THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 22, 2013 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 May 8, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office - Resolution to Authorize the Ingham County Sheriff’s Office to Assign the Ingham Regional Special Response Team with a Vehicle for Transportation and Hostage Negotiator Functions

2. Treasurer’s Office
   a. Resolution to Renew Service Contracts for the Purpose of Conducting Personal Service Visits
   b. Resolution Authorizing a Temporary Principal Residence Auditor Assistant

3. Animal Control - Resolution to Authorize a One Year Pilot Project Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department

4. Health Department - Resolution to Authorize an Agreement with ISAIAH to Coordinate “Healthy Heartlands” Activity Initiative in Michigan

5. Potter Park Zoo - Resolution Authorizing the New Classification for the Position Titled Potter Park Zoo Security Coordinator

6. Human Resources
   a. Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit
   b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Zoo Unit
7. **Management Information Services**  
a. Resolution to Authorize the Purchase and Installation of a **Disaster Recovery SAN** from Avalon Technologies  
b. Resolution to Authorize the Purchase, Installation, Configuration, and Migration of a New **Primary SAN** from Avalon Technologies  

8. **Controller/Administrator’s Office** - Resolution Approving Criteria for Ranking 2014 **Applications** for Community Agency Funding  

Announcements  
Public Comment  
Adjournment  

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
FINANCE COMMITTEE  
May 8, 2013  
Minutes

Members Present:  Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Todd Tennis, Carol Koenig, Don Vickers and Randy Schafer

Members Absent:  None

Others Present:  Mary Lannoye, Teri Morton, Mary Sabaj, Sandy Gower, Michael Ashton, Rick Terrill, Jim Hudgins, Chuck Gray, Bob Trezise and others

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

Approval of the April 24, 2013 Minutes
The April 24, 2013 Minutes were approved as submitted.

Additions to the Agenda
1a. Substitute language - Sheriff’s Office - Resolution Authorizing Ingham County Sheriff’s Office to Participate in the Military Surplus 1033 Program.

3c. Substitute language - Facilities - Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff’s Office and the Roof of Pavilion #2 at Potter Park Zoo

4. Substitute language - Health Department - Resolution to Authorize Amendment #5 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

7b. Late - Resolution Authorizing Entering into a Transitional Funding Contract with Northwest Initiative – ARRO for Day Reporting Program Services for the Remainder of FY 2012-2013

8. Additional Information - Economic Development Corporation - PA 88 Discussion

Limited Public Comment
None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Sheriff’s Office
   a. Resolution Authorizing Ingham County Sheriff’s Office to Participate in the Military Surplus 1033 Program
b. Resolution Authorizing Amending the Ingham County Sheriff’s Office Secondary Road Patrol Grant

3. Facilities
   a. Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center
   c. Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff’s Office and the Roof of Pavilion #2 at Potter Park Zoo
   d. Resolution Authorizing Entering into a Contract with Myers Plumbing & Heating to Provide the Labor and Materials to Install a Vestibule Cabinet Heater at Entrance #3 in the Human Services Building

4. Health Department - Resolution to Authorize Amendment #5 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

5. Department of Transportation & Roads
   a. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Sand and Gravel for the Department of Transportation & Roads
   b. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of 29A Aggregate for the Department of Transportation & Roads
   c. Resolution Authorizing the Purchase of 2013 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Department of Transportation & Roads
   d. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Bituminous Surface Mixture for the Department of Transportation & Roads
   e. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Asphalt Emulsions for the Department of Transportation & Roads

6. Parks - Resolution Authorizing a Reciprocal Arrangement Between the Parks and Fair

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

2. Clerk’s Office - Resolution to Authorize Entering into an Agreement with ImageSoft to Implement Office Automation and Imaging for the County Clerk's Office

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH IMAGESOFT TO IMPLEMENT OFFICE AUTOMATION AND IMAGING FOR THE COUNTY CLERK'S OFFICE.
Chairperson McGrain asked who will realize the savings. Ms. Lannoye stated the Clerk’s Office. Ms. Morton explained County licensing and overall cost savings. Mr. Ashton provided an estimate of annual savings.

Chairperson McGrain asked if the software is compatible and ready to integrate with other software. Mr. Ashton explained there are added enhancements allowing for additional integration and data will easily migrate into the system. Additionally, this system will allow constituents to order certain documents online and either print the document or pick up the document at a designated office and time.

Chairperson McGrain asked if there is any reason to believe there will be a request for additional funds. Mr. Ashton stated he does not anticipate the need to request additional funds and technical support is already paid. He mentioned there could be the cost of MIS staff’s time and there will be licensing fees. The Committee discussed licensing fees and department charge backs.

MOTION CARRIED UNANIMOUSLY.

3. Facilities  
   b. Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the Gymnasium Stage at the Ingham County Family Center

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE INGHAM COUNTY FAMILY CENTER.

Chairperson McGrain asked instead of removing the stage would it be more cost effective to barricade it. Mr. Terrill explained the removal of the stage is to provide a safer gymnasium and create more space. Comm. Bahar-Cook reminded the Committee there is a stage in the sanctuary.

MOTION CARRIED UNANIMOUSLY.

7. Controller/Administrator’s Office  
   a. Resolution Updating Various Fees for County Services

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Comm. Schafer expressed his concern that if the Commissioners continue to raise fees the public will stop paying them. He then stated that sooner or later he would like the Board of Commissioners to make a commitment to collect from inmates pointing out they have sufficient money for the commissary.

Comm. Vickers stated that he feels there is a lot of inequities in the fees pointing out 49± different fees are 50% or less of the cost. He questioned why the average fee increased by 2.5% then questioned if the County’s expenses went up by 2.5%. Ms. Morton explained historically a cost increase factor was used based on how much a department’s budget increased but what was happening is over the past years budgets went down; therefore, the decision was made to use the consumer price index.
Comm. Vickers stated it is his opinion the Parks fees are where they should be then expressed his concerns about the following items: Enforcement/Dog License Fees, Sterilized and Un-Sterilized; Family Division, Tethering 25% target; Body Art, Tattoo 50% target; and Family Division, Tethering 25% target. Chairperson McGrain suggested a discussion on tethering fees in the Law and Courts Committee.

Comm. Schafer and Comm. Vickers each expressed their concern of the target percentages.

MOTION CARRIED with Comms. Vickers and Schafer Voting “no”.

b. Resolution Authorizing Entering into a Transitional Funding Contract with Northwest Initiative – ARRO for Day Reporting Program Services for the Remainder of FY 2012-2013

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A TRANSITIONAL FUNDING CONTRACT WITH NORTHWEST INITIATIVE – ARRO FOR DAY REPORTING PROGRAM SERVICES FOR THE REMAINDER OF FY 2012-2013.

