

CHAIRPERSON
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VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
RANDY MAIVILLE
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 5, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 15, 2019](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Board of Commissioners Office
 - a. [Contract Compliance](#) (*Discussion*)
 - b. Resolution to Enter into an Employment Agreement with William Fowler to Serve as Ingham County [Equalization Director](#)
2. Treasurer's Office – [Reorganization](#) Discussion
3. Public Defenders Office – Resolution Creating Assistant [Public Defender Positions](#) for the Public Defenders Office
4. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of the [Internet and Voice Services](#) Provided by Everstream
 - b. Resolution to Approve the Renewal of the [SeamlessDocs](#) Licensing Subscription
5. Animal Control Department – Resolution to Authorize a [Reorganization](#) of the Ingham County Animal Control and Shelter
6. Parks Department and Potter Park Zoo – Resolution to Implement a [Revenue Management System](#)
7. Health Department – Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase [Psychiatric Services](#) to a .7 FTE Position
8. Road Department
 - a. Resolution to Authorize the Purchase of the Sheriff Departments Used [Command Center](#) Mounted on a Single Axle Truck
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

9. Human Resources Department – Collective Bargaining Update (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
January 15, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:03 p.m.), Maiville, Naeyaert, Sebolt, and Stivers (arrived at 6:11 p.m.).

Members Absent: None.

Others Present: Tim Dolehanty, Sue Graham, Michelle Beloskur, Tim Morgan, Carla Clos, Paul Pratt, Bill Conklin, Jim Hudgins, Becky Bennett, Matt Nordfjord, Ryan Buck, Tracy Smith, Stacy Byers, Lindsey LaForte, Tyler A Smith, and others.

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

Approval of the December 4, 2018 Meeting Minutes

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE DECEMBER 4, 2018 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Stivers.

Additions to the Agenda

None.

Limited Public Comment

None.

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

3. Drain Commissioner
 - a. Resolution to Approve Agreement for Work in County Road Right of Way by Aurelius and Delhi Consolidated Drain Drainage District

4. Innovation and Technology
 - a. Resolution to Approve the Purchase of an Encryption Solution from Imagesoft
 - b. Resolution to Approve the Renewal of the AT&T Mobility Netmotion Software Annual Support
 - c. Resolution to Approve the UPS Support Contract from CDWG

5. Facilities
 - a. Resolution to Authorize an Agreement with Safety Sysyems Inc. for the Reconfigurations of the Fire Suppression System in the 3rd Floor ITD's Server Room at the Hilliard Building
 - b. Resolution to Authorize an Agreement with TAB Products Co. LLC. for the Mobile Filing System at the Hilliard Building and Veterans Memorial Courthouse (VMC)

7. Road Department
 - b. Resolution to Authorize Purchase of Softree Technical Systems, Inc. Design Software and Bentley Systems, Inc. Graphics Software
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. Human Resources
 - a. Request for 90 Day Leave – Sheriff's Office

10. Board of Commissioners – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Stivers.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Stivers.

1. Farmland and Open Preservation Board
 - a. Resolution to Approve the Ranking of the 2019 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

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

Commissioner Grebner stated that there were no new Commissioners present, and that he did not have anything to say.

Commissioner Koenig arrived at 6:03 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

1. Farmland and Open Preservation Board
 - b. Resolution to Authorize a Contract with Sheridan Land Consulting for Consulting Services to the Ingham County Farmland and Open Space Preservation Board

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

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

Chairperson Celentino thanked Stacy Byers, Farmland and Open Spaces Preservation Board Coordinator, for appearing in support of the resolutions.

2. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District

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

Commissioner Grebner stated that he had fought against the Ingham Conservation District (ICD) in the past when they had received a lot of money. He further stated that the funding for ICD had varied over time, and that he had no complaints with regard to funding the ICD at the \$8,000 amount.

Commissioner Maiville stated that Commissioner Grebner had missed Commissioner Schafer's argument in favor of restoring funding to the ICD.

Commissioner Grebner stated that he never objected to a modest level of funding. He further stated that he had objected only to funding the ICD at a much higher amount, when the ICD had been in a somewhat different position.

Commissioner Maiville stated that the ICD was not funded by the County for a while.

Commissioner Naeyaert asked what amount the ICD had received from the Board of Commissioners in 2018.

Michelle Beloskur, Ingham County Conservation District Executive Director, stated that the current figure represented an inflationary increase.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

3. Drain Commissioner
 - b. Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District Refunding Bonds
 - c. Resolution Pledging Full Faith and Credit to Gilbert and West Town Intercounty Drain Drainage District Refunding Bonds

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTIONS. Absent: Commissioner Stivers.

Commissioner Grebner stated that he would like to amend the resolutions to add a "WHEREAS" stating that the Drain Commissioner believed there was adequate security for the County's full faith and credit.

Paul Pratt, Deputy Drain Commissioner, asked whether Commissioner Grebner would like the standard SEB letter that would accompany a new bond issue.

Commissioner Grebner stated that he did not want details, but that he wanted to include a clause requiring assurances that the County would not be left “holding the bag.”

Mr. Pratt stated that the resolution had been drafted by consultants, not Drain Commissioner staff. He further stated that he had no problem fixing the resolution before the January 16, 2019 Finance Committee meeting.

Commissioner Grebner stated that in the future, whenever full faith and credit was pledged, it would be a good idea to insert this kind of “WHEREAS” clause.

Mr. Pratt stated that if the resolutions passed tonight, he could provide a substitute version for the Finance Committee meeting.

MOVED BY COMM. GREBNER, SUPPORTED BY COMMISSIONER KOENIG, TO AMEND THE RESOLUTIONS BY INSERTING A “WHEREAS” CLAUSE DRAFTED BY STAFF REGARDING ADEQUATE SECURITY FOR THE COUNTY’S FULL FAITH AND CREDIT.

THE MOTION TO AMEND THE RESOLUTIONS PASSED UNANIMOUSLY. Absent: Commissioner Stivers.

THE MOTION TO APPROVE THE RESOLUTIONS, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

7. Road Department
 - a. Resolution to Approve the Howell Road and Okemos Road 4-Way Stop Traffic Control Order

Commissioner Stivers arrived at 6:11 p.m.

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

Commissioner Maiville asked what mechanism the Road Department used to trigger traffic studies. He further stated that fatal accidents had occurred at some intersections, including the intersection of Nichols Road and Eifert Road.

Commissioner Maiville stated that he would like to be more proactive before further fatalities occurred. He further stated that there had been several accidents at the intersection of Columbia Road and Waverly Road, and asked what the process would be to avoid fatalities in the future.

Bill Conklin, Road Department Director, stated that Michigan law required the Road Department to apply the Michigan Manual of Uniform Traffic Control Devices (MMUTCD) to all County Roads. He further stated that each level of traffic control required certain “warrant criteria” to take place at an intersection before traffic control devices would be installed.

Mr. Conklin stated that certain traffic volumes needed to be met to warrant installation of a four way stop, and that putting one in on a road with traffic volume below that level could actually increase the rate of traffic accidents. He further stated that traffic control devices were applied uniformly across the state, and even uniformly across the nation.

Mr. Conklin stated that the key goals were uniformity and driver expectation in order to increase traffic safety.

Mr. Conklin stated that the Road Department annually reviewed crash data, and that it was constantly monitoring intersections with higher rates of crashes. He further stated that the crash at Eifert and Nichols Roads had involved a driver on the side road who stopped at a stop sign, then pulled out in front of a car traveling on the main road.

Mr. Conklin stated that the intersection of Eifert and Nichols Roads did not warrant a four-way stop, because there was very little traffic on Nichols Road. He further stated that there was not much the Road Department could do except check the MMUTCD warrant criteria to ensure compliance, and that this was done whenever there was a crash.

Mr. Conklin stated that the top twenty intersections were re-checked every year.

Commissioner Maiville asked whether there was a mechanism to control traffic where the traffic volume was not high, such as Eifert and Nichols Roads.

Mr. Conklin stated that there was no such mechanism in the standard warrants, and that he knew of only one fatality at Eifert and Nichols Roads. He further stated that there had only been a few accidents at that intersection in the last five years.

Commissioner Maiville stated that the Delhi Fire Department had responded to that intersection within the last two months, and that heavy rescue had been sent there on that occasion. He further asked whether there were warrant criteria for factors other than traffic volume.

Mr. Conklin stated that the MMUTCD allowed for a four-way stop if there were five correctable accidents at the intersection within one year. He further stated that the traffic volume criteria did not apply to Eifert and Nichols Roads, and that that intersection did not suffer from sight distance restrictions.

Commissioner Maiville asked whether Mr. Conklin had been to the intersection.

Mr. Conklin stated that he had been there.

Commissioner Naeyaert stated that when going east through the Eifert and Nichols Roads intersection, it was difficult to see to the right. She further stated that she felt the Road Department putting in a four-way stop at Howell and Okemos Roads would worsen traffic, and that there were other intersections in the County that were more in need of traffic control.

Mr. Conklin stated that multi-way stops were not a knee-jerk reaction, and that the intersection of Howell and Okemos Roads met the warrant criteria for a four-way stop.

Commissioner Naeyaert stated that Howell and Okemos Roads had a long line of traffic in the mornings, and that installing a four-way stop there would create an even longer line of cars. She further stated that flags and flashing lights had been in used near that intersection for some time, and that she would like to know whether that had made an impact on traffic issues.

Mr. Conklin stated that a new traffic study had not been conducted after the flags were put up.

Commissioner Naeyaert stated that she was not sure that the stop signs were warranted, even if the MMUTCD said so.

Commissioner Grebner asked whether every change in traffic control outside of the cities would need to be approved by the Board of Commissioners.

Mr. Conklin stated that Traffic Control Orders (TCOs) were needed for parking, stops, and speed limits. He further stated that townships which had their own police departments handled parking themselves instead of relying on the County.

Mr. Conklin stated that the TCOs were mostly for speed limit and traffic control changes.

Commissioner Grebner stated that during the previous year, he had raised the idea of a standing subcommittee for the purpose of improving the state of rural roads in the County. He further stated that the Road Commission had been eliminated, but that some kind of political body ought to be listening to concerns about County roads.

Chairperson Celentino stated that he would put it on the agenda.

Commissioner Naeyaert asked when the stop sign would go in at Howell and Okemos Roads.

Mr. Conklin stated that after approval, the stop sign would go in within a week or so.

THE MOTION CARRIED UNANIMOUSLY.

6. Purchasing Department – Prevailing Wage and Living Wage Updates (*information item*)

Chairperson Celentino stated that at the end of the previous year, Commissioner Grebner had requested that this item be moved to the next meeting, in order for the Purchasing Director to be present.

Commissioner Sebolt stated that the materials included a list of all County contracts that contained provisions requiring a prevailing wage, but that there was no similar list for contracts requiring a living wage. He asked whether such a list could be provided, and what mechanism was used to enforce the provisions.

Jim Hudgins, Purchasing Director, stated that there was no report of the contracts which required a living wage, but that all affected contractors were informed annually of living wage increases. He further stated that the living wage policy applied to County contracts for services which totaled more than \$50,000, involved more than five employees, and which did not fit any of multiple exemptions from the policy.

Commissioner Sebolt stated that the prevailing wage list showed which contractors were compliant with the prevailing wage policy. He further asked whether there was a similar list for living wage projects.

Mr. Hudgins stated that there was currently no such list, and that Purchasing Department staff was very limited. He further stated that the monitoring reflected in the prevailing wage list had been done by the Michigan Fair Contracting Center, not County staff.

Commissioner Sebolt stated that he would like to follow up on the living wage issue, and asked Mr. Hudgins to provide a list of all living wage contractors.

Mr. Hudgins stated that he could provide the list in the future. He further stated that the Purchasing Department had begun using a new contract management module approximately a year ago, and that hopefully the module would make it much easier to pull a report showing which contractors needed to be notified.

Commissioner Sebolt stated that for him, 2019 would be the year of following up to ensure the policies set by the Board of Commissioners were being followed. He further stated that he would be asking about compliance a lot in the year to come.

Chairperson Celentino asked how the Purchasing Department monitored contractors to ensure accountability.

Mr. Hudgins stated that the Purchasing Department had very limited staff, and that it relied on self-certification. He further stated that each year when cost-of-living adjustments occurred, the Purchasing Department sent letters to contractors informing them of the change, and stating that the contractor had 30 days to adjust wages and certify compliance.

Commissioner Grebner asked whether the State repeal of living wage legislation several years in the past affected County policy.

Mr. Hudgins stated that legal counsel had informed him that because the County policy went into effect before the State's Public Act 105 of 2015, it could be retained indefinitely.

Matt Nordfjord, County Attorney, stated that since the policy predated the State law, it was “grandfathered in.” He further stated that the Board of Commissioners could amend and even expand the living wage policy without being affected by State law.

8. Human Resources

b. Attorney/Client Communication Discussion (*Closed Session*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, AT 6:36 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF CONDUCTING COMMUNICATION WITH THE COUNTY ATTORNEY REGARDING ATTORNEY/CLIENT COMMUNICATION.

THE MOTION CARRIED BY UNANIMOUS ROLL CALL VOTE.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:11 P.M.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO ACCEPT THE ATTORNEY RECOMMENDATION, AND AUTHORIZE THE COUNTY CONTROLLER TO EXECUTE AN AGREEMENT CONSISTENT WITH THE RECOMMENDATION UPON APPROVAL AS TO FORM BY LEGAL COUNSEL.

THE MOTION CARRIED UNANIMOUSLY.

