THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, SEPTEMBER 18, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

1. **Capital Regional International Airport Authority** – Interviews

2. **Equal Opportunity Committee**
   a. Resolution to Adopt a Revised Equal Opportunity Employment Plan
   b. Resolution on Accessible Voting Machines

3. **Circuit Court – General Trial Division** – Resolution to Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position; Add a Full-Time ICEA Court Professional 5 Mental Health Court – Case Coordination Specialist, and Enter into Subcontracts for Fiscal Year 2018-2019

4. **Financial Services** – Authorization to Reinstate an ICEA Employee Above Step 4

5. **Innovation & Technology Department**
   a. Resolution to Approve the Renewal of Darktrace
   b. Resolution to Approve the Purchase of Additional Microsoft Software Licenses through CDWG
   c. Resolution to Approve the Contract for Network Access Control Implementation
   d. Resolution to Approve the Contracts for Network Redesign Project for Sentinel Technologies
   e. Resolution to Approve the Purchase of a Wireless Site Survey from Sentinel Technologies, Inc.

6. **Health Department**
   a. Resolution to Create Staff Positions for Sparrow-VOA
   b. Resolution to Convert WIC Family/Child/Infant Advocate Position to Medical Assistant I Position
7. **Road Department**
   a. Resolution to Authorize the Purchase of **Truck Hoist Repair Parts**
   b. Resolution of Commitment for **Transportation Alternatives Program Funds** to Construct Non-Motorized Facilities on Lake Lansing Road from Hagadorn Road to Saginaw Highway
   c. Resolution to Approve the Special and Routine **Permits** for the Ingham County Road Department

8. **Controller’s Office**
   a. Resolution to Amend the **Reorganization Policy**
   b. Resolution to Proceed with Plans for Constructing, Equipping and Financing a New Combined **Justice Complex Facility**

9. **Human Resources**
   a. Resolution to Authorize a Contract for **Job Recruitment Services**
   b. **CCLP Animal Control** Grievance Hearing
   c. Consideration of a Written Legal Opinion within Attorney-Client Privilege *(Closed Session)*
   d. Strategy in Negotiation for Collective Bargaining *(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](http://www.ingham.org).
COUNTY SERVICES COMMITTEE  
August 21, 2018  
Draft Minutes

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

Members Absent: None

Others Present: Corina Klein, Stephanie Glidden, Bill Conklin, 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 July 17, 2018 Closed and Open Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JULY 17, 2018 COUNTY SERVICES COMMITTEE MEETINGS CLOSED AND OPEN.

COMM. MAIVILLE MOVED TO AMEND THE MINUTES AS FOLLOWS:

COUNTY SERVICES COMMITTEE  
June 19, July 17, 2018  
Draft Minutes

This was considered a friendly amendment.

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

Additions to the Agenda

None.

Limited Public Comment

None.

Equal Opportunity Commission – Interviews


Stephanie Glidden interviewed for a position on the Equal Opportunity Commission.
MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAeyaert, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. **Indigent Defense Collaboration Committee** – Resolution Creating a Chief Public Defender Position

3. **Facilities Department**
   a. Resolution to Authorize an Agreement to Repave a Portion of the Human Services Building Parking Lot
   b. Resolution to Authorize an Agreement to Install New Card Swipes on the Friend of the Court (FOC) Hearing Room Back Doors in the Grady Porter Building (GPB) as well as on the Third Floor Judicial Hallway Stairwell Doors in the Veteran’s Memorial Courthouse (VMC)
   c. Notice of Emergency Purchase Order for Myers Plumbing & Heating Cost Adjustment

4. **Potter Park Zoo**
   a. Resolution Awarding a Contract to Christman Constructors, Inc.
   b. Resolution Awarding a Contract to Bearcom
   c. Notice of Emergency Purchase Order for Penguin Chiller Emergency Replacement

5. **Health Department** – Resolution to Authorize a Temporary Emergency Preparedness Consultant Position

6. **Road Department**
   a. Authorization to Start a Managerial Employee above Managerial-Confidential Step 2
   b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department and a Permit Acknowledgement for Traffic Signal Control Responsibilities Agreement between Meridian Township and the Ingham County Road Department in Relation to a Federally Funded Rectangular Rapid Flash Beacon Project
   c. Resolution for Insulated Overhead Garage Doors with Required Materials
   d. Resolution to Authorize Approval of the Preliminary Plat of Brookstone Estates
   e. Resolution to Authorize an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on Various 2019 Road Resurfacing Projects to be Determined and to Subcontract with Michigan State University for Necessary Research and Development of the Mixture
   f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. **Human Resources**
   a. Resolution Certifying Representatives for the MERS 2018 Retirement Conference
   b. Resolution Approving a Collective Bargaining Agreement with Capitol City Labor Program, Inc. – Animal Control Unit

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

8.  9-1-1 Dispatch Center – 9-1-1 Center Update (Information)

Tim Dolehanty, Controller, stated that he would be happy to answer any questions concerning the 9-1-1 Update.

Chairperson Nolan asked if there was anyone here representing the 9-1-1 Center.

Commissioner Celentino stated that there had been someone at the Law & Courts Committee meeting last week.

Chairperson Nolan asked Mr. Dolehanty to review the update report.

Mr. Dolehanty reviewed the update report.

Commissioner Celentino stated that there was some discussion in the Law & Courts Committee meeting about employee training. He further stated that he was happy to hear from the union president that morale was improving.

Commissioner Sebolt asked who the 9-1-1 Director reported to.

Mr. Dolehanty stated that he reported to the Controller.

Commissioner Sebolt asked if the Director was he aware that this was on the agenda.

Mr. Dolehanty stated that he was aware of this. He further stated that he was trying to think of the sequencing and that the Director was to go before Law & Courts Committee to give the report but that the report would also be included in the other committee’s packets.

Commissioner Sebolt stated that since the job market was good and they were not successful in attracting employees, had they thought about increase wages.

Mr. Dolehanty stated that that employee group was given a 5% wage increase in the last year.

Commissioner Sebolt stated that it might have not been enough.

Mr. Dolehanty stated that it may not have been enough.

Chairperson Nolan asked what happened in the other 9-1-1 Centers in Michigan. She stated that she would like to know if they had the same problems.

Mr. Dolehanty stated that nation-wide there had been a shortage of 9-1-1 operators.
Commissioner Maiville stated that there was a newspaper article recently about this being a national problem.

Commissioner Grebner stated that there was a problem mainly in urban areas and the rural areas used a different system and it was less stressful. He further stated that he thought that Eaton and Clinton Counties found it easier to recruit for their 9-1-1 Call Centers.

Commissioner Grebner stated that this problem was typical for similar size counties. He further stated that he rarely agreed with Commissioner Sebolt but it seemed that the labor market required that wages should be higher and it was time to look at that.

Mr. Dolehanty stated that those issues would be taken up at the next meeting.

Commissioner Grebner that the County Services Committee was the place to take care of these bottleneck issues.

Commissioner Naeyaert stated that out of 458 people seeking the position, only 29 people made it through the process to become a 9-1-1 Call Center employee. She asked what happened that there was such a dramatic drop-off.

Mr. Dolehanty stated that some people did not understand the demands of the job and some people could not pass the background check.

Commissioner Naeyaert asked what the base pay was for the new 9-1-1 Call Center employees.

Mr. Dolehanty stated that he would find out.

Chairperson Nolan stated that she was concerned that 27 people left because of other jobs and personal reasons. She further stated that they should know what the demands of the jobs were when they were hired.

Chairperson Nolan stated that it was frustrating that so many people were leaving after being trained.

Mr. Dolehanty stated that the start rate for the old contract $18.07 per hour and the current start rate would be five percent higher now. He further stated that the 10 year rate was $25.04.

Commissioner Maiville stated that the 9-1-1 Center Director and the employees had indicated that the morale was increasing. He further stated that what Mr. Dolehanty was doing to help with training had led to a definite change.

Discussion.

Commissioner Grebner asked if there was enough in the budget with the new millage surcharge, if it went through, to keep increasing the wages.
Mr. Dolehanty stated that he was not sure how much the radio system would cost.

Commissioner Grebner stated that he would like to have 80% of that funding go to operations and 20% reserved for system upgrades.

Discussion.

9. Controller’s Office
   a. Contract Inventory (Information)

Commissioner Maiville stated that the memo from Clerk Byrum was troubling. He further stated that 25-30% of the contracts not being filed was concerning.

Commissioner Maiville stated that he would like to see this ongoing issue corrected.

Commissioner Sebolt stated that the Controller’s memo quoted the May 1, 2018 draft minutes and not the approved minutes. He further stated that the Controller should quote him from the appropriate minutes in order to quote him correctly.

Commissioner Sebolt stated the minutes as approved said that they should bring forward recommendations, not a list of Department Heads, for disciplinary measures.

Discussion.

Commissioner Sebolt stated that the Clerk’s memo was of concern to him as well because the Controller’s memo had stated that there was no evidence of missing contracts. He further stated that the Clerk’s memo showed that there was obviously missing contracts.

Commissioner Grebner stated that if one person was doing something wrong it was time for discipline. He further stated that if multiple people were getting it wrong it was time to change the procedure.

Commissioner Grebner asked about the flow of the contract.

Becky Bennett, Board of Commissioners Office Director, stated that the contract was first sent to the vendor to be signed, then the Board of Commissioners Chairperson signed it, and finally it was sent to the Clerk.

Commissioner Grebner asked if the missing contracts had been lost since the new procedure was put into place.

Ms. Bennett stated that those were before contracts from before the procedure change.

Commissioner Grebner stated that he was more concerned with the procedure being correct. He asked if anything had failed to be filed since the procedure had been changed.
Ms. Bennett stated that there was some confusion among Department Heads concerning this procedure.

Commissioner Grebner stated that it was the Department Head’s problem if they could not figure it out. He further stated that the only management tool that he knew that worked was to make the problem also management’s problem.

Ms. Bennett stated that was the case until it became her problem.

Commissioner Grebner stated then the Department Head should be told that this was a problem and the vendor should not be paid until it was filed properly.

Commissioner Maiville asked the Controller what was his level of confidence that since May, that contracts had been filed properly.

Mr. Dolehanty stated that his Office had established an internal control and they were doing spot checks on the contracts. He further stated that they had done a check twice and had found that all the contracts had been filed properly.

Mr. Dolehanty stated that the more complicated ones are those that are under $5,000 that did not require a resolution.

Chairperson Nolan asked if Ms. Bennett agreed.

Ms. Bennett stated that for the State and Federal contracts, the vendor would not sign first and it took a longer time to obtain those signatures. She further stated that she was not certain if all of those had been done at this point.

Chairperson Nolan stated that it was just a timing issue with those contracts.

Ms. Bennett stated that it was. She further stated that if they received any other contract in their office it was sent directly to the Clerk’s Office.

Chairperson Nolan asked if anyone was documenting the State and Federal contracts that were out.

Ms. Bennett stated that the Board Office was tracking those contracts.

Commissioner Celentino asked if Mr. Dolehanty had continued to go over the policy at his Department Head meetings.

Mr. Dolehanty stated that he would now bring it up and he had not heard anyone report that they did not understand the process. He further stated that he thought that it was a very simple process and easy to understand.
Commissioners Celentino stated that it would be good to mention that at a meeting. He further stated that the Clerk was recommending a full audit.

Commissioner Celentino stated that the Clerk’s memo had said that her signature should be added to all of the contracts. He asked Ms. Bennett if the Clerk’s signature had been on the contracts.

Ms. Bennett stated that when the contracts are given to the Clerk’s Office, the Clerk then signs them. She further stated that when a department was not following the policy and sent a contract to her office, she returned the contract with a copy of the procedure.

Commissioner Celentino asked the Controller if he was going to look at doing a complete audit.

Mr. Dolehanty stated that he would follow up on the contracts identified in the Clerk’s memo. He further stated that a couple of the contracts may have actually been purchase orders and not contracts, such as the Hawk Island Splash Pad equipment.

Mr. Dolehanty stated that the purchase orders should sort themselves out. He further stated that there were some, such as the Resolution to Approve Support Agreement with Oracle, that were contracts and needed to be filed.

Commissioner Sebolt stated that his initial request was to go back 10 years, which was stated in the memo. He further stated that he was still confused about the sentence that he highlighted that said that there was no evidence of missing contracts.

Commissioner Sebolt stated that he would like some clarification.

Mr. Dolehanty stated that when his Office asked the departments if their contracts were filed they had said yes. He further stated that the departments knew through resolutions which contracts they had.

Commissioner Sebolt asked if it was a problem for the Controller that a Department Head, such as the Innovation and Technology (IT) Director, had told him that all the contracts were filed but the Oracle contract had not been.

Mr. Dolehanty stated that it was a problem.

Commissioner Sebolt stated that he hoped some sort of corrective action would be taken.

Mr. Dolehanty stated that he would follow up on that.

Commissioner Sebolt stated that relying on the Department Heads to self-report may not be the best way to track this issue. Commissioner Hope stated that it seemed that this had come up as a result of the IT problem with former IT Director Mike Ashton. She further stated that contracts should not be paid if they were not filed.
Commissioner Hope asked if the MUNIS system was in place and working, and how contracts were being paid that were not in the system.

Mr. Dolehanty stated that MUNIS was working and there was no way that a contract should be paid without being in a system.

Chairperson Nolan asked if Mr. Dolehanty could update the Committee next month.

Mr. Dolehanty stated that he would follow-up sooner because the Clerk’s report was troubling. He further stated that he would follow-up with all these Department Heads specifically and give a report to the full Board of Commissioners.

Commissioner Naeyaert stated that she noticed there was a renewal of the 9-1-1 Pre-Employment Testing Contract a month ago that was still not filed. She further stated that if they were having trouble getting employees, perhaps they would want to make sure this contract was in place.

9. Controller’s Office
   b. Reorganization Policy (Discussion)

Mr. Dolehanty stated that a couple months ago they had some questions about what was a reorganization versus a reorganization. He further stated that they needed a way to process grant-funded positons also.

Mr. Dolehanty stated that a job description amendment did not necessarily need to be a reclassification.

Sue Graham, Human Resources Director, stated that job description amendment and a job change reclassification was if there was a change in what the person was actually doing. She further stated that if there was a change then it was a reclassification and may result in a change in compensation.

Commissioner Sebolt stated that he would like to see additional information concerning this. He further stated that IT had been through a reorganization recently, but there was not an update in a positon that had changed.

Commissioner Sebolt stated that the same happened before with the Animal Control Deputy Director not having the job description updated during a reorganization. He further stated that anytime there was a reorganization, all the job descriptions should be reviewed to avoid these problems coming up down the road.

Commissioner Grebner stated that he would expect that the jobs that are tangents to what was being reorganized would be examined. He further stated that some departments are too large for that to be feasible such as the Sheriff’s Office or the Circuit Court.
Commissioner Maiville asked if they knew how many job descriptions there were for the County.

Ms. Graham stated that there was a huge file on her shared drive but was unsure as to the number.

Mr. Dolehanty stated that they were all on the webpage and you had to go through 25 screens to see them all.

Commissioner Sebolt stated that there was a scale of reasonability but something needed to be changed.

Ms. Graham stated that best practice was to look any job descriptions impacted by the position being reorganized.

Commissioner Grebner stated that he thought that Commissioner Sebolt was saying that the County should approach this with a broad brush and he agreed.

Discussion.

10. Board of Commissioners – Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Transfer the Supervisory Authority over the Animal Control Director to the County Controller/Administrator

Commissioner Maiville stated that there was a discussion at the last Law & Courts Committee meeting to keep this at a status quo and once the dust settles they could take this back up.

Commissioner Celentino stated that there was some new information and they had not had time to discuss about all of it.

Chairperson Nolan stated that they could take up an item even if it had been tabled.

Discussion.