Ms. Sabaj explained that the State Budget cuts were approximately 25% of their budget in the seventh month of the CCAB’s fiscal year which created a larger problem than when it is done during the beginning of the year. She stated spending had to cease immediately where possible.

Ms. Sabaj stated after conversations with Circuit Court Probation they indicated a priority of programs where funding is available. She stated the decision was made at the CCAB level to discontinue the long standing Employment Program operated by Peckham Industries and relatively new Northwest Initiative – ARRO for Day Reporting Program. She noted that the ARRO program did not nearly spend the appropriation because it began in 2012. She informed the Committee that Probation would like the program to continue and it is the intent of the CCAB to reinstate the program as of October 1st. Ms. Sabaj described the program.

Chairperson McGrain disclosed that Ms. Peggy Vaughn-Payne, who is the Executive Director of the Northwest Initiative, is also a Board Member of the organization where he works. He asked the Committee if this precludes him from discussion or vote. The Committee answered no.

Comm. Bahar-Cook stated that she feels this program is essential to individuals leaving prison and there is a support system. She noted that these individuals are coming into the Community with or without this program.

Comm. Bahar-Cook informed the Committee that she made this resolution at the Law and Courts meeting. She stated she would be remised to say that she forgot that the Commissioners indicate in resolutions that if a grant goes away so does the work. This would be making an exception to Board policy. She wanted to make sure that was clear. Comm. Bahar-Cook stated as she understands it there will be money in the upcoming fiscal year for this program and this is funding the gap until October 1.
Comm. Tennis asked when this program began. Ms. Sabaj stated March 2012. Comm. Tennis stated he understands it is too early for outcome assessments; however, how is the response. Ms. Sabaj stated that there has been a good response otherwise Probation would not have asked to continue the program in October. She stated that the Northwest Initiative has gone above and beyond the call of duty and that is another reason for the good results.

Ms. Sabaj explained the difficulty of beginning a program, having an interruption, and trying to reestablish the program, in addition to, loss of referrals and a possibility of lapse in funding.

Comm. Anthony asked how many individuals have been served thus far. Ms. Sabaj estimated 20. Comm. Anthony asked in the future how success will be tracked. Ms. Sabaj explained measuring outcomes take a significant amount of time and money. She further explained the way the CCAB measures success is by the individual following the requirements of the program along with the completion of the entire program. Comm. Anthony asked if any demographic data is collected. Ms. Sabaj answered yes it is part of the database and has been for many years.

Comm. Schafer stated this was moved very quickly through the Law Enforcement Committee meeting then expressed his concern of the lack of support earlier in the year for funding the Detective Position that deals with gangs and drug enforcement. He asked for an update of the program near October 1, 2013.

Comm. Bahar-Cook referred to a conversation at the Human Services Committee meeting whereby it may be possible to increase the number of people served by this program. Ms. Sabaj explained it is being evaluated taking into consideration the level of funding.

Ms. Lannoye expressed her concern that the MDOC chose this line item and may pick another next time. The Committee discussed funding, MDOC cuts and grants.

MOTION CARRIED UNANIMOUSLY.

8. Economic Development Corporation - PA 88 Discussion

Chairperson McGrain stated this had been emailed prior to this meeting and pointed out the updated numbers on the “Blue Sheet”. Chairperson McGrain invited Bob Trezise, LEAP and Sandy Gower, EDC to the table.

Comm. Vickers stated he was disappointed that there were conversations with the media prior to the Board of Commissioners’ discussion on the subject. The Committee discussed the events that took place and the misunderstandings. Chairperson McGrain stated that this has been out in the open, open to discussion and wants there to be transparency. He noted he has been working on this since 2009 with then Commissioner Schor amongst others. Comm. Vickers stated that there should first be a discussion among the Commissioners before it comes out in the media. Mr. Trezise agreed.

Chairperson McGrain asked Ms. Gower if this was passed by the EDC by a vote of 10 to 1. Ms. Gower answered yes. Comm. Bahar-Cook asked if the document presented is based on the PA 88 workgroup meetings. Chairperson McGrain stated that is correct. Chairperson McGrain mentioned Washtenaw and Gratiot County are using the PA 88 funding on a smaller level.
Chairperson McGrain pointed out that the PA 88 section is very small but covers a vast amount of activities with the exception of Parks maintenance. The Committee questioned and discussed what programs are allowable under PA 88.

Comm. Bahar-Cook stated she has met with the Arts Council and they are willing to provide statistics on how the arts can lead to economic growth. Comm. Schafer stated when looking at all of the current millages he is opposed to this. He stated that people do not have to locate in Ingham County and the Board of Commissioners should be cautious. Comm. Vickers questioned if this will be a millage like Potter Park Zoo.

Chairperson McGrain explained that the County reached out to LEAP as an economic development expert asking how to come up with resources and how those resources can be used. Mr. Trezise explained a number of years ago a small group was brought together on the issue and many of the ideas are being presented. He made clear this is Ingham County’s initiative and not a LEAP initiative. He then defined LEAP’s role as “contracted services” much like the city of Lansing has. He explained the contract would be mutually agreed upon.

Mr. Trezise stated that LEAP is vastly improved and hopes everyone received the yearend report and if not let him know. Comm. Bahar-Cook informed the Committee that LEAP will present their annual report at the May 21, 2013 County Services Committee meeting. Mr. Trezise shared LEAP’s input in recent economic development growth and the need to continue growing. He acknowledged times are tough and described the benefits of PA 88 to the County and its employers and residents. He stated he is very sensitive to the tax and millage rate.

Chairperson McGrain stated he sees this as an opportunity moving into the future and investing in the region at affordable rates along with putting people back to work. Comm. Bahar-Cook stated that she had the opportunity to see farms and agricultural production and recognizes the agricultural economic development as a real treasure.

The Committee discussed the average cost per household. Comm. Anthony expressed her concern that her district is working class and wants to make sure they can translate this to something tangible in their community. She expressed her concern that many times initiatives overlook the working class and low income families. Comm. Tennis expressed his concern that residents will be paying more and may not see or understand the benefits plus they are not voting on this.

The Committee discussed a timeline and asked Chairperson McGrain and Ms. Lannoye to consult with the County Attorney to obtain a verbal or written opinion and discuss language.


The Board Referral was received and placed on file.
Announcements
Comm. Vickers reminded the Committee of an invitation Ms. Bennett sent out regarding the Crossing Guard Dinner tomorrow evening at Pattengill.

