

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

FINANCE COMMITTEE  
CAROL KOENIG, CHAIR  
SARAH ANTHONY  
TODD TENNIS  
BRIAN McGRAIN  
REBECCA BAHAR-COOK  
RANDY SCHAFFER  
DON VICKERS

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

*P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264*

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 3, 2014 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 19, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Accept a Michigan Municipal Risk Management Association RAP Grant for the Ingham County Sheriff's Office to Purchase [Nine \(9\) Body Cameras](#)
  - b. Resolution to Authorize the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for the 2014 - 2018 Michigan Department of Treasury [Competitive Grant Assistance](#) Program
2. Treasurer
  - a. Resolution to Transfer all Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
  - b. Resolution Authorizing Submission of a Joint Contract of Treasurer Office and Economic Development with Hometown Housing Partnership d/b/a/ Capitol Area Housing Partnership as [Third Party Administrator](#) for the County Homeowner and Rental Rehab Program
3. Economic Development - Resolution Approving Ingham County's Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a [Brownfield Assessment Grant](#)
4. Animal Control - Resolution Approving a United Auto Workers Letter of Understanding with Regard to [On-Call](#) Animal Control Employees
5. Circuit Court
  - a. Resolution to Enter into a Subcontract with Sentinel Offender Services, LLC for [Electronic Monitoring Services](#) for the FY 2015 Swift and Sure Sanctions Probation Program Grant
  - b. Resolution to Enter into a Service Agreement with Linguistica International for Foreign Language Interpretation and Document [Translation Services](#) for the 30<sup>th</sup> Circuit Court

6. 55<sup>th</sup> District Court - Resolution Approving the Appointment of [Krista L. Krause](#) as Attorney Magistrate of the 55<sup>th</sup> District Court
7. Veteran Affairs Department - Resolution to Create the New Classification of Veterans Support Specialist and to Authorize the Reclassification of a Veterans Clerk/Trust Fund Agent to a [Veterans Support Specialist](#) in the Department Of Ingham County Veteran Affairs
8. Health Department
  - a. Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the [Great Start](#) to Quality Resource Center
  - b. Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster [Program Funds](#) for Fiscal Year 2015
  - c. Resolution to Authorize the Distribution of County [Urban Redevelopment Funds](#)
  - d. Resolution to Extend Lease Agreement for the [Willow Health Center](#)
9. Facilities Department
  - a. Memo Regarding an Emergency Purchase Order for Two Variable Frequency [Drives](#) at the Veterans Memorial Courthouse
  - b. Resolution Authorizing a Contract with Bornor Restoration, Inc. to Provide Exterior [Masonry Repairs](#) on the Windows at the Grady Porter Building
  - c. Resolution Authorizing an Amendment to the Agreement with Landscape Architects & Planners, Inc. (LAP) to Provide [Architectural and Engineering \(A&E\) Services](#) for Renovations to the Moose and Bison Exhibit at Potter Park Zoo
10. Potter Park Zoo - Resolution Authorizing a Contract with the Potter Park [Zoological Society](#) for Services at the Potter Park Zoo
11. Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee [Dental Benefits](#) for 2015 and Authorizing Letters of Agreement with Bargaining Units
12. Human Resources
  - a. Resolution Approving the Collective Bargaining Agreement 2015 Wage Reopener with the Ingham County Employees' Association – [Park Rangers](#)
  - b. Resolution Approving the 2015 Wage Reopener and Clarifying Pension Benefits for Teamsters Local 580 – [911 Supervisory Unit](#)
  - c. Resolution Approving Modifications to the 2015 [Managerial and Confidential Employee Personnel Manual](#)
  - d. Resolution Authorizing Entering into a Contract with Hay Group for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification [Study](#)
13. Board of Commissioners
  - a. Resolution Approving Annual 2015 Compensation for Non-Judicial County-Wide [Elected Officials](#)
  - b. Resolution Authorizing [Commissioner](#) Compensation for 2015 and 2016

14. Controller/Administrator's Office
  - a. Resolution Authorizing the Controller to Make Year End [Budget Adjustments](#)
  - b. Resolution to Authorize the Michigan State University School of Human Resources and Labor Relations to Conduct an [Organizational Assessment](#) of the Ingham County 9-1-1 Central Dispatch Center

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
November 19, 2014  
Minutes - Draft

Members Present: Carol Koenig, Sarah Anthony, Brian McGrain, and Don Vickers

Members Absent: Todd Tennis, Rebecca Bahar-Cook, and Randy Schafer

Others Present: Hon. Thomas Boyd, Eric Schertzing, Tim Dolehanty, Maureen Winslow, Douglas Stover, Rick Terrill, Sherrie Graham, and others

The meeting was called to order by Chairperson Koenig at 6:05 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 5, 2014 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE MINUTES OF THE NOVEMBER 5, 2014 MEETING.

The minutes were amended as follows:

FINANCE COMMITTEE  
**November 5, 2014** ~~October 22, 2014~~  
Minutes - Draft

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Bahar-Cook, and Schafer.

Additions to the Agenda

1. Treasurer
  - c. Resolution to Accept a Second Grant from Two Seven Oh Inc.

Substitute –

8. Controller/Administrator's Office - Resolution Approving Various Contracts for the 2015 Budget Year

Limited Public Comment

None.

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

1. Treasurer
  - a. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
  - b. Resolution Authorizing the Ingham County Land Bank's Membership in the Ingham County Health Care Coalition for the Purchase of Health Insurance Coverage for Land Bank Employees Effective January 1, 2015
2. Circuit Court/Family Division - Resolution Authorizing Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court
3. 55<sup>th</sup> District Court
  - a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court State Court Administrative Office – Court Performance Innovation Grant Program (SCAO-CPIFG)
5. Health Department - Resolution to Authorize an Agreement for Services between Ingham Health Plan Corporation and Ingham County Health Department
6. Facilities Department - Memo Regarding Emergency Purchase Order to VJM Design and Build for Potter Park Zoo Pavilion Two Rafter Replacement
7. Potter Park Zoo - Resolution to Authorize a Reorganization of the Zoo Keepers at Potter Park Zoo
8. Controller/Administrator's Office - Resolution Approving Various Contracts for the 2015 Budget Year

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Bahar-Cook, and Schafer.

THE MOTION TO APPROVE THE ACTION ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Bahar-Cook, and Schafer.

3. 55<sup>th</sup> District Court
  - b. Resolution to Authorize a Full-Time Enforcement Officer Position for the Purpose of Collecting Delinquent Fines and Costs in the District Court

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO AUTHORIZE A FULL-TIME ENFORCEMENT OFFICER POSITION FOR THE PURPOSE OF COLLECTING DELINQUENT FINES AND COSTS IN THE DISTRICT COURT.

Commissioner McGrain asked why this item was not included in the 2015 Budget.

Hon. Thomas Boyd, 55th Judicial District Court Chief Judge, stated that he believed that this was not included in the budget process because the officer position was a test from which results were not ready available until after the budget had been finalized. He further stated that he could not provide complete data to the Committee to justify the resolution because he did not have it available.

Judge Boyd provided the historical background of the enforcement officer.

Commissioner McGrain asked whether this would expire again.

Judge Boyd stated that he believed it would be included in the next budget process.

Commissioner McGrain stated that that the contingency fund was an irregular source to fund this resolution based on the circumstances.

Judge Boyd stated that the 55th District Court handled collections on behalf of the legislative branch of the County, specifically the Board of Commissioners. He further stated that JAS gave the Court the ability to report collections data back to the Committee.

Discussion.

Commissioner McGrain asked who benefited from the collections.

Judge Boyd stated that the Court had \$4.2 million in receivables that were aged less than 7 years. He provided a breakdown of how a receivable was distributed.

Discussion.

Judge Boyd stated that he did not have firm numbers to report to the Committee to justify the approximate \$30,000 expense of this resolution.

Commissioner McGrain stated that the Committee should be aware that 1/10 of the contingency fund was already spent.

Discussion.

Judge Boyd stated that he had discussed collections at length with Eric Schertzing, County Treasurer. Judge Boyd further stated that there was an idea to develop a consolidated collections department to synchronize the knowledge base and enhance collections.

Chairperson Koenig stated that this idea was interesting. She further stated that a single grants department would also serve the County.

Commissioner Vickers stated that the Treasurer's Office had similar business hours to the Court.

Judge Boyd stated that he would not mind having a Treasurer's Office employee sitting at a window in the Court to perform collections. He further stated that the Court would be happy to proceed on this issue at the Committee's direction.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Bahar-Cook, and Schafer.

4. Equalization/Tax Mapping
  - a. Resolution to Amend the 2014 Apportionment Report and the 2015 Appropriations Resolution

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AMEND THE 2014 APPORTIONMENT REPORT AND THE 2015 APPROPRIATIONS RESOLUTION.

Commissioner McGrain stated that the tax bills had already been prepared.

Douglas Stover, Equalization Department Director, stated that the law ought to be changed so that any taxes that were impacted by the November election would not be levied on the Winter tax bill immediately thereafter.

Discussion.

Mr. Stover stated that a local municipal treasurer would not have any official guidance from the Board of Commissioners until this resolution was approved at the next full Board meeting. He further stated that this lag bothered the local municipalities.

Commissioner Vickers stated that it was his understanding that at least three municipalities had printed, but not mailed, their tax bills.

There was a discussion about when a millage that was approved in an election should be levied.

Commissioner McGrain stated that these issues were not a reflection on staff, but rather to address an issue of timing. He further stated that he was comfortable moving forward with this resolution because the tax bills had already been printed and the voters were aware of the relevant millages because of the election.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Bahar-Cook, and Schafer.

4. Equalization/Tax Mapping
  - b. Resolution Authorizing Participation in the 2015 Tri-County Regional Planning Commission Contract for the Purchase of Digital Aerial Imagery

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AUTHORIZING PARTICIPATION IN THE 2015 TRI-COUNTY

REGIONAL PLANNING COMMISSION CONTRACT FOR THE PURCHASE OF DIGITAL AERIAL IMAGERY.

Commissioner McGrain stated that he supported this resolution as the Chairperson of Tri-County Regional Planning. He asked why this was not included in the 2015 Budget.

Mr. Stover stated that he brought this up with the Controller's Office. He further stated that his reason for not including it in the budget process was that he did not include it in the past. Mr. Stover stated that the cost would be approximately \$15,000.

Mr. Stover stated Tri-County Regional Planning wanted to see aerial imagery prepared every five years. He further stated that one possibility would be to save what was left over from each budget year and add a line-item in the fifth year's budget utilizing the savings from the prior four years.

Discussion.

Mr. Stover stated that he would be happy to put this through the budget process going forward if the Committee or the Board of Commissioners directed him to do so.

Commissioner McGrain stated that he was comfortable with this resolution knowing this project only occurred every 5 years.

Chairperson Koenig asked what the data looked like.

Mr. Stover stated that it was a series of aerial photos. He further stated that the data would be available online.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Tennis, Bahar-Cook, and Schafer.

9. Board Referrals

- a. Resolution from the Huron County Board of Commissioners Regarding Unfunded Mandates from the State
- b. Resolution from the Huron County Board of Commissioners Regarding Changes to the Way Property Tax Appeals are Processed
- c. Letter and Notice of Public Hearing from the City of East Lansing Regarding Amendment No. 1 to the University Place Development and Finance Plan

There was no action taken on this items.

Announcements

None.

Public Comment



None.

The meeting was adjourned at approximately 7:09 p.m.

## DECEMBER 3, 2014 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

- 1a. *Sheriff's Office – Resolution to Accept a Michigan Municipal Risk Management Association RAP Grant for the Ingham County Sheriff's Office to Purchase Nine (9) Body Cameras*

This resolution authorizes acceptance of the Ingham County Sheriff's Office MMRMA RAP grant for \$1,327.00 or fifty percent of the cost to purchase nine (9) body cameras for their Corrections Command in the County Jail to capture on video high risk, high liability encounters with inmates. The total cost is \$2,654 for the purchase with the County's match of \$1,327.00, or fifty percent of the cost, to come from the Inmate Commissary fund. (see attached memo)

- 1b. *Sheriff's Office – Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for the 2014-2018 Michigan Department of Treasury Competitive Grant Assistance Program*

This resolution authorizes the Sheriff's Office to enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for training funds that have been awarded to area fire departments from the 2014 Michigan Department of Treasury Competitive Grant Assistance Program. It is likely that the Sheriff's Office will provide some training through this program over the next several years and will be reimbursed for staff overtime to provide this training. When those costs are known the Sheriff's Office budget will be amended accordingly in the future. (see attached memo)

- 2a. *Treasurer - Resolution to Transfer all Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority*

The County Treasurer submitted a proposed resolution that requests transfer of all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

- 2b. *Treasurer - Resolution Authorizing Submission of a Joint Contract of Treasurer Office and Economic Development with Hometown Housing Partnership d/b/a Capitol Area Housing Partnership as Third Party Administrator for the County Homeowner and Rental Rehab Program*

As they have done in the past, the Treasurer's Office and Economic Development Office will soon pursue Michigan State Housing Development Authority (MSHDA) grants for homeowner and rental rehabilitation. In order to apply for the funding, the County must show that it has the capacity to administer each program. Both grant programs allow for the hiring of a Third Party Administrator (TPA) whose responsibilities include preparation of bids, oversight of the bid process, permit and building inspection compliance, and bid compliance. The TPA is paid from the administrative costs allowed in grants awarded by MSHDA. Neither the Treasurer's Office nor the Economic Development Office has the expertise or staffing to perform the duties of a TPA.

