THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, NOVEMBER 2, 2016 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 October 19, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. **Sheriff’s Office**
   a. Resolution to Allow the Ingham County Sheriff’s Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2016 Local JAG Grant
   b. Resolution to Enter into a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County
   c. Resolution Authorizing Termination of the Support and Maintenance Agreement with Advanced Public Safety, Inc.
   d. Resolution to Purchase from LexisNexis E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming and a One Year E-Citation Annual Maintenance Program

2. **9-1-1 Center** - Resolution Authorizing Purchase of Equipment and Services for an Additional Workstation in the Ingham County 9-1-1 Center

3. **Financial Services** - Informational Item: Response and Update to the Audit Comment 2015-002 Regarding the Capitalization of Drain Assets

4. **Medical Care Facility** - Informational Item: Background and Response to 2015 Financial Statement Audit Finding (Reference Number 2015-005)

5. **Health Department** - Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide Dental Services for Poor and Uninsured Individuals Who Reside in Ingham County

6. **Innovation and Technologies**
   a. Resolution to Approve the UPS Replacement Bid from Hi-Tech System Service, Inc.
   b. Resolution to Approve Purchase of Training from Security Mentor
7. **Road Department**
   a. Resolution Authorizing the Purchase of 2016/2017 Seasonal Requirement of Liquid De-Icer Corrosion Inhibited Solution for the Ingham County Road Department
   b. Resolution to Approve Purchase of New Fire Alarm Communication Panel and Monitoring Service for the Ingham County Road Department

8. **Potter Park Zoo** - Resolution Authorizing Acceptance of a Donation from and to Enter into a Contract with the Lansing Lions Club for the Addition of a Waterfall to the Lions Club Sensory Garden at Potter Park Zoo

9. **Animal Control** – Resolution to Reorganize and Expand Ingham County Animal Control Staff

10. **Controller/Administrator’s Office** - Resolution Authorizing Third Quarter Adjustments to the 2016 Ingham County Budget

11. **Human Resources**
    a. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual
    b. Claim Settlement Discussion with County Attorney (Closed Session)

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
FINANCE COMMITTEE
October 19, 2016
Draft Minutes

Members Present: Bahar-Cook, Crenshaw, McGrain, and Tennis (arrived at 6:08 p.m.)

Members Absent: Anthony, Schafer, and Case-Naeyaert

Others Present: Major Sam Davis, Tim Dolehanty, Deb Fett, Jill Rhode, Teri Morton, Russ Kolski, Robert Peterson, Travis Parsons, Lance Langdon, Loria Sabin, and others.

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

Chairperson Bahar-Cook opened the floor to Limited Public Comment due to the lack of quorum.

No public comment took place.

Chairperson Bahar-Cook stated that the meeting would be put into a brief recess until quorum was reached.

Commissioner Tennis arrived at 6:08 p.m.

Chairperson Bahar-Cook ended the brief recess at 6:08 p.m. as quorum had been reached.

Approval of the October 05, 2016 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE OCTOBER 5, 2016 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony, Schafer, and Case-Naeyaert.

Additions to the Agenda

7. Health Department
   e. Resolution Authorizing an Amendment to the Agreement Between the Ingham County Health Department and the Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women’s Health

15. Controller – ICEA Park Ranger Settlement Resolution (Closed Session)

Substitutions
1. **Sheriff’s Office**  
   a. Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail

11. **Purchasing** - Resolution to Approve the Disposal of County-Owned Surplus Property

**Removed from Agenda**

3. **Animal Control** - Resolution to Reorganize and Expand Ingham County Animal Control Staff

6. **Economic Development** - Resolution Approving a Reimbursement Agreement by and between the County of Ingham and Jackson National Life Insurance Company for the Repayment of Community Development Block Grant Funds

8. **Innovation and Technologies**  
   b. Resolution to Approve Renewal of Juror System Support

**Limited Public Comment**

None.

