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VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
SARAH ANTHONY, CHAIR
REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSEBNOGLOU
BRIAN McGRAIN
RANDY SCHAFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JANUARY 21, 2015 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 [December 3, 2014](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution Authorizing Ingham County MCOLES Licensed Deputies to Enter into a [Firearm Purchase Program](#) with the Ingham County Sheriff's Office
 - b. Resolution to Accept the 2015 Emergency Vehicle [Operations Grant](#)

2. 9-1-1 Central Dispatch Center
 - a. Resolution Approving a Contract Amendment between Erogometrics and Ingham County for [Pre-Employment Testing](#) of 9-1-1 Applicants
 - b. Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 - 911 Non-Supervisory Unit Regarding [Re-Hire](#) of Past Employees
 - c. Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 - 911 Non-Supervisory Unit Regarding [Vacation](#) Maximum Accumulation

3. Health Department
 - a. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program ([MAEAP](#)) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)
 - b. Resolution to Accept Fiscal Year 2015 Health Center Quality [Improvement Funds](#)
 - c. Resolution to Authorize the Conversion of Vacant Community Health Representative IV Position to a [Community Health Representative II](#)

4. Farmland and Open Space Preservation - Resolution Approving the Ranking of the 2014 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation [Easement Deeds](#) on the Top Ranked Properties

5. Road Department
 - a. Resolution Authorizing the Purchase of 2014-2015 Winter Season Supply of Plow/Grader Blade [Cutting Edges](#) for the Road Department
 - b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for [Lake Lansing Road](#) from Saginaw Highway (I-69 BR) to Lac Du Mont Drive
6. Human Resources - Resolution Approving Modification to the 2015 Managerial and Confidential Employee [Personnel Manual](#)
7. Controller/Administrator's Office
 - a. Resolution Authorizing an Amendment to [Resolution #14-488](#)
 - b. Resolution Authorizing an Agreement with the [Ingham Conservation District](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
December 3, 2014
Minutes - Draft

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

Members Absent: None

Others Present: John Neilsen, Teri Morton, Travis Parsons, Shauna Dunnings, Sandy Gower, Jack Petroskey, and others

The meeting was called to order by Chairperson Koenig at 6:03 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 19, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE MINUTES OF THE NOVEMBER 19, 2014 MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

The following item was pulled from the agenda:

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

Substitutes -

- 13. Board of Commissioners
 - b. Resolution Authorizing Commissioner Compensation for 2015 and 2016
- 14. Controller/Administrator's Office
 - 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

Lates -

- 8. Health Department
 - e. Resolution to Eliminate the Public Health Emergency and Bioterrorism Coordinator Position, Create an Emergency Coordinator Position, and Reclassify

the Health Educator II-Emergency Preparedness Position to an Emergency Preparedness Coordinator

- f. Resolution to Authorize the Conversion of Vacant Nurse Assessor Position to a Health Center Nurse

13. Board of Commissioners

- c. Resolution to Authorize entering into an Agreement with Curtis Hertel, Jr. for Consulting Services

14. Controller/Administrator's Office

- c. Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2014/2015 Fiscal Year

Limited Public Comment

None.

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

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

- 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

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.

6. 55th District Court - Resolution Approving the Appointment of Krista L. Krause as Attorney Magistrate of the 55th 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
 - d. Resolution to Extend Lease Agreement for the Willow Health Center
 - e. Resolution to Eliminate the Public Health Emergency and Bioterrorism Coordinator Position, Create an Emergency Coordinator Position, and Reclassify the Health Educator II-Emergency Preparedness Position to an Emergency Preparedness Coordinator
 - f. Resolution to Authorize the Conversion of Vacant Nurse Assessor Position to a Health Center Nurse

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

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

THE MOTION CARRIED UNANIMOUSLY.

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

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED

BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY.

Commissioner Vickers requested a list of the Land Bank properties.

Commissioner Bahar-Cook stated that the list was available on the Land Bank's website.

There was a discussion about the number of properties the Land Bank owned.

Commissioner McGrain stated that he would be happy to discuss the Land Bank properties with Commissioner Vickers.

THE MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE 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.

Commissioner Bahar-Cook asked who would be appointed to the Coalition.

Sandy Gower, Economic Development Corporation Director, stated that there were discussions about having herself and an individual from the Brownfield Authority Board appointed to the Coalition. Ms. Gower stated that a good candidate would be Bruce Moore, an individual who had retired from the Michigan Department of Environmental Quality.

Discussion.

The resolution was amended as follows:

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~~ appoints two interested persons, **Sandy Gower and Bruce Moore**, to participate in the Lansing Regional Brownfield Coalition Task Force, a group of stakeholders meant to advance the region's brownfield revitalization objectives.

This was considered a friendly amendment.

Commissioner McGrain stated that this was an exciting opportunity.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

5. Circuit Court

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH LINGUISTICA INTERNATIONAL FOR FOREIGN LANGUAGE INTERPRETATION AND DOCUMENT TRANSLATION SERVICES FOR THE 30TH CIRCUIT COURT.

Commissioner Vickers asked how long this agreement would last.

Shauna Dunnings, Circuit Court Administrator, stated that there was no definite time.

Commissioner Vickers asked what the Court's options were if Linguistica was not performing or not performing well.

Ms. Dunnings stated that the Court would cease using Linguistica. She further stated that there were many other companies like Linguistica, however the State Court Administrative Office had recommended Linguistica.

THE MOTION CARRIED UNANIMOUSLY.

8. Health Department

- c. Resolution to Authorize the Distribution of County Urban Redevelopment Funds

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO AUTHORIZE THE DISTRIBUTION OF COUNTY URBAN REDEVELOPMENT FUNDS.

Commissioner Bahar-Cook thanked the Power of We Consortium for choosing the Allen Neighborhood Center and the East Lansing Food Co-op. She stated that the Allen Neighborhood Center was making great strides in the community.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

- 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

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE 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.

Commissioner McGrain asked how the County would fund the increased dental benefit.

Teri Morton, Budget Director, stated that there was increase contemplated in the 2015 Budget based on the fact that there had not been an increase in several years.

There was a discussion about what the benefit would provide to employees.

THE MOTION CARRIED UNANIMOUSLY.

12. Human Resources

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

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT 2015 WAGE REOPENER WITH THE INGHAM COUNTY EMPLOYEES' ASSOCIATION – PARK RANGERS.

Commissioner Vickers asked why some units would be receiving a 2.5% increase and one other would be receiving a 1.5% increase.

Travis Parsons, Human Resources Director, stated that the unit receiving the 1.5% increase in 2015 received a 1% increase effective the last pay period of 2014.

THE MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE 2015 WAGE REOPENER AND CLARIFYING PENSION BENEFITS FOR TEAMSTERS LOCAL 580 – 911 SUPERVISORY UNIT.

THE MOTION CARRIED UNANIMOUSLY.

- c. Resolution Approving Modifications to the 2015 Managerial and Confidential Employee Personnel Manual

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2015 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL.

Commissioner Vickers asked whether a 1.7% increase had been discussed as opposed to a 2.5% increase for any of the units including the managerial and confidential group.

Mr. Parsons answered no. He stated that the 2.5% increase was driven by a binding arbitration award involving the law enforcement group.

THE MOTION CARRIED UNANIMOUSLY.

13. Board of Commissioners

- a. Resolution Approving Annual 2015 Compensation for Non-Judicial County-Wide Elected Officials

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION APPROVING ANNUAL 2015 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS.

Commissioner Bahar-Cook asked when compensation was last increased.

Ms. Morton stated that in general, the non-judicial county-wide elected officials had been treated the same as the managerial and confidential group in regards to increases in compensation.

There was a discussion about the inability to change the rate pay for an elected official during the year in regards to a change in employee retirement contributions.

Ms. Morton stated that this resolution only addressed 2015.