Public Comment
None.

The meeting adjourned at approximately 7:24 p.m.

Respectfully submitted,

Julie Buckmaster
RESOLUTION ACTION ITEMS:

The Controller’s Office is recommending approval of the following resolutions:

1. **Sheriff’s Office** - Resolution to Authorize the Ingham County Sheriff’s Office to Provide the Ingham Regional Special Response Team with a Vehicle for Transportation and Hostage Negotiator Functions

   This resolution authorizes the Ingham County Sheriff’s Office to temporarily assign a transport van fleet vehicle to the Ingham Regional Special Response Team. The registration and insurance will be maintained by Ingham County and this vehicle will remain the property of Ingham County Sheriff’s Office to be returned to the County after the Ingham Regional Special Response Team ceases using it for operations. At that time the vehicle will be disposed of according to normal County vehicle disposition policies.

2a. **Treasurer’s Office** - Resolution to Renew Service Contracts for the Purpose of Conducting Personal Service Visits

   This resolution authorizes a one-year extension of a contract with TC Process Serving to conduct personal service visits in compliance with the General Property Tax Act.

2b. **Treasurer’s Office** - Resolution Authorizing a Temporary Principal Residence Auditor Assistant

   This resolution authorizes a temporary Principal Residence Exemption Auditor position during FY 2013 to assist in auditing principal residence exemption claims. This position will be funded from the Delinquent Tax Fund in the amount of $10,000. The Treasurer expects this position will recoup unpaid property taxes well in excess of the cost of the position.

3. **Animal Control** - Resolution to Authorize a One Year Pilot Project Full-Time Volunteer Assistant Position for the Purpose of Ensuring the Sustainability of Department Programs and Private Funding Sources at the Animal Control Department

   This resolution authorizes the creation of a full-time shelter Volunteer Assistant position, UAW D salary range ($30,681-$36,525), as a one year pilot project from June 1, 2013 until May 31, 2014 at which time the authorization for the position will sunset. The one year total personnel costs for this position is projected at $51,893 to be funded by a combination of County funds (one third) up to $17,298 and (two thirds) private funding, $34,595, for the first 12 months with the intent to thereafter be funded by private funding only. This one time use of $17,298 from the 2013 Ingham County Contingency Fund would be our contribution towards this Pilot Project. The Law & Courts Committee will review the status of this Pilot Project in the second quarter of 2014 to determine its success and potential for continuation prior to the expiration of the pilot project. It will be up to the Ingham County Animal Shelter Fund (ICASF) and the Animal Care Fund or other third parties to demonstrate that they can successfully raise 100% of the total personnel costs at the conclusion of this Pilot project in order for the project to be continued.
4. **Health Department** - Resolution to Authorize an Agreement with ISAIAH to Coordinate “Healthy Heartlands” Activity Initiative in Michigan

This resolution authorizes an agreement with ISAIAH in the amount of $20,000, to coordinate “Healthy Heartlands” activity in Michigan for the period of May 15, 2013 through May 14, 2014. ISAIAH will provide these funds for the Ingham County Health Department to act as the lead entity for this initiative in Michigan, which includes coordinating responsibilities, such as organizing racial healing conversations, coordinating participation in training opportunities, and convening health department personnel and organizers to build relationships and identify areas of focus for local, regional, and/or statewide issue campaigns.

5. **Potter Park Zoo** – Resolution Authorizing the New Classification for the Position Titled Potter Park Zoo Security Coordinator

This resolution creates a new classification titled Potter Park Zoo Security Coordinator along with an accompanying Job Description for the position: It will be compensated at a salary range ($39,301 - $50,477) and will be a Teamsters 580 position.

6a. **Human Resources** – Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit

This resolution approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2012 through December 31, 2014. Highlights of the agreement are included in the attached memorandum.

6b. **Human Resources** – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Zoo Unit

This resolution authorizes a MERS Hybrid Plan for Newly Hired Employees under the UAW Local 2256 – Zoo Unit. New employees hired on or after April 30, 2013 will receive a MERS Hybrid pension plan: DB - 1.25% multiplier and DC - 1% employee contribution with a 1% employer match. Retirement age is 60.

7a. **MIS** – Resolution to Authorize the Purchase and Installation of a Disaster Recovery SAN from Avalon Technologies

This resolution authorizes the purchase a new disaster recovery SAN from Avalon Technologies for $229,149. Funds for the purchase will come from available fund balance in the MIS Network Fund. Please see the attached memorandum for more details.

7b. **MIS** – Resolution to Authorize the Purchase, Installation, Configuration, and Migration of a New Primary SAN from Avalon Technologies

This resolution authorizes the purchase of a new storage area network from Avalon. Ingham County’s current Storage Area Network (SAN) is 5 years old, is at capacity and is no longer supported after July 2014. With the addition of new departments, MIS no longer has the ability to add additional services or move the county road department computer data to the county’s data center. The new primary SAN from Avalon Technologies will be purchased for $328,360 with $313,460 being paid out of the MIS Networking Hardware fund and $15,900 being paid out of the Networking Consulting fund.
8. **Controller/Administrator’s Office – Resolution Approving Criteria for Ranking 2014 Applications for Community Agency Funding**

If the resolution is approved as presented, the Controller/Administrator’s Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator’s Office with priority given to proposals that directly contribute to addressing the County’s long-term priority of “Meeting Basic Needs”, such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator’s Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

In FY 2013, $185,720 was made available for community agencies, and 29 agencies were awarded funding.
MEMORANDUM

TO: Law & Courts Committee
    Finance Committee

FROM: Major Joel Maatman

DATE: April 26, 2013

RE: Transportation Van Appropriation to the Ingham Regional Special Response Team (IRSRT)

This resolution will authorize the Sheriff’s Office to provide a retired transport van (2008 Chevrolet Express 3500 Van, VIN #1GAHG39K781221467 / 97,258 miles) to the Ingham Regional Special Response Team in lieu of auctioning the vehicle. The registration and insurance will be maintained by Ingham County.