A request for proposals (RFP) was issued for TPA services in coordination with Purchasing Department. A single proposal was received resulting in a unanimous recommendation to award a contract for TPA services to Hometown Housing Partnership, Inc.

3. *Economic Development – Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant*

The Economic Development Coordinator proposes a resolution to approve Ingham County’s participation in the Lansing Regional Brownfield Coalition for joint application to the U.S. Environmental Protection Agency (EPA) for a Brownfield Assessment Grant. The Coalition consists of the Counties of Ingham, Eaton and Clinton as well as the Cities of Lansing and East Lansing. The City of Lansing will be the official applicant for the \$600,000 request, which is the maximum allowed by the EPA. Lansing Economic Area Partnership (LEAP) will administer the grant.

The application and implementation process requires that the Board of Commissioners formally designate one person to work with LEAP and the Coalition on the development, submission, and implementation of the Grant. A Regional Brownfield Coalition Task Force, an informal body with representatives from all of the Coalition members and other stakeholders, will also be formed to assure our regional program is effective. Formation of this task force will demonstrate regional collaboration that is a critical factor in EPA’s scoring of grant applicants. The Board is asked to appoint two members to this task force.

4. *Animal Control - Resolution Approving A United Auto Workers Letter Of Understanding With Regard To On-Call Animal Control Employees*

This resolution approves the attached Letter of Understanding (LOU) with respect to On-Call Animal Control employees between Ingham County and the United Auto Workers. This LOU establishes the terms and conditions of instituting On-Call provisions at Animal Control. These On-Call provisions would provide the needed coverage to address the level of care within the Foster Animal Program as well as Shelter Security System false alarm response. It is estimated this would cost as much \$12,000 annually. We will monitor these costs for the first year of operation and make the budgetary changes as necessary later in the year as these funds are not in the adopted 2015 budget. (see attached memo and attachments for details)

5a. *Circuit Court - Resolution to Enter into a Subcontract with Sentinel Offender Services, LLC. for Electronic Monitoring Services for the FY 2015 Swift and Sure Sanctions Probation Program Grant*

This resolution authorizes a subcontract for the 2015 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2014 – September 30, 2015 with Sentinel Offender Services, LLC to provide electronic monitoring services at a cost not to exceed \$22,200. (see attached memo for details)

5b. *Circuit Court - Resolution to Enter into a Service Agreement with Linguistica International for Foreign Language Interpretation and Document Translation Services for the 30<sup>th</sup> Circuit Court*

This resolution authorizes a service contract to use this vendor for foreign language interpretation and document translation services via the telephone when the need arises during brief Court proceedings. The Court has availed itself of the state contract for these services and sufficient funds are within existing Court budgets. This contract is available through the cooperative MiDEAL Extended Purchasing Program, and the current contract rate is \$0.68/minute for Spanish interpretation and \$0.75/minute for any language other than Spanish. Document translation is \$37.50 per page or \$0.15 per word. For Court proceedings of a longer duration the Court will continue to use approved interpreters who will physically be present at the Court proceedings. (see attached memo for details)

6. 55<sup>th</sup> District Court - Resolution Approving the Appointment of Krista L. Krause Attorney Magistrate of the 55<sup>th</sup> District Court

This resolution approves the appointment of Krista L. Krause as a per diem magistrate for the 55<sup>th</sup> District Court. Michigan Compiled Law 600.8501 authorizes the Judges of District Court to appoint a magistrate to carry out duties as set forth by statute and requires that the appointment of a magistrate to the District Court be approved by the county Board of Commissioners prior to the magistrate taking office. Ms. Krause has served as a magistrate in the past and will be paid a per diem rate of \$30/hour from existing funds within the Court budget. (see attached memo for details)

7. Veterans Affairs - Resolution to Create the New Classification of Veterans Support Specialist and to Authorize the Reclassification of a Veterans Clerk/Trust Fund Agent to a Veterans Support Specialist in the Department Of Ingham County Veteran Affairs

As a part of the 2015 budget process, Veteran Affairs made a request to convert a .75 FTE Clerk/Trust Fund Agent (UAW D) to a 1.0 FTE Veterans Benefits Counselor (MCF 5). Ultimately, an additional \$20,680 was added to the Veteran Affairs budget for 2015 for increased staffing in the Veteran Affairs office, with the understanding that staff would come back to the Board with a more detailed recommendation at a later date. As a result, this resolution authorizes the reclassification of a .75 FTE Clerk/Trust Fund Agent (UAW/D) to a 1.0 FTE Benefits Support Specialist (UAW/E). Attached is the proposed job description developed by Human Resources. This change will allow Veteran Affairs to serve their clientele more efficiently and will allow Veteran Benefits Counselors time to address compensation, pension and dependency and indemnity compensation claims, appeals and other related concerns of a more technical nature. Increasing the .75 FTE UAW/D position to a 1.0 FTE UAW/E position will have a long term cost of \$14,139. This is within the budgeted amount of \$20,680. The UAW is in support of this position change.

8a. Health Department - Resolution to Authorize an Agreement with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) to implement the Great Start to Quality Work Plan for the period of October 1, 2014 through September 30, 2015, to continue the scope of services in the Central Region.

The scope of work assures that performance meets expectations and the implementation of the Great Start to Quality Work Plan. It shall include the following services:

- Coordinate regional communication and outreach;
- Perform the duties and responsibilities of the Central Resource Program Director;
- Coordinate professional development for registered/ licensed/unlicensed child care providers;
- Provide assistance to child care programs with the use of Great Start to Quality STARS;
- Provide assistance to families choosing quality childcare and to navigate Great Start to Quality;
- Provide data and evaluation reports as specified in the agreement;

The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$455,000. The term of the agreement shall be October 1, 2014 through September 30, 2015.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, the Health Department is requesting to include:

- Contracted Quality Improvement Consultant for up to \$25,000 (including compensation, mileage, cell phone usage)
- Temporary status change for the Early Childhood Consultant position #601122 (ICEA/PRO/6), from 0.75 FTE to 1.0 FTE for the period of December 1, 2014 through September 30, 2015

The Health Department's FY15 budget will be adjusted to reflect additional funds in the proposed agreement.

*8b. Health Department - Resolution to Accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster Program Funds for Fiscal Year 2015*

This resolution accepts the increased annual base funding award from the Health Center Cluster Program of the U.S. Department of Health and Human Services Health Resources and Services Administration for the budget period of November 1, 2014 through October 31, 2015. The increase to this final year of the Health Center Cluster Program grant award is in part due to an increase in base funding related to the PCMH recognition of Sparrow and St. Lawrence Health Centers (now River Oak Health Center). The increase includes Outreach and Enrollment funding, which transitioned from a supplemental funding award to be part of Health Cluster Program grantee's annual base funding this fiscal year. Funding is increased from \$904,751 to \$1,218,983.

*8c. Health Department - Resolution to Authorize the Distribution of County Urban Redevelopment Funds*

This resolution authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center in the amount of \$35,000 for the period of December 1, 2014 through September 30, 2015. Allen Neighborhood Center (ANC) and the East Lansing Food Co-op (ELFCO) will establish a full line grocery store in a vacant storefront on Lansing's Eastside to ensure access to healthy food while simultaneously strengthening the economic and social fabric of the community. This grant will be used to develop an ELFCO satellite store next door to ANC's main service center and physically connected to Allen Market Place.

*8d. Health Department - Resolution to Extend Lease Agreement for the Willow Health Center*

This resolution extends the lease agreement for Willow Health Center (located at 306 W. Willow Street, Lansing) through December 31, 2019. The current lease will expire on December 31, 2014. Terms of the new lease include \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause.

*9a. Facilities Department - Memo Regarding an Emergency Purchase Order for Two Variable Frequency Drives at the Veterans Memorial Courthouse*

Two of variable frequency drives recently failed at the Veterans Memorial Courthouse resulting in a loss of heat. Unseasonably cold weather conditions required immediate attention to this mechanical failure. An emergency purchase order was issued to Graybar for a total cost of \$5,917.59, consistent with established County policy.

*9b. Facilities Department - Resolution Authorizing a Contract with Bornor Restoration, Inc. to Provide Exterior Masonry Repairs on the Windows at the Grady Porter Building*

The Facilities Department proposes to repair leaky windows at the Grady Porter Building. Bornor Restoration, Inc. was determined to be the vendor best suited to provide the necessary exterior masonry repairs to the windows at a cost of \$8,514. The Facilities Department seeks a transfer of funds from and Annex Building Repairs line item to the Grady Porter window glazing line item in order to cover this expenditure.

9c. *Facilities Department - Resolution Authorizing an Amendment to the Agreement with Landscape Architects & Planners, Inc. (LAP) to Provide Architectural and Engineering (A&E) Services for Renovations to the Moose and Bison Exhibit at Potter Park Zoo*

Following a mandatory plan review by the City of Lansing, it became necessary to modify the current storm water management system within the Moose and Bison exhibit at Potter Park Zoo. Resolution #13-118 authorized expenditure of \$39,095 for the project, and new requirements by the City of Lansing will necessitate allocation of an additional \$13,780.00. The proposed resolution provides for an amendment to the contract with Landscape Architects and Planners, Inc. for additional architectural and engineering services.

10. *Potter Park Zoo - Resolution Authorizing a Contract with the Potter Park Zoological Society for Services at the Potter Park Zoo*

In April, 2008 Ingham County entered into an Agreement with the Potter Park Zoological Society to operate and maintain all food concessions, pony rides, camel rides, education programs, enrichment programs, volunteer and docent activities, special events, communications, public relations and fundraising, souvenir operations, and certain facility rentals at Potter Park Zoo (Resolution #08-072). That Agreement expired after five years, and Potter Park Zoo proposes a new five-year Agreement that sets forth performance expectations in exchange for public funding. The proposed Agreement, developed in conjunction with County representatives, members of the Zoological Society, and County Corporation Counsel, generally reflects a continuation of current practices.

11. *Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Dental Benefits for 2015 and Authorizing Letters of Agreement with Bargaining Units*

Acknowledging that dental benefits have not changed in more than 15 years, the Ingham County Health Care Coalition seeks approval of a resolution to: 1) increase the annual limit on what the plan pays from \$800 per year to \$1,000; 2) increase coverage for restorative services, preventative services and surgical or repair needs to 100%; and 3) increase coverage for other basic services, prosthodontic services and implants to 75%. The estimated annual cost of providing this improved dental services plan totals \$155,450.

12a. *Human Resources - Resolution Approving the Collective Bargaining Agreement 2015 Wage Reopener with The Ingham County Employees' Association – Park Rangers*

A tentative agreement was reached between representatives of Ingham County and the Ingham County Employees' Association - Park Rangers unit on a wage reopener for 2015. The agreement was subsequently ratified by employees of the bargaining unit.

12b. *Human Resources - Resolution Approving the 2015 Wage Reopener and Clarifying Pension Benefits for Teamsters Local 580 – 911 Supervisory Unit*

A tentative agreement was reached between representatives of Ingham County and the Teamsters 580 - 911 Supervisory Unit on a wage reopener for 2015. The agreement was subsequently ratified by employees of the bargaining unit. In addition, participants agreed to a Letter of Agreement that addresses an omission in Retiree Health Care section of current collective bargaining agreement.

12c. *Human Resources - Resolution Approving Modifications to the 2015 Managerial and Confidential Employee Personnel Manual*

A recent meeting of the Managerial and Confidential Employee/Elected Officials Steering Committee resulted in a proposal to make eight modifications to the Managerial and Confidential Employee Personnel Manual for 2015 as follows:

1. Change in language under section E. Health Insurance Program: Subject to annual modification for plan year 2015.
2. Change in language under section F. Ingham County Dental Insurance: Subject to annual modification for plan year 2015.
3. Change in language under section L. Retirement: Employees in the classification of Court Officer/Research Clerk, hired prior to January 1, 2015 will be covered by the Municipal Employees' Retirement System's C-1 Plan: V-10; FAC5 (Final Average Compensation). Effective the first full pay period following January 1, 2015, employees in this plan shall contribute 1.2% of gross wages.
4. Change in language under section O. Vacation Bonus Days: Vacation bonus shall be earned on a pro-rata basis. Employees who do not remain employed for all twelve (12) months of any year shall have any vacation bonus paid, deducted from their last paycheck pro-rata, based upon the total number of months worked, excluding employees who retire during this time and are immediately eligible and receive their retirement benefit.
5. Change in language under section Q. Travel Allowance: For any employee who is paid by the County to attend a conference, training or workshop, etc., and is voluntarily no longer employed by the County within six (6) months of attending such conference, training or workshop, etc., the employee shall repay the County the costs attributed to the conference, training or workshop, etc., by payroll deduction.
6. Change in language under section V. Definition of Employees: *Temporary Employees* – (additional language - Temporary employees shall be schedule to work twenty nine (29) hours or less per week.)
7. Change in Appendix C – Position Listing Managerial & Confidential Pay Grades to include the addition of the following confidential classification: Court Officer/Research Clerk.
8. Change in Appendix D - Compensation Levels: Effective January 1, 2015, the wages will be increased by 2.5%.