Commissioner McGrain asked whether it was typical to only address one year. He stated that Agenda Item No. 13b addressed commissioner compensation for two years.

Chairperson Koenig stated that the commissioner compensation was addressed for two years because that was the length of their term. She asked why this resolution was not addressing compensation for the entirety of the non-judicial county-wide elected officials' respective terms.

Discussion.

Commissioner Vickers asked whether the scale for retirement and retiree health benefits would remain the same for non-judicial county-wide elected officials as compared to other employees.

Ms. Morton stated that any new official would be affected by the changes that occurred previously.

THE MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing Commissioner Compensation for 2015 and 2016

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION FOR 2015 AND 2016.

Commissioner Schafer asked why there was no increase in 2016. He further asked whether a 1.25% increase in 2015 and another 1.25% increase 2016 would work.

Chairperson Koenig stated that the 2015 2.5% increase had been part of the negotiations with most, if not all, the units. She further stated that negotiations were still ongoing and it was not quite as clear about what would occur in 2016.

Commissioner Bahar-Cook asked whether there had been any recent developments for 2016.

Discussion.

Commissioner McGrain asked whether we could decrease commissioner compensation during the year.

Chairperson Koenig answered no.

Mr. Parsons stated that there were several tentative agreements that included at 1% increase in 2016 and a reopener for an economic issue in 2016 and 2017.

The resolution was amended to increase commissioner compensation by 1% in 2016.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED. **Yays:** Bahar-Cook, Tennis, McGrain, Anthony, Schafer and Vickers. **Nays:** Koenig. **Absent:** None.

- c. Resolution to Authorize entering into an Agreement with Curtis Hertel, Jr. for Consulting Services

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH CURTIS HERTEL, JR. FOR CONSULTING SERVICES.

Commissioner Schafer asked whether there were a set number of hours required or whether would it be a general consulting arrangement.

Chairperson Koenig stated that the arrangement would not be for a set number of hours. She further stated that most of the County's consulting contracts did not include a set number of hours. Chairperson Koenig stated that the duration of this arrangement would be January 2015 through June 2015.

Commissioner McGrain asked who brought this resolution before the Committee. He further asked whether this type of arrangement had existed in the past.

Chairperson Koenig stated that this type of arrangement had occurred in the past, however never with a county-wide elected official. She further stated that this type of arrangement had been utilized to foster a smooth transition. Chairperson Koenig stated that this resolution was designed to address a sizable gap that would exist between the last County pay check and first Senate pay check. She further stated that Curtis Hertel, Register of Deeds, had worked with Jill Rhode, Financial Services Department Director, to find another solution, however they were unsuccessful.

Commissioner Bahar-Cook stated that because of the manner in which County pay periods land, Register Hertel would not be compensated for the last two weeks of December despite the fact that he would be serving as Register of Deeds.

Chairperson Koenig stated that the annual compensation is divided up by the number of pay periods in a given year.

Discussion.

Chairperson Koenig stated that aside from the compensation issue, the Office of Register of Deeds would be left without leadership with the departure of Register Hertel. She further stated that this resolution was designed to address this void.

Commissioner Anthony asked whether Register Hertel had a consulting firm.

Chairperson Koenig answered no. She stated that Register Hertel would be treated as an independent contractor.

Commissioner Vickers asked whether Register Hertel would receive the \$2,500 up front.

Chairperson Koenig stated that she did not know. She further stated that this contract would have to be reviewed by the County Attorney.

Commissioner Anthony asked whether this would be an option for any of the county-wide elected officials if one resigned from office.

Chairperson Koenig answered yes if it the Board of Commissioners was interested in seeking such an arrangement.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

14. Controller/Administrator's Office

- 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

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO AUTHORIZE THE 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.

Commissioner Vickers requested an update on how the 911 system was working.

John Neilsen, Chief Deputy Controller, stated that we continued to face challenges at the 911 Dispatch Center, including filling vacancies with qualified applicants. He further stated that this was the reason this resolution was before the Committee tonight. Mr. Neilsen provided an overview of what the assessment would entail.

Commissioner Schafer stated that he supported this resolution.

Discussion.

Commissioner Bahar-Cook stated that the Law & Courts Committee was excited about this resolution.

Commissioner McGrain stated that the costs seemed a little excessive. He asked whether there was a cost comparison available.

Mr. Neilsen stated that there was no RFP, the Union had requested that this assessment be performed by MSU, and it had come well-recommended. He further stated that other MSU departments had to pay the same rates the County would pay.

Commissioner McGrain stated that he was concerned about the cost of this assessment.

There was a discussion about the cost of these types of assessments.

Commissioner McGrain requested that a cost comparison be provided to the commissioners before this resolution would go before the Board of Commissioner on Tuesday.

THE MOTION CARRIED UNANIMOUSLY.

- c. Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2014/2015 Fiscal Year

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO AUTHORIZE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH THE CITY OF

LANSING FOR AN ALLOCATION OF FUNDS TO INGHAM COUNTY/CITY OF
LANSING COMMUNITY CORRECTIONS FOR CITY 2014/2015 FISCAL YEAR.

Ms. Morton stated that this was a grant that occurred every year.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Tennis stated that State Representative Earl Poleski introduced House Bill 5977. He further stated that there was a hearing on this bill in the House Michigan Competitive Committee at 10:30 a.m. tomorrow morning. Commissioner Tennis stated that this bill would prohibit any local unit of government from enacting a living wage, prevailing wage, or community benefit policy. He further stated that the County had a living wage and prevailing wage policy. Commissioner Tennis stated that some may be trying to ram this bill through at the very last moment in the session and he did not think it would get much of a fair hearing or discussion. He further stated that he planned to testify at the hearing, not as a commissioner, but on behalf of clients. Commissioner Tennis asked those interested in local control to contact their representatives and senators in the Legislature and request that they oppose this bill.

Commissioner McGrain asked whether this bill would allow for grandfathering.

Commissioner Tennis answered no.

Commissioner Vickers asked how this affected the minimum wage.

Commissioner Tennis stated that there would be no affect.

Chairperson Koenig asked what a community benefit policy was.

Commissioner Tennis stated that a community benefit would be language in a contract that would say that a developer or vender would hire a set percentage of the employees who were residents of a particular community or agree to purchase supplies from businesses located in a particular community. He further stated that he was not aware of any community benefit policies existing in Michigan.

Commissioner McGrain stated that the Land Bank Open House was scheduled for tomorrow, 4:30 p.m. to 6:30 p.m. at the Restorations Works properties on East Kalamazoo Street.

Commissioner Bahar-Cook stated that there would also be a reception at the Allen Neighborhood Center and Marketplace.

Public Comment

None.

Adjournment

This meeting was adjourned at approximately 6:43 p.m.

JANUARY 21, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. Sheriff's Office – Resolution Authorizing Ingham County MCOLES Licensed Deputies to Enter into a Firearm Purchase Program with the Ingham County Sheriff's Office

This resolution authorizes the Ingham County Sheriff's Office to initiate the second edition of a previously approved rifle or firearm purchase program subject to the conditions outlined by the County Attorney and approval of the affected unions. The County would initially purchase the Department approved Firearm (Rifles, Shotguns, and/or handguns and firearm accessories) for each MCOLES licensed or firearms instructor deputy (estimated to be up to 97) through the firearm purchase program. Each eligible deputy could then voluntarily choose to purchase the firearms and/or accessories through a two year payroll deduction period (52 paychecks). The initial purchase would be made by the County with funds from the employee benefit fund to be reimbursed by employees. The current county owned firearms would continue to be used by any deputy that chooses not to participate in this program. The estimate is that approximately 97 staff may participate and those staff will be allowed to purchase up to \$3,500.00 worth of firearms for a total of up to \$339,500.00. (See the attached memo for details)

1b. Sheriff's Office – Resolution to Accept the 2015 Emergency Vehicle Operations Grant

