Dear Ms. Graham,

Let this letter serve as notice of the Union’s intend to move this grievance (2018-#208 On-Call Bonus) to Step 4 per Article 7, section 3 of the CBA.

This provision of the CBA states that “The County Services Committee shall meet to discuss the grievance at the next regularly scheduled committee meeting.”

The next County Services Committee meeting is scheduled for June 19, 2018. I look forward to your notice at least four days prior to the meeting.

Sincerely,

[Signature]

Julia Smith-Heck, Labor Relations Representative
Michigan Nurses Association

RECEIVED
JUN 08 2018
INGHAM COUNTY HUMAN RESOURCES

Cc Jane Southwell, Interim President Ingham County Professional Nurse Council
Ingham County – Central File Storage Project

Progress Report for:
County Wide Paper/Electronic File Storage - 6/20/2018

Progress
- In February 2016 a space utilization study was done by DLZ to determine how departments are utilizing their space and what opportunities may exist to consolidate and plan for growth. As part of that study, file storage challenges was included in the assessment for all departments. Several options were considered but due to costs and budget constraints, the project was put on hold.
- On June 19, 2018 a meeting was held with representatives from both Circuit Court (Shauna Dunnings) and the Clerk’s office (Morgan Cole & Tracy Smith) to discuss current storage challenges, file storage requirements, and how best to address these issues going forward.
- Based on recent rule changes from SCAO (State Court Administrator Office) regarding imaging and electronic storage, it was determined that additional space and/or brick & mortar type storage facility was no longer the preferred method for file storage.

Plans
- It was recommended that the County pursue scanning and electronically storing all documents once the rules and standards are identified.
- FOC (Friend of Court) is looking at hiring a consultant in 2019 through the CIP process. The consultant will be looking at helping to identify IRS requirements and standards for electronic file/document storage.
- Once standards are established for the various departments in Ingham County, the Purchasing Department along with ITD and the various departments can begin to work on putting together an RFP once they have BOC approval.

Concerns/Issues
- Because this will be a multi-year project, existing files/documents need to be stored in a safe & secure manner until the imaging is complete.
- Look at cost to modify existing WET fire suppression systems in the various locations to a dry fire suppression system as well as additional security enhancements were applicable.
- Waiting for 2019 to hire a consultant will delay the electronic storage process.

Richard Terrill
Ingham County Facilities Director
Agenda Item 8b

MEMORANDUM

TO:        Board of Commissioners County Services Committee

FROM:      Timothy J. Dolehanty, Controller/Administrator

DATE:      July 10, 2018

SUBJECT:   Contract Inventory and Policy Implementation

At the May 1, 2018 meeting of the County Services Committee, Commissioner Sebolt stated “that he requested that the Controller’s Office perform a search of the contracts approved by the Board of Commissioners from the last 10 years by searching resolutions. He further stated that the Controller’s Office should then work with the Clerk’s Office to use their key search terms, such as resolution number, name of contract, termination or end date, or first three parties to the contract, to find out what contracts were and were not filed with the Clerk. Commissioner Sebolt stated that Controller’s Office should bring forward a list of Department Heads for disciplinary measures based on the finding of their search. He further stated that if State law and Board of Commissioners policy could not ensure that contracts are properly filed, this required serious action and it was time to clean up the departments.” Chairperson Nolan asked for “an update on this issue in a couple of months in order to see if this change truly solved the problem. She stated it could come before the Committee in July.”

Contract Search
Our effort to “perform a search of the contracts approved by the Board of Commissioners from the last 10 years by searching resolutions” resulted in identification of more than 2,500 potential contracts. A list of these contracts including resolution number, name of contract, termination or end date is attached. While some resolutions were classified a contractual in nature, they did not necessarily involve an exchange of funds. The true “contract” nature of other resolutions is open to interpretation. It was determined that an effort to determine the “first three parties to the contract” was time-prohibitive. Neither the Clerk’s office nor the Controller’s office have the necessary staff available to successfully complete that task.

Department Head Discipline
Direct report departments were asked to review the status of all contracts to determine whether they were properly filed. Our extensive search and review of resolution-based contracts yielded no evidence of missing contracts or intentional wrong-doing by current department heads requiring disciplinary action.