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

1. **Sheriff’s Office**  
   a. Resolution to Enter into an Agreement with the Michigan State University School of Psychiatry to Provide Psychiatric Services for Inmates at the Ingham County Jail  
   b. Resolution to Enter into a Contract with the State of Michigan, Making Ingham County the Fiduciary Agent for Michigan Homeland Security Region 1 and Accept the FY 2016 Homeland Security Grant Program Funds

2. **Human Resources** - Resolution Approving Generic Service Credit Purchase for County Employee: John Jason Waugh

4. **55th District Court**  
   a. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award from the Michigan Supreme Court’s State Court Administrative Office - Michigan Drug Court Grant Program (SCAO-MDCGP) and Enter into Subcontracts  
   b. Resolution Authorizing the Ingham County 55th District Court to Accept a Grant Award From the Michigan Supreme Court State Court Administrative Office - Michigan Mental Health Court Grant Program (SCAO-MMHCGP), Continue a Probation Officer Position, and Enter into Subcontracts

5. **9-1-1 Center**

(2)
a. Resolution Authorizing Purchasing Scheduling Software/Services for the 911 Center
b. Resolution to Establish Additional Special Part Time On-Call 911 Central Dispatch Center Background Investigator Positions
c. Resolution Authorizing a Contract with Van Belkum to Upgrade the NICE 911 Recorder System for the Ingham County 911 Center

7. Health Department
a. Resolution to Authorize an Amendment to the Agreement for Behavioral Health Services between the Ingham County Health Department and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties
b. Resolution to Authorize a FY 2017 Subcontract with Refugee Development Center
c. 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)
d. Resolution to Accept Child and Adolescent Health Center Program Funding from the Michigan Department of Health and Human Services through the Michigan Primary Care Association
e. Resolution Authorizing an Amendment to the Agreement Between the Ingham County Health Department and the Edward W. Sparrow Hospital Association for Physician and Medical Direction Services for Women’s Health

8. Innovation and Technologies
a. Resolution to Approve the Contract for Courtview Server Upgrade
c. Resolution to Approve Renewal of PACC/PAAM Licensing and Support

9. Road Department
a. Resolution Authorizing a Sub-Recipient Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of De-Vulcanized Rubber Modified Chip-Sealing Mixture on County Roads Locations to be Determined for the Ingham County Road Department
b. Proposal Summary & Memo for Eastern Garage Overhead Door Repair

10. Potter Park Zoo - Resolution Recommending Acceptance of a $3,800 Monetary Gift from the Potter Park Zoo Docent Association for a New Barred Owl Enclosure

12. Financial Services
a. Resolution to Waive the Public Act 152 Health Care Requirements for 2017

13. Finance Committee
a. Review and Evaluation of Policy on Cost Increases for Service Related Contracts
b. Resolution to Extend a Policy on Cost Increases for Service Related Contracts in Ingham County

14. Controller/Administrator’s Office
a. Ingham County 2017 General Appropriations Resolution
b. Resolution to Approve a Debt Financing Policy
5. **9-1-1 Center**
   
   d. Resolution Authorizing a Contract with AT&T for Telephone Services for the Ingham County 9-1-1 Center

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH AT&T FOR TELEPHONE SERVICES FOR THE INGHAM COUNTY 9-1-1 CENTER.

Commissioner McGrain asked how the issue came about.

Lance Langdon, 9-1-1 Center Director, stated that it came about because there was an issue with the phone lines and after trying to remedy it they discovered that the contract had expired. He further stated that the MiDEAL program contract with AT&T had expired with the State and had not been able to be renewed yet. He stated that this caused the increase to conventional charges.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony, Schafer, and Case-Naeyaert.

11. **Purchasing** - Resolution to Approve the Disposal of County-Owned Surplus Property

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY.

Commissioner Tennis asked if it was typical to have this quantity of surplus property.

Tim Dolehanty, Controller/Administrator, stated that there were quite a few more than usual.

Discussion.

Commissioner Tennis asked if the items would be auctioned.

Mr. Dolehanty stated yes.

Commissioner McGrain stated that it was interesting to see the items in the packet and that he appreciated being able to see that the County was using them as long as they can.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony, Schafer, and Case-Naeyaert.
12. Financial Services
   b. Resolution to Transfer Additional Funding to the Municipal Employees Retirement System (MERS) for the Judge and Library Divisions

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO TRANSFER ADDITIONAL FUNDING TO THE MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) FOR THE JUDGE AND LIBRARY DIVISIONS.

Commissioner McGrain asked how many units the County had.