9. Controller’s Office – Quarterly Report of the Settlements of Claims (*information item*)

This agenda item was not discussed.

Commissioner Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:12 p.m.

FEBRUARY 5, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1a. Board of Commissioners Office – *Contract Compliance* (Discussion)

Health Officer Linda Vail and Executive Director/Deputy Health Officer Anne Scott will be present to discuss challenges with compliance established contract procedures.

1b. Board of Commissioners Office – *Resolution to Enter into an Employment Agreement with William Fowler to Serve as Ingham County Equalization Director*

A resolution is offered to authorize an employment agreement with William Fowler to serve as Equalization Director. Appointment of an Equalization Director is required under the Michigan General Property Tax Act (MCL 211.34(3)). Resolution #18-489, approved by the Board of Commissioners on November 27, 2018 authorized the Controller/Administrator and Human Resources Director to negotiate an employment agreement with Mr. Fowler with a total compensation package not to exceed \$130,000. The proposed resolution offers a total compensation package of \$128,457, subject to the same annual percentage increase in compensation as determined for Managerial/Confidential employees beginning January 1, 2020.

2. Treasurer's Office – *Reorganization Discussion*

County Treasurer Eric Schertzing will be present to discuss a reorganization proposal. The Reorganization Procedure Policy requires that Department submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

3. Public Defenders Office – *Resolution Creating Assistant Public Defender Positions for the Public Defenders Office*

This resolution would create 26 Assistant Public Defender positions for the Public Defenders Office. Because attorneys will be hired at various levels of experience, three distinct job classifications are proposed. The Human Resources Department recommends these positions be classified as follows:

- Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)
- Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)
- Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99)

In order to allow flexibility in hiring based on applicant experience, it is recommended that a total of 26 attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions filled within each classification, so long as the total number remains at 26. Funds are included in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget for the cost of filling these 26 positions at various rates for the full 12-month period.

4a. Innovation and Technology Department – Resolution to Approve the Renewal of the Internet and Voice Services Provided by Everstream

The County's current five-year agreement with Everstream provides building connectivity, phone connectivity and Internet access. This current agreement will expire on March 31, 2019. The Innovation and Technology Department recommends approval of a resolution to renew service through Everstream that will provide Internet speed 10-times greater than the current speed, additional lines to handle phone traffic, and faster connections between buildings. The total cost of the agreement would not exceed \$138,000 per year for the next 3 years.

4b. Innovation and Technology Department – Resolution to Approve the Renewal of the SeamlessDocs Licensing Subscription

SeamlessDocs is a comprehensive forms engine and eSignature platform heavily utilized by the County Controller's Office, Human Resources Department and the Health Department. There has been great interest by other departments to use this platform to streamline hard-copy paper workflows. The current SeamlessDocs subscription expires on February 19. Evaluation of pricing options concluded that a five-year renewal would be most economical. The Innovation and Technology Department recommends approval of a resolution to renew the SeamlessDocs licensing subscription for five years at a total cost not to exceed \$24,720 per year.

5. Animal Control Department – Resolution to Authorize a Reorganization of the Ingham County Animal Control and Shelter

The Animal Control Department seeks approval of a resolution to a Department reorganization that would eliminate the Animal Control Deputy Director position and create an Animal Care Manager position. The reorganization would also amend the Veterinarian job description to eliminate supervisory responsibility of animal shelter staff, other than the Veterinary Technician, allowing the Veterinarian to focus on the medical needs of animals at the Shelter. This reorganization will address the long-standing concerns with the level of staffing and supervision of the animal care staff. It will also result in a long-term cost savings of \$18,687.

6. Parks Department and Potter Park Zoo – Resolution to Implement a Revenue Management System

The Parks Department uses a Web-based reservation system for shelter reservations, inflatables, band shell, special events, canoe/kayaks, and snow tubing hill reservations in the administrative office. Potter Park Zoo also uses a Web-based reservation system for shelter reservations, education programs, memberships, and events in the administrative office. A variety of tickets, cash registers and credit card terminals are used in the collection of revenue throughout the zoo and parks and are not networked. Revenue information/paperwork is then physically transported to an administrative office for receipting and data collection. Financial information for the zoo and parks is then entered and stored in MUNIS. The Parks Department and Potter Park Zoo jointly recommend approval of a resolution to implement a new revenue management system to streamline administrative tasks and improve efficiencies. The total cost of the two-year agreement would be \$290,511.50 for the Parks Department and \$288,227.50 for Potter Park Zoo.

7. **Health Department** – *Resolution to Authorize an Extension to Agreement with MSU for Psychiatric Services and to Increase Psychiatric Services to a 0.7 FTE Position*

This resolution authorizes an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients in the Ryan White program through September 30, 2019 for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative fees. Funds are included in the 2019 budget.

8a. **Road Department** – *Resolution to Authorize the Purchase of the Sheriff Departments Used Command Center Mounted on a Single Axle Truck*

The Road Department seeks authorization to purchase a used Command Center truck unit from the Sheriff's Office and one new SUV vehicle through MIDEAL. The \$30,000 cost of the Command Center truck would satisfy the terms of a Homeland Security grant used to offset costs of the original purchase. Purchase of the SUV, to be used to by Road Department engineers to transport equipment to and from road projects, would not exceed \$25,000. The Road Department recommends approval of a resolution to authorize purchase of these vehicles.

8b. **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 14 projects (see attachment for permit list).

9. **Human Resources Department** – *Collective Bargaining Update (Closed Session)*

The Human Resources Director and County Attorney will be present to provide an update on outstanding collective bargaining matters.

CONTRACTS REQUIRING VENDOR SIGNATURE

Department	Resolution	Resolution Number/Adopted	Returned to Department	Returned to Board Office
Health Dept Admin.	Resolution to Authorize a 2017-2018 Americorps State Grant	17-359/Adopted September 26, 2017	Rec. 9/25/18 Picked up 9/26/18	
Health Dept/ Community Health Center	Resolution to Authorize a Pharmacy Agreement with Meijer, Inc.	18-082/Adopted February 27, 2018	Rec. 10/5/18 Ret. 10/10/18	
Health Dept/ Community Health Center	Resolution to Authorize a Pharmacy Agreement with Walmart	18-083/Adopted February 27, 2018	Rec 10/5/18 Ret. 10/10/18	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers (Three River Provider Network Inc.)	10-022/Adopted January 26, 2010 Correspondence from Attorney 6/1/18	Rec 9/27/18 Ret 10/10/18	1/14/19
CCAB	Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2018-2019 Fiscal Year	18-263/Adopted June 12, 2018	Rec 10/16/18 Ret 10/23/18	1/7/19
CCAB	Resolution to Authorize Submission of a Grant Application and a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Program Subcontracts for Fiscal Year 2018-2019	18-264/Adopted June 12, 2018	Rec 10/16/18 Ret 10/23/18	1/7/19
55 th District Court	Resolution Authorizing the Ingham County 55 th District Court to Accept a Grant Award from the SCAO-MMHCGP to Continue a Probation Officer Position and Enter Into Subcontracts	18-452/Adopted October 23, 2018	Rec 11/14/18 Ret 11/16/18	
55 th District Court	Resolution Authorizing the Ingham County 55 th District Court to Accept a Grant Award from the SCAO-MDCGP and Enter Into Subcontracts	18-453/Adopted October 23, 2018	Rec 11/14/18 Ret 11/16/18	
Circuit Court/Juvenile Division	Resolution to Continue the Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court	18-399/Adopted 9/25/18	Rec 11/26/18 Ret 11/28/18	1/10/19

Health Dept/Admin	Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality 2018-2019	18-471/Adopted November 13, 2018	Rec 12/10/18 Ret 12/11/18	1/23/19
Prosecuting Attorney	Resolution to Authorize the Continued Acceptance of Grant Funds for a Detective Currently Employed By Ingham County for the Sexual Assault Kit Initiative	18-542/Adopted December 11, 2018	Rec 12/10/18 Ret 12/12/18	1/10/19
Health Department/Community Health Center	Memorandum of Understanding with Michigan Department of Health and Human Services	Contract Authorization Form signed 12/11/18	Rec 12/28/18 Ret 1/2/19	1/24/19
Health Department/Community Health Center	Memorandum of Agreement with MPCA dba MQIN	Contract Authorization Form signed 12/11/18	Rec 12/28/18 Ret 1/2/19	
Health Department/Admin	Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)	18-534/Adopted December 11, 2018	Rec 1/2/19 Ret 1/3/19	1/18/19
Road Department	Resolution Authorizing 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	18-335/Adopted August 28, 2018	Rec 1/10/19 Ret 1/15/19	
Health Dept/Community Health Center	Resolution to Authorize Provider Agreements with Commercial Health Insurers	10-022/Adopted January 26, 2010	Rec 1/16/19 Ret 1/23/19	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO AN EMPLOYMENT AGREEMENT WITH WILLIAM FOWLER
TO SERVE AS INGHAM COUNTY EQUALIZATION DIRECTOR**

WHEREAS, the Michigan General Property Tax Act (MCL 211.34(3)) requires that the Board of Commissioners appoint an Equalization Director; and

WHEREAS, the Equalization Director Search Committee unanimously recommended appointment of William Fowler as Ingham County Equalization Director; and

WHEREAS, Resolution 18-489 authorized the Controller/Administrator and Human Resources Director to negotiate an employment agreement with William Fowler to serve as Ingham County Equalization Director with a total compensation package not to exceed \$130,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints and enters into the attached employment agreement with William Fowler to serve as Ingham County Equalization Director with a total compensation package of \$128,457, subject to the same annual percentage increase in compensation as determined for Managerial/Confidential employees beginning January 1, 2020.

BE IT FURTHER RESOLVED, this agreement will begin February 25, 2019 and continue, unless terminated by either party as outlined in the attached agreement.

BE IT FURTHER RESOLVED, that for the duration of this agreement the position of Ingham County Equalization Director shall be opted out of the Michigan Employment Retirement System Hybrid Plan.

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.

**COUNTY OF INGHAM EQUALIZATION DIRECTOR
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT, effective February 25, 2019, is made and entered into by and between **County of Ingham**, a municipal corporation and political subdivision of the State of Michigan, acting through the Board of Commissioners of the County of Ingham ("Board" or "Employer"), and **William Fowler** ("Employee").

WITNESSETH:

WHEREAS, the Michigan General Property Tax Act (MCL 211.34(3)) requires that the Board of Commissioners appoint an Equalization Director; and

WHEREAS, the Employee desires to provide such services as the Equalization Director and is qualified to perform the same.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** between the parties as follows:

1. **Employment**. The Employee will be employed as the Equalization Director for the County of Ingham, upon the terms and conditions in this Agreement. It is expressly understood and agreed by the Board and the Employee that the Employee will be an "at-will" employee of the Board, serving at the pleasure of the Board. Employee represents that he holds all certificates and other qualifications required to perform the duties set forth herein. The Board may terminate the Employee upon 30 calendar days' prior written notice without cause or immediately upon notice for cause. The Employee may terminate his employment at any time upon 14 calendar days' prior written notice to the Board.

2. **Scope of Services:**

A. The Employee will perform such duties and responsibilities of the Equalization Director as required and directed by the Board and in accordance with the policies and directives of the County and the laws of the State of Michigan.

The Employee agrees that at all times he will faithfully and to the best of his ability, experience and talents perform all the duties that may be required as the Equalization Director. The Employee will report to the Board and such specific commissioners or County staff as may be designated by the Board from time to time in its discretion.

B. While employed under this Agreement, the Employee will abide by, enforce, and comply with the policies and governance directives of the Employer.

- C. The Employee agrees to represent the Employer and its essential interests at appropriate meetings and by means of correspondence as authorized by policy or directives of the Employer.
- D. It is understood and agreed by the parties that in order to perform the expectations of the Employer under this Agreement the Employee will devote (1) whatever time and attention is necessary and (2) that the endeavor will require at a minimum the full time effort of at least forty (40) hours per week toward the discharge of the Employee's duties and responsibilities set forth in this Agreement. The parties understand that the employment is that of a salaried Equalization Director and is subject to irregular work hours and demands.

3. **Term.** The term of this Agreement will commence on February 25, 2019, and continue, unless terminated by either the Board or Employee, with or without cause, pursuant to the termination provisions of this Agreement.

4. **Return of Property.** Upon termination of employment, the Employee will return all documents, correspondence, files, papers or property of any kind, of all type or nature pertaining to the Employer, which the Employee may possess or control, and will sign a statement verifying return of such property.

5. **Compensation:**

- A. The Board will pay, and the Employee will receive, an annual salary of \$128,456.20 (\$130,000.00 less the current waiver for medical/hospitalization insurance of \$128.65/mo.) effective at the beginning of the term of this Agreement, in accordance with County policy to be paid in bi-weekly installment payments, for services rendered pursuant to this Agreement.

On January 1, 2020, and continuing on or after January 1 of subsequent years, the Employee will receive the same annual percentage increase, if any, as is determined for executive County employees. It is agreed between the parties that the Employee is exempt from the overtime provisions of the Federal Fair Labor Standards Act and that the Employee will not be entitled to and will not receive overtime compensation. In the event of termination of employment, the Employee's salary will be prorated to the effective date of termination.

- B. The Board may further increase the salary and/or other benefits of the Employee in such amounts and to the extent as the Board, in its sole discretion, may desire.

- C. The Employer will provide and pay for professional liability insurance for the Employee, in addition to all other liability insurance coverage provided by the County for its employees.