The vehicle will be utilized to transport team members to and from the scene of events requiring the response of IRSRT (Ingham Regional Special Response Team) personnel. Additionally, the vehicle will be reconfigured to provide work space and storage for members of the Hostage Negotiator element of IRSRT. Routine maintenance of the vehicle will be shared by the participating agencies of IRSRT.
Agenda Item 1

Introduced by the Law & Courts & Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE TO ASSIGN THE INGHAM REGIONAL SPECIAL RESPONSE TEAM WITH A VEHICLE FOR TRANSPORTATION AND HOSTAGE NEGOTIATOR FUNCTIONS

WHEREAS, the Ingham County Sheriff’s Office is a participating member of the Ingham Regional Special Response Team; and

WHEREAS, the Ingham County Sheriff’s Office provides personnel to the Ingham Regional Special Response Team that includes, an Assistant Team Commander, four Operators, and two Hostage Negotiators; and

WHEREAS, the Ingham County Sheriff’s Office would like to provide a retired transport van to be utilize as a transportation vehicle for members assigned to the Ingham Regional Special Response Team and as a base of operations for the Hostage Negotiator element of the team; and

WHEREAS, the Ingham County Sheriff’s Office will share the cost of routine maintenance of the this vehicle with the additional three agencies (Michigan State University Police Department, Meridian Township Police Department and East Lansing Police Department) participating on the team; and

WHEREAS, the Ingham County Sheriff’s Office will share the cost of routine maintenance of the this vehicle with the additional three agencies (Michigan State University Police Department, Meridian Township Police Department and East Lansing Police Department) participating on the team; and

WHEREAS, the registration and insurance will be maintained by Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissionerers authorizes the Ingham County Sheriff’s Office to temporarily assign a fleet vehicle (2008 Chevrolet Express 3500 Van, VIN #1GAHG39K781221467 / 97,258 miles) to the Ingham Regional Special Response Team.

BE IT FURTHER RESOLVED, that this specified vehicle will remain the property of Ingham County Sheriff’s Office to be returned to the County after the Ingham Regional Special Response Team ceases using it for operations.
Resolutions taken by the Board of Commissioners at its regular meeting on May 1, 2012

WHEREAS, on April 27, 2010, the Board of Commissioners adopted Resolution #10-125, captioned “Resolution to Authorize Service Contracts For The Purpose Of Conducting Personal Service Visits”; and

WHEREAS, pursuant to Resolution #10-125, the County entered into a service agreement with TC Process Serving, LLC dated June 28, 2011 containing a one year term with an annual renewal option at the discretion of the County; and

WHEREAS, the Treasurer has a continuing need for personal service visits provided by this vendor and asks the County to exercise its discretion under the service agreement with TC Process Serving dated June 28, 2011 and extend the agreement for one additional year; and

WHEREAS, funding for the Personal Service Agreement requires no General Fund money and comes exclusively from fees generated by the tax foreclosure process.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year extension of the Personal Service Visits Agreement with TC Process Serving, LLC through June 27, 2014.

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.
Memorandum

ERIC SCHERTZING
Ingham County Treasurer

Desiree A. Kirkland   P.O. Box 215
Chief Deputy Treasurer  Mason, MI 48854-215
517/676-7220

May 2, 2013

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Temporary Principal Residence Auditor.

The County Treasurer proposes a Temporary Principal Residence Exemption Auditor position during FY 2013 to assist in auditing principal residence exemption claims. This position will be funded from Delinquent Tax Fund 521 in the amount of $10,000. Based on our experience, this position will recoup unpaid property taxes well in excess of the cost of the position.

Thank you for your consideration of this Resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A TEMPORARY PRINCIPAL RESIDENCE AUDITOR ASSISTANT

WHEREAS, the Ingham County Treasurer has the authority to audit claims of Principal Residence Exemption [MCL 211.7cc(10) et. seq.]; and

WHEREAS, the Ingham County Treasurer’s Office denied 136 Principal Residence Exemptions for the 2012 Tax Year resulting in recoupment of an additional $789,693 in property taxes; and

WHEREAS, the Ingham County Treasurer is convinced that a temporary employee dedicated to auditing Principal Residence Exemptions will result in the recoupment of sufficient property tax dollars to justify investing in this position; and

WHEREAS, the Ingham County Treasurer proposes to fund this temporary position from the Delinquent Tax Fund 521; and

WHEREAS, the Ingham County Treasurer proposes to employ this position in FY 2013.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves funding of a Temporary Principal Residence Exemption Auditor position for FY 2013 in the Treasurer’s Office at an amount not exceed $10,000.

BE IT FURTHER RESOLVED, that funding for this position will come from Delinquent Tax Fund 521.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make any necessary budget adjustments and position allocation list amendments in the Treasurer’s 2013 budget.
I am requesting a new position for the purpose of ensuring the sustainability of the ICAC volunteer and donor base we have developed over the past 7 years. ICAC maintains a volunteer program of over 200 trained volunteers that manage over 10 vital ICAC programs that serve thousands of ICAC residents annually. In addition these same volunteers are responsible for the fund raising efforts that have funded a full time animal control officer at ICAC for the last three years. Over $200,000 in private funds and grants in 2012 are due to their efforts and that number grows annually along with their volunteer hours which exceed 4000 hours of volunteer service annually. The Human Resource Department has created the new classification and has notified the UAW. The UAW supports the classification. Please see attached memo from Human Resources. The position of a fulltime volunteer assistant is proposed to ensure the sustainability of our programs and private funding sources. It would be a pilot position for twelve months. The costs would be split three ways the first year; two thirds of the cost would come from private funding and one third from the general fund ($17,298). I have received a commitment from the Ingham County Animal Shelter Fund (ICASF) of one third the cost and another third from the Animal Care Fund. The balance one third I am requesting from the County general fund for one year only- the first year. Depending on the success of the position in the first year (its ability to contribute to the sustainability and further growth of the volunteer program and Animal Care Fund) ICAC would then continue the position with 100 percent from private funding. If the private funds were not available the position would end. The enormous amount of work associated with these efforts is far beyond what our staff can maintain. If we do not address the needs of our and volunteers and funding sources we risk losing all we have gained over the years in building the programs, volunteer base and donor base. These vital programs cannot thrive or be sustained without further assistance. This position is necessary and vital. The potential for more funding is another important factor as well as improved efficiency. The cost for the position including benefits at STEP I $51,893 up to $58,806 at the highest STEP level. We would be hiring this position at Step I which would require a commitment from the general fund of $17,298.
WHEREAS, the Ingham County Animal Control Department (ICAC) is dedicated to providing programs and services to all residents of Ingham County it does require the assistance of volunteers to run multiple programs, raise the funds and assist staff to meet those needs; and

WHEREAS, each year, more than 4000 hours of volunteer service is provided to ICAC by 200 trained volunteers; and

WHEREAS, as a result of volunteer efforts over $200,000 of private funds is raised annually to provide the animals of Ingham County Animal Control urgent veterinary care, supplies, facility improvements, program operations and the funding for a full-time animal control officer; and