This resolution authorizes acceptance of the 2015 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$73,185.90, with a twenty five percent in kind match of \$24,395.00 (from already approved positions personnel costs) for a total budget of \$97,580.90 for the time period of January 1, 2015 through December 31, 2015. This is a competitive grant that the Sheriff's Office has been successful in securing several times over the past several years. The training in Emergency Vehicle Operations includes a two day driving session and a one day refresher course. The precision driving course consists of driving skills, civil liability, vehicle inspections, stop-stick training, and reality based pursuit training. (See attached memo for details)

2a. 9-1-1 Central Dispatch Center - Resolution Approving a Contract Amendment between Ergometrics and Ingham County for Pre-Employment Testing of 9-1-1 Applicants

This resolution authorizes an amended contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing services effective February 1, 2015 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum. This is a contract of continuous effect that will continue under the amended terms and conditions until either party terminates the agreement or new terms are negotiated and approved between both parties. (See attached memo for details)

2b. *9-1-1 Central Dispatch Center – Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – 911 Non-Supervisory Unit Regarding Re-Hire of Past Employees*

This resolution authorizes a Letter of Understanding (LOU) with respect to the amendment of Article 23 of the Collective Bargaining Unit (CBA). An experienced senior 9-1-1 employee recently left the Center for another job, but has since reconsidered and has requested to return to the 9-1-1 Center. The current CBA under Article 23, limits discretion for consideration of prior dispatch experience and only allows an employee to be placed at a pay level of up to step or grade 3. Therefore absent this LOU it is not financially viable for this experienced employee to return. Ingham County Human Resources and 9-1-1 Administration negotiated this LOU with the FOP Non-supervisory unit to modify the CBA under Salary Article 23, in the area of Implementation. This modification would allow the County to re-hire an employee who left the center no more than 6 months prior at a pay level, one level below the pay level the person was at when they left employment. This is a mutually beneficial solution for both the employee and the County as we are seeking to alleviate staff shortages. (See attached memo for details)

2c. *9-1-1 Central Dispatch Center - Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – 911 Non-Supervisory Unit Regarding Vacation Maximum Accumulation*

This resolution approves a Letter of Understanding (LOU) with respect to payment of vacation hours in excess of the maximum accrual between Ingham County and the FOP 911 Non-Supervisory Unit through 2015. Ingham County Human Resources and 9-1-1 Administration negotiated this solution with the FOP Non-Supervisory Unit to the problem of some employees reaching their vacation caps due to current staffing shortages. The LOU calls for a pay out of the hours of vacation time over the cap (320 hours) in January and July. This solution provides the few staff members that would lose time because of the vacation cap with payment at regular rates for these excess hours. (See attached memo for details)

3a. *Health Department - Resolution to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)*

This resolution authorizes a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD) to allow the Ingham County Health Department to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan. The terms of the agreement shall be from October 1, 2014 through September 30, 2015. MDARD has agreed to pay Ingham County up to \$12,000 for the disposal of pesticides received through the Ingham County Household Hazardous Waste Program (HHW).

3b. *Health Department - Resolution to Accept Fiscal Year 2015 Health Center Quality Improvement Funds*

This resolution authorizes a Fiscal Year 2015 Health Center Quality Improvement supplemental award of \$13,249 from the U.S. Department of Health and Human Services Health Resources and Services Administration. The purpose of the Fiscal Year 2015 Health Center Quality Improvement Funds one-time grant supplement is to: (1) recognize health centers that display high levels of quality performance in Calendar Year 2013 Uniform Data System reporting and/or significantly improved quality of care from 2012 to 2013; and (2) provide support to health centers to continue to strengthen quality improvement activities. These supplemental funds are to be used during the period of December 1, 2014 through November 30, 2015 to support quality improvement activities and in accordance with the terms specified in the Notice of Grant Award.

3c. *Health Department - Resolution to Authorize the Conversion of a Vacant Community Health Representative IV Position to a Community Health Representative II*

This resolution authorizes the conversion of the vacant position #601177, Community Health Representative IV (UAW F), to a Community Health Representative II (UAW D). The Budget Office has confirmed a projected cost savings of \$6,019 with this realignment. Discussion regarding this conversion was held at the December 2014 Human Services Committee meeting.

4. *Farmland and Open Space Preservation - Resolution Approving the Ranking of the 2014 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties*

The Farmland and Open Space Preservation Board seeks approval of the 2014 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment and insurance costs. Those costs are included in the 2015 budget.

5a. *Road Department - Resolution Authorizing the Purchase of 2014-2015 Winter Season Supply of Plow/Grader Blade Cutting Edges for the Road Department*

The Road Department and Purchasing Department request authorization to purchase plow/grader blade cutting edges from Chemung Supply and Shults Equipment as they both submitted bids that met County specifications. The suggestion to award bids to both companies is a result of Chemung Supply being a new supplier. Having not used their blades before, the Road Department seeks Board authorization to purchase blades from Shults Equipment should the Chemung Supply blades fail to meet expectations. Quoted price is \$48.69/linear foot. Anticipated annual usage is 1,000 linear feet for an estimated total annual cost of \$48,690.00. Our initial order will be for 500 Linear Feet at a cost of \$24,345.00.

5b. *Road Department - Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive*

The Road Department received federal funding to reconstruct Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive in Meridian Township. This project involves reconstruction of the roadway from two-lanes to three-lanes, installation of paved shoulders on each side, and drainage improvements. The total estimated cost for the project is \$1,482,200. The Road Department recommends approval of a resolution to authorize a second party agreement between MDOT and Ingham County to define Road Department responsibilities and to administer the construction contract on behalf of MDOT.

6. *Human Resources - Resolution Approving Modification to the 2015 Managerial and Confidential Employee Personnel Manual*

The Health Department and Human Resources Department seek amendment to Section B(7) of the *Managerial and Confidential Employee Personnel Manual* to allow newly hired Physician Assistants to begin work a Step 4 of their assigned pay grade. Health Department officials believe this change will allow the department to remain competitive with the labor market. The proposed resolution would give immediate effect to this change.

7a. Controller/Administrator's Office - Resolution Authorizing an Amendment to Resolution #14-488

This resolution authorizes an amendment to Resolution #14-488 in order for the 2015 Agreement for Guardian Ad Litem Services to properly reflect the \$72,000 compensation which is budgeted for in the 2015 Probate Court budget. Resolution 14-488 authorized a contract in the amount of \$48,000 or \$24,000 less than the actual 2014 contract amount. The full \$72,000 was anticipated and budgeted in the Probate Court's 2015 budget. (See attached memo for details)

7b. Controller/Administrator's Office - Resolution Authorizing an Agreement with the Ingham Conservation District

This proposed resolution authorizes execution of an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support for the period of January 1, 2015 through December 31, 2015 in an amount not to exceed \$8,029.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Chief Deputy Greg S. Harless

DATE: December 23, 2014

RE: 2015 Firearm Purchase Program for MCOLES Licensed and Firearm Instructor Staff of the Ingham County Sheriff's Office

This resolution requests permission for MCOLES Licensed and Firearm Instructor Staff Ingham County Sheriff's Office to once again enter into an agreement Ingham County to purchase Rifles and Firearms for individual ownership to maintain service to Ingham County and its residents as well as to keep up to date with the most current firearms technology.

This resolution is similar to Resolution #13-82 which was adopted in February 2013 allowing individual MCOLES licensed or firearm instructor deputies to purchase a rifle and to make payments via payroll deductions equal to the cost of the said purchased rifle over a two year period of time (52 paychecks). This year's program will allow staff to purchase rifles and other firearms to include shotguns as well as handguns (that the member can use as a second weapon and for off duty carry as allowed by policy however not required) that the Sheriff's Office does not have the financial means to otherwise provide for each deputy.