6. **Fringe Benefits.** Effective upon eligibility, the Employee will be entitled to the following fringe benefits as provided by the Board to its other executive Employees:

- A. Benefits as set forth in the County's Managerial and Confidential Employee Personnel Manual, except for the Retirement Plan (the Employee has elected to irrevocably opt out of the MERS Hybrid Plan and the Employer will pass a resolution to satisfy the requirements of the MERS plan to accomplish this opt-out).
- B. Participation in the County's Health Plan is available to the Employee. Employee is eligible for and has elected to take the waiver for medical/hospitalization insurance (\$128.65/mo.). Employee is entitled to receive the same annual adjustment in the waiver amount per the Managerial and Confidential Employee Personnel Manual. The Employer will not adjust Employee's annual salary based upon any change to the waiver. The Employee may discontinue the waiver and enroll in the County's Health Plan at which point the Employer may adjust the Employee's total compensation to account for this change consistent with the intent of the total compensation package authorized by the Board.

7. **Performance Evaluation.** The Board may review and evaluate the performance of the Employee. The review and evaluation will be in accordance with criteria developed by the Board. Criteria may be added or deleted as the Board may, from time to time, determine. The Employee will have an opportunity to discuss his evaluation with the Board and may be requested by the Board to submit a self-evaluation. The Board's failure to evaluate or provide advance notice of written criteria or objectives to the Employee will not constitute a breach of this Agreement.

8. **Non-Discrimination.** The Employee, as required by law, will not discriminate against any person seeking services from the County or against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or matters directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position, or because of race, color, height, weight, marital status, religion, national origin, age, or sex. Breach of this covenant may be regarded as a material breach of this Agreement.

9. **Outside Employment.** It is anticipated that the Employee will devote his full time, attention and energies to his employment under this Agreement. Accordingly, the Employee will not engage in any employment or business outside of this Agreement, except when approved in advance by the Board and under the following circumstances:

A. The Employee, while engaging in outside or supplemental employment will:

1. Not use the County's facilities as a source of referral for private customers or clients.
2. Not be engaged in outside employment during the Employee's regular working hours.
3. Not use the name of the County as a credential in advertising or soliciting customers or clients.
4. Not use the County's supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
5. Maintain a clear separation of outside or supplemental employment from activities performed for the County.
6. Not cause any conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the Employee's duties.

B. The Board and County will not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

10. Compliance with the Law. The Employee will perform all duties and obligations hereunder in complete compliance with all applicable federal, state and local laws, ordinances, rules and regulations.

11. Complete Agreement. This Agreement constitutes the complete agreement concerning the employment arrangement between the parties and will, as of the effective date hereof, supersede any and all prior contracts, oral or written, between the parties, if any. It is understood and agreed that this Agreement will supersede and take precedence over any other document, handbook, benefit plan or other material which could otherwise be construed as being contractual in nature, whether in existence prior to, currently or subsequent to the execution of this Agreement, unless such other document, handbook, plan or material is made expressly applicable to the Employee by this Agreement or by formal action of the Board. It is further understood that no County personnel has authority to enter into any employment contract with the Employee for any specified period of time, or to make any agreement contrary to the provisions herein, except when the same is approved by a formal action of the Board.

12. Applicable Law and Venue. This Agreement will be construed according to the laws of the State of Michigan. In the event any actions arising under this Agreement are brought by or against the Employer, or the Employer is made a party thereof, the parties acknowledge and agree that the venue for such actions will be established in accordance with the statutes of the State of Michigan and/or Michigan Court Rules. In the event an action is brought in a Federal Court, the venue for such action will be the Federal Judicial District of Michigan, Eastern District, Southern Division.

13. **Waivers.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power, or privilege hereunder will operate as a waiver thereof, nor will a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

14. **Assignment or Subcontracting.** The Employee may not assign, subcontract or otherwise transfer any duties and/or obligations under this Agreement.

15. **Modification of Agreement.** Modifications, amendments, or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

16. **Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and will be disregarded when construing or interpreting any of the provisions of this Agreement.

17. **Invalid Provisions.** If any provision of this Agreement is held to be invalid, the remainder of the Agreement will not be affected thereby, except where the invalidity of the provision would result in the illegality and/or unenforceability of this Agreement.

18. **Certification.** The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully executed this Agreement on the day and year first above written.

Agenda Item 2

TO: County Services Committee

FROM: Alan fox, Chief Deputy County Treasurer

DATE: January 16, 2019

SUBJECT: Treasurer's Office Reorganization

The Ingham County Treasurer's office proposes a reorganization plan designed to meet the responsibilities the office carries to the public and to other offices in county government. This reorganization will result in job descriptions more accurately matching what employees actually do and provide resources to more efficiently perform expected functions. It also anticipates continuing changes in payment systems, an increased role in providing services to other county and local offices, and more complex state systems and reporting.

Many of the office's job descriptions contain detailed descriptions of functions performed under the tax lien system that ended nearly twenty years ago. None of the job descriptions include adequate descriptions of the office's functions in an increasingly automated payment system. All positions in the office deal with increasingly complex issues. For a variety of reasons we are often the first call or stop made by individuals with any kind of tax issue and we direct people daily to the appropriate local, state or federal resource as well as working with delinquent property taxpayers.

The proposal allows for full staffing, with adequate backup, for the office's Lansing payment window. The office provides financial services to offices in the Veterans Memorial Courthouse as well as a more convenient payment location for the majority of county residents.

The proposal creates a newly defined Entry Level Accountant position. In addition to adding resources to deal with increasingly complex subjects the position provides a means of recruiting and training accountants for the specialty of government accounting and will serve as a first step for individuals who may move to other departments. This position will also be used to work more with county departments on proper cash handling and bank reconciliation methods.

A position in the Foreclosure Prevention office will be changed from temporary to permanent. The office has had great success working to gain access to resources outside of county government to reduce property tax foreclosures and the intent is to further increase that outreach. That office and the treasurer's office in general have taken on certain functions formerly performed by a Land Bank/Treasury shared employee.

With additional resources the office will be able to resume income-generating and cost reducing functions that are not now underway. These include auditing accommodation tax revenue, increasingly necessary as the number of facilities increases, and easier access to electronic payments. The office also intends to look for means to make dog licensing more readily available to increase the proportion of licensed dogs.

Agenda Item 2

TO: Eric Schertzing, County Treasurer
Allen Fox, Chief Deputy County Treasurer

FROM: Joan Clous, Human Resources Specialist

DATE: November 19, 2018

RE: Memo of Analysis for position creation and changes due to a reorganization within the Treasurer's Office.

In order to better serve the residents of Ingham County the Treasurer's Office seeks to reorganize the operations of the office, the following positions were either changed or created:

1. Reclassification of the Account Clerk II from UAW E (\$34,524.66 - \$41,122.93) to UAW G (\$38,572.55 - \$45,990.30)
2. Reclassification of the Account Clerk II from UAW E (\$34,524.66 - \$41,122.93) to Account Clerk III UAW H (\$40,809.27 - \$48,680.07).
3. The newly created position of Foreclosure Prevention Specialist has been determined to fall within the scope of the ICEA County Pro jobs and was classified at an ICEA Pro level 2 (\$35,791.94 - \$42,968.90)
4. The newly created position of Accountant – Entry Level – Treasurer's Office has been determined to fall within the scope of the ICEA County Pro jobs and was classified at an ICEA Pro level 4 (\$40,827.23 - \$49,013.79)
5. Reclassification of the Tax Forfeiture/Foreclosure Coordinator from ICEA Pro 2 (\$35,791.94 - \$42,968.90) to ICEA Pro 4 (\$40,827.23 - \$49,013.79)
6. Reclassification of the Property Tax Coordinator, it was determined that the position was classified appropriately and no change was warranted.
7. Reclassification of the Accountant from ICEA Pro 7 (\$52,116.49 - \$62,564.08) to Lead Senior Accountant – Treasurer ICEA Pro 9 (\$62,170.17 - \$74,632.72)
8. Reclassification of the Assistant to the Treasurer from MCF 6 (\$44,015.47 - \$52,832.49) to MCF Level 9 (\$56,906.76 - \$68,305.87)
9. Reclassification of the Chief Deputy Treasurer from MCF 10 (\$62,231.41 - \$74,697.13) to MCF 12 (\$72,161.54 - \$86,612.64)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

**INGHAM COUNTY
JOB DESCRIPTION
CHIEF DEPUTY TREASURER**

General Summary:

Under the general direction of the County Treasurer, responsible for the overall supervision of Treasurer Office staff and operations. Performs and oversees complex accounting duties. Assists the Treasurer with making recording and cashing investments. Supervises office functions including tax settlements, delinquent tax revolving fund as well as note and bond sales. Position has significant responsibility for the Treasurer's annual report and for auditing funds within the office. Evaluates and updates computer programs. Actively participates in the hiring, training, disciplining and firing of staff. Acts as the County Treasurer in the Treasurer's absence. Monitor statutory change to ensure operational compliance and risk avoidance.

Essential Functions:

1. Assists the Treasurer in the making, recording and cashing of investments. Audits cash drawers and prepares bank deposits for various banks. Transfers funds to various accounts.
2. Supervises all personnel-related functions of the office. Assists the County Treasurer in hiring, training, discipline and evaluation of staff by making recommendations of action to be taken. Submits time cards and other payroll information each pay period.
3. Advises the Treasurer on policies and procedures that frequently change with legislative action. Communicates with other county departments on issues involving the handling of funds.
4. Supervises the settlement of taxes with township and City Treasurers. Provides local Treasurers advice and guidelines for documenting taxes received by the county. Reviews taxes received from local units of government to verify that they are properly described and attributed. Prepares estimates of funds receivable by the county from tax revenues.
5. Assist the Treasurer in preparing data and reports regarding the annual sale of delinquent tax anticipation notes. Calculates, collects and issues tax receipts and redemptions. Audits cash received with orders or warrants and issues official receipt.
6. Prepares documents for the Municipal Finance Commission and bond rating services relative to the borrowing of funds for the Delinquent Tax Revolving Fund.
7. Supervises and coordinates the Treasurer's Annual Report.
8. Administers the hotel/motel accommodation tax including ongoing audits process to ensure legal compliance.
9. Signs and endorses checks drawn and orders journal entries. Keeps the Treasurer's general ledger and audits records of the Account Clerks and other staff.
10. Evaluates and updates computer programs. Ensure staff processes are efficient and cost-effective by using available technology.

11. Processes Payroll for all county employees. Moves funds to proper accounts as directed by Payroll office in Financial Services. Sends files to bank for processing of direct deposits and paper payroll checks. Prints and mails paper payroll checks and pay advices. Generates electronic pay advices.
12. Processes accounts payable for Department and County. Processes electronic funds transfers and account transfers for all county departments. Prints accounts payable checks and ensures that paying bank receives files for processing of payments. Advise with Financial Services on the technological enhancement of processes.
13. Attends various meetings on behalf of the Treasurer and serves as the Treasurer's representative in the Treasurer's absence.
14. Oversees and files over fifty separate bank account reconciliations performed by Treasury and by other offices. Advises other offices on cash handling and on bank reconciliation functions. Monitors imprest cash and cash drawers held by various offices.
15. Accounts for funds due to and receivable by county brownfield funds. Ensures that municipalities provide funds as required. Prepares estimates of funds receivable by the county from brownfield captures. Reports brownfield captures and expenditures to the state.
16. Maintains records of and projections for the effects of over thirty separate local tax captures on county funds and on funds captured from other taxing authorities.
17. Reconciles drain ledgers and monitors payments from individual drainage districts.
18. Assists the Land Bank with administration of the Specific Tax for Land Bank-sold property. Serves as back-up to strong office relationship with Land Bank.
19. Meets regularly with local treasurers to discuss issues of mutual concern.
20. Assist and backup up Treasurer in all banking relationships and electronic banking functions with all Depository and Investment institutions.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA 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 Bachelor's Degree in Accounting, Finance or a related field is required.

Experience: A minimum of three years experience with cash management and finance experience is required. Experience working with micro, mainframe and banking systems/software is required.

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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.
3. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 traversing, climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, grasping, handling and pinching
- This position's physical requirements require regular stamina in walking, lifting, carrying, and reaching
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

***October 17, 2018
MCF***

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT TO THE TREASURER

General Summary:

Under the direction of the County Treasurer: Supervises all phases of the Treasurer's Office regarding tax calculations, billing and collection of taxes, redemption of tax sale properties and maintaining proper tax records; serves as trainer for local units, other departments, and outside tax system users; assists Chief Deputy Treasurer in complex accounting functions. Effectively communicates with the public and co-workers and handles difficult problems which may arise regarding taxes and legal descriptions when dealing with the public. Works with computer systems and assists in programming new and revised programs. Actively participates in hiring, firing and discipline. The position requires flexibility. The Assistant to the Treasurer reports directly to the Treasurer and takes on projects and assignments as directed by the Treasurer and not specified here. These tasks may include filling in short-term gaps in both routine and management functions in both offices.

