Call to Order
Approval of the October 16, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. Community Agencies - Resolution Authorizing 2014 Agreements for Community Agencies

2. Human Services Committee - Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Human Services - Michigan Rehabilitation Services

3. Ingham Health Plan - Resolution to Amend Resolution #13-163 Authorizing the Intergovernmental Transfer of Ingham County Funds to Support DSH Payment to McLaren Greater Lansing and Sparrow Health System

4. Health Department
   a. Resolution to Authorize Dental Services Contracts with Licensed Dentists for 2014
   b. Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant

5. Financial Services
   a. Discussion: Plante Moran’s Approach to Ingham County’s December 31, 2013 Audit (No Materials)
   b. Resolution to Un-Commit General Fund Balance Currently Committed for Property Tax Adjustments
   c. Resolution to Transfer Funding to MERS for 911 Employees who Transferred from the City of Lansing

6. Economic Development - Resolution to Submit an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant and Establish a Tri-County Regional Brownfield Coalition
7. **Road Department**
   a. Resolution Extending Purchase Authorization of 2013-2014 Winter Season Supply of Cold Patch Binder Oil and Mixing Services for the Road Department
   b. Resolution Authorizing the Purchase of 2013-2014 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department

8. **Human Resources**
   a. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police - Supervisory Officers
   b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees in the Fraternal Order of Police - Supervisory Officers

9. **Potter Park Zoo**
   a. Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support
   b. Resolution to Affirm Architectural and Engineering Design Services Procurement through Potter Park Zoological Society

10. **Controller/Administrator’s Office**
    a. Resolution to Restructure Controller/Administrator Office Positions
    b. Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County
    c. Review and Evaluation of Policy on Cost Increases for Service Related Contracts

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.
FINANCE COMMITTEE
October 16, 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: Teri Morton, Timothy Dolehanty, John Neilsen, Jared Cypher, Travis Parsons, Jill Rhode, Randy Marwede, Sandra Dargatz, Mary Sabaj, Willis Bennett, Tom Boyd, Bruce Gaukel, Chuck Gray, Carol Reed, Michael Hamel, Ronda Oberlin, 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 September 25, 2013 and October 2, 2013 Minutes
The September 25, 2013 and October 2, 2013 Minutes were approved as submitted.

Additions to the Agenda

12d. Substitute - Controller / Administrator’s Office - Resolution Authorizing Entering into a 9-1-1 Telephone System Maintenance Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center. The Law and Courts Committee amended the resolution. Additional material and a substitute resolution are attached.

12e. Pulled - Controller / Administrator’s Office - Resolution to Restructure Controller/Administrator Office Positions. The County Services Committee tabled the resolution until the November 5, 2013 meeting and requested additional detailed information prior to that time.

12f. Pulled - Controller / Administrator’s Office - Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County. At the request of the County Attorney, the resolution was pulled from the County Services Committee agenda until the next meeting.

Limited Public Comment
None.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:
1. **55th District Court**
   a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office-Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts
   b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office-Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Hire a Probation Officer and Enter into Subcontracts

2. **Circuit Court/Friend of the Court** - Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program

3. **Community Corrections Advisory Board** - Resolution Authorizing the Selection of and Entering into a Contract with Sentinel Offender Services to Provide an Offender and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement

4. **Circuit Court/Family Division** - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court

5. **Veteran’s Affairs** - Resolution Accepting a Grant from the Michigan Department of Military and Veteran Affairs for the Purpose of Increasing Awareness of Veteran Benefits

6. **Health Department** - Resolution to Authorize an Agreement with Intelligent Medical Objects, Inc. (IMO, Inc.) for IMO Problem IT Terminology Service

7. **Ingham County HazMat Team** - Resolution to Update the Ingham County Hazmat Team Operation Procedures Manual and Cost Recovery Fee Schedule

8. **Department of Roads** - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Roads in Relation to Federally Funded Bridge Projects Located at Noble Road Over Doan Creek Gale Road Over Willow Creek

9. **Financial Services**
   a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2014 and Authorizing Letters of Agreement with Bargaining Units
   b. Resolution to Authorize the Implementation of an Employee’s Cost Sharing Agreement for Dental and Vision

10. **Parks Department** - Resolution Approving a Contract Amendment with Superparks LLC (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park

**MOTION CARRIED UNANIMOUSLY.**
MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHAFTER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

8. **Fair** - Resolution Authorizing Entering into a Contract with Ace Pyro, LLC to Provide the Fireworks Show for the Ingham County Fair Winter Festival on the Ingham County Fairgrounds

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. SCHAFTER, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ACE PYRO, LLC TO PROVIDE THE FIREWORKS SHOW FOR THE INGHAM COUNTY FAIR WINTER FESTIVAL ON THE INGHAM COUNTY FAIRGROUNDS.

Comm. Koenig asked about the Winter Festival. Ms. Dargatz explained that it is collaboration with the City of Mason and will be held on November 29, 2013 from 3:00 pm to 9:00 pm. She described the activities including children’s carnival rides, craft fair in the main arena, tree decorating within the County, decorated tree auction, music and ending with fireworks. Ms. Dargatz explained the funding and required insurance for the fireworks.

(Comm. Bahar-Cook stepped out at 6:05 pm)

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Bahar-Cook

12. **Controller / Administrator’s Office**
   a. Resolution to Authorize Participation in U.S. Geological Survey Enhanced Flood Warning System

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO AUTHORIZE PARTICIPATION IN U.S. GEOLOGICAL SURVEY ENHANCED FLOOD WARNING SYSTEM.

(Comm. Bahar-Cook returned at 6:11 pm)

Michael Hamel and Ronda Oberlin, City of Lansing Office of Emergency Management were present to answer questions.

Comm. McGrain asked what this study will do. Mr. Hamel stated the study will help to better understand and accurately predict flooding where the Grand River, Red Cedar River and Sycamore Creek come together. He explained that data will be collected to develop complex models that will enable local officials and residents to take action.

Comm. Bahar-Cook questioned why fundraising has been so slow and are there any other commitments. Mr. Oberlin explained the timing of the United States Geological Survey (USGS) funding along with the chain of events leading to Commissioner Nolan’s suggestion of reaching
out to the Board of Commissioners. Mr. Hamel described the financial commitments from the USGS, Army Corps of Engineers and the City of Lansing along with the request for funding from Lansing Board of Water and Light, McLaren of Greater Lansing and Accident Fund. There is support from Williamston, East Lansing, Meridian and Michigan State University. Comm. Bahar-Cook asked what will happen if there are no other commitments. Mr. Hamel reminded the Committee this is a 3-year process and expects more participation in that time. He noted he expects additional funds from the City of Lansing, but it will not be at the current level of support. Comm. Anthony asked how Ingham County’s contribution will be spent or will it be combined with the other funds. Mr. Hamel stated it would be combined.

Comm. Vickers asked what happens after the study is done. Ms. Oberlin explained there will be computer models to predict flooding, plus, a website for live monitoring and forecasting in an actual event. Comm. Vickers asked how this ultimately will take care of the flooding problem. Ms. Oberlin stated it will predict the level of flooding. She gave the example of Potter Park Zoo being able to move animals if a 4’ flood is expected and/or the Board of Water and Light can move equipment. Moreover, it can be used to evacuate people to save lives.

Comm. Anthony asked what happens in three years if other funding is not secured and at what point does the County withdraw their contribution. Mr. Hamel stated that he would be in trouble at that time. Comm. McGrain pointed out the County is contributing annually and the contribution could be denied in the 2nd or 3rd year. Ms. Oberlin informed the Committee that the USGS, Army Corps of Engineers and City of Lansing funds will be used first.

Comm. Koenig asked what happened to the original gages. Ms. Oberlin explained funding has been cut and some gages need to be replaced.

Comm. Schafer and Comm. Vickers put emphasis on the fact that out-county residents are assessed by the Drain Commissioner to remedy flooding issues. Ms. Oberlin stated the Drain Commissioner is not involved with this project.

The Committee briefly discussed flooding, gages, equipment costs, monitoring and flood insurance rates.

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

b. Ingham County 2014 General Appropriations Resolution

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. KOENIG, TO APPROVE THE INGHAM COUNTY 2014 GENERAL APPROPRIATIONS RESOLUTION.

Comm. Schafer stated he pulled this because he is voting no based on the priorities.

MOTION CARRIED with Comms. Schafer and Vickers voting “no”.
c. Resolution Authorizing Entering into a 9-1-1 Telephone System Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center

d. Resolution Authorizing Entering into a 9-1-1 Telephone System Maintenance Agreement with Carousel Industries, Inc. for the Ingham County 9-1-1 Central Dispatch Center

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE (c.) RESOLUTION AUTHORIZING ENTERING INTO A 9-1-1 TELEPHONE SYSTEM AGREEMENT WITH CAROUSEL INDUSTRIES, INC. FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER AND (d.) RESOLUTION AUTHORIZING ENTERING INTO A 9-1-1 TELEPHONE SYSTEM MAINTENANCE AGREEMENT WITH CAROUSEL INDUSTRIES, INC. FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER.

Mr. Neilsen stated as the Commissioners are aware there have been some challenges with the 911 Center phone and CAD systems since the transition. He informed the Committee these two resolutions are addressing those problems.

Mr. Neilsen overviewed the purchase of equipment, installation, vendors and operations over the past one and a half years. He stated that after speaking with several experts, reviewing best practices and analysis of the equipment a decision was made to go to a standalone system. He stated that this is a joint decision between Clinton, Eaton, Ingham and Livingston Counties. Comm. McGrain asked to clarify a standalone system. Mr. Neilsen described the difference between the standalone system and a geo-diverse system. Mr. Gaukel described the transfer of overflow calls to the other 911 Centers. He assured the Committee that Ingham County 911 emergency calls will always be answered.

Comm. Bahar-Cook complimented Mr. Langdon and staff for their research and communications while working through this process. Comm. Bahar-Cook stated at the Law & Courts Committee meeting it was noted that the change to a standalone system would not jeopardize any grants or public safety.