The program if approved would require deputies to begin the repayment process in April of 2015 and continue until March of 2017. We estimate approximately 97 staff may participate and those staff will be allowed to purchase up to \$3,500.00 worth of firearms for a total of \$339,500.00.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY MCOLES LICENSED DEPUTIES TO ENTER INTO A FIREARM PURCHASE PROGRAM WITH THE INGHAM COUNTY SHERIFF'S OFFICE

WHEREAS, Ingham County Licensed Deputies are required to utilize a firearm while in the course of their duties while employed by the Ingham County Sheriff's Office; and

WHEREAS, Ingham County Sheriff's Office does not have the financial means to provide each Deputy with the industry's standard of firearm and equipment; and

WHEREAS, by initiation this program, the Sheriff's Office will lower county liability by allowing Deputies to have the most current, up to date firearm technology systems; and

WHEREAS, this program is structured similar to the East Lansing Police Department, Meridian Township Police Department, Eaton County Sheriff's Office, Warren City Police Department, Montcalm County Sheriff's Office and Southfield Police Department, Officer/Deputy rifle or firearm purchase programs; and

WHEREAS, Ingham County MCOLES Licensed Deputies will enter an agreement to purchase individual rifles and firearms to maintain service to Ingham County while upholding the safety of the county citizens; and

WHEREAS, this program will allow Ingham County Deputies to enter an agreement to purchase individual rifles and firearms for their ownership, but use said firearms to maintain service to Ingham County while upholding the safety of the county citizens; and

WHEREAS, the Ingham County Sheriff's Office Firearms Purchase Program would run from April 2015 through March 2017 totaling 97 Officers rifles, firearms and firearms accessories purchased at a rate of no more than \$3500.00 per officer, for a total of \$339,500.00; and

WHEREAS, each individual MCOLES Licensed or Firearms Instructor Deputy will payback via payroll deductions the cost of said firearms over a two year period (52 paychecks).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to purchase firearms for each MCOLES Licensed or Firearms Instructor Deputy to purchase through the Firearms Purchase Program and provide Ingham County with Law Enforcement services while maintaining the industry firearms standard.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office Firearms Purchase Program would run from April 2015 through March 2017 totaling up to 97 Officer's rifles, firearms and firearms accessories purchased at a rate of no more than \$3,500.00 per officers, for a total of up to \$339,500.

BE IT FURTHER RESOLVED, that this program will be funded with cash from the employee benefit fund to be reimbursed by employees.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller to make the necessary budget adjustments in the Ingham County Sheriff's Office 2015- 2017 budgets.

BE IT FURTHER RESOLVED, that the Sheriff's Office is authorized to establish an agreement with the unions representing employees that will participate in the program to clarify the voluntary nature of the program and potential forfeiture of funds if not paid in full or if an employee does not remain employed for the full two year period.

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

MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: December 22, 2015

RE: Acceptance of the 2015 MCOLES Emergency Vehicle Operations Training Grant

This resolution will authorize the Sheriff's Office to accept from the Michigan Commission on Law Enforcement Standards (MCOLES) 2015 Emergency Vehicle Operations Training Grant for \$73,185.90.

This sum will be matched on an in kind contribution of \$24,395.00 for employee costs.

Summary of Proposed Action: This resolution will authorize the Sheriffs Office to accept this training grant and to enter into contract with the Michigan Commission on Law Enforcement Standards.

Financial Implications: There are no new positions created and a 25% in kind match requirement (\$24,395.00 worth of existing trainer costs) for this training grant.

Summary of Financial Grant: Michigan Commission on Law Enforcement Standards, \$73,185.90 for the 2015 Emergency Vehicle Operations Grant:

\$36,868.10	Personnel Wages
\$30,116.25	Supplies and Operating Expense
\$4,488.75	Tuition Costs
\$1,712.80	Travel Costs
\$73,185.90	TOTAL DIRECT GRANT EXPENSES

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2015 EMERGENCY VEHICLE OPERATIONS GRANT

WHEREAS, the Ingham County Sheriff's Office applied to receive an emergency police drivers training grant from the Michigan Commission on Law Enforcement Standards (MCOLES); and

WHEREAS, the purpose of the training is to improve emergency driving skills and reduce risk; and

WHEREAS, the amount of the grant is \$73,185.90, with a required in-kind match of \$24,395.00 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$97,580.10; and

WHEREAS, \$36,868.10 of the 2015 Emergency Vehicle Operations Grant is for personnel wages; and

WHEREAS, \$30,116.25 of the 2015 Emergency Vehicle Operations Grant is for supplies and operating expense; and

WHEREAS, \$6,201.55 of the 2015 Emergency Vehicle Operations Grant is for Tuition and Travel expenses.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2015 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$73,185.90, with a in kind match of \$24,395.00 for a total budget of \$97,580.90 for the time period of January 1, 2015 through December 31, 2015.

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 2015 Budget.

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

Agenda Item 2a

To: Ingham County Board of Commissioners
From: Lance Langdon
Date: January 6, 2015
Reference: Cover letter for proposed Agreement with Ergometrics for Pre-Employment testing

We have been using the Ergometrics pre-employment testing with our hiring process after transferring the licensing for the program from the City of Lansing to Ingham County in late 2012.

This is a video based test which is administered by Center staff in a group setting to applicants. We have been pleased with this program, which up until this year has been a perpetual license that had no reoccurring costs other than a per test fee.

The program has been upgraded and the old version will no longer be supported. Ergometrics has offered a reduced yearly licensing fee for current customers that move to the updated program. Because of this the contract with Ergometrics now has a cost that requires a formal contract approval rather than the Contract under \$5,000.00 form that was completed in 2012.

We have budgeted for this increased cost which is \$3,600.00 per year and a fee of \$3.00 per applicant with a \$25.00 minimum.

This program has worked well as part of our hiring process, and in 2014 we did test 158 applicants for our Emergency Telecommunicator position.

I would request that this resolution be approved entering into a new contract with Ergometrics.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A CONTRACT AMENDMENT BETWEEN EROGOMETRICS AND INGHAM COUNTY FOR PRE-EMPLOYMENT TESTING OF 9-1-1 APPLICANTS

WHEREAS, a contract is currently in place between Ergometrics and Ingham County for pre-employment testing of 9-1-1 Center applicants, approved by the Board Chairperson on September 18, 2012; and

WHEREAS, the program currently used is no longer going to be supported, and the licensing process has been changed by Ergometrics; and

WHEREAS, the 9-1-1 Central Dispatch Director has determined that the program has been a necessary and valuable part of the 9-1-1 Center's hiring process; and

WHEREAS, the provisions of the contract have been reviewed and approved by the County Attorney.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the amended contract between Ergometrics and Ingham County 9-1-1 Central Dispatch for pre-employment testing, effective February 1, 2015 for an annual cost of \$3,600.00 and a fee of \$3.00 per applicant with a \$25.00 minimum.

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

Agenda Item 2b

To: Ingham County Board of Commissioners
From: Lance Langdon
Date: January 6, 2015
Reference: Cover letter for proposed resolution to amend Article 23 Salary
FOP 9-1-1 Non-Supervisory Unit

The center as you are aware has been working hard to fill open positions in our non-supervisory unit, but we have not yet been able to fill all of our authorized positions. We have had several employees leave the Center in 2014 for various reasons. We do have the opportunity to re-employ a fully trained staff member, who when they left the county was at the top of the pay levels.

Mr. Parsons and I have discussed this matter with the FOP Non-supervisory unit and have reached an agreement to modify the Salary Article 23, in the area of Implementation. This modification would allow the County to re-hire an employee who left the center no more than 6 months prior at a pay level, one level below the pay level the person was at when they left employment.

Currently the Article allows consideration of prior dispatch experience to be considered in placing someone at a pay level of up to step or grade 3. The amendment allows for someone with experience specifically to the Ingham County 9-1-1 Center if returning within 6 months to be brought in at a higher level.

If a staff member left employment in good standing and the 9-1-1 Director wished to re-hire them, this amendment would be available to bring them in closer to their prior pay level.