Essential Functions:

1. Manages dog and kennel licensing functions by supervising account clerks, sending renewal notifications, maintaining data bases, building relationships with veterinary offices and training Animal Control personnel.
2. Audits cash drawers and prepares bank deposits for various banks.
3. Calculates and collects delinquent taxes, issues tax receipts and redemptions, audits cash received with orders or warrants and issues official receipts specifying the fund to which monies are to be applied.
4. Understands, applies and explains the property tax collection system including aspects not conducted by the county. Able to differentiate between statuses of parcels and taxes that are late, delinquents, in forfeiture and in foreclosure. Know and communicate the differences between these statuses. Direct taxpayers to the appropriate remedies and resources for each status and assist others in the office with unusual circumstances.
5. Understand and explain local property assessments and exemptions and direct taxpayers to the appropriate local property assessments and exemptions and direct taxpayers to the appropriate local authorities to deal with questions and appeals. Be able to provide these services to persons who may be angry, poorly educated or not primarily English speakers and represents the office before community organizations on these issues.
6. Deciphers legal descriptions of property and locates parcel descriptions on tax map and in the tax roll.
7. Evaluates ongoing computer programs to keep them updated to current needs and technology.
8. Serves as trainer for local Treasurers, other departments and other outside users on tax system, duties include writing and maintaining the user's manual, on-site training, telephone assistance and other assistance as needed.
9. Serves as trainer for departments utilizing the cash receipting system of the County.
10. Serves as backup to the Treasurer and Chief Deputy Treasurer on banking technology.
11. Enters payment vouchers via County's accounts payable system and runs necessary reports.
12. Assists Treasurer with Tax Auction administration and inspection, community outreach and non-profit partnerships (i.e. Money Smart Week, Asset Independence Coalition –Volunteer Income Tax Assistance, Financial Empowerment and Literacy)
13. Coordinates efforts to prevent property tax foreclosures with neighborhood organizations and local governments.
14. Oversee operations of the Treasurer's Lansing office.
15. Serves as internal email and phone administrator, duties include coordinating writing, recording and updating of automated systems.
16. Develops and manages other projects as directed by the Treasurer.

(An employee in this position may be required to perform 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: Associate's Degree in Accounting or related field.

Experience: Three to five years of related experience.

Other Requirements: Working knowledge of computer systems and extensive MS Office software knowledge is preferred.

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

October 17, 2018
MCF

**INGHAM COUNTY
JOB DESCRIPTION**

LEAD SENIOR ACCOUNTANT - TREASURER

General Summary

Under the supervision of the Chief Deputy Treasurer, monitors, prepares, reconciles, and edits journal entries affecting funds and activities and implements accounting procedures in accordance with governmental regulations. Assigns and reviews work of Staff Accountants and Account Clerks and provides assistance as necessary. Assists the Chief Deputy Treasurer in preparation of settlements with local units and the drafting of apportionment reports and tax collection warrants.

Essential Functions

1. As the Lead Senior Accountant, participates in the hiring process, orients and trains staff, makes work assignments and reviews work products for accuracy. Provides technical assistance as requested.
2. Works with clients in a professional and compassionate manner. Severe and chronic delinquency is often accompanied by other issues like health problems, mental health problems and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.
3. Maintain daily financial standing and cash management records.
4. Processes payroll for all county employees. Moves funds to proper accounts as directed by Payroll office in Financial Services. Sends files to bank for processing of direct deposits and paper payroll checks. Prints and mails paper payroll checks and pay advices. Generates electronic pay advices.
5. Processes Accounts Payable for Department and County. Processes electronic funds transfers and account transfers for all county departments. Prints accounts payable checks and ensures that paying bank receives files for processing of payments.
6. Issues tax refunds and revised invoices as authorized by Board of Review, Michigan Department of Treasury, State Tax Commission or Michigan Tax Tribunal. Tracks and reports changes of taxable value to Michigan Department of Education for state school aid distribution to school districts within the County. Compiles data for and bills approximately seventy local municipalities and other taxing authorities for monies due to the County as a result of any and all Taxable Value or PRE changes.
7. Tracks and reports the amounts receivable to the county for delinquent property taxes as affected by delinquent tax payments, Boards of Review and state tax authorities.
8. Explains property auction rules, instructions and procedures to interested parties. Attends foreclosure auction and performs bidder registrations, collections and returns of bidders' deposit monies. Receipts and balances proceeds of sales. Prepares deposit of large sums of money from auctions. Collects and receipts payments made on auctioned properties after each auction and answers questions about post-auction procedures.
9. Manages receipts from the Treasurer's annual foreclosure auctions at and after the dates of the auctions according to the rules of the auction and state law. Supervise other staff in the performance of these functions
10. Analyses financial records of banks for investment purposes. Invests County monies, authorizes wire transfers and automatic clearing house in the absence of the Treasurer and Chief Deputy Treasurer. Balances daily receipts in absence of the Treasurer or Chief Deputy Treasurer.
11. Reconciles monthly trial balances, bank statements, tax collections, delinquent tax fund balances, and trust and agency accounts.
12. Reconciles all Treasurer Delinquent Tax Revolving Fund funds.

13. Compiles information to determine the anticipated annual delinquent tax note issue and other county borrowings.
14. Customer service and payment processing and receipting for Department. Supervises, trains and backs up Account Clerks processing payment for and questions about delinquent tax payments, dog licensing and unusual, difficult or of a sensitive nature.
15. Balances and reports unclaimed properties to Michigan Department of Treasury.
16. Assists Financial Services with compiling data for annual Audit.
17. Assists account clerks with public inquiries of an unusual, difficult, or sensitive nature.
18. Receives funds transferred from county departments and property tax payments from local governments and ensures that they are placed in the proper accounts.
19. Trouble shooting of MUNIS software receipting issues County-wide.
20. Merchant/Credit card management and administration for County.
21. Supply ordering for Department.
22. Back up and assist Treasurer and Chief Deputy Treasurer in all Banking and Investment functions.

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 employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in Accounting or a related field.

Experience: Three years of professional accounting or auditing experience. Supervisory experience desired.

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling and pinching
- This position's physical requirements require regular stamina in walking, pushing, pulling, grasping and typing
- This position's physical requirements require continuous stamina in sitting, standing, reaching, handling and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort 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.)

October 10, 2018
ICEA Pro

INGHAM COUNTY
ACCOUNTANT – ENTRY LEVEL- TREASURER’S OFFICE

General Summary:

Under the direction of the Lead Senior Accountant monitors, prepares, reconciles and edits journal entries affecting funds and activities and implements accounting procedures in accordance with governmental regulations. Assists the Lead Senior Accountant in preparation of settlements with local units and the drafting of apportionment reports and tax collections warrants.

Essential Functions:

1. Understand, apply and explain the property tax collection statute including aspects not conducted by the county. Be able to differentiate between statuses of parcels and taxes that are late, delinquent, in forfeiture and in foreclosure. Know and communicate the differences between these statuses. Direct taxpayers to the appropriate remedies and resources for each status.
2. Understand and explain local property assessments and exemptions and direct taxpayers to the appropriate local authorities to deal with questions and appeals. Be able to provide these services to persons who may be angry, poorly educated or not primarily English speakers. Train others in unusual circumstances and act as a resource for solving such circumstances.
3. Assist and back up Account Clerks in handling routine payments for dog licenses and delinquent property taxes. Act as a resource for Account Clerks and answer questions as needed.
4. Accepts payments for delinquent property taxes and updates tax records to reflect payments. Researches and answers inquiries about the status of delinquent property and the processes for payment. Refers taxpayers to internal and external resources for assistance with property tax matters.
5. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of property within the county. Explains and clarifies the tax collection process to the public.
6. Reviews tax records to ensure that all necessary tax information has been accurately documented. Checks real estate documents for proper legal description. Certifies deeds, which includes checking tax history and determining if legal description on deed is same as on computer.
7. Assists customers by researching the tax status of property, providing the name on the tax roll, taxes paid or due, and amount required for payoff. Examines and verifies property descriptions and previous assessed value, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent notices. Prepares, verifies, and corrects interest calculations and distributes delinquent tax notices.
8. Explain tax foreclosure auction rules, instructions and procedures to interested parties. Attends foreclosure auctions and performs bidder registrations collections and returns of bidders' deposit monies. Receipts and balances proceeds of sales.
9. Under direction of the Lead Senior Accountant processes changes in PRE status as provided by local Board of Review and state authorities, including billing for amounts due, issuance of checks and changes in delinquent tax payments to local school districts.
10. Under direction of Lead Senior Accountant processes changes authorized by Board of Review and state tax authorities that affect taxable values and amounts due. Change delinquent tax records to reflect such changes and maintain spreadsheets detailing amounts due to and from county funds and approximately seventy other taxing authorities within the county.
11. Under the guidance of the Lead Senior Accountant conduct reviews of county and other public records to audit Principal Residence Exemptions and recover for the county and local school districts funds lost due to improper exemptions.
12. Assist and train county departments in proper cash handling procedures. Develop and maintain standard instructions for petty cash management and reporting. Train departments in proper methods of bank reconciliations.

13. Maintains paper files in the office for cash receipts for all county funds, delinquent tax receipts, dog licenses, daily transactions and fifty different bank account reconciliations.
14. Maintain Treasurer's Office data set of over 200 different MUNIS accounts into which state and other payments are receipted.
15. Assist Lead Senior Accountant in preparation for audits, escheating and chargebacks.

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: Bachelor's Degree in accounting or related field

Experience: Prior experience in governmental accounting preferred.

Other Requirements:

- None

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling
- This position's physical requirements require regular stamina in walking, pushing, pulling, reaching, grasping, handling, pinching and typing
- This position's physical requirements require continuous stamina in sitting, standing and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort 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.)

October 11, 2018
ICEA PRO

**INGHAM COUNTY
JOB DESCRIPTION
PROPERTY TAX COORDINATOR**

General Summary:

Under the general direction of the Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Property Tax Coordinator will interpret and apply the statute, as well as perform technical duties in the coordination and implementation of the statute. He/She will work with many stakeholders including taxpayer/property owners, local elected officials, mortgage and other interest holders, and various social services' providers.

Essential Functions:

1. Coordinate all aspects of PA 123 of 1999 under the general supervision of the Treasurer and Deputy Treasurer, including high understanding/operation of BS&A tax software and coordination of a very large project.
2. Work with taxpayers and social services' provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations.
3. Coordinate and maintain accurate computer records for all parcels in forfeiture / foreclosure. Obtain data on property owners from various sources including Register of Deeds and internet searches. File data for retrieval during Court process.
4. Document all actions with checklist, memorandums, and photographs to minimize potentially substitution financial liability to County.
5. Coordinate site inspections with contractors and personally visit sites. Personal knowledge of final 2000 parcels in forfeiture is required to appropriate final resolution.
6. Work with local Treasurers, Assessors, Register of Deeds, Neighborhood Organization and community activists to gather information about properties and property owners.
7. Oversee BS&A Utilities and recording of Certificates of Forfeiture with the Register of Deeds; coordinate title searches with title companies and others; Process title work; oversee Publication, Foreclosure Petition with the Circuit Court; Hearings, record proof of service; record of foreclosure judgment; Provide depositions, supporting documents and/or testify in Court in contested cases. Monitor properties granted additional time to pay their taxes. Oversee and supervise Property Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Assistant. Oversee coordination and tracking of property maintenance.
8. Develop ways to strengthen foreclosure prevention. Provide information to other counties interested in Ingham County Treasurer's foreclosure prevention programs/procedures/forms.
9. Assist in planning and organizing work, assigning and checking work of, and/or assisting and instructing an assistant. Must have a thorough understanding of the accounting practices as they relate to delinquent taxes.
10. Administer all bankruptcy cases, file claims where petitioners have tax delinquent real property and maintain/monitor large bankruptcy database. Proficiency of PACER bankruptcy website. File release of claims when pertinent. Communicate with bankruptcy trustees, attorneys and protect County's interests. File

objections where necessary. Financial risk to county and other tax collecting entities is significant if this is not done in timely fashion.

11. Oversees contracts and agreements related to Property Tax Statute and Foreclosure Prevention efforts. Monitors for expiration and renewal dates.
12. Detailed review of foreclosure process related invoices for accuracy and approval for payment.
13. Must be able to read and understand statutes and legal documents and monitor for changes to statute as they relate to filings. Review legal documents, such as petitions, for accuracy.
14. Work with and coordinate services of out-side legal counsel for foreclosure process and post foreclosure evictions.
15. Provides work direction to the Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Specialist in the conduct of their duties, reviews assigned work and ensures completion of assigned tasks.
16. Act as an information resource for the Treasurer, Chief Deputy Treasurer and other office staff on all issues related to delinquent property taxes.

Other Functions:

1. Helps cover main office, answer phones, accept payments, bank deposit runs, Oversees all delinquent tax mailings, both statutory/non statutory.

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 employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in social science, business or a related field.

Experience: One to two years of experience. Experience could be in social work, law, community planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Familiarity with the legal process for property transfer preferred.

Other Requirements:

- Valid Michigan Driver's license.
- Must be proficient in, or able to be successfully trained in utilizing, BS&A tax software.
- Must possess high integrity and trustworthiness as has access to search database, LexisNexis Accurint, to locate/notify parties/heirs identified by title work as having interest in tax delinquent property.

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handing, pinching and typing
- This position's physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

***October 15, 2018
ICEA PRO***

**INGHAM COUNTY
JOB DESCRIPTION
TAX FORFEITURE / FORECLOSURE COORDINATOR**

General Summary :

Under the work direction of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 to assure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in forfeiture/foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us, as well as those on judicial payment plans. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between government organizations.

