

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
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, OCTOBER 19, 2021 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [October 5, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Housing Trust Fund Committee – Interviews
2. Lansing Economic Area Partnership – Resolution to Authorize a Contract with [Capital Consultants, Inc.](#) for State Community Development Block Grant Site Readiness Preliminary Engineering Services
3. Fairgrounds – Resolution to Reclassify Fair Secretary Position to [Administrative Assistant](#)
4. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of Additional Backup Storage from [Sentinel](#)
 - b. Resolution to Approve the Invoice for Renewing [CourtView](#) Support Services
5. Road Department
 - a. Resolution to Amend an Engineering Design Services Contract with [RS Engineering, LLC](#) for the Waverly Road Bridge over Grand River (SN 3871)
 - b. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader [Blades](#), Wing Plow Blades, and Wing Plow Shoes
 - c. Resolution Honoring [William Conklin](#)
6. Human Resources
 - a. Authorization to Start a Financial Services [Accountant](#) at Step 3 of the ICEA County Professionals Wage Schedule
 - b. Resolution to Approve Generic Service Credit Purchase for County Employee: [Chadwick Phillips](#)
 - c. Resolution to Approve Ingham County Employees' Association – Professional County Employees Unit [Reclassification](#) Requests

7. Controller's Office
 - a. Resolution to Amend the [COVID-19 Testing Policy](#)
 - b. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program through Opportunity [Knox Professional Apprenticeship Program](#)
 - c. Resolution Honoring [Health Officer Linda Vail](#)
8. Board of Commissioners – Resolution Congratulating the Ingham County Historical Commission on the Event of Their [50th Anniversary](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

October 5, 2021

Draft Minutes

Members Present: Stivers, Celentino, Grebner, Naeyaert, Peña, Sebolt, and Slaughter

Members Absent: None.

Others Present: Commissioner Schafer, Becky Bennett, Samantha Bohm, Sue Graham, Nicholas Royal, Gregg Todd, Mary Konieczny, and others.

The meeting was called to order by Chairperson Stivers at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the September 21, 2021 Minutes and Closed Session Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES OF THE SEPTEMBER 21, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Removed –

4. Human Resources

- a. Resolution to Approve a Letter of Understanding between the County of Ingham & the Technical, Professionals & Officeworkers Association of Michigan (TPOAM)

Chairperson Stivers stated that a late resolution would be added to the agenda as the new Agenda Item 4a.

Late –

4. Human Resources

- a. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the CCLP Corrections Unit

Substitute –

4. Human Resources

- b. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the CCLP Supervisory Officers (Command) Unit.
- c. Resolution to Authorize an Agreement with Studio Intrigue Architects, LLC for the Architectural and Engineering Services for the 2021 Capital Bond Project

Limited Public Comment

None

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

2. Circuit Court – Resolution to Accept the Raise The Age Grant from the Michigan Department of Health and Human Services
3. Facilities Department
 - a. Resolution to Authorize a Contact Renewal with MSDS Online to Manage Material Safety Data Sheets
 - b. Resolution to Authorize an Agreement with EC America, Inc., for Project Management Software
 - c. Resolution to Authorize an Agreement with Studio Intrigue Architects, LLC for the Architectural and Engineering Services for the 2021 Capital Bond Project
 - d. Resolution to Authorize an Agreement with Clean Harbors, Inc., for the Zimmerman Road Easement Access for the Ingham County Justice Complex
4. Human Resources
 - a. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the CCLP Corrections Unit
 - b. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the CCLP Supervisory Officers (Command) Unit
 - c. Resolution to Approve the 2022 - 2024 Collective Bargaining Agreement with the CCLP Law Enforcement (Act 312) Unit

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Samantha Bohm interviewed for a position on the Equal Opportunity Committee.

Nicholas Royal interviewed for a position on the Equal Opportunity Committee.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO RECOMMEND
THE APPOINTMENT OF NICHOLAS ROYAL TO THE EQUAL OPPORTUNITY
COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

5. Controller's Office – Resolution to Amend the Reorganization Procedure Policy

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

Commissioner Sebolt stated he would like to know what would happen if a Committee name was changed.

Commissioner Grebner stated an update was not needed to amend any policy that listed the former name of a committee.

THE MOTION CARRIED UNANIMOUSLY.

6. Board of Commissioners – Resolution to Amend Resolution #21-398 to Create the Ingham County Housing Trust Fund Committee

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

Commissioner Grebner asked for additional information regarding the Ingham County Housing Trust Fund Committee.

Gregg Todd, Ingham County Controller, stated the Housing Trust Fund Committee would set the parameters on how the money would be spent, and would present to the Board of Commissioners as funding direction was identified as the first step. He further stated the Housing Trust Fund Committee would then manage the Trust Fund.

Commissioner Grebner asked who would hire the Director of the Housing Trust Fund Committee, and if the Director would be staff.

Mr. Todd stated the Housing Trust Fund Committee Director would be staff and would be hired by the Board of Commissioners.

Commissioner Grebner stated it was important to understand how the Housing Trust Fund Committee was related to the Housing Commission, as it had powers under Michigan Law, and an extensive history within Ingham County.

Mr. Todd stated, in his experience, there was a need for the Housing Trust Fund Committee to be separate from the Housing Commission. He further stated the Housing Commission was focused on Federal dollars and Low-Income subsidies, while the Housing Trust Fund Committee would focus on transitioning renters into home owners with County funds.

Commissioner Grebner stated the involvement with the Land Bank should be considered, as both the Land Bank and the Housing Commission had an extensive history within Ingham County. He further stated he hoped policies regarding self-dealing were put in place, as the Housing Trust Fund Committee was a body not under the influence of the Board of Commissioners.

Mr. Todd stated there would be policies put in place for the Housing Trust Fund Committee.

Commissioner Peña stated Cristo Rey Community Center, located on High Street, did have initiatives in place to assist interested parties to migrate from renting to ownership.

Chairperson Stivers stated there were a number of amazing organizations within the community that the Housing Trust Fund Committee was able to take into account.

Discussion ensued in regards to amending the resolution in order to allow a member of the Committee aside from the Chairperson to participate in the Housing Trust Fund Committee.

Becky Bennett, Board of Commissioners Director, stated she would bring another resolution to amend Resolution #21-398 to the next County Services Committee meeting.

Chairperson Stivers asked if the additional amendment would impede the creation of the Housing Trust Fund Committee.

Mr. Todd stated no.

Chairperson Stivers thanked everyone. She further stated she thought the Housing Trust Fund Committee was amazing and would like to serve upon the committee but did not know if her schedule allowed.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated District 10 had an Environmental Justice Forum planned for October 10, 2021 from 5 p.m. to 7 p.m. at the Eastern High School Auditorium, and wanted to give word to Jared Cypher, Deputy Controller, and Commissioner Trubac to encourage all members of the Environmental Affairs Commission to attend.

Commissioner Peña stated the Lansing Bike Co-Op had begun accepting children's bicycle donations for the upcoming holiday season. He further stated the Lansing Bike Co-Op was open Wednesdays and Fridays from 5:00 p.m. to 8:00 p.m.

Chairperson Stivers stated U.S. Representative Elissa Slotkin was planning to attend the next Finance Committee and Women's Commission meetings.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:07 p.m.

**OCTOBER 19, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. *Lansing Economic Area Partnership* – Resolution to Authorize a Contract with Capital Consultants, Inc. for State Community Development Block Grant Site Readiness Preliminary Engineering Services

This resolution authorizes a contract with Capital Consultants, Inc. for engineering related services to bringing four sites in Ingham County to “Build Ready” status through an MEDC Site Readiness Improvement Program grant.

The four sites are:

- I-96 Industrial Park, City of Williamston
- Temple Rd. Sites, City of Mason
- Frederick’s Property, Vevay Township
- Mid-MI Mega Site, Delhi Township

The \$120,500 funding is through state CDBG funds.

See memo for details.

3. *Fairgrounds* – Resolution to Reclassify Fair Secretary Position to Administrative Assistant

This resolution authorizes the conversion of the Fair Secretary (UAW E with salary range \$35,919- \$42,784.00) to Fair Administrative Assistant (UAW H with salary range \$42,458.00-50,646.74) effective upon the approval of this resolution. The UAW is supportive and the additional costs of \$10,488.89 will be absorbed into the Fairgrounds budget.

See memo for details.

4a. *Innovation & Technology Department*– Resolution to Approve the Purchase of Additional Backup Storage from Sentinel

This resolution authorizes the approval of additional offline backup storage from Sentinel through the GSA contract. Total cost of \$56,000 to be paid out of the Network Fund.