This amendment will provide the opportunity to bring fully trained employees back to the Center who are able to with a minimal review, fill positions in the center quickly and save thousands of dollars in training and overtime costs.

I would request that this resolution be approved amending the collective bargaining agreement as stated in the letter of understanding.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE LETTER OF UNDERSTANDING WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 – 911 NON-SUPERVISORY UNIT REGARDING RE-HIRE OF PAST EMPLOYEES

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Fraternal Order of Police (FOP), Capital City Lodge No. 141 – 911 Non-Supervisory Unit for the period March 26, 2013 through December 31, 2015; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Human Resources Director and the 9-1-1 Central Dispatch Director have discussed with the FOP 911 Non-Supervisory Unit the opportunity to re-hire a fully trained prior employee(s) of the 9-1-1 Center, at a time when the 9-1-1 Dispatch Center is still working to fill staffing shortages, and have prepared the attached Letter of Understanding between Ingham County and the FOP 911 Non-Supervisory Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to the amendment of Article 23 Salary, for the re-hire of past 9-1-1 Dispatch Center employees between Ingham County and the FOP 9-1-1 Non-Supervisory Unit.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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 BETWEEN
COUNTY OF INGHAM AND
CAPITOL CITY LODGE #141 - FRATERNAL ORDER OF POLICE - 911 NON-SUPERVISORY UNIT

SALARY LEVEL FOR RE-HIRED INGHAM COUNTY 9-1-1 EMPLOYEES

WHEREAS, the current contract between the parties provides in Article 23, Salary, The Director may based on prior dispatch experience, may place a new hire up to the third pay grade level; and

WHEREAS, with the current staffing shortages presently existing in the Ingham County 911 Center, the parties want to amend Article 23 Salary of the collective bargaining agreement, Sections 23.6 through 23.9; and

WHEREAS, the parties have come to an agreement for the amendment.

THEREFORE, the parties agree to amend Article 23 to the following;

Implementation

- 23.6 The above salary schedules shall be effective as indicated.
- 23.7 New hires will normally be paid at Step 1. The 911 Director has the discretion, based on prior dispatch experience, to place any New Hire up to the third pay grade.
- 23.8 If a prior Ingham County 9-1-1 Dispatcher were to apply and return to employment as a "New Hire", within 6 months of leaving employment with county, the 911 Director shall have the discretion to place this New Hire at a pay level of up to one level below the pay grade they had received with their prior employment with the Center,
- 23.8.1 Any employee hired and moved to a pay grade over Step 1, as allowed in 23.7 and 23.8 will for all other purposes be treated as a new hire for all other compensation and benefits.
- 23.9 No retroactive payment and benefits will be made except as permitted by law and unless the employee is employed upon the date of ratification of this Agreement by both Parties.

This Letter of Understanding shall modify the parties' Contract only to the extent expressly provided herein.

COUNTY OF INGHAM

FOP

Brian McGrain, Chairperson Date

Steven T. Lett, Attorney Date

Lance Langdon, Director 911 Date

Tom Krug, Executive Director Date

Sherry Larner, President Date

Agenda Item 2c

To: Ingham County Board of Commissioners
From: Lance Langdon
Date: January 6, 2015
Reference: Cover letter for proposed resolution on vacation time pay out for FOP 9-1-1 Non-Supervisory Unit

The center as you are aware has been working hard to fill open positions in our non-supervisory unit, but we have not yet been able to fill all of our authorized positions. We have been allowing each employee a total of 4 weeks of vacation per year but have not been granting additional vacation time in excess of the 4 weeks due to our staffing issues.

With the twelve hour schedule our staff works, they can take a weeks' vacation burning only 24 hours of leave time. We have some employees that have put in and taken their vacations but have not been able to use their vacation time faster than they can earn it.

Mr. Parsons and I have discussed this matter with the FOP Non-supervisory unit and have reached a solution on this problem for 2015, which calls for a pay out of the hours of vacation time over the cap in January and July.

This solution brings the few staff members that would lose time down to the cap with payment at strait time for these hours. If we were to allow them to take the time off instead of payment we would then further burden staff with additional overtime hours to cover the additional vacation leaves and the cost would be 50% higher as it would cause overtime that would be paid at an overtime rate rather than a strait time rate.

I would request that this resolution be approved amending the collective bargaining agreement as stated in the letter of understanding.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE LETTER OF UNDERSTANDING WITH THE FRATERNAL
ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 – 911 NON-SUPERVISORY UNIT
REGARDING VACATION MAXIMUM ACCUMULATION**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Fraternal Order of Police (FOP), Capital City Lodge No. 141 – 911 Non-Supervisory Unit for the period March 26, 2013 through December 31, 2015; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Human Resources Director and the 9-1-1 Central Dispatch Director have discussed with the FOP 911 Non-Supervisory Unit the need for payment of hours excess of the maximum vacation accumulation due to current staffing shortages and have prepared the attached Letter of Understanding between Ingham County and the FOP 911 Non-Supervisory Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to payment of vacation hours in excess of the maximum accrual between Ingham County and the FOP 911 Non-Supervisory Unit.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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
BETWEEN
COUNTY OF INGHAM
AND
CAPITOL CITY LODGE #141
FRATERNAL ORDER OF POLICE
911 NON-SUPERVISORY UNIT

VACATION PAYMENT EXCESS OF MAXIMUM ACCUMULATION

WHEREAS, the current contract between the parties provides in Article 30, Vacation, Section 30.12, that vacation leave time not used may only be accumulated to a maximum of 320 hours; and

WHEREAS, due to the current staffing shortages presently existing in the Ingham County 911 Center, the parties want to establish a temporary procedure to pay employees for hours in excess of the maximum 320 hours; and

WHEREAS, the parties have come to an agreement for the payment procedure.

THEREFORE, the parties agree to the following;

Employees who have vacation leave time accumulations over 320 hours on January 1, 2015 and/or July 1, 2015 will be paid at their regular hourly rate for hours over the maximum, provided they have requested two weeks off in the periods vacation selection process.

Further, this Letter of Understanding will be effective through the end of the current contract which expires on December 31, 2015, at which time the temporary procedure for payment for hours excess of the 320 hour maximum shall expire.

This Letter of Understanding shall modify the parties' Contract only to the extent expressly provided herein.

COUNTY OF INGHAM

FOP

Brian McGrain, Chairperson

Date

Steven T. Lett, Attorney

Date

Lance Langdon, Director 911

Date

Tom Krug, Executive Director

Date

Sherry Larner, President

Date

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: December 29th, 2015

Subject: **Recommendation to Enter into a Michigan Agriculture Environmental Assurance Program (MAEAP) Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development (MDARD)**

Attached is a recommendation to enter into a MAEAP Clean Sweep Program Agreement with MDARD to allow the Ingham County Health Department to continue to collect pesticides from any end-user of pesticides that resides in the state of Michigan. The terms of the agreement shall be from October 1, 2014 through September 30, 2015. MDARD has agreed to pay Ingham County up to \$12,000 for the disposal of pesticides received through the Ingham County Household Hazardous Waste Program (HHW).

I recommend that the Board of Commissioners adopt the attached resolution and authorize an agreement with the Michigan Department of Agriculture and Rural Development for the period of October 1, 2014 through September 30, 2015.

cc: Rod McNeill w/attachment
Eric Thelen, w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ENTER INTO A MICHIGAN AGRICULTURE
ENVIRONMENTAL ASSURANCE PROGRAM (MAEAP) CLEAN SWEEP PROGRAM
AGREEMENT WITH THE MICHIGAN DEPARTMENT OF AGRICULTURE AND RURAL
DEVELOPMENT (MDARD)**

WHEREAS, Ingham County Health Department has operated a Household Hazardous Waste Collection Program since 1985; and

WHEREAS, the Health Department has had a MAEAP Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development since 2001; and

WHEREAS, each year the Agreement has allowed the Health Department to be reimbursed for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the Michigan Department of Agriculture and Rural Development has proposed to enter into a new agreement with the Health Department; and

WHEREAS, the Michigan Department of Agriculture and Rural Development shall pay the Health Department up to \$12,000 for costs associated with the collection, transportation and disposal of pesticides; and

WHEREAS, the term of the Agreement shall be October 1, 2014 through September 30, 2015; and

WHEREAS, the Health Department anticipates a continuation of these services and funds in its 2015 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize a MAEAP Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Agreement with the Michigan Department of Agriculture and Rural Development.