Comm. Koenig stated it was her understanding that the purchase of a geo-diverse system was to save money. She asked how this will impact the savings. Mr. Neilsen stated that there will need to be a discussion with those in the partnership to figure out a fair reimbursement.

MOTION CARRIED UNANIMOUSLY.

13. Board Referral – Letter from the Charter Township of Meridian Advising that the Zoning Board of Appeals of the Charter Township of Meridian has Scheduled a Public Hearing for Wednesday, October 9, 2013 Regarding a Variance Request from Joan Allman (Laurie) Blosser

The Board Referral was received and placed on file.
MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. KOENIG, TO SUSPEND THE BOARD RULES TO ALLOW COMM. BAHAR-COOK TO VOTE ON AGENDA ITEM #8.

MOTION CARRIED UNANIMOUSLY.

Comm. Bahar-Cook voted yes to approve Agenda Item #8.

The Committee discussed flood plains, mapping and flood insurance cost.

The Committee discussed a letter that was sent yesterday to the Mayor. Comm. Bahar-Cook stated that as a Commissioner representing the City and as Vice-Chairperson of the Board she would have liked to have been informed of the letter before it was sent.

Announcements
None.

Public Comment
Chuck Gray, UAW, thanked the Committee for listening to him over the years.

The meeting adjourned at approximately 6:56 p.m.

Respectfully submitted,

Julie Buckmaster
RESOLUTION ACTION ITEMS:

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

1. **Community Agencies - Resolution Authorizing 2014 Agreements for Community Agencies**

This resolution approves community agency contracts for FY 2014. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #13-233. For 2014, Thirty (30) applications were received, requesting a total of $250,080; and $200,000 is included in the 2014 Budget for community agency funding. The recommendation before you provides each applicant with at least as much funding as was received in 2013. There were three new applications, each of those three is recommended to receive some level of funding. Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

2. **Human Services Committee - Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Human Services - Michigan Rehabilitation Services**

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Labor and Economic Growth – Michigan Rehabilitation Services (MRS) to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. The agreement will not exceed $296,296 ($80,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2013 through September 30, 2014.

3. **Ingham Health Plan - Resolution to Amend Resolution #13-163 Authorizing the Intergovernmental Transfer of Ingham County Funds to Support DSH Payment to McLaren Greater Lansing and Sparrow Health System**

This resolution amends Resolution 13-163 to authorize the intergovernmental transfer of additional Health Care Service millage funds to the State of Michigan for the purpose of supporting Disproportionate Share Hospital (DSH) payments. This amendment increases the approved transfer of local public funds by $83,437. In addition, hospitals who qualified for Medicaid Disproportionate Share (“DSH”) payments and allowed to receive DSH payments under the Indigent Care Agreements Pool include hospitals (a) who have a signed an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulated that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs. McLaren Macomb County has been added to the amended resolution as qualified to receive these special payments.
**4a. Health Department - Resolution to Authorize Dental Services Contracts with Licensed Dentists for 2014**

This resolution authorizes dental services contracts for 2014. There will be a 1% increase in the hourly rate from $56.30/hour to $56.86/hour for calendar year 2014 for the contractual dentists. This 1% increase is included in the Health Department’s 2014 budget which contains $161,773 for contractual dentists to provide oral health services at the Healthy Smiles Dental Center and the Adult Dental Health Center. This is a slight increase from the 2013 budgeted amount of $160,711. The Health Department will monitor contractual hours to stay within the total budgeted amount for contractual dentists.

**4b. Health Department – Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant**

This resolution accepts a second year of funding from the U.S. Department of Health Resources and Services Administration Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award in the amount of $474,120 over the period of August 1, 2013 through July 31, 2014 for the purpose of continuing to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS. The resolution will also authorize the Health Department to establish one full time Lead Social Worker and one full time Clinical Assistant Technician I position to fulfill the grant project requirements. It would also authorize the Health Department to hire up to two temporary Peer Educators to assist Health Center staff in implementing the project during the time period of August 1, 2013 through July 31, 2014. The Assistant Social Worker, Health Center Nurse, and Clinical Assistant Technician I established in Resolution #12-347 will continue to be funded. In addition, this resolution authorizes an agreement with Michigan State University’s College of Osteopathic Medicine for the physician services of Dr. Peter Gulick, DO to provide direct medical care, oversight of the nursing staff and ambulatory HIV/AIDS services in the amount up to $45,023. It also authorizes the establishment of an agreement with Dr. Lauren Hall-Tate, DDS, in the amount up to $15,112 to accept referrals to provide dental restorative and lab services to complete project requirements within the project term.

**5b. Financial Services – Resolution to Un-Commit General Fund Balance Currently Committed for Property Tax Adjustments**

This resolution will implement an accounting recommendation by the County’s new auditors, Plante Moran. Currently, the General Fund Balance has $700,000 committed for potential tax roll adjustments. After discussions with Plante Moran, they are recommending we record an actual liability on the balance sheet rather than committing fund balance. See attached memo for additional information.

**5c. Financial Services – Resolution to Transfer Funding to MERS for 911 Employees who Transferred from the City of Lansing**

Ingham County officials continue to work with the City of Lansing to establish the value of retirement proceeds attributed to Central Dispatch employees under the 9-1-1 Legacy Agreement. After more than a year of discussions, we do not believe this issue will be resolved in the immediate future. This proposal calls for the County to “front” the necessary funds to Municipal Employees’ Retirement System (MERS) on behalf of 32 Central Dispatch employees. The total cost for this would be about $1.5 million, and any funds received from the City would be used to reimburse the General Fund for this expense.
6. **Economic Development** – Resolution to Submit an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant and Establish a Tri-County Regional Brownfield Coalition

Lansing Economic Area Partnership (LEAP), Inc. approached Ingham County about participation in a Tri-County (Ingham, Eaton, and Clinton) Regional Brownfield Coalition for the purpose of applying for a brownfield assessment grant from the United States Environmental Protection Agency (EPA). The LEAP Foundation was to be the applicant, however, it was determined that LEAP was not an eligible applicant under EPA regulations. LEAP then asked Ingham County to consider becoming the applicant and the fiduciary on behalf of the Coalition. Both Clinton and Eaton Counties have agreed to participate.

Upon Board authorization, Ingham County will request $600,000 from EPA for Hazardous Materials and Petroleum Assessment. The grant period is three years. Ingham County has applied for and received these grants in the past.

7a. **Road Department** – Resolution Extending Purchase Authorization of 2013-2014 Winter Season Supply of Cold Patch Binder Oil and Mixing Services for the Road Department

Each winter season the Road Department must purchase cold patch material for patching roads during the time period hot asphalt patching material is not available, from approximately mid-November to mid-April. Asphalt Materials, Inc., of Oregon, Ohio, is the only vendor able to locally mix the cold patch material on site and has provided services to Ingham County the last two years. Asphalt Materials has offered to extend its pricing for both the on-site mixing service and the CM-300 binder oil emulsion from 2012 to 2013 as follows:

- CM-300--$3.1463/gallon delivered (approximately 8,000 gallons needed at a cost of $25,170.40)
- Mixer mobilization--$750.00 lump sum charge
- Mixer service charge--$2.00/ton of mix produced (approximately 750 tons needed at a cost of $1,500)

7b. **Road Department** – Resolution Authorizing the Purchase of 2013-2014 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department

Quotes were sought for the Road Department’s 2013 seasonal requirements of Single Tungsten Carbide Insert Grader Blades. Twelve vendors were contacted and six responded to the Request for Quotations. The Evaluation Committee recommended the bid be awarded to Kennametal Inc. as they were the low bid meeting specifications. Kennametal quoted a price of $46.75/linear foot. With anticipated annual usage of 1,000 linear feet, the estimated total annual cost is $46,750.

8a. **Human Resources** – Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police – Supervisory Officers

A tentative agreement was reached between representatives of Ingham County and the Fraternal Order of Police – Supervisory Officers unit for the period July 1, 2012 through December 31, 2014. The agreement was subsequently ratified by employees within the bargaining unit and provisions of the agreement were previously approved by the County Services and Finance Committees.

8b. **Human Resources** – Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees in the Fraternal Order of Police – Supervisory Officers

The Fraternal Order of Police – Supervisory Officers unit ratified a new collective bargaining agreement that includes the establishment of a MERS Hybrid pension plan for new hires. It is necessary for the Board of Commissioners to authorize this change by way of formal resolutions.
9a. Potter Park Zoo – Resolution Recommending Potter Park Zoological Society Reimbursement for Administrative Support

The Potter Park Zoo Board and the zoo management team incurred joint administrative and financial services expenses in the comprehensive management of the zoo. A funding arrangement between Ingham County and the Potter Park Zoological Society sets forth prorated funding responsibilities of both organizations. The proposed resolution would authorize transfer of $108,922 from the Potter Park Zoo Millage to the Potter Park Zoological Society to honor commitments of the funding arrangement.

9b. Potter Park Zoo – Resolution to Affirm Architectural and Design Services Procurement through Potter Park Zoological Society

Dr. Christopher Brown, Dean of Michigan State University’s College of Veterinary Medicine, has offered to pay for the initial architectural services for the design of the animal hospital at Potter Park Zoo. The bid process was managed through the County Purchasing Department using normal protocols. When the bids were received, a review project team selected the top three candidates which were subsequently presented to Dr. Brown for final consideration. A collaborative bid proposal offered by C2AE and Design Level, Inc., was selected based in part on Design Level’s vast experience building animal care facilities.

10a. Controller’s Office – Resolution to Restructure Controller/Administrator Office Positions

A number of job responsibility changes and committee assignments prompted a review of several positions in the Controller’s Office. The proposed resolution recognizes these changes and restructures office personnel in accordance with findings of the Human Resources Department.