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

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.
Adjournment

The meeting was adjourned at 6:54 p.m.
COUNTY SERVICES COMMITTEE  
August 23, 2018  
Draft Minutes  

Members Present: Celentino, Hope, Grebner, Naeyaert, Nolan, Maiville, and Sebolt 
Members Absent: None 
Others Present: Register Derrick Quinney, Rick Terrill, Deb Fett, Jill Rhode, Matt Nordfjord, Bill Conklin, Jim Hudgins, Cynthia Wagner, Sheldon Lewis, Michelle Beloskur, Ryan Buck, Michael Townsend, Jared Cypher, Terri Morton, Tim Dolehanty, Craig Hoffman, Sue Graham, Becky Bennett, Lindsey LaFort and others 

The meeting was called to order by Chairperson Nolan at 6:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. 

Additions to the Agenda 

1. Budget Hearings 
   u. Ingham Conservation District 

Limited Public Comment 

Michelle Beloskur, Ingham Conservation District, stated that she had an update since she was last before the Committee. She further stated that she wanted to highlight the number of federal dollars coming into Ingham County for conservation last year, which was over $557,000. 

Ms. Beloskur stated that the invasive species unit was running well and they had over $300,000 in State funds to help that program. 

Ms. Beloskur stated that the used tire collecting event was on June 23, 2018 and they had collected over 1,000 tires at the Road Department’s facility. She further mentioned that they were in the 10th year of stream monitoring and now had a nice amount of data. 

Commissioner Grebner asked what they were measuring when monitoring the stream. 

Ms. Beloskur stated that they monitored macro invertebrates. 

Chairperson Nolan stated that the Committee would start with all the agencies that approved the recommended budget, and then review the remaining agency budgets one by one. 

Budget Book  
Section-Page  

1. Budget Hearings  
   a. Advisory Boards.................................................................3-1  
      i. Equal Opportunity Committee  
      ii. Historical Commission  

(1)
Chairperson Nolan asked those Departments or affiliated entity representatives that were satisfied with their pieces of the Controller’s Recommended Budget to stand.

The following representatives stated they were satisfied with their piece of the Controller’s Recommended Budget:

<table>
<thead>
<tr>
<th>Representative</th>
<th>Department or Affiliated Entity</th>
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<tbody>
<tr>
<td>Jill Rhode</td>
<td>Financial Services</td>
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<td>Rick Terrill</td>
<td>Facilities</td>
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<td>Becky Bennett</td>
<td>Equalization</td>
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<td>Cynthia Wagner</td>
<td>Potter Park Zoo</td>
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<td>Bill Conklin</td>
<td>Road Department</td>
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<tr>
<td>Becky Bennett</td>
<td>Board of Commissioners and Advisory Boards</td>
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<tr>
<td>Craig Hoffman</td>
<td>Tri-County Regional Planning Commission</td>
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<td>Derick Quinney</td>
<td>Register of Deeds</td>
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<tr>
<td>Jim Hudgins</td>
<td>Purchasing</td>
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<tr>
<td>Matt Nordfjord</td>
<td>County Attorney</td>
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<tr>
<td>Sheldon Lewis</td>
<td>Drain Commissioner</td>
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<tr>
<td>Sue Graham</td>
<td>Human Resources</td>
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<tr>
<td>Michelle Beloskur</td>
<td>Ingham Conservation District</td>
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Commissioner Hope asked if they had received the budget books later than normal.

Teri Morton, Deputy Controller, stated that it was within the range of the budget calendar.
Commissioner Hope stated that having only received it two days ago, it seemed later than usual.

Ms. Morton stated that she could look and see how it compared to last year.

Commissioner Celentino asked if the Treasurer’s Office was happy with their budget.

Chairperson Nolan stated that the Treasurer was not present at tonight’s meeting.

Tim Dolehanty, Controller, stated that they had not heard from the Treasurer about any concerns.

Deb Fett, Innovation and Technology Department Director, stated that she was happy overall with the budget and appreciated having one additional staff member added in the Controller’s recommendations. She further stated that she was before the Committee to ask for another position to be placed on the Z list.

Ms. Fett stated that they needed another analyst on staff to help with applications and that this would save money in the long term. She further stated that her current staff did not have time to perform these functions now.

Ms. Fett stated that the cost was $136,133 at the highest level. She further stated that she requested consideration of this additional position.

Chairperson Nolan asked if this was the first year that IT was asking for this position.

Ms. Fett answered yes.

Commissioner Celentino asked the Controller if they had budgeted $300,000 for the Z-list.

Mr. Dolehanty stated the Z-list had been given $300,000.

Commissioner Celentino stated they were the first Committee and had the full amount to work with.

Chairperson Nolan stated that this was a big ask.

Ms. Fett stated that it was but she felt that it was needed.

**MOVED BY COMM. GREBNER TO ADD AN ADDITIONAL IT ANALYST POSITION TO THE Z-LIST.**

**THE MOTION FAILED DUE TO LACK OF SUPPORT.**

Commissioner Maiville asked Ms. Fett if there had been additional staff given to IT in the 2019 budget.
Ms. Fett stated that she was given one additional position in the Controller’s recommended budget. She further stated that she had requested three additional positions but just having two would make a big difference.

Ryan Buck, Chief Deputy County Clerk, stated that Clerk Barb Byrum was hoping to attend the meeting but had a family event to attend first. He further stated that he was before the Committee in order to ask for two additional full time Deputy County Clerks.

Mr. Buck stated that the Clerk had been requesting additional staff for a while. He further stated that the Deputy Clerks did not want to take time off because it left the office short staffed and that they found it difficult to do additional training.

Mr. Buck stated that often managers were helping the Deputy Clerks with customers and that it was a situation that would eventually lead to a grievance. He further stated that the Lansing Office closes for 1.5 hours each day because of lack of coverage.

Mr. Buck stated that the Clerk’s Office had a lot of additional responsibilities with changes such as filing contracts. He further stated that the Bureau of Elections at the Secretary of State was now recommending that all of the recall petitions be reviewed by the County Clerk’s Office, not municipal clerks. Mr. Buck stated that right now with the Williamston School Board Recall they were working on checking 4,500 signatures.

Mr. Buck stated that the Federal Real ID Act has led to many customers needing to have a copy of their birth or marriage records in order to renew their driver’s license with the Secretary of State.

Mr. Buck stated that the Clerk’s Office was comprised of a staff of 11 and covered three office locations. He further stated that this request would allow an additional Deputy Clerk in the Lansing Office and an additional Deputy Clerk in the Mason Office.

Mr. Buck stated that these positions would cost $151,026 at the top end for both combined. He further stated that if broken down, it would be $75,513 per employee in 2019 numbers.

Commissioner Grebner stated that he often was at the Lansing Office and had noticed that the Clerk’s Office and Treasurer’s Office no longer helped to cover the other’s work. He further stated that he had asked about cross training between the Clerk and the Treasurer and was told that they could not count on the other to care of simple tasks for the other.

Mr. Buck stated that was true that they were no longer cross training with the Treasurer’s Office.

Commissioner Grebner stated that the Treasurer’s staff stated that it would not be difficult to start to cross train again.

Mr. Buck stated that some of what was done by the Clerk’s Office was simply receiving of files, but they also needed to process some things further and provide records. He further stated that
they did not feel that the Clerk’s Office had been getting an equal level of support from the Treasurer’s Office as they had been providing.

Mr. Buck stated that the Lansing Office was always staffed by the Clerk’s Office, even if someone was on vacation. He further stated that the Treasurer’s Office would close the window if they were on vacation.

Mr. Buck stated that the relationship was not working.

Chairperson Nolan stated that was not good.

Commissioner Sebolt asked the Chairperson to clarify her comment.

Chairperson Nolan stated that it was unfortunate that the Clerk’s Office and Treasurer’s Office could not make the relationship work.

Commissioner Sebolt stated that it was unfortunate but there were so many issues with the Treasurer’s Office he was not sure that they needed to also be handling the Clerk’s Office responsibilities.

Commissioner Grebner stated that he had not heard complaints about the Treasurer’s Office mishandling anything for the Clerk’s Office.

Commissioner Sebolt stated that they just heard complaints that the relationship was not working.

Commissioner Grebner stated that there was a vague mention of an issue. He asked Mr. Buck if there had been written complaints.

Mr. Buck stated that he was not able to answer that question.

Commissioner Grebner stated that of course he could not answer. He further stated that there were problems at the management level in the Treasurer’s Office but it did not mean that they could not help with simple paperwork.

Commissioner Sebolt stated that the Treasurer’s Office having an employee absent in the Lansing Office and leaving that office closed was an issue.

Mr. Buck stated that the wanted to clarify why he could not answer these questions. He further stated that this was an open meeting and what he is being asked related to personnel issues Mr. Buck stated that he would want to discuss such a matter with Clerk Byrum and the Human Resources Director first.

Commissioner Grebner stated that the Treasurer’s Office was very small and did not have staff to move to Lansing when the Lansing staff was absent. He further stated that there was a time when
they needed to hand out checks to witnesses in some case and could not do that through the Clerk’s Office.

Commissioner Grebner stated that this change was a blow to the quality of service that residents receive. He further stated that there was potential for a service disruption for days at a time.

Mr. Buck stated that the Clerk only closes for 1.5 hours a day while their Deputy Clerk took two 15 minute breaks and an hour long lunch.

**Commissioner Grebner stated that he would like a memo discussing the issues with cross training.** He further stated that departments with adjacent counters and similar work product should be able to work together.

Chairperson Nolan asked how long it had been since this change to not work cooperatively.

Mr. Buck stated that in October 2016 there had been a reassignment of Clerk staff and at that time the Deputy Clerk in Lansing was not trained in Treasurer duties.

Chairperson Nolan stated that it was unfortunate and affects many citizens in the population center.

Commissioner Grebner stated that it seemed that the only way to cover windows at all times was by adding employees. He further stated that this issue did not necessarily require a full time employee.

Commissioner Grebner stated that the County could get more bang for their buck by getting the departments to work together.

Commissioner Naeyaert asked if there was any way to get at least one of these Deputy Clerk positions back in the budget.

Chairperson Nolan stated that they could vote on it.

Commissioner Naeyaert stated that the Clerk had a lot of responsibilities. She further stated that the Clerk comes every year to ask for additional staff and Commissioner Naeyaert was supportive of this.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NOLAN, TO ADD AN IT ANALYST POSITION TO THE Z-LIST.

Commissioner Naeyaert stated that the IT Department had already had an additional staff person in the Controller’s recommended budget. She further stated that position should help alleviate some of the workload.

Commissioner Naeyaert stated that one position was needed, but she was not in supportive of another additional person at this time.
Commissioner Grebner stated that the question was not about fairness and that he did not believe in fairness to departments when it came to the budget. He further stated that it was about what was the best bang for buck.

Commissioner Grebner stated that they needed to consider how the taxpayers could best get services. He further stated that this was a long term project to bring the IT Department up to date.

Commissioner Grebner stated that the County had been an exemplar of trailing edge technology and they needed to put more money into IT. He further stated that there should be lots of Z-list items to give Finance a lot to decide.

Commissioner Celentino stated that if the Committee approved all three positions requested tonight for the Z-list, the cost would be about $213,000. He further stated that he supported putting everything on the Z-list and giving some stress to the Finance Committee.

Commissioner Celentino stated that he was supportive of the Clerk having an additional Deputy Clerk for the Lansing Office which was critical for himself and his constituents. He further stated that it was very convenient to go downtown, especially for his constituents that had limited transportation access.

Commissioner Celentino stated that the Committee could put everything on the Z-list and they would still be under $300,000.

Chairperson Nolan stated that the motion that they were speaking to only considered the IT position.

THE MOTION CARRIED BY ROLL CALL VOTE. Yeas: Celentino, Hope, Grebner, Naeyaert, Nolan, and Maiville Nay: Sebolt Absent: None

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SEBOLT, TO ADD TWO DEPUTY CLERK POSITIONS FOR THE CLERK’S OFFICE TO THE Z-LIST.

COMM. GREBNER ASKED THAT THE QUESTION BE DIVIDED.

Commissioner Hope asked Mr. Buck how this affected the Circuit Court.

Mr. Buck stated that earlier he had spoken about the Clerk’s Office covering three locations which included the Circuit Court Clerk’s Office, the Lansing Office, and the Mason Office. He further stated that the Clerk’s staff included two manager positions at the Circuit Court Clerk’s Office, four Deputy Clerks at the Mason Office, one Deputy Clerk at the Lansing Office, and the Recording Secretary, Elections Clerk Coordinator, Chief Deputy County Clerk at the Mason Office.
Mr. Buck stated that counting the Clerk, that there was a staff of 11 at present.

THE DIVIDED MOTION, SPECIFICALLY TO ADD ONE DEPUTY COUNTY CLERK POSITION TO THE Z-LIST, CARRIED. **Yeas:** Celentino, Hope, Grebner, Naeyaert, Sebolt, and Maiville  **Nay:** Nolan  **Absent:** None.

THE DIVIDED MOTION, SPECIFICALLY TO ADD THE SECOND DEPUTY COUNTY CLERK POSITION TO THE Z-LIST, CARRIED. **Yeas:** Celentino, Hope, Naeyaert, Sebolt, and Maiville  **Nays:** Nolan and Grebner  **Absent:** None.

2. **Final Ranking**

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. HOPE, TO RANK THE Z-LIST AS FOLLOWS:

1. DEPUTY CLERK
2. DEPUTY CLERK
3. IT ANALYST

THE MOTION CARRIED BY ROLL CALL VOTE. **Yeas:** Celentino, Hope, Naeyaert, Sebolt, and Maiville  **Nays:** Nolan and Grebner  **Absent:** None.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE CONTROLLER’S RECOMMENDED BUDGET FOR ALL AGENCIES LISTED.

THE MOTION CARRIED UNANIMOUSLY.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:04 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Capital Region International Airport Authority** – Interviews

   Applicants for appointment to the Capital Region International Airport Authority will be present to answer questions from Committee members.

2a. **Equal Opportunity Committee** – Resolution to Adopt a Revised Equal Opportunity Employment Plan

   The Equal Opportunity Committee seeks approval of a resolution to adopt a revised Equal Opportunity Employment Plan. The current plan was last reviewed in total 27 years ago. As cited in the proposed resolution, the revised plan re-emphasizes the County Board’s goal to recruit and maintain a diverse workforce based on the general characteristics of its population in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity or gender expression, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification). The plan also emphasizes that the County will pursue an aggressive recruitment and personnel development program in order to maintain a highly qualified and diverse work force. The revised draft has been vetted by the Human Resources Director and County Attorney.

2b. **Equal Opportunity Committee** – Resolution on Accessible Voting Machines

   The Help America Vote Act of 2002 enables blind voters and other voters with disabilities to exercise their right to vote privately and independently at each polling location by requiring at least one voting system accessible to individuals with disabilities in a manner that provides the same opportunity for access and participation in the voting process including nonvisual accessibility for the blind and visually impaired. A majority of Michigan counties purchased voting machines and equipment which were not deemed to be fully accessible to blind and visually impaired voters during a mock election. The Equal Opportunity Committee has proposed adoption of a resolution to condemn and deplore the certification of voting machines and equipment that are not fully accessible to blind and visually impaired voters. The resolution also resolves that the Board of Commissioners take any and all necessary actions to ensure blind and visually impaired voters in Ingham County can exercise their right to vote privately and independently in a manner that provides the same opportunity for access and participation in the voting process as called upon in the Help America Vote Act of 2002.

3. **Circuit Court General Trial Division** – Resolution to Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position; Add a Full-Time ICEA Court Professional 5 Mental Health Court – Case Coordination Specialist, and Enter into Subcontracts for Fiscal Year 2018-2019

   This resolution would authorize continuation of the Mental Health Court (MHC) Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant. Once the award has been granted, the addition of an MHC Case Coordination Specialist will also be authorized. This
resolution will also approve entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed $138,102.58); drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $57,656). The total amount of the grant award is $376,893, and the grant period is October 1, 2018 through September 30, 2019. The Court has not yet received notification from the State Court Administrative Office, but anticipates continuation of the program.