See memo for details.

4b. *Innovation & Technology Department* – Resolution to Approve the Invoice for Renewing CourtView Support Services

This resolution authorizes the renewal of CourtView Support Services which is used in various criminal justice areas including the Courts and Prosecuting Attorney’s Office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that will expire on December 31st, 2021. Total cost is \$163,686 and will be paid out of the IT Department’s LOFT fund.

See memo for details.

5a. Road Department – Resolution to Amend an Engineering Design Services Contract with RS Engineering, LLC for the Waverly Road Bridge over Grand River (SN 3871)

This resolution authorizes an amendment to the existing contract with RS Engineering, LLC for design work necessary to repair the Waverly Road Bridge over Grand River, due to unexpected existing conditions of the bridge.

Budget amendment is for an additional \$10,005.44 (bringing the total contract to \$26,005.44) and funded through the 2021 Road Fund Budget.

See memo for details.

5b. Road Department – Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow Blades, and Wing Plow Shoes

This resolution authorizes the purchase of single tungsten carbide inserted grader blades, wing plow blades, and plow shoes for underbody plow blades and on the side wing plows for winter and gravel road maintenance.

Bids were solicited and received from the following:

Heights Machinery Inc. 8434 East M-72 Williamsburg, MI 49690 for Tungsten insert grader blades at \$148 per each grader blade.

Winter Equipment Company Inc. 1900 Joseph Lloyd Parkway Willoughby, OH 44094 for Heat-treated wing plow blades at \$76.66 per each wing plow blade.

Winter Equipment Company Inc. 1900 Joseph Lloyd Parkway Willoughby, OH 44094 for Wing plow shoe at \$125.48 per each Wing plow shoe.

See memo for details.

5c. Road Department – Resolution Honoring William Conklin

Sweet, quiet, passive Bill.....

6a. Human Resources – Authorization to Start a Financial Services Accountant at Step 3 of the ICEA County Professionals Wage Schedule

This approves a start at Step 3, ICEA County Professional Units wage schedule for Stephanie George who has been offered a long-vacant Accountant position in the Financial Services Department.

See memo for details.

6b. Human Resources – Resolution to Approve Generic Service Credit Purchase for County Employee: Chadwick Phillips

This resolution approves two years of MERS generic service credit purchase by the employee. No cost to the County.

See memo for details.

6c. Human Resources – Resolution to Approve Ingham County Employees’ Association – Professional County Employees Unit Reclassification Requests

This resolution approves reclassification of ICEA – Professional County Employees Unit positions.

See memo for details.

7a. Controller’s Office – Resolution to Amend the COVID-19 Testing Policy

This resolution amends the COVID-19 Testing Policy to reflect input from the County’s collective bargaining units.

See memo for details

7b. Controller’s Office – Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program through Opportunity Knox Professional Apprenticeship Program

This resolution approves \$500,000 to Opportunity Knox Professional Apprenticeship Program for construction-related apprenticeships. Opportunity Knox provides apprenticeships to over 120 Ingham County residents each year. The funding would be through the First Tranche ARP funds for the following:

• Supportive Services	\$300,000
○ Tuition, tools, clothing, iPad/tablet, childcare assistance, etc.	
• Additional Personnel	\$110,000
○ FT career coach, FT instructor, PT administrative assistant	
• Construction Equipment for Onsite Lab at Otto Middle School	\$60,000
○ Welding equipment, construction equipment, CRM database, etc.	
• Certification Funding	\$30,000
• TOTAL	\$500,000

See memo and presentation for details.

7c. Controller’s Office – Resolution Honoring Health Officer Linda Vail

8. Board of Commissioners – Resolution Congratulating the Ingham County Historical Commission on the Event of Their 50th Anniversary

The Historical Commission is now officially historic.

Agenda Item 2

TO: Ingham County Board of Commissioners County Services and Finance Committees

FROM: Lansing Economic Area Partnership

DATE: Tuesday, October 5, 2021

RE: Contract for Preliminary Engineering Site Readiness Activities Under Community Development Block Grant Planning Funds

BACKGROUND

With the intent to better prepare the state of Michigan's vacant industrial sites for development, the Michigan Economic Development Corporation (MEDC) created the Site Readiness Improvement Program. This program offers technical assistance and grant opportunities to local and regional municipalities and economic development organizations to assist in making sites "Build Ready" -- an attractive status as companies look for a shovel-ready site with a clear pathway to development. Build Ready sites, as paraphrased from the MEDC, are "sites that have appropriate planning, zoning, surveys, title work, environmental conditions, soil conditions, infrastructure in place or preliminary engineering completed, and the property is available for sale and development with site information ready and up-to-date."

In 2019, the Lansing region was awarded \$240,000 in Site Readiness Grant Program funds to deploy at 4 key sites (a full list of the program's first year awardees can be found by clicking [here](#)):

- Port Lansing, Capital Region Airport
- Leslie Business Park, City of Leslie
- Sumbal Site, City of Lansing
- Webberville Industrial Park, Webberville

The program's second year application went live in January 2020 and final submissions were due May 1, 2020. Lansing Economic Area Partnership (LEAP) collaborated with numerous municipalities and private property owners to submit a handful of applications across the Lansing region. Ingham County was invited to submit a request for CDBG funding for four sites within Ingham County and was awarded \$120,500 in grant funding:

- I-96 Industrial Park, City of Williamston
- Temple Rd. Sites, City of Mason
- Frederick's Property, Vevay Township
- Mid-MI Mega Site, Delhi Township

Ingham County launched a Request for Qualifications for Preliminary Engineering Services in August and received four bids that were reviewed by a taskforce comprised of Ingham County Economic Development Corporation members, local partners, and LEAP staff.

REQUEST

Authorize Ingham County and the board chair to enter into a contract with Capital Consultants, Inc. (dba C2AE), an architecture and engineering firm located in Ingham County at 106 West Allegan St. Suite 500, Lansing, MI 48933, to complete the various site readiness activities at the four identified sites, in alignment with the CDBG grant agreement executed on May 19, 2021 by the Ingham County Controller as the Certifying Officer.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH CAPITAL CONSULTANTS, INC. FOR
STATE COMMUNITY DEVELOPMENT BLOCK GRANT SITE READINESS PRELIMINARY
ENGINEERING SERVICES**

WHEREAS, the Michigan Strategic Fund invited Units of General Local Government to apply for its Community Development Block Grant (CDBG) Program to support the Michigan Economic Development Corporation (MEDC) Site Readiness Improvement Program; and

WHEREAS, Ingham County is an eligible Unit of General Local Government and approved Resolution #20-116 on March 9, 2021 authorizing the County Controller as Certifying Officer to submit a CDBG grant request of \$120,500 to better prepare key vacant industrial sites for development in the townships of Vevay and Delhi and the cities of Mason and Williamston; and

WHEREAS, Ingham County was awarded the CDBG grant request and fully executed the grant agreement on May 19, 2021, approved as to form by Cohl, Stoker & Toskey, P.C.; and

WHEREAS, the relevant property owners, municipalities, and project partners have committed local funds in the estimated amount of \$40,000 to \$52,500; and

WHEREAS, Ingham County is not liable for any matching funds, and grant management falls under the auspices of the Economic Development Corporation (EDC), currently managed by the Lansing Economic Area Partnership (LEAP); and

WHEREAS, Ingham County published a Request for Qualifications (RFQ) #70-21 for preliminary engineering services on August 10, 2021, and after due public notice provided in the City Pulse on August 18, 2021, Ingham County received four bids; and

WHEREAS, a taskforce of EDC board members, relevant local partners, and LEAP staff reviewed each bid and desires to enter into a contract with Capital Consultants, Inc. (dba C2AE), an architecture and engineering firm located in Ingham County at 106 West Allegan St. Suite 500, Lansing, MI 48933, to complete the various site readiness activities such as a traffic study, sub-area master planning, utility infrastructure analysis, and geotechnical surveying in alignment with the CDBG grant agreement; and

WHEREAS, the contract shall be for an amount not-to-exceed \$120,500.

THEREFORE BE IT RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the contract for services and any necessary documents consistent with this resolution after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that should any section, clause or phrase of this resolution be declared by the Courts to be invalid, the same shall not affect the validity of this resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this resolution are hereby repealed.

Agenda Item 3

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Lindsey McKeever, Fairgrounds Events Director
DATE: October 6, 2021
SUBJECT: Resolution to Reclassify Fair Secretary Position to Administrative Assistant

BACKGROUND

The Fair Secretary position has been vacant since July, 2021. The position needs to be converted to Administrative Assistant in order to provide greater flexibility of duties, enhance service to the public, and attract better talent.