Policy Implementation
Amendments to the contract policy instituted in May appear to have had the desired effect. Contracts are routinely presented to the Clerk’s office for filing by the Director of the Board of Commissioners office.

C:        Board of Commissioners

Attachments
A. Purpose and Applicability

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

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

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

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


B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. **Job Description Amendment** means a change in the essential functions, education or experience requirements of a position.
2. **Reclassification** refers to a modification in duties of a single position that results in a classification or compensation change.

3. **Reorganization** means a change in status of two or more positions, creating new positions, changing the duties and responsibilities of multiple positions or eliminating positions.

### B.C. Procedure

1. **Job Description Amendment**

   Department Heads shall work in conjunction with the Human Resources Department to modify a job description. The Human Resources Department will determine if proposed changes warrant reclassification of the position (pay grade change). If proposed amendments do result in changes to the position pay grade, then the department head must follow procedures set forth for reclassification requests, below. Once complete, the proposed job description shall be forwarded to the appropriate labor union representative for review. The union will have six business days to review and offer comments on the proposed job description. If the union is in agreement with the suggested changes, then the Human Resources Department will notify the Department Head. If not, a meeting will be scheduled between the union, Department Head and Human Resources Department to discuss the proposed job description. After the meeting the Department Head may move forward with the proposal.

   If proposed amendments do not result in changes to the position pay grade, then the Department Head may post the position.

2. **Reclassification**

   Reclassification proposals are considered as part of the collective bargaining process when Union officials call for reclassification requests from their respective members. Non-bargaining unit employees may request reclassification once each year upon expiration of the Managerial and Confidential Employee Personnel Manual.

   Employees who seek position reclassification shall request the necessary application forms from either their Union or the Human Resources Department. Completed reclassification forms shall be submitted to the designated Union officials or the Human Resources Department by the closing deadline. The Human Resources Department shall schedule a meeting with the employee applicant, department
supervisor, Department Head and appropriate union representative to review each reclassification request. Upon evaluation of each reclassification request, the Human Resources Department and union representatives shall meet to discuss their findings. If agreement is reached on the outcome of a requested reclassification, the Human Resources Director shall draft a resolution for consideration by the Board of Commissioners once the appropriate collective bargaining agreement has been settled. If no agreement is reached, the reclassification request shall be referred to the negotiation table for discussion as part of the collective bargaining process.

The Human Resources Department shall notify employees about reclassification determinations upon approval or denial by the Board of Commissioners.

3. New Positions

Department Heads may propose new positions through the annual budget process or by way of a budget amendment. Budget amendments are processed through standing liaison committees and the Finance Committee. Department Heads shall propose a funding source for each new position proposed. No department may create a position, grant funded or otherwise, unless the Board of Commissioners has approved the position and appropriated the necessary funds.

4. Reorganization

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

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

## Reorganization Procedure

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

***Timeline is approximate as holidays and other scheduling anomalies may impact final date. Department Heads should anticipate 12 weeks for completion***
INGHAM COUNTY DEPARTMENT REORGANIZATION FLOW CHART

START
Solicit input from staff, applicable Unions; Discuss reorganization with appropriate BOC Committee Chair
Send preliminary plan to HR
Department Head and HR create final job descriptions; HR establishes pay grade.
Send preliminary plan and job descriptions to applicable Union(s)
Union rejects plan
Meet with Union to discuss concerns
First Rejection
Second Rejection
Quit
HR prepares New Classification Packet including Memo of Analysis, final job descriptions and pay grade, Union letter of support or opposition
Budget Office prepares cost projection for implementation of proposed plan

Department Head prepares Discussion Item including Memo of Explanation, HR New Classification Packet, Budget Office cost projection
Appropriate BOC Subcommittee meets to discuss preliminary plan and job descriptions
Subcommittee supports plan
Prepare Resolution of Adoption
Appropriate BOC Subcommittee meets to consider Resolution of Adoption
Subcommittee rejects plan
BOC Finance Committee meets to consider Resolution of Adoption
Subcommittee supports plan
Finance Committee supports plan
BOC approves plan
BOC rejects plan
Quit
Quit

FINISH
TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: July 10, 2018

SUBJECT: Resolution to Amend the Emergency Purchases Section of the Purchasing Procedures Policy

BACKGROUND
Section J of the Purchasing Procedures Policy (Financial Policy No. 412) allows for emergency purchases to be made outside of the normal process that requires advance approval of standing subcommittees and Board of Commissioners. Such purchases must have approval of the Purchasing Director and authorization of the Controller.