12d. *Human Resources - Resolution Authorizing Entering into a Contract with Hay Group for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study*

Following several discussions with various committees relative to Ingham County's employee compensation and classification system, requests for proposals were sought for conducting a new countywide study. The most recent countywide compensation and classification study was completed by O. William Rye during the years of 1999-2003. Many piecemeal and inconsistent modifications to the system have occurred since completion of the Rye study.

Requests for proposals were sought for conducting a countywide comprehensive compensation and classification study. Four proposals were received, and after careful review and consideration, the Evaluation Committee recommended awarding the contract to Hay Group of Chicago, Illinois.

The purpose of the study is threefold: 1) To attract and retain qualified workers who will be paid equitable salaries; 2) To provide equitable salaries for all workers of the County; and 3) To provide the County with a salary structure that enables the County to maintain a competitive position with other counties and governmental entities identified as comparable. All bargaining units were invited to the presentation by Hay Group and afforded an opportunity to ask questions with respect to the compensation and classification process. Bargaining units continue to give the study consideration and several units agreed to participate in the process with Hay Group conducting the study.

A Steering Committee comprised of representatives from the Human Resources Department, Controller's Office, and from each bargaining unit will guide the process. If approved, the study will commence as soon as possible in 2015 and conclude in approximately five months.

*13a. Board of Commissioners - Resolution Approving Annual 2015 Compensation for Non-Judicial County-Wide Elected Officials*

Compensation schedules included in the Managerial/Confidential Personnel Manual were increased by a rate of 2.5 percent for 2015. The proposed resolution would provide a similar increase in wages paid to the County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer.

*13b. Board of Commissioners - Resolution Authorizing Commissioner Compensation for 2015 and 2016*

The proposed resolution would establish Commissioner compensation rates for the term beginning on January 1, 2015.

*14a. Controller/Administrator's Office - Resolution Authorizing the Controller to Make Year End Budget Adjustments*

This proposed Resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2014 Budget. The General Fund budget will be adjusted to \$80,159,830.

*14b. Controller/Administrator's Office - Resolution to Authorize the Michigan State University School of Human Resources and Labor Relations to Conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center*

This resolution authorizes a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$54,000. These funds are proposed to come from the 2014 Ingham County Contingency Fund. (see attached memo and proposal for details)



**M E M O R A N D U M**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** November 17, 2014

**RE:** Accepting MMRMA RAP Grant Funds

This resolution requests permission for the Ingham County Sheriff's Office to accept an MMRMA RAP grant for \$1,327.00. This MMRMA RAP Grant check is 50% of the cost of obtaining body cameras for our Corrections Command. The remaining costs to cover the purchase of body cameras will come from the 2014 Corrections Inmate Commissary fund.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT A MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION  
RAP GRANT FOR THE INGHAM COUNTY SHERIFF'S OFFICE  
TO PURCHASE NINE (9) BODY CAMERAS**

WHEREAS, Michigan Municipal Risk Management Association (MMRMA) is the county's insurance carrier; and

WHEREAS, the Ingham County Sheriff's Office Corrections Division wishes to purchase body cameras for their Corrections Command to utilized in the County Jail to capture on video, high risk, high liability encounters; and

WHEREAS, MMRMA offers Risk Avoidance Program (RAP) grants to assist their members in paying for this technology; and

WHEREAS, the Ingham County Sheriff's Office submitted an MMRMA RAP grant to pay for 50% of the purchase of nine (9) body cameras; and

WHEREAS, MMRMA awarded the Ingham County Sheriff's Office a RAP Grant in the amount of \$1,327.00 to pay for 50% of the cost of obtaining the nine (9) body cameras; and

WHEREAS, the Ingham County Sheriff's Office will utilize the 2014 Inmate Commissary fund to cover the other 50% of the cost of the purchase of body cameras.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of the Ingham County Sheriff's Office MMRMA RAP grant for \$1,327.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of nine (9) body cameras for Corrections Command at a total cost of up to \$2,654.00 with \$ 1,327.00 to come from the Inmate Commissary fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2014 budget.

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

**Agenda Item 1b**

**TO:** Law & Courts Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** November 19, 2014

**RE:** 2014 Michigan Department of Treasury Competitive Grant Assistance Program

This is a resolution requesting the Ingham County Sheriff's Office be allowed to enter into an Interlocal Agreement with Delhi Township and the City of East Lansing for training funds that have been awarded to area fire departments from the 2014 Michigan Department of Treasury Competitive Grant Assistance Program.

No specific training or grant funds have been committed to at this time, but the grant requires an Interlocal Agreement be put in place and it is anticipated that the Sheriff's Office will provide training and will be reimbursed for staff overtime to provide this training.

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH DELHI TOWNSHIP AND THE CITY OF EAST LANSING FOR THE 2014 - 2018 MICHIGAN DEPARTMENT OF TREASURY COMPETITIVE GRANT ASSISTANCE PROGRAM**

WHEREAS, after recent active shooter violence incidents across America the last few years, local fire officials in the Tri-County Area looked for ways to establish a quicker response to assist those injured in these violent encounters; and

WHEREAS, the Lansing Fire Department, East Lansing Fire Department, Delhi Fire Department, Meridian Township Fire Department, and Lansing Township Fire Department formed several first responder committees to look into changing the paradigms of Fire Department medical responses to active shooter incidents; and

WHEREAS, these committees involved all first responders from Police to 911 Dispatchers to Fire EMS; and

WHEREAS, the City of East Lansing Fire Department, on behalf of the above fire agencies secured a 2014 Michigan Department of Treasury Competitive Grant Assistance Program for \$793,167.00 for equipment and training; and

WHEREAS, the Sheriff's Office may provide some training for this program and will be reimbursed for overtime costs; and

WHEREAS, part of the total award is for \$300,000.00 to pay for training between the above fire agencies and local police; and

WHEREAS, part of the acceptance process to receive this funding from the 2014 Michigan Department of Treasury Competitive Grant Assistance Program is all participating police agencies must enter into a Interlocal Agreement with the City of East Lansing, the grant recipient; and

WHEREAS, the Ingham County Sheriff's Office has been a leader in providing Active Shooter Violence training to local law enforcement by securing MCOLES grants every other year; and

WHEREAS, the Ingham County Sheriff's Office has been active throughout 2014 with this innovative concept of fire medical first response to violent encounters and proposes to participate in upcoming grant funded training; and

WHEREAS, the grant period is from October 1, 2014 through September 20, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Interlocal Agreement between Ingham County, the City of East Lansing and Delhi Township to participate in fire department training provided by this grant.

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

November 12, 2014

TO: County Services and Finance Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

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Attached for your consideration is a proposed resolution to request Ingham County to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority.

Under Public Act 123 of 1999, MCL 211.78m (7), "If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property."

The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY**

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that this resolution shall be renewed annually.

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

## Agenda Item 2b

TO: County Services and Finance Committee

FROM: Sandra Gower, Economic Development Coordinator  
Desiree Kirkland, Deputy Treasurer

DATE: November 18, 2014

SUBJECT: Third Party Administrator for Michigan State Housing Development Authority (MSHDA) Community Development Block Grant Program (CDBG) Rental Rehab Program and Homeowner Rehab Program

In prior years, the County received funding for the Homeowner Rehab program and the Rental Rehab program from MSHDA. The Housing Commission administered these programs. Both programs provided needed services to residents and downtown properties owners. There is currently a waiting list of homeowners for the Homeowner Rehab program and two rental rehab projects in the pipeline.

The Treasurer's Office will be applying for and administering the Homeowner Rehab program. The Economic Development Office will be applying for and administering the Rental rehab program. In order to apply for the funding, the County must show that it has the capacity to administer the programs.

Both grants allow for the hiring of a Third Party Administrator (TPA). The TPA's responsibility includes activities such as working with the property owner, preparing bid specs, overseeing the bid process, monitoring compliance, assuring permits are pulled and inspections take place. The TPA is paid from the administrative costs allowed in the grants by MSHDA. The Housing Commission was able to perform the duties of the TPA and thus keep the admin money allowed in the grant. Neither the Treasurer's Office nor Economic Development has the expertise or staffing to be able to perform the duties of the TPA.

In coordination with Purchasing Department, an RFP was issued for a TPA. One proposal was received from Hometown Housing Partnership, Inc.

We are recommending that the County contract with Hometown Housing Partnership, Inc. for the TPA services for the Homeowner Rehab Program and the Rental Rehab Program.

Please note, that Hometown Housing Partnership, Inc. has notified the County that they are in the process of changing the entity name to Capitol Area Housing Partnership.



TO: County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: November 19, 2014  
SUBJECT: Third Party Administrator for Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Rental Rehab Program and Homeowner Rehab Program

Project Description:

This Request for Proposal (RFP) provides consultants with sufficient information to enable them to prepare and submit proposals to Ingham County to satisfy its need for professional third party administrator (TPA) assistance in administrating a Michigan State Housing Development Authority (MSHDA) Community Development Block Grant (CDBG) Rental Rehabilitation Program and/or a Homeowner Rehabilitation Program. The Rental Rehab Program will assist commercial property owners located within the Central Business District (CBD) of various communities in Ingham County to improve their underutilized upper floor space into new and/or renovated rental housing space to benefit low/moderate income residents. The program will be available to all commercial property owners located within the CBD's having multi-story property with all potential applicants given an equal opportunity to participate. The Homeowner Rehabilitation Program will assist low/moderate income homeowners to make needed improvements to their homes. The program will be available to all income eligible homeowners on a first come basis as money is available.

Consultants may bid on one or both programs. Contracts are contingent upon the County receiving grant funding. The successful consultant must agree that they will accept as "payment in full" no more than the maximum amount allowable according to the terms of the applicable grant.

The only responsive bid was Hometown Housing Partnership, 1290 Deerpath, East Lansing, MI 48823. Hometown Housing Partnership Inc. informed the County that they are in the process of changing their entity name to Capitol Area Housing Partnership.

The fee for administrating the Homeowner Rehabilitation Program will be 15% or the 18% Grant Administration fee allowed by MSHDA with the addition up to 10% of the program Project Funds utilized to cover site specific project delivery costs, as allowed per MSHDA fund.

The fee for the Rental Rehab Program will be 15% of the 18% allowed by MSHDA. Both cost structures allow for the County to utilize remaining administrative funds for project oversight.

Proposal Summary:

Vendors contacted: 04 Local: 03  
Vendors responding: 01 Local: 01

Local and Other Vendors Not Responding

Bruce Johnston, Revitalize LLC, did not bid because of a conflict of interest.

Recommendation:

The Evaluation Committee recommends awarding the contract to Hometown Housing Partnership/Capitol Area Housing Partnership the only responsive proposal. Hometown Housing Partnership is a local vendor, non-profit corporation in good standing with the State of Michigan and has all necessary licenses, permits, certifications, approvals and authorizations to perform the obligations in connection with this proposal.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse 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 SUBMISSION OF A JOINT CONTRACT OF TREASURER OFFICE  
AND ECONOMIC DEVELOPMENT WITH HOMETOWN HOUSING PARTNERSHIP d/b/a/  
CAPITOL AREA HOUSING PARTNERSHIP AS THIRD PARTY ADMINISTRATOR FOR THE  
COUNTY HOMEOWNER AND RENTAL REHAB PROGRAM**

WHEREAS, Ingham County government has long term objectives to foster economic well-being and assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority to apply for a Housing Resource Fund grant designed to provide financial assistance to communities to make physical improvements to residential neighborhoods through the Homeowner and Rental Rehab program; and

WHEREAS, Hometown Housing Partner d/b/a Capitol Area Housing Partnership as third party administrator will apply to Michigan State Housing Development for the maximum funds to administrator these programs; and

WHEREAS, Hometown Housing Partner d/b/a Capitol Area Housing Partnership compensation will be included in the administrative cost in the award grant funds, there will be no cost to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Hometown Housing Partner d/b/a Capitol Area Housing Partnership to administrate the Homeowner and Rental Rehab program.

BE IT FURTHER RESOLVED, that the funding for this service will come from the award grants funds.

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

### Agenda Item 3

TO: County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: November 18, 2014

SUBJECT: Participation in Joint Application to the US Environmental Protection Agency for a Brownfield Assessment Grant

This resolution is to approve the County's participation in the Lansing Regional Brownfield Coalition for the purpose of submitting a joint application to the USEPA for a Brownfield Assessment Grant.

The Coalition will consist of the Counties of Ingham, Eaton, Clinton and the Cities of Lansing and East Lansing. The City of Lansing will be the official applicant with LEAP administering the grant. We will be applying for \$600,000 which is the maximum amount allowed by EPA.

As part of the application and implementation process the Board needs to designate someone to work with LEAP and the Coalition on the development, submission, and implementation of the Grant. There will also be a Lansing Regional Brownfield Coalition Task Force created. This will be an informal body with representatives from all of the Coalition members and other stakeholders in the community. Its purpose is to assure our regional program runs smoothly and effectively. Being able to demonstrate that we are working collaboratively is a critical factor in EPA's scoring of grant applications from coalitions. The Board is being asked to appoint two members to this task force.

The grant application is due December 19<sup>th</sup>. LEAP is planning on convening this Task Force for a couple of meetings prior to the submission so that it can be discussed as an existing effort in the application.