10b. Controller’s Office – Resolution to Approve a One-Time Lump Sum Wage Supplement to Certain Employees of Ingham County

Various committees expressed a desire to provide employees with a non-precedent setting one-time lump sum wage supplement of $150 not added to base salaries. The proposed resolution seeks to accomplish this goal within the framework of existing state and federal labor statutes.

10c. Controller’s Office – Review and Evaluation of Policy on Cost Increases for Service Related Contracts

This resolution would extend the policy originally adopted by the Board of Commissioners in 2010, which established guidelines for service related contracts for vendors doing business with Ingham County reflecting the current economic climate.

Resolution 10-357 set a policy that annual cost increases should not exceed 1% a year for 2010, 2011 and 2012, which was extended through 2013 by Resolution 12-369. The Controller’s Office is recommending that this policy be continued through 2016 at a not to exceed rate of the previous year’s Consumer Price Index Annual Inflation rate. The not to exceed rate for 2014 contracts would be 2.1%. If the Board chooses to take no action, this policy will simply expire at the end of 2013. See attached memo for additional information.

DISCUSSION ITEM:

5a. Financial Services – Plante Moran’s Approach to Ingham County’s December 31, 2013 Audit (No Materials)
MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Resolution Authorizing 2014 Agreements for Community Agencies
DATE: October 24, 2013

Attached is the resolution approving community agency funding for FY 2014. Each application was evaluated based on the “meeting basic needs” criteria as approved in Board of Commissioners resolution #13-233.

For 2014, Thirty (30) applications were received, requesting a total of $250,080; and $200,000 is included in the 2014 Budget for community agency funding. The recommendation before you provides each applicant with at least as much funding as was received in 2013. There were three new applications, each of those three are recommended to receive some level of funding.

Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.
Introducetd by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2014 AGREEMENTS FOR COMMUNITY AGENCIES

WHEREAS, the 2014 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County’s Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2014 budget includes $200,000 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #12-233.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2014 through December 31, 2014, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the necessary documents after review by the County Attorney.
<table>
<thead>
<tr>
<th>ORGANIZATION</th>
<th>PROGRAM</th>
<th>2014 REQUEST</th>
<th>2013 AMT. RECEIVED</th>
<th>2014 Controller Recommended</th>
<th>2014 Human Services Recommended</th>
<th>2014 Finance Recommended</th>
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<td><em>Addiction Relief &amp; Supported Recovery, Inc.</em></td>
<td>ARSR Support Services</td>
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<td>Weekend Day Shelter Program, offering food and all day shelter to homeless or needy persons</td>
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*ARSR is dissolving by the end of 2013
**Edgewood Village submitted a revised request in the amount of $2,690
MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Cash Match Agreement with Michigan Department of Human Services – Michigan Rehabilitation Services
DATE: October 21, 2013

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Labor and Economic Growth – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc.

This agreement is similar to other agreements the Board of Commissioners approved in 2008, 2011 and 2012, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

The agreement will not exceed $296,296 ($80,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2013 through September 30, 2014.
RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES - MICHIGAN REHABILITATION SERVICES

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County was identified as an appropriate pass through entity to help maintain this agreement, and the agreement was authorized through Resolutions 08-265, 11-364 and 12-372; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed $296,296 ($80,000 local match) with Michigan Department of Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County’s local match portion ($80,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of this agreement shall be October 1, 2013 through September 30, 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, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary 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

RE: Intergovernmental Transfer of Health Care Services Millage Funds

DATE: October 25, 2013

Attached is a resolution to amend Resolution 13-163 for your consideration. This amendment authorizes the intergovernmental transfer of additional Health Care Service millage funds to the State of Michigan for the purpose of supporting Disproportionate Share Hospital (DSH) payments. This amendment increases the approved transfer of local public funds by $83,437.

In addition, hospitals who qualified for Medicaid Disproportionate Share (“DSH”) payments and allowed to receive DSH payments under the Indigent Care Agreements Pool include hospitals (a) who have a signed an Indigent Care Agreement with a local health care entity, such as Ingham Health Plan Corporation; and (b) the Indigent Care Agreement stipulated that direct or indirect health care services be provided to low-income patients with special needs who are not covered under other public or private health care programs. McLaren Macomb County has been added to the amended resolution as qualified to receive these special payments.
WHEREAS, in Resolution #13-163 the Ingham County Board of Commissioners authorized the County Treasurer and the County Controller/Administrator to implement intergovernmental transfers of up to $3.4 million from the Health Care Services millage to the State of Michigan for the purpose of contributing to Disproportionate Share Hospital payments made through the Indigent Care Agreements Pool to McLaren Greater Lansing and Sparrow Health System; and

WHEREAS, the Indigent Care Agreements Pool now includes McLaren Greater Lansing, McLaren Macomb County and Sparrow Health System; and

WHEREAS, McLaren Macomb County has a signed Indigent Care Agreement for the time period of October 1, 2012 through September 30, 2014; and

WHEREAS, the State has indicated that McLaren Macomb County is eligible to receive Indigent Care Agreement-based DSH payments in the amount that would be supported by the Ingham County intergovernmental transfer; and

WHEREAS, certain intergovernmental transfers of public funds from Ingham County may be made to the State of Michigan to be used as the State’s share in claiming the Federal match; and

WHEREAS, the capacity to transfer additional local public funds through the intergovernmental transfer mechanism to McLaren Macomb County has been approved by the State; and

WHEREAS, the proposed intergovernmental transfer exceeds the amount authorized in Resolution #13-163 by $83,437; and

WHEREAS, the County Controller/Administrator recommends that the Board of Commissioners authorize an intergovernmental transfer of an additional $83,437.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends resolution #13-163 authorizing the County Controller/Administrator to implement intergovernmental transfers of an additional $83,437 from the Health Care Services millage to the State of Michigan for the purpose of contributing to the Disproportionate Share Hospital payments made through the Indigent Care Agreements Pool to McLaren Macomb County.

BE IT FURTHER RESOLVED, that should the Health Care Services millage not have sufficient funds for this transfer, the remainder may be transferred from the Health Fund.

BE IT FURTHER RESOLVED, that all other terms and conditions of Resolution #13-163 remain unchanged.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM

TO: Human Services Committee
   Finance Committee

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

DATE: October 24, 2013

RE: Recommendation to Authorize Dental Services Contracts for 2014

Attached is a resolution to authorize dental services contracts for the Health Department’s Community Health Centers for 2014. The Health Department’s 2014 Controller recommended budget amount includes $161,773 for contractual dentists to provide oral health services at the Healthy Smiles Dental Center and the Adult Dental Health Center. This is a slight increase from the 2013 budgeted amount of $160,711.

Qualified dentists are essential to ensure the delivery of high quality pediatric and adult oral health services within the Health Department’s Ingham Community Health Centers. These services provide needed revenue. To maintain both services and meet revenue projections each year, the Ingham Community Health Centers must competitively recruit and retain contractual dentists.

The recruiting and retaining of qualified dentists has been a challenge at the 2013 rate of $56.30 per hour for a maximum of 32 hours a week, or $93,683 a year. This aligns with the Ingham County Health Department’s 2013 Managerial Salary for a dentist ($78,756 - $94,530 a year or $54.90 - $65.90 per hour) but is below the average annual base salary of a dentist in a Michigan community health center ($121,487) according to the 2013-14 Health Center Salary Benefits Report by the National Association of Community Health Centers.

I am recommending a 1% increase in the hourly rate from $56.30/hour to $56.86/hour for calendar year 2014 for the contractual dentists. This 1% increase was included in the Health Department’s 2014 budget recommendation to the Controller.

The attached resolution will authorize contracts with licensed dentists at the rate of $56.86 per hour. The Health Department will monitor contractual hours to stay within the total budgeted amount for contractual dentists. The County Attorney will prepare contracts that require the dentist to maintain professional liability insurance consistent with County policies. I recommend that the Board approve the attached resolution.

Attachment

c: John Jacobs, w/attachment
   Barbara Mastin, w/attachment
RESOLUTION TO AUTHORIZE DENTAL SERVICES CONTRACTS WITH LICENSED DENTISTS FOR 2014

WHEREAS, The Health Department’s Community Health Centers operates two dental health centers and uses a mix of employed and contracted dentists to provide dental services; and

WHEREAS, the Health Department’s 2014 Budget includes $161,773 for contractual dentists; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize dental services contracts with licensed dentists for the period of January 1, 2014 through December 31, 2014, at the rate of $56.86 per hour; and

WHEREAS, the Community Health Center Board of Directors supports the authorization.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the dental services contracts with licensed dentists for the period of January 1, 2014 through December 31, 2014, at the rate of $56.86 per hour.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign the necessary contract documents on behalf of the County after review by the County Attorney.
MEMORANDUM

TO: Human Services Committee
    County Services Committee
    Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: October 22, 2013

RE: Resolution to accept funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant

In Resolution #12-347, the Health Department received a grant award in the amount of $499,974 For the Ryan White title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant from the U.S. Department of Health Resources and Services Administration.

The attached resolution will accept a second year of funding from the U.S. Department of Health Resources and Services Administration Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award in the amount of $474,120 over the period of August 1, 2013 through July 31, 2014 for the purpose of continuing to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS.

Adoption of this resolution would also authorize the Health Department to establish one full time Lead Social Worker and one full time Clinical Assistant Technician I position to fulfill the grant project requirements. It would also authorize the Health Department to hire up to two temporary Peer Educators to assist Health Center staff in implementing the project during the time period of August 1, 2013 through July 31, 2014. The Assistant Social Worker, Health Center Nurse, and Clinical Assistant Technician I established in Resolution #12-347 will continue to be funded.

In addition, the Health Department will enter into a subcontract agreement with Michigan State University’s College of Osteopathic Medicine for the physician services of Dr. Peter Gulick, DO to provide direct medical care, oversight of the nursing staff and ambulatory HIV/AIDS services in the amount up to $45,023. It would also authorize the establishment of an agreement with Dr. Lauren Hall-Tate, DDS, in the amount up to $15,112 to accept referrals to provide dental restorative and lab services to complete project requirements within the project term.