Jill Rhode, Financial Services Director, responded that the County had around forty units and that this would fully fund two of them.

Commissioner McGrain asked for confirmation regarding how this would work out in the County’s favor.

Ms. Rhode responded that using the current numbers this would save about $400,000.00 per year.

Discussion.

Ms. Rhode stated that the library contribution was 30,000 in 2011 and would be 169,000 in 2017.

Discussion.

Ms. Rhode stated that she did not see this as an expenditure, but an investment.

Commissioner McGrain asked how many people were in the units.

Ms. Rhode responded that there were two judges left and there were no active librarians. She further stated that she did not currently have numbers for retirees.

Discussion.

Chairperson Bahar-Cook stated that this was a perfect example of why the County had reserves.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony, Schafer, and Case-Naeyaert.

15. Controller – ICEA Park Ranger Settlement Resolution (Closed Session)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, AT 6:20 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF NEGOTIATING THE ICEA PARK RANGER SETTLEMENT RESOLUTION.
THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yea**: Bahar-Cook, Crenshaw, McGrain, and Tennis.  **![](https://historyofamerica.org/announcements/uncertain.png)**: None  **Absent**: Anthony, Schafer, and Case-Naeyaert.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, AT 6:29 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony, Schafer, and Case-Naeyaert.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE SETTLEMENT FOR CASE NUMBER 15-584-CK.

THE MOTION CARRIED UNANIMOUSLY. Absent: Anthony, Schafer, and Case-Naeyaert.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:30 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office – Resolution to Allow the Ingham County Sheriff’s Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2016 Local JAG Grant**

   This resolution would authorize entering into an Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the $95,990 allocated portion of the 2016 Local JAG grant. The County would not receive any funds again this year under the proposed 2016 JAG grant because the formula requires a certain threshold of serious crime in the Sheriff’s Office area of primary jurisdiction. Nonetheless the County is still required to enter into this agreement and we have done so in previous grant cycles. However the City of Lansing will approve allocating a voluntary $4,000 to the County and the Sheriff for unspecified Technology upgrades through a subcontract (see attached memo).

1b. **Sheriff’s Office – Resolution to Enter into a Contract with West Shore Services Inc. for the Purpose of Adding and Upgrading Outdoor Warning Sirens in Ingham County**

   This resolution authorizes another phase of the County wide phased upgrade, replacement, and installation of the emergency alert and warning siren system in Ingham County through Homeland Security Grant funds ($28,000). This phase will include one siren for Onondaga Township. The remaining phase(s) will include sirens for Dansville, Leroy Township, and Stockbridge subject to the availability of grant funds (see attached memo for details).

1c. **Sheriff’s Office – Resolution Authorizing Termination of the Support and Maintenance Agreement with Advanced Public Safety, Inc.**

   This resolution authorizes the Controller to send immediate notice to Advanced Public Safety, Inc. pursuant to Section 5.2.2 of the Support and Maintenance Agreement that the County is terminating the agreement effective 11:59 p.m. on December 31, 2016. The termination of this current contract should be predicated on the passage of the companion resolution to authorize a new replacement contract with LexisNexis (see attached memo for details).

1d. **Sheriff’s Office – Resolution to Purchase from LexisNexis E-Citation Programming, Michigan UD-10 Crash Reporting and Diagramming and a One Year E-Citation Annual Maintenance Program**

   This resolution authorizes a new replacement contract with LexisNexis to purchase their E–Citation program which includes the Michigan UD-10 Crash reporting, diagramming program, and a one year maintenance contract at a cost not to exceed $25,328.70 from the 2017 Sheriff’s Office Capital Improvement funds. This is a companion resolution to the previous Resolution which terminates the contract with the current vendor at the end of 2016 (see attached memo for details).
2. **9-1-1 Center – Resolution Authorizing Purchase of Equipment and Services for an Additional Workstation in the Ingham County 9-1-1 Center**

This resolution authorizes approval of a new 9-1-1 workstation installation project and services as approved in the 9-1-1 Center’s 2016 capital budget at a total cost not to exceed $45,000, which includes the $2,490.92 contingency.

This is being proposed to supplement effective 9-1-1 Center supervision and to improve relations with staff at the Center (see attached memo for details).