4. **Financial Services Department – Authorization to Reinstate an ICEA Employee Above Step 4**

Article 28, Section B.1 of the ICEA County Professionals collective bargaining agreement states:

Original appointment to any position shall be made at the entrance rate of the classification. Upon recommendation of the department head, the Human Resources Director may approve initial compensation through Step 2 in the Salary Schedule when the needs for the service make such action necessary, provided that any such exception is based on the outstanding and unusual character of the individual employee’s experience and ability over and above the desirable qualifications specified for the class. Authorization for initial compensation above Step 2 must be obtained from the County Services Committee.

Based on knowledge, skills, and expertise of a recommended candidate, and in recognition of the candidate’s past service with Ingham County, the Financial Services Director recommends that the Committee allow an Accountant candidate to start at Grade 7, Step 4 of the ICEA County Professionals salary schedule.

5a. **Innovation and Technology Department – Resolution to Approve the Renewal of Darktrace**

On September 27, 2016 the Board approved Resolution #16-390 to authorize the purchase of Darktrace, a cyber-intelligence platform designed to alert Innovation and Technology Department staff of perceived threats to the County IT network. That contract is set to expire on October 1. Based in large part on the platform’s ability to learn the behavior of the County network and then provide alerts on any activity that appears to be abnormal, the Chief Information Officer recommends approval of a resolution to renew the contract with Darktrace for four years in an amount not to exceed $120,000.

5b. **Innovation and Technology Department – Resolution to Approve the Purchase of Additional Microsoft Software Licenses through CDWG**

On January 28, 2014 the Board approved Resolution #14-025 to authorize execution of a Microsoft Enterprise Agreement to better manage licensing costs, ensure legal compliance, and to access the most current software. Benefits of the agreement also include online training, employee home use, and support incidents at no additional cost. Through a recent audit and review of the County’s licensing position, it was determined that license counts will need to increase in order to maintain legal compliance. Purchase of the additional licenses will address the County’s imminent need for additional licenses to accommodate the new Public Defender department. This purchase is a one-time perpetual license purchase that the County will own permanently. The Chief Information Officer recommends approval of a resolution to approve the purchase of additional Microsoft software licenses in an amount not to exceed $142,262.09.
5c. **Innovation and Technology Department** – Resolution to Approve the Contract for Network Access Control Implementation

Best practices in cybersecurity include a provision to ensure that only approved devices are allowed onto the trusted network. One way to accomplish this goal is with Network Access Control which prohibits network accessibility by an unrecognized computer. This proposed software solution will also assess vulnerabilities and apply threat intelligence that will contain a suspicious device for IT remediation, thereby helping to prevent widespread infections. The Chief Information Officer recommends approval of a resolution to authorize a contract for Network Access Control implementation in an amount not to exceed $26,928.

5d. **Innovation and Technology Department** – Resolution to Approve the Contracts for Network Redesign Project for Sentinel Technologies

A significant IT network redesign project was included in the 2018 budget following a security breach in May, 2017. The 2018 phase of the three-phase project includes core infrastructure changes designed to provide next generation infrastructure capabilities to segregate network traffic. The Chief Information Officer recommends approval of a resolution to authorize contracts for the network redesign project in amounts not to exceed a total cost of $405,000.

5e. **Innovation and Technology Department** – Resolution to Approve the Purchase of a Wireless Site Survey from Sentinel Technologies, Inc.

Ingham County maintains a wireless computer network available for public use as well as internal, private, services. The Innovation and Technology Department seeks authorization to perform an assessment of the existing network that will designate wireless access point placement and sizing to provide the best coverage. Several County departments use the wireless network for their daily activities and improving coverage and reliability is a frequent request. The Chief Information Officer recommends approval of a resolution to authorize purchase of a wireless site survey in an amount not to exceed $24,480.

6a. **Health Department** – Resolution to Create Staff Positions for Sparrow-VOA

Ingham County Health Department (ICHD) wishes to create 4.0 FTE Medical Assistant I (UAW) positions, and 1.0 FTE Health Center Nurse Position (MNA), effective October 1, 2018, with the start of Fiscal Year 2019. Resolution #17-328 authorized the transfer agreements for ICHD to acquire the Sparrow-VOA Community Health Center into its network of Federally Qualified Health Center (Ingham Community Health Centers). As part of those transfer agreements, as amended through Resolution #18-233, existing leased non-provider Sparrow staff of the Sparrow-VOA would be migrated into County staff positions by October 1, 2018. Any vacancies of leased non-provider staff positions would be posted and filled as County staff positions as incurred, in accordance with the terms of the amended transfer agreement. Therefore, staff positions must be created effective October 1, 2018, with the start of Fiscal Year 2019, in order for existing leased non-provider staff to be placed in, or to be posted and filled if the leased position is vacant.

The County Staff to be created are as follows:

<table>
<thead>
<tr>
<th>Sparrow Leased Position</th>
<th>County Position #</th>
<th>FTE</th>
<th>County Position</th>
<th>Budgeted Salary Costs FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Supervisor</td>
<td>601510</td>
<td>1.00</td>
<td>Health Center Nurse</td>
<td>$61,086</td>
</tr>
</tbody>
</table>
Medical Assistant | 601506 | 1.00 | Medical Assistant I | $38,958
Medical Assistant | 601507 | 1.00 | Medical Assistant I | $38,958
Medical Assistant | 601508 | 1.00 | Medical Assistant I | $38,958
Medical Assistant | 601509 | 1.00 | Medical Assistant I | $38,958

The costs of the created County staff positions are included in the proposed budget for FY 2019.

6b. **Health Department** – Resolution to Convert WIC Family/Child/Infant Advocate Position to Medical Assistant I Position

This resolution authorizes the conversion of the Family/Child/Infant Advocate position #601153 to a Medical Assistant I position in the WIC Program. This staffing change will enable Ingham County WIC to comply with State and Federal WIC policies. There is no financial impact to make the change. Both the Family/Child/Infant Advocate position and the Medical Assistant I position are UAW-Technical, Office, Paraprofessional Service Grade D positions.

7a. **Road Department** – Resolution to Authorize the Purchase of Truck Hoist Repair Parts

The Road Department seeks authorization to purchase replacement parts for two in-ground truck hoists. These fabricated stainless-steel replacement parts are needed to meet the State of Michigan annual hoist inspection and certification requirements. The current 17-year-old hoists receive yearly safety inspections and it has been determined that plungers and bushings have become too worn and rusty to pass the required inspection for 2018. The Road Department recommends approval of a resolution to authorize purchase of truck hoist repair parts from H&H Welding & Repair at a cost not to exceed $24,800.

7b. **Road Department** – Resolution of Commitment for Transportation Alternatives Program Funds to Construct Non-Motorized Facilities on Lake Lansing Road from Hagadorn Road to Saginaw Highway

The Transportation Alternatives Program (TAP) is a federally funded program administered by the Michigan Department of Transportation (MDOT) and the Office of Economic Development. The Road Department hopes to receive conditional commitment of $159,206 in TAP funding to construct non-motorized facilities on Lake Lansing Road from Hagadorn Road to Saginaw Highway. The Office of Economic Development requires a formal commitment from Ingham County to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement TAP project development. The Road Department recommends approval of a resolution of commitment for TAP funds to construct the non-motorized facilities as described.

7c. **Road Department** – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 38 projects (see attachment for permit list).

8a. **Controller’s Office** – Resolution to Amend the Reorganization Policy

The Reorganization Procedure Policy recognizes the most common reasons to reorganize as 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. However, implementation nuances encountered since adoption of the policy in 2014 led to conversations about clarity and intent. To minimize confusion, the following changes are proposed:
1) Add definitions for “job description amendment,” “reclassification” and “reorganization” to distinguish each term and to provide guidance on selection of the proper procedure to address changes in each category.

2) Establish procedures for job description amendments, reclassification requests, new positions and reorganizations.

3) Add a provision in the reorganization procedure to compel review of job descriptions for all positions impacted by the proposed reorganization.

8b. **Controller’s Office** – Resolution to Proceed with Plans for Constructing, Equipping and Financing a New Combined Justice Complex Facility

This resolution would authorize the Ingham County Building Authority to proceed with constructing, equipping, and financing a new combined justice complex, which would replace the existing jail, Sheriff’s Office, and courtrooms located in Mason. The cost is based on the preliminary plans and cost estimates provided to the Law & Courts Committee on April 12, 2018 and to the Finance Committee on April 18, 2018.

The projected cost of construction, equipment, and financing plus fees, is not to exceed $101.67 million for this new Combined Justice Complex Facility. Funds will come from the recently approved Justice Millage, which is expected to raise $6,207,147 in its first year.

9a. **Human Resources Department** – Resolution to Authorize a Contract for Job Recruitment Services

A thorough months-long search to find qualified candidates for the Financial Services Director position was not successful. Having exhausted internal capabilities for attracting qualified candidates, assistance of a professional recruiting firm is warranted. Trillium Staffing Solutions of East Lansing provided the most responsive proposal at a total cost equivalent to 15% of the Financial Services Director’s first year salary. The Human Resources Director recommends approval of a resolution to authorize a contract for professional job recruiting services at a total cost not to exceed $14,974.38.

9b. **Human Resources Department** – CCLP Animal Control Grievance Hearing

The Collective Bargaining Agreement between Ingham County and the Capital City Labor Program (CCLP) Animal Control Unit provides a grievance procedure to resolve contract-related disagreements. If a grievance cannot be resolved internally, step 2 of the grievance procedure places the matter before the County Services Committee for potential resolution. The contract language states:

**Step 3:**

A. If the response received in Step 2 is not satisfactory to the aggrieved employee or to the Director of the Department, either party may appeal the decision to the County Services Committee of the Ingham County Board of Commissioners, by submitting a notice of appeal within five (5) working days after receipt of said response.

B. The County Services Committee shall meet to discuss the grievance at the next regularly scheduled committee meeting, provided that the notice of appeal is received by the Human Resources Director at least five (5) working days prior to the next meeting.

1. The County Human Resources Director shall notify the Union or the aggrieved employee, in writing, at least four (4) working days prior to the meeting.
2. At this meeting, the County Services Committee shall review the facts and each of the parties involved shall have the right to present whatever evidence and witnesses they deem necessary.

C. Within five (5) working days following the meeting, the County Services Committee shall submit to the grieved employee and the Union, its decision in writing.

On August 13, 2018 Jaclyn Flynn filed a grievance which alleged a violation of the Capital City Labor Program (CCLP) Ingham County Animal Control Officers and Animal Shelter Operators collective bargaining agreement. In summary, the grievance chain is as follows:

Statement of Grievance: The County has failed to allow Ms. Flynn to have a full-time schedule that reasonably accommodates her. The County should be allowing Ms. Flynn to have a full-time schedule which accommodates her restrictions as set forth by her physician.

Contract provisions violated: Article 6, Seniority; Article 10, Sections 4 and 5; Article 14, Section 2, Section 3

Relief requested: Immediately provide a full-time schedule for Ms. Flynn which comports with her reasonable accommodation. Make her whole for any losses from the County failing to place her in a full-time schedule.

Employer Response: The grievance is denied. There is no violation of the Collective Bargaining Agreement. Further, the Grievance is denied as it is not a valid grievance as it fails to refer to specific provisions alleged to have been violated of the Collective Bargaining Agreement as required under Article 9, Section 1 (A)(1) of the Collective Bargaining Agreement.

Supplemental Response: The parties met on August 21, 2018 as requested in the Employer’s request in its August 14, 2018 initial response to the Step 2 Grievance. Following discussion by the parties on August 14, 2018, the employer states in supplemental answer to the initials response provided August 14, 2018 as follows:

The Grievance is denied. No violation of the Collective Bargaining Agreement has occurred.

Further, please be advised that the Employer will not voluntarily agree to submit to the jurisdiction of an arbitrator in this matter as the incident/event giving rise to the grievance followed the expiration of the parties’ Collective Bargaining Agreement on 12/31/17 and prior to a successor agreement being agreed upon. This, the matter is not abatable.

Collective Bargaining Agreement Excerpts
Following are excerpts from the Collective Bargaining Agreement as cited in the grievance chain. The entire agreement is provided as a separate document.

ARTICLE 6 – SENIORITY

Section 1. Definition.

A. Seniority is defined continuous service within the Animal Control Department within the Union bargaining unit.

B. For the purposes of layoff and recall, vacation scheduling and shift preference, time spent in an Animal Control Officer and a License Enforcement Officer classification shall be combined for calculating seniority.
C. For any County (including Courts) employee who transfers between bargaining units, such employee's length of continuous service with the County (and the Courts) with no break in service prior to the transfer, shall be utilized for the purpose of calculating fringe benefit accrual but not for the purpose of calculating seniority within the new bargaining unit.

Section 2. Seniority Lists. The Human Resources Department shall maintain a roster of employees, arranged according to seniority, showing name, position, class and seniority date, and shall furnish a copy to the Union at the first of each year, or as soon as practical each year.

ARTICLE 9 – CONTRACT GRIEVANCE PROCEDURE

Section 1. Definition.  
A. A grievance is defined as and limited to a claim reasonably and sensibly founded on a violation of this Agreement and/or the Rules and Regulations of the Department, when applied to an employee.

1. Any grievance filed shall refer to the specific provisions alleged to have been violated and it shall adequately set forth the facts pertaining to the alleged violation.

ARTICLE 10 – MANAGEMENT RIGHTS

Section 4. Nothing in this Agreement shall be construed to limit the Employer's ability to comply with State or federal civil rights requirements, including compliance with any medically verified accommodations requirements under the Michigan Handicappers Act or the Americans with Disabilities Act; and/or any State or federal judicial or administrative orders directing compliance with an applicable State or federal civil rights law or regulation.

Section 5. Medical Dispute.  
A. In the event of a dispute involving an employee's physical or mental ability to perform his/her job, and the County or the Director are not satisfied with the determination of the treating physician, M.D. or D.O., the County or the Director may require a report from a medical doctor of their choosing and at their expense.

B. If the dispute still exists, at the request of the Union the employee's doctor and the County doctor shall agree upon a third medical doctor to submit a report to the County or the Director and the employee, and the decision of such third doctor will be binding on both parties.

1. The employee shall make himself/herself available to the County or Director's physician for examination at a time set by the physician.

2. The expense of the report of the third party shall be borne equally by the County and the employee, to the extent not covered by insurance.

ARTICLE 14 – HOURS

Section 2. Work Shifts by Seniority.  
A. The Employer shall permit employees that have completed their probationary period to indicate a preference for shift assignments.

B. Employees shall be scheduled for shift assignments on the basis of preference according to department seniority within a classification.

C. Shift selections shall be conducted in as close to six (6) months intervals as will facilitate an orderly procedure by which the selections may be processed in advance.

D. In the case of an emergency, the Employer shall have the right to change the shift of an employee with reasonable notice.
Section 3. Scheduling.

A. The shift schedules shall be posted twenty-eight (28) days in advance showing the normal workday and workweek for each employee covered hereby.

1. Leave days shall be posted with the schedule.

2. Any changes made in the schedule as posted shall be made and posted at least five (5) days prior to the effective date of the change.

   a. However, if an employee who is scheduled to work calls in sick, or is not otherwise available to work, where the County 17 does not have advance notice, in such event, the County need not adhere to the above stated five (5) day posting change, but shall make notification of changes in the schedule as soon as possible.

9c. **Human Resources Department** – *Consideration of a Written Legal Opinion within Attorney-Client Privilege (Closed Session)*

In compliance with provisions of the Open Meetings Act (MCL 15.268(h)), a closed session is scheduled to allow for consideration of a privileged written legal opinion within with the County Attorney.