ALTERNATIVES

Should the position not be converted it would remain the Fair Secretary Position in a UAW E classification.

FINANCIAL IMPACT

Step 5 UAW E costs \$80,962.26 and the Step 5 UAW H costs \$91,451.15. The \$10,488.89 will be absorbed into the Fairgrounds budget.

STRATEGIC PLANNING IMPACT

This resolution supports the long term objective providing recreational opportunities.

OTHER CONSIDERATIONS

If the position is not reclassified the position will not be desirable for the talent level required to maintain proficient operations at the Fairgrounds.

RECOMMENDATION

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

Agenda Item 3

TO: Lindsey McKeever, Fairgrounds Events Director

FROM: Joan Clous, Human Resources Specialist

DATE: September 30, 2021

RE: Support for Reclassification: Administrative Assistant

Per your request, Human Resources has reviewed the classification titled Secretary - Fair. The position's primary responsibility is to provide administrative support to the fairgrounds.

After analysis, the reclassification has a community of interest with the UAW and is appropriately compensated at a UAW salary range H (\$42,457.97 - \$50,646.74). The title should be changed from Secretary –Fair to Administrative Assistant. The UAW has been notified. They support the reclassification and salary placement.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the next step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

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

From: [Joan Clous](#)
To: [Lindsey McKeever](#)
Subject: FW: Fair Secretary JD
Date: Wednesday, October 6, 2021 1:32:33 PM
Attachments: [image002.png](#)
[image004.png](#)

From: Bradley Prehn <BPrehn@ingham.org>
Sent: Friday, October 1, 2021 9:49 AM
To: Joan Clous <JClous@ingham.org>
Subject: Re: Fair Secretary JD

Joan,

The UAW is in support of placing the Fair Secretary at a UAW H.

Thank you

Brad

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, September 30, 2021 12:43 PM
To: Bradley Prehn <BPrehn@ingham.org>
Subject: Fair Secretary JD

Brad,

As discussed earlier today we have placed the Fair Secretary at a UAW H (\$42,457.97 to \$50,646.74), if you agree please respond in the affirmative to this email.

Thanks,
Joan

Joan Clous SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

[517-887-4374](tel:517-887-4374) – Office

[517-930-2075](tel:517-930-2075) - Cell

[517-887-4396](tel:517-887-4396) – Fax



"It is what it is. But, it will be what you make it." ~ Pat Summit

INGHAM COUNTY JOB DESCRIPTION

Administrative Assistant

General Summary:

Under the supervision of the Fairgrounds Events Director provides administrative tasks while assisting with the monitoring of the departmental and Fairgrounds processes and projects. Responsible for recording and processing accounts receivable and accounts payable, and reconciling bank accounts. Composes correspondence and reports for the Director's signature. Serves as coordinator for Fair office functions and as Secretary to the Fair Manager. In addition to responding to inquiries from the public, typing a variety of documents, and maintaining recordkeeping systems, performs a variety of technical and/or administrative tasks requiring thorough knowledge of departmental policies or procedures. Responsible for securing and overseeing contracts with commercial exhibitors and food concessionaires and maintaining records of certificates of insurance on such contracts. Assist with ensuring appropriate actions and deadlines are met.

Essential Functions:

1. Secures commercial exhibitors and food concessionaires for Fair week, types contracts, and collects and verifies rental and other fees, and verifies insurance certificate. Assists Fair Manager in assigning space to concessionaires.
2. Assists the Fairgrounds Events Director by supervising and managing Events. Planning events aspects such as, but not limited to advertising, receiving and reviewing the registration or application, distributing information and policies, ensuring insurance level meets the requirements and issuing invoices and collecting payments in a timely manner.
3. Opens up exhibitors' buildings daily during fair and performs a daily check on exhibitors and concessionaires. Investigates and follows-up on complaints pertaining to exhibitors and concessionaires.
4. Assists with the department's budget process. Monitors expenditures and advises management regarding funding allocations and works closely with the Fairgrounds Events Director to identify alternate funding sources. Oversees and prepares journal entries to adjust the general ledger as needed.
5. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems.
6. Prepares and processes off-season lease contracts, includes preparing building schedule for special needs for the maintenance personnel. Collects and verifies rental fees and insurance certificates.
7. Processes accounts receivable on contracts, rental payments and other revenues from commercial exhibitors, concessionaires, off-season leases, winter storage, and community hall. Prepares transmittals for the Treasurer, reviews print-outs to ensure balancing, and reconciles with Treasurer's statements.
8. Prepares monthly invoices and utilities statements and presents to the Fair Board for approval.
9. Oversees the employment of ticket sales staff for Fair Week, includes preparing, mailing, and posting hiring notices, reviewing applications, setting up employee meetings, verifying correct wages, preparing time cards and Personnel Action Requests for payroll information, and various other documentation. Trains and leads ticket sellers and ticket takers, prepares daily cash boxes, and balances cash boxes out at end of each shift.
10. Provides work direction and leads temporary clerical staff and trains in data entry and answering telephones. Assists temporary staff in processing open class and 4-H entries, preparing judging books, printing judging sheets, and entering results from judges.
11. Maintains various accounting records during Fair Week, including accounting records of each event and daily admissions records.

12. Coordinates youth and open class entries including but not limited to preparing packets with wristbands, entry tags, and season passes, preparing judging books, printing judging sheets and entering results from judges.
13. Leads staff or volunteer who coordinates the Ingham County Fair Youth Livestock Auction by preparing the show bill, contacting buyers, coordinating mailings and other advertising, invoicing buyers after the sale, informing youth who purchased their animal or still life project and other data entry as required.
14. Obtains, verifies, and maintains files for certificates of insurance for commercial exhibitors, concessionaires, off-season leases, winter storage, and other leases and independent contracts.
15. Prepares and processes off-season lease contracts, includes preparing building schedule for special needs for the maintenance personnel. Collects and verifies rental fees and insurance certificate.
16. Coordinates 4-H entries, including scheduling times for 4-H leaders to bring in entries and preparing 4-H packets with wristbands, season passes, camping permits, and vehicle permits.
17. Sells special events tickets, fair season passes, camping stickers and other passes.
18. Updates and distributes premium books, accepts exhibitors' entries and appropriate payments. Proofs Fair Book.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality 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: High school graduation or equivalent, prefer some advanced coursework in data processing, accounting, and related areas.

Experience: One year of office experience including accounting/bookkeeping and computer operation.

Other Requirements:

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

Working Conditions:

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

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 little to no stamina in climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling and pinching.
- This position's physical requirements require periodic stamina in twisting, bending, lifting, and handling.
- This position's physical requirements require regular stamina in standing, walking, traversing, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists.
- 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.)

August 30, 2021
UAW H

2021 Rates**UAW E****FULL TIME****Step 1****Step 5**

0	704000	Salary	35,919.00	42,784.00
8951	714000	Unemployment	179.60	213.92
1000	715000	FICA	2,747.80	3,272.98
2720	716020	Health	19,146.00	19,146.00
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	1,616.36	1,925.28
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	628.58	748.72
8986	717000	Life	86.40	86.40
8941	717100	Disability	46.69	55.62
7223	718000	Retirement	6,407.95	7,632.67
7323	718500	Retirement	359.19	427.84
8810	722000	Workers Comp	10.78	12.84
8841	915050	Liability	490.08	583.74
			71,804.35	80,962.26

2021 Rates**UAW H****FULL TIME****Step 1****Step 5**

0	704000	Salary	42,458.00	50,646.74
8951	714000	Unemployment	212.29	253.23
1000	715000	FICA	3,248.04	3,874.48
2720	716020	Health	19,146.00	19,146.00
8952	716035	Health Surcharge	3,585.00	3,585.00
8955	716040	Health Insurance Trust	1,910.61	2,279.10
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	743.02	886.32
8986	717000	Life	86.40	86.40
8941	717100	Disability	55.20	65.84
7223	718000	Retirement	7,574.51	9,035.38
7323	718500	Retirement	424.58	506.47
8810	722000	Workers Comp	12.74	15.19
8841	915050	Liability	579.30	691.02
			80,527.37	91,451.15

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY FAIR SECRETARY POSITION TO
ADMINISTRATIVE ASSISTANT**

WHEREAS, the Ingham County Fairgrounds Fair Secretary Position (UAW E with salary range \$35,919-\$42,784.00) is vacant; and

WHEREAS, the Fairgrounds wishes to convert Position #760004 to Administrative Assistant (UAW H with salary range \$42,458.00-50,646.74); and

WHEREAS, the Fairgrounds and Human Resources have assessed the duty of assignments of the Fair Secretary and have concluded that the conversion is necessary to meet the evolving operational needs of the Fair Office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of the Fair Secretary (UAW E with salary range \$35,919- \$42,784.00) to Fair Administrative Assistant (UAW H with salary range \$42,458.00-50,646.74) effective upon the approval of this resolution.