5. **Health Department – Resolution Authorizing an Agreement with Volunteers of America Michigan to Provide Dental Services for Poor and Uninsured Individuals Who Reside in Ingham County**

This resolution authorizes an agreement with Volunteers of America Michigan (VOAMI) for dental services. The amount of the agreement to be paid by VOAMI to the County will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by Ingham County Health Department (ICHD). The Agreement will be effective from the date of execution for one year with the option to renew for one year upon mutual agreement between ICHD and VOAMI.

6a. **Innovation and Technology Department – Resolution to Approve the UPS Replacement Bid from Hi-Tech System Service, Inc.**

Ingham County operates 32 small uninterruptible power supply (UPS) devices spread throughout various facilities to ensure the IT infrastructure remains operational in event of a power failure. These devices are several years old and are starting to regularly generate trouble alarms. Although batteries have been replaced, over time UPS devices will eventually fail. To prevent a total breakdown, the IT Department recommends acceptance of a proposal from Hi-Tech System Service for UPS replacement at a total cost not to exceed $46,338.

6b. **Innovation and Technology Department – Resolution to Approve Purchase of Training from Security Mentor**

All County IT users have a responsibility to understand the basic essentials of cyber security, to know what to look for in phishing scams or how to identify suspicious attachments. For these reasons the Innovation and Technology Department initiated a service in 2014 titled “Security Mentor.” All users receive an automated notice about once each month with a link to a new lesson in cyber security. Educated IT consumers are the first line of defense in cyber security, and these lessons offer our employees timely tips on how to avoid becoming the next victim. This training is provided through an online subscription format that is purchased in annual increments and is part of the MI-DEAL state contract program. The IT Director recommends continuation of this subscription at a total cost of $7,067.

7a. **Road Department – Resolution Authorizing the Purchase of the 2016/2017 Seasonal Requirement of Liquid De-Icer Corrosion Inhibited Solution for the Ingham County Road Department**

The Road Department recommends awarding a contract for seasonal liquid de-icer to Northern Michigan Dust Control, Inc. (NMDC) in an amount not to exceed the bid unit price of $0.78/gallon (approximately $9,400). NMDC submitted the lowest responsive price proposal meeting all Road Department specifications.
7b. **Road Department – Resolution to Approve Purchase of New Fire Alarm Communication Panel and Monitoring Service for the Ingham County Road Department**

The fire alarm system at the Road Department complex in Mason must be monitored at all times by an alarm service. Two independent means of communication with the monitoring center must be maintained at all times. The Purchasing Director and Road Department Managing Director recommend approval of a resolution to authorize the purchase of one new fire alarm communication panel at $8,194.44 and fire alarm monitoring service at $540.00 per year for four years with the first year included in the communication panel cost from Boynton Fire Safety Service.

8. **Potter Park Zoo – Resolution Authorizing Acceptance of a Donation from and to Enter into a Contract with the Lansing Lions Club for the Addition of a Waterfall to the Lions Club Sensory Garden at Potter Park Zoo**

The Lansing Lions Club recently raised funds for the specific purpose of building a waterfall in the sensory garden at Potter Park Zoo to enhance the experience of zoo visitors. If accepted, the Club will supply all materials and labor to complete the installation of the waterfall and provide for the future maintenance of the waterfall including associated maintenance costs. The Interim Potter Park Zoo Director recommends approval of this resolution.

9. **Animal Control – Proposal to Reorganize and Expand Ingham County Animal Control Staff**

Following approval of a millage request in August, the Animal Control Department proposes a reorganization plan to include the following actions:

- Change “Redemption Clerk/Dispatcher” title to “Animal Shelter Clerk”
- Change Office Coordinator title to “Office Lead”
- Change half-time clerk/dispatcher to full time with new Animal Shelter Clerk title
- Add two full time UAW clerk/dispatchers with new Animal Shelter Clerk title
- Add an MCF “Customer Service and Community Outreach Manager” position
- Change half-time Animal Care Specialist to full time
- Add one full time Animal Care Specialist
- Fund Volunteer Assistant position with millage funds instead of Animal Shelter Fund

This proposal would add 2.5 Animal Shelter Clerks and add 1.5 Animal Care Specialists. These changes are also consistent with recommendations from the National Animal Care and Control Association study. The total cost associated with these changes is $436,029. Consistent with the Reorganization Procedure Policy, a resolution recommending approval of this action is offered by the Animal Control Director.