I recommend that the Ingham County Board of Commissioners adopt the attached resolution and accept the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant and the establishment of the necessary staff positions and contractual agreements described within the resolution to complete the project requirements for the period of August 1, 2013 through July 31, 2014.

c: Barb Mastin, w/attachment, John Jacobs, w/attachment
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM THE U.S. DEPARTMENT OF HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR THE RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN, YOUTH AND AFFECTED FAMILY MEMBERS AIDS HEALTHCARE GRANT

WHEREAS, the Ingham Community Health Centers have applied for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant on behalf of Ingham County from the U.S. Department of Health Resources and Services Administration; and

WHEREAS, in Resolution #12-347, the U.S. Department of Health Resources and Services Administration awarded a grant to Ingham County in the amount of $499,974 for the purpose of providing family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS for the period of August 1, 2012 through July 31, 2013; and

WHEREAS, the U.S. Department of Health Resources and Services Administration has awarded a second year of grant funding to Ingham County in the amount of $474,120 for the purpose of continuing to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS; and

WHEREAS, to successfully meet the requirements and expectations of this grant award, it is recommended that the following positions be established: one full time (1.0 FTE) Lead Social Worker, ICEA Pro Grade 8 and one full time (1.0 FTE) Clinical Assistant Technician I UAW Grade D; and

WHEREAS, the Assistant Social Worker, Health Center Nurse and Clinical Assistant Technician I established in Resolution #12-347 shall continue to be funded; and

WHEREAS, a subcontract agreement with Michigan State University’s College of Osteopathic Medicine for physician services of Dr. Peter Gulick, DO be continued to provide direct medical care, oversight of the nursing staff to assure care is provided using the most recent treatment guidelines and ambulatory HIV/AIDS services in the amount up to $45,023 for the period of August 1, 2013 through July 31, 2014 with the option to renew for one year periods to complete project requirements; and

WHEREAS, a subcontract agreement with Dr. Lauren Hall-Tate, DDS, in the amount up to $15,112 to accept patient referrals to provide the necessary major dental restorative and lab services including root canals, crowns, dentures, and partials as well as periodontal treatments for the period of August 1, 2013 through July 31, 2014 with the option to renew for one year periods to complete project requirements; and

WHEREAS, up to two temporary peer educators will be hired to assist staff in implementing the program by assisting in the assessment of patient needs and risk areas, development and implementation of targeted educational programs, coordination of resources, outreach and education activities with other Health Center staff; and
WHEREAS, the Community Health Centers Board of Directors supports the acceptance of a second year funding of the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of $474,120 from the U.S. Department of Health Resources and Services Administration; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accepts the second year funding award of the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant in the amount of $474,120, from the U.S. Department of Health Resources and Services Administration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant award in the amount of $474,120 from the U.S. Department of Health Resources and Services Administration, for the purpose of continuing to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS for the period of August 1, 2013 through July 31, 2014.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the funds to be used to continue the support of one full time Assistant Social Worker, ICEA Pro Grade 5; one full time Health Center Nurse, MNA 1, and one full time Clinical Assistant Technician I UAW Grade D that were established in Resolution #12-347.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of one full time Lead Social worker, ICEA Pro Grade 8, and one full time Clinical Assistant Technician I UAW Grade D, for the duration of the grant.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a subcontract agreement with Michigan State University’s College of Osteopathic Medicine for the physician services of Dr. Peter Gulick, DO to continue to provide direct medical care, oversight of the nursing staff to assure care is provided using the most recent treatment guidelines and ambulatory HIV/AIDS services in the amount up to $45,023 for the period of August 1, 2013 through July 31, 2014 with the option to renew for one year periods to complete project requirements.

BE IT FURTHER RESOLVED, an agreement is authorized with Dr. Lauren Hall-Tate, DDS, for up to $15,112, for provision of accepting patient referrals to perform any necessary major dental restorative and lab services including root canals, crowns, dentures, and partials as well as periodontal treatments for the period of August 1, 2013 through July 31, 2014 with the option to renew for one year periods to complete project requirements.

BE IT FURTHER RESOLVED, that up to two temporary peer educators shall be hired at the rate of $10.00 per hour for 500 hours, totaling $5,000, to assist staff in implementing the program by assisting in the assessment of patient needs and risk areas, development and implementation of targeted educational programs, coordination of resources, outreach and education activities with other Health Center staff for the duration of the grant period.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: October 28, 2013

RE: Un-commitment of Fund Balance for Tax Adjustments

Currently, the General Fund Balance has $700,000 committed for potential tax roll adjustments. After discussions with Plante Moran, the County’s new auditors, they are recommending a different accounting treatment for this issue. They are recommending we record an actual liability on the balance sheet rather than committing fund balance.

Attached is a comparison of the 12/31/12 financial position which details the change in the accounting treatment. As you can see, it has no impact on the unassigned fund balance. We have performed some preliminary estimates of the balance as of 12/31/13 and do not believe it will be materially different from the $700,000 used in 2012. Again, this is just an estimate. We cannot determine the exact final year end amount.

We will be implementing Plante Moran’s accounting recommendation so the $700,000 currently committed needs to be formally un-committed by the Board of Commissioners.

Attached is a resolution authorizing this change. If you have any questions or wish to discuss, please contact me at any time.
### Agenda Item 5b

**Ingham County**  
**General Fund - 12/31/12**  
**Impact of Change in Tax Roll Adjustment Accounting**

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Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UN-COMMIT GENERAL FUND BALANCE CURRENTLY COMMITTED FOR PROPERTY TAX ADJUSTMENTS

WHEREAS, the Board of Commissioners, through Resolution #10-227 committed $700,000 of General Fund balance for potential tax adjustment liabilities; and

WHEREAS, Plante Moran, the new County Auditors, recommends a different accounting treatment for this liability; and

WHEREAS, the current estimate is that this change in accounting treatment will have little effect on the overall unassigned General Fund Balance.

THEREFORE BE IT RESOLVED, that $700,000 of the General Fund balance currently committed for potential tax adjustment liabilities is uncommitted as of 12/31/13.
TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: October 24, 2013

RE: Retirement for 911 Employees Who Transferred from the City of Lansing

As you are aware, we have been working with the City of Lansing to establish the amount of retirement proceeds which need to be transferred for the impacted 911 employees under the 911 Legacy Agreement. At this point, we do not believe this will be resolved in the immediate future.

Our employees and MERS are understandably frustrated with the situation. We have 32 current employees who began County employment in July 2012 and still do not have accounts established at MERS. It is in everyone’s (including the County’s) best interest to get this resolved before the end of the year.

We are proposing that the County “front” the money to be transferred to MERS. The total cost for this would be about $1.5 million. Under our proposal, we would transfer the amount from General Fund Reserves with the plan that this amount would be returned to the General Fund at the time we resolve the issue with the City. (We do not recommend we make the transfer from the 911 Fund because it has more limited available resources.) If for some reason, the amount we receive from the City is less than the amount we transfer to MERS, the 911 Fund will reimburse the General Fund for the difference. Under both scenarios, the General Fund will eventually be made whole.

I realize this is a drastic solution but we owe it to our employees to get their portion of this issue resolved. The accompanying resolution authorizes this recommendation.

If you have any questions or wish to discuss, please contact me at any time.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER FUNDING TO MERS FOR 911 EMPLOYEES WHO TRANSFERRED FROM THE CITY OF LANSING

WHEREAS, 34 employees transferred from the City of Lansing to Ingham County on July 1, 2012 as part of the 911 Consolidation; and

WHEREAS, the 911 Legacy agreement with the City requires the City of Lansing to transfer the accumulated pension assets for these employees; and

WHEREAS, the County administration has been working with the City to establish the dollar amount of this transfer and now believes this issue will not be resolved in the immediate future; and

WHEREAS, the Controller/Administrator is recommending that the County temporarily fund this liability so that the impacted employees can have their retirement accounts rightfully established and funded at MERS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a transfer of up to $1.5 million from General Fund Reserves to the Employee Benefit Fund to provide funding to establish the past service credits with MERS for the 911 employees who transferred from the City of Lansing.

BE IT FURTHER RESOLVED, that the General Fund will be reimbursed once payment is received from the City of Lansing.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments as required.
LEAP, Inc. approached the County and asked us to participate in a Tri-County Regional Brownfield Coalition (Ingham, Eaton, and Clinton) for the purpose of applying for a brownfield assessment grant from the United States Environmental Protection Agency (USEPA). The LEAP Foundation was to be the applicant. LEAP is currently administering the City of Lansing’s USEPA assessment grant. However, it was determined that per USEPA regulations, the LEAP Foundation was not an eligible applicant. LEAP asked if Ingham County would be the applicant and the fiduciary on behalf of the Coalition. Both Clinton and Eaton Counties have agreed to participate.

We will be requesting $600,000 from USEPA for Hazardous Materials and Petroleum Assessment. This funding would be for use on sites in Ingham (outside the City of Lansing), Clinton and Eaton Counties. (The City of Lansing was awarded a grant in 2012 and therefore does not need to access this grant.) The grant period is three years. Ingham County has applied for and received these grants in the past.

For operating purposes, the Coalition team would consist of one member from each County and a member from LEAP. LEAP will be responsible for administering the grant, with fiduciary responsibilities remaining with Ingham County. Upon award of the grant, the funds would be managed by Ingham County and would be equally available among the three coalition members. At the end of the first year, the Coalition members would assess if each County is spending their portion of funding in a timely manner. If funds are not being expended, the Coalition would reallocate funds based on projects in the pipeline to assure all grant funds are expended by the grant end date.

Having funding available to assist with the assessment of properties is an important tool for the sale and redevelopment of contaminated sites and the creation of jobs.