9d. **Human Resources Department** – *Strategy in Negotiation for Collective Bargaining (Closed Session)*

In compliance with provisions of the Open Meetings Act (MCL 15.268(c)), a closed session is scheduled to discuss strategy in negotiation sessions for collective bargaining.
Resolu  

WHEREAS, Ingham County has been committed and maintains its commitment to equal opportunity and non-discrimination for all persons; and

WHEREAS, this commitment is reflected in an Equal Opportunity Plan which was adopted several years ago by the Board of Commissioners and voluntarily adopted by countywide elected officials and courts; and

WHEREAS, the current Equal Opportunity Employment Plan was last reviewed in total in 1991 and is in need of revision, and

WHEREAS, the Equal Opportunity Committee has devoted much time and effort in developing a proposed updated and revised Equal Opportunity Plan; and

WHEREAS, the revised plan re-emphasizes the County Board’s goal to recruit and maintain a diverse workforce based on the general characteristics of its population in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, disability, height, weight, marital status, age or political affiliation (except where age, sex or lack of disability constitutes a bona fide occupational qualification); and

WHEREAS, it also emphasizes that the County will pursue an aggressive recruitment and personnel development program in order to maintain a highly qualified and diverse workforce; and

WHEREAS, the Board of Commissioners urges the support of this plan by all offices and agencies of the county;

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners hereby adopts the attached revised Equal Opportunity Employment Plan which rescinds all prior Equal Opportunity Employment Plans adopted by the Board of Commissioners.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners requests and encourages all countywide elected officials and Chief Judges to voluntarily adopt this plan and to work to further the achievement of the stated goals, as they have done with prior plans;

BE IT FURTHER RESOLVED, that each countywide elected official or Chief Judge who does not voluntarily adopt this plan is requested to provide the County Board of Commissioners with their written policies regarding Equal Opportunity and Non-discrimination, including sexual harassment, in order to promote equal opportunity.
and non-discrimination in the county workforce and to minimize potential legal and financial penalties to their offices, the County Board of Commissioners, and the taxpayers of Ingham County;

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all other entities within the county government to have equal opportunity and non-discrimination policies reflective of the goals set forth in this plan;

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners commends the Equal Opportunity Committee for its time and effort devoted to revising and updating this Plan.

BE IT FURTHER RESOLVED, that the County Clerk is directed to send a copy of this resolution and Equal Opportunity Plan to each department head, countywide elected official, Chief Judge, and other agency within the county government.
It is the goal of Ingham County (hereinafter the "County") to recruit and maintain a diverse workforce in an effort to provide the highest quality of service to its constituents, as well as to provide equal opportunity in its employment on the basis of merit and fitness, regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification. The County shall pursue an aggressive recruitment and personnel development program in order to maintain a highly qualified and diverse workforce.

I. THE INGHAM COUNTY EQUAL OPPORTUNITY EMPLOYMENT PLAN

A. Based on the above-stated goal, the County, by and through the Ingham County Board of Commissioners (hereinafter the "Board of Commissioners") hereby adopts this Ingham County Equal Opportunity Employment Plan (hereinafter the "EOE Plan" or this "Plan"). This Plan is an integral part of the County’s total human resources management program. Under this Plan, the County shall pursue a program of recruitment, hiring, and promotions of highly qualified employees and applicants, and may consider training projects based on available resources, while complying with the terms of this Plan.

B. This Plan applies to all non-union employees of the County. This Plan also applies to employees in recognized bargaining units that are represented by certified collective bargaining unit representatives where no conflict exists between a provision of this Plan and an express provision of an applicable collective bargaining unit agreement. Further, this Plan is not applicable to any offices of Elected Officials unless the individual Elected Official adopts, in whole or in part, this Plan. However, the Board of Commissioners urges all Elected Officials to adopt this Plan in its entirety.

C. This Plan assigns responsibilities and duties, and provides for the presentation of reports and annual evaluations. This Plan requires the County to ensure that all human resources related decisions are based upon an individual’s ability to meet the requirements of the job and that the County shall monitor and eliminate, if possible, any barriers that interfere with equal opportunity in all segments of the Human Resources program.

D. This Plan precludes quotas and reductions in job related qualifications to increase employment of persons based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation. The goals of this Plan should not be construed as quotas which must be met or ceilings that will prevent the hiring or promotion of the most qualified employees.

E. The County shall hire and promote the most qualified individuals regardless of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification, in order to meet the labor force demands of the County.

F. New County employees shall be provided a copy of this Plan in writing or electronically by the Human Resources Department and all County employees shall receive a copy of any updated version of this Plan in writing or electronically from the Human Resources Department. This Plan shall also be made
available to all applicants for County employment or any interested parties upon request to the Human Resources Department.

**Pursuant to state law, the Board of Commissioners acknowledges the fact that this Plan may not be enforceable as to Department Heads who are elected officials. If this Plan does not apply to a Department Head, the Board of Commissioners shall use all of its persuasive abilities to encourage said Department Head to comply with this Plan.**

**II. EQUAL OPPORTUNITY COMMITTEE ("EOC")**

A. The Board of Commissioners has appointed a committee consisting of interested citizens to act under the terms of this Plan. This committee shall be known as the Ingham County Equal Opportunity Committee (hereinafter the "EOC"). The EOC is an advisory committee and shall perform the following functions:

1. Serve as advisors to the Board of Commissioners on matters that will ensure equal opportunity for all County employees, as well as applicants for County employment.

2. Make recommendations to the County Services Committee and the Board of Commissioners as necessary to carry out the County's commitment to equal opportunity.

3. Review reports submitted by the Ingham County Human Resources Director (hereinafter referred to as the “HR Director”) and Human Resources Department.

4. Verify annually that banks or other savings institutions holding County funds are equal opportunity employers and lenders. Verification shall be completed each year by December 31 of said year, and a report from the EOC shall be made available by January 31 of the following year to the Board of Commissioners and the Human Resources Department.

5. Verify annually that, to the extent possible, all County purchasing is done from equal opportunity employers. Verification shall be completed each year by December 31 of said year and a report from the EOC shall be made available by January 31 of the following year to the Board of Commissioners and the Human Resources Department.

6. Review periodic reports and annual evaluations of the ethnic and gender status of the County's employee base solely for the purpose of determining a need for further inquiry to ascertain whether there has been specific prior discrimination in hiring practices to evaluate applicable hiring criteria to ensure that they are reasonably job-related and do not arbitrarily exclude members of the underutilized group, or to indicate the need for inclusive outreach efforts to ensure that members of the underutilized group have equal opportunity to seek employment with the affected department.

7. Provide an annual report to the County Services Committee based on its work during the previous calendar year.

8. Review this Plan for its continued relevance every three years or as necessary.

9. The EOC may recommend adjustments to job-related qualifications after an investigation and determination is made by the EOC that the recommended job-related qualifications are
appropriate, do not violate the Michigan Civil Rights Initiative, known as Proposition 2 (Michigan 06-2), or any other local, state, or federal law.

B. All meetings of the EOC shall be open to the public and provide an opportunity for limited public comment. The EOC reserves the right to limit access to its meetings at those times when the facts involved in a complaint against the County are being discussed or as otherwise permitted in accordance with the requirements of the Michigan Open Meetings Act.

III. HIRING AND PROMOTION PROCESS

A. The County shall be an Equal Opportunity Employer.

B. The Human Resources Department shall evaluate and monitor the interview and selection process of each County department to ensure that this Plan is adhered to and no person is denied employment or promotional opportunities because of their race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex, or lack of disability constitutes a bona fide occupational qualification.

C. Inquiries Regarding Salary History During the Hiring Process.

1. The Human Resources Department or any person engaged in the hiring process on behalf of the County shall not, except as otherwise provided in this Plan, inquire about the salary history of an applicant for employment or rely on the salary history of an applicant in determining the salary, benefits or other compensation for such applicant during the hiring process, including the negotiation of a contract. “To inquire,” “Inquiries,” or “Inquire” as used in Section III of this Plan includes any means to communicate any question or statement to an applicant, an applicant’s current or prior employer, or a current or former employee or agent of the applicant’s current or prior employer, in writing or otherwise, for the purpose of obtaining an applicant’s salary history, or to conduct a search of publicly available records or reports for the purpose of obtaining an applicant’s salary history, but does not include informing the applicant in writing or otherwise about the position’s proposed or anticipated salary or salary range.

2. Notwithstanding Section III(C)(1) of this Plan, the Human Resources Department or any person engaged in the hiring process on behalf of the County may, without inquiring about salary history, engage in discussion with an applicant about their expectations with respect to salary, benefits and other compensation, including but not limited to unvested equity or deferred compensation that an applicant would forfeit or have cancelled by virtue of the applicant’s resignation from their current employer.

3. Where an applicant voluntarily and without prompting discloses salary history to the Human Resources Department or any person engaged in the hiring process on behalf of the County then the Human Resources Department or any person engaged in the hiring process on behalf of the County may consider salary history in determining salary, benefits and other compensation for such applicant, and may verify such applicant’s salary history.

4. Section III(C) of this Plan shall not apply to: (1) Any actions taken by the Human Resources Department or any person engaged in the hiring process on behalf of the County pursuant to any federal, state or local law that specifically authorizes the disclosure or verification of salary history for employment purposes, or specifically requires knowledge of salary history to
determine an employee’s compensation; (2) Applicants for internal transfer or promotion with their current employer; (3) Any attempt by the Human Resources Department or any person engaged in the hiring process on behalf of the County to verify an applicant’s disclosure of non-salary related information or conduct a background check, provided that if such verification or background check discloses the applicant’s salary history, such disclosure shall not be relied upon for purposes of determining the salary, benefits or other compensation of such applicant during the hiring process, including the negotiation of a contract; or (4) Public employee positions for which salary, benefits or other compensation are determined pursuant to procedures established by collective bargaining.

D. The Board of Commissioners recognizes that by law County elected officials may choose to use an alternate process for the hiring of their confidential administrative staff. For example, chief deputies. However, the Board of Commissioners shall use all of its persuasive abilities to encourage said County elected officials to comply with this Plan.

E. Recruitment.

1. All advertisements for open positions shall identify the County as an Equal Opportunity Employer. The County shall implement a program of intensive recruitment of qualified individuals directed toward the community at large and ensure that no segment of the community is excluded from County job opening notifications. Internal dissemination of this Plan in meetings with Department Heads and the Human Resources Department representative shall also be made on a semi-annual basis. At these meetings, Department Heads shall be advised of this Plan and their responsibilities under it.

2. A bi-weekly listing of open positions shall be transmitted to community organizations, as determined to be appropriate organizations by the Human Resources Department based on the organization’s ability to advance the goals of this Plan, for information purposes. The Human Resources Department shall maintain a list of organizations deemed appropriate under this section and produce a copy of the list in accordance with a request made under the Michigan Freedom of Information Act.

3. The open position listing shall also be displayed in County buildings and offices. Additionally, the posting shall be sent to local United States Post Offices, state unemployment offices in Lansing, and the Placement Offices of Michigan State University, Lansing Community College, and other local agencies, such as community and ethnic organizations and federal or state-funded employment and training programs. The County shall also list all openings on the County's Internet site and Intranet site. Notices of openings may be placed in local newspapers, including local foreign language publications, and out-of-town newspapers when positions are determined to be difficult to fill by the Human Resources Department.

4. At least annually, the Human Resources Department will contact and work with local educational institutions in an effort to encourage graduates to apply for open County positions.

5. At least annually, or as directed by the EOC, the Human Resources Department shall review hiring data and undertake efforts to assure that advertising and recruiting efforts provide for equal opportunity, non-discrimination, and diversity in hiring. The Human Resources Department shall continue to enhance the County’s equal opportunity recruitment strategies by putting forth its best efforts in attracting a qualified and diverse applicant pool.
6. Recruitment and interviews may be conducted at the offices of various agencies within the County that provide facilities and programs for employment.

7. The County shall continue to and whenever possible, based on available resources allocated by the Board of Commissioners for such purposes, expand the practice of student internships and work-study programs to encourage students to consider County government employment.

F. Job Openings.

1. The Human Resources Department shall be informed of any job openings through the use of a Personnel Action Request and Job Requisition form completed by a Department Head.

2. The Human Resources Department shall post the current job openings in the Ingham County Job Opportunity Bulletin, as well as other venues determined to be appropriate by the Human Resources Department that will promote the goals of this Plan. Each position shall be posted for two business weeks, unless insufficient applications are received, at which time the job posting may remain active at the discretion of the Human Resources Department.

G. Application Process.

1. All applicants shall apply for County positions through the Human Resources Department. The Human Resources Department shall make the appropriate reasonable effort to accommodate all applicants in regards to any special needs the applicant may have. Applications shall be available in the Human Resources Office or by request through the United States Mail. Applications shall also be available online at the County's Internet site (www.ingham.org) in a real time format or a printable format when using Adobe Acrobat Reader.

H. Interviews and Hiring.

1. The Human Resources Department shall be responsible for:
   i. Developing hiring policies and procedures for County agencies.
   
   ii. Posting job descriptions.
   
   iii. Reviewing job applications and to proceed with those that meet the minimum qualifications.
   
   iv. Referring the most qualified applicants, based on established screening criteria, to the hiring department for review.
   
   v. Reviewing hiring departments’ employment packages for compliance with Human Resources Department guidelines and this Plan prior to the hire of a new employee.

2. The hiring department shall be responsible for developing an employment package that includes:
   i. A job description.
ii. An interview panel consisting of a diverse group of interviewers to include, at a minimum and when reasonably practicable, one female interviewer, one male interviewer, and one minority interviewer.

iii. The interview panel rating forms and standardized job related questions; for example:
   a. Knowledge of job to be performed.
   b. Education and experience.
   c. Special training that is job related.
   d. Interpersonal skills.
   e. Communication skills.
   f. Personal demeanor.

iv. A guide of how each interview question is weighted in the overall scoring.

v. An interview rating sheet for qualified applicants referred by the Human Resources Department.

3. The interview panel recommendation on the top candidate(s) shall be made to the hiring supervisor. The hiring supervisor will make the final decision.

4. Department heads are required, and elected officials are highly encouraged, to use interview panels which reflect the diversity of the County’s population.

5. The Human Resources Department shall assist departments in achieving compliance with this Plan. The HR Director is to report to the County Services Committee where there is concern regarding the efforts of any department to comply with this Plan.

I. Unsuccessful Applicants.

1. An applicant not hired into the position for which the applicant has applied shall be considered an unsuccessful applicant. Only applicants that are referred by the Human Resources Department and interviewed but not hired by the hiring department shall be notified of the hiring department's decision within two weeks by United States Mail or email.

2. Applications of unsuccessful applicants shall be placed in the active application file for a period of 1 year. During this year, the applicant may be considered for any other position that they feel they are qualified for by simply submitting a cover letter for a designated position if the Human Resources Department receives the same by the end of the business day Friday of the deadline week.

3. At the end of the first year for an application and at the start of the second year, all applications shall be placed into inactive status and removed to a separate storage area where they shall be held for a period of one additional year. During this second year, an application may be reactivated, although a new application would be required to be completed and attached to any
existing applications for the applicant. After the second full year of the application and on a yearly basis all applications two years of age or older shall be shredded for security and confidentiality reasons and then properly recycled.

4. For purposes of recruitment only and in specific instances where normal advertisement and Job Vacancy Bulletin Posting do not adequately draw a reasonable number of applications, applicants from previous related positions with similar job classifications may be notified through use of a database system at the discretion of the Human Resources Department.

5. The use of this database shall be to notify all applicants from the previous related position(s) applied for that there is a similar opening. It shall then be the applicant's responsibility to notify the Human Resources Department through the use of a cover letter or a new application, when necessary, that they wish to be considered for the existing vacancy. Upon receipt of their request, they shall again be considered along with all other applicants for the existing vacancy and again begin the hiring process as set forth in this Plan.

J. Promotions.

1. All open County employment vacancies will be listed in the Ingham County Jobs Opportunity Bulletin. Current employees who apply shall be screened and may be interviewed. Department Heads are encouraged to communicate to the Human Resources Department current employees that they feel would qualify for open positions. The procedure of referring the most qualified candidates and the goals of this Plan shall be consistently followed. Career ladder referrals shall be made in accordance with the appropriate collective bargaining agreement, if any collective bargaining agreement governs.