Essential Functions:

1. Understand and interpret statute and proposed amendments (PA 123 of 1999) for successful administration of county requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Engage and consult attorney for issues that require legal counsel.
2. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight in holds against a 40 year chain of title. Data extraction from title work of critical importance to statutory process.
3. Maintain accurate computer records for all parcels of Forfeiture/Foreclosure, including name and address information, payment information, conversation history and document history.
4. Develop personal knowledge of habitually forfeited parcels to seek long term solutions, including communication with taxpayers and advocacy and coordination on the taxpayer's behalf with social service provider.
5. Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through the auction or transfer to the Land Bank, including site visits, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel situations for disposition potential. Coordinate scheduling among staff for the pre-auction open houses. Work with local units of government on disposition of post auction unsold properties.
6. Plan and manage two or more annual auctions of foreclosed property. Assist the Treasurer with reviews of properties. Prepare open houses, lists of foreclosed properties subject to auction and opening bid amounts as prescribed by law.
7. Maintain accurate records and track auction properties that are subject to the Reverter Clause, including additional mailing to potential reverters, and the execution of property transfer affidavits, affidavits of reversions and deeds should the clause be violated.
8. Assist in the preparation and processing of all statutory mailings (5), as well as the preparation and processing of the additional non-statutory mailings used to ensure due process and proper notice.
9. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy and communicating with our attorney on situations that arise from them. Working with attorney, prepare deeds to convey all tax foreclosed property.
10. Create and maintain exacting long term records for all properties that have gone through the statutory process (42 year record retention schedule), includes tracking down missing past information, as well as maintaining several large databases.
11. Track the monthly payments of taxpayers who are on judicially mandated payment plans and respond to and advise on problems.

12. Assist in the training and providing of work direction to the foreclosure prevention specialist.
13. Edit, maintain and organize the Treasurer's page on the county website, this includes designing page layouts, creating fillable PDFs, and updating all aspects of the page at the request of other staff members. Requires having specific knowledge relating to the function of the website in order to accurately meet staff and public needs.
14. Maintain and edit the Treasurer's sponsored website "Hold on To Your Home", this includes updating dates when applicable and updating PDF timelines and brochures and checking the website message board monthly and responding to peoples request for help to the best of our ability.
15. Assist Property Tax Coordinator with services by outside legal counsel for foreclosure process and post foreclosure evictions.

Other Functions:

1. Perform a variety of other functions related to administrative operations of the office, including backup for the forfeiture team process.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Bachelor's Degree. Requires title work, property status, legislation, social service provider network and Land Bank tool demands a high degree of critical thinking skills and high attention to detail.

Experience: Performance of the job requires essentially no work experience. With the advance education; the incumbent would be expected to reach proficiency after a year of going through the forfeiture cycle, coaching and basic familiarization.

Other Requirements:

- Must possess the integrity and trustworthiness to use government search databases to locate and notify parties who have been identified as having an interest in a property.
- Valid Michigan Driver's License and reliable transportation.
- At times will work inspecting, preparing and showing foreclosed properties that may have unknown safety and/or environmental hazards.

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling,
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, handling, pinching and typing.
- This position's physical requirements require continuous stamina in sitting, standing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.

This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

**INGHAM COUNTY
JOB DESCRIPTION
FORECLOSURE PREVENTION SPECIALIST**

General Summary:

Under the general direction of the Property Tax Coordinator, the Foreclosure Prevention Specialist will perform a variety of functions supporting the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Foreclosure Prevention Specialist will aid the Property Tax Coordinator with the coordination and implementation of statute, and will work with property owners in order to provide delinquent tax assistance.

Essential Functions:

1. Works with PA 123 of 1999, which requires the ability to read and understand statutes and legal documents.
2. Prepare title search lists for title search vendors and process title searches from title companies, this includes reviewing returned title work, as well as following up on mortgages, land contracts, and other liens against the property, updating alternate addresses in BS&A, and sending delinquent tax notices to interested parties.
3. Update and perform title searches using such resources as: Register of Deeds, County Clerk's Office (including Certificates of Death and Qualified Voter file), Equalization and Tax Mapping (both online and through the office), and internet resources (including Accurint, Department of Labor and Economic Growth and White Pages Web).
4. Prepare Personal Service packets, including information for Sheriff's Civil Division Deputies and property owners utilizing BS&A online, GIS mapping, BS&A reports and Google mapping.
5. Update relevant information in office databases, including BS&A and Microsoft Excel spreadsheets, mail recording and tracking, contact information for interested parties, title searches, local hardship information, and returned title work.
6. Assume responsibility for parcel folders, including using software to create labels, organizing folders and updating with relevant information (title searches, contact information for interested parties, letters, etc.) Annually clear out files and organize.
7. Print and prepare for mailing annually, delinquent tax notices, and 60 Foreclosure notices and other first class mail notices as required through the year. Utilize BS&A address proofing utilities to ensure quality, non-repetitive mailings.
8. Work with local units when issues arise with specific parcels for quick resolutions either by email or phones.
9. Use BS&A to run specific utilities such as small balance inquires, forfeiture lists, foreclosure lists, personal service reports, title search reports, duplicate address reports to ensure proper adherence to statute and to provide proper notification to parcels.
10. Process all returned mail by inputting the data into BS&A mail tracking and use databases such as LARA, Melissa, BS&A online, Accurint, Clerk's Office, Register of Deeds, and other online search options including social media platforms to ensure that; 1) The person still has interest in property and 2) To identify the most accurate address for the person or company and correct for bad address. Essentially performing skip tracing.
11. Assist in the main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds as needed.
12. Identify PRE suspects and candidates through the use of Accurint, Register of Deeds, and the Clerk's Office and forward them to the appropriate person or local assessor for Board of Review.
13. Process and add weekly case notes to parcels for owners working with Financial Literacy.

14. Prepare mailing of the annual publication to community organizations by updating addresses in the database, removing returned addresses and adding new organizations to receive the publication.
15. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed owners of property.
16. Provides critical analysis of delinquent and forfeited taxes.
17. Provides detailed information in BS&A regarding client interactions.

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: Bachelor's degree in political science, social work, urban planning, economics or a related field

Experience: Experience working with social service agencies or in a customer service field a plus

Other Requirements:

- Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's private and personal information, specifically Accurint/Lexis Nexis.
- High accuracy and quality is necessary to limit financial liability from law suits.

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

October 18, 2018

**INGHAM COUNTY
JOB DESCRIPTION
ACCOUNT CLERK III**

General Summary:

Under the supervision of the Chief Deputy County Treasurer, collects money for delinquent property taxes, computes and prepares delinquent tax statements, provides information regarding tax matters to the public, issues and collects fees for dog and kennel licenses, receipts revenues from other county departments, and performs a variety of other activities related to processing and maintaining tax records. Processes payments related to the annual tax auctions. Performs a variety of other tasks related to the accounting activities of the Treasurer's Office.

Essential Functions:

1. Opens cash vault and provides cash for Treasurer, County Clerk, Probate Court, Prosecuting Attorney and Circuit Court Offices. Maintains and balances petty cash drawers for each of these departments.
2. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of properties in the county. Explains and clarifies the tax collection process. Answers routine questions online.
3. Answers inquiries related to the processing of vital records and other functions of the County Clerk's Office. Schedules wedding ceremonies for the County Clerk.
4. Assists customers by researching the tax status of properties, providing the name on the tax roll, taxes paid or due, and the amount required for payoffs. Examines and verifies property descriptions, previous assessed values, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent tax notices. Prepares, verifies and corrects interest calculations and distributes delinquent tax notices.
5. Collects and receipts large amounts of money. Collects money for delinquent taxes, dog licenses, principal residence exemption denials, transient merchant licenses, birth and death certificates, marriages, notaries, DBAs and posts to appropriate accounts. Balances collections daily, prepares multiple bank deposits daily on behalf of the Treasurer, the County Clerk and other County Offices, verifying that funds are deposited into the proper accounts.
6. May assist with bank reconciliations, including deposits and disbursements made for county departments. Assists with annual audit by pulling data and providing other support.
7. Opens, stamps, analyzes and processes mail, including payments, payoff letters and other correspondence. Performs tax histories and searches. May collect data and assist in preparing the annual report of the Treasurer.
8. Holds open houses of forecloses properties including the showing of properties. Explains auction rules, instructions and procedures to interested parties. Attends foreclosure auctions and performs bidder registrations, collections and returns of bidders' deposit monies. Receipts and balances proceeds of sales.
9. Balances and receipts dog licenses sold to veterinary offices. Receipts revenues from clinics to correct accounts. Calculates payment amounts for clinics providing licensing services and ordering checks to be issued to those clinics. Answers questions from veterinary clinic staffers regarding license sale procedures and providing them with necessary licensing supplies. Interacts with veterinary staff to accurately enter license sales information and to remedy inconsistencies.
10. Helps customers find various locations in and outside the courthouse. Researches and answers questions at the counter and on the phone.

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: High School Diploma with additional coursework in accounting, bookkeeping, business or a related field

Experience: Three years of experience in a capacity related to account processing activities including working with computerized accounting systems and spreadsheets. Prefer some experience working with tax records.

Other Requirements:

- Works with clients in a professional and compassionate manner. Severe and chronic delinquency is often accompanied by other issues like health problems, mental health problems and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort 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.)

October 18, 2018
UAW

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNT CLERK II-TREASURER

General Summary:

Under the supervision of the Chief Deputy County Treasurer, collects money for delinquent property taxes, computes and prepares delinquent tax statements, researches and provides information regarding tax matters to the public, issues and collects fees for dog and kennel licenses, receipts revenues from other county departments, and performs a variety of other activities related to processing and maintaining tax records. Processes payments related to the annual tax auctions. Performs a variety of other tasks related to the accounting activities of the Treasurer's Office.

Essential Functions:

1. Accepts payments for delinquent property taxes and updates tax records to reflect payments. Researches and answers inquiries about the status of delinquent property taxes and the processes for payment. Refers taxpayers to internal and external resources for assistance with property tax matters.
2. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of property within the county. Explains and clarifies the tax collection process to the public.
3. Work with clients in a professional and compassionate manner. Severe and chronic delinquency is often accompanied by other issues like health problems, mental health problems and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.
4. Understand, apply and explain the property tax collection system including aspects not conducted by the county. Be able to differentiate between statuses of parcels and taxes that are late, delinquent, in forfeiture and in foreclosure. Know and communicate the differences between these statuses. Direct taxpayers to the appropriate remedies and resources for each status.
5. Understand and explain local property assessments and exemptions and direct taxpayers to the appropriate local authorities to deal with questions and appeals. Be able to provide these services to persons who may be angry, poorly educated or not primarily English speakers.
6. Reviews tax records to ensure that all necessary tax information has been accurately documented. Checks real estate documents for proper legal description. Certifies deeds, which includes checking tax history and determining if legal description on deed is same as on computer.
7. Assists customers by researching the tax status of property, providing the name on the tax roll, taxes paid or due, and amount required for payoff. Examines and verifies property descriptions and previous assessed value, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent notices. Prepares, verifies, and corrects interest calculations and distributes delinquent tax notices.
8. Explains the rules, procedures and instructions of the Treasurer's annual foreclosure auctions to interested parties.

9. Collects fees for dog licenses. Answers inquiries about the status of current licenses and updates information in the dog licensing system.
10. Collects and receipts large amounts of money. Collects money for delinquent taxes, and dog licenses and posts to appropriate accounts: includes daily balancing of collections, preparing bank deposit, and verifying that money is distributed to proper accounts.
11. May assist with bank reconciliations for the Treasurer's Office, including deposits and disbursements made by county departments, investments, deposit accounts, and checking accounts. Maintains county petty cash files. Keeps records and collects non-sufficient checks for county departments. Maintains records and funds for Escheats Accounts including detailed calculations to determine the amount of interest that is due to customers.
12. Assists with the annual audit by pulling data, testing financial data for verification, and providing other support.
13. Opens, stamps, analyzes, and processes mail, including payments, payoff letters, and other correspondence.
14. Performs a variety of other functions related to accounting operations of the office.

Other Functions:

1. May collect data and assist in preparing the annual report of the Treasurer.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High school diploma or equivalent.

Experience: Two years of experience in a capacity related to account processing activities including working with computerized accounting systems and spreadsheets. Prefer some experience working with tax records.

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, handling and pinching
- This position's physical requirements require regular stamina in walking, carrying, reaching, grasping, typing
- This position's physical requirements require continuous stamina in sitting, standing and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort 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.)

October 10, 2018
UAW

From: Cook, Desiree
Sent: Friday, November 9, 2018 10:23 AM
To: Clous, Joan
Subject: RE: Treasurer's Office Reorganization

Approved. Thank you.

From: Clous, Joan
Sent: Thursday, November 8, 2018 11:48 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: Treasurer's Office Reorganization

Desiree,

The Treasurer's Office is doing a reorganization and has made changes to the following positions. We have factored them and placed them as follows:

Foreclosure Prevention Specialist ICEA Pro 2 (NEW)
190 30 75 80 50 70 50 60 60 10 10 15 =700

Accountant – Entry Level – ICEA Pro 4 (NEW)
190 30 100 100 50 70 90 115 85 10 10 15 =865

Tax Forfeiture/Foreclosure Coordinator ICEA Pro 4
190 30 100 100 50 70 110 85 85 10 10 15 =855

Property Tax Coordinator ICEA Pro 7
190 90 115 120 75 70 130 140 140 10 10 15 =1105

Lead Senior Accountant ICEA 9 (Bringing back)
190 180 125 140 105 70 130 140 115 10 10 15 =1230

I have attached the old and new JDs for your review. Please let me know if you have any questions.

Joan Clous

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“Fame changes a lot of things but it can't change a lightbulb” – Gilda Radner

From: Prehn, Bradley
Sent: Monday, November 19, 2018 11:27 AM
To: Clous, Joan
Subject: Re: Treasurer Positions

Joan,

The UAW is in support of the classification for the Treasurer- Account Clerk II as a UAW G and Treasurer- Account Clerk III as a UAW H.