I recommend that the County apply for this grant on behalf of the Tri-County Regional Brownfield Coalition.
Intended by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT AN APPLICATION TO
THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR
A BROWNFIELD ASSESSMENT GRANT AND ESTABLISH
A TRI-COUNTY REGIONAL BROWNFIELD COALITION

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, Ingham County Board of Commissioners and the Ingham County Brownfield Redevelopment Authority have determined a need to continue to identify, assess, and implement the cleanup and redevelopment or reuse of brownfield sites in our region in order to encourage economic development; and

WHEREAS, the Counties of Ingham, Clinton and Eaton share many common concerns and challenges in the identification, assessment, and successful redevelopment of previously used and potentially contaminated sites; and

WHEREAS, the Counties of Ingham, Clinton and Eaton will establish a Tri-County Brownfield Redevelopment Coalition to improve and expand our regional economy while protecting our region’s rural farmlands and undeveloped areas by encouraging and supporting the reuse and redevelopment of existing sites throughout the region; and

WHEREAS, participating in a Brownfield Redevelopment Coalition does not preclude or limit the activities of our existing Brownfield redevelopment and economic development initiatives but does capitalize on our cooperation and offers us economies and efficiencies that can enhance or effectiveness on a regional basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners resolves to join Eaton and Clinton Counties in forming a Brownfield Redevelopment Coalition and establish it for the purpose of developing and implementing Brownfield projects in our region and that Ingham County will serve as the applicant on behalf of the Coalition for USEPA grants and funding to facilitate conducting environmental assessments for redevelopment of properties that will reduce risk and increase successful job creation and retention while supporting Brownfield site assessments, cleanups and developments in our region; and

BE IT FURTHER RESOLVED, that Ingham County on behalf of the Coalition will apply to the United States Environmental Protection Agency for a Hazardous Materials Assessment and Petroleum grant in the amount of $600,000 and if awarded grant funds, Ingham County will manage the fiduciary responsibilities.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: October 23, 2013

RE: Proposed Resolution to Extend Purchase Authorization for Road Department’s 2013-2014 Winter Season Supply of Cold Patch Mixing Services and Binder Oil

Each winter season the Road Department must purchase cold patch material for patching roads during the time period hot asphalt patching material is not available, from approximately mid November to mid April. The Road Department has found it more cost effective to hire on-site cold patch mixing services and purchase the component materials separately in bulk.

Asphalt Materials, Inc., of Oregon, Ohio, is the only vendor able to locally mix the cold patch material on site and supplies the material’s binder oil (that which binds the mix together), an asphalt oil emulsion known as CM-300, and has supplied the cold patch mixing services and binder oil for the last two years. The slag aggregate used in the cold patch mix was previously purchased with the chip-sealing aggregate.

Asphalt Materials has offered to extend its pricing for both the on-site mixing service and the CM-300 binder oil emulsion from 2012 to 2013 as follows:

CM-300--$3.1463/gallon delivered, approximately 8,000 gallons needed for an extended cost of $25,170.40;
Mixer mobilization--$750.00 lump sum charge;
Mixer service charge--$2.00/ton of mix produced, approximately 750 tons needed for an extended cost of $1,500.00.

Both the Purchasing Department and Road Department recommend Board approval to extend this purchase authorization as proposed above by Asphalt Materials, Inc.
WHEREAS, for each winter season the Road Department must purchase cold patch material for patching roads during the time period hot asphalt patching material is not available, from approximately mid November to mid April; and

WHEREAS, the Road Department has found it more cost effective to hire on-site cold patch mixing services and purchase the component materials separately in bulk; and

WHEREAS, the Road Department adopted 2013 budget includes expenditure funds for this purchase; and

WHEREAS, Asphalt Materials, Inc., of Oregon, Ohio, is the only vendor able to locally mix the cold patch material on site and supplies the material’s binder oil (that which binds the mix together), an asphalt oil emulsion known as CM-300, and has supplied the cold patch mixing services and binder oil for the last two years as approved by the former Road Commission Board; and

WHEREAS, the slag aggregate used in the cold patch mix is the same material as the chip-sealing aggregate which was previously purchased as approved in resolution 13-203, and included sufficient quantity for making the 2013-2014 season supply of cold patch material; and

WHEREAS, Asphalt Materials, Inc., has offered to extend its pricing for both the on-site mixing service and the CM-300 binder oil emulsion from 2012 to 2013 as follows:

CM-300--$3.1463/gallon delivered, approximately 8,000 gallons needed for an extended cost of $25,170.40;
Mixer mobilization--$750.00 lump sum charge;
Mixer service charge--$2.00/ton of mix produced, approximately 750 tons needed for an extended cost of $1,500.00; and

WHEREAS, both the Road and Purchasing Departments, recommend approving the extension of this purchase authorization.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves extending the purchase authorization for purchasing approximately 8,000 gallons of CM-300 binder oil and cold patch mixing services from Asphalt Materials, Inc., of Oregon, Ohio, for producing the Road Department’s 2013-2014 winter season supply of cold patch material as follows:

CM-300--$3.1463/gallon delivered, approximately 8,000 gallons needed for an extended cost of $25,170.40;
Mixer mobilization--$750.00 lump sum charge;
Mixer service charge--$2.00/ton of mix produced, approximately 750 tons needed for an extended cost of $1,500.00,

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents relating to the above authorized purchase on behalf of the County.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: October 7, 2013
SUBJECT: Proposal Summary for Single Tungsten Carbide Insert Grader Blades for the Ingham County Road Department

Project Description:
Quotes were sought for the Road Department’s 2013 season’s requirements of Single Tungsten Carbide Insert Grader Blades. Quotes were sought for approximately 1,000 linear feet, more or less, of 7/8” x 5” x 48” (22.2 mm x 127.0 mm x 122 cm) Single Tungsten Carbide Insert Grader Blades. Single Bevel, USS Standard punching (holes established approximately 1.5 inches from top of bevel for mounting on standard, beveled, underbody scraper moldboard), painted and without bolts. Tungsten Carbide inserts must have a width of not less than 0.365 inches (9.3 mm) and a height of not less than 0.630 inches (16.0 mm).

Proposal Summary:
Vendors contacted: 10  Local: 2
Vendors responding: 6  Local: 0

<table>
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<tr>
<th>Company Name</th>
<th>Price per Linear ft.</th>
<th>Alt 1</th>
<th>Alt 2</th>
<th>Local</th>
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<tbody>
<tr>
<td>Truck &amp; Trailer Specialties Inc</td>
<td>$46.38</td>
<td>$60.83</td>
<td>Kennametal Carbride Inserted Grader Blades</td>
<td>No - Dutton MI</td>
</tr>
<tr>
<td>Shults Equipment Inc</td>
<td>$46.38</td>
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<td></td>
<td>No - Ithaca, MI</td>
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<tr>
<td>Kennametal Inc</td>
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<td></td>
<td>No - Latrobe PA</td>
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<tr>
<td>Valk Manufacturing Company</td>
<td>$54.82</td>
<td></td>
<td></td>
<td>No - New Kingstown PA</td>
</tr>
<tr>
<td>St. Regis Culvert, Inc</td>
<td>$55.80</td>
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<td></td>
<td>No - Charlotte MI</td>
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<td>Snowplow Technologies, LLC</td>
<td>$74.00</td>
<td>$88.01</td>
<td>$76.35</td>
<td>No - Cleveland OH</td>
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</table>

RoadMaxx System (Underbody/Grader Plow) with CurbRunners
RoadMaxx System (Underbody/Grader Plow) without CurbRunners
Vendors Not Responding
Winter Equipment Company, Willoughby, OH – No bid submitted - unable to bid at this time.

Recommendation:
It is the recommendation of the Evaluation Committee to award Kennametal Inc. as they were the low bid meeting specifications. Quoted price is $46.75/linear foot. Anticipated annual usage is 1,000 linear feet for an estimated total annual cost of $46,750.

Truck and Trailer Specialties and Shults Equipment Inc. both quoted Pacal, (Bucyrus) brand which do not meet specifications.

Advertisement:
The RFQ was advertised in the Lansing State Journal, The New Citizens Press, and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF
2013-2014 WINTER SEASON SUPPLY OF
PLOW/GRADER BLADE CUTTING EDGES
FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department periodically needs to replace the cutting edges of the snow plow blades on its plow trucks for winter and gravel road maintenance; and

WHEREAS, the Road Department adopted 2013 budget includes expenditure funds for this purchase; and

WHEREAS, bids for the Road Department’s 2013-2014 winter season supply (approximately 1000 feet of grader blade cutting edge) of grader blade cutting edges were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase approximately 1000 feet of plow/grader blade cutting edge from Kennemetal, Inc., of Latrobe, Pennsylvania, at a unit cost of $46.75 per foot, for an extended total cost of $46,750.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of approximately 1000 feet of plow/grader blade cutting edge from Kennemetal, Inc., of Latrobe, Pennsylvania, at a unit cost of $46.75 per foot, for an extended total cost of $46,750.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents relating to the above authorized purchase on behalf of the County.
October 24, 2013

To: County Services and Finance Committees

From: Travis Parsons

Subject: Fraternal Order of Police (FOP) – Supervisory Officers Collective Bargaining Agreement

On Thursday, October 24, 2013, the FOP signed the tentative agreements that had been put before the membership for ratification. Since the parties have achieved tentative agreement, the previously scheduled Act 312 Arbitration has been cancelled.

Highlights of the agreement include the following:

- **Contract Duration (Article 42):** through December 31, 2014

- **Wages (Article 27):**
  - No wage increase from the 2011 wage scales for the duration of the contract.
  - Steps: No step progression for 2012. Step progression resumes in 2013 upon the date of ratification or on the employee anniversary date, whichever is later, to the step the employee would have progressed in 2012.

- **Retirement (Article 35):**
  - New employees hired on or after January 1, 2013 shall receive a MERS Hybrid pension plan: DB - 1.5% multiplier and DC - 2% employee contribution with a 1% employer match.
  - Retiree Health: New Hires on or after January 1, 2013 – single subscriber retiree health per sliding scale based on years of service.