10. **Controller’s Office – Resolution Authorizing Third Quarter Adjustments to the 2016 Ingham County Budget**

This resolution would authorize the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2016. The total increase to the General Fund is $181,127.

The current Contingency fund amount is $245,450 (see attached memo for details).
11a. Human Resources – Resolution Approving Modifications to the Managerial and Confidential Employee Personnel Manual

Questions have been raised concerning use and approval of salary and fringe benefit continuation under the Managerial and Confidential Employee Personnel Manual. In accordance with the manual, Ingham County allows severance (salary and fringe benefit continuation) in response to several employee separation scenarios and in conjunction with resignation agreements and comprehensive waiver of claims. Employees under this manual are employees “at will” and subject to termination for any reason, at any time and this severance option has been utilized as a business practice for a variety of separations. In some circumstances, resignations by agreement and waivers have been successfully utilized to prevent potential lawsuits and settle grievances or arbitrations.

Current policy allows for severance as an automatic option for up to six months’ compensation, and for consideration of an additional six months’ compensation at the discretion of the County Services Committee. A proposal offered for consideration would change current practice to compel approval of the County Services Committee in all cases.

11b. Human Resources – Claim Settlement Discussion with County Attorney (Closed Session)

Attorneys Bonnie Toskey and Gordon Love will be present to consult with Commissioners regarding settlement strategy in a workers’ compensation claim. This discussion will be held in closed session as allowed under the Open Meetings Act (MCL 15.268(e)).

INFORMATIONAL ITEMS:

3. Financial Services – Response and Update to the Audit Comment 2015-002 Regarding the Capitalization of Drain Assets

4. Medical Care Facility - Background and Response to 2015 Financial Statement Audit Finding (Reference Number 2015-005)
TO:                     Law & Courts Committee
                        Finance Committee
FROM:                  Major Joel Maatman
DATE:                  Oct 17, 2016
RE:                     2016 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff’s Office be allowed to enter into an
Interlocal Agreement with the City of Lansing and City of East Lansing for the 2016 Local JAG
Grant.

As part of this JAG Grant for 2016, the Lansing Police Department will allocate up to $4000.00
to the Ingham County Sheriff’s Office for technology upgrades.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2016 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department, City of East Lansing Police Department, and the Ingham County Sheriff’s Office was allocated $95,990.00 for the 2016 Local JAG grant from the Department of Justice; and

WHEREAS, the Ingham County Sheriff’s Office portion allocated from this grant is $0.00 for 2016 due to a lack of violent crime data for 2015; and

WHEREAS, part of the application process to receive this funding from the 2016 Local JAG grant, the Ingham County Sheriff’s Office must enter into a Interlocal agreement with the City of Lansing and East Lansing, allowing for disbursement of allocated funds to both government police agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the Inter-local agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the $95,990.00 allocated portion of the 2016 Local JAG grant for the time period of July 1, 2016 through September 30, 2019.

BE IT FURTHER RESOLVED, that the Lansing Police Department will voluntarily allocate, from their portion of the 2016 Local JAG grant $4,000.00 to the Ingham County Sheriff’s Office to be used for technology upgrades.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary adjustments to the 2016-2019 Sheriff’s Office budgets consistent with this resolution.

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

FROM: Sergeant Jeff Weiss, Ingham County Office of Homeland Security and Emergency Management

DATE: October 5, 2016

RE: RESOLUTION TO ENTER INTO A CONTRACT WITH WEST SHORE SERVICES INC. FOR THE PURPOSE OF ADDING AND UPGRADING OUTDOOR WARNING SIRENS IN INGHAM COUNTY.

This Resolution is for the approval to utilize FY2015 Homeland Security Grant Program Funding as part of an ongoing project to upgrade, replace, and install outdoor warning sirens in Ingham County. The Outdoor warning siren project has been done in phases.

Specifically, Grant funding will be used to purchase one siren for Onondaga Township in Ingham County. This project serves to upgrade the emergency alert and warning siren system in Ingham County. Most of Ingham County is already using the newer two-way digital sirens, and this warning siren will be added to the network. This phase will include one siren for Onondaga Township. The last phase will include sirens for Dansville, Leroy Township, and Stockbridge.