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

Agenda Item 4a

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

FROM: Deb Fett, CIO

DATE: 10/04/2021

SUBJECT: Resolution – Additional Backup Storage Purchase
For the meeting agendas of October 19th, 20th and 26th, 2021

BACKGROUND

When the Storage Area Network (SAN) device was upgraded late in 2019 (Resolution #19-527), it gave Ingham County a greatly increased capacity for data. As always, as capacity increases, data tends to expand to fill it. In order to properly protect our data and ensure that it can be restored when necessary, we budgeted in 2021 to increase our space on our offline backup solution. Since offline backups are critical with the ever-expanding risk of cyber incidents, this has become even more critical.

ALTERNATIVES

Our current devices limit our choices as to specific brands and parts but we were able to utilize the GSA contract (#GS-35-F-0511T) to obtain the best price possible.

FINANCIAL IMPACT

The funding for the total of \$56,000 total for the hardware is budgeted and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

OTHER CONSIDERATIONS

If we do not increase this space within the next year, IT will need to look at limiting the amount of offline data stored which could increase our risk if exposed to ransomware.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quotes for the backup storage expansion from Sentinel.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL BACKUP STORAGE
FROM SENTINEL**

WHEREAS, Ingham County increased our storage capacity in 2019 with the purchase of new Storage Area Network (SAN) devices; and

WHEREAS, our current offline backup storage solution did not increase although our data usage has; and

WHEREAS, an increase to this offline storage was planned for and budgeted in 2021; and

WHEREAS, the purchase price of this additional backup storage will be \$56,000 from Sentinel under the U.S. General Services Administration contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the backup storage expansion in the amount not to exceed \$56,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932032.

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

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

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

FROM: Deb Fett, CIO

DATE: 10/05/2021

SUBJECT: Renew CourtView Support Services
For the meeting agendas of October 19th, 20th and 26th, 2021

BACKGROUND

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that will expire on December 31st, 2021. This support has been purchased every year since Ingham County has owned the application. The last invoice for total maintenance cost was \$163,686, this year's upcoming cost proposed by Equivant is the same \$163,686. This is being put forth now to ensure timely payment with 2022 funds.

ALTERNATIVES

There is no reasonable alternative.

FINANCIAL IMPACT

The funding for the \$163,686 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050 for 2022.

STRATEGIC PLANNING IMPACT

This Resolutions supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice renewal for Equivant's support of the CourtView software in the amount of \$163,686.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and has been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$163,686 for annual support is due for the support from January 1st, 2022 through December 31st, 2022; and

WHEREAS, the annual support amount proposed by Equivant is the same as the prior year; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant in the amount not to exceed \$163,686.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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 necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Agenda Item 5a

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

FROM: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

DATE: October 5, 2021

RE: Proposed Resolution to Amend an Engineering Design Services Contract with RS Engineering, LLC for the Waverly Road Bridge over Grand River (SN 3871)

For the meeting agendas of October 19, 20 and 26

BACKGROUND

The Ingham County Road Department (ICRD) has been awarded Local Bridge Program funding to perform preventative maintenance work on the Waverly Road Bridge over the Grand River (SN 3871) in Section 30 of Lansing Township, located between Old Lansing Road and Moores River Drive. The scope of work includes expansion joint replacement, deck patching, crack sealing, epoxy overlay, cleaning & painting beam ends/diaphragms at the deck joints and substructure repairs. The Local Bridge Program provides funding for 95% of the construction costs. The Road Department is responsible for the 5% match, design engineering, construction engineering, and right of way costs.

Ingham County on behalf of the Road Department entered into an agreement (Resolution #21-151) with RS Engineering, LLC to perform the design necessary to repair the Waverly Rd Bridge. Based upon an independent bridge inspection performed by our bridge inspection consultant, Great Lakes Engineering Group, the condition of the steel beams were found to be in worse condition than anticipated, increasing the scope of work needed to be performed by RS Engineering.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The original contract included a budget of \$16,000. The budget amendment is requesting an additional \$10,005.44 to perform the necessary engineering design and creation of plan sheets associated with the steel repair and temporary support details resulting from the detailed bridge inspection performed by Great Lakes Engineering Group.

This budget amendment would adjust the total project budget to \$26,005.44, which equates to 2.9% of the estimated construction costs for the Waverly Rd Bridge Project. The cost for the engineering design services are included in the 2021 Road Fund Budget. The cost for the local match for the Local Bridge Program funding has been included in the 2022 Road Fund Budget.

RECOMMENDATION

I respectfully recommend the Board of Commissioners approve the attached resolution to amend the agreement with RS Engineering for the Waverly Road Bridge (SN 3871) Project in the amount of \$10,005.44 for a total contract budget of \$26,005.44.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AN ENGINEERING DESIGN SERVICES CONTRACT WITH
RS ENGINEERING, LLC FOR THE
WAVERLY ROAD BRIDGE OVER GRAND RIVER (SN 3871)**

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to perform preventative maintenance work on the Waverly Road Bridge over the Grand River (SN 3871) in Section 30 of Lansing Township, located between Old Lansing Road and Moores River Drive; and

WHEREAS, the Local Bridge Program provides funding for 95% of eligible construction costs, with the Road Department being responsible for the 5% funding match, design engineering, construction engineering and right of way costs; and

WHEREAS, the costs associated with project related design engineering, construction engineering and right of way costs are included in the 2021 Road Fund Budget; and

WHEREAS, the costs associated with the 5% funding match for the Local Bridge Program has been included in the 2022 Road Fund Budget; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #21-151 to enter into an agreement with RS Engineering, LLC for a not to exceed fee of \$16,000; and

WHEREAS, based upon the result of an independent bridge inspection performed by Great Lakes Engineering Group, the condition of the steel beams were found to be in worse condition than originally anticipated, resulting in a revised scope of work for RS Engineering, LLC; and

WHEREAS, in order for RS Engineering to perform the engineering design and creation of plan sheets associated with the steel repair and temporary support details deemed necessary per the Great Lakes Engineering Group inspection, a budget amendment is requested in the amount of \$10,005.44 for a revised total budget of \$26,005.44.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the engineering design services contract for the Waverly Road Bridge over the Grand River (SN 3871) with RS Engineering, LLC located at 6709 Centurion Drive, Suite 300, Lansing, MI 48917, for a revised contract amount of \$26,005.44.

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

Agenda Item 5b

TO: Ingham County Board of Commissioners

FROM: Carl Langham Jr., Director of Operations, ICRD

DATE: October 05, 2021

RE: ITB #105-21 Single tungsten carbide inserted grader blades, Wing plow blades and plow shoes.

The purpose of this correspondence is to support the attached resolution for single tungsten carbide inserted grader blades, wing plow blades, and wing plow shoes supplied and delivered to the ICRD for a one-year period, beginning from date of the purchase order execution.

The Road Department periodically needs to replace the cutting edges and wear shoes on the underbody plow blades and on the side wing plows for winter and gravel road maintenance.

The Road Department's adopted 2021 budget includes controllable expenditures, funds for this and other equipment purchases.

The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Wing plows have been equipped on all ICRD new plow truck purchases for snow removal since 2012. ICRD snowplow trucks must have these components to operate efficiently for winter maintenance services.

Bids from qualified and experienced vendors for the purpose of supplying and delivering tungsten insert grader blades, wing plow blades and wing plow shoes to the Road Department were solicited and evaluated by the Ingham County Purchasing Department per ITB #105-21 and it is their recommendation, with the concurrence of Road Department staff, to award to the lowest in country qualified bidders that could meet the specifications of bid proposal request.

Heights Machinery Inc. 8434 East M-72 Williamsburg, M. 49690 for Tungsten insert grader blades at \$148 per each grader blade.

Winter Equipment Company Inc. 1900 Joseph Lloyd Parkway Willoughby, OH 44094 for Heat-treated wing plow blades at \$76.66 per each wing plow blade.

Winter Equipment Company Inc. 1900 Joseph Lloyd Parkway Willoughby, OH 44094 for Wing plow shoe at \$125.48 per each Wing plow shoe.

Therefore, approval of the attached resolution is recommended, to authorize the purchase of the required supply of single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes as needed.