- **Vacation (Article 13):**
  - Effective January 1, 2014, all employees shall earn vacation credits according to the new schedule.
  - Effective the first pay period following ratification, all employees will have twenty-four (24) hour deduction taken from the current vacation accumulation.

- **Sick Leave (Article 16):**
  - Effective upon the first pay period following ratification, each regular full-time employee shall earn sick leave credits in accordance with the reduced accrual.
  - Reduced Sick Leave Cash-Out at Separation (Death or Retirement): New Hires after January 1, 2013

- **Longevity (Article 15):**
  - New Hires on or after December 31, 2012 are not eligible for longevity.
  - Employees hired into the County prior to December 31, 2012 shall receive longevity frozen at the amount received in 2012 for duration of the agreement, December 31, 2014.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE – SUPERVISORY OFFICERS

WHEREAS, an agreement has been reached between representatives of Ingham County and the Fraternal Order of Police – Supervisory Officers for the period July 1, 2012 through December 31, 2014; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; 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 Fraternal Order of Police – Supervisory Officers for the period July 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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 IN THE FRATERNAL ORDER OF POLICE – SUPERVISORY OFFICERS

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

WHEREAS, the Fraternal Order of Police – Supervisory Officers ratified a new collective bargaining agreement that includes the establishment of a MERS 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 Fraternal Order of Police – Supervisory Officers hired on or after January 1, 2013.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to 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):

[s]hall 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

(MERS municipality/court)

Sheriff FOP Spvs - Division 02

(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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<thead>
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<th>Social Security Coverage</th>
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<tbody>
<tr>
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<tr>
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<td>1.75%</td>
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</table>

  (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.
Per Plan Section 19B(18)(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: January 2013

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: . 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: .

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:

Sheriff FOP Sdvs - Division 02

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 _J__% 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 _2__% 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.
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

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.
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

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: ____________________________________________

Authorized Signature: __________________________________

Title: ________________________________________________

Witness: _______________________________________________
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING POTTER PARK ZOOLOGICAL SOCIETY REIMBURSEMENT FOR ADMINISTRATIVE SUPPORT

WHEREAS, it is the desire of the Potter Park Zoo Board and the zoo management team to continue to move toward an equitable and successful and seamless public/private partnership with Potter Park Zoological Society; and

WHEREAS, these two entities incur joint administrative and financial services expenses in the comprehensive management of the zoo; and

WHEREAS, the combined budget of the two entities is $5.2 million; and

WHEREAS, the Potter Park Zoological Society individual budget is $1.7 million or 32.9% of the total; and

WHEREAS, the Potter Park Zoo millage budget is $3.5 million or 67.1% of the total; and

WHEREAS, the Potter Park Zoological Society has assumed the responsibility of the majority of the administrative and financial services expense totaling $239,250.00 for FY 2013; and

WHEREAS, applying the above percentages to the administrative and financial services budget expenses for 2013 yields an allocation of $78,656 (32.9%) to Potter Park Zoological Society and $160,594 (67.1%) to Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society currently receives compensation from the County in the amount of $51,672.

THEREFORE BE IT RESOLVED, that the Zoo Board authorizes the transfer $108,922 from Potter Park Zoo to Potter Park Zoological Society to provide equity between the two entities.

BE IT FURTHER RESOLVED, that the transfer of funds for the year 2013 in the amount of $108,922 be made from fund balance line item #258-69200-818000-698010 from the Potter Park Zoo Millage to the Potter Park Zoological Society as a one-time transfer.

BE IT FURTHER RESOLVED, that the Controller/Administrator be authorized to make the necessary transfer of funds.
To: Zoo Advisory Board  
County Services Committee  
Finance Committee  

From: Sherrie Graham, Zoo Director  

RE: Resolution to Affirm Architectural and Engineering Design Services Procurement Through Potter Park Zoological Society  

Background: I brought Dr. Christopher Brown, Dean of Michigan State University’s College of Veterinary Medicine, onto the Potter Park Zoological Society’s Board of Directors shortly after I was hired as their Executive Director. One of the projects on my new list of responsibilities was fund raising for the new animal care facility as outlined in our Master Plan. His presence on the Board has exceeded all expectations of assistance with this endeavor.  

His accreditation took place only a couple of weeks prior to ours at the zoo and both accrediting bodies encouraged us to strengthen our relationship with the other entity. Chris and I began our on-going dialogue about the benefits a more in depth partnership would bring to each of our organizations in mid-summer of 2012.  

When fully realized, our partnership will see the new animal care facility at the zoo become the official teaching facility of MSU’s vet school’s curriculum in exotic animal care. Dr. Brown will employ the majority of our animal care (vet) staff and assign them back to the zoo. At some point this will positively affect the operational budget for Potter Park Zoo and elevate the importance of the facility in both the eyes of the veterinary world and the zoo industry.  

MSU will lead the charge in the fundraising efforts needed to build the hospital. They will manage the marketing for the campaign and lend their personnel to the cause. Because we are eager to get started, Dr. Brown offered to pay for the initial architectural services for the design of the animal hospital at Potter Park Zoo. The bid process was managed through the County Purchasing Department using normal protocols. When the bids were received, Dr. Tara Harrison and Rick Terrill selected the top three and then turned the final decision making over to me. Because Dr. Brown was paying the bill, I took the top three bids to him for final consideration. Together, we selected the collaborative bid offered by C2AE and Design Level, Inc., on the basis of Design Level’s vast experience building animal care facilities.  

To move things along as expeditiously as possible, we are proposing to run the project through the Potter Park Zoological Society. Philanthropic gifts and donations for this project will be received and receipted by the Society and held in a restricted fund. The bills associated with construction will then be paid by the Society out of this dedicated fund at no cost to the County.  

Although not yet thoroughly discussed with Dr. Brown, I anticipate we will be running an endowment campaign along with the capital campaign for the hospital so there will be monies available in perpetuity to support and maintain the operation of this facility.
WHEREAS, Ingham County established purchasing policies and procedures to govern procurement of services on its behalf (Resolution No. 02-178); and

WHEREAS, the Potter Park Zoological Society (Society), a private non-profit organization incorporated under rules of the Internal Revenue Code, seeks to procure architectural services for design of an animal hospital at Potter Park Zoo; and

WHEREAS, upon consideration of several proposals, the Society selected Lansing-based architectural, engineering and planning firm C2AE to provide design services for a new animal hospital at Potter Park Zoo; and

WHEREAS, the Society has secured necessary funds totaling $118,000 to procure services through C2AE working collaboratively with Design Level, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby waives normal procurement policy requirements in favor of the process followed by the Society in selection of C2AE.

BE IT FURTHER RESOLVED, that the Society shall assume all responsibility for expenses associated with procurement of services through C2AE, and that the Society shall secure all necessary licenses and permits associated with this project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses its appreciation and thanks the Society for its generous contribution toward enhancement of Potter Park Zoo.
MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

DATE: October 9, 2013

RE: Resolution to Restructure Controller/Administrator Office Positions

Among issues identified by Commissioners to be addressed upon my arrival at Ingham County was the organizational structure of the Controller/Administrator office. A number of changes in responsibilities assigned to various employees prompted this suggestion. The following narrative offers a brief explanation of the proposal, and Figure 1 provides a graphic representation. Implementation of the proposed structure will cost an additional $51,707 annually.

Administrative Analyst
When the Administrative Analyst position became vacant, our incumbent Administrative Assistant expressed interest in filling the position. Following an internal review of education and experience requirements, requirement of a bachelor’s degree was changed to allow a combination of work experience and education attainment. Human Resources (HR) conducted a job description review and classified the newly-described position as grade 7 on the Managerial and Confidential (MCF) scale.

Administrative Assistant / Executive Secretary
Promotion of our Administrative Assistant to Administrative Analyst provided an opportunity to review the Administrative Assistant position as measured against contemporary responsibilities of the Controller’s Office. HR performed a job description review based on a revised job description. Through this analysis it was determined the position should be reclassified as Executive Secretary and placed at grade 4 on the MCF scale. Upon approval by the Board of Commissioners, this position will be the subject of an internal posting. If no qualified candidates are identified, we will then follow up with a general public posting.

Deputy Controller
In recognition of the current division of work responsibilities, the proposed structure calls for elimination of the Assistant Deputy Controller position and reassignment of the incumbent as Deputy Controller. At the same time, the reorganization structure recognizes the importance of a clear hierarchy and chain of command through establishment of a Chief Deputy Controller position. Although HR analysis of both positions resulted in placement at MCF grade 16, the proposed structure preserves past practice and provides flexibility in workload assignments.

Figure 2 and Figure 3 portray workload assignments for the Controller/Administrator, Chief Deputy Controller, and Deputy Controller.
Figure 1: Current and proposed structure of the Ingham County Controller/Administrator office.
Figure 2: Workload assignments of the Controller/Administrator, Chief Deputy Controller, and Deputy Controller will primarily follow the Board of Commissioners standing committee structure. Detail of other specific responsibilities is provided in each job description.

Figure 3: Personnel reporting assignments of the Controller/Administrator, Chief Deputy Controller, and Deputy Controller will primarily follow the Board of Commissioners standing committee structure. Employees falling under the “direct supervision” status work in appointed offices. In contrast, those in the “other reporting” category are employed in offices supervised by county-wide elected officials or through other county agencies supervised by independent oversight boards.
Ingham County Controller's Office
Proposed Direct Supervision Structure
(Total Employees in Parenthesis)
### HUMAN SERVICES

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<th>Activity</th>
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<th>Direct Supervision</th>
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### LAW AND COURTS

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## COUNTY SERVICES

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<td>Tri-County Regional Planning</td>
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GENERAL SUMMARY: Under supervision of the Controller, the Executive Secretary provides a variety of clerical support services including: typing correspondence, resolutions, reports, and other documents; prepares agendas for various meetings; takes and transcribes minutes of meetings; answers telephones; and maintains office filing systems. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests. Assists the Community Corrections Advisory Board (CCAB) and Budget Office with general secretarial and administrative support functions.