2. Among the positive factors to be considered in the promotion of supervisors and managers is their record at efforts in complying with this Equal Opportunity Employment Plan.

IV. HUMAN RESOURCES DEPARTMENT REPORTS

A. The Human Resources Department shall compile reports concerning the following:

1. Demographic characteristics of the County's population as a whole that includes, but is not limited to, data regarding all protected classes as is reasonably practicable.

2. Demographic characteristics of the County’s employment applicants that includes, but is not limited to, data regarding all protected classes as is reasonably practicable.

3. Demographic characteristics of the County’s employee base that includes, but is not limited to, data regarding all protected classes as is reasonably practicable.

4. The County's internal applicant flow.

5. Current department demographic characteristics to compare the relative proportion of the protected classes in the County's employee base and employment applicant pool to the County's population as a whole.

B. The reports compiled by the Human Resources Department shall be reviewed for indications of discrimination or barriers to the employment opportunities of individuals covered under this Plan by the
Human Resources Department and the EOC. The County population demographics shall be determined using the most current U.S. Census data and/or other reliable source of population data.

C. Interpretations of data that conclude that there is a discriminatory action, perception, or effect, even if there is a lack of discriminatory intent, shall be subject to further review and action by the Human Resources Department and the EOC. It shall be of paramount importance to discover and document the basis for any perceived discriminatory action, perception, or effect and to take the necessary action based on said action, perception, or effect. The responsibility of showing that there is no actual discrimination rests within the department where the discriminatory action, perception, or effect has occurred. Documentation of actions and events is essential under this Plan.

V. EMPLOYMENT PRACTICES

A. Development and Training.

1. The County may provide opportunities for training to current employees by continuing its policy of reimbursing the cost of tuition and related expenses for employees who pursue further education and training related to their current or advanced County employment on their own time as budget resources allow. The County may also allow and encourage its employees to participate in seminars, workshops and the like at County expense and time, based on budgeted resources and the work load demands of the office.

B. In-Service Training.

1. The Human Resources Department will conduct periodic in-service training consisting of employment practices and issues for Department Heads, manager, supervisors, and elected officials. The County Services Committee and EOC shall assist and give input to the Human Resources Department in developing appropriate in-service training.

C. New Employee Orientation.

1. During the first week of their employment, all new employees must attend an orientation session at the Human Resources Department office, which will include, among other things, receiving a copy of this Plan.

D. Compensation.

1. All County positions have salary ranges established by the Human Resources Department and approved by the Board of Commissioners. These salary ranges are on file at the Human Resources Department office. Persons hired begin at the starting salary as determined by the appropriate collective bargaining agreement in affect for the new hire.

2. Since 1973, positions within the County are classified according to systems adopted by various collective bargaining units and approved by the Board of Commissioners.

VI. ENFORCEMENT OF THIS PLAN

A. Filing a Complaint.
1. Applicants. If an applicant for employment believes that they have not been treated fairly, or have been discriminated against in any way, in the hiring process by any segment of the Ingham County Government, they have the right to contact the Human Resources Department or the EOC about such treatment. Any such complaints must be in writing and signed by the claimant. The complaint must contain at least a current telephone number and/or address that will allow the Human Resources Department or the EOC to contact the claimant. Any complaints received by the EOC will be referred to the Human Resources Department for review and investigation. The Human Resources Department will report to the EOC the status of any complaints. Complaints brought directly to the HR Director will be reported to the EOC. Any complaints against the HR Director will be referred to the County Controller. The County Controller will also keep the EOC informed of the status of any complaints handled by that department. This Plan does not preclude any other legal rights available to any claimant.

2. Current Employees. All County collective bargaining agreements prohibit discrimination and have appropriate grievance procedures to process a complaint. However, every County employee can also avail themselves of the complaint procedure outlined thereafter. This Plan does not abrogate any other legal rights available to any claimant.

B. Complaint Procedural Steps.

1. A representative of the Human Resources Department will contact the claimant as soon as reasonably possible after receipt of the complaint to ascertain and establish the facts of the complaint. All such contact between the Human Resources Department will be kept as confidential for as long as practicable. All investigations will be made in a timely manner. The representative of the Human Resources Department will submit a report to the EOC.

C. Corrective Action.

1. Where there are demonstrated concerns regarding compliance with this Plan, the Board of Commissioners may, through the County Services Committee or the Human Resources Department, where appropriate and as provided by law, take the following action or actions including but not limited to:

   i. Direct the appropriate Department Head, manager, and/or employee(s) to address the facts of the complaint in person at a County Services Committee meeting.

   ii. Impose or extend a hiring delay.

   iii. Require the Human Resources Department to participate in the final interview and hiring process of the employment vacancy complained of. Additionally, the County Services Committee may designate one of its members or authorize an EOC member to be present.

   iv. Have final approval of the hiring decision.

   v. Discipline those Department Heads, managers, and/or employees who violate state, federal, or local discrimination laws or ordinances. Such discipline, where appropriate, may include termination of employment.

D. Reprisal or Retaliation.
1. The County will not permit or tolerate any form of reprisal or retaliation against a County employee or applicant reporting any legitimate incident prohibited by this Plan. Any County employee doing so will be subject to corrective action, up to and including, termination, as determined by the County in accordance with the appropriate collective bargaining agreement, if any.

VII. SEXUAL HARASSMENT

A. The County regards sexual harassment as a very serious matter and prohibits it in the workplace by any person and in any form. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when any of these three criteria are met:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

B. The following are examples of prohibited conduct. This list is only for illustrative purposes, and is not intended to be a complete list of prohibited conduct:

1. Demanding sexual favors in exchange for favorable hiring, reviews, assignments, promotions, continued employment or promises of the same.

2. Continued or repeated sexual jokes, language, epithets, flirtation, advances, innuendo, or propositions.

3. Verbal communication of a sexual nature.

4. Graphic verbal commentary about an individual's body, sexual prowess, or sexual deficiencies.

5. Sexually degrading or vulgar words to describe an individual.

6. Leering, whistling, touching, pinching, brushing the body, assault, coerced sexual acts or suggestive, insulting, or obscene comments or gestures.

7. The display in the workplace of sexually suggestive objects, pictures, graffiti, posters, or cartoons.

8. Name calling, relating stories, gossip, comments, or jokes that may be derogatory toward a particular sex, sexual orientation, gender identity, or gender expression.

9. Retaliation against associates for complaining about prohibited conduct.

10. Asking questions about sexual conduct, sexual orientation, gender identity, or gender expression.
11. Making or threatening reprisals after a negative response to prohibited conduct.

12. Physical harassment including assaulting a person, impeding or blocking movement, gestures, or any physical interference with normal work or movements.

C. Sexual Harassment Away From Work.

1. The prohibition of sexual harassment is not limited to unwanted conduct in the workplace and may include conduct outside the work environment.

D. Reporting Sexual Harassment

1. Any County employee who believes he or she has been subjected to sexual harassment shall report the alleged misconduct as soon as possible to their Department Head. The Department Head shall immediately investigate the complaint and try to resolve the complaint. The Department Head shall notify the HR Director or designee of the complaint and resolution, if any resolution is reached. If the matter is not resolved by the Department Head, the process set forth in Section VII(D)(2) of this Plan shall be utilized. If the complaint is against the claimant’s Department Head, the process set forth in Section VII(D)(2) of this Plan shall be utilized.

2. Any County employee or applicant for County employment who believes he or she has been subjected to sexual harassment should report the alleged misconduct as soon as practicable to the HR Director or designee. Any complaints against the HR Director will be referred to the County Controller. The HR Director or designee or the County Controller shall immediately investigate the complaint and try to resolve the complaint in accordance with Section VII(E) of this Plan. Although the complaint does not have to be in writing initially, the HR Director or designee or the County Controller may require that the facts of the complaint be memorialized in writing and signed by the claimant. Any such complaint provided to anyone associated with the Human Resources Department will be provided as soon as practicable to the HR Director or designee or the County Controller. The claimant must provide at least a current telephone number and address that will allow the HR Director or designee or the County Controller to contact the claimant.

3. This sexual harassment policy shall only apply to those complaints of sexual harassment against a currently-employed County employee at the time of the complaint. The same procedure will be used for complaints against all employees, regardless of an employee's status as a Department Head or a supervisor.

4. If a current County employee or applicant for County employment is unsure of the nature of the alleged harassment, they should contact the Human Resources Department.

E. Investigation of Sexual Harassment Complaints by the HR Director or Designee.

1. Any complaint shall be discreetly investigated as promptly as is practicable. The HR Director or designee or the County Controller may request to discuss the facts of the complaint with the respondent party, any other County employee, or any other persons that may have relevant information about the complaint. The process of any such interview will be left strictly to the discretion of the HR Director or designee or the County Controller.
2. Upon completion of the investigation by the HR Director or designee or the County Controller, the findings will be provided to the appropriate party to take appropriate actions, which may include, but are not limited to, counseling, reprimand, suspension, or dismissal of the County employee engaging in such conduct, made in accordance with the appropriate collective bargaining agreement or employment plan then in effect. The appropriate party is based on the following criteria:

   i. If the complaint was against a County employee, then the finding will be provided to the employee's Department Head or the HR Director, when applicable.

   ii. If the complaint was against a Department Head reporting directly to the County Controller, then the findings will be provided to the County Controller.

   iii. If the complaint was against a Department Head appointed by the Board of Commissioners, the findings will be provided to the County Services Committee.

   iv. If the complaint was against an elected official, the findings will be provided to the County Services Committee, who will respond in whatever manner it determines appropriate.

3. The Equal Opportunity Committee shall be informed on an ongoing basis of all sexual harassment investigations.

F. Reprisal or Retaliation.

   1. The County will not permit or tolerate any form of reprisal or retaliation against a County employee or applicant reporting any legitimate incident prohibited by this Plan. Any County employee doing so will be subject to corrective action, up to and including, termination, as determined by the County in accordance with the appropriate collective bargaining agreement, if any.

G. Non-Employment Related Sexual Harassment.

   1. This prohibition of sexual harassment applies to any County employee against anyone the County serves in its various capacities as the government of Ingham County.

H. Confidentiality.

   1. Any complaint filed, including all information and documents pertaining to the complaint, shall remain confidential to the extent possible.

VIII. PURCHASING AND CONTRACTING

A. It is the policy of the County that all vendors who provide goods and services to the County will, as a condition or providing such goods and services, adhere to all Federal, State, and Local laws, ordinances, rules, regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment by such vendor. These laws, ordinances, rules, regulations, and policies include, but are not limited to, the following:
1. The Elliot-Larsen Civil Rights Act, 1976 PA 453, as amended and as implemented by rules and regulations promulgated thereunder.

2. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended and as implemented by rules and regulations promulgated thereunder.


5. Title 7 of the Civil Rights Act of 1964, as amended and as implemented by rules and regulations promulgated thereunder.

B. All vendors shall, as a condition of providing goods and services to the County and as required by all applicable laws and by this Plan, not discriminate against persons to be served or an employee or applicant of any such vendor with respect to hire, tenure, terms, conditions or privilege of employment, or a matter directly or indirectly related to employment because of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, height, weight, marital status, age, genetic information, or political affiliation, except where age, sex or lack of disability constitutes a bona fide occupational qualification.

C. All vendors shall, as a condition of providing goods and services to the County and as required by all applicable laws and by this Plan, shall inform the Board of Commissioners or its designee and the Chairperson of the EOC of all complaints and violations of conduct prohibited under this Plan, including complaints and violations of the laws set forth in Section VIII(A) of this Plan, made by any employee of the vendor as soon as practicable, but in no instance later than 30 days from the date the vendor first becomes aware of the complaint or violation. The EOC may investigate any complaint against a vendor in the same manner as if the vendor’s employee that made the complaint was an employee of the County.

D. All vendors shall, as a condition of providing goods and services to the County and as required by all applicable laws and by this Plan, agree to allow the vendor’s employees to file a complaint under this Plan in the same manner as if the vendor’s employee was an employee of the County. All vendors further agree that they will not retaliate in any way against an employee who files a complaint under this Plan.

E. The Board of Commissioners may pass resolutions from time to time dealing with County purchasing and contracting, such as the resolution dated December 10, 2002, that may alter vendors’ and potential vendors’ obligations under this Plan when providing goods and services to the County.
WHEREAS, universal suffrage, the hard-won right of every citizen to vote freely and secretly, is the bedrock upon which our society functions; and

WHEREAS, the “Help America Vote Act” (HAVA) has greatly strengthened these rights by requiring voting officials to take all necessary steps to see that all voters including blind and otherwise disabled voters receive a fully accessible secret and unified voting experience; and

WHEREAS, since the implementation of HAVA, we have made great progress in the development and use of accessible voting machines; and

WHEREAS, the Ingham County Board of Commissioners recognizes the importance of providing blind and otherwise disabled people the right to cast a fully private and independent ballot by supporting the adoption and implementation of the Help America Vote Act of 2002; and

WHEREAS, the Help America Vote Act of 2002 enables blind voters and other voters with disabilities to exercise their right to vote privately and independently at each polling location by requiring at least one voting system accessible to individuals with disabilities in a manner that provides the same opportunity for access and participation in the voting process including nonvisual accessibility for the blind and visually impaired; and

WHEREAS, the State of Michigan recently completed the process of evaluating and certifying new voting machines and equipment to replace aging voting machines and equipment purchased over ten years ago to comply with the provisions of the Help America Vote Act of 2002; and

WHEREAS, the State of Michigan concluded that three different voting machines and equipment were deemed to comply with the provisions of the Help America Vote Act of 2002 including Dominion, Hart, and ES&S that could be purchased by each county in Michigan; and

WHEREAS, a majority of the counties in Michigan purchased voting machines and equipment from either Dominion or Hart which were not deemed to be fully accessible to blind and visually impaired voters during a mock election where all three voting machines and equipment were on display to be tested by voters in Michigan; and

WHEREAS, blind and visually impaired voters who live in the counties where the Dominion or Hart voting machines and equipment were purchased were not able to exercise their right to vote privately and independently in the same manner that provides the same opportunity for access and participation in the voting process during the August primary election as called upon in the Help America Vote Act of 2002.

THEREFORE BE IT RESOLVED, by the Ingham County Board of Commissioners assembled on this twenty-eighth day of August, 2018 in the city of Mason, Michigan that this organization condemn and deplore the certification of voting machines and equipment that are not fully accessible to blind and visually impaired
voters by the Michigan Bureau of Elections and the Secretary of State of Michigan, and the purchase of voting machines and equipment that are not fully accessible to blind and visually impaired voters by county clerks.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners take any and all necessary actions to ensure blind and visually impaired voters in Ingham County, Michigan can exercise their right to vote privately and independently in a manner that provides the same opportunity for access and participation in the voting process as called upon in the Help America Vote Act of 2002.
Agenda Item 3

TO: Law & Courts, County Services, and Finance Committees
FROM: Rhonda K. Swayze
DATE: September 4, 2018
RE: Michigan Mental Health Court Grant Program
2018-2019 Operational Grant Award

The goals of the Felony Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle.

Over the past year, we have identified an additional resource that will assist us in achieving the goals described above: a Case Coordination Specialist (job description attached). The salary and fringes for this ICEA Court Professionals 05 position are $87,662. The job description and classification have been reviewed and approved by the ICEA Court Professionals union. The Case Coordination Specialist would be responsible for establishing, implementing and monitoring case plans for the participants; coordinating court services for the participants; and serving as a liaison between various professionals and agencies providing treatment and ancillary services. Additionally, the occupant of this position would assist the Court Services Coordinator in data collection and management as the Court Services Coordinator becomes more involved in the administrative side of the program in data compilation and analysis and grant maintenance.