Agenda Item 5b

TO: Carl Langham, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: September 17, 2021

RE: Memorandum of Performance for ITB No. 105-21 Single Tungsten Carbide Insert Grader Blades, Jr. Wing Plow Blades and Jr. Wing Plow Shoes

Per your request, the Purchasing Department sought bids from qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades, junior wing plow blades and junior wing plow shoes for their plow trucks for the 2021-2022 winter season.

The scope of work includes, but is not limited to, delivering single tungsten carbide insert grader blades, 7-foot junior para wing plow blades and 7-foot junior para wing plow shoes according to specifications outlined in the invitation to bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	10	2

A summary of the vendors' costs is located 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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Single Tungsten Carbide Insert Grader Blade (280±)	Single Tungsten Carbide Insert Grader Blade (280±)	Junior Wing Plow Blade (50±)	Junior Wing Plow Blade (50±)	Junior Wing Plow Shoe (50±)	Junior Wing Plow Shoe (50±)	Blades & Shoes for the 2021 - 2022 Season
		Price/Blade	Total Price	Price/Blade	Total Price	Price/Blade	Total Price	Total Purchase Price
Heights Truck Equipment	No, Williamsburg MI	\$181.65	\$50,862.00	\$80.29	\$4,014.50	\$141.00	\$7,050.00	\$61,926.50
Winter Equipment Co.	No, Ohio	\$186.95	\$52,346.00	\$76.66	\$3,833.00	\$125.48	\$6,274.00	\$62,453.00
Shults Equipment LLC	No, Ithica MI	\$196.40	\$54,992.00	\$113.50	\$5,675.00	\$135.00	\$6,750.00	\$67,417.00
Truck & Trailer Specialties Inc.	No, Dutton MI	\$198.18	\$55,490.40	\$106.84	\$5,342.00	\$179.30	\$8,965.00	\$69,797.40
AIS Equipment	Yes, Lansing MI	\$255.00	\$71,400.00	\$122.00	\$6,100.00	\$220.00	\$11,000.00	\$88,500.00
Nordik Blades	No, Canada	\$163.36	\$45,740.80	\$116.76	\$5,838.00	<i>No Bid</i>	<i>No Bid</i>	\$51,578.80
Valk Manufacturing Co.	No, Pennsylvania	\$254.92	\$63,730.00	\$100.00	\$5,000.00	<i>No Bid</i>	<i>No Bid</i>	\$68,730.00
Michigan CAT	No, Lansing (Eaton County) MI	\$318.93	\$89,300.40	\$128.37	\$6,418.50	<i>No Bid</i>	<i>No Bid</i>	\$95,718.90
St. Regis Culvert Inc.	No, Charlotte MI	\$227.60	\$63,728.00	<i>No bid</i>	<i>No Bid</i>	<i>No Bid</i>	<i>No Bid</i>	\$63,728.00
Chemung Supply	No, New York	\$249.28	\$69,798.40	<i>No Bid</i>	<i>No Bid</i>	<i>No Bid</i>	<i>No Bid</i>	\$69,798.40

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
SINGLE TUNGSTEN CARBIDE INSERTED GRADER BLADES, WING PLOW BLADES AND
WING PLOW SHOES**

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plows, side wing plows. and wing plow shoes for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently released bid packet #105-21 and received sealed, competitive bid proposals for single tungsten carbide inserted underbody grader blades, heat treated wing plow blades and wing plow shoes for a one-year period, beginning from date of purchase order execution; and

WHEREAS, bids for single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest in country qualified bidders of each product, that could meet the bid proposal specifications; and

WHEREAS, the Road Department's adopted 2021 budget includes controllable expenditures, funds for this and other equipment purchases.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the Road Department required supply of tungsten inserted grader blades, wing plow blades and wing plow shoes from:

Heights Machinery Inc. 8434 East M-72 Williamsburg, MI 49690 for
Tungsten insert grader blades at \$148 per each grader blade.

Winter Equipment Company Inc. 1900 Joseph Lloyd Parkway Willoughby,
OH 44094 for heat-treated wing plow blades at \$76.66 per each wing plow
blade.

Winter Equipment Company Inc. 1900 Joseph Lloyd Parkway Willoughby,
OH 44094 for Wing plow shoe at \$125.48 per each wing plow shoe.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with both listed suppliers and purchase tungsten carbide insert grader blades, heat treaded wing plow blades and wing plow shoes as needed and budgeted.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING WILLIAM CONKLIN

WHEREAS, William Conklin received his Bachelors of Science in Civil Engineering degree from the University of Michigan; and

WHEREAS, William Conklin began his career at Soil and Materials Engineers, Inc as a Staff Engineer, where he performed design, inspection and testing services for a variety of clients; and

WHEREAS, William Conklin spent the next 21 years of his professional career at the Road Commission for Oakland County in a variety of positions ranging from Construction Project Engineer to Design Division Head, where he performed numerous duties such as road design, consultant oversight, budgeting, and supervision; and

WHEREAS, William Conklin was hired by the Ingham County Road Commission in 2008 as the Managing Director, where he was responsible for the oversight of the entire organization including labor relations, public relations, and financial planning to name a few; and

WHEREAS, William Conklin managed staff through the difficult transition from the Ingham County Road Commission to the Ingham County Road Department, oftentimes having to make unpopular decisions; and

WHEREAS, William Conklin built relationships with the 16 individual Townships located throughout Ingham County, increasing local participation in construction projects; and

WHEREAS, William Conklin has significantly improved the condition of the road network during his tenure, has been a strong advocate for staff appreciation and has affectionately nicknamed the Ingham County Road Department the “Orange Army”; and

WHEREAS, William Conklin has been a member of the American Society of Civil Engineers his whole professional career; and

WHEREAS, William Conklin has been a very active member in the County Road Association throughout his 13-year career at Ingham County, serving as the Chair of the Southeastern Council numerous times; and

WHEREAS, William Conklin has given the residents of Ingham County and the Ingham County Road Department over 13 years of quality service and commitment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors William Conklin for his many years of dedicated service to the County of Ingham and for the contributions he has made to the Ingham County Road Department.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.

TO: Board of Commissioners County Services Committee
FROM: Sue Graham, Human Resources Director
DATE: October 4, 2021
SUBJECT: Authorization to Start a Financial Services Accountant at Step 3 of the ICEA County Professionals Wage Schedule
For the meeting agenda of October 19

BACKGROUND

The Financial Services Department recently completed a hiring process to fill a long vacant Accountant position. The lone candidate for this position, Stephanie George has asked to start at Step 3 of the ICEA County Professionals Unit wage schedule listed below:

0207	PROF GRADE 07	1	\$26.07	\$54,222.00
0207	PROF GRADE 07	2	\$27.29	\$56,755.66
0207	PROF GRADE 07	3	\$28.56	\$59,409.07
0207	PROF GRADE 07	4	\$29.90	\$62,183.34
0207	PROF GRADE 07	5	\$31.29	\$65,091.67

Article 28, Section 1 of the ICEA County Professionals Unit collective bargaining agreement indicates that “authorization for initial compensation above Step 2 must be obtained from the County Services Committee.” Further, the section notes that an exception to the initial salary rate can be made where “the needs for the service make such action necessary; provided that any such exception is based on the outstanding and unusual character of the individual employee's experience and ability over and above the desirable qualifications specified for the class.”

CANDIDATE SUMMARY

Ms. George possesses both a bachelor's and master's degree in accounting. Ms. George's most recent employment with Tyler Technologies positions her uniquely to work exceptionally well with the MUNIS system and her overall experience of many years in accounting and financial services will permit her to contribute immediately to the success of the operation. The Director of Financial Services, with the concurrence of the Human Resources Director, believes that Ms. George meets these criteria and should be placed at Step 3 of the wage schedule.

ALTERNATIVES

Ms. George has indicated a willingness to accept the offer to fill the Accountant position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search must be initiated. It should be noted that this position was posted July 30, 2021 and this is a traditionally difficult position to fill.

FINANCIAL IMPACT

Annual salary differences among the five steps are provided above.

OTHER CONSIDERATIONS

Ms. George was the only candidate who met minimum qualifications for the position.

STRATEGIC PLANNING IMPACT

The request for authorization to hire at Step 3 reflects the county's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the knowledge, skill, and expertise of Ms. George, we respectfully request that the County Services Committee authorize her initial salary to begin at Step 3 of the ICEA County Professionals Unit collective bargaining agreement wage schedule.