I recommend approval of this resolution.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING INGHAM COUNTY'S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION FOR THE PURPOSE OF SUBMITTING AN APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A BROWNFIELD ASSESSMENT GRANT**

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, the 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 cleanup and revitalization of brownfield sites can provide many other community benefits including protection of public health and environment, neighborhood improvements, opportunities for creation of parks and community spaces and elimination of blight and dangerous structures; and

WHEREAS, Ingham County faces the challenge of many brownfield sites throughout the community such as former industrial sites, closed gas stations, dumps and other contaminated properties; and

WHEREAS, the Lansing region, which includes the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, seeks to collaborate to revitalize brownfield sites and secure more resources for redevelopment of these sites for both the individual communities and the broader region; and

WHEREAS, these five local governments desire together to form the Lansing Regional Brownfield Coalition (Coalition); and

WHEREAS, the Lansing Economic Area Partnership (LEAP), a non-profit economic development entity with members that include Ingham County and the other governmental entities who will be part of the Coalition, will seek, administer and implement new funding to support the Coalition and its local government participants; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) is now soliciting applications for grants in its Brownfield Assessment program and allows for coalitions to seek funding in the amount of \$600,000 to be used for assessment and reuse planning of brownfield sites.

THEREFORE BE IT RESOLVED, that Ingham County is a collaborative partner in the Lansing Regional Brownfield Coalition and supports the development and submission of an application to the Environmental Protection Agency Brownfield Assessment Grant Program in the amount of \$600,000 by LEAP on behalf of the Lansing Regional Brownfield Coalition.

BE IT FURTHER RESOLVED, that Ingham County designates the Economic Development Coordinator to work in collaboration with LEAP and the other Coalition members on the development, submission and implementation of an EPA Brownfield Assessment Grant and will appoint two interested persons to participate in the Lansing Regional Brownfield Coalition Task Force, a group of stakeholders meant to advance the region's brownfield revitalization objectives.

## INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

TO: County Services, Finance and Law & Courts Committees

FROM: Andy Seltz, Director

CC: John Neilsen, Chief Deputy Controller

DATE: Wednesday, November 19, 2014

RE: Letter of Understanding for On-Call Services

The Ingham County Animal Control Department is dedicated to providing the highest level of care to the animals involved in the Foster Animal Program. The department has determined that in order to provide this level of care, an On-Call representative must be available for emergency consultation during non-operational hours. The scope of the consultation would be to authorize emergency veterinary care for those animals in need. There are no current provisions established for foster parents to contact staff when in need of emergency care of the animals in their care.

Additionally, The Ingham County Animal Control Shelter is monitored by a security system that periodically requires after hours response as shelter animals can periodically trip the security system. The scope of duties would encompass resetting false alarms tripped by animals as well as requesting emergency services as applicable.

In both of the aforementioned situations, one staff member will be provided one cell phone for consistency in contacting county agents.

This Letter of Understanding would provide the needed coverage to address the level of care within the Foster Animal Program as well as Shelter Security System false alarm response.

Thank you for your consideration and please do not hesitate to contact me with any questions or concerns you may have.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A UNITED AUTO WORKERS LETTER OF UNDERSTANDING  
WITH REGARD TO ON-CALL ANIMAL CONTROL EMPLOYEES**

WHEREAS, an agreement was reached between representatives of Ingham County and the United Auto Workers (UAW) for the Technical, Office, Paraprofessional and Service (TOPS) employees unit for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Human Resources Department and the Animal Control Department have discussed with the United Auto Workers the changes to on-call for classifications within the Animal Control Department and have prepared the attached Letter of Understanding between Ingham County and the United Auto Workers – Technical, Office, Paraprofessional and Service unit; and

WHEREAS, the provisions of the Letter of Understanding have been approved by Law and Courts, County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to On-Call Animal Control employees between Ingham County and the United Auto Workers.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.

## LETTER OF UNDERSTANDING

### On-Call: Animal Control Employees

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (hereinafter referred to as the "Employer") and the UNITED AUTO WORKERS (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Technical, Office, Paraprofessional and Service (TOPS) employees unit from January 1, 2012, through December 31, 2014; and

WHEREAS, the Parties wish to supplement the contract regarding on-call time for Employees in Animal Control, only.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Standby/On-Call lists will be established annually for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications. Upon entering this Letter of Understanding, there will be established a Standby/On-Call list for these classifications. Employees within these classifications will sign up for such lists annually, provided however, the list must have one (1) employee sign up in each on-call slot. If less than the prescribed number of employees sign up for the Standby/On-Call slots, an additional employee will be added by the Employer based on the employee with least amount of overtime worked from employees in the eligible classifications so there is an employee in each on-call slot.
2. The list will be arranged by seniority, beginning with the person with the highest seniority in the first position on the list and descending from there. Employees on the list will select a week for Standby/On-Call assignment from the initial weeks available. Thereafter, Standby/On-Call assignments will rotate by week for on-call duty, with the order initially selected repeating itself. However, by mutual agreement of employees involved and with the manager's approval, the employees may exchange their on-call day(s) with another employee from the list
3. Each standby/on-call week assignment will run for seven (7) consecutive days.
4. In the event that an employee assigned to Standby/On-Call has called into work as sick, then the Employer shall attempt to fill that Standby/On-Call assignment from volunteers. If the assignment remains unfilled, the least senior eligible employee on the list will be assigned the Standby/On-Call. In the event that an employee assigned to Standby/On-Call is anticipated to be off work for a pay period or more, or if an employee on the list leaves County employment, the Employer will first seek volunteers to fill that employee's Standby/On-Call assignments from those eligible employees. If the assignments remain unfilled, eligible employees will be assigned to the Standby/On-Call assignments on a rotating basis.



5. Employees who are on Standby/On-Call shall carry a cell phone or other communication device issued by the Employer, shall remain within its range, and be able to return to the Building within one (1) hour after being called in to work.

6. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of twenty dollars (\$20.00) for each weekday and twenty-five dollars (\$25.00) for each weekend day, for a weekly total of one hundred fifty dollars (\$150.00).

7. Employees on the Standby/On-Call lists shall also be entitled to a minimum of three (3) hours pay, if called in to work per the Parties' labor contract's callback provision (Article 11, Section 5). This shall be in addition to Standby/On-Call pay.

8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect, except as stated above.

This Letter of Understanding shall be reviewed by both parties on, at least, an annual basis to ensure that it meets the needs of both parties. Any modification of this Agreement must be in writing and signed by the parties hereto.

**COUNTY OF INGHAM**

**UNITED AUTO WORKERS**

\_\_\_\_\_  
Victor Celentino, Chairperson  
Board of Commissioners

\_\_\_\_\_  
Sally Auer, Chairperson

\_\_\_\_\_  
Barb Byrum, County Clerk

\_\_\_\_\_  
Andrew Seltz, Animal Control Director

# MEMORANDUM

To: Law & Courts and Finance Committees

From: Rhonda K. Swayze

Date: November 5, 2014

Re: Swift and Sure Sanctions Probation Program  
2014 – 2015 Operational Grant Award

On September 15, 2014, the 30<sup>th</sup> Circuit Court was awarded \$257,813 in grant funds from the State Court Administrative Office (SCAO) to continue the Swift and Sure Sanctions Probation Program (SSSPP). The award is for the grant period of October 1, 2014 through September 30, 2015.

The Board of Commissioners accepted the grant award, continued the three-quarter time SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney, and authorized entering into subcontracts for the 2014-2015 grant period via Resolution 14-397. Resolution 14-397, however, did not include authorization to enter into a subcontract with Sentinel Offender Services, LLC for electronic monitoring services.

Through the enclosed Resolution, we are requesting that the Board of Commissioners authorize entering into a subcontract with Sentinel Offender Services, LLC for electronic monitoring services, not to exceed \$22,200, for the October 1, 2014 – September 30, 2015 grant period.

cc: Hon. Clinton Canady  
Hon. Joyce Draganchuk  
Shauna Dunnings  
Stuart Dunnings  
Hon. Janelle A. Lawless  
Lisa McCormick

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A SUBCONTRACT WITH SENTINEL OFFENDER SERVICES, LLC FOR ELECTRONIC MONITORING SERVICES FOR THE FY 2015 SWIFT AND SURE SANCTIONS PROBATION PROGRAM GRANT**

WHEREAS, the 30<sup>th</sup> Circuit Court had been approved to receive grant funds in the amount of \$257,813 from the Swift and Sure Sanctions Probation Program (SSSPP) Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2014 through September 30, 2015; and

WHEREAS, the Ingham County Board of Commissioners had accepted the grant award, continued the three-quarter time SSSPP Case Management Coordinator and Special Part Time Prosecuting Attorney positions, and authorized entering into subcontracts for the 2014-2015 grant period via Resolution #14-397; and

WHEREAS, the program had added electronic monitoring services to be provided by Sentinel Offender Services, LLC to SSSPP participants for FY 2014-2015 in an amount not to exceed \$22,200; and

WHEREAS, Resolution #14-397 did not list Sentinel Offender Services, LLC as one of the vendors that we plan on entering into a subcontract with; and

WHEREAS, Sentinel Offender Services, LLC is willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract for the 2015 SCAO Swift and Sure Sanctions Probation Program Grant from October 1, 2014 – September 30, 2015 with Sentinel Offender Services, LLC not to exceed \$22,200.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

# MEMORANDUM

To: Law & Courts and Finance Committees

From: Shauna Dunnings

Date: November 18, 2014

Re: Service Contract with Linguistica International for Foreign Language Interpreter Services

The 30<sup>th</sup> Circuit Court is requesting the Board of Commissioners to authorize entering into a service agreement with Linguistica International to provide remote telephonic foreign language interpreter services for the Court.

This request is being made pursuant to the 30<sup>th</sup> Circuit Court Local Administrative Order (LAO) 2013-04, approved by the State Court Administrative Office, to provide foreign language interpreter services for all people who are Limited English Proficient (LEP). Michigan Court Rule 1.111 establishes requirements for all courts to provide court-appointed foreign language interpreters for LEP persons.

The 30<sup>th</sup> Circuit Court proposes to utilize the foreign language interpreter services provided by Linguistica International, on an as-needed basis, in order to comply with the language access plan requirements set forth in LAO 2013-04, Michigan Court Rules, and Supreme Court Administrative Order 2013-08. Linguistica International is a qualified interpreter service pursuant to Michigan Court Rule 1.111.

Linguistica International has negotiated a contract with the Michigan Department of Technology, Management, and Budget (DTMB) for remote telephonic interpretation and document translation (see attachment). This contract is available through the cooperative MiDEAL Extended Purchasing Program, of which the Ingham County Purchasing Department is a member.

Ingham County will be able to piggyback on MiDEAL State of Michigan contract #071B3200150, "Oral Language Interpretation and Documentation Translation Services", for the current contract rate of \$0.68/minute for Spanish interpretation, and \$0.75/minute for any language other than Spanish. Document translation is \$37.50 per page or \$0.15 per word.

This request has been reviewed by the Ingham County Purchasing Director, who is in support of the Resolution. A representative of the Circuit Court will be in attendance at the Law & Courts and Finance Committee meetings to answer any questions.

cc: Hon. Janelle A. Lawless  
Hon. Joyce Draganchuk

INSERT 3 PAGE LINGUISTA CHANGE NOTICE NO 1 PDF

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH LINGUISTICA INTERNATIONAL FOR FOREIGN LANGUAGE INTERPRETATION AND DOCUMENT TRANSLATION SERVICES FOR THE 30<sup>TH</sup> CIRCUIT COURT**

WHEREAS, to ensure that persons with limited English proficiency have valid access to Michigan courts, the Michigan Supreme Court has adopted Administrative Order 2013-8, requiring all courts to adopt a language access plan; and

WHEREAS, the State Court Administrative Office (SCAO) has approved Local Administrative Order 2013-04, which sets forth the language access plan for the 30th Circuit Court; and

WHEREAS, Local Administrative Order 2013-4 provides for telephonic foreign language interpreter services; and

WHEREAS, Linguistica International is an SCAO-qualified interpreter service, pursuant to Michigan Court Rule 1.111 "Foreign Language Interpreters"; and

WHEREAS, Linguistica International has contracted with the State of Michigan for remote telephonic foreign language interpreter and document translation services, at a rate of \$0.68/minute for Spanish interpretation and \$0.75/minute for any language other than Spanish, and a rate of \$37.50 per page or \$0.15 per word for document translation; and

WHEREAS, the Linguistica International contract with the State of Michigan is also available to local units of government via the MiDEAL Extended Purchasing Program, in which the Ingham County Purchasing Department is a participant.

THEREFORE BE IT RESOLVED, that the 30<sup>th</sup> Circuit Court, in conjunction with the Ingham County Purchasing Department, is authorized to enter into a service agreement with Linguistica International via the MiDEAL State of Michigan contract #071B3200150, "Oral Language Interpretation and Document Translation Services", in order to provide foreign language interpretation services for the 30<sup>th</sup> Circuit Court.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts or service agreements consistent with this resolution, and approved as to form by the County Attorney.

## MEMORANDUM

TO: Law & Courts Committee  
Finance Committee

RE: Appointment of Per Diem Magistrate – Krista L. Krause

DATE: 11/19/2014

Michigan law authorizes the appointment of a magistrate in the district court. A magistrate serves as quasi-judicial officer and the magistrate's authority is specifically set forth by statute. A magistrate assists the court by performing day-to-day judicial functions, such as conducting arraignments, setting bail, issuing arrest warrants, and presiding over civil infraction matters. The delegation of these duties from a judge, allows the judge to spend more time presiding over cases of a more serious nature.