Thank you,

Brad Prehn

UAW Chairperson

From: Clous, Joan
Sent: Monday, November 19, 2018 10:57 AM
To: Prehn, Bradley
Subject: Treasurer Positions

Brad,

Per our meeting this morning, we have agreed to the following:

Account Clerk II
45 135 100 100 50 70 70 85 85 10 10 15 = 775 UAW G

Account Clerk III
45 180 110 120 50 70 90 85 85 15 10 15 = 855 UAW H

Please let me know that the union is in agreement so that the Treasurer's Office may include this email with their packet to the Board.

Thanks,

Joan Clous

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“Fame changes a lot of things but it can't change a lightbulb” – Gilda Radner

Agenda Item 2

GENERAL FUND	previous	proposed	net	
1. ACII UAW E to UAW G	\$76,065	\$82,737	\$6,672	Clerk II
1. Second Clerk II		\$82,737	\$82,737	Clerk II
2. ACII UAW E to ACIII UAW H	\$76,065	\$86,423	\$10,358	Lansing Clerk
4. NEW ICEA PRO 4		\$87,620	\$87,620	Entry Acct)
7. ICEA PRO 7 to ICEA PRO 9	\$106,388	\$123,105	\$16,717	Sr Acct
8. MCF 6 to MCF 9	\$97,832	\$120,715	\$22,883	Asst to Treas
9. MCF 10 to MCF 12	\$130,166	\$147,788	\$17,622	Chief Dep
			\$244,609	
DELINQUENT TAX FUNDS				
3. NEW ICEA Pro 2 (now Temp)	\$26,000	\$79,247	\$53,247	FC Prev Spec
5. ICEA PRO 2 to ICEA PRO 4	\$79,247	\$87,620	\$8,373	FC Coordinator
6. no change			\$0	Prop Tax Coord
2nd temp unfilled	\$17,675		-\$17,675	
			\$43,945	

Numbered lines correspond to HR Memo of Analysis
Dollar figures from Budget Office documentation

Agenda Item 3

TO: Law & Courts, County Services, and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: January 23, 2019
SUBJECT: Resolution Creating Assistant Public Defender Positions for the Public Defenders Office

For the meeting agendas of January 31, February 5 and 7

BACKGROUND

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution 17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. Resolution 18-355 authorized the Chief Public Defender position for this office. This resolution would create the attorney positions for the office. Because attorneys will be hired at various levels of experience, three distinct job classifications are being recommended. The Human Resources Department is recommending these positions be classified as follows:

Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)
Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)
Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99)

In order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification.

FINANCIAL IMPACT

The long-term (topped out) annual cost of the twenty-six positions including wages and fringes, if all positions were filled at the Senior Assistant Public Defender level, would be \$4,067,789. Funds are included in the 2018-2019 MIDC grant budget for the cost of filling these positions at various rates for the full twelve month period.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

OTHER CONSIDERATIONS

The Public Defenders Office will include a total of 36.5 full-time equivalents. Additional resolutions will be brought to the Board of Commissioners for approval of the additional positions.

RECOMMENDATION

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

**INGHAM COUNTY
JOB DESCRIPTION**

SENIOR ASSISTANT PUBLIC DEFENDER

General Summary:

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Provides work direction to entry level and assistant public defenders. Performs legal research using electronic and on line tools. Handles all types of felonies in the Circuit Court. Serves as a team leader to other Assistant Public Defenders. Advocates in the best interest for clients.

Essential Functions:

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles all types of felonies in the Circuit Court.
3. Serves as a team leader to other Assistant Public Defenders.
4. Provides work direction to entry level and assistant public defenders
5. Promptly meets with clients to understand goals and expectations.
6. Analyzes charging instrument and discovery as furnished by the prosecution.
7. Conducts on-line investigations and arranges for follow up investigation as necessary.
8. Able to handle all aspects of the client's matter through negotiation, plea or trial. Maintains appropriate client contact throughout the entire process.
9. Maintains availability for mentoring and consultation as directed by the Chief Public Defender.
10. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
11. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
12. Performs legal research using electronic and on line tools.

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: Graduate of an accredited Law School and a member in good standing of the Michigan Bar Association.

Experience: Minimum of ten (10) years of progressively more responsible roles in the practice of criminal law. Significant jury trial experience strongly desired.

Other Requirements:

- Ability to handle highly stressful situations

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.
3. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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.)

***Union
Pay Grade***

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT PUBLIC DEFENDER

General Summary:

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Performs legal research using electronic and on line tools. Handles District Court Cases and some felonies in Circuit Court. Advocates in the best interest for clients.

Essential Functions:

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles District Court Cases and some felonies in Circuit Court.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
9. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
10. Is respectful of the widely divergent backgrounds and special requirements of the clientele the office represents.
11. Passionate about advocating for the needs and interests of the client.
12. Performs legal research using electronic and on line tools.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

(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: Must be a graduate from an accredited Law School and a Member in good standing of the Michigan Bar Association

Experience: A minimum of four (4) years of criminal defense experience

Other Requirements:

- Must be able to work in highly stressful situations

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.
3. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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.)

***Union
Pay Grade***

**INGHAM COUNTY
JOB DESCRIPTION**

ASSISTANT PUBLIC DEFENDER – ENTRY LEVEL

General Summary:

Under the direction of the Chief Public Defender, serves as attorney for indigent clients throughout Ingham County. Performs legal research using electronic and on line tools. Handles misdemeanor cases in District Court and the first appearance docket. Advocates in the best interest for clients.

Essential Functions:

1. Provides legal representation to the clients appointed to the office as determined by the Chief Public Defender.
2. Handles misdemeanor cases in District Court and the first appearance docket.
3. Promptly meets with clients to understand goals and expectations.
4. Analyzes charging instrument and discovery as furnished by the prosecution.
5. Conducts on-line investigations and arranges for follow up investigation as necessary.
6. Able to handle all aspects of the client's matter through negotiation, plea or trial.
7. Maintains appropriate client contact throughout the entire process.
8. Maintains availability for mentoring and consultation as directed by the Chief Public Defender. Maintains relevance on current developments in the law through external and internal trainings and independent study of case law.
9. Ensures that files being handled are kept current as to status so that other members of the office can determine that status.
10. Is respectful of the widely divergent backgrounds and special requirements of the clientele the office represents.
11. Passionate about advocating for the needs and interests of the client.
12. Ability to perform legal research using electronic and on line tools.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.

(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: Must be a graduate from an accredited Law School and a Member in good standing of the Michigan Bar Association

Experience: Up to three (3) three years in the practice of law, criminal law experience highly desired. Those recently accepted by the Bar strongly encouraged to apply.

Other Requirements:

- Must be able to work in highly stressful situations

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. 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.
3. 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.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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.)

***Union
Pay Grade***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CREATING ASSISTANT PUBLIC DEFENDER POSITIONS FOR THE
PUBLIC DEFENDERS OFFICE**

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, Resolution 18-355 created the Chief Public Defender position, and Resolution 18-450 created an Administrator and an Executive Assistant; and

WHEREAS, the next positions recommended for approval as part of the Public Defenders Office are Assistant Public Defender attorneys; and

WHEREAS, the MIDC Compliance plan authorized the creation of twenty-six attorney positions, to be filled at various salary levels, depending on years of experience; and

WHEREAS, three distinct job descriptions have been created and point-rated by the Human Resources Department, and the recommended classifications are as follows:

- Senior Assistant Public Defender – MC13 (salary range \$78,740.77 to \$94,510.67)
- Assistant Public Defender – MC11 (salary range \$68,552.79 to \$82,284.70)
- Assistant Public Defender – Entry Level – MC09 (salary range \$58,044.90 to \$69,697.99); and

WHEREAS, in order to allow flexibility in hiring based on the experience of applicants, it is recommended that a total of twenty-six attorney positions be created, and the Chief Public Defender be given flexibility as to the total number of positions within each classification; and

WHEREAS, the Public Defenders Office will include a total of 36.5 full-time equivalents; and

WHEREAS, the budget for these positions is included in the grant budget authorized by Resolution 18-476; and

WHEREAS, the remaining staffing will be brought to the Board of Commissioners for approval at a later date.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of twenty-six attorney positions in the Public Defenders Office, with three separate classifications; Senior Assistant Public Defender – MC13, Assistant Public Defender – MC11, and Assistant Public Defender – Entry Level – MC09.

BE IT FURTHER RESOLVED, that the Chief Public Defender will have discretion as to the total number of positions to be filled at each classification, as long as the total is within the approved allocation of twenty-six positions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget and position allocation list.

TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 01/22/2019
SUBJECT: Renewal of the Internet and Voice Services Provided by Everstream

BACKGROUND

Ingham County currently has an agreement with Everstream that is the result of our previous provider that went bankrupt - Comlink - being purchased by Everstream in 2016. This agreement provides Ingham County with our connectivity between sites, our main phone connectivity, and our Internet access. This current agreement has been in place for 5 years and expires on March 31st, 2019.

Innovation and Technology (ITD) has been happy with the service and response we have received since the takeover by Everstream. Since they are also on the MI Deal State of Michigan contract, ITD would like to continue this service. The new quote that we have received will allow ITD to increase the service available to our departments that serve our citizens while remaining within our currently budgeted amount. This new plan will give us 10 times greater Internet speed which is greatly needed, additional lines to handle phone traffic, as well as faster connections between our buildings for an amount that while \$7,000.00/year higher is still well within our budget.

ALTERNATIVES

In order to use a different provider or service, it would require completely redoing our connectivity. Given that the pricing has improved greatly on this service and requires no configuration changes, as well as it being on the State of Michigan competitively bid contract, other alternatives are not very attractive.

FINANCIAL IMPACT

The funding for the not to exceed \$138,000.00 annual cost will come from the County's Communication Fund – Telephone, and Long Distance (#636-26600-921053 and 921060 respectively). Everstream has quoted this renewal under the State of Michigan MI Deal contract (#07185500026) to provide the County with the highest discount possible.

OTHER CONSIDERATIONS

As articulated in the Strategic Plan, Ingham County is continually working on making our processes more efficient which drives our technological needs. As we continue to interact with more outside agencies and work cooperatively between departments and organizations, it requires great bandwidth and connectivity. This proposal addresses those needs.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Renewal of Internet and Voice Services Provided by Everstream in the amount not to exceed \$138,000.00 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE INTERNET AND VOICE SERVICES PROVIDED BY EVERSTREAM

WHEREAS, Ingham County currently utilizes Everstream for our Internet, connectivity between sites, and our main voice services; and

WHEREAS, ITD desires to continue with Everstream and increase the service available to our departments at no increase to our budgeted amount; and

WHEREAS, the current agreement will expire on March 31st, 2019 unless renewed; and

WHEREAS, the requested annual contract amount is in the 2019 budget; and

WHEREAS, Everstream 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 these services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Internet and Voice Services from Everstream in the amount not to exceed \$138,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Communication Fund Telephone and Long Distance accounts (636-26600-921053 and 63626600-921060 respectively).

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 Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 1/22/2019
SUBJECT: Renewal of the SeamlessDocs Licensing Subscription

BACKGROUND

SeamlessDocs is a comprehensive forms engine and eSignature platform heavily utilized by government entities. It is currently being utilized by the County Controllers Office, Human Resources, and the Health Department since it was implemented in February, 2015. There has been great interest by other departments to use this to streamline clunky paper workflows. Our current SeamlessDocs subscription expires on 2/19/19. The last renewal was done on Resolution #17-499 with all the annual contract renewals. Although this contract was preapproved on Resolution #18-492, there was a significant price increase this year if we stay at the one year renewal. Since an approval is needed on a new resolution, it is more cost effective to request a 5 year renewal.

ALTERNATIVES

SeamlessDocs is the sole sourced provider of the SeamlessDocs application.

FINANCIAL IMPACT

The funding for the \$24,720.00 per year for 5 years will come from the County’s Innovation and Technology Department Network Maintenance – Software Fund #636-25810-932030

OTHER CONSIDERATIONS

Total cost at both an annual rate and a 5 year subscription rate:
Annual cost for 5 years at current 5% annual rate of increase: \$145,876.67
5 year cost for a 5 year contract: \$123,600.00

This renewal will change our subscription from the annual renewal to the 5 year renewal which saves us a 5% increase per year. This is the most cost effective solution for moving forward that will allow us to continue to increase efficiency.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for SeamlessDocs renewal in the amount not to exceed \$24,720.00 per year for 5 years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE
SEAMLESSDOCS LICENSING SUBSCRIPTION**

WHEREAS, SeamlessDocs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement will expire on February 19th, 2019 unless renewed; and

WHEREAS, the annual contract amount is in the 2019 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Seamless Docs licensing subscription in the amount not to exceed \$24,720.00 per year for 5 years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932030).

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

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

Agenda Item 5

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

FROM: *Jodi LeBombard, Ingham County Animal Control Director*

DATE: *01-16-2019*

SUBJECT: *Animal Control and Shelter Reorganization*

For the meeting agendas of *January 31, February 5, 6 and 12, 2019*

BACKGROUND

Presently, the Ingham County Animal Control and Shelter Deputy Director position remains vacant. The shelter Director as well as the controller's office and human resources seek to reorganize the shelter structure with a focus on care of shelter animals. With this, we are confident with presenting the elimination of the Deputy Director position with the creation of a new position- Animal Care Manager. The shelter veterinarian position would be freed of the supervisory responsibilities allowing for focus on the medical needs of the shelter animals.

ALTERNATIVES

If the Deputy Director position was filled as is or reverted to a general shelter manager position the shelter would not be addressing the long rooted issue- the need for more direct animal care staffing resources. The 2015 National Animal Control Association assessment of the shelter as well as the most recent investigations in 2018 prompt additional animal care resources as well. Without the resources being moved toward the direct care of the shelter animals, the care of the shelter animals could be negatively affected.