The 30th Circuit Court has submitted a grant requesting $376,893 from the State Court Administrative Office (SCAO) to continue the Felony Michigan Mental Health Court Grant Program – Operational Grant for the grant period of October 1, 2018 through September 30, 2019. We have not yet received notification from the SCAO of the amount of our grant award, but anticipate continuation of the program.

Through the enclosed Resolution, we are seeking to secure the Board of Commissioners’ approval to continue the three-quarter time Mental Health Court – Court Services Coordinator position as of October 1, 2018, and add a full-time Mental Health Court – Case Coordinator Specialist position (ICEA – Court Professionals 05) and authorize entering into subcontracts with program vendors once the award has been granted.

cc: Hon. Laura Baird
Hon. Joyce Draganchuk
Shauna Dunnings
Hon. Richard J. Garcia
Hon. James S. Jamo
Lisa McCormick
Carol Siemon
INGHAM COUNTY
JOB DESCRIPTION

MENTAL HEALTH COURT CASE COORDINATION SPECIALIST

General Summary:
Under the supervision of the Deputy Court Administrator of the General Trial Division, the MHC Case Coordination Specialist responsibilities are: 1) to establish, implement and monitor case plans for the MHC participants; 2) coordinate court services to MHC participants; 3) serve as a liaison between various professionals and agencies providing treatment and ancillary services to MHC participants and 4) assists the MHC Court Services Coordinator in collection and management of MHC program data.

Essential Functions:
1. Assists in preparation for and operation of weekly MHC reviews by pulling files, recording information and attending weekly pre-court meetings and hearings.
2. Assists entering information into the MHC information system.
3. Provides assessment of need regarding human services including housing; medical, physical and SUD treatment; basic needs; criminogenic risk and supervision of people admitted to the MHC program.
4. Incorporates assessment information into MHC case plan.
5. Attends all hearings and case reviews of MHC participants.
6. Meets with individual participants according to court reporting schedule as determined by the individual’s phase in the MHC program.
7. Maintains regular contacts with other agencies such as ancillary service providers, treatment providers, drug and alcohol testing agencies and MHC defense team.
8. Coordinates mental health, SUD and medical treatment services for MHC participants.
9. Maintains a current log of all contacts and keeps files up-to-date.
10. Transportation duties include physically transporting clients to court facilities, appointments, hearings, community service assignments, institutions or other such places deemed necessary.
11. Attends regularly scheduled staff meetings and in-service training sessions.
12. Supervision and evaluation of volunteer mentors and student interns performing field work responsibilities at the court.
13. Assists participants in completing applications for housing, entitlement programs and navigation of human service networks.
14. Uses independent judgment in unusual and crisis situations as it relates to mental health crises and criminal behavior. May be required to complete petition for involuntary treatment or Assisted Outpatient Treatment order.
15. Assists in maintaining data needed for grant reports, including the collection and organization of receipts, recording data on the rewards program, gathering and recording data on monitoring, drug and alcohol testing, treatment attendance and compliance with the MHC case plan.

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

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

**Employment Qualifications:**

**Education:** A minimum of a Bachelor’s degree in Social Sciences, Education, or related Human Services Field is required.

**Experience:** A minimum of 1 year experience in dealing with people with mental illness. Experience in dealing with court and treatment systems preferred.

**Other Requirements:**
- 
- 

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

**Working Conditions:**
1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position is exposed to communicable diseases, blood, other body fluids, etc.

3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

5. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.
Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position’s physical requirements require regular stamina in sitting, walking, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

ICEA COURT PRO 05
MAY 2018
Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE THE GRANT FUNDED THREE-QUARTER TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – COURT SERVICES COORDINATOR POSITION; ADD A FULL-TIME ICEA COURT PROFESSIONAL 5 MENTAL HEALTH COURT – CASE COORDINATION SPECIALIST, AND ENTER INTO SUBCONTRACTS FOR FISCAL YEAR 2018-2019

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of $376,893 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2018 through September 30, 2019; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, it has been determined that it is necessary to add a full-time Case Coordination Specialist position to achieve the program goals; and

WHEREAS, the Human Resources Department has classified the position as an ICEA Court Professionals 05 and the ICEA Court Professionals union supports the job description and classification; and

WHEREAS, the grant application requested $85,582 for the continuation of a three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05 and $87,662 for the addition of a full-time Mental Health Court – Case Coordination Specialist (MHC Case Coordination Specialist); and

WHEREAS, continuation of the position of the MHC Court Services Coordinator and the addition of the MHC Case Coordination Specialist would provide continuity of service and necessary treatment and ancillary services coordination; and

WHEREAS, the 2019 SCAO Michigan Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed $138,102.58); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $57,656); and
WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2019 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of October 1, 2018, Ingham County Board of Commissioners authorizes continuation of the MHC Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant which has a grant period of October 1, 2018 through September 30, 2018, and once the award has been granted approves the addition of a MHC Case Coordination Specialist and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed $138,102.58); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by Sentinel and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed $57,656).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2018-2019 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: County Services Committee
FROM: Jill Rhode, Director of Financial Services
DATE: August 29, 2018
SUBJECT: Authorization to Reinstate an ICEA Employee Above Step 4
For the agenda of September 18, 2018

BACKGROUND

Rachel Stoecker was a highly regarded accountant in the Financial Services Department who left in June 2018 to pursue another opportunity. Since that time, the County has been experiencing difficulty finding a qualified candidate to fill the position. Luckily, Rachel has requested to return to her position. When she left, she was being paid at Step 4 and we would like to return her at the same salary. The salary for this position is as follows:

ICEA County Pro 07

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>07</td>
<td>52,116.49</td>
<td>54,551.76</td>
<td>57,102.15</td>
<td>59,768.69</td>
<td>62,564.08</td>
</tr>
</tbody>
</table>

ALTERNATIVES

We can continue to look for a candidate but we will soon have another vacancy with the retirement of another accountant in October. With my retirement, this would be a great deal of turnover in a very short time.

FINANCIAL IMPACT

Annual salary differences among the four steps are provided above. Because the position has been vacant over the last two months, there will be no impact on the Financial Service Department’s budget.

RECOMMENDATION

We are recommending that Rachel Stoecker be reinstated at the pay rate she was receiving when she left in June.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 9/05/2018
SUBJECT: Resolution – DarkTrace Renewal

BACKGROUND
Resolution #16-390 approved a contract with DarkTrace for a cybersecurity appliance that was inspired by the self-learning intelligence of the human immune system. This new approach is delivered by cutting-edge technology that is capable of learning ‘self’ within an organization in real time – enabling it to detect emerging threats that bypass other security controls. This self-learning process makes it unique among the various cybersecurity devices and software out in the marketplace. ITD has been very happy with this tool and it has been instrumental in alerting and monitoring our network for issues. Our current contract expires on October 1st, 2018.

ALTERNATIVES
We could stop using this product entirely – not advisable, or look to other vendors – also inadvisable as the other vendors rely on a library of known threats, so their threat-detection capability is limited by the completeness and accuracy of the information in their library. Rather than relying on a static library of known threats, this tool learns the behavior of our network and then provides alerting on any activity that appears to be abnormal. This allows the system to provide highly accurate data and identify potential threats rapidly.

FINANCIAL IMPACT
The funding for the $120,000.00 total for the appliance and 4 years of service is budgeted and will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
This is the tool that allowed us to know for a certainty key details about the cybersecurity incident in 2017.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the renewal of our contract with DarkTrace for $120,000.00 for 48 months.
Agenda Item 5a

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF DARKTRACE

WHEREAS, Ingham County needs protect our data and our network from cyber threats; and

WHEREAS, Darktrace has been a valuable tool as it identifies indicators of potential compromise, alerting staff to take the appropriate actions to mitigate the perceived threats; and

WHEREAS, our current contract expires on October 1st, 2018; and

WHEREAS, the renewal price of said appliance and service is currently budgeted and will be $30,000.00 per year for 4 years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Darktrace in the amount not to exceed $120,000.00.

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
BACKGROUND
Ingham County changed over to a Microsoft Enterprise Agreement (EA) in 2014 in order to better manage our licensing costs, ensure that we are legally compliant, and be able to use the most current software available. (Resolution 14-025) The EA benefits include extras like online training, employee home use, and support incidents at no additional cost. Microsoft does this to ensure that we get the most out of our partnership. This current agreement expires on January 31st, 2020.

As part of the agreement, Microsoft does a periodic audit and review of our licensing position. The result of that assessment has shown that we will need to increase a few of our license counts in order to remain legal moving forward. These deficiencies are due to a misunderstanding of the licensing method of the configuration software from our original purchase with a different vendor, an increased usage of applications on servers, as well as the overlap of installation time in replacing computers during refresh cycles.

One important benefit of this increase in Microsoft licenses is that it will address our imminent need for additional licenses for the new Public Defender department. This purchase is a one-time perpetual license purchase of the current version that Ingham County will own permanently.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $142,262.09 cost is covered by the 2018 budget and will come from the County’s Network Software Fund #636-25810-932033. CDWG has been awarded the State of Michigan’s MCT contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the County with the highest discount possible.

OTHER CONSIDERATIONS
Ingham County is heavily reliant on Microsoft servers and applications for our daily work. It is critical that we keep these systems up to date and operating effectively.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for additional Microsoft licenses through CDWG in the amount of $142,262.09.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL MICROSOFT SOFTWARE LICENSES THROUGH CDWG

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has worked with Microsoft to assess and review Ingham County licensing to ensure that the County is legally compliant; and

WHEREAS, there is a need to increase our license count in order to remain legal and address impending software needs under our current licensing agreement that will expire on January 31st, 2020 unless renewed; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of additional Microsoft licenses from CDWG in the amount of $142,262.09.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Software Fund (636-25810-932033).

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, County Services, & Finance Committees

FROM: Deb Fett, CIO

DATE: 9/04/2018

SUBJECT: Network Access Control Software Implementation Purchase

BACKGROUND
Best practices in cybersecurity include a provision to ensure that only approved devices are allowed onto the trusted network. One way to do this is with Network Access Control (NAC). Wikipedia defines Network Access Control this way:

When a computer connects to a computer network, it is not permitted to access anything unless it complies with an IT defined policy; including anti-virus protection level, system update level and configuration. While the computer is being checked by a pre-installed software agent, it can only access resources that can remediate (resolve or update) any issues. Once the policy is met, the computer is able to access network resources and the Internet, within the policies defined within the NAC system. NAC is mainly used for endpoint health checks, but it is often tied to Role-based Access. Access to the network will be given according to the profile of the person and the results of a posture/health check. For example, in an enterprise the HR department could access only HR department files if both the role and the endpoint meets anti-virus minimums.

ITD has done extensive research and has chosen a NAC solution that will address both of those scenarios. This solution provides next generation secure access, is from a global network infrastructure vendor, and is a Gartner leader in this area. This solution will also assess vulnerabilities and apply threat intelligence. One key benefit is that it can also contain a suspicious device for IT remediation, helping to prevent widespread infections.

ALTERNATIVES
Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization so no other quotes were sought.

FINANCIAL IMPACT
The funding for the $26,928.00 for product implementation is budgeted and will come from the County’s Innovation and Technology Department’s Network Software Fund #636-25810-932033.

OTHER CONSIDERATIONS
WSCA-NASPO Master Agreement number AR233, Contract Number 071B4300133.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the contract for Sentinel Technologies for the NAC product implementation in the amount of $26,928.00.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR NETWORK ACCESS CONTROL IMPLEMENTATION

WHEREAS, best practices in cybersecurity include a provision to ensure that only approved devices are allowed onto the trusted network; and

WHEREAS, ITD has done extensive research and has chosen a solution that provides next generation secure access, and is from a global network infrastructure vendor; and

WHEREAS, Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization that provides competitively bid pricing to Ingham County; and

WHEREAS, the implementation project contract amount proposed by Sentinel Technologies is $26,928.00 and is in the 2018 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed $28,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Software Fund (636-25810-932033).

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, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 9/04/2018
SUBJECT: Network Redesign Project Contracts

BACKGROUND
After the incident in May of 2017, ITD put into the 2018 budget a request for a large network redesign project. It is to be accomplished in 3 phases across several years. This is the first request for the 2018 phase. After extensive research and conversations with other governmental agencies and various vendors, ITD has started our network redesign with some core infrastructure changes. This solution provides next generation infrastructure capabilities to segregate our network traffic into more secure access, is from a global network infrastructure vendor, and is a Gartner leader in this area.

ITD has chosen Sentinel Technologies as our vendor as we have worked with them on various other projects and are very pleased with their service and support so far. Their knowledge of our network and standards will allow us faster implementation. As they are on the WSCA contract as listed below means that their pricing has been competitively bid already for us.

ALTERNATIVES
Sentinel Technologies is a participant of the WSCA-NASPO Cooperative Purchasing Organization so no other quotes were sought.

FINANCIAL IMPACT
The funding for the $335,829.00 for hardware, software and maintenance is budgeted and will come from the County’s Innovation and Technology Department’s Network Hardware Fund #636-25810-932032. The funding for the $65,301.00 for implementation services is budgeted and will come from the County’s Innovation and Technology Department’s Network Consulting Fund #636-25810-802000.

OTHER CONSIDERATIONS
WSCA-NASPO Master Agreement number AR233, Contract Number 071B4300133.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the contracts for Sentinel Technologies for the Network Redesign Project in the amount not to exceed $405,000.00 which includes a small contingency buffer.
INTRODUCED

Agenda Item 5d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACTS FOR NETWORK REDESIGN PROJECT
FOR SENTINEL TECHNOLOGIES

WHEREAS, Ingham County has budgeted and initiated a large scale network redesign project in order to better withstand cyber incidents; and

WHEREAS, ITD has done extensive research and has chosen a solution that provides next generation infrastructure capabilities to segregate our network traffic into more secure access, is from a global network infrastructure vendor, and is a Gartner leader in this area.; and

WHEREAS, Sentinel Technologies has been a valued vendor so far and is a participant of the WSCA-NASPO Cooperative Purchasing Organization that provides competitively bid pricing to Ingham County; and

WHEREAS, the total project contract amount proposed by Sentinel Technologies is $401,130.00 and is in the 2018 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract for support from Sentinel Technologies in the amount not to exceed $405,000.00.

BE IT FURTHER RESOLVED, The funding for the $335,829.00 for hardware, software and maintenance will be paid from the County’s Innovation and Technology Department’s Network Hardware Fund (636-25810-932032). The funding for the $65,301.00 for implementation services will be paid from the County’s Innovation and Technology Department’s Network Consulting Fund (636-25810-802000).

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 County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: September 4, 2018
SUBJECT: County Wi-Fi network assessment

BACKGROUND
Ingham County maintains a wireless computer network that is available for public use as well as internal, private, services. As wireless technology has improved, the County’s wireless network has begun showing its age and is in need of a refresh to improve reliability, to utilize modern methods of connectivity, and to enhance security. The initial step in the refresh process is to do an assessment of the existing network. This assessment will help us be most efficient when the time comes to purchase wireless hardware and licenses. The assessment will designate access point placement and sizing to provide the best coverage throughout County buildings and offer the most value for our money spent. Several County departments use the wireless network for their daily activities and improving coverage and reliability is a frequent request.

ALTERNATIVES
Three vendors provided quotations for this project with the lowest being Sentinel Technologies, Inc. The three prices are as follows:

- Sentinel Technologies, Inc. - $24,480.00
- Logicalis - $26,364.32
- CDW Government - $40,367

FINANCIAL IMPACT
In planning for this need, the Innovation and Technology department requested and was granted funds for this project in the annual budget. The funding for this support renewal will come from the County’s Innovation and Technology Department’s Network Maintenance - Hardware fund #636-25810-932032.

OTHER CONSIDERATIONS
Pricing from the recommended vendor is off the competitively bid WSCA-NASPO Cooperative Purchasing Organization, Master Agreement Number: AR233, Contract Number: 071B4300133

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to enter into an agreement with Sentinel Technologies, Inc. to perform a wireless site survey in the amount of $24,480.00.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A WIRELESS SITE SURVEY FROM SENTINEL TECHNOLOGIES, INC.