Current policy states an emergency purchase must be “essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property.” A recent series of emergency purchases, while certainly urgent, only loosely matched the established threshold of the established criteria. This proposed change to the emergency purchases section (see below) is intended to address urgent purchases necessary prevent creation of an unbearable working environment due to a pending or actual mechanical failure.

J. Emergency Purchases. Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential 1) to prevent detrimental delays in the work of any department; 2) which might involve danger to life and/or damage to County property, or 3) to correct a pending/actual mechanical failure that might otherwise result in an unbearable work environment. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections F.4 and F.5. All such emergency purchases shall be covered by a subsequent purchase order.

ALTERNATIVES
Current practice of addressing pending and actual mechanical failures will likely continue without a policy change in order to sustain operations and service delivery.

FINANCIAL IMPACT
There is no direct financial impact associated with the proposed change. The change does impact a purchasing procedure, but also reflects current practice.

STRATEGIC PLAN CONSIDERATIONS
The proposed change is consistent with the Management, Finance and Governance strategy to periodically review and revise policies and contracting procedures to reflect current best practices.

RECOMMENDATION
I respectfully recommend approval of the attached resolution to amend the emergency purchases section of the Purchasing Procedures Policy.
Introduced by the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE EMERGENCY PURCHASES SECTION OF THE PURCHASING PROCEDURES POLICY

WHEREAS, Section J of the Purchasing Procedures Policy (Financial Policy No. 412) allows for emergency purchases to be made outside of the normal process that requires advance approval of standing subcommittees and Board of Commissioners; and

WHEREAS, a recent series of emergency purchases, while certainly urgent, only loosely matched the established threshold of the established criteria for such purchases; and

WHEREAS, the Board of Commissioners wishes to amend the emergency purchases section of the Purchasing Procedures Policy to address urgent purchases necessary prevent creation of an unbearable working environment due to a pending or actual mechanical failure; and

WHEREAS, the proposed amendment is consistent with the Strategic Plan’s Management, Finance and Governance strategy to periodically review and revise policies and contracting procedures to reflect current best practices.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves changes to Section J of the Purchasing Procedures Policy to read as follows:

J. Emergency Purchases. Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential 1) to prevent detrimental delays in the work of any department; 2) which might involve danger to life and/or damage to County property, or 3) to correct a pending/actual mechanical failure that might otherwise result in an unbearable work environment. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections F.4 and F.5. All such emergency purchases shall be covered by a subsequent purchase order.
WHEREAS, Doug Stover began his career with the Ingham County Equalization Department on May 22, 1989; and

WHEREAS, Doug was promoted to the position of Equalization Director on September 18, 1996; and

WHEREAS, during his years of service to Ingham County, he has provided outstanding leadership and his ability to work well with local assessors, elected officials at all levels of government, department heads and employees has played a vital role in the effective, efficient operation of Ingham County government, earning him the respect of county officials, colleagues state-wide and all those around him; and

WHEREAS, Doug has helped to guide the County through several very challenging budget cycles by sharing his understanding of the Michigan General Property Tax Act and his ability to project assessed and taxable property values with a high degree of accuracy; and

WHEREAS, through Doug’s leadership, Ingham County has established exceptional mapping and remonumentation programs; and

WHEREAS, Doug consistently applied ethical standards in fulfillment of his assigned responsibilities which serve as an example for all Ingham County employees; and

WHEREAS, with more than 29 years of dedicated service to Ingham County, Doug is retiring from his position as Equalization Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Doug Stover for his dedication and commitment to the County of Ingham and extends its sincere appreciation for the many contributions he has made to the citizens of Ingham.

BE IT FURTHER RESOLVED that the Board of Commissioners extends its best wishes to Doug and hopes for continued success in all of his future endeavors.