The siren system is controlled jointly with the City of Lansing, with the Ingham County 911 Center serving as the primary activation point- with backups at the Lansing Emergency Operations Center and Ingham County Emergency Operations Center. All radio equipment is in compliance with FCC requirements. The Ingham County Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority.

The Michigan State Police Emergency Management and Homeland Security Division have approved the funding proposal. The FY2015 HSGP funding was approved in Resolution 15-421. West Shore Services is the sole source vendor for the siren system in place.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH WEST SHORE SERVICES INC. FOR THE PURPOSE OF ADDING AND UPGRADING OUTDOOR WARNING SIRENS IN INGHAM COUNTY

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2015 Homeland Security Grant Program (HSGP); and

WHEREAS, the purpose of these grant funds is to purchase equipment and to provide training in the Homeland Security & Emergency Management field; and

WHEREAS, the Local Planning Team has determined that the need for emergency alert and warning sirens is a funding priority; and

WHEREAS, the grant funding will be used to purchase one siren for Onondaga Township in Ingham County; and

WHEREAS, this project serves to upgrade the emergency alert and warning siren system in Ingham County that has been completed in phases; and

WHEREAS, the siren system in controlled jointly with the City of Lansing and the Ingham County 911 Center serves as the primary activation point with backups at the Ingham County Emergency Operations Center and City of Lansing Emergency Operations Center; and

WHEREAS, the Michigan State Police Emergency Management and Homeland Security Division has approved the funding proposal; and

WHEREAS, the total expenditure for this proposal is $28,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Westshore Services Inc. and to utilize $28,000 from the FY2015 Homeland Security Grant Funding to upgrade and purchase one outdoor warning siren.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
TO:       Law & Courts Committee
         Finance Committee
FROM:    Major Maatman, Field & Staff Services Administrator
DATE:    October 18, 2016
RE:       RESOLUTION TO END A CONTRACT AND MAINTENANCE AGREEMENT
           WITH ADVANCE PUBLIC SAFETY COMPANY ON 12-31-16.

This resolution is for the approval to end the current contract and maintenance agreement on 12-21-16 with Advanced Public Safety Company which is the Sheriff’s Office current e-citation program.

The Sheriff’s Office has sent a resolution to purchase a new E-citation program from Lexis-Nexis on 1-1-17.
Agenda Item 1c

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TERMINATION OF THE SUPPORT AND MAINTENANCE AGREEMENT WITH ADVANCED PUBLIC SAFETY, INC.

WHEREAS, the Ingham County Board of Commissioners passed a resolution to allow the Ingham County Sheriff’s Office to enter into an agreement with Advanced Public Safety, Inc. for the Sheriff’s Office and 55th District Court’s electronic ticket writing annual maintenance fees for 2016; and

WHEREAS, the Sheriff no longer desires to utilize Advanced Public Safety Inc.’s maintenance program for 2017; and

WHEREAS, the agreement automatically renews on January 1st of each year unless either party provides prior written notice that it desires to terminate the agreement; and

WHEREAS, the Support and Maintenance Agreement entered into between the County and Advanced Public Safety, Inc. under Section 5.2.2 requires no less than thirty (30) days written notice prior to the renewal term on January 1, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to send immediate notice to Advanced Public Safety, Inc. pursuant to Section 5.2.2 of the Support and Maintenance Agreement that the County is terminating the agreement effective 11:59 p.m. on December 31, 2016.
TO:       Law & Courts Committee  
Finance Committee

FROM:    Major Maatman, Field & Staff Services Administrator

DATE:    October 12, 2016

RE:       RESOLUTION TO PURCHASE FROM LEXISNEXIS E-CITATION  
PROGRAMING, MIICHIGAN UD-10 CRASH REPORTING AND  
DIAGRAMING AND A ONE YEAR E-CTIATION ANNUAL  
MAINTENANCE PROGRAM.

This resolution is for the approval to purchase the above three programs from LexisNexis  
Jan 2, 2017, not to exceed $25,328.70. Funds are budgeted in the 2017 capital improvement  
funds.