When the Court's full-time magistrate is utilizing leave or attending a training program, the day-to-day duties of the magistrate must still be performed. The absence of the magistrate creates a hardship for the court and the people we serve. In 2012 the Court, with the approval of the Ingham County Board of Commissioners, appointed Thomas Mattern as a per diem magistrate to serve as a magistrate in the absence of the full-time magistrate. Recently, Mr. Mattern advised the Court that he is no longer available to serve as a magistrate.

The 55<sup>th</sup> District Court respectfully requests that the Ingham County Board of Commissioners adopt the resolution appointing Krista L. Krause as a per diem magistrate for the district court. Ms. Krause will be paid a per diem rate of \$30/hour. The court is not requesting any additional funding to pay the per diem rate.

Respectfully,

Michael J. Dillon  
55<sup>th</sup> District Court Administrator

MJD92612-740

Introduced by the Law & Courts and the Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE APPOINTMENT OF KRISTA L. KRAUSE AS  
ATTORNEY MAGISTRATE OF THE 55<sup>TH</sup> DISTRICT COURT**

WHEREAS, Michigan Compiled Law 600.8501 authorizes the Judges of District Court to appoint a Magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a Magistrate to the District Court be approved by the county Board of Commissioners prior to the Magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for per diem Magistrates when the full time Magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to insure that there is no interruption of service to the community when the full-time Magistrate is absent; and

WHEREAS, Krista L. Krause previously served as a per diem Magistrate for the 55<sup>th</sup> District Court between 2006 and 2009; and

WHEREAS, the 55<sup>th</sup> District Court intends to appoint Krista L. Krause as a per diem Magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve the appointment of Krista L. Krause as a per diem Magistrate for the 55<sup>th</sup> District Court.



**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Randy A. Marwede, Director  
Department of Veteran Affairs

DATE: November 17, 2014

RE: Resolution to Reclassify a Position in the Department of Veteran Affairs

Attached is a resolution to reclassify a .75 Veteran Clerk/Trust Fund Agent (UAW/D) to a 1.0 Benefits Support Specialist (UAW/E). Attached is the proposed job description developed by Human Resources.

This change will allow our department to serve our clientele more efficiently. The Benefits Support Specialist duties will include assisting clients in obtaining supporting documentation for emergency assistance, represent the office at the Ingham County Trust Fund Committee, and assist veterans in applying for VA medical related benefits, home loan, burial/death and other related benefits. In addition, this position will also screen & refer clients in house to a Veterans Benefits Counselor or to other local agencies based on those needs of the client.

In addition, this reclassification will allow our Veteran Benefits Counselors time to address compensation, pension and dependency and indemnity compensation claims, appeals and other related concerns of a more technical nature.

Increasing the .75 time UAW/D position to a 1.0 full-time UAW/E position will have a long term cost of \$14,139. This is within the budgeted amount of \$20,680.

I recommend that the Board of Commissioners reclassify position #682007, .75 Veteran Clerk/Trust Fund Agent (UAW/D) to a 1.0 Benefits Support Specialist (UAW/E)

Human Resource has evaluated and approved the job description. The UAW is in support of this position change.

<b>2015 PERSONNEL COST PROJECTIONS</b>		
<b>Increase 3/4 Time Clerk/Trust Fund Agent (UAW/D)</b>		
<b>to Full-time (UAW/E)</b>		
First Year Cost (step 1)		
Wages	\$23,241	\$32,692
Unemployment	116	163
FICA	1,778	2,501
Health	1,377	1,377
Current Retiree Health	2,766	2,766
Future Retiree Health	848	1,193
Dental	886	886
Vision	119	119
Life	19	76
Disability	0	62
Retirement	1,711	2,406
Workers Comp	70	98
CARES	33	33
Liability	150	211
Total	\$33,114	\$44,583
Additional Cost		\$11,469
Long Term Cost (step 5)		
Wages	\$27,668	\$39,329
Unemployment	138	197
FICA	2,117	3,009
Health	1,377	1,377
Current Retiree Health	2,766	2,766
Future Retiree Health	1,010	1,436
Dental	886	886
Vision	119	119
Life	19	76
Disability	0	75
Retirement	2,036	2,895
Workers Comp	83	118
CARES	33	33
Liability	179	254
Total	\$38,431	\$52,570
Additional Cost		\$14,139

**Agenda Item 7**

TO: Randy Marwede, Director Veteran Affairs  
FROM: Beth Bliesener, Employment Specialist  
DATE: 11-17-14  
RE: Support for New Classification: Benefits Support Specialist

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Per your request, Human Resources has created a new classification titled Benefits Support Specialist.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at a UAW E salary range (\$32,692 - \$38,940). The UAW has been notified. They support the classification and salary placement.

You have received funds to fully support one full-time Benefits Support Specialist. To meet the County's EEO policy this position should be internally posted. After the top applicant is selected you will convert his/her position number to the newly created Benefits Support Specialist.

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**Benefits Support Specialist**

**General Summary:**

Under the supervision of the Director Veteran Affairs, and in support of the Veterans Benefits Counselor, assists in the application process for emergency assistance and Veterans Affairs related benefits. Will serve as Secretary at the Ingham County Trust Fund Committee meetings. Screens and refers clients in house to Veteran Benefits Counselors or to other local agencies depending on the circumstances and needs of the client.

**Essential Functions:**

1. Assists clients in obtaining supporting documentation for applying for emergency financial assistance through the Michigan Veterans Trust Fund and the Veterans Relief Fund. Forwards the Trust Fund Committee decisions and reasoning to the Clerk Trust Fund Agent on Claims.
2. Serves as Secretary at the bi-monthly Ingham County Trust Fund committee meetings. Provides support to the Ingham County Trust Fund Committee on Trust procedures and provides list of veterans seeking relief funds to committee members.
3. Assists clients with applications for VA medical care and forwards applications to appropriate federal office for processing.
4. Assists in organizing and maintaining veteran software systems. Scans, files and identifies documents in veteran software systems. Performs client screens on new clients, updates information on recurring clients, and enters data appropriate to each activity performed.
5. Schedules van appointments for veterans being transported to VA Medical Centers and records clinics.
6. Assists clients with the application process for VA Home Loans, Federal burial benefits, VA markers, county burial benefits, Presidential Memorial Certificates, medals, military records and other VA related claims. Obtains appropriate supporting documentation and forwards applications as necessary.
7. Contact for referrals from Department of Human Service's pilot program. Explains procedures and necessary documentation required. Makes in-house referrals and/or referrals to other local agencies as necessary.
8. Completes and submits Intent to File Notices and makes appropriate inter-office referral for compensation, pension, survivor's pension, dependency and indemnity compensation claims.
9. Will serve as a back-up driver for transportation of veterans to the VA Ann Arbor HealthCare System.

**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 graduation or equivalent, prefer advanced coursework in word processing.

**Experience:** A minimum of one (1) year experience in an administrative assistant / office assistant capacity, prefer prior experience with interviewing skills.

**Other Requirements:**

- Will need to become accredited with the U.S. Department of Veteran Affairs within 6 months of hire.
- 

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

**Working Conditions:**

1. This position works primarily in an indoor environment.
2. This position operates a variety of vehicles including cars and vans. While operating a vehicle exposure to temperatures or weather conditions cannot be controlled.
3. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, type, endure repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**UAW E**  
**November 2014**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE THE NEW CLASSIFICATION OF VETERANS SUPPORT  
SPECIALIST AND TO AUTHORIZE THE RECLASSIFICATION OF A VETERANS CLERK/TRUST  
FUND AGENT TO A VETERANS SUPPORT SPECIALIST  
IN THE DEPARTMENT OF INGHAM COUNTY VETERAN AFFAIRS**

WHEREAS, the Ingham County Board of Commissioners has approved funding for the reclassification of a position in the Ingham County Department of Veteran Affairs for Budget Year 2015; and

WHEREAS, the costs associated with this reclassification are within the amount approved by the Ingham County Board of Commissioners; and

WHEREAS, Human Resources has developed the classification of a Benefits Support Specialist, at the UAW/E level; and

WHEREAS, the UAW has reviewed the position and supports the reclassification; and

WHEREAS, this reclassification will allow the Ingham County Department of Veteran Affairs to address veterans needs and concerns in a more timely, efficient and professional manner.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the creation of the new classification of Veterans Support Specialist (UAW/E).

BE IT FURTHER RESOLVED, that the .75 Veterans Clerk/Trust Fund Agent (UAW/D), Position #682007, shall be reclassified to a 1.0 Benefits Support Specialist (UAW/E), effective January 1, 2015.

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

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Linda Vail, MPA, Health Officer

DATE: November 12, 2014

RE: Resolution to Authorize an Agreement with the Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Since 2009, the Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to develop the Great Start Central Region Child Care Quality Implementation Plan. A new agreement is proposed by MCESA to implement the Great Start to Quality Work Plan for the period of October 1, 2014 through September 30, 2015, to continue the scope of services in the Central Region.

The scope of work assures that performance meets expectations and the implementation of the Great Start to Quality Work Plan. It shall include the following services:

- Coordinate regional communication and outreach;
- Perform the duties and responsibilities of the Central Resource Program Director;
- Coordinate professional development for registered/ licensed/unlicensed child care providers;
- Provide assistance to child care programs with the use of Great Start to Quality STARS;
- Provide assistance to families choosing quality childcare and to navigate Great Start to Quality;
- Provide data and evaluation reports as specified in the agreement;

The services listed in the scope of work will be funded by a Great Start to Quality Resource Center grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through these proposed agreements, MCESA will pay Ingham County Health Department up to \$455,000. The term of the agreement shall be October 1, 2014 through September 30, 2015.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, we are requesting to include:

- Contracted Quality Improvement Consultant for up to \$25,000 (including compensation, mileage, cell phone usage)
- Temporary status change for the Early Childhood Consultant position #601122 (ICEA/PRO/6), from 0.75 FTE to 1.0 FTE for the period of December 1, 2014 through September 30, 2015

The Health Department's FY15 budget will be adjusted to reflect additional funds in the proposed agreement. I recommend the Board of Commissioners adopt the attached resolution and authorize the agreement with Midland County Educational Services Agency.

c: Eric Thelen, w/attachment  
Sarah Bryant, w/attachment  
Barb Monroe, w/attachment



	Early Childhood Consultant RDP3 (red-lined)	Early Childhood Consultant RDP3 (red-lined)		
	0.75 FTE	1.0 FTE		
Salary	37,964	50,618	10,545	
Unemployment	190	253	53	
Fica	2,904	3,872	807	
Retirement	2,278	3,037	633	
Health Insurance *	Hth Waiver-> 2,380	2,380		
Retiree Health Surcharge Chargeback	2,766	2,766		
Health Insurance Trust	1,386	1,848	385	
Dental	-	886		
Vision		119		
Workers Comp		114		32
		101		
Disability		72		20
CARES		33		
Liability Insurance		246		68
TOTAL	51,438	66,488	12,542	Increased cost for 10 months
Life Insurance				
101				

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START TO QUALITY RESOURCE CENTER**

WHEREAS, since 2009 an agreement was authorized with Midland County Educational Services Agency (MCESA) to develop the Great Start Central Region Child Care Quality Implementation Plan (the Plan); and

WHEREAS, MCESA has proposed a new agreement to continue the administration of the Central Region and the work of the GREAT START TO QUALITY RESOURCE CENTER; and

WHEREAS, to adhere to the scope of work provided by the ECIC the Ingham County Health Department will initiate a contracted Quality Improvement Consultant for up to \$25,000; and

WHEREAS, the Early Childhood Consultant (position #601122), currently a 0.75 FTE employee, will receive a temporary status change to 1.0 FTE effective for the period of December 1, 2014 through September 30, 2015; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes an agreement with Midland County Educational Services Agency (MCESA) for the period October 1, 2014 – September 30, 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Midland County Educational Services Agency (MCESA) to administer the Central Region Great Start to Quality Work Plan for the period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that MCESA shall reimburse Ingham County up to \$455,000 for these services.

BE IT FURTHER RESOLVED, that the .75 Early Childhood Consultant, position #601122, shall receive a temporary status change to 1.0 for the period of December 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the Health Department's budget and Position Allocation List consistent with this resolution.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 17, 2014

RE: Resolution to accept U.S. Department of Health and Human Services Health Resources and Services Administration Health Center Cluster Program Funds for Fiscal Year 2015

Attached is a resolution to accept the increased annual base funding award from the Health Center Cluster Program of the U.S. Department of Health and Human Services Health Resources and Services Administration for the budget period of November 1, 2014 through October 31, 2015.

The increase to this final year of the Health Center Cluster Program grant award is in part due to an increase in base funding related to the PCMH recognition of Sparrow and St. Lawrence Health Centers (now River Oak Health Center). The increase includes Outreach and Enrollment funding, which transitioned from a supplemental funding award to be part of Health Cluster Program grantee's annual base funding this fiscal year.