ESSENTIAL FUNCTIONS:

1. Provides secretarial and administrative support to Controller’s Office including setting-up and typing correspondence, resolutions, reports, surveys and other documents. Proofreads and edits documents.

2. Upon direction of the Controller, prepares and organizes agendas for various meetings including standing committees of the Board of Commissioners, Building Authority and other groups as assigned. Assembles, copies and distributes meeting support documents.

3. Pays invoices and performs wire transfers for Controller’s Office, CCAB Office and Budget Office.

4. Prepare biweekly payroll for the Controller’s Office and Community Corrections and enter personnel action requests.

5. Acts as procurement card site coordinator for Controller’s Office, CCAB Office and Budget Office.

6. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts. Prepares grant applications, mailings and invoices for payment as it relates to contracts.

7. Responsible for general administrative and clerical support functions to include scheduling of meetings, mailings, creating address label files, proofreading documents and assisting with special events.

8. Prepares annual schedule for Board meetings and Liaison Committee meetings.

9. Answers telephone and routes calls to appropriate individuals, receives and screens visitors. Assists in researching issues by calling other offices within the County, and collecting and compiling information.

10. Establishes and maintains office filing systems, and provides other general administrative/clerical support.

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 equivalent with some college-level course work in Secretarial Skills, Business, Data Processing or a related field is required.

**Experience:** A minimum of two years of secretarial or related administrative experience is required.

**Other Requirements:** None

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

**Physical Requirements:**
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- 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:**
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
ADMINISTRATIVE ANALYST

**General Summary:** Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

**Essential Functions:**

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.

2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences.

3. Estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.

4. Assists departments in the development of strategic plans and performance measures. Assists in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan.

5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.

6. Prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.

7. Provides technical assistance to operating departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.

8. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.

9. Supervises and trains part-time budget intern(s).

**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:**

A minimum of one of the following combinations is required:

1. Twelve credits of college and 3-5 years of related experience  
   OR
2. One year of college and 2-3 related years of experience  
   OR
3. An Associate’s Degree and 1-2 years of related experience  
   OR
4. A Bachelor’s Degree and 6 months of related experience

**Other Requirements:** None

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

**Physical Requirements:**

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- 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:**
The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
INGHAM COUNTY
JOB DESCRIPTION

Deputy Controller

General Summary:
Under general supervision of the Controller/Administrator, serves as liaison to assigned County departments, offices and agencies. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Function as Acting Controller/Administrator in the absence of both the Controller and the Chief Deputy Controller. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
   a. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.

   b. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.

   c. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.

   d. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.

   e. Works in cooperation with standing committees of the Board of Commissioners, as assigned, to ensure adequate and full implementation and administration of adopted Board policies and procedures. Makes recommendations regarding current and future programs. Recommends action on claims to assigned departments, offices and agencies.

   f. Works with assigned Committee Chair to develop meetings agendas; provides the Board of Commissioners’ Office with resolutions and materials for agenda packets.

   g. Staffs various advisory committees as assigned.

   h. Serves as the Controller’s liaison to other agencies as assigned.

2. Carries out special projects and prepares reports.

3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.

4. Works as a member of the County Administrative team to ensure special projects run smoothly.
5. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.

6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in the absence of both the Controller and the Chief Deputy Controller.

7. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.

8. Works with the Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator’s Office and the Board Office, particularly with respect to Committee and Board agendas.

9. Supervises by recommending the hiring, discipline and termination of employees in conjunction with the Department Head of assigned areas.

10. Oversees contract compliance of vendors, agencies and municipalities on behalf of the County.

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

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

Employment Qualifications:

Education: A minimum of a Bachelor’s degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

Experience: Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

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

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- 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.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.
(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:**
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.
INGHAM COUNTY
JOB DESCRIPTION

Chief Deputy Controller

General Summary:
Under general supervision of the Controller/Administrator, serves as liaison to assigned County departments, offices and agencies. Liaison responsibilities include analyzing and recommending action on department requests, including budget; identifying needs and priorities for consideration by the Controller/Administrator and Committee in the context of long term objectives. Facilitates interaction between departments and agencies as necessary to address and resolve issues. As assigned, directs central service activities overlapping central service departments. Functions as Acting Controller/Administrator in his/her absence. Supervises various staff as assigned.

Essential Functions:

1. Liaison Responsibility:
   
   a. Identifies needs, challenges and priorities in assigned functional areas for consideration by the Controller/Administrator and Board in relation to county long-term objectives.
   
   b. Analyzes and recommends action on needs and requests of Departments, offices and agencies to the Controller/Administrator and appropriate boards and committees.
   
   c. Analyzes, coordinates and recommends action on budgetary requests for departments, offices and agencies within assigned functional areas.
   
   d. Works with departments, offices and agencies in the context of County policies and plans to resolve challenges and address needs.
   
   e. Works in cooperation with standing committees of the Board of Commissioners, as assigned, to ensure adequate and full implementation and administration of adopted Board policies and procedures. Makes recommendations regarding current and future programs. Recommends action on claims to assigned departments, offices and agencies.
   
   f. Works with assigned Committee Chair to develop meetings agendas; provides the Board of Commissioners’ Office with resolutions and materials for agenda packets.
   
   g. Staffs various advisory committees as assigned.
   
   h. Serves as the Controller’s liaison to other agencies as assigned.

2. Carries out special projects and prepares reports.

3. Conducts and directs surveys, evaluations of departments/programs as requested by the Board, Controller/Administrator or otherwise deemed appropriate.
4. Works as a member of the County Administrative team to ensure special projects run smoothly.

5. Works with Controller/Administrator, Board and other County officials to develop policies and long-range plans for budgeting, capital projects, capital improvements and long-term financing for special projects and programs.

6. Acts on behalf of the Controller/Administrator for designated purposes and is the Acting Controller/Administrator in his/her absence.

7. Acts as interim department head when vacancies occur, to ensure stability and customer service until department head position is filled.

8. Works with the Coordinator to the Board of Commissioners to assure communication and smooth flow of information from the Controller/Administrator’s Office and the Board Office, particularly with respect to Committee and Board agendas.

9. Supervises by recommending the hiring, discipline and termination of employees in conjunction with the Department Head of assigned areas.

10. Oversees contract compliance of vendors, agencies and municipalities on behalf of the County.

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

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

**Employment Qualifications:**

**Education:** A minimum of a Bachelor’s degree in Public or Business Administration or related field is required. Postgraduate studies and degree is desired.

**Experience:** Seven years of related work experience and administration of an organization of comparable complexity; previous governmental experience desired. An appropriate postgraduate degree may be considered in lieu of some required work experience.

**Other Requirements:**
*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*
**Physical Requirements:**
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- 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.
- Ability to lift computer equipment, microprocessors and terminal weighing up to 20 pounds.

(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:**
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.
Facto 1 - Knowledge and Education Requirements:
Normal level of knowledge and skills required in order to perform the duties and responsibilities of the job. The factor focuses on knowledge and skills primarily acquired through schooling, technical training, or other formal education programs. The factor does not address knowledge or skills acquired as a result of prior work experience, nor does it address orientation programs or internships.

Factor 2 - Work Experience:
The degree is determined by the minimum amount of work experience that an average individual with the necessary knowledge and education must have with the County, or elsewhere, to meet the quality and quantity standards of the job. This factor also addresses knowledge and skills acquired as a result of prior work experience, internships, etc.

Factor 3 – Interpersonal and Communication Skills:
Examines and Measures the level of interpersonal and communication skills required to successfully carry out the critical internal and external contacts of the job, and the frequency of such contacts.

Factor 4 – Extent of Guidance and Direction:
Measures the extent to which job incumbents receive guidance and direction to their work, and whether they are required to exercise discretion in selecting appropriate courses of action.

Factor 5 – Supervisory or Managerial Responsibility:
Recognizes the contribution and value of jobs which have the responsibility for supervising or managing the performance of other employees. The focus is on two elements: (a) the level of authority exercised, as measured by the nature and number of subordinate employee levels over which the job has responsibility, and (b) the supervisor’s or manager’s span of control, as measured by the size of the subordinate population. (Levels of authority: Leader, Working Supervisor, Supervisor, 1st Level Manager, 2nd Level Manager)

Factor 6 – Demand for Visual Concentration:
Extent to which the job normally requires the individual to exercise and maintain visual concentration. Visual Concentration includes the attention to details required regarding data, documents, electronic information, etc.

Factor 7 – Job Complexity:
Complexity is defined as the level of “thinking process” that is required to either analyze situations, make plans, solve problems, make decisions, and/or be creative.

Factor 8 – Job Impact:
Measures the impact of a job in two distinct areas: (1) financial results and (2) rights and well-being of others. The degree of impact is the extent to which proper or improper performance of duties and responsibilities can either contribute to, or interfere with, achievement of goals and objectives.
Factor 9 – Physical Effort:
The type and frequency of job demands placed on the incumbent. Focuses on characteristics of the job such as the normal amount of weight handled or the normal amount of force that must be exerted, the work positions the incumbent must assume and the basic physical activities that must be carried out on a day-to-day basis.

Factor 10 – Working Conditions:
The degree to which the incumbent must work under conditions that are normally viewed as undesirable or disagreeable. The physical work environment linked to carrying out the job’s normal activities (cold, heat, noise, dust, fumes, strong odors, etc.) and the frequency with which these features are encountered. This factor is not linked with job-related accident or health hazards.