BE IT FURTHER RESOLVED, that the Michigan Department of Agriculture and Rural Development shall reimburse the Health Department up to \$12,000 for costs associated with the collection, transportation and disposal of pesticides.

BE IT FURTHER RESOLVED, that the term of the agreement shall be October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Agreement after review by the County Attorney.

MEMORANDUM

To: Human Services Committee
Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: January 5th, 2015

Subject: **Resolution to Accept Fiscal Year 2015 Health Center Quality Improvement Funds**

Attached is a resolution to authorize the Health Department to accept a Fiscal Year 2015 Health Center Quality Improvement supplemental award of \$13,249 from the U.S. Department of Health and Human Services Health Resources and Services Administration.

The purpose of the Fiscal Year 2015 Health Center Quality Improvement Funds one-time grant supplement is to: (1) recognize health centers that display high levels of quality performance in Calendar Year 2013 Uniform Data System reporting and/or significantly improved quality of care from 2012 to 2013; and (2) provide support to health centers to continue to strengthen quality improvement activities.

These supplemental funds are to be used during the period of December 1, 2014 through November 30, 2015 to support quality improvement activities and in accordance with the terms specified in the Notice of Grant Award.

I recommend that the Ingham County Board of Commissioners authorize the acceptance of this Health Center Quality Improvement supplemental award.

cc: 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 FISCAL YEAR 2015
HEALTH CENTER QUALITY IMPROVEMENT FUNDS**

WHEREAS, the Health Department's Community Health Centers receive Health Center Program funds through the U.S. Department of Health and Human Services Health Resource and Services; and

WHEREAS, the 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 Health Department has received a Notice of Award for a Fiscal Year (FY) 2015 Health Center Quality Improvement (QI) Fund one-time grant supplement of \$13,249; and

WHEREAS, the purpose of the FY 2015 Health Center QI Fund one-time grant supplement is to:

1. Recognize Health Centers that displayed high levels of quality performance in Calendar Year 2013 Uniform Data System reporting, and/or significantly improved quality of care from 2012 to 2013; and
2. Provide support for those health centers to continue to strengthen quality improvement activities.

WHEREAS, these funds must be used during the period of December 1, 2014 through November 30, 2015 to support Quality Improvement activities in accordance with the terms of the Notice of Award; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the acceptance of this one-time supplemental fund award and supports any budget adjustments necessary as part of acceptance of these funds; and

WHEREAS, the Health Officer supports the acceptance of this one-time supplemental fund award and supports any budget adjustments necessary as part of acceptance of these funds.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Health Department to accept the Fiscal Year (FY) 2015 Health Center Quality Improvement (QI) Fund one-time grant supplement of \$13,249 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA).

BE IT FURTHER RESOLVED, that these funds be used for the period of December 1, 2014 through November 30, 2015 to support Quality Improvement activities in accordance with the terms of the Notice of Award from HRSA.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make budget adjustments as necessary as part of acceptance of this one-time supplemental award.

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

MEMORANDUM

To: Human Services Committee
 County Services Committee
 Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: January 13, 2015

Subject: **Resolution to authorize the conversion of Community Health Representative IV position to a Community Health Representative II**

This is a resolution to authorize the conversion of the vacant position #601177, Community Health Representative IV (UAW F), to a Community Health Representative II (UAW D).

This conversion better meets the operational needs of the Ingham Community Health Centers. The Budget Office has confirmed a projected cost savings of \$6,019 with this realignment. A Memo of Analysis from the Human Resources is attached, which acknowledges Human Resources' participation, analysis and approval of this proposed position conversion. Support for this conversion has also been received from the UAW Chair.

I recommend that the Ingham County Board of Commissioners authorize this resolution to convert vacant Position #601177, Community Health Representative IV (UAW F) to a Community Health Representative II (UAW D).

2015 Personnel Cost Projection				2015 Personnel Cost Projection			
Comm Hlth Rep IV				Comm Hlth Rep II			
		UAWF				UAWD	
		step 1	step 5			step 1	step 5
704000	Salary	\$35,404	\$42,191	704000	Salary	\$31,448	\$37,438
720000	Longevity	0	0	720000	Longevity	0	0
	Wages	\$35,404	\$42,191		Wages	\$31,448	\$37,438
715000	FICA&med	2,708	3,228	715000	FICA&med	2,406	2,864
716020	Hlth & Surchrg	14,863	14,863	716020	Hlth & Surchrg	14,863	14,863
716100	Dental	885	885	716100	Dental	885	885
716200	Vision	119	119	716200	Vision	119	119
717000	Life Insurance	95	95	717000	Life Insurance	95	95
714000	Unemployment	177	211	714000	Unemployment	157	187
717000	Disability	91	108	717000	Disability	81	96
718000	Retirement	5,056	6,025	718000	Retirement	4,491	5,346
722000	Workers Comp	106	127	722000	Workers Comp	94	112
722600	CARES	33	33	722600	CARES	33	33
716040	Health Ins Trust	1,292	1,540	716040	Health Ins Trust	1,148	1,366
	Total	\$60,829	\$69,424		Total	\$55,820	\$63,405
					Difference	(\$5,009)	(\$6,019)

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

TO: Barb Mastin, DHO, CHC
FROM: Beth Bliesener, Employment Specialist
DATE: 11-26-2014
RE: Memo of Analysis for Position conversion

HR can confirm the following information:

1. Position number 601177 a Community Health Rep IV is vacant.
2. The Health Department will convert the vacant position 601177 to a Community Health Rep II.
3. A Community Health Rep II is compensated at a UAW D salary range (\$31,448 - \$37,438)
4. You have received support from the UAW chair to convert the vacant position.

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF VACANT COMMUNITY HEALTH REPRESENTATIVE IV POSITION TO A COMMUNITY HEALTH REPRESENTATIVE II

WHEREAS, Position #601177, a Community Health Representative (CHR) IV for the Ingham Community Health Centers is currently vacant; and

WHEREAS, a CHR II would better meet the operational needs of the Ingham Community Health Centers; and

WHEREAS, the Health Department wishes to convert the vacant CHR IV (UAW F) position to a CHR II (UAW D); and

WHEREAS, Human Resources has participated in and analyzed the proposed position conversion; and

WHEREAS, the UAW supports the conversion of the CHR IV position to a CHR II position; and

WHEREAS, the Budget Office confirms a projected cost savings of \$6,019 through the conversion of the CHR IV position to a CHR II; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the conversion of the CHR IV position to a CHR II; and

WHEREAS, the Health Officer recommends that the Board authorize the conversion of the CHR IV position to a CHR II.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes that the vacant position 601177, CHR IV (UAW F) be converted to a CHR II (UAW D).