WHEREAS, as a result of the increasing demands to sustain these efforts due to managing dozens of volunteers on-site and off-site on a daily basis; along with managing multiple programs staffed by volunteers, ICAC is seeking to hire a full-time volunteer assistant to assist with the volunteer program and activities associated with it; and

WHEREAS, the Ingham County Animal Control Department is seeking only one third the cost of the position from the general fund and the remaining two-thirds will be provided through private funding. Funding for the entire position after the first year will be provided through private funding; and

WHEREAS, Ingham County Animal Control has for the last three years fully funded a full-time animal control officer and those funding efforts are due to volunteer efforts that are vital and necessary to continue to attract and sustain private funding and volunteers; and

WHEREAS, the Ingham County Animal Control Department is seeking a solution to the growing and overwhelming demands on current staff by creating a full-time position that would provide for the sustaining of the department's programs and private funding resources which are vital to the current services being provided; and

WHEREAS, as a result the department would increase its revenues through programs and private funding sources and continue to sustain and grow the volunteer base and the ability to train and deploy volunteers; and to serve a greater number of citizens; and

WHEREAS, the result would be improved services to residents; care of the animals and reduced costs related to the care of ill and injured animals as well as a reduction in the number of homeless animals in our community for years to come due to the successes of the programs volunteers conduct.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves creation of a full-time shelter Volunteer Assistant position FTE - UAW D salary range ($30-681-$36,525) as a one year pilot project effective June 1, 2013 until May 31, 2014 at which time the authorization for the position will sunset.

BE IT FURTHER RESOLVED, that the one year total personnel costs for this position is projected at $ 51,893 to be funded by a combination of County funds (one third) up to $17,298 and (two thirds) private funding $34,595 for the first 12 months with the intent to thereafter be funded by private funding only.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to $17,298 from the 2013 Ingham County Contingency Fund to the Animal Control Budget for this purpose.

BE IT FURTHER RESOLVED, that the Law & Courts Committee will review this status of this Pilot Project in the second quarter of 2014 to determine its success and potential for continuation prior to the expiration of the pilot project.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary adjustments to the Ingham County Animal Control Departments Budget and Position Allocation list.
MEMORANDUM

TO: Human Services Committee
    Finance Committee

FROM: Dr. Renée B. Canady, PhD, MPA, Health Officer

DATE: May 9, 2013

RE: Resolution to Authorize an Agreement with ISAIAH

The Health Department’s Social Justice Initiative has developed significant expertise in health equity and social justice. This expertise has received broad recognition at the state and national level. In 2011, representatives from the Health Department began conversations with ISAIAH. ISAIAH is a coordinating entity for a multi-state initiative called “Healthy Heartlands.” The purpose of this initiative is to explore an alignment between local health departments and community organizers in the Midwest.

ISAIAH would like to contract with the Health Department as the lead entity for this initiative in Michigan, building on our existing relationships with other health departments and state and local community organizing groups.

ISAIAH proposes to enter into an agreement in the amount of $20,000 to carry out this role. These funds will be used to support the convening of Health Department personnel and organizers (including meeting costs and some travel expenses); workshops and training; community organizing consultants; and some staff time associated with carrying out the department’s social justice efforts.

The attached resolution authorizes and agreement in the amount of $20,000 to support this work for the period May 15, 2013 through May 14, 2014.

I recommend that the Board adopt this resolution to authorize the agreement.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH ISAIAH TO COORDINATE “HEALTHY HEARTLANDS” ACTIVITY INITIATIVE IN MICHIGAN

WHEREAS, health equity – which is the elimination of the root causes of health disparity is one of the core values for the Ingham County Health Department; and

WHEREAS, since 2011, representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the objectives of public health practitioners with community organizers; and

WHEREAS, ISAIAH, a faith-based organization based in St. Paul, Minnesota coordinates a multi-state “Healthy Heartlands” initiative designed to align local health departments and organizers throughout the Midwestern United States; and

WHEREAS, ISAIAH has proposed to enter into an agreement with the Ingham County Health Department to coordinate “Healthy Heartlands” activity in Michigan; and

WHEREAS, ISAIAH will contract with Ingham County Health Department to act as the lead entity for this initiative in Michigan coordinating responsibilities, which will include organizing racial healing conversations, coordinating participation in training opportunities, and convening health department personnel and organizers to build relationships and identify areas of focus for local, regional, and/or statewide issue campaigns; and

WHEREAS, these responsibilities are consistent with Health Department’s plans to continue and broaden the work of the Social Justice Initiative it has been leading since 2005; and

WHEREAS, the Health Officer recommends that the Health Department enter into an agreement with ISAIAH in the amount of $20,000, to coordinate “Healthy Heartlands” activity in Michigan for the period of May 15, 2013 through May 14, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with ISAIAH in the amount of $20,000 to coordinate “Healthy Heartlands” activity in Michigan for the period of May 15, 2013 through May 14, 2014.

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 Board Chairperson is authorized to sign the agreement after review by the County Attorney.
To: Zoo Advisory Board  
County Services Committee  
Finance Committee

From: Sherrie Graham, Zoo Director

RE: Resolution to Authorize a New Classification for the Position Titled Potter Park Zoo Security Coordinator

This is a recommendation to authorize a new classification of the Security Coordinator for Potter Park Zoo. Previously, Security was only on grounds for 16-20 hours a day did minimal duties with no radio connections, no uniforms or duty gear and no responsibilities for the 48 safety compliances outlined in the Association of Zoos and Aquariums' Accreditation Questionnaire. At that point the coordination of the Security personnel was done by the former director.

When I became Interim Director we went to 24 hour coverage. Working through our preparation for our accreditation many additional assignments were delegated to our lead Security officer. I put him in charge of writing safety protocols, managing safety drills, shooting training for our keeper staff, management of the Safety Committee, etc. He also became the staff person to run background checks on employees and volunteers and the acting liaison with our Risk Management Company.

With the former “9 month” rule, our acting coordinator as well as our other Safety Officers worked for nine months and then were off for three. Because this was so disruptive to our operations, and compromised our efficiency, the Potter Park Zoological Society employed our Acting Commander during the off months to give the department the stability and consistency required to elevate the professionalism and usefulness of the team.

Now, because of the Affordable Care Act (ACA) part time personnel can work 40 hours for only 24 weeks or no more than 29 hours per week year round. Neither of these mandates were suitable solutions for a Security Coordinator’s position. The volume of work as outlined by AZA and in keeping with other modern zoo best practices, the time needed to coordinate with other zoo departments as well as the much needed interaction with city; county and state law enforcement and emergency management entities requires full time attention.