Agenda Item 6b

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 6, 2021
SUBJECT: Resolution to Approve Generic Service Credit Purchase for County Employee: Chadwick Phillips

For the meeting agendas of 10/19 and 10/20

BACKGROUND

Pursuant to standing Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). Chadwick Phillips has completed the MERS application and received the cost estimate to purchase two (2) years, zero (0) months under the County's plan.

ALTERNATIVES

The Board of Commissioners may choose not to approve the request.

FINANCIAL IMPACT

Resolution #02-101 provides that the cost for generic service "must be totally borne by the employee."

STRATEGIC PLAN CONSIDERATIONS

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve generic service credit purchase for County employee Chadwick Phillips.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: CHADWICK PHILLIPS**

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

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

WHEREAS, Chadwick Phillips has completed the MERS application and received the cost estimate to purchase two (2) years, zero (0) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing resolution, and by the employee's payment to MERS, Chadwick Phillips will purchase two (2) years, zero (0) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Chadwick Phillips, the Board of Commissioners hereby approves the purchase of two (2) years, zero (0) months generic service under County Resolution #02-101.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 11, 2021
SUBJECT: Resolution to Approve Ingham County Employees' Association – Professional County Employees Unit Reclassification Requests

For the meeting agendas of October 19 and October 20

BACKGROUND

An agreement has been reached between Ingham County and Ingham County Employees' Association – Professional County Employees Unit through December 31, 2021 for a collective bargaining agreement which includes a process for submission of reclassification requests and the Human Resources Department has executed the process for reclassification requests from employees in the unit. All reclassification requests were processed in a manner consistent with the collective bargaining agreement and the Human Resources Department and representatives of the ICEA – Professional County Employees Unit have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached Resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Ingham County Employees' Association – Professional County Employees Unit Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE INGHAM COUNTY EMPLOYEES' ASSOCIATION –
PROFESSIONAL COUNTY EMPLOYEES UNIT RECLASSIFICATION REQUESTS**

WHEREAS, an agreement has been reached between Ingham County and Ingham County Employees' Association – Professional County Employees Unit for a collective bargaining agreement through December 31, 2021 which includes a process for submission of reclassification requests; and

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

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

WHEREAS, the Human Resources Department and representatives of the ICEA – Professional County Employees Unit have completed their review and agree upon the proposed results.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
601060	Project Specialist	Move from Grade 5 to Grade 7
601235	Quality Assurance Technician	Move from Grade 7 to Grade 8
601254	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601258	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601272	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601291	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601316	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601450	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601486	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601538	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601539	Behavioral Health Consultant	Move from Grade 7 to Grade 9
601540	Behavioral Health Consultant	Move from Grade 7 to Grade 9

The financial impact associated with the proposed reclassifications is as follows:

<u>Position Title</u>	2021	2021	<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Project Specialist	Pro 5: 54,905.41	Pro 7: 65,091.67	10,186.26
QA Technician	Pro 7: 65,091.67	Pro 8: 70,997.30	5,905.63
BH Consultant	Pro 7: 65,091.67	Pro 9: 77,647.88	12,556.21
BH Consultant	Pro 7: 65,091.67	Pro 9: 77,647.88	12,556.21
BH Consultant	Pro 7: 65,091.67	Pro 9: 77,647.88	12,556.21
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BH Consultant	Pro 7: 65,091.67	Pro 9: 77,647.88	12,556.21
BH Consultant	Pro 7: 65,091.67	Pro 9: 77,647.88	12,556.21
TOTAL:			141,653.99

BE IT FURTHER RESOLVED, that the reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: October 7, 2021
SUBJECT: Resolution to Amend the Covid-19 Testing Policy
For the meeting agenda of October 19, 2021

BACKGROUND

In conversations with the various bargaining units, the following changes are suggest to the COVID-19 Testing policy:

- Change the effective date from October 15, 2021 to November 1, 2021
- Remove the allowance for one hour of overtime pay for employees that work shifts that are not during normal testing hours
- Add authorized vendors that will provide testing for employees whose work schedule does not coincide with normal testing hours
- Change compliance section from a condition of employment to discipline per County policy or applicable collective bargaining agreement provisions.

ALTERNATIVES

N/A

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Respectfully recommend that County Services approve the amended policy resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE COVID-19 TESTING POLICY

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-441 establishing a weekly COVID-19 testing policy for county employees that are not fully vaccinated against COVID-19; and

WHEREAS, the Human Resources Director, and the Controller/Administrator were directed to negotiate with each bargaining unit in good faith, with the understanding that the Board of Commissioners were fully willing to consider and implement reasonable modifications and accommodations requested by such bargaining units; and

WHEREAS, after such negotiations, policy changes are recommended.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves amendments to the COVID-19 Testing Policy as follows, effective upon ratification of this resolution.

- 1) Change the effective date of the policy from October 15, 2021 to November 1, 2021.
- 2) Remove the sentence, “Employees that are not on work shifts during regular testing hours may receive one hour of overtime pay per week to get tested, which supersedes all bargaining unit contract language regarding call back pay” from the *Unvaccinated Employees* section.
- 3) Add the sentence, “Additional authorized vendors will be identified to provide testing for employees whose work schedule does not coincide with LynxDx testing days/times” to the *Testing Locations and Times* section.
- 4) Replace the *Compliance* section with, “Any County employee or employee of a participating Elected Official’s Office or the Courts, who misrepresents their vaccination status in the portal or refuses to take a test may be subject to disciplinary measures pursuant to County policy or applicable collective bargaining agreement provisions.”

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.

**Approved:
Resolution No.**

21-

A. Purpose and Applicability

The purpose of this policy is to provide a COVID-19 testing framework for unvaccinated employees and is applicable to Ingham County employees. Elected Officials, as co-employers and the Courts, who are separate employers from the County although not required, are encouraged to implement this policy as well to provide consistency across all sectors of Ingham County government.

B. Effective Dates

This policy is in effect from ~~October 15~~ **November 1**, 2021 until the fully vaccinated rate for Ingham County employees is 90%.

C. Authority and Responsibility

To help prevent the spread of COVID-19, in consultation with the Ingham County Health Department (ICHD), the Ingham County Board of Commissioners authorizes the County Controller/Administrator, Judges and Elected Officials, or their designees, to appropriately monitor and coordinate actions and implement measures to safeguard the welfare of its employees and residents while maintaining operations in an effective and efficient manner.

As this policy is specific to COVID-19, the Controller/Administrator is responsible for periodically reviewing, and in consultation with the ICHD, submitting recommended changes to the policy to the County Services Committee for approval.

D. Procedure

VACCINATED EMPLOYEES: Vaccinated employees will utilize a secure web-based portal to document their vaccination status. The portal will require a user name and password and will ask for the following information:

- Full legal name
- Employee number
- Department
- Vaccine brand (select from a drop-down menu)
- Date of vaccination first dose
- Vaccination lot number first dose
- Date of vaccination second dose
- Vaccine lot number second dose
- Date of vaccination third dose (booster)

- Vaccine lot number third dose
- Acknowledgement that information can be verified

Vaccination information will be kept secure and will not be shared. Only authorized personnel will be allowed to access this information. All information in the portal will be deleted within 60 days of final required vaccinations by an employee.

The County reserves the right to verify vaccination status of employees. Employees will be considered to have unvaccinated status until they are fully vaccinated per CDC requirements for the vaccination brand, and have completed logging their vaccination information into the portal.

UNVACCINATED EMPLOYEES: All employees that are not fully vaccinated after ~~October 15~~ **November 1**, 2021 will be required to have weekly COVID-19 tests. Weekly testing will be administered by LynxDx or other authorized vendor. The testing will be at no cost to the employee and available on County time when LynxDx or another authorized vendor is used. ~~Employees that are not on work shifts during regular testing hours may receive one hour of overtime pay per week to get tested, which supersedes all bargaining unit contract language regarding call back pay.~~

Employees that utilize non-County authorized vendors are required to do so on their own time and at their own expense.

Proof of weekly testing is to be submitted to the employee's immediate supervisor within 24 hours of the testing time.

Testing Locations and Times: LynxDx currently provides weekly testing four (4) days a week (Monday – Thursday) at the Human Services Building in Lansing and Friday testing at the Hilliard Building in Mason. Day of week and time of testing will be pre-scheduled to ensure efficiency. **Additional authorized vendors will be identified to provide testing for employees whose work schedule does not coincide with LynxDx testing days/times.**

Partially Vaccinated Employees: Employees that begin the vaccination process after ~~October 15~~ **November 1**, 2021 will still be required to undergo weekly testing until they are considered fully vaccinated based on the vaccination brand's guidance.

Telework/Leave: Employees that are working remotely or are on leave for more than one week are not required to test the week(s) they are not working on-site.