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

MEMORANDUM

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: November 19, 2014

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

SUBJECT: APPROVAL OF 2014 APPLICATION CYCLE RANKING

This resolution approves the 2014 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2014 ranked applications will go through the Purchasing Departments' Bid process to negotiate easement values.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2015 budget.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE RANKING OF THE 2014 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program) charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008 the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2014 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2014 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

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

2014 Farmland Ranking

<i>Farmland Applications</i>																			
	<i>Last Name</i>	<i>Application Cycle</i>	<i>Acres</i>	<i>Township</i>	<i>Ag Productivity - 20</i>	<i>Parcel Size - 20</i>	<i>Ag Income - 5</i>	<i>Proximity to Livestock - 5</i>	<i>Surrounding Land - 7</i>	<i>Sewer/Water - 10</i>	<i>Pop. Center - 30</i>	<i>Rd. Frontage - 8</i>	<i>Protected Prop - 20</i>	<i>Ag Zoning - 3</i>	<i>Block Apps - 15</i>	<i>Ag Charact. - 5</i>	<i>MAEAP - 5</i>	<i>Total</i>	<i>Status</i>
1	Eifert	2014	273.09	Alaiedon	20	20	5	5	5	10	30	8	20	1	0	0	0	124	Active
2	Powell	2009	395.03	Williamstown	16.55	20	5	5	5	10	30	8	15	3	0	5	0	122.55	Declined
3	Medema	2011	280.42	Aurelius	0	20	0	3	5	7	24	8	15	1	0	0	0	83	Declined
4	Peplowski	2009	141.7	Locke	13.38	17.71	0	0	7	10	22	8	0	1	0	0	0	79.09	Declined
5	Swiler	2006	200	Leslie	13.77	20	0	0	7	5	0	8	20	1	0	0	0	74.77	Active
6	Fogg #2	2014	126	Leslie	15	15.6	5	0	5	7	0	4	15	3	0	5	0	74.6	Active
7	Bauman	2014	282.24	Leslie	20	20	5	5	5	5	0	8	5	1	0	0	0	74	Active
8	Halmrich Sod Farm	2011	57.77	Meridian	10	5.77	5	0	2	5	30	0	15	1	0	0	0	73.77	Active
9	Cheney	2012	40	Vevay	13.8	4	0	5	7	5	0	4	20	1	0	0	0	59.8	Active
10	Cavanaugh	2006	239	Bunkerhill	9.79	20	5	5	7	0	0	8	0	1	0	0	0	55.79	Active
11	Fitzgerald	2010	56.44	Locke	20	7.055	5	0	7	6	0	8	0	1	0	0	0	54.055	Active
12	Brake	2010	75	Locke	15.6	9.375	0	5	7	6	0	2	0	1	0	0	0	45.975	Active
13	Miner	2012	95	Leslie		9.5	5	5	7	5	0	8	0	1	0	0	0	40.5	Active
14	Clark R.	2009	52.95	Leslie	12.36	5.2	5	0	7	10	0	0	0	1	0	0	0	40.56	Active
15	Ball	2010	25	Locke	15.4	3.125	0	5	7	6	0	1	0	1	0	0	0	38.525	Active
16	Cavanaugh	2007	39.99	Bunkerhill	11.55	5	0	5	7	0	0	8	0	1	0	0	0	37.55	Active
17	Andrus	2011	65.1	Locke	16.7	6.5	0	3	7	0	0	2.86	0	1	0	0	0	37.06	Active
18	Klicker	2009	37	Whiteoak	18	4.62	0	0	7	0	0	0.55	0	1	0	0	0	31.17	Active
19	Hale	2009	100	Stockbridge	10.053	12.5	0	0	7	0	0	0.34	0	1	0	0	0	30.893	Active
20	Zimmerman	2011	80	Bunkerhill	11.75	8	0	0	7	0	0	1.86	0	1	0	0	0	29.61	Active

2014 Open Space Ranking

<i>Open Space Applications</i>																			
	<i>Landowner</i>	<i>Year</i>	<i>acreage</i>	<i>Township</i>	<i>PCA - 10 points</i>	<i>Riparian Lands - 5 pts</i>	<i>100-year Flood plain - 8 pts</i>	<i>Wetlands - 4 pts</i>	<i>Acquifer recharge - 8</i>	<i>Forestland - 5 pts</i>	<i>Other, grass, shrub etc - 3 pts</i>	<i>Rare species - 10 pts</i>	<i>Physically significant - 3 pts</i>	<i>Parcel size - 25</i>	<i>Population Center - 5</i>	<i>other protected property - 10</i>	<i>Road Frontage - 2</i>	<i>Total - 105</i>	<i>Status</i>
3	Linn, Judy	2011	90.1	Meridian	6.0	5.0	0.0	0.0	8.0	4.0	0.6	0.0	0.0	21.0	5.0	4.0	2.1	55.70	declined
9	Gruber	2009	40	Williamstown	0.0	0.0	0.0	0.4	8.0	0.5	0.75	10.0	0.0	2.0	5.0	8.0	2.0	36.65	declined
8	Melhaff	2010	79.9	Onondaga	10.0	5.0	0.0	0.0	8.0	3.0	0.0	0.0	0.0	3.85	0.0	8.0	2.0	39.85	closed
7	Schrepher	2011	80	Williamstown	6.0	0.0	0.0	0.4	0.0	2.0	1.5	0.0	0.0	20.15	4.0	8.0	1.78	43.83	declined
10	Lewis	2010	145.5	Stockbridge	8.0	5.0	0.0	0.4	0.0	3.75	0.3	0.0	0.0	5.0	0.0	6.0	1.0	29.45	declined
11	Culver	2010	10.64	Onondaga	0.0	5.0	0.0	1.2	8.0	0.5	1.95	4.0	0.0	2.65	0.0	0.0	0.1	23.40	declined
4	Stickle	2012	80	Williamstown	6.0	5.0	0.0	2.3	8.0	0.5	2.4	0.0	0.0	20.0	2.0	6.0	2.0	54.20	pending
5	Goodnoe	2012	74.41	Williamstown	6.0	5.0	0.0	2.3	8.0	0.5	2.4	0.0	0.0	18.7	2.0	6.0	2.0	52.90	closed
1	Everett	2014	85.3	Alaiedon	10.0	5.0	8.0	Op	4.0	3.75	1.5	5.0	0.0	20.0	4.0	0.0	0.5	61.75	active
2	VanPatten	2014	206.41	Wheatfield	8.0	5.0	8.0	4.0	6.0	1.0	3.0	0.0	0.0	25.0	0.0	0.0	1.5	61.50	active
6	Der Happy Hallow	2014	103.53	Alaiedon	6.00	5.00	0.00	2.10	0.00	2.75	3.00	0.00	0.00	20.00	4.00	6.00	1.50	50.35	active

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: December 17, 2014
 SUBJECT: Single Tungsten Carbide Insert Grader Blades

Project Description:

Ingham County Purchasing Department sought bids for its 2015 season’s requirements of Single Tungsten Carbide insert grader blades for the Ingham County Road Department.

Proposal Summary:

Vendors contacted: 11 Local: 02
 Vendors responding: 05 Local: 00

VENDOR NAME	LOCAL PREF	PRICE PER LINEAR FEET (1,000± LINEAR FT)
CHEMUNG SUPPLY	NO	\$48.69
SHULTS EQUIPMENT LLC	NO	\$50.50
VALK MANUFACTURING	NO	\$55.82
WINTER EQUIPMENT CO	NO	\$58.90
ST REGIS CULVERT	NO	\$62.80

Recommendation:

It is the recommendation of the Evaluation Committee to award to Chemung Supply and Shults Equipment as they were both the low bids that meet specifications. We would like to award to both companies based on Chemung Supply being a new supplier and we have never used their blades before. We would like to be able to have Shults Equipment be another source we can use in case the blades from Chemung Supply do not meet our expectations. Quoted price is \$48.69/linear foot. Anticipated annual usage is 1,000 linear feet for an estimated total annual cost of \$48,690.00. Our initial order will be for 500 Linear Feet at a cost of \$24,345.00.