Human Resources did the analytics for this expanded position and have created a new classification titled Potter Park Zoo Security Coordinator along with an accompanying Job Description for the position: It will be compensated at a salary range ($39,301 - $50,477) and will be a Teamsters 580 position.

*see attached – Creation of a new classification, Job Description

The cost to the zoo for this position will be $60,961 for 2013.

*see attached - 2013 PERSONNEL COST PROJECTION, ZOO SECURITY COORDINATOR, and TEAMSTER 580)

$10,289 is included in the 2013 budget for the Security Coordinator under line item #258-69200-705000-38100 Seasonal Wages. Line item #258-69200-704000-31200 has excess funds due to the removal of the parks allocation for management and accounting services. Transferring $29,012 to the above security wage line item will fully fund the Potter Park Zoo Security Coordinator.

I recommend the new classification of the Potter Park Zoo Security Coordinator to be a Teamster 580 position compensated at $39,301.
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TO: Sherrie Graham, Executive Director, Potter Park Zoological Society, Director, Potter Park Zoo

FROM: Beth Bliesener, Human Resources Analyst

DATE: 05/01/2013

RE: Creation of a new classification

HR can confirm the following information:

1. We have created a new classification titled Potter Park Zoo Security Coordinator; it will be compensated at a salary range ($39,301 - $50,477).
2. According to the Employee Labor Contract Article 14, Section 1, in the event a new classification is established the UNION shall be notified. I have sent Zoo Teamsters 580 a notice regarding the new classification and a copy of the job description.

Please use this memo as acknowledgement of Human Resources' participation and analysis. You are now ready to complete the final steps: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).
INGHAM COUNTY
JOB DESCRIPTION

POTTER PARK ZOO SECURITY COORDINATOR

General Summary:
Under the supervision of the Zoo Director, the Potter Park Zoo Security Coordinator is responsible for leading the work of a group of employees engaged in security and public safety activities. He/She will implement security operations, emergency procedures and staff emergency preparedness. The Potter Park Zoo Security Coordinator will maintain a safe environment for Zoo guest, employees, volunteers and others as well as a secure environment for the animals and all other assets of Potter Park Zoo.

Essential Functions:

1. In collaboration with Zoo management, responsible for planning, developing and implementing safety procedures and protocols including, but not limited to, criminal and non-criminal activity, injuries to Zoo personnel and guests, disorderly conduct, general Zoo complaints and investigations, dissatisfied guests, lost persons and property, dangerous and non-dangerous animal escapes, fire, weather related and other emergencies.

2. Ensure all Public Safety daily responsibilities and shift specific responsibilities are completed. Monitor park operations and makes recommendations for improved park safety.

3. Provide leadership in the preparation and management of the budget for the Public Safety cost center within the Zoo’s master operational budget.

4. Oversees operations of the Public Safety Department and its staff, performing activities such as, but not limited to, hiring, discipline, training, scheduling, and officer evaluations.

5. Serves as a liaison with local city, county and state law enforcement agencies and other first responders as needed.

6. Acts as a leader to provide and maintain exemplary service and procedures. Develops and conducts training for Public Safety Officers and other Zoo staff as necessary to ensure standards are met.

7. In conjunction with County and City safety resources schedule, plan and execute diverse emergency drills and safety training activities. Monitor and maintains records. Manage drills and act as an emergency liaison.

8. Monitor and manage all firearms in accordance with established policies and procedures. Plan and oversee all firearms training for appropriate animal staff.

9. Coordinate with city, county and state emergency preparedness organizations to assure consistency in policies and procedures.

10. Review and update Zoo-wide emergency procedures periodically for all departments in the Zoo in compliance with AZA accreditation regulations.

11. Oversee department fleet ensuring all are in safe working order.

12. Maintain and train uniformed officers on proper use of police/911 radios.

13. Possess thorough knowledge of Zoo/County policies and be able to enforce as needed.
Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of a high school diploma or its equivalent with some college level coursework in Criminal Justice, Security and Risk Analysis, Emergency Management, Public Administration or related field is required

Experience: A minimum of 2 years experience in safety, security, security and emergency preparedness, emergency management or related field and supervisory experience is required.

Other Requirements: Must have valid Michigan Driver’s License. May be required to carry and be trained in the use of Firearms and Electromuscular Disruption Device (Taser).

(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)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to exert up to 25lbs of force and to lift, pull, push or otherwise move objects that may exceed 25lbs.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:
- Work is performed indoors and outdoors with regular exposure to extreme temperatures, strong odors and high levels of noise.
- Exposure to tight spaces, slippery floors, moving mechanical parts and cleaning compounds.
- Exposure to potential hazards when handling, caring and moving animals.
- Protective gear is required for certain job duties.
- Evening, weekend and holiday hours are required.

Zoo Teamsters 580
Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE NEW CLASSIFICATION FOR THE POSITION TITLED
POTTER PARK ZOO SECURITY COORDINATOR

WHEREAS, the duties of the Security Coordinator have expanded as outlined by and in compliance with the Association of Zoos and Aquariums’ Accreditation Questionnaire; and

WHEREAS, Potter Park Zoo has gone to 24 hour coverage, 7 days a week: and

WHEREAS, the “9 month” rule for employment for seasonals is disruptive to operations and compromises efficiency and does not meet the Affordable Care Act criteria for part time personnel; and

WHEREAS, Human Resources analyzed the expanded position and created a comprehensive Job Description; and

WHEREAS, the total annual cost of the new position at entry level, including wages and fringes, will be $60,961; and

WHEREAS, $10,289 is already included in the 2013 budget for the Security Coordinator under line item #258-69200-705000-38100 Seasonal Wages; and

WHEREAS, line item #258-69200-704000-31200 has excess funds due to the removal of the Parks allocation for management and accounting services providing the additional $50,672 to fully fund the new classification and job description of Potter Park Security Officer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners establishes a new classification for the Position Titled Potter Park Zoo Security Coordinator in the Teamsters Local 580 Contract of ($39,301-$50,477).

BE IT FURTHER RESOLVED, that funds are available within the Potter Park Zoo Budget and the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
May 11, 2013

To: County Services and Finance Committees

From: Travis Parsons

Subject: UAW Local 2256 – Zoo Unit Collective Bargaining Agreement

On Thursday, May 9, 2013, the UAW put before their members for vote a proposed tentative agreement negotiated on April 30, 2013. The UAW members approved the agreement. Highlights of the agreement include the following:

- **Contract Duration:** through December 31, 2014

- **Wages:**
  - No wage increase from the 2011 wage scales for the duration of the contract

- **Steps:**
  - No step progression for 2012.
  - Step progression resumes upon ratification or on the employee anniversary date, whichever is later, to the step the employee would have progressed in 2012.