FINANCIAL IMPACT

The proposed reorganization would be a cost savings to the animal shelter. The long-term cost savings is estimated to be approximately \$18,687.

OTHER CONSIDERATIONS

The Michigan Department of Agriculture and Rural Development Regulation 151 governing animal shelters states under rule 35, "Enough employees to maintain compliance with these regulations are required and expected". The regulations in 151 refer to the adequate care and housing of shelter animals.

This reorganization is scheduled for a discussion at the January 28 Animal Control Shelter Advisory Committee meeting.

RECOMMENDATION

With the above information, I respectfully recommend approval of the attached resolution to support the elimination of the animal shelter Deputy Director position with the addition of the animal care manager position.

**INGHAM COUNTY
JOB DESCRIPTION
ANIMAL CARE MANAGER**

General Summary:

Under the direction of the Animal Control Director will supervise and direct the Animal Care staff of the Ingham County Animal Control Shelter. Will develop policies and procedures for the care of animals, cleaning of kennels and facility, ordering of supplies, TNR program, Barn cat program, and shelter maintenance. Creates schedules and ensures shifts are covered in case of absences. Ensures shelter animal records are kept up to date and accurate. Works with Animal Control Director to develop budget for shelter supplies.

Essential Functions:

1. Supervises, directs, trains, schedules and assigns work to Animal Care staff and ensures shifts are covered in cases of absence.
2. Works with Animal Control Director in making hiring, discipline and termination decisions for Animal Care staff.
3. Develops budget for shelter supplies in coordination with the Animal Control Director.
4. Establishes and updates as needed policies and procedures for Animal Care staff as they relate to the care of shelter animals, cleaning and maintenance of the shelter and other protocols.
5. Ensures Animal Care staff are trained in the proper care of shelter animals, know policies and procedures and how they related to their job functions.
6. Ensures that shelter animal records are kept up to date and accurate, properly trains Animal Care staff in proper record keeping protocols.
7. Ensures that shelter animals are feed, medicated as needed, and that any safety or behavioral issues with animals are brought to the attention of the Animal Control Veterinarian and Animal Control Director.
8. Addresses safety and maintenance issues with kennel and shelter facilities with the Animal Control Director and Facilities Department.

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: Associate's degree in animal science, zoology, business administration or a related field

Experience: One year of related experience with lead experience required. Supervisory experience preferred.

OR

High School diploma and three years of related experience with lead experience required. Supervisory experience preferred.

Other Requirements:

- None

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
3. This position is exposed to noise levels which require shouting in order to be heard.
4. This position works closely with domestic and wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, 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 climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in traversing, lifting, and carrying.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds 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.)

November 7, 2018
MCF 6

**INGHAM COUNTY
JOB DESCRIPTION**

VETERINARIAN - ANIMAL CONTROL

General Summary:

Under the general supervision of the Animal Control Director and Deputy Director will perform surgeries, spay/neuter, pre-surgery exams and provide medical care to ill and injured animals at the shelter. He/she will substitute for the Animal Control Director in his/she absence. Interviews, trains, evaluates and makes recommendations regarding staff. Establish and administer a comprehensive shelter medicine program to ensure overall health, treatment and diagnosis of shelter animals. Maintain proper medical records. Supervises, schedules and processes time card for veterinary technician.

Essential Functions:

1. Develop, implement and manage a comprehensive shelter medicine program including preventative medicine, surgeries including spay/neuter, evaluation and treatment of shelter animals, evidence gathering for cruelty cases and other duties. Stays informed on new developments in shelter medicine and modify our medical program as needed.
2. Develop and manage partnerships with veterinarians, colleges, universities and vocational training programs for veterinarians and veterinary technicians, animal related non-profits and other entities to expand ICAC's capacity to provide high quality care to its animals and animals in our community and to assist in training of shelter medical professionals.
3. Perform surgeries, spay/neuter, pre-surgery exams and general shelter medicine to ill and injured animals at the shelter in accordance with acceptable professional standards.
4. Ensure shelter veterinary licenses and registrations are current and up to date. Ensure compliance with state and federally mandated drug inventory and reporting requirements.
5. Ensure overall health, treatment and diagnosis of shelter animals by providing physical exams, treatment and follow up as needed on known medical issues and re-checks.
6. Ensure proper documentation of daily medical procedures, physical exams, diagnosis, treatment, medications and follow up.
7. Responsible for conducting drug inventory for both controlled and non-controlled substances and ensures a consistent supply of veterinary and animal care supplies are maintained, including assisting in budget and monitoring for the animal care department.
8. Develops standard operating procedures which includes but is not limited to: animal care from intake of an animal, to testing temperament, medication delivery and feeding.
9. Interviews, trains, supervises, evaluates and disciplines veterinary technician as needed in compliance with ICAC policy. Trains staff in the awareness of diseases, the spread of infectious diseases, detection and prevention.

10. Provide veterinary evaluation, care and documentation for animals involved in cruelty and other criminal cases including testifying in court or in deposition.

Other Functions:

Performs other duties as assigned

(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: Doctor of Veterinary Medicine Degree from an Association of American Veterinary Medical College accredited school.

Experience: Experience with large and small animal veterinary care. Experience with shelter medicine a plus.

Other Requirements:

- Must maintain current Michigan Veterinarian License free from complaints.
- Must be a team player with excellent interpersonal skills.
- Must have effective written and verbal communication skills.

(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 an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as scalpels, clamps, and other surgical tools.
3. This position operates power hand tools such as dental tools, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to communicable diseases, blood, other body fluids, etc.
6. This position works closely with domestic and wild animals with unpredictable temperaments.
7. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

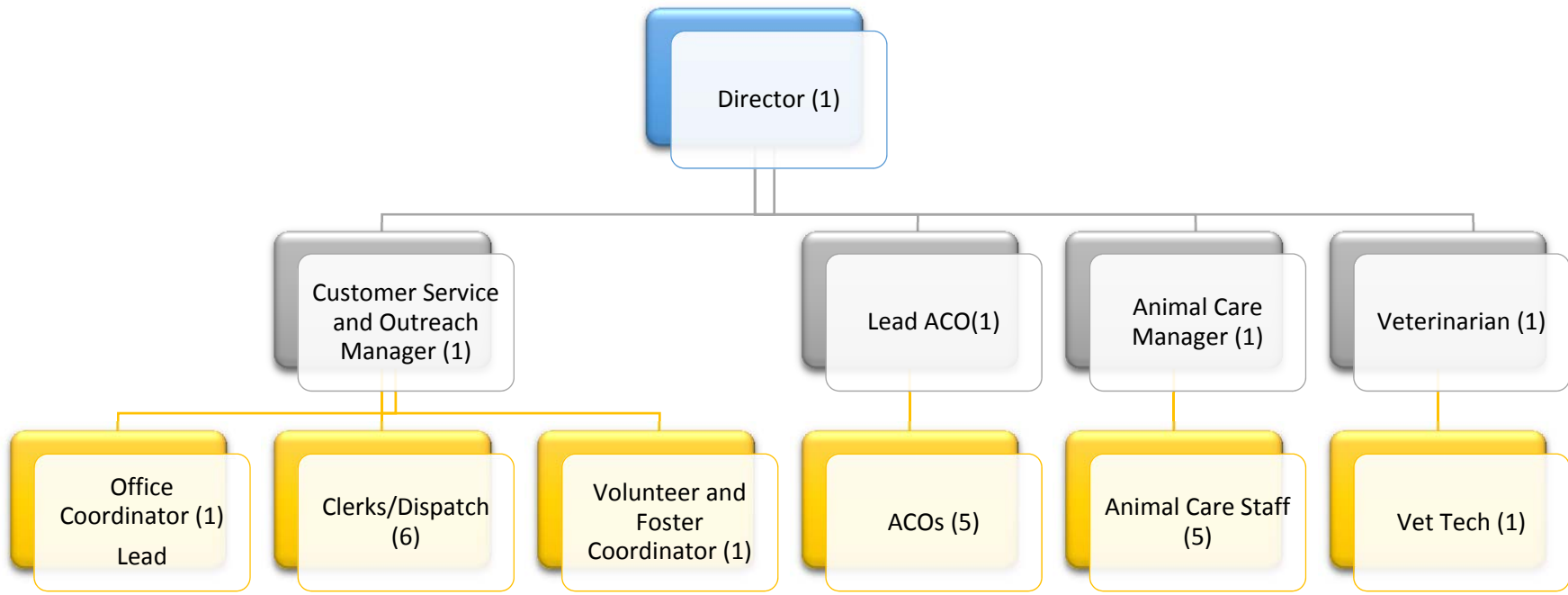
Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling and typing
- This position's physical requirements require continuous stamina in standing, walking, twisting, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds 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.)

MCF 11
November 16, 2018



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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INGHAM COUNTY
ANIMAL CONTROL AND SHELTER**

WHEREAS, the vacancy of the Deputy Director position at the Ingham County Animal Control and Shelter (ICACS) has allowed opportunity for review of the ICACS organization chart; and

WHEREAS, there have been concerns with the level of staffing and supervision of the animal care staff;

WHEREAS, after review by Human Resources, the Controller's Office and the Animal Control and Shelter, a recommendation for a reorganization is being made; and

WHEREAS, this reorganization takes into consideration budgetary constraints as well as the most efficient use of ICACS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Animal Control Deputy Director position (MCF09) and the creation of an Animal Care Manager position (MCF06).

BE IT FURTHER RESOLVED, that the job description of the Veterinarian is amended to eliminate the responsibility of animal shelter staff, other than the Veterinary Technician, allowing the Veterinarian to focus on the medical needs of animals at the Shelter.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the 2019 Position Allocation List and budget in accordance with this resolution.

Agenda Item 6

TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Tim Morgan, Parks Director & Cynthia Wagner, Zoo Director
DATE: January 18, 2019
SUBJECT: Revenue Management System
For the meeting agenda of 2/4/19 Human Services, 2/5/19 County Services, and 2/6/19 Finance

BACKGROUND

Currently the Park uses a web based reservation system (ActiveNet) for shelter reservations, inflatables, band shell, special events, canoe/kayaks, and snow tubing hill reservations in the administrative office. Currently the Zoo uses a web based reservation system (Doubleknot) for shelter reservations, education programs, memberships, and events in the administrative office. A variety of tickets, cash registers and credit card terminals are used in the collection of revenue throughout the zoo and parks and are not networked. Revenue information/paperwork is then physically transported to the administrative office for receipting and data collection. Financial information for the zoo and parks is entered and stored in MUNIS. A new revenue management system will streamline and make our operations more efficient.

Ingham County Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Revenue Management System for the Parks and Recreation Department and Potter Park Zoo. Three vendors were invited to present hands on demonstrations to Zoo, Parks, I.T. Department, Treasures' Office and Financial Services staff. Then two finalists were selected for another webinar interview. Then we did a site visit with the top pick-Vermont Systems and went over all the hardware and software for each location. Based on the site visit the bid totals were adjusted and the recommendation from staff was that Vermont Systems was the only viable vendor for both the Parks and Zoo.

ALTERNATIVES

The alternative is to continue to operate with our current system which is outdated.

FINANCIAL IMPACT

The bids were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Parks Department and Zoo staff, to award the contract to Vermont Systems, Inc. Funds are available in the Parks 208 fund balance for year one and two. Funds are available in the Zoo fund balance for year one and two. Funding for year 3-7 will be requested as a new request in the yearly budget process.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of developing a performance-based measurement system for monitoring and reporting County service delivery and outcomes, specifically Section A. 3 (f) of the Action Plan - by developing a performance measurement system to track the success of County services.

This resolution supports the overarching long-term objective of ensuring employees provide complete and courteous responses to resident questions and inquiries, specifically Section A. 4 (b) of the Action Plan - Provide responsive customer service and public engagement.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their January 14, 2019 meeting. The Zoo Advisory Board supported this resolution at their January 9, 2019 meeting.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution to implement a Revenue Management System.

Agenda Item 6

TO: Cynthia Wagner, Potter Park Zoo Director
Tim Morgan, Parks Director

FROM: James Hudgins, Director of Purchasing

DATE: August 23, 2018

RE: Memorandum of Performance for RFP No. 139-18: Point of Sale System

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Point of Sale System for the Parks and Recreation Department and Potter Park Zoo.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	52	2
Vendors responding	7	0

A summary of the vendors' costs is on the next 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; 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.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Grand Total Parks	Grand Total Potter Park Zoo
Doublenot LLC	No, Essex Junction, VT	Together pay \$168,237.00; World pay \$163,263.00	Together pay \$65,799.00; World pay \$67,947.00
Centaman, Inc.	No, Saratoga, CA	\$194,471.00	No Bid
NewBold Corporation	No, Chicago IL	\$238,474.00	\$258,759.00
Vermont Systems Inc.	No, Roslyn Heights, NY	\$290,511.50	\$288,227.50
Explorer Systems Inc., dba: Versi	No, Rocky Mountain, VA	\$296,888.05	\$269,303.79
Flatland Software, dba: RocketRez	No, Allen, TX	\$342,100.00	\$340,200.00
US eDirect	No, Canada	\$461,691.00	\$391,719.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTON TO IMPLEMENT A REVENUE MANAGEMENT SYSTEM

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced vendors for the purpose of entering into a contract to provide a turnkey Revenue Management System for the Parks and Recreation Department and Potter Park Zoo; and

WHEREAS, a new revenue management system will streamline and make our operations more efficient; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Vermont Systems, Inc.