Advertisement:

The RFP was advertised in the Lansing State Journal, MITA DBE, CRAM 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 THE PURCHASE OF 2014-2015 WINTER SEASON SUPPLY OF PLOW/GRADER BLADE CUTTING EDGES FOR THE ROAD DEPARTMENT

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

WHEREAS, the Road Department adopted 2015 budget includes expenditure funds for this purchase; and

WHEREAS, bids for the Road Department's 2014-2015 winter season supply (approximately 1,000 feet) of plow/grader blade cutting edges were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase approximately 1,000 feet of plow/grader blade cutting edge from Chemung Supply at a unit cost of \$48.69 per foot, for an extended total cost of \$48,690.00; and

WHEREAS, staff also recommends Shults Equipment, LLC as an alternative supplier at a unit cost of \$50.50 per foot should Chemung Supply be unable to provide the quantity needed or the blades do not fit or perform properly.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of approximately 1,000 feet of plow/grader blade cutting edges from Chemung Supply at a unit cost of \$48.69 per foot, for an extended total cost of \$48,690.00 and authorizes Shults Equipment, LLC as an alternative supplier.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with both of the above listed suppliers to purchase plow/grader blades as needed and budgeted.

Agenda Item 5b

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: November 24, 2014

SUBJECT: Reconstruction of Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive

The Ingham County Road Department (ICRD) received federal Urban STP funding to reconstruct Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive. Due to a partnership between the Michigan Department of Environmental Quality, Michigan State University, and ICRD the project will also contain \$302,900 of crumb rubber modified asphalt pavement. The project generally involves reconstruction of the roadway from two-lanes to three-lanes, installation of paved shoulders on each side, and drainage improvements. The estimated costs for the project are as follows:

Federal STP Urban Funding	\$ 965,300
MDEQ Scrap Tire Grant:	\$ 302,900
Road Department Match:	<u>\$ 214,000</u>
	\$1,482,200

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN
THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT)
AND THE INGHAM COUNTY ROAD DEPARTMENT
IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR
LAKE LANSING ROAD FROM SAGINAW HIGHWAY (I-69 BR) TO LAC DU MONT DRIVE**

WHEREAS, the Ingham County Road Department received federal Urban STP funding to reconstruct Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive; and

WHEREAS, the Ingham County Road Department also received a Michigan Department of Environmental Quality, Scrap Tire Market Development grant to study crumb rubber modified asphalt pavement and help pay for the project; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

Federal STP Urban Funding	\$ 965,300
MDEQ Scrap Tire Grant:	\$ 302,900
Road Department Match:	<u>\$ 214,000</u>
	\$1,482,200

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect reconstruction of Lake Lansing Road from Saginaw Highway (I-69 BR) to Lac Du Mont Drive for a total estimated cost of \$1,482,200 consisting of \$965,300 in federal funding, \$302,900 from an MDEQ scrap tire grant, and \$214,000 in Road Department funds.

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

Agenda Item 6

TO: Travis Parsons, Human Resources Director
FROM: Barb Mastin, Deputy Health Officer/Executive Director
DATE: December 23, 2014
RE: Justification to Hire Physician Assistant Above Step 1

Section B (7) of the Managerial and Confidential Employee Personnel Manual states, in part:

At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at Step 5 of the appropriate grades when it is determined to grant credit for prior applicable experience. Documentation and verification of the experience shall be the responsibility of the Department.

I am seeking approval to amend Section B (7) as italicized below:

At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at Step *5 and Physician Assistants up to and including Step 4* of the appropriate grades when it is determined to grant credit for prior applicable experience. Documentation and verification of the experience shall be the responsibility of the Department.

Midlevels (Nurse Practitioners and Physician Assistants) are critical to the Department's operations and similarly can be difficult to recruit and hire requiring the Department to be able to act expeditiously or, at times, lose midlevel applicants to better offers. To remain competitive and meet the demands of the few midlevel applicants, it is necessary for the Ingham County Health Department, with the approval of the Human Resources Director, to start Physician Assistants up to and including Step 4, as there is inconsistency in the County's hiring process relative to midlevels.

Article 10, Section 2 of the MNA Collective Bargaining Agreement allows the hiring of Nurse Practitioners up to Step 4 commensurate with experience. With Physician Assistants, in the Managerial Agreement, there is no such ability to hire higher than Step 1 without Board of Commissioner approval. Due to the high demand of midlevels in the industry and the very short supply, the Department runs the risk of losing interested Physician Assistants (as it just did) due to the process for a Physician Assistant to start at a higher step.

Adding consistent language, as italicized above, to Section B(7) of the Managerial Agreement allowing Physician Assistants to start up to and including Step 4, with the approval of the Human Resources Director, would make the Department consistent in its hiring process for all providers (Physicians, Dentists, Nurse Practitioners, and Physician Assistants).

cc: Linda Vail, Health Officer

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Ingham County Board of Commissioners approved the 2015 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Ingham County Health Department is seeking a modification to the 2015 Managerial/Confidential Personnel Manual to provide flexibility and assist in the recruiting efforts of critical midlevel providers.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the following modification to the 2015 Managerial and Confidential Employee Personnel Manual:

Change in language under Section B. Compensation Plan, subsection 7:

At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at Step 5 **and Physicians Assistants up to and including Step 4** of the appropriate grades when it is determined to grant credit for applicable experience. Documentation and verification of experience shall be the responsibility of the Department.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the 2015 Managerial and Confidential Employee Personnel Manual, subject to the approval as to form by the County Attorney.

Agenda Item 7a

TO: Law & Courts and Finance Committees

FROM: John L. Neilsen , Chief Deputy Controller

DATE: January 7, 2015

SUBJECT: Corrective Resolution for Probate Court Guardian Ad Litem Services Contract Amount

Commissioners:

The 2015 Contracts Approval Resolution (Resolution #14-488) erroneously stated the amount of compensation for the Probate Court contract for Guardian Ad Litem Services, which is line item #10 in the Law and Courts Committee attachment to the resolution. This line item listed the 2014 cost as \$48,000 and calls for the same \$48,000 compensation for 2015. However, the 2014 amount was \$72,000, and should have stated the same for the 2015 contracts resolution. This resolution proposes an amendment to Resolution #14-488, in order for the 2015 Agreement for Guardian Ad Litem Services to properly reflect the \$72,000 compensation which is budgeted for in the 2015 Probate Court budget.

I recommend approval of this corrective resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #14-488

WHEREAS, the Board of Commissioners adopted Resolution #14-488 on November 25, 2014 to approve the 2015 Contracts based on the adopted 2015 Budget; and

WHEREAS, Resolution #14-488 approved a renewal contract in the amount of \$48,000 with Robert Refior and Louis Kafantaris for guardian ad litem services for general probate matters; and

WHEREAS, the correct contract amount should have been \$72,000 and this amount is included in the 2015 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amendment to Resolution #14-488 in order for the 2015 Agreement for Guardian Ad Litem Services with Robert Refior and Louis Kafantaris to properly reflect the \$72,000 compensation which is budgeted for in the 2015 Probate Court budget.

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 Probate Court's 2015 Budget.

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

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Agreement with the Ingham Conservation District
DATE: December 30, 2014

The 2015 budget includes \$8,029 in operational funding to support Ingham Conservation District (ICD) Education and Outreach, Conservation Oriented Events, Vehicle and Property Maintenance and Office Support. The following narrative details how funds will be divided between these purposes.

Staff Support

\$5,029 is budgeted for support of staff. ICD staff will manage existing projects and pursue and develop new projects and programs beneficial to the environmental and economic health of Ingham County.

Educational/Outreach Materials and Events

\$1,000 is earmarked for education and outreach activities. Funding will provide printed outreach materials including brochures and flyers as well as supplies for ICD events. Events planned for 2015 to date include the ICD Annual Meeting, Green Space Trail Race, Garlic Mustard Pull, Rain Garden Days and spring and fall Volunteer Stream Monitoring.

Vehicle and Property Maintenance

\$1,000 is budgeted for maintenance activities. This amount will support maintenance of ICD's 200 acre publically accessible green space, trail system, vehicles and buildings. This includes fuel and maintenance for the ICD truck, tractor, gator, and other equipment.

Office Support

\$1,000 is budgeted for office support. Funds will be used for general office supplies.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2015 Ingham County budget includes \$8,029 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2015 through December 31, 2015 in an amount not to exceed \$8,029.

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