- **Pension:**
  - 1.2% increase, from 3.62% to 4.82%, in employee pension contribution for current employees
  - New employees hired on or after April 30, 2013 will receive a MERS Hybrid pension plan: DB - 1.25% multiplier and DC - 1% employee contribution with a 1% employer match. Retirement Age - 60

- **Retiree Health:**
  - New Hires on or after April 30, 2013 – sliding scale based on years of service
  - Eligible at retirement age – 60

- **Vacation:**
  - New hires shall earn vacation credits according to the new schedule

- **Sick Leave:**
  - Reduced accrual for New Hires
  - Reduced Sick Leave Cash-Out at Separation (Death or Retirement): New Hires after January 1, 2013

- **Longevity:**
  - New Hires on or after January 1, 2013 are not eligible for longevity.
  - Employees who received longevity in 2011 are frozen at the amount received in 2011 for duration of the agreement, December 31, 2014.
  - Employees eligible for their first longevity payment 2012 will receive payment in December 2013 at the frozen rate for the duration of the contract

Also included in the packet are resolutions establishing the MERS Hybrid pension plan.
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE UAW LOCAL 2256 – ZOO UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256 for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256 for the period January 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR
NEWLY HIRED EMPLOYEES UNDER THE UAW LOCAL 2256 – ZOO UNIT

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the UAW Local 2256 approved a new collective bargaining agreement that includes the establishment of a Hybrid pension plan for new hires.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for new employees in UAW Local 2256 hired on or after April 30, 2013.

BE IT FURTHER RESOLVED, that the Chair of Board is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to the approval as to form, by the County Attorney.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

shall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine ... and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.
- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) - (12))

Effective the first day of ________________, 2013, (to be known as the ADOPTION DATE), the County of Ingham __________________________ hereby adopts Benefit Program H for Zoo Hires After 7/1/07 - Division 94 (specify division numbers) first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member contributions permitted.

• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement (“Adoption Agreement,” Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.

• For the DC Component, earnings shall include items of “Compensation” under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member’s federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.
  The multiplier shall be one of the following dependent upon the division’s social security coverage status:

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  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).
  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

  □ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):

  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:

  (1) Lump sum distribution to the vested former member or beneficiary.

  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.

  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.

  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)  
(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee’s written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body’s authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS’ receipt of the Resolution, here designated as being the month of __________, 20__, (insert month and year) which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) **CONTRIBUTIONS** shall be as provided in Section I (A) above.

(C) **COMPENSATION AND EARNINGS** shall be as provided in Section I (B) above.

(D) **HYBRID PLAN VESTING** shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph(F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the **Conversion Date**, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the **Conversion Date** to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

1. **The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%).**

2. **The funded level for the member's specific MERS division** (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):
   - Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).
   - If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on ____% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. **TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED** Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS’ receipt of the Resolution, here designated as being the month of _____________, 20__, (insert month and year), which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member’s credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees’ Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20_______.

(Signature of authorized official)

Please send MERS fully executed copy of:
- MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
- MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
- Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20_______

(Authorized MERS signatory)
The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: Hybrid under MERS Plan Document ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of: May 2013 Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: Month and Year. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: Month and Year.

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

Zoo Hires After 7/1/07 - Division 94

Specify employee classification and division numbers
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant 1 _____% of Earnings or $___________ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute 1 _____% of Earnings for the calendar year as a condition of participation in the Plan. (Write “0” if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to “pick up” the Mandatory/Required Employee contribution. The “pick-up” provision allows the employer to direct mandatory employee contributions to be pre-tax.

☐ Yes ☐ No

[Note to Employer: Picked up contributions are excludable from the Employee’s gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

☐ Weekly ☐ Bi-weekly ☐ Monthly

V. EARNINGS

Earnings shall be defined as “compensation” under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee’s W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

☐ Immediate vesting upon participation

☒ Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:

Stated Year: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

☐ Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

____% after 1 year of service.
____% after 2 years of service.
____% (not less than 25%) after 3 years of service.
____% (not less than 50%) after 4 years of service.
____% (not less than 75%) after 5 years of service.
100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:______).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

☐ Yes ☐ No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this _______ day of ______________, 20__.  

Employer: County of Ingham

Authorized Signature: __________________________________________

Title: __________________________________________________________

Witness: ________________________________________________________
To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: May 11th, 2013
Re: Ingham County Disaster Recovery Storage Area Network (DR SAN)

Dear Commissioners,

Since taking the position of Ingham County’s Chief Information Officer, I have been reviewing the current county infrastructure and design. While the county has a decent network design my largest concern is disaster recovery.

There are inherent disadvantages with having all of our primary systems in one location. Macomb County is currently going through this issue due to the fire that took down their IT infrastructure. With backups, restoring data takes a long time if we don’t have the hardware necessary to restore the data to. Currently we can only restore to the point of the last offsite backup, and hope the tape, catalog, or offsite backup works correctly. There is also a chance of the backup job failing in the previous night’s backup. With a Disaster Recovery (DR) Compellent SAN with Live Volume we can achieve the following:

- The county’s critical data and applications will be synced in real-time between the two locations even during the changes of a regular work day.
- The county can tolerate the loss of an entire datacenter without affecting our data availability.
- Both the Primary and DR SAN data will live across both storage units.
- During planned outages we can move systems virtually to the remote location without an outage or a shutdown.
  - Once the virtual move completes, the remote system will utilize the remote SAN.
- MIS can invoke disaster recovery testing by utilizing the built in test scenarios in our Enterprise Manager for servers we own.
- VMware servers and critical application can connect to both storage units at the same time and leverage the remote system in case of issues with the primary SAN.
- By having standby machines and storage at a remote site, the county’s critical applications and systems can continue to operate through planned and unplanned outages without data loss.
- Live Volume gives us the ability to fail back once the issue at the primary location is corrected.

As the Chief Information Officer, I recommend the county purchase a DR SAN. The numerous applications the county now has and relies on require they be functional at all times. This DR SAN would also allow the county to continue operations of the 911 center even if the 911 center suffered a disaster. The DR SAN along with the new Enterprise Backup solution would ensure that the chance of another data disaster that occurred with the Clerk’s data would be virtually eliminated.
The current backup solution provides a data backup each night after hours. If a disaster occurs during the working hours or prior to the next backup any data prior to the night before backup is lost. With the DR SAN all data would be backed up as changes are made. The DR SAN would allow for restoration of data at the time of a failure or loss. The proposed remote location for the DR SAN is the consolidated 911 center data room.