WHEREAS, Ingham County currently provides a secure wireless network for both public and private use; and

WHEREAS, in order to remain secure and reliable, the existing wireless network is in need of a hardware refresh; and

WHEREAS, a wireless site survey is needed to effectively plan for a wireless hardware refresh; and

WHEREAS, this site survey has been planned for and budgeted and will provide the necessary information needed to refresh the existing County wireless network in a secure, reliable manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of a wireless site survey from Sentinel Technologies, Inc. in the amount of $24,480.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Maintenance - Hardware fund (636-25810-932032).

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: August 28, 2018
SUBJECT: Authorization to Create Staff Positions for Sparrow - VOA
For the meeting agendas of September 17, 18 and 19, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to create 4.0 FTE Medical Assistant I (UAW) positions, and 1.0 FTE Health Center Nurse Position (MNA), effective October 1, 2018, with the start of Fiscal Year 2019. Resolution #17-328 authorized the transfer agreements for ICHD to acquire the Sparrow-VOA Community Health Center into its network of Federally Qualified Health Center (Ingham Community Health Centers). As part of those transfer agreements, as amended through Resolution #18-233, existing leased non-provider Sparrow staff of the Sparrow-VOA would be migrated into County staff positions by October 1, 2018. Any vacancies of leased non-provider staff positions would be posted and filled as County staff positions as incurred, in accordance with the terms of the amended transfer agreement. Therefore, staff positions must be created effective October 1, 2018, with the start of Fiscal Year 2019, in order for existing leased non-provider staff to be placed in, or to be posted and filled if the leased position is vacant.

The County Staff to be created are as follows:

<table>
<thead>
<tr>
<th>Sparrow Leased Position</th>
<th>County Position #</th>
<th>FTE</th>
<th>County Position</th>
<th>Budgeted Salary Costs FY 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>RN Supervisor</td>
<td>601510</td>
<td>1.00</td>
<td>Health Center Nurse</td>
<td>$61,086</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>601506</td>
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<td>Medical Assistant I</td>
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</tbody>
</table>

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The costs of the created County staff positions are included in the proposed budget for FY 2019; therefore, these positions are at no additional cost to the County.

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 authorizing the creation of 4.0 FTE Medical Assistant I (UAW) positions, and 1.0 FTE Health Center Nurse Position (MNA), as proposed in Budget Year 2019.
INTRODUCED BY:

HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES

OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE STAFF POSITIONS FOR SPARROW-VOA

WHEREAS, Ingham County Health Department (ICHD) wishes to create 4.0 FTE Medical Assistant I (UAW) positions, and 1.0 FTE Health Center Nurse Position (MNA), effective October 1, 2018, with the start of Fiscal Year 2019; and

WHEREAS, resolution #17-328 authorized the transfer agreements for ICHD to acquire the Sparrow-VOA Community Health Center into its network of Federally Qualified Health Centers (Ingham Community Health Centers); and

WHEREAS, as part of those transfer agreements, as amended through Resolution #18-233, existing leased non-provider Sparrow staff of the Sparrow-VOA would be migrated into County staff positions by October 1, 2018; and

WHEREAS, any vacancies of leased non-provider staff positions would be posted and filled as County staff positions are incurred, in accordance with the terms of the amended transfer agreement; and

WHEREAS, staff positions must be created effective October 1, 2018, with the start of Fiscal Year 2019, in order for existing leased non-provider staff to be placed in, or to be posted and filled if the leased position is vacant; and

WHEREAS, the County staff to be created are as follows:

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<tr>
<th>Sparrow Leased Position</th>
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</table>

WHEREAS, the costs of the created County staff positions are included in the proposed budget for FY 2019, therefore these positions are at no additional cost to the County; and

WHEREAS, the Ingham CHC Board supports the creation of these staff positions, as budgeted in FY 2019; and

WHEREAS, the Health Officer recommends the creation of these staff positions, as budgeted in FY 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of 4.0 FTE Medical Assistant I (UAW) positions and 1.0 FTE of Health Center Nurse (MNA) positions for the Sparrow-VOA Health Center, as budgeted in FY 2019.
BE IT FURTHER RESOLVED, that the positions to be created and filled with existing leased non-provider staff, and or posted and filled if vacated by leased staff prior to October 1, 2018, are as follows:

<table>
<thead>
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</table>

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.
TO: Board of Commissioners Human Services, County Services, & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: August 28, 2018
FOR: WIC Staff Position Conversion

BACKGROUND
Ingham County Health Department (ICHD) wishes to convert Women Infant & Children (WIC) Family/Child/Infant Advocate position #601153, to a Medical Assistant I (MA I) position based upon the following criteria:

- The Family/Child/Infant Advocate role limits the duties of the position to exclude what is needed to maintain caseload in the WIC Clinic. This role is better suited to a home visiting program. The role of the Medical Assistant I better suits the needs of the WIC clinic. The primary job duties performed by the recent employee in the Family/Child/Infant Advocate role are within the job description of the Medical Assistant I. Changing the position to Medical Assistant I better fits the needs of the clinic and enhances the program’s ability to meet policies set forth by the State and Federal government.
- The position will become vacant with a retirement on September 7, 2018.
- The position number for this MA I will remain the same as there is no change in funding source or location, and will be categorized as a title change in ICHD’s position tracking system.
- The UAW has approved this conversion of the WIC Family/Child/Infant Advocate position #601153 to a Medical Assistant I (MA I).

ALTERNATIVES
There are no alternatives that will allow Ingham County WIC to remain compliant with State WIC Policies.

FINANCIAL IMPACT
There is no financial impact to make the change. Both the Family/Child/Infant Advocate position and the Medical Assistant I position are UAW-Technical, Office, Paraprofessional Service Grade D positions.

STRATEGIC PLANNING IMPACT
This position change 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.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a conversion of the position from Family/Child/Infant Advocate to Medical Assistant I in the WIC Program.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT WIC FAMILY/CHILD/INFANT ADVOCATE POSITION TO MEDICAL ASSISTANT I POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to convert Women Infant & Children (WIC) Family/Child/Infant Advocate position #601153, to a Medical Assistant I (MA I) position; and

WHEREAS, the Family/Child/Infant Advocate role limits the duties of the position to exclude what is needed to maintain caseload in the WIC Clinic; and

WHEREAS, this staffing change will enable Ingham County WIC to comply with State and Federal WIC policies; and

WHEREAS, the position will become vacant with a retirement at on September 7, 2018; and

WHEREAS, the position number for this MA I will remain the same as there is no change in funding source or location, and will be categorized as a title change in ICHD’s position tracking system; and

WHEREAS, the UAW has approved this conversion of the WIC Family/Child/Infant Advocate position #601153 to a Medical Assistant I (MA I); and

WHEREAS, the change of position does not involve a financial impact to make this change as both the Family/Child/Infant Advocate position and the Medical Assistant I position are UAW-Technical, Office, Paraprofessional Service Grade D positions; and

WHEREAS, the health officer recommends that the Board of Commissioners authorize the conversion of the Family/Child/Infant Advocate position to a Medical Assistant I position in the WIC Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the Family/Child/Infant Advocate position #601153 to a Medical Assistant I position in the WIC Program.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the position allocation list consistent with this resolution.
TO: Ingham County Board of Commissioners
FROM: Tom Gamez, Director of Operations, ICRD
DATE: September 4, 2018
SUBJECT: Truck hoist replacement parts, Stainless steel plungers and bushings

BACKGROUND
The purpose of this correspondence is to support attached resolution and memo of performance, to purchase the required replacement parts for two in-ground truck hoists at the ICRD. These fabricated stainless steel replacement parts are needed to meet the State of Michigan annual hoist inspection and certification from the general industry safety standards, part 72.

The two hoists are rated to lift 80,000 pounds each and are a very important and safety sensitive part of our maintenance operations of our fleet of equipment. The current hoists receive yearly safety inspections and it has been determined that plungers and bushings have become too worn and rusty to pass the required inspection for 2018.

These hoists are 17 years old and should last another 17 years or more, with the proper maintenance and yearly inspections.

ALTERNATIVES
The hoists plungers and bushing have become worn and rusty. The ICRD is concerned about the integrity of these hoist parts. To delay this repair, could result in damage to the equipment or the building. There are no alternative options for repairing these hoists, other than to install new hoists at a cost of $80,000 each.

FINANCIAL IMPACT
The ICRD received quotes from qualified and experienced vendors for the purpose of fabricating new stain steel replacement parts that meets or exceeds the current Federal and State safety codes.

There were very limit sources to seek quote from, due to the custom fabricating required for these hoist parts. The lowest qualified bid was $12,400 for each hoist repair, with a total cost of $24,800.00 to fabricate, 4 new stainless steel plungers and bushing as specified by the ICRD, from H&H Welding & Repair 700 Acme Drive Mason, Michigan 48854.

OTHER CONSIDRATIONS
These two hoists were made by Ford Smith Hoist Company and were installed in 2001. The Ford Smith Hoist Company went out of business in 2004 and factory parts are no longer available. The Purchasing Dept. and the Road Dept. preformed a nationwide search trying to find the correct aftermarket replacement parts, but no aftermarket parts were available.
The ICRD made contact with SVI Inc. base out of the northern Illinois. SVI provided a rough estimate of $4,805.77 for each hoist, but these hoists would not be made out of Stainless steel as requested by the ICRD. SVI Inc. would not provide an official quote unless we delivered the used parts for their review. This would require an ICRD employee to drive to SVI Inc. in northern Chicago, this is 6 hours in each direction to seek a quote and then return a second or third time to drop off and pick up the new parts if approved by the Purchasing Dept. We did inquire about shipping cost but it appears the option of shipping our used parts to northern Illinois and the cost of returning parts from Chicago would cost about $1300 in each direction for shipping, each set of plungers and bushings.

It was determined that the cost involved with delivering and purchase new plungers and bushing from SVI Inc. of Illinois would exceed the cost of a local vendors quote by several thousands of dollars and would not be made with the superior stainless steel product, as requested by the ICRD. This did not appear to be advantageous for the ICRD base on the unknown cost involved and the finished product would not meet the specifications of Stainless steel.

The ICRD did receive a quote from one local vendor, H&H Welding & Repair in Mason, Michigan. The ICRD has worked with this local vendor on previous projects and has received quality materials and parts. All special order parts from H&H Welding & Repair have been provided in a professional manner with no negative history.

RECOMMENDATIONS
It is our recommendation to build these parts with stainless steel to avoid any future concerns with rust or strength of the steel; these new parts will exceed the strength of the original parts and exceed the current safety codes.

Bids from qualified and experienced vendors for the purpose of fabricating new Stainless steel plungers and bushing, were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of the ICRD, to award this to a local bidder, H&H Welding & Repair 700 Acme Drive Mason, Michigan 48854.

Therefore, approval to purchase 4 new stainless steel plungers and bushings from H&H Welding, Mason Michigan is requested, for repairing the two ICRD truck hoists. The total cost of these parts will be $24,800.
TO:  Tom Gamez, Director of Operations ICRD
FROM:  James Hudgins, Director of Purchasing
DATE:  August 7, 2018
RE: Memorandum of performance for Packet #195-18: Re-build an in-ground vehicle hoist.

The Purchasing Department sought proposals from experienced and qualified vendors to provide parts and labor to rebuild an in-ground hoist.

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Local Preference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trick Titanium</td>
<td>Yes, Holt</td>
<td>No Bid</td>
</tr>
<tr>
<td>Bannasch Welding, Inc.</td>
<td>Yes, Lansing</td>
<td>No Bid</td>
</tr>
<tr>
<td>SVI International Inc.</td>
<td>No, Chicago, IL</td>
<td>$4,806.77</td>
</tr>
<tr>
<td>H &amp; H Welding &amp; Repair</td>
<td>Yes, Mason</td>
<td>$12,400.00</td>
</tr>
</tbody>
</table>

2 VENDORS NOT PROVIDING QUOTE
Bannasch Welding, Inc. a local vendor, Lansing MI. Reason: Unable to match the size of tubing required for the in-ground hoist cylinder.

Trick Titanium a local vendor, Holt MI. Reason: Unable to manufacture the materials required for the in-ground hoist cylinder.

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF
TRUCK HOIST REPAIR PARTS

WHEREAS, the Ingham County Road Department (ICRD) has 2 in-ground truck hoist in need of custom made stainless steel replacement parts. These fabricated stainless steel replacement parts are required to meet the State of Michigan annual hoist inspection and certification from the general industry safety standards, part 72; and

WHEREAS, the ICRD’s 2018 adopted budget includes controllable expenditures and funds for this and other related building and grounds purchases; and

WHEREAS, the Purchasing Department solicited quotes for fabricating these stainless steel replacement parts from multiply hoist suppliers and fabrication shops; and

WHEREAS, it is the recommendation of the Ingham County Purchasing Department and with the concurrence of the ICRD, to award the bid to a local vendor, that is the only bidder that could meet the specifications required, H&H Welding & Repair 700 Acme Drive Mason, Michigan 48854.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified bid of $12,400 for each hoist, with a total cost of $24,800.00, and authorizes an agreement with H&H Welding & Repair 700 Acme Drive Mason, Michigan 48854. To fabricate, 4 new stainless steel plungers and bushing as specified by the ICRD.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: August 22, 2018

SUBJECT: Agency Resolution to secure Transportation Alternatives Program funding for the Road Department’s Lake Lansing Road project

For the County Services Committee meeting agenda of September 25, 2018
For the Finance Committee meeting agenda of September 19, 2018
For the BOC meeting agenda of September 18, 2018

The Ingham County Road Department has secured $563,920 of federal Urban Surface Transportation Program (STP-U) funding to resurface Lake Lansing Road from Hagadorn Road to Saginaw Highway. We are requesting a conditional commitment for $159,206 of Transportation Alternatives Program (TAP) funding to construct non-motorized facilities along the roadway. The plan is to combine the two funding sources into a single large project and build the project in 2019. The proposed project funding is as follows:

| Urban Surface Transportation Program: | $563,920 |
| STP-U Local Match: | $171,694 |
| Transportation Alternatives Program: | $159,206 |
| TAP Local Match: | $70,794 |

To receive the Transportation Alternatives Program (TAP) funding, Ingham County, on behalf of the Road Department, must submit a resolution to:

a.) “Certify that the financing is secured, available, and committed for use in constructing the project. This includes matching funds, nonparticipating funds if applicable, and cash flow available for a locally let project.”

b.) “Commit to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds.”

c.) “If applicable: Authorize a specific employee, official, or agent to act as the applicant agency’s agent during project development and sign a project agreement upon receipt of a funding award.”

The reason for the attached resolution is to certify and commit the above to receive the Transportation Alternatives Program funding and to implement the Transportation Alternatives Program project development and infrastructure installation.

Approval of the attached resolution is recommended.
Introduces by the County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF COMMITMENT FOR
TRANSPORTATION ALTERNATIVES PROGRAM FUNDS TO
CONSTRUCT NON-MOTORIZED FACILITIES ON
LAKE LANSING ROAD FROM HAGADORN ROAD TO SAGINAW HIGHWAY

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT) and the Office of Economic Development; and

WHEREAS, the Ingham County Road Department applied for, and hopes to receive conditional commitment for $159,206 of Transportation Alternatives Program funding to construct non-motorized facilities on Lake Lansing Road from Hagadorn Road to Saginaw Highway; and

WHEREAS, the Ingham County Road Department attests to the existence of, and commits to, the $70,794 of matching funds necessary to carry out the project; and

WHEREAS, the Ingham County Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Office of Economic Development, and the Federal Highway Administration; and

WHEREAS, the Ingham County Road Department commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with Transportation Alternatives Program funding; and

WHEREAS, the Office of Economic Development requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department, to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement the Transportation Alternatives Program project development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, certifies that the financing is secured, available, and committed for use in constructing the project; commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds; and authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary Agreements that are consistent with this resolution and approved as to form by the County Attorney.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 4, 2018 as submitted.
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<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
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MANAGING DIRECTOR: ______________________________
TO: Board of Commissioners County Services Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: September 11, 2018
SUBJECT: Resolution to Modify the Reorganization Procedure Policy
For the Meeting Agendas of September 18 and September 19

BACKGROUND
The structure of County government has a profound effect on the delivery and funding of services. Provisions of the Reorganization Procedure Policy are intended to provide the Board of Commissioners with careful analysis based on workforce demands, financial resources and the needs of County residents.