I recommend that the Board of Commissioners authorize the acceptance of the increased Health Center Cluster Program annual base funding award in the amount of \$1,218,983 for the budget period of November 1, 2014 through October 31, 2015.

c: Eric Thelen, w/ attachment  
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
HEALTH RESOURCES AND SERVICES ADMINISTRATION HEALTH CENTER CLUSTER  
PROGRAM FUNDS FOR FISCAL YEAR 2015**

WHEREAS, in Resolution #11-316, the Health Department's Community Health Centers accepted five years of Health Center Cluster Program funds through the U.S. Department of Health and Human Services Health Resource and Services for the grant period of November 1, 2010 through October 31, 2015; and

WHEREAS, the Ingham County Health Department uses this federal assistance to support primary care, dental, mental health, substance abuse, and supportive services for Ingham County's low-income, uninsured and medically underserved through the Ingham Community Health Centers; and

WHEREAS, the annual base funding award through this initial Notice of Award was for \$904,751; and

WHEREAS, the Health Department has received a Notice of Award for the annual base award for the budget period of November 1, 2014 through October 31, 2015 in the amount of \$1,218,983; and

WHEREAS, this base award includes base funding increases for Patient Centered Medical Home Recognition, and Outreach and Enrollment; and

WHEREAS, the Ingham County Community Health Center Board has reviewed and recommends the acceptance of the increased annual base funding award; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of the increased Health Center Cluster Program base funding award in the amount up to \$1,218,983 through HRSA.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the increased Health Center Cluster Program base funding award in the amount up to \$1,218,983 through HRSA for the budget period of November 1, 2014 through October 31, 2015.

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

**MEMORANDUM**

To: Human Service Committee  
Finance Committee

From: Linda Vail, MPA, Health Officer

Date: November 17, 2014

Subject: Authorization to Distribute County Urban Redevelopment Funds

Ingham County has a strong and successful history of implementing community summits and cultivating citizen ownership of efforts that expand and enhance opportunities for urban redevelopment. The Ingham County Health Department (ICHHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County's priority to "Promote Environmental Protection and Smart Growth." Specifically, ICHHD and PWC have established a mechanism to allocate the Urban Redevelopment Funds in the amount of \$35,000 which was established as part of the Health Department budget.

This important investment of \$35,000 has been used to leverage millions of dollars in federal grants (Compassion Capital Fund) and thousands of volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included the following: completion of the walking trail on the south side of Lansing; a match for the PWC's Capacity Building Program for community and faith-based organizations and for the AmeriCorps program; support for the Ingham Change Initiative's Summer Youth Program for young men of color; and support for neighborhood community organizing.

For fiscal year 2015, the ICHHD, in partnership with the PWC Community Assets Alignment Grant Review Committee, has chosen to support the following grant recipient in an effort to provide greater impact for these critical initiatives:

- Allen Neighborhood Center (ANC) and the East Lansing Food Co-op (ELFCO) will establish a full line grocery store in a vacant storefront on Lansing's Eastside to ensure access to healthy food while simultaneously strengthening the economic and social fabric of the community. This grant will be used to develop an ELFCO satellite store next door to ANC's main service center and physically connected to Allen Market Place.

I recommend adoption of this resolution which authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center.

c: Joel Murr w/attachment  
Eric Thelen w/attachment  
Isaias Solis w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE DISTRIBUTION OF  
COUNTY URBAN REDEVELOPMENT FUNDS**

WHEREAS, the Ingham County Health Department is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of \$35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18); and

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, after a competitive RFP process overseen by the Community Assets Alignment Committee of the Power of We Consortium it is recommended that the Urban Redevelopment Funds be allocated to Allen Neighborhood Center (ANC) in the amount of \$35,000; and

WHEREAS, the 2015 Urban Redevelopment funds will be utilized to establish a full line grocery store in a vacant storefront on Lansing’s Eastside to ensure access to healthy food while simultaneously strengthening the economic and social fabric of the community; and

WHEREAS, the funds will be used to develop an ELFCO satellite store next door to ANC’s main service center and physically connected to Allen Market Place; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2015 grant funds by allocating the aforementioned amount to this organization to extend its initiatives.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center in the amount of \$35,000 for the period of December 1, 2014 through September 30, 2015.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

Date: November 26, 2014

RE: Resolution to Extend Lease Agreement for the Willow Health Center

Attached is a resolution to extend the lease agreement for Willow Health Center (located at 306 W. Willow Street, Lansing) through December 31, 2019.

The current lease will expire on December 31, 2014. Terms of the new lease include \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause with all other terms of the lease remaining the same with the exception of Section III Rent, Subsection C.

I recommend the Ingham County Board of Commissioners authorize the extension of the lease for the property located at 306 W. Willow Street, Lansing.

c: Eric Thelen, w/attachment  
Barbara Watts Mastin, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND LEASE AGREEMENT  
FOR THE WILLOW HEALTH CENTER**

WHEREAS, in Resolution #10-207, the County entered into a lease agreement for the property located at 306 W. Willow Street, Lansing for the operation of Willow Health Center; and

WHEREAS, the current terms of the lease agreement are at the rate of \$6.05 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage; and

WHEREAS, this lease agreement, as amended through Resolutions #11-025 and #12-373, will expire on December 31, 2014; and

WHEREAS, the Health Department and lessor agree to extend the lease agreement through December 31, 2019, at \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause; and

WHEREAS, all other terms of the current lease agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board of Directors supports this lease agreement extension for Willow Health Center located at 306 W. Willow Street, Lansing; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize this lease agreement extension for the Willow Health Center located at 306 W. Willow Street, Lansing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the extension to the lease agreement between Ingham County and Nick Yono, with offices at 2304 Carriage Way, Milford, Michigan 48381, for the property located at 306 W. Willow Street, Lansing.

BE IT FURTHER RESOLVED, the terms of the lease agreements shall be extended through December 31, 2019.

BE IT FURTHER RESOLVED, that the lease terms shall be \$8.50 per square foot for 7,500 square feet and \$2.90 per square foot for 400 square feet of storage with a two-year option to renew with an escalation not to exceed 10% and the addition of a liquidated damages clause.

BE IT FURTHER RESOLVED, that all other terms of the current lease agreement shall remain the same with the exception of Section III Rent, Subsection C.

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.



**MEMORANDUM**

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** November 19, 2014

**SUBJECT:** Emergency Purchase Order for Two Variable Frequency Drives at the Veterans Memorial Courthouse

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services and Finance Committees.

Two of the variable frequency drives failed and heat was lost at the Veterans Memorial Courthouse. This was an emergency repair. Therefore, approval was not sought prior to replacing the drives. A purchase order was issued to Graybar for a total cost of \$5,917.59.

Funds for this repair are available in the approved Line Item 631-26720-931000.

Both the Controller and Facility Director approved this purchase.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 19, 2014

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH BORNOR RESTORATION, INC., TO PROVIDE EXTERIOR MASONRY REPAIRS TO THE WINDOWS AT THE GRADY PORTER BUILDING**

The resolution before you authorizes a contract to Bornor Restoration, Inc. to provide exterior masonry repairs to the windows at the Grady Porter Building. The existing windows are old and in need of repair, they leak badly when it rains.

After careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Bornor Restoration, Inc. who submitted the lowest responsive and responsible bid in the amount of \$8,514.00 to provide exterior masonry repairs to the windows at the Grady Porter Building.

To complete this project, the Facilities Department is requesting a line item transfer of \$8,514.00 from 245-90110-931000-4FC09 for Annex building repairs which has a balance of \$58,154.24 into the Grady Porter window glazing line item 245-26710-931000-4FC29.

After the requested line item transfer, funds for this project will be available within the Grady Porter window glazing line item 245-26710-931000-4FC29.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: November 19, 2014
SUBJECT: Proposal Summary for Exterior Masonry Repairs at the Grady Porter Building.

Project Description:

Bids were sought from qualified and experienced masonry contractors for the purpose of providing exterior masonry repairs to the windows at the Grady Porter Building. The existing windows are old and in need of repair, they leak badly when it rains.

Proposal Summary:

Vendors contacted: 3 Local: 1
Vendors responding: 3 Local: 1

Table with 3 columns: Company, Cost, Local Preference. Rows include Bornor Restoration Inc., Cusack's Masonry Restoration Inc., and Ram Construction Services.

Recommendation:

The Evaluation Committee recommends awarding a contract to Bornor Restoration Inc., a local vendor, who submitted the lowest responsive bid and is a registered vendor.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH  
BORNOR RESTORATION, INC. TO PROVIDE EXTERIOR MASONRY  
REPAIRS ON THE WINDOWS AT THE GRADY PORTER BUILDING**

WHEREAS, the existing windows are old and in need of repair because they leak badly when it rains; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Bornor Restoration, Inc. who submitted the lowest responsive and responsible bid in the amount of \$8,514.00 to provide exterior masonry repairs on the windows at the Grady Porter Building; and

WHEREAS, to complete this project the Facilities Department is requesting a line item transfer in the amount of \$8,514.00 from the Annex Building Repairs line item 245-90110-931000-4FC09, which has a balance of \$58,154.24, into the Grady Porter Window Glazing line item 245-26710-931000-4FC29.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Bornor Restoration, Inc., 525 Filley Street, Lansing, Michigan 48906, to provide exterior masonry repairs on the windows at the Grady Porter Building for a total cost not to exceed \$8,514.00.

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to transfer \$8,514.00 from the Annex Building Repair line item 245-90110-931000-4FC09 into the Grady Porter Window Glazing line item 245-26710-931000-4FC29.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 19, 2014

SUBJECT: **RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH LANDSCAPE ARCHITECTS & PLANNERS, INC. (LAP) TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR RENOVATIONS TO THE MOOSE AND BISON EXHIBIT AT POTTER PARK ZOO**

The resolution before you authorizes an amendment to the agreement with LAP, Inc. to provide Architectural and Engineering Services for renovations to the Moose and Bison exhibit at Potter Park Zoo.

An amendment to the original agreement to provide A&E services for renovations to the Moose and Bison exhibit is necessary due to the City of Lansing's plan review. An additional \$13,780.00 is required to amend the design of services and address the City's specific issues with the current storm management system, within the Moose and Bison exhibit.

The original Resolution #13-118 was approved for \$39,095.00. An additional \$13,780.00 is required bringing the agreement to a not to exceed total of \$52,875.00 for LAP, Inc. to provide A&E services required for renovations to the Moose and Bison exhibit.

Funds for this project are available in the Potter Park Zoo Millage #258-69900-977000-1210Z which has a balance of \$499,708.83.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT  
WITH LANDSCAPE ARCHITECTS & PLANNERS, INC. (LAP) TO PROVIDE  
ARCHITECTURAL AND ENGINEERING (A&E) SERVICES FOR RENOVATIONS TO THE  
MOOSE AND BISON EXHIBIT AT POTTER PARK ZOO**

WHEREAS, an amendment to the original agreement to provide A&E services for renovations to the Moose and Bison exhibit is necessary due to the City of Lansing's plan review; and

WHEREAS, the amended design of services will address the City's specific issues with the current storm management system within the Moose and Bison exhibit; and

WHEREAS, the original Resolution #13-118 was approved for \$39,095.00; and

WHEREAS, an additional \$13,780.00 is required for LAP to prepare a new design to improve the current storm water management system within the proposed exhibit; and

WHEREAS, funds for this project are available in the Potter Park Zoo Millage #258-69900-977000-1210Z which has a balance of \$499,708.83.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an amendment to the agreement with Landscape Architects & Planners, Inc., 809 Center Street, Suite 1, Lansing, Michigan 48906, to provide A&E services for specific issues with the current storm management system, identified by the City of Lansing, for an additional amount not to exceed \$13,780.00 bringing the total cost of the Moose and Bison exhibit project to \$52,875.00.

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

November 25, 2014

TO: Ingham County Board of Commissioners

FROM: Sherrie Graham, Director, Potter Park Zoo

Re: Contract between the County and the Potter Park Zoological Society

Shortly after the Ingham County Parks Commission took over the management of Potter Park and Potter Park Zoo, a contract was drawn up between the County and the Potter Park Zoological Society. This contract outlined the responsibilities each entity would perform in the operation of the zoo.

Because Potter Park Zoo no longer is overseen by the Parks Department but is now its own department within the County. And because all functions of the zoo are now under one management, shared with the Society, it became necessary to revise the contract to reflect the operational and supervisory changes which have been made through resolutions.

The proposed contract was drawn up by Peter Cohl's office, and has been vetted and approved by the Potter Park Zoological Society's Board of Directors and the Zoo Advisory Board.

Thank you for your consideration.

For questions or comments, I can be reached at 517-342-2715 or [sgraham@ingham.org](mailto:sgraham@ingham.org).