Positive Test Results: LynxDx or other authorized vendor will provide the employee and the Michigan Disease Surveillance System (MDSS) with a positive test result at which time the employee will be required to isolate following ICHD guidelines. MDSS will assign the positive case to the county health department in which the employee resides and the health department will investigate and initiate contact tracing. It is the employee's responsibility to inform their direct supervisor or Human Resources upon receiving positive test results.

Employees that test positive may elect to utilize their paid leave banks while in isolation. Upon approval from their supervisor, the employee may work remotely during their period of isolation if their job duties allow remote work.

E. Compliance

~~Compliance with this policy is a condition of employment. Any County employee or employee of a participating Elected Official's Office or the Courts, who is not 1) fully vaccinated or 2) is not timely providing proof of weekly testing, will be considered to have voluntarily resigned from their position with Ingham County.~~

Any County employee or employee of a participating Elected Official's Office or the Courts, who misrepresents their vaccination status in the portal or refuses to take a test may be subject to disciplinary measures pursuant to County policy or applicable collective bargaining agreement provisions.

Agenda Item 7b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: October 4, 2021
SUBJECT: Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program Through Opportunity Knox Professional Apprenticeship Program
For the meeting agendas of October 19 and 20, 2021

BACKGROUND

\$500,000 of the First Tranche ARP funds was set aside for “career enhancement” and Opportunity Knox Professional Apprenticeship Program is requesting \$500,000 to broaden the organization’s job placement services throughout Ingham County. Opportunity Knox provides construction-related apprentice programs to over 120 participants yearly and focuses on providing on the job training. The apprenticeship program will also utilize a portion of the newly acquired Otto Middle School as a full-service construction lab site for training in excavating, pipe laying, lead and mold abatement and more.

This funding request will support the following activities:

• Supportive Services	\$300,000
○ Tuition, tools, clothing, iPad/tablet, childcare assistance, etc.	
• Additional Personnel	\$110,000
○ FT career coach, FT instructor, PT administrative assistant	
• Construction Equipment for Onsite Lab at Otto Middle School	\$60,000
○ Welding equipment, construction equipment, CRM database, etc.	
• Certification Funding	\$30,000
• TOTAL	\$500,000

ALTERNATIVES

Look for additional career enhancement funding opportunities

FINANCIAL IMPACT

The funding would come from the ARP First Tranche Amount.

OTHER CONSIDERATIONS

Please find attached Opportunity Knox’s proposal and additional information.

RECOMMENDATION

Respectfully recommend approval of the resolution.



OPPORTUNITY KNOX

PROFESSIONAL APPRENTICESHIP PROGRAM



OPPORTUNITY KNOX

PROFESSIONAL APPRENTICESHIP PROGRAM

APPRENTICESHIP PROGRAM
PRESENTATION

PRESENTATION AGENDA

"Our apprentices work at multiple scales and with various organizations from private clients to corporates & NGOs"



OPPORTUNITY KNOX
PROFESSIONAL APPRENTICESHIP PROGRAM

01

COMPANY HISTORY

02

WHO WE ARE

03

EQUITY

04

ABOUT US

05

VISION

06

MISSION

07

OUR SERVICES



OPPORTUNITY KNOX
PROFESSIONAL APPRENTICESHIP PROGRAM

COMPANY HISTORY

2008

HOW WE STARTED

We initially started as a mentorship, recreational, and reading program for men 18 years of age and up.

2010

APPRENTICESHIP TRAINING

Began partnering with the Unions and offering construction training for our participants.

2009

CONSTRUCTION PARTNERSHIP

We partnered with a construction company in the Muskegon and started offering on-the-job training for men, women, and all individuals 18 years of age and older.

2014

APPRENTICESHIP ACCREDITATION

Received Apprenticeship Accreditation through the US Department of Labor and began offering training under the NABTU curriculum.

Opportunity Knox has apprentices and community collaborations in Muskegon, Grand Rapids, Detroit, and Lansing, Michigan.



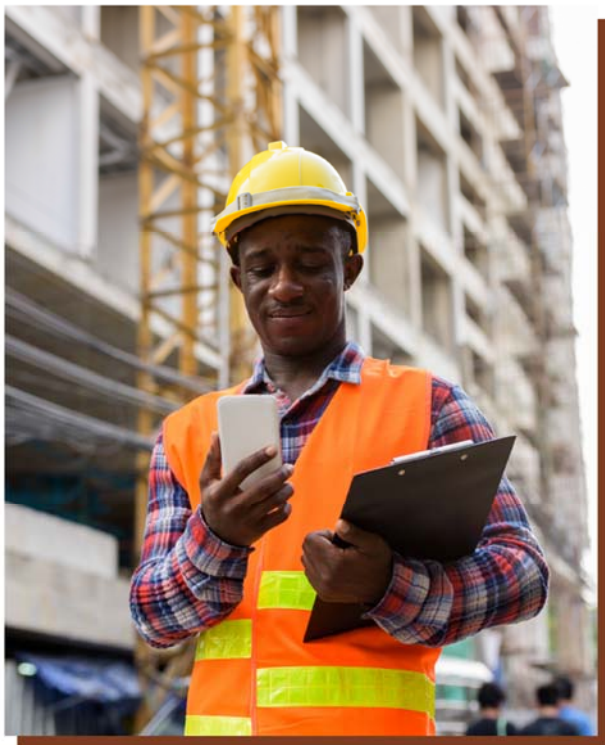
WHO WE ARE



During the recession, the state of Michigan lost a considerable amount of its construction jobs, it was one of the greatest hit among all major industries.

Opportunity Knox is a minority-owned and operated organization dedicated to bringing education, empowerment, mentorship, community service/involvement, and technology training and/or programming within the reach of urban communities.

We have provided training and programming services to over 300 men on the west side of the state and expanded our services to all individuals (all genders) over 18 years of age with a high school diploma or GED.



EQUITY

Increased employment is not enough for an equitable recovery of the economy. Training and education must also be a priority.

Opportunity Knox is founded on the evidence that there are a tremendous number of marginalized and disenfranchised individuals. They face significant barriers in urban communities and thus need the training and programs we provide.

As the economy fluctuates, new construction jobs must include middle-class career paths and training in skills for the green economy. Our apprenticeship program provides one of the best models to add industry value and high-quality careers. They directly benefit the construction industry, job placement, the greater community, our participants and their families.




OPPORTUNITY KNOX
PROFESSIONAL APPRENTICESHIP PROGRAM




ABOUT US

Opportunity Knox has the expertise to meet the immediate challenges of short and long-term development opportunities for individuals throughout the community. The combined diversity and experience in our apprenticeship program provides over 30 years of expertise.

With those 30 years come negotiation experience with a variety of corporate executives, government officials, and community organizations. Understanding the value of community engagement at all levels throughout Michigan and the Midwest makes our program exceptional.



We provide excellent classroom and on-the-job training opportunities for anyone willing and ready to learn.



NABTU (North America's Building Trades Unions) a nationally recognized Multi-Craft Core Curriculum (MC3)



VISION

MENTORSHIP

The foundation of our program is mentorship. We are not just concerned with getting them trained and certified. We are also concerned about what's going on in their lives and how we can meet the need.

ALTERNATIVE SECONDARY EDUCATION

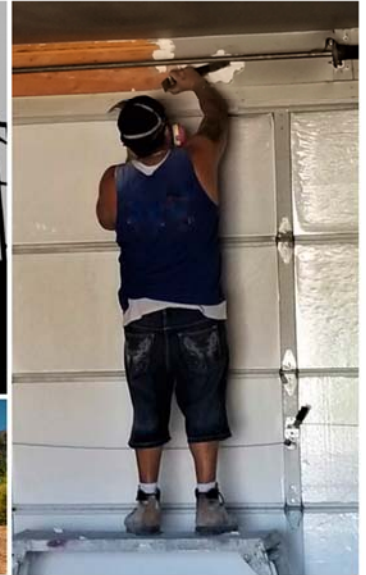
Everyone does not want to go to a two- or four-year college/university. Everyone should know that they have the option to attend trades programs like Opportunity Knox.

COMMUNITY

We firmly believe that the types of programs that we offer are integral to the building and sustainability of communities.