Factor 11 – Accident or Health Hazards:
Accident or health hazards associated with the job that cannot be eliminated completely by the use of safety devices or safety procedures. The factor focuses on risks associated with equipment, physical environment, people, or materials based on the probable extent of the exposure.
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Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESTRUCTURE CONTROLLER/ADMINISTRATOR OFFICE POSITIONS

WHEREAS, Ingham County established the office of Controller/Administrator with various responsibilities and duties as defined by state statute (MCL 46.13b); and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of each position in the Controller/Administrator office; and

WHEREAS, through reassignment of duties and sharing of personnel resources, it was determined that the Controller/Administrator office could be reorganized to promote operational efficiencies; and

WHEREAS, an Administrative Analyst position recently became vacant; and

WHEREAS, the current Administrative Assistant/Controller possesses the necessary skills, education and experience to fulfill duties assigned to an Administrative Analyst; and

WHEREAS, it is feasible to accomplish many tasks performed by the Administrative Assistant/Controller through designation as Executive Secretary/Controller; and

WHEREAS, duties and responsibilities associated with the Assistant Deputy Controller position have evolved to encompass the same duties and responsibilities of a Deputy Controller.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following staffing changes shall be implemented:

- Position number 212002/Administrative Analyst is reclassified from MCF08, $49,404 - $59,301 to MCF07, $45,144 - $54,190.

- Incumbent Administrative Assistant/Controller is reassigned as Administrative Analyst

- Position number 223002/Administrative Assistant/Controller (MCF05, $38,710 - $46,467) is reclassified as Executive Secretary/Controller (MCF04, $36,246 - $43,504).

- Position of Chief Deputy County Controller is created (MCF16, $91,846 - $110,242).

- Incumbent Deputy Controller is reassigned as Chief Deputy Controller

• Position number 223004/Assistant Deputy Controller (MCF10, $58,928 - $70,732) is reassigned as Deputy Controller (MCF16, $91,846 - $110,242).

• Position number 223004/Assistant Deputy Controller is eliminated.

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A ONE-TIME LUMP SUM WAGE SUPPLEMENT TO CERTAIN EMPLOYEES OF INGHAM COUNTY

WHEREAS, the Ingham County Board of Commissioners (“Board”) has examined the Comprehensive Annual Financial Report for the year ended December 31, 2012; and

WHEREAS, the Board has examined current expenditure levels for Fiscal Year 2013 for the various departments, agencies, offices and activities, which it by law or by policy must finance or assist in financing; and

WHEREAS, the Board has reviewed the recommended budget for Fiscal Year 2014 and concluded sufficient funds are available to finance all mandatory County-funded services at or beyond minimum serviceable levels; and

WHEREAS, Ingham County employees have not received a wage adjustment for several years; and

WHEREAS, the Board desires to provide a non-precedent setting, one time lump sum wage supplement to certain regular full-time and part-time employees of Ingham County; and

WHEREAS, the Board understands that any wage adjustment is subject to collective bargaining rules and regulations as a mandatory subject of negotiation; and

WHEREAS, the Board has reviewed and determined that sufficient funds exist in the uncommitted fund balance of the general fund to accommodate such payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a non-precedent setting, one-time lump sum wage supplement not added to the wage scale totaling $150 to eligible county employees as follows:

1. All full-time employees, part-time employees and three-quarter time employees within the Managerial and Confidential classification employed by Ingham County on October 31, 2013.

2. All full-time employees, part-time employees and three-quarter time employees recognized in the following collective bargaining units employed by Ingham County on October 31, 2013, subject to ratification of a formal Letter of Understanding:  ICEA Court, FOP Animal Control, FOP Corrections, FOP 911 Non-Supervisory, ICEA County Professionals, ICEA Assistant Prosecuting Attorneys, ICEA Public Health Nurses, MAP Law Enforcement, OPEIU Family Court, Teamsters 580 – Zoo, Teamsters 580 – 911 Supervisory, UAW TOPS, UAW Zoo.
3. All full-time employees, part-time employees and three-quarter time employees recognized in the following collective bargaining units employed by Ingham County on October 31, 2013, upon ratification of a Collective Bargaining Agreement currently under negotiation: AFSCME Road Employees, OPEIU Supervisory, OPEIU Office and Professional Tech, ICEA Park Rangers, ICEA-FOC Park Crew Leaders, MNA Nurse Practitioners/Clinic Nurses.

4. All full-time employees, part-time employees and three-quarter time employees of the FOP Supervisory Officers collective bargaining unit employed by Ingham County on October 31, 2013, subject to completion of the Act 312 arbitration process and subject to ratification of a formal Letter of Understanding.

5. Seasonal employees, temporary employees, special part-time employees and elected officials shall not be eligible for payment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the FY 2013 Ingham County General Fund Budget.
MEMORANDUM

October 23, 2013

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Review and Evaluation of Policy on Cost Increases for Service Related Contracts

In 2010, the Board of Commissioners adopted a policy on cost increases for service related contracts in Ingham County. (See resolution 10-357, attached.) The purpose of the policy was to establish guidelines for service related contracts for vendors doing business with Ingham County reflecting the current economic climate. At that time, the Consumer Price Index Annual Inflation rate (CPI-U) was a negative 0.7% for 2009 and most County employees were receiving a 1% increase in their pay for 2011.

The resolution set a policy that annual cost increases should not exceed 1% a year for 2010, 2011 and 2012. Under the policy, proposed contracts with vendors exceeding this cost increase received extra scrutiny and were identified by staff as they were reviewed by the appropriate Liaison and Finance Committees.

The resolution also directed that the policy would be reviewed and evaluated by the Finance Committee during the last quarter of 2012. At that time, the policy was extended through 2013 by resolution 12-369 (attached).

In some cases, this policy has been an effective tool in negotiating contracts with vendors. In others, especially certain types of maintenance contracts where competition is limited or non-existent (such as software maintenance), vendors have little incentive to decrease prices, despite this policy.

Since the implementation of the original policy, the financial condition of Ingham County has changed very little. However, the rate of inflation has been increasing. The 2011 CPI-U was 3.2%, and 2012’s was 2.1%. Inflation is expected to remain at around 2% for the next few years. On the other hand, county employees received no wage increase in 2012 or 2013, and employee concessions were implemented for most bargaining units for 2013.

Although Ingham County’s overall financial situation hasn’t changed significantly, projections are that 2013 will be the last year of declining property tax values. In anticipation of future increases in property tax values, an increased use of fund balance was budgeted in 2014 in order to avoid continued service reductions.
Each year, the Budget Office prepares a resolution for ongoing contract renewals that are included in the budget in order to reduce the number of contracts that need to be considered by separate resolution. For the last four years, this resolution has only included those contracts with increases of 1% or less. The contract resolution for 2014 will be prepared consistent with the new Board policy for 2014, should one be put in place.

The Controller’s Office recommends that this policy be continued for an additional three years. However, rather than a not to exceed rate of 1%, the policy would be tied to the CPI-U. For the 2014 budget year, the most recent full year CPI-U for 2012 would be used, which was 2.1%. This would acknowledge the improved budget outlook for 2014 and beyond, but still allow staff to use this tool in negotiating contracts with vendors. The policy would be automatically updated each year based on the previous year’s CPI-U.

If the Board chooses to take no action, this policy will simply expire at the end of 2013. If the Board would like to extend this policy, a draft resolution is attached.

Feel free to contact me if you have any questions or if you require any additional information.
WHEREAS, Ingham County has made substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, due to these cost containment measures, further service reductions were not necessary as part of the 2014 budget process; and

WHEREAS, Resolution 10-357 adopted a policy on cost increases for service related contracts in Ingham County for 2010, 2011 and 2012, which was extended through 2013 by Resolution 12-369; and

WHEREAS, Ingham County desires to continue providing guidelines for service related contracts for vendors doing business with Ingham County that reflect the current economic climate; and

WHEREAS, the Consumer Price Index’s Annual Inflation rate was 2.1% for 2012 and projections are for increases of around two percent over the next few years.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate.

- Proposed contracts with vendor cost increases that exceed the Consumer Price Index’s Annual Inflation rate will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.

- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2016.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request.
BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will remain in effect through December 31, 2016.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.
Adopted - November 9, 2010
Agenda Item No. 4

Introduced by the County Services and Finance Committees of the:

Ingham County Board of Commissioners

Resolution to Adopt a Policy on Cost Increases for Service Related Contracts in Ingham County

Resolution #10-357

Whereas, Ingham County has been making substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

Whereas, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

Whereas, Ingham County desires to establish guidelines for service related contracts for vendors doing business with Ingham County that reflects the current economic climate; and

Whereas, the Consumer Price Index’s Annual Inflation rate was a negative 0.7% for 2009 and projections are for small increases over the next several years.

Whereas, Ingham County employees are receiving a 1% increase in their pay in 2011.

Therefore be it resolved, that the Ingham County Board of Commissioners adopts the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed 1% a year for the 2010, 2011, and 2012 County fiscal years.

- Proposed contracts with vendor cost increases that exceed the above percentage increases will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.

- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2012.

Be it further resolved, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.

Be it further resolved, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower.
RESOLUTION #10-357

BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will become effective immediately upon the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.

COUNTY SERVICES: County Services will meet 11/8/10

FINANCE: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan
Nays: None Absent: None Approved 10/20/10
WHEREAS, Ingham County has been making substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, Resolution 10-357 adopted a policy on cost increases for service related contracts in Ingham County for 2010, 2011 and 2012; and

WHEREAS, Ingham County desires to continue providing guidelines for service related contracts for vendors doing business with Ingham County that reflect the current economic climate; and

WHEREAS, the Consumer Price Index’s Annual Inflation rate was 3.2% for 2011 and projections are for increases of around two percent over the next few years.

WHEREAS, Ingham County employees received no increase in their pay in 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed 1% a year for the 2013 County fiscal year.

- Proposed contracts with vendor cost increases that exceed the above percentage increases will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.

- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.

- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2013.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term’s expiration date.
RESOLUTION #12-369

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower.

BE IT FURTHER RESOLVED, that for purposes of this section, “Consumer Price Index” shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will remain in effect through December 31, 2013.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.

FINANCE:   Yeas:  Grebner, McGrain, Bahar-Cook, Tennis, Dougan
          Nay: None         Absent: Nolan  Approved 11/7/12