The Reorganization Procedure Policy recognizes the most common reasons to reorganize as 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. However, implementation nuances encountered since adoption of the policy in 2014 led to conversations about clarity and intent. To minimize confusion, the following changes are proposed:

1) Add definitions for “job description amendment,” “reclassification” and “reorganization” to distinguish each term and to provide guidance on selection of the proper procedure to address changes in each category.

2) Establish procedures for job description amendments, reclassification requests, new positions and reorganizations.

3) Add a provision in the reorganization procedure to compel review of job descriptions for all positions impacted by the proposed reorganization.

ALTERNATIVES
The Board of Commissioners may elect to approve the proposed policy changes as presented, portions of the proposed changes, or make no changes.

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

OTHER CONSIDERATIONS
As proposed, changes to the Reorganization Procedure Policy would apply to all departments of Ingham County.

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

RECOMMENDATION
I respectfully recommend support of the attached resolution to modify the Reorganization Procedure Policy.
RESOLUTION TO AMEND THE REORGANIZATION PROCEDURE POLICY

WHEREAS, the structure of County government has a profound effect on the delivery and funding of services; and

WHEREAS, the Reorganization Procedure Policy is intended to provide the Board of Commissioners with careful analysis of workforce demands, financial resources and the needs of County residents; and

WHEREAS, implementation nuances encountered since adoption of the Reorganization Procedure Policy in 2014 led to conversations about clarity and intent.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves amendments to the Reorganization Procedure Policy as follows, effective upon ratification of this resolution.

1) Add definitions for “job description amendment,” “reclassification” and “reorganization” to distinguish each term and to provide guidance on selection of the proper procedure to address changes in each category.

2) Establish procedures for job description amendments, reclassification requests, new positions and reorganizations.

3) Add a provision in the reorganization procedure to compel review of job descriptions for all positions impacted by the proposed reorganization.

BE IT FURTHER RESOLVED that this policy shall be applicable to all departments of Ingham County.
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.
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, then 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, then 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. The Human Resources Department will review the job description of all positions impacted by a proposed reorganization and recommend changes as necessary. 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>&lt;br&gt;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.  &lt;br&gt;   A. If the <strong>Union</strong> supports the classification, the process moves to step 5.  &lt;br&gt;   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 <strong>Step 1</strong> to alter the classification.</td>
<td>6 business days for Union Response</td>
</tr>
<tr>
<td>5</td>
<td>HR sends a New Classification Packet to the Department Head.  &lt;br&gt;   The packet includes:  &lt;br&gt;   A. HR's Memo of Analysis  &lt;br&gt;   B. Final job descriptions with Union designation and salary  &lt;br&gt;   C. <strong>Union</strong> response of support or opposition</td>
<td>7 business days to send packet</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.  &lt;br&gt;   A. Memo of Explanation prepared by Department Head including updated organization chart.  &lt;br&gt;   B. A copy of HR's New Classification packet  &lt;br&gt;   C. A copy of Budget's Personnel Cost Projection</td>
<td>1 business day (agenda deadline)</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:  &lt;br&gt;   A. Resolution written by Department Head  &lt;br&gt;   B. Memo of Explanation written by Department Head including updated organization chart  &lt;br&gt;   C. A copy of HR's New Classification packet  &lt;br&gt;   D. A copy of Budget's Personnel Cost Projection</td>
<td>2 - 10 business days for resolution packet</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***
TO: Law & Courts, County Services, and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: September 5, 2018
SUBJECT: Resolution to Proceed with Plans for Constructing, Equipping, and Financing a New Combined Justice Complex Facility

For the meeting agendas of September 13, 18 and 19

BACKGROUND
This resolution would authorize the Ingham County Building Authority to proceed with the constructing, equipping, and financing a new combined justice complex, which would replace the existing jail, Sheriff’s Office, and courtrooms located in Mason. The cost is based on the preliminary plans and cost estimates provided to the Law & Courts Committee on April 12, 2018 and to the Finance Committee on April 18, 2018.

ALTERNATIVES
This follows the customary practice of using the Ingham County Building Authority for this type of significant building project.

FINANCIAL IMPACT
The projected cost of construction, equipment, and financing plus fees, is not to exceed $101.67 million for this new Combined Justice Complex Facility. Funds will come from the recently approved Justice Millage

The Justice Millage approved up to .85/100 (0.85) of one (1) mill, $0.85 per thousand dollars of state taxable valuation, for a period of twenty (20) years (2018-2037). The first year of millage is estimated to raise $6,207,147.

The project cost is estimated as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jail Portion</td>
<td>$36,988,611</td>
</tr>
<tr>
<td>Sheriff Administrative Offices</td>
<td>$15,677,549</td>
</tr>
<tr>
<td>55th District Court</td>
<td>$8,810,585</td>
</tr>
<tr>
<td>Site Development</td>
<td>$6,229,546</td>
</tr>
<tr>
<td>Mason Circuit Court Courtroom &amp; Offices</td>
<td>$2,402,886</td>
</tr>
<tr>
<td><strong>Project Subtotal</strong></td>
<td><strong>$70,109,177</strong></td>
</tr>
<tr>
<td>Estimated Bond Financing Costs</td>
<td>$605,000</td>
</tr>
<tr>
<td>Estimated Interest Costs</td>
<td>$30,959,101</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$101,673,278</strong></td>
</tr>
</tbody>
</table>

Annual debt service payments are estimated to be $5.1 million, at 3.75% interest over 20 years.
OTHER CONSIDERATIONS
It should also be noted that this resolution would authorize the Ingham County Building Authority to engage an owner’s representative for this project. An owner's representative is a third party company hired by the owner and acts as an extension of staff managing the day-to-day operations of a project. The owner's representative will work with all project team members, tracking issues and facilitating and expediting solutions. Because this is such a large and complex facility, having an owner’s representative will be vital to the success of the project. As part of this millage, the Board of Commissioners has dedicated $1 million annually to programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introducing by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS FOR CONSTRUCTING, EQUIPPING AND FINANCING A NEW COMBINED JUSTICE COMPLEX FACILITY

WHEREAS, on August 7 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, Redstone Architects, Inc. developed a preliminary design including estimated costs in 2016, and updated these costs estimates in April of 2018, including updated square footage estimates; and

WHEREAS, the new Justice Complex will replace the existing facilities and will be safer for the public, staff and inmates, and allow for more efficient operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the constructing, equipping, and financing of a new county justice complex which would replace the existing facility based on the preliminary plans and cost estimates provided to the Law & Courts Committee on April 12, 2018 and to the Finance Committee on April 18, 2018.

BE IT FURTHER RESOLVED, that the projected cost of construction, equipment, financing plus fees and borrowing costs, is not to exceed a total project cost of $101,673,278.

BE IT FURTHER RESOLVED, that due to the size and complexity of this facility, the Ingham County Building Authority is authorized to engage an owner’s representative for this project.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building Authority with respect to this project shall be reimbursed by the Justice Millage.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.
TO:  Board of Commissioners County Services Committee and Finance Committee
FROM:  Sue Graham, Human Resources Director
DATE:  September 11, 2018
SUBJECT:  Resolution to Authorize a Contract for Job Recruitment Services
For the Meeting Agendas of September 18 and September 19

______________________________________________________________________________

BACKGROUND
The incumbent Financial Services Director is scheduled to retire in November after 10 years of dedicated service to Ingham County. This key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting. The Director recommends related policies and is responsible for preparation of County financial statements and various financial analysis projects.

A thorough months-long search to find qualified candidates for the Financial Services Director position was not successful. Two rounds of recruitment and candidate interviews yielded just one qualified individual who declined an employment offer stating, “now is not the best time to leave my current position.” Having exhausted internal capabilities for attracting qualified candidates, assistance of a professional recruiting firm is warranted.

ALTERNATIVES
The Board of Commissioners may elect to approve an agreement to engage the services of a professional recruiting firm, or direct that the Human Resources Department repeat the candidate search process.

FINANCIAL IMPACT
Trillium Staffing Solutions of East Lansing provided the most responsive proposal at a total cost equivalent to 15% of first year salary ($12,475.64 - $14,974.38).

OTHER CONSIDERATIONS
Final costs will depend on the salary offered to the chosen candidate. The maximum Step 5 salary for the position would result in a total cost of $14,974.38.

STRATEGIC PLAN CONSIDERATIONS
Approval of a contract for job recruitment services is consistent with the Human Resources and Staffing strategy to attract and retain employees who value public service.

RECOMMENDATION
I respectfully recommend support of the attached Resolution to authorize a contract for job recruitment services.
TO: Sue Graham, Human Resources Director
FROM: James Hudgins, Director of Purchasing
DATE: August 2, 2018
RE: Memorandum of Performance for RFP No. 169-18: Professional Job Recruiting Services

The Purchasing Department sought proposals from qualified and experienced recruiting firms to assist the Controller/Administrator’s Office and Human Resources Department in their search efforts for the selection of a Financial Services Director. Added to the scope of work was seeking recruiting assistance with two accounting positions, one that is currently vacant and the other one to be vacated in October 2018.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>16</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>7</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the following page.

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

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

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

Cc: Timothy Dolehanty, Controller/Administrator
## Summary of the Vendors’ Costs

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Preference</th>
<th>Financial Services Director Position</th>
<th>Additional Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trillium Staffing Solutions</td>
<td>Yes, East Lansing, MI</td>
<td>15% of first year salary ($14,974.38)</td>
<td>None noted</td>
</tr>
<tr>
<td>EG, Employment Group</td>
<td>No, Battle Creek MI</td>
<td>20% of first year salary ($19,965.84)</td>
<td>See proposal for additional fees</td>
</tr>
<tr>
<td>Anker Elektra LLC</td>
<td>No, Royal Oak, MI</td>
<td>25% of initial annual base salary of selected candidate ($24,957.30), minimum $22,000.00</td>
<td>See proposal for additional fees</td>
</tr>
<tr>
<td>Mercer Group</td>
<td>No, Louisburg, NC</td>
<td>$18,900.00 (maximum fee &amp; expenses)</td>
<td>See proposal for additional fees</td>
</tr>
<tr>
<td>Rehmann</td>
<td>No, Grand Rapids, MI</td>
<td>$16,000.00 - $24,000.00 based on compensation, not to exceed $24,000.00 (with current scope)</td>
<td>See proposal for additional fees</td>
</tr>
<tr>
<td>Strategic Government Resources</td>
<td>No, Keller, TX</td>
<td>$28,000.00 All-inclusive, Not to exceed maximum price.</td>
<td>See proposal for supplemental service costs</td>
</tr>
<tr>
<td>Springsted Inc.</td>
<td>No, St. Paul, MN</td>
<td>$24,500.00 All-inclusive fee</td>
<td>See proposal for additional fees</td>
</tr>
</tbody>
</table>

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<td>1</td>
</tr>
</tbody>
</table>
INTRODUCED BY THE COUNTY SERVICES AND THE FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT
FOR JOB RECRUITMENT SERVICES

WHEREAS, the incumbent Financial Services Director will soon retire after 10 years of dedicated service to Ingham County; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, a thorough months-long search to find qualified candidates for the Financial Services Director position was not successful; and

WHEREAS, having exhausted internal capabilities for attracting qualified candidates, assistance of a professional recruiting firm is warranted.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize execution of an agreement with Trillium Staffing Solutions to perform job recruitment services for the Financial Services Director position in an amount not to exceed $14,974.38.

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.
GRIEVANCE FORM

Grievant: Jaclyn Flynn

Date: August 13, 2018

Division's Name: Ingham County Animal Control Officers and Animal Shelter Operators

Date Grievance Occurred: August 1, 2018

Contract Articles/Sections Violated: Article 6, Seniority; Article 10, Sections 4 and 5; Article 14, Section 2, Section 3.

Statement of Facts: The County has failed to allow Ms. Flynn to have a full-time schedule that reasonably accommodates her. The County should be allowing Ms. Flynn to have a full-time schedule which accommodates her restrictions as set forth by her physician.

Proposed Solution: Immediately provide a full-time schedule for Ms. Flynn which comports with her reasonable accommodation. Make her whole for any losses from the County failing to place her in a full-time schedule.

Labor Rep's Signature

Employee's Signature

Page 1 of 2
Step 1
Receipt Date: Waiver 8-13-18

Employer's Signature

Date Returned Union Office: _____________ Labor Rep's Sign: _____________

Step 2
Receipt Date: 8/13/18

Employer's Signature

Date Returned Union Office: _____________ Labor Rep's Sign: _____________

Step 3
Receipt Date: _____________

Employer's Signature

Date Returned Union Office: _____________ Labor Rep's Sign: _____________
STEP 2 GRIEVANCE RESPONSE: M-210/CCLP 29-ns-001-18-17
J. Flynn (Accommodations/Work Schedule)

The grievance is denied. There is no violation of the Collective Bargaining Agreement. Further, the Grievance is denied as it is not a valid grievance as it fails to refer to the specific provisions alleged to have been violated of the Collective Bargaining Agreement as required in Article 9, Section 1 (A)(1) of the Collective Bargaining Agreement.

However, the Employer requests a meeting with the Union to discuss the issues in more detail.

Respectfully submitted,

[Signature]

Sue Graham
Human Resources Director

August 14, 2018
Good Afternoon,

One item I forgot to add this morning is that the Union would request that we hold the grievance in abeyance until they have the opportunity to discuss the matter with the other employee.

I informed that we would agree to that.

I’ll let you know as soon as I hear from Donahue or if you hear anything from the Animal Control Administration let me know.

Thanks,

Gordon J. Love
COHL, STOKER & TOSKEY, P.C.
601 N. Capitol Ave.
Lansing, Michigan 48933
(517) 372-9000
Fax: (517) 372-1026
GLove@cstmlaw.com

This transmission is intended to be delivered only to the named addressee(s) and may contain information that is confidential, proprietary, attorney work-product or attorney-client privileged. If this information is received by anyone other than the named addressee(s), the recipient should immediately notify the sender by E-MAIL and by telephone (517-372-9000) and obtain instructions as to the disposal of the transmitted material. In no event shall this material be read, used, copied, reproduced, stored or retained by anyone other than the named addressee(s), except with the express consent of the sender or the named addressee(s). Thank you.
Please place our grievance relating to Ms. Flynn on the next agenda for the County Services Committee in September. Please let me know the time and date of the meeting. Also can you send me a written response to our meeting held last week to keep the flow going on this issue.
SUPPLEMENTAL STEP 2 GRIEVANCE RESPONSE: M-210/CCLP 29-ns-001-18-17
J. Flynn (Accommodations/Work Schedule)

The parties met on August 21, 2018 as requested in response to the Employer’s request in its August 14, 2018 initial response to the Step 2 Grievance. Following discussion by the parties on August 14, 2018, the Employer states in supplemental answer to the initial response provided August 14, 2018 as follows:

The Grievance is denied. No violation of the Collective Bargaining Agreement has occurred.

Further, please be advised that the Employer will not voluntarily agree to submit to the jurisdiction of an arbitrator in this matter as the incident/event giving rise to the grievance followed the expiration of the parties’ Collective Bargaining Agreement on 12/31/17 and prior to a successor agreement being agreed upon. Thus, the matter is not abatable.

In addition, the Employer acknowledges the Union’s request to go to Step 3 of the Grievance Procedure received via email on August 23, 2018.

Respectfully submitted,

Sue Graham
Human Resources Director

August 28, 2018