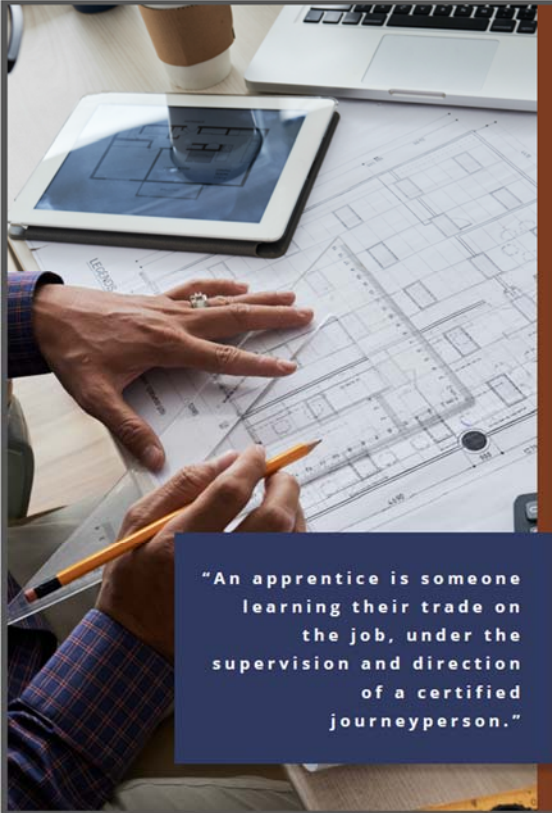


OPPORTUNITY KNOX



MISSION

- ✓ To provide mentoring, training, and programs that meet the needs of the whole person.
- ✓ To provide industry-based skills to individuals who have a desire to learn a set of occupational skills.
- ✓ To provide skilled apprentices to employers.
- ✓ To provide classroom training that combines on-the-job/hands-on training, which in turn produces a qualified and certified journeyperson.



OUR SERVICES



APPRENTICESHIP TRAINING

We serve historically underserved populations by providing the training necessary to produce the safest, most highly skilled and productive construction workers in the world.



CONSTRUCTION AND GENERAL CONTRACTING

We coordinate and supervise every aspect of a building or remodeling project. This includes securing the proper permits for the project and hiring, scheduling and overseeing the work of other subcontractors such as carpenters, plumbers, electricians, etc.



FACILITIES MANAGEMENT AND SUPPORT SERVICES

We encompass multiple disciplines to ensure functionality, comfort, safety, and efficiency of the built environment. We accomplish by integrating people, place, process, and technology.



MENTORSHIP

We walk along side our apprentices and serve as a mentor for the duration of their involvement in the program and in a lot of cases, even after completion.



The United States Department of Labor

Office of Apprenticeship Certificate of Registration of Apprenticeship Program

Opportunities Knox

Leaning, Michigan

for the Trade Classification of: Construction Craft Laborer

*Registered as part of the National Apprenticeship System
in accordance with the basic standards of apprenticeship
established by the Secretary of Labor*

October 22, 2014

Date

W1007147248

Registration No.



John V. Hill
Secretary of Labor
Department of Labor



OPPORTUNITY KNOX
PROFESSIONAL APPRENTICESHIP PROGRAM

**THANK
YOU**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE AMERICAN RESCUE PLAN FUNDS TO FUND AN
APPRENTICESHIP PROGRAM THROUGH OPPORTUNITY KNOX PROFESSIONAL
APPRENTICESHIP PROGRAM**

WHEREAS, H.R. 1319 of the 117th Congress, also known as the American Rescue Plan Act of 2021 became law on March 11, 2021; and

WHEREAS, *Subtitle M – Coronavirus State and Local Fiscal Recovery Funds* of the American Rescue Plan provides funding to metropolitan cities, nonentitlement units of local government, and counties to mitigate the fiscal effects stemming from the public health emergency with respect to the Coronavirus Disease (COVID–19); and

WHEREAS, eligible uses of the American Rescue Plan funds include:

- (A) to respond to the public health emergency with respect to COVID–19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, nonentitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, nonentitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, nonentitlement unit of local government, or county prior to the emergency;
- (D) to make necessary investments in water, sewer, or broadband infrastructure; and

WHEREAS, Ingham County is will receive \$56,796,438 in American Rescue Plan funds in two separate tranches of \$28,398,219, the First Tranche Amount was received on May 20, 2021 and the Second Tranche Amount not earlier than 12 months after the first tranche payment is received; and

WHEREAS, \$500,000 of the First Tranche Amount was set aside for career enhancement services; and

WHEREAS, Opportunity Knox Professional Apprenticeship Program is requesting American Rescue Plan funds to broaden the organization’s job placement services throughout Ingham County in the amount of \$500,000 for the following:

- Supportive Services \$300,000
 - Tuition, tools, clothing, iPad/tablet, childcare assistance, etc.
- Additional Personnel \$110,000
 - FT career coach, FT instructor, PT administrative assistant
- Construction Equipment for Onsite Lab at Otto Middle School \$60,000

- Welding equipment, construction equipment, CRM database, etc.
- Certification Funding \$30,000; and

WHEREAS, Opportunity Knox is a United States Department of Labor registered apprenticeship program that provides on the job apprenticeship programs for over 120 Ingham County residents per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes \$500,000 to Opportunity Knox Professional Apprenticeship Program from the American Rescue Plan First Tranche Amount funds.

BE IT FURTHER RESOLVED, that the Controller's Office will ensure the funding is eligible and meets the reporting criteria for American Rescue Plan Act funding.

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 necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING HEALTH OFFICER LINDA VAIL

WHEREAS, the COVID-19 pandemic has highlighted the importance of local health department officers to ensure citizen safety and wellbeing; and

WHEREAS, in order to ensure citizen safety, unpopular measures by local health department officers are often required; and

WHEREAS, these measures, including emergency health orders issued by local health officers in the wake of COVID-19 have resulted in a dramatic and terrifying increase in threats of violence against local health officers; and

WHEREAS, in the face of these threats of violence, many local health officers around the country have resigned from their positions for fear of their safety and the safety of their families; and

WHEREAS, Ingham County Health Officer Linda Vail has faced similar threats of violence against her and her family; and

WHEREAS, in response to these threats, Health Officer Vail has added increased security measures to her home; and

WHEREAS, in spite of these threats, Health Officer Vail has continued to carry out her duty faithfully and courageously; and

WHEREAS, without her steady and firm leadership, Ingham County would be at a severe disadvantage in our fight against COVID-19.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes and honors Ingham County Health Officer Linda Vail for her courage, exceptional leadership, and resolve during the COVID-19 pandemic.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONGRATULATING THE INGHAM COUNTY HISTORICAL COMMISSION
ON THE EVENT OF THEIR 50TH ANNIVERSARY**

WHEREAS, the Ingham County Board of Commissioners created a Special Committee on County History on February 9, 1971, appointing Commissioners Alfred Wardowski, Eugene Wanger and Jim Stone as the original members; and

WHEREAS, the Committee was created with the intent to place the Ingham County Courthouse on the National Register of Historic Places with the U.S. Department of the Interior, and in 1972 to acquire a Michigan Historical Marker for the Ingham County Courthouse; and

WHEREAS, by 1973 the Board of Commissioners increased the size of the Special Committee on County History to include members of the public, joining Commissioners Alfred Wardowski and Eugene Wanger on the Committee were Ford Ceasar, Richard Sode, Richard Brown, Mary Jane McGuire, Manuel Delgado, and Bill Cross; and

WHEREAS, between 1973 and 1976, Ford Ceasar wrote, "A Bicentennial History of Ingham County, Michigan", which was published by Ingham County, and the Committee provided grant funding for the Lansing Alumna Chapter of Alpha Kappa Alpha, Inc.'s "Hallmarks in Black Achievement" and Sol De Aztlán, Inc.'s "La Raza in Ingham County, 1920-1976"; and

WHEREAS, in 1974 the Michigan Legislature passed House Bill No. 5198, enabling counties to form Historical Commissions, upon its passage, Vice Chairperson Wanger drafted Ordinance No. 74-1, which was adopted by the Ingham County Board of Commissioners on September 17, 1974, establishing the Ingham County Historical Commission as the first County Historical Commission within the State of Michigan; and

WHEREAS, in 1976-1977, the Ingham County Historical Commission developed and implemented the Ingham County Historical Marker Program, with the first marker being presented to the Cherry Street School in Lansing in 1977, to date 30 sites throughout Ingham County have been added to the Ingham County Historic Register.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Ingham County Historical Commission on the event of their 50th Anniversary and pays tribute to the original members of the Special Committee on History and Historical Commission Eugene Wanger, Mary Jane McGuire and Manuel Delgado for their leadership and guidance during the establishment and beginning years of the Historical Commission setting the framework for continued success of the Committee many years later.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to the Historical Commission, past and present members, for their dedication and commitment to preserving the history of the County of Ingham.