The MIS department and Purchasing sought proposals for a DR solution under RFP 28-13. MIS does not have money reserved in this FY budget, but did not spend funds of $350,129 last year. MIS is requesting to purchase a DR SAN from Avalon Technologies. Avalon’s bid proposal for a DR SAN is $218,030. MIS would also need to purchase $11,119 of additional networking equipment. Total cost to implement a Disaster Recovery SAN would be $229,149.

The DELL-Compellent DR SAN product was selected based on their state-of-the-art technology, integration capabilities of the county’s current network servers and services, reputation, company viability, and supportability. In addition Genesee and Macomb counties have recently used Avalon. The Ingham County Chief Information Officer and MIS technical staff along with purchasing carefully considered all proposals and recommend entering into an agreement with Avalon for RFP Packet #38-13 Storage Area Network. This recommendation has been forwarded to the Director of Purchasing.

Thank you!!
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF A DISASTER RECOVERY SAN FROM AVALON TECHNOLOGIES

WHEREAS, Management Information Systems recommends implementing a true Disaster Recover system; and

WHEREAS, Management Information System along with Purchasing sought proposals for a disaster recovery SAN; and

WHEREAS, the Chief Information Office along with MIS technical staff recommend the implantation of a disaster recovery SAN; and

WHEREAS, the total cost for Hardware, Software, and integration services for the disaster recovery SAN totals $229,149; and

WHEREAS, Avalon Technologies is the vendor of choice for purchasing and installation of the county’s disaster recovery SAN.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase a new disaster recovery SAN from Avalon Technologies for $229,149.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the MIS department to spend the additional funds of $229,149 of funds not spent in Fiscal Year 2012 from the MIS Network Hardware budget.

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 and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Ingham County’s current Storage Area Network (SAN) is 5 years old, is at capacity and is no longer supported after July 2014. With the addition of the consolidated 911 center and Department of Roads, MIS no longer has the ability to add additional services or move the county road department computer data to the county’s data center. SAN should be replaced immediately. Since MIS can no longer add services and continuously request users to remove data, the Primary SAN should be replaced as soon as possible.

MIS and Purchasing sought proposals for a new SAN under RFP 28-13. MIS had reserved $300,000 for a replacement SAN in the MIS Networking Hardware budget. MIS reviewed 12 proposals over the last month and interviewed 5 vendors. MIS has recommended the replacement SAN bid be awarded to Avalon Technologies. Avalon’s bid proposal is to replace the current SAN with a Dell-Compellent Enterprise Storage solution. Cost for the SAN hardware and software replacement is $292,882. Plus an additional $15,900 for services for planning and installation services to integrate the new SAN with the county’s IT network, and migrate all existing data from the various storage units to the new SAN. The $15,900 would be paid out of the MIS Networking Consulting budget fund. The county will utilize newer technology for connecting the SAN to the county’s 100+ servers and request to also purchase additional networking hardware for the amount of $20,578. These expenditures would be paid out of the MIS Networking Hardware fund which has $20,000 reserved with networking switches. The solution is expandable for future storage needs and will double the current SAN’s capacity.

The DELL-Compellent product was selected based on their state-of-the-art technology, integration capabilities of the county’s current network servers and services, reputation, viability, and supportability. In addition Genesee and Macomb counties have recently used Avalon for their SAN purchases as well as the Detroit Red Wings and Tigers. The Ingham County Chief Information Officer and MIS technical staff along with purchasing carefully considered all proposals and recommend entering into an agreement with Avalon Technologies for RFP Packet #38-13 Storage Area Network. This recommendation has been forwarded to the Director of Purchasing.

Thank you!!
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION, CONFIGURATION, AND MIGRATION OF A NEW PRIMARY SAN FROM AVALON TECHNOLOGIES

WHEREAS, Management Information Systems recommends replacing the county’s current 5+ year old EMC SAN; and

WHEREAS, Management Information System along with Purchasing sought proposals to replace the county’s current SAN; and

WHEREAS, the Chief Information Office along with MIS technical staff recommend replacing the current SAN; and

WHEREAS, the total cost for Hardware, Software, and integration services for the replacement of the county’s Primary SAN totals $329,360; and

WHEREAS, Avalon Technologies is the vendor of choice for purchasing and installation of the county’s primary SAN.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase a new primary SAN from Avalon Technologies for $328,360 with $313,460 being paid out of the MIS Networking Hardware fund and $15,900 being paid out of the Networking Consulting fund.

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

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

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
DATE: May 10, 2013
RE: 2014 Community Agency Funding Process

This resolution establishes the criteria by which each agency’s application will be evaluated for the 2014 Community Agency funding process.

If the resolution is approved as presented, the Controller/Administrator’s Office will accept applications for Community Agency funding in July. Applications will then be evaluated by the Controller/Administrator’s Office with priority given to proposals that directly contribute to addressing the County’s long-term priority of “Meeting Basic Needs”, such as food, clothing, and shelter.

The recommendations made by the Controller/Administrator’s Office on funding levels for each applicant agency will then be presented to the Board of Commissioners for consideration and approval in November.

In FY 2013, $185,720 was made available for community agencies, and 29 agencies were awarded funding.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING CRITERIA FOR RANKING 2014 APPLICATIONS
FOR COMMUNITY AGENCY FUNDING

WHEREAS, since 1978, the Ingham County Board of Commissioners has provided financial support to various non-profit community organizations that provide a broad range of services for the purpose of advancing the County’s adopted long-range objectives; and

WHEREAS, over the years the community agency process has grown to 29 applicants requesting funding, with total requests of approximately $200,000 annually; and

WHEREAS, the Ingham County Board of Commissioners desires to make the process of awarding community agency funding efficient and effective; and

WHEREAS, the Ingham County Board of Commissioners desires to continue the Community Agency application process, focusing on the long term goal of assisting Ingham County residents in meeting basic needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the 2014 community agency funding process, with priority given to those proposals that directly contribute to addressing the County’s long-term priority of “Meeting Basic Needs”, such as food, clothing, and shelter.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to evaluate, rank, and determine funding levels for each applicant as a recommendation for approval by the Human Services Committee.

BE IT FURTHER RESOLVED, no agency shall receive more than 10% of the total available funding for community agencies in FY 2014.

BE IT FURTHER RESOLVED, because of economic constraints in Ingham County, the Board of Commissioners wishes for applicants to understand that solicitation of proposals is not a commitment to fund those proposals in fiscal year 2014.