THEREFORE BE IT RESOLVED, that the Parks and Recreation Commission and Potter Park Zoo Advisory Board recommend that the Ingham County Board of Commissioners approve entering into a contract with Vermont Systems, Inc. for a term of five years with an option to renew for an additional 2-year period, contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a contract with Vermont Systems, Inc. in an amount of \$151,708 for year one and \$14,544 for year two (\$7,944 in annual maintenance and support and \$6,600 for Card Connect Lease fees) for the Parks Department and authorizes \$144,811 for year one and \$14,304 for year two (\$7,404 annual maintenance and \$6,900 Card Connect fees) for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Ingham County I.T. Department to purchase 10 new monitors from CDW-G for the Park's Department administrative office in an amount not to exceed \$1,374.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with F.D. Hayes for wiring at the Zoo in an amount not to exceed \$20,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the Ingham County I.T. Department to purchase Wi-Fi hardware for the Zoo in an amount not to exceed \$9,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the purchase of a camera server from VidCom Solutions in an amount not to exceed \$6,100 for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the Ingham County I.T. Department to purchase the hardware from CDW-G for 13 cradle points in an amount not to exceed \$18,000 for the Park's Department and authorizes the purchase of 1 cradle point in an amount not to exceed \$1,189 for the Zoo.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$4,679 for 2019 and \$6,239 for 2020 for the Park's Department and authorizes a service fee for 1 cradle point in an amount of \$480 annually for the Zoo.

BE IT FURTHER RESOLVED, funds are available in the Parks Department 208 fund balance for years one and two as summarized below:

Year 1:	Year 2:
\$151,708 - Vermont Systems	\$14,544 - Vermont Systems
\$18,000 - CDW-G Cradle Points	\$6,239 - Verizon
\$1,374 - CDW-G Monitors	
\$4,679 - Verizon	

Year 1 Grand Total: \$175,761
 Year 2 Grand Total: \$20,783
 Year 1 and 2 Grand Total: \$196,544

BE IT FURTHER RESOLVED, funds are available in the Zoo Fund Balance for years one and two as summarized below:

Year 1:	Year 2:
\$144,811 - Vermont Systems	\$14,304 - Vermont
\$1,188 - CDW-G Cradle Points	\$480.00 - Verizon
\$480 - Verizon	
\$20,000 - Wiring costs FD Hayes	
\$9,000 - Wi-Fi Survey and Hardware	
\$6,059 - Security Camera Server	

Year 1 Grand Total: \$181,538
 Year 2 Grand Total: \$ 14,874
 Year 1 and 2 Grand Total: \$196,412

BE IT FURTHER RESOLVED, funding for year 3-7 will be requested as a new request in the yearly budget process as listed below:

Parks

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Subscription License Year 4-7 Paid to CDW-G	Total
Year 3	\$8,341	\$6,600	\$6,239		\$21,180
Year 4	\$8,341	\$6,600	\$6,239	\$900	\$22,080
Year 5	\$8,758	\$6,600	\$6,239		\$21,597
Year 6	\$8,758	\$6,600	\$6,239		\$21,597
Year 7	\$9,196	\$6,600	\$6,239		\$22,035

Zoo

Year	Annual Maintenance & Support Paid to Vermont Systems	Card Connect Lease fees Paid to Vermont Systems	Cradle Point Service Fee Paid to Verizon	Subscription License Year 4-7 Paid to CDW-G	Total
Year 3	\$7,774	\$6,900	\$480.00		\$15,154
Year 4	\$7,774	\$6,900	\$480.00	\$300	\$15,454
Year 5	\$8,163	\$6,900	\$480.00		\$15,543
Year 6	\$8,163	\$6,900	\$480.00		\$15,543
Year 7	\$8,571	\$6,900	\$480.00		\$15,951

BE IT FURTHER RESOLVED, the Board of Commissioners authorize a contract with Vermont Systems, Inc. in an amount of \$14,941 for year three, \$14,941 for year four, \$15,358 for year five, \$15,358 for year six, and \$15,796 for year 7 for the Parks Department, and \$14,674 for year three, \$14,674 for year four, \$15,063 for year five, \$15,063 for year six and \$15,471 for year 7 for the Zoo contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a service fee for years 3-7 for the 13 cradle points paid to Verizon Wireless Services, LLC in the amount of \$6,239 annually for the Park's Department and \$480 annually for the Zoo contingent upon funding being approved from the annual budget request for years 3 through 7 of the contract term.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$900 for a subscription license paid to CDW-G for use of the cradle points for year 4-7 for the Park's Department and \$300 for the Zoo, contingent upon funding being approved from the annual budget request for years 4 through 7 of the contract term.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the 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 and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 17, 2019
SUBJECT: Authorization to extend the agreement with MSU for psychiatric service and to increase psychiatric services to a .7 FTE position
For the meeting agenda of February 4, and February 6, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to extend an agreement with Michigan State University (MSU) to continue providing psychiatric services at Ingham Community Health Centers (ICHC). This agreement enables ICHCs to provide mental health services to new and existing patients with severe and complex needs which is included in the ICHC scope of behavioral health services. This agreement would be extended for an additional year, effective October 1, 2018 through September 30, 2019.

ICHHD's CHCs are also seeking to add an additional 0.1 FTE for Psychiatric Services, funded by the Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant, accepted through Resolution #18-417. The addition of this .1 FTE position will increase ICHC's current .6 FTE contractual position to a .7 FTE.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The amended agreement term (October 1, 2018 through September 30, 2019) for 0.7 FTE Psychiatrists would be for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative costs. The funds for 0.6 FTE of the services has been included in the FY 2019 budget, and the 0.1 additional FTE is covered through the HIV Care Coordination award funds.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients in the Ryan White program through September 30, 2019 for an amount not to exceed \$211,120 annually, which includes the hourly rate plus all administrative fees.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO AGREEMENT WITH MSU FOR PSYCHIATRIC SERVICES AND TO INCREASE PSYCHIATRIC SERVICES TO A .7 FTE POSITION

WHEREAS, Ingham County Health Department (ICHHD) wishes to extend an agreement with Michigan State University (MSU) to continue providing psychiatric services at Ingham Community Health Centers (ICHC); and

WHEREAS, this agreement enables ICHCs to provide mental health services to new and existing patients with severe and complex needs, which is included in the ICHC scope of behavioral health services; and

WHEREAS, this agreement enables the scope of behavioral health services to include the provision of mental health services to new and existing patients with severe and complex needs; and

WHEREAS, this agreement would be extended for an additional year, effective October 1, 2018 through September 30, 2019; and

WHEREAS, ICHHD's CHCs are also seeking to add an additional 0.1 FTE for Psychiatric Services, funded by the Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant, accepted through Resolution #18-417; and

WHEREAS, the amended agreement term October 1, 2018 through September 30, 2019 for 0.7 FTE Psychiatrists would be for an amount not to exceed \$211,120 annually which includes the hourly rate plus all administrative costs; and

WHEREAS, the funds for 0.6 FTE of the services has been included in the FY 2019 budget, and the 0.1 additional FTE is covered through the HIV Care Coordination award funds; and

WHEREAS, the Health Officer and the Ingham Community Health Center Board of Directors recommend approval of this resolution to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to extend the agreement with MSU for 0.7 FTE Psychiatrist for the provision of psychiatric services to Community Health Center patients for an amount not to exceed \$211,120 annually which includes the hourly rate plus all administrative costs, for a term of October 1, 2018 through September 30, 2019.

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 the necessary contract documents on behalf of the county after approval as to form by the County Attorney.

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations, ICRD

DATE: January 16, 2019

SUBJECT: Purchase of used equipment from the Ingham County Sheriff's Departments/Homeland Security (ICSD) and one new vehicle purchase for the Ingham County Road Department (ICRD).

BACKGROUND

The purpose of this correspondence is to support the attached resolution to request authorization of purchase from the Ingham County Sheriff Department (ICSD) Homeland Security division for the Ingham County Road Department (ICRD), of one used Command Center truck unit, plus purchase of one new SUV vehicle via MIDEAL, and an adjustment to the ICRD Capital Improvement Plan (CIP) to show inclusion of the two requested vehicle purchases in addition to the two tandem truck replacements currently shown on ICRD's previously approved 2019 CIP.

ICRD seeks to obtain the subject Command Center Unit, which is essentially a roll-off type, flat-bed truck and related pod-type van unit, to augment and upgrade functionality to ICRD's older similar truck used for vehicle recovery and general flat-bed transport. ICSD purchased the former Command Center Unit with a FY2005 Federal grant for the State Homeland Security Program in 2007 and has now replaced the used Command Center Unit with a new unit. This resulted in the former Command Center Unit becoming available to ICRD at a cost of \$30,000 to satisfy the terms of the original Homeland Security grant, which ICRD finds to be a good value for the type, condition and age of the subject truck.

ICRD also currently needs one additional new Sport Utility Vehicle (SUV) for ICRD engineering staff and related equipment transportation on road projects. SUV's and other new, standard vehicle types are typically purchased under the State of Michigan's MIDEAL cooperative purchasing program to take advantage of the state's larger bidding and purchasing program which results in more favorable unit pricing. The preferred SUV is estimated to cost \$25,000 through MIDEAL.

If the above two purchases are approved, ICRD's previously approved 2019 Capital Improvement Plan (CIP) will need to be adjusted to include purchase of the used ICSD Command Center Unit and purchase of one new SUV vehicle for a total of \$55,000 for both vehicles. The proposed, updated CIP is attached.

FINANCIAL IMPACT

The ICRD's adopted 2019 budget includes \$397,678 in Capital Outlay for vehicles and road equipment. ICRD's related 2019 approved CIP indicates two tandem truck replacements. However as the two tandem truck replacements are currently estimated at a total of \$340,000 for both trucks, \$57,678 would remain available in the 2019 budget and CIP for purchase of the ICSD Command Center Unit and purchase of one new SUV through MIDEAL, again estimated at \$55,000 total for both vehicles. Thus, no current budget adjustment is necessary for the two currently requested purchases.

ALTERNATIVES CONSIDERED

The ICSD Command Center Unit has less than 4,500 miles on the International single axle truck chassis and includes a Swaploader system for loading and unloading of the Command pod. For ICRD to purchase a comparable unit from a truck dealer, the estimated cost would be approximately double the cost of the used ICSD Command Center truck and van pod.

OTHER CONSIDRATIONS

The Purchasing Department supports the interdepartmental transfer of the used ICSD Command Center truck and van pod at a cost of \$30,000 to ICRD. The Purchasing Department also supports ordering one new SUV vehicle at a cost under \$25,000 thru the MIDEAL program for ICRD.

RECOMMENDATIONS

Therefore, approval of the attached resolution is recommended to authorize the purchase of the used ICSD Command Center truck and van pod and one new SUV vehicle through MIDEAL, with the related CIP amendment, for the ICRD.

2019 CAPITAL BUDGET REQUEST FORM

DEPARTMENT: Road (Proposed amendment—January, 2019)

RANK	PROJECT NAME	PROJECT TYPE	NEW/RENEW
1	2 tandem truck replacements at \$170,000 each	F/E	Renew
2	1 used Sheriff Dept. Command Center Unit at \$30,000	F/E	Renew
3	New SUV thru MIDEAL at \$25,000	F/E	Renew

	<u>2019</u>
ESTIMATED CAPITAL COST OF PROJECT	\$395,000
NEW OPERATING COSTS	0
TOTAL PROJECT COST	\$395,000
SOURCES OF FUNDING (DESCRIBE)	\$397,678
Road Fund—201 (MVH revenue) Capital Road Equipment 2019 approved Budget	
TOTAL SOURCES	\$397,678

BRIEF DESCRIPTION OF PROJECT:

Following vehicle purchases to replace and/or augment existing older vehicles of similar type:

Replacement of two tandem plow/dump trucks (Approved on original CIP).

*Purchase of 1 used Ingham County Sheriff Dept. Command Center Unit--single axle, roll-off type flat-bed truck and related pod-type van unit.

* Purchase of one new Sport Utility Vehicle through MIDEAL for engineering department use on county road projects.

*Items proposed this amendment.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF THE SHERIFF DEPARTMENTS
USED COMMAND CENTER MOUNTED ON AN SINGLE AXLE TRUCK**

WHEREAS, the Ingham County Road Department (ICRD) plans to make a interdepartmental transfer from the Sheriff Department, Homeland Security division to the ICRD, of one used Command Center mounted on an Single axle truck; and

WHEREAS, there shall be a Capital Improvement Plan (CIP) adjustment to include the used Command Center Unit and one additional SUV vehicle; and

WHEREAS, the ICRD adopted 2019 budget includes in capital road equipment expenditures and funds for this purchase; and

WHEREAS, the Sheriff Dept. purchased the Command Center Unit with grant money in 2007 and has now replaced the Command Center with a new unit, this has made the Command Center Unit available to the ICRD at a cost of \$30,000 to satisfy the terms of the original Sheriff Dept. grant; and

WHEREAS, it is the recommendation of the Sheriff Dept., Purchase Dept. and the ICRD to proceed with the interdepartmental transfer, with \$30,000 in ICRD fund to the Sheriff Department.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the interdepartmental transfer and the purchase of one used Command Center Unit from the Sheriff Dept. at a cost to the ICRD of \$30,000.00.

BE IT FURTHER RESOLVED, the Financial and Purchasing Department is hereby authorized to execute any necessary transfer of documents and funds on behalf of the County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated January 22, 2019 as submitted.