PLACEHOLDER FOR 18 PAGE PDF COPY OF CONTRACT WITH PPZ SOCIETY



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH THE POTTER PARK  
ZOOLOGICAL SOCIETY FOR SERVICES AT THE POTTER PARK ZOO**

WHEREAS, the electorate of Ingham County approved the millage to fund the operation and improvement of Potter Park and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society, a 501(c)(3) organization including staff and volunteers, has demonstrated sound fiscal responsibility and raised the quality and success of public relations, marketing and educational programs, all while fostering team partnership with, and providing additional assistance to Ingham County to achieve a Zoo experience that meets the goals of both parties; and

WHEREAS, the Potter Park Zoological Society and the County wish to enter into an agreement; and

WHEREAS, the Potter Park Zoological Society is able to provide services at the Zoo to operate and maintain all food concessions, pony rides, camel rides, education programs, enrichment programs, volunteer and docent activities, special events, communications, public relations and fundraising, web and press releases, souvenir operations, and certain facility rentals; and

WHEREAS, the County and Potter Park Zoological Society shall continue to employ a mutually agreed upon Zoo Director in process that will be formalized through the proposed contract between the Ingham County Board of Commissioners and the Potter Park Zoological Society; and

WHEREAS, the Zoo Director will continue the operational and supervisory duties currently held and will represent the Zoo at the necessary Potter Park Zoo Board and Liaison Committee meetings of the Board of Commissioners; and

WHEREAS, The County Controller or his or her designee shall recommend annual funding to the Potter Park Zoological Society at any time, after January 1st of each year the contract is in effect. Final approval, the amount and distribution for such funding shall occur pursuant to the County's budget approval process on or about October of each year, which requires the County's Board of Commissioners' approval. Payment to the society shall occur in an amount determined by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with the Potter Park Zoological Society for services at the Potter Park Zoo, under mutually agreeable terms and conditions to both parties, effective upon execution of the contract, for a 5 year term, unless terminated earlier.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY  
HEALTH CARE COALITION FOR EMPLOYEE DENTAL BENEFITS FOR 2015 AND  
AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS**

WHEREAS, the Ingham County Health Care Coalition investigated various plan designs and options for the County's dental insurance plan for 2015; and

WHEREAS, dental benefits have not changed in more than 15 years; and

WHEREAS, after finishing its review the Health Care Coalition does not recommend changing the dental insurance provider for 2015, but the group does recommend increasing the annual limit on what the plan pays from \$800 per year to \$1,000; increase coverage for restorative services, preventative services and surgical or repair needs to 100%; and increase coverage for other basic services, prosthodontic services and implants to 75%; and

WHEREAS, the estimated annual cost of providing improved dental services totals \$155,450.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understandings regarding the recommendations of the Health Care Coalition for 2015 dental insurance options.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to sign said Letters of Understanding on behalf of Ingham County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the County will provide the recommended dental insurance benefits to the Managerial and Confidential Employees effective January 1, 2015, and that the Managerial/Confidential Personnel Manual shall be amended as necessary.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the appropriate documents on behalf of Ingham County after approval as to form by the County Attorney.

**Agenda Item 12a**

November 18, 2014

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Ingham County Employees' Association – Park Rangers  
Ratification Summary – 2015 Wage Re-opener

On Wednesday, November 12, 2014, we were advised by the ICEA – Park Rangers that the County proposal for the 2015 wage reopener was put before the members and it was approved. Highlights of the agreement include the following:

**WAGES:**

A 2.5% base wage increase would be added to the existing 2014 wage scales for unit members beginning with the first full payroll period in 2015.

The Union supports and will actively participate in a compensation and classification study, if approved by the Ingham County Board of Commissioners, for possible bargaining and implementation in 2016 or thereafter.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT  
2015 WAGE REOPENER WITH THE  
INGHAM COUNTY EMPLOYEES' ASSOCIATION – PARK RANGERS**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Employees' Association – Park Rangers for the period January 1, 2012 through December 31, 2015; and

WHEREAS, the agreement included a wage reopener for 2015; and

WHEREAS, an agreement regarding the 2015 wage reopener has been reached between representatives of Ingham County and the Ingham County Employees' Association – Park Rangers; and

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

WHEREAS, the provisions of the wage reopener 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 2015 wage reopener agreement between Ingham County and the Ingham County Employees' Association – Park Rangers.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2015 wage reopener, subject to the approval as to form by the County Attorney.

November 17, 2014

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Teamsters 580 – 911 Supervisory Unit:  
Ratification Summary – 2015 Wage Re-opener and Correction of Article 34.4,  
Retiree HealthCare

**TENTATIVELY AGREED UPON ECONOMIC PROPOSAL**

**WAGES:**

A 1.5% base wage increase would be added to the 2014 wage scales for unit members beginning with the first full payroll period in 2015.

If Ingham County agrees to and reaches a signed agreement with the Fraternal Order of Police, Capitol City Lodge No. 141, Ingham County Division, 911 Non-Supervisory which results in a higher percentage across the board wage increase for 2015 than is provided to the Teamsters 911 Supervisory unit for 2015, the County agrees to increase the percentile across the board wage increase provided to Teamsters 911 Supervisory unit for 2015 to an equivalent amount. This provision shall automatically expire on December 31, 2015 and shall not be included in any subsequent agreement unless specifically agreed to by the Parties.

**LETTER AGREEMENT** – The attached letter agreement addresses an omission in Article 34.4, Retiree HealthCare of current collective bargaining agreement. While the letter agreement is not within the scope of the re-opener provisions of the collective bargaining agreement; upon agreement of the Parties, the letter agreement is contingent upon both Parties ratification.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING THE 2015 WAGE REOPENER AND CLARIFYING PENSION BENEFITS FOR TEAMSTERS LOCAL 580 – 911 SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Teamsters Local 580 for the period March 26, 2013 through December 31, 2015; and

WHEREAS, the agreement included a wage reopener for 2015; and

WHEREAS, an agreement regarding the 2015 wage reopener has been reached between representatives and ratified by the employees within the bargaining unit; and

WHEREAS, Teamsters Local 580 brought to the attention of Ingham County the existence of an unintentional omission in the language of the collective bargaining agreement; and

WHEREAS, the parties wish to amend Article 34.4, Retiree Health Care, to correct and clarify the retiree health care benefit for employees hired on or before December 31, 2012; and

WHEREAS, the County Attorney and the Human Resources Department have discussed with Teamsters Local 580 the change needed to correct and clarify the issue and have prepared the attached Letter of Agreement between Ingham County and Teamsters Local 580, 911 Supervisory Unit; and

WHEREAS, the provisions of the 2015 wage reopener agreement and Letter of 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 2015 wage reopener and authorizes the attached Letter of Agreement correcting and clarifying the retiree health care language for the Teamsters Local 580, 911 Supervisory Unit.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Agreement on behalf of the County, subject to prior approval as to form by the County Attorney.

**LETTER OF AGREEMENT**

**BETWEEN INGHAM COUNTY (Employer) TEAMSTERS LOCAL 580, 911 SUPERVISORS DIVISION (Union)**

**WHEREAS**, the Employer and the Union have entered a collective bargaining agreement (“CBA”) with a term running from March 26, 2013, through December 31, 2015;

**WHEREAS**, the Union has brought to the Employer’s attention the existence of an unintentional omission in the language of the CBA. Specifically, Article 34.4 Retiree HealthCare currently provides:

Employees hired on or after January 1, 2013, shall receive Employer paid contributions to single subscriber retiree health insurance at the age of 60 years as follows:

- 34.4.1 After 10 years of service 50% of annual premium cost
- After 15 years of service 75% of annual premium cost
- 20 years of service or more 100% of annual premium cost

**WHEREAS**, the Parties are desirous of clarifying and correcting this omission.

**NOW, THEREFORE, IT IS HEREBY AGREED** between the parties as follows:

1. Article 34.4 of the CBA is amended to provide the additional language (in bold):

**34.4 Retiree HealthCare: Employees hired on or before December 31, 2012 who retire after January 1, 2013, have met the vesting requirements with Ingham County, and who are immediately eligible for retirement benefits shall be provided single subscriber health and hospitalization coverage.**

34.4.1 Employees hired on or after January 1, 2013, shall receive Employer paid contributions to single subscriber retiree health insurance at the age of 60 years as follows:

- After 10 years of service 50% of annual premium cost
- After 15 years of service 75% of annual premium cost
- 20 years of service or more 100% of annual premium cost

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective from and after March 26, 2013 through December 31, 2015 and, the provision of this letter agreement will be incorporated in the next collective bargaining agreement between the parties.

**COUNTY OF INGHAM**

**TEAMSTERS LOCAL 580**

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Victor Celentino, Chairperson  
Board of Commissioners

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Kim Miller, Steward

APPROVED AS TO FORM:  
COHL, STOKER & TOSKEY, P.C.

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Richard McNulty

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Mike Parker,  
Secretary Treasurer/Principal Officer



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE  
2015 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

WHEREAS, the Managerial and Confidential Employee/Elected Officials Steering Committee discussed changes to the 2015 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2015 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee/Elected Officials Steering Committee, to the 2015 Managerial and Confidential Employee Personnel Manual:

9. Change in language under section E. Health Insurance Program: Subject to annual modification for plan year 2015.
10. Change in language under section F. Ingham County Dental Insurance: Subject to annual modification for plan year 2015.
11. Change in language under section L. Retirement: Employees in the classification of Court Officer/Research Clerk, hired prior to January 1, 2015 will be covered by the Municipal Employees' Retirement System's C-1 Plan: V-10; FAC5 (Final Average Compensation). Effective the first full pay period following January 1, 2015, employees in this plan shall contribute 1.2% of gross wages.
12. Change in language under section O. Vacation Bonus Days: Vacation bonus shall be earned on a pro-rata basis. Employees who do not remain employed for all twelve (12) months of any year shall have any vacation bonus paid, deducted from their last paycheck pro-rata, based upon the total number of months worked, excluding employees who retire during this time and are immediately eligible and receive their retirement benefit.
13. Change in language under section Q. Travel Allowance: For any employee who is paid by the County to attend a conference, training or workshop, etc., and is voluntarily no longer employed by the County within six (6) months of attending such conference, training or workshop, etc., the employee shall repay the County the costs attributed to the conference, training or workshop, etc., by payroll deduction.
14. Change in language under section V. Definition of Employees: *Temporary Employees* – (additional language - Temporary employees shall be scheduled to work twenty nine (29) hours or less per week.)
15. Change in Appendix C – Position Listing Managerial & Confidential Pay Grades to include the addition of the following confidential classification: Court Officer/Research Clerk.

16. Change in Appendix D - Compensation Levels: Effective January 1, 2015, the wages will be increased by 2.5%.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective the date of adoption of this resolution and shall expire on December 31, 2015.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Travis Parsons, Human Resources Director

SUBJECT: Countywide Comprehensive Compensation and Classification Study

DATE: November 19, 2014

This is a resolution authorizing entering into a contract with Hay Group, Inc., for the purpose of conducting a countywide compensation and classification study. The County's last countywide compensation and classification study was completed by O. William Rye during the years of 1999-2003.

Requests for proposals were sought for conducting a countywide comprehensive compensation and classification study. Four proposals were received, and after careful review and consideration, the Evaluation Committee recommends awarding the contract to Hay Group. Hay Group, located in Chicago, Illinois, has been in business for over 70 years and is a leader in the field of compensation and classification studies. Hay Group employees over 2,600 professional and support employees located in offices in 47 countries. Michigan-based references include the cities of Lansing, Grand Rapids and Midland, the counties of Saginaw and Kalamazoo, and public utility Lansing Board of Water & Light.

The purpose of the study is threefold: 1) To attract and retain qualified workers who will be paid equitable salaries; 2) To provide equitable salaries for all workers of the County; and 3) To provide the County with a salary structure that enables the County to maintain a competitive position with other counties and governmental entities identified as comparable.

The study will recommend adjustments to the County's pay plan rules, polices, and salary structure, in order to allow for appropriate compensation, rectify compression and equity issues along with a total compensation comparison (including benefits package). All 525 job classifications (representing 1,137 employees) will be studied and recommendations will be made regarding such. The study will recommend implementation strategies including calculating the cost of implementing the study with a phased approach that can be implemented over a two-year period.

All bargaining units were invited to the presentation by Hay Group and afforded an opportunity to ask questions with respect to the compensation and classification process. Bargaining units continue to give the study consideration and several units agreed to participate in the process with Hay Group conducting the study.

Establishment of a Steering Committee comprised of representatives from the Human Resources Department, Controller's Office, and from each bargaining unit will guide the process. If approved, the study will commence as soon as possible in 2015 and conclude in approximately five months.

We respectfully recommend approval of the following resolution.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: November 19, 2014  
 SUBJECT: Countywide Compensation and Classification Study

Project Description:

Ingham County sought sealed proposals from experienced and qualified firms to enter into a contract for the purpose of conducting a comprehensive classification and compensation study. The County’s last countywide compensation and classification study was completed by O. William Rye during the years of 1999-2003.

Proposal Summary:

Vendors contacted: 33 Local: 4  
 Vendors responding: 4 Local: 0

Firm	Local	Total Bid
Condrey & Associates	No, Athens, GA	\$155,000
Hay Group, Inc.	No, Chicago, IL	\$235,000
Municipal Consulting Services LLC	No, Ann Arbor, MI	\$264,000
Segal Waters Consulting	No, Washington, D.C.	\$325,000

Local and Other Vendors Not Responding:

1) Segal Waters Consulting – 1920 N Street NW, Ste. 400, Washington D.C.

Reason: Segal Waters Consulting was initially short-listed for interviews. However, in reviewing the record of bid/proposal opening, Segal Waters Consulting determined that its proposed pricing was much higher than other proposers, and therefore, believed that there were more cost efficient options for the County to conduct the study.

2) Towers Watson – One Northwestern Plaza, Suite 500, 28411 Northwestern Highway, Southfield MI 48034

Reason: After reviewing the Request for Proposal, Towers Watson concluded that it cannot provide the County with a competitive proposal at this time.

3) Global Business Resource Group – 4804 Canyon Trail, Lansing MI 48917

Reason: Request for Proposals went to Global Business Resource Group’s spam folder. Once realized, determined they could not meet Request for Proposal deadline.

Recommendation:

The Evaluation Committee recommends awarding the contract to Hay Group, who submitted the most responsive and responsible proposal, in an amount not to exceed \$275,000 which is inclusive of \$ 40,000 for a contingency budget to prepare job description rewrites at the Human Resource Director’s discretion.

Hay Group, located in Chicago, Illinois, has been in business for over 70 years and is a leader in the field of compensation and classification studies. Hay Group employees over 2,600 professional and support employees located in offices in 47 countries. Michigan-based references include the cities of Lansing, Grand Rapids and Midland, the counties of Saginaw and Kalamazoo, and public utility Lansing Board of Water & Light.

Advertisement:

The Request for Proposal was advertised in the Lansing State Journal, City Pulse, Michigan Public Employer Labor Relations Association website, 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 ENTERING INTO A CONTRACT WITH HAY GROUP  
FOR THE PURPOSE OF CONDUCTING A COMPREHENSIVE COUNTYWIDE  
COMPENSATION AND CLASSIFICATION STUDY**

WHEREAS, the Ingham County Board of Commissioners believes that it should seek to attract and retain highly qualified employees who will be paid marketable and equitable salaries including benefits; and

WHEREAS, the County's last countywide classification and compensation study was completed by O. William Rye over fifteen years ago; and

WHEREAS, due to the poor economic climate over the last number of years, the Ingham County Board of Commissioners is committed to understanding the disparities, if any, in the wages of county employees as compared to other like counties and governments; and

WHEREAS, the Purchasing Department solicited proposals for a compensation and reclassification study, and after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Hay Group, who submitted the most responsive and responsible proposal; and

WHEREAS, a contingency budget is being recommended by the Evaluation Committee for the purpose of revising job descriptions as determined by the Human Resources Director; and

WHEREAS, union leadership has been kept abreast of the compensation and reclassification process and expressed support for participation in the process; and

WHEREAS, a Compensation and Classification Steering Committee comprised of staff from Human Resources, the Controller's Office and union leadership will be established to work with the consultant during the study.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Hay Group, 111 East Wacker Drive, Suite 1250, Chicago, Illinois 60601, for a total cost not to exceed \$275,000 to conduct a countywide comprehensive compensation and reclassification study, which includes contingency funds in the amount of \$40,000 to revise job descriptions as determined by the Human Resources Director.

BE IT FURTHER RESOLVED, that a transfer of \$275,000 from the 2014 contingency account is authorized for this expense.

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING ANNUAL 2015 COMPENSATION FOR  
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual are being recommended including a 2.5 percent wage increase for 2015; and

WHEREAS, with Ingham County’s rapidly changing economic projections, salary levels for 2016 will be reviewed at a later date for the non-Judicial County-Wide Elected Officials.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2015 salary as listed below (reflects a 2.5 percent increase):

<b>Elected Official</b>	<b>2014</b>	<b>2015</b>
County Clerk	\$88,590	90,805
Drain Commissioner	\$82,812	84,882
Prosecuting Attorney	\$127,578	130,767
Register of Deeds	\$82,812	84,882
Sheriff	\$119,486	122,473
Treasurer	\$95,448	97,834

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, other than as may be specifically identified herein, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION  
FOR 2015 AND 2016**

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2015 through 2016 with a \_\_\_% increase for 2015 and a \_\_\_% increase for 2016.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

	<b>Current Compensation</b>	<b>January 1, 2015</b>	<b>January 1, 2016</b>
Board Chair	\$16,832		
Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs	\$12,271		
Other Commissioners	\$11,250		

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a \$60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners' Chairperson, and Vice-Chairperson as Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.



BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.

**TRAVEL POLICY AND PROCEDURES  
FOR INGHAM COUNTY COMMISSIONERS**

1. Each Commissioner may be reimbursed up to \$1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.
2. The cost of registration not exceeding \$1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual \$1,500 travel reimbursement allowance.
3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional \$1,500 annually within the County's fiscal year to cover increased expenses of attending necessary functions associated with the office.
4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.
5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.
6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.
7. A Commissioner shall not be reimbursed more than \$3,000 for travel expenses within the County's fiscal year, excluding registration fees.

MEMORANDUM

November 19, 2014

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Year End Adjustment and Contingency Fund Update

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2014 Budget. The General Fund budget will be adjusted to the amount of \$80,159,830 for the fourth quarter of 2014.

This resolution will also amend the Road Department budget to recognize an additional \$287,000 in unbudgeted funds from the State of Michigan Motor Vehicle Highway (MVH) funds. These funds will be used to increase capital outlay expenditures by \$115,000 for road equipment and \$50,000 for engineering equipment, for a total of \$165,000. The remaining \$122,000 will be used to decrease the budgeted use of fund balance from \$615,000 to \$493,000.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$192,912. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you have any questions or require any additional information, please don't hesitate to contact me.

**Agenda Item 14a****2014 CONTINGENCY**

Adopted Contingency Amount	\$350,000
R14-039: District Court Enforcement/Court Officer Pilot Project	(25,406)
R14-135: Probate Court Temporary Employee	(10,460)
R14-163: 1 <sup>st</sup> Quarter Adjustment	(8,722)
R14-274: Life O’Riley Former Resident Assistance	(40,000)
R14-338: Jail Audio System	(24,000)
R14-348: Bank Reconciliations	(25,000)
R14-441: 2014 3 <sup>rd</sup> Quarter Adjustment	(10,000)
R14-475: Animal Control Program Evaluation	(13,500)
<b>Current Contingency Amount</b>	<b>\$192,912</b>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE CONTROLLER TO MAKE YEAR END  
BUDGET ADJUSTMENTS**

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute; and

WHEREAS, the Road Department has received an additional \$287,000 in unbudgeted funds from the State of Michigan Motor Vehicle Highway (MVH) fund, and these funds will be used to purchase additional equipment and to decrease the budgeted use of fund balance.

THEREFORE BE IT RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2014 Ingham County General Fund budget at \$80,159,830.

BE IT FURTHER RESOLVED, that the Road Department budget is amended to recognize \$287,000 in additional MVH funds, to increase capital outlay expenditure by \$115,000 for road equipment and \$50,000 for engineering equipment, and to decrease the budgeted use of fund balance from \$615,000 to \$493,000.

**TO:** Law & Courts and Finance Committees  
**FROM:** John L. Neilsen , Chief Deputy Controller  
**DATE:** November 17, 2014  
**RE:** Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center

Commissioners:

The Law & Courts Committee has had several discussions during the past couple of years about ways we can improve the Ingham County 9-1-1 Central Dispatch Center since it began operations in June of 2012. In addition, our Director has reported frequently to the Committee to keep Commissioners apprised on the various challenges the 9-1-1 Center has had to reach full staffing, reduce overtime, improve technology, and address labor issues.

Recently, the Controller's Office met with representatives of the FOP Union and Dr. Julie Brockman, Associate Professor of the Michigan State University School of Human Resources and Labor Relations, to discuss her proposal at the request of the union. After this initial meeting, we agreed that the County should obtain the services of an independent outside consultant to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center. The Organizational Assessment proposed outcome would include a detailed assessment of the nature and root cause(s) of the problem(s) experienced internally at the 9-1-1 Center organization. In addition, the assessment will include the desired state of affairs. A report with recommendations will be prepared proposing best practices, a path forward, and expected results.

I have prepared a resolution for your consideration to authorize a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$54,000. These costs were obtained through discussions with Dr. Julie Brockman, Associate Professor, who would head up the MSU team.

The base proposal is attached for your review.

I recommend your approval.

## **Ingham County**

### **9-1-1 Call Center Operation**

#### **Organizational Assessment**

#### **Proposal**

**October 13, 2014**

The purpose of this proposal is to provide a summary outline of the 1) context, 2) presenting problem, 2) outcome(s) expected, 3) plan, 4) timeline and 5) project cost.

#### **Context**

In June, 2012, the Lansing, MI and E. Lansing, MI Emergency (911) Call Centers physically merged and moved their operations to a common, new building, located at 710 E. Jolly Rd., Lansing, MI. The merged call centers now service all citizens and visitors within Ingham County. In addition, the Ingham County 9-1-1 Call Center (Call Center) employees provide dispatch services for 29 Law Enforcement/Fire/EMS/Rescue Agencies. Currently, 50 employees, represented by the Fraternal Order of Police #141, are employed by Ingham County to service the Emergency 9-1-1 Call Center. Between June 2012 and June 2013, Call Center employees received 536,468 incoming calls and of those, dispatched 275,506 incidents to police and fire.

#### **Presenting Problem**

Various organizational indicators suggest that the Call Center is experiencing internal organizational problems. The nature of the problem(s) is yet to be determined, though the proposed assessment aims to target in on the root causes of the problem(s). Using 'before merger' and 'after merger' comparisons, one can clearly assess that internal organizational issues exist.

First, since the merger, 9 employees ranging from 4-14 years of seniority have voluntarily resigned from the Call Center. Exit interviews and personal testimony suggest that the main reason for leaving was due to the absence of a satisfactory work climate which induced both physical and psychological stress. Prior to the merger, using the same timeframe, no employees in either Lansing or East Lansing Centers who had more than 4 years seniority resigned their positions.

Second, in the 2.5 years leading up to the merger, Lansing and East Lansing Call Centers, combined, experienced a total of 17 grievances (5 disciplinary; 7 contractual; 2 merger related). In the 2.5 years after the merger, 41 grievances (12 discipline; 27 contractual; 1 merger related) were recorded. Though the number of grievances alone does not indicate severe organizational problems, the magnitude (a three-fold increase) with virtually the same combined workforce should cause concern.

Third, the amount of mandatory overtime has created a situation where many employees are working excessive hours, causing undue stress upon a person whose job is stressful by its very nature. In 2013 and 2014, the number of overtime hours averaged 2000 hours per month or 40 hours per month per employee which equals approximately one day of overtime per week per employee. By all standards, this amount of overtime over a two year period is excessive and suggests that the internal organization is struggling with staffing issues that have yet to be addressed.

#### **Outcomes**

The overall outcome of the proposed organizational assessment is a detailed assessment of the nature and root cause(s) of the problem(s) experienced internally to the organization the Ingham County 9-1-1 Call Center as well as an assessment of the desired state of affairs. A recommendation report will follow this assessment,

proposing best practices, a path forward and expected results. During the assessment, monthly interim reports of the assessment progress will be issued to appropriate parties.



## Plan

*Planning the Process.* Any quality organizational assessment requires a clear plan and methodology. Most important is its transparency and effective communication with all stakeholders, including union representatives. In other words, it is a joint process whereby all stakeholders join together for the common goal of creating a successful organization. Meetings will be held to jointly plan the path forward for the good of the organization.

*Observation.* Consultant to observe the work environment on each of the three shifts. Appropriate number of visits to be determined by the Ingham County Call Center. The purpose of observation is two-fold:

- 1) Observation can be used as an assessment tool, complementing other assessment techniques like interviews and/or surveys.
- 2) Observation, due to its grounded nature, may serve to build trust and familiarity between the consultant and employees which will aid in providing a good foundation for individual interviews.

*Individual Interviews.* Confidential individual interviews will be offered to all employees (including administrative staff and supervision), with the hope that all employees will voluntarily agree to be interviewed. The interview will follow a semi-structured protocol and will be scheduled for 45 minutes per interview.

*Organizational Survey.* A 'paper and pencil' survey will be developed and presented to all employees to complete. Statistical analysis will be performed for each item with both descriptive and cross-referenced data.

*Analysis.* All analysis will be communicated in aggregate form so as not to identify any individual person's concerns/comments. Confidentiality will be honored for all associated with the organizational assessment.

*Recommendations.* A recommendation report will be written and presented to all parties involved in the organizational assessment. The form and depth of information communicated will be decided by the appropriate parties. The recommendation report may include a summary analysis of observation, interviews and survey results, with recommendations for improvement. Recommendations will be specific, identifying a range of possible interventions.

All stages of the plan/organizational assessment activities will be transparent and guided by the appropriate joint stakeholders.

## Proposed Timeline and Estimated Cost:

Date	Activity	Estimated Cost
November 2014	Planning	Not to exceed \$8,000
December 2014	Observation	\$10,000
January/February 2015	Interviews*	\$25,000
March 2015	Analysis	\$9,000
April 2015	Recommendation Report	\$2,000
	<b>TOTAL</b>	<b>\$54,000</b>

\*Assumes that all employees/additional stakeholders are interviewed.

## Proposal presented by:

Dr. Julie Brockman, Associate Professor  
School of Human Resources and Labor Relations  
368 Farm Lane #416  
Michigan State University  
East Lansing, MI 48824  
[brockma4@msu.edu](mailto:brockma4@msu.edu)  
517.432.4772

Introduced by the Law & Courts and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE MICHIGAN STATE UNIVERSITY SCHOOL OF HUMAN RESOURCES AND LABOR RELATIONS TO CONDUCT AN ORGANIZATIONAL ASSESSMENT OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after more than two years of operations at the consolidated 9-1-1 Center staffing and overtime issues have hampered labor management operations at the 9-1-1 Center; and

WHEREAS, it has been determined it would be advantageous to bring in an independent outside organization to review operations at the Ingham County 9-1-1 Central Dispatch Center to ensure that Operational Policies and Procedures are brought up to date and best practices are identified and adhered to; and

WHEREAS, the Ingham County Controller's Office and FOP Local 141 are jointly recommending that the Ingham County Board of Commissioners authorize an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Michigan State University School of Human Resources and Labor Relations to conduct an Organizational Assessment of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed \$54,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to transfer up to \$54,000 from the 2014 Ingham County Contingency Fund to the Controller's budget for this purpose.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract/purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.