The Sheriff’s Office is ending a current e-citation contract with APS on December 31, 2016 and  
wishes to purchase the above programing for our e-citation program.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE FROM LEXISNEXIS E-CITATION PROGRAMMING,
MICHIGAN UD-10 CRASH REPORTING AND DIAGRAMMING AND
A ONE YEAR E-CITATION ANNUAL MAINTENANCE PROGRAM

WHEREAS, the Ingham County Sheriff’s Office has had for several years used APS (Advanced Public Safety) for our patrol cars and District Court E-Citation programming; and

WHEREAS, the last two years issues occurred with our E-Citation programming that APS has failed to fix; and

WHEREAS, LexisNexis purchased the company Iyetek which several Mid-Michigan Police agencies use for their E-Citation programming; and

WHEREAS, changing to LexisNexis E-Citation programming includes, at no extra cost, Michigan UD-10 Crash Reporting and diagramming free with purchase of their E-Citation program; and

WHEREAS, currently with APS E-Citation programming, there is no Michigan UD-10 Crash reporting or diagramming program, and deputies on crash scenes have to use the current Tri-Tech E-crash reporting program that does not meet the new 2016 Michigan State Police Accident Report requirements; and

WHEREAS, the above free Michigan UD-10 Crash reporting system with LexisNexis does meet those Michigan State Police requirements.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with LexisNexis to purchase their E-Citation program which includes the Michigan UD-10 Crash reporting and diagramming program, and one year maintenance contract at a cost not to exceed $25,328.70 from the 2017 Sheriff’s Office Capital Improvement funds.

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary budget adjustments to the 2017 Sheriff’s Office budget.

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

FROM: Lance Langdon, 9-1-1 Director

DATE: October 18, 2016

SUBJECT: Request to Purchase new 9-1-1 Center Workstation and Equipment
For the meeting agenda of October 27, 2016.

BACKGROUND
The 9-1-1 Center was designed to have twelve workstations on the main floor with room to expand to three additional positions, if needed, in the future. Since opening there has been complaint from staff that the supervisors are too far away from the Dispatch floor in the raised work station they currently have. It was determined that if we added an additional work station next to the Metro Police station, we could move our LEIN operator to the new position, bringing them closer to the Police dispatchers that they communicate with regularly. We would then have the old LEIN position used by the supervisors at floor level to improve communications and interaction with staff on a regular basis. Additionally, if needed, it would allow for extra staffing on the dispatch floor rather than using the training room away from the floor for special events. This was requested and approved in our 2016 CIP budget.

ALTERNATIVES
We would continue as we have been, with 9-1-1 Supervisors not being on the floor with staff.

FINANCIAL IMPACT
The costs for this project were estimated and budgeted were approved at $40,000.00. The actual project is a little over the approved cost, but there are additional funds from the Smart911 project, as it was well under budget. Original Smart 911 project costs were estimated at $32,000.00, but the final project was under $17,000.00 leaving us $15,000.00 in the CIP Fund to cover the overage. I have asked for $2,490.92 in contingency for anything unforeseen that we might find in installing this equipment.
We have the needed radio, phone, and computer equipment for the station. The costs listed under phone and radio are for the work to be completed to move and install the equipment at the new station.

OTHER CONSIDERATIONS
This is being proposed to supplement effective 9-1-1 Center supervision and to improve relations with staff here at the Center. I believe that it will be a great improvement and will be seen as a very positive step by all staff.

RECOMMENDATION
Based on the information presented, I respectfully recommend the attached resolution to support the purchase of the equipment and services.
INTO THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PURCHASE OF EQUIPMENT AND SERVICES FOR AN ADDITIONAL WORKSTATION IN THE INGHAM COUNTY 9-1-1 CENTER

WHEREAS, Ingham County 9-1-1 Central Dispatch Center requested and was approved for a CIP project in its 2016 budget to add an additional workstation to the call center; and

WHEREAS, the addition of this station will relocate work duties for staff and allow for shift supervisors to work more closely with dispatch staff; and

WHEREAS, the quotes for equipment and services have been received from vendors and totals $42,509.08 for this project; and

WHEREAS, the 9-1-1 Department is asking for a $2,490.92 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the vendors for this project are sole source, GSA, or under contract with Ingham County to provide services on the various systems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a new 9-1-1 workstation and related installation services for a total project cost not to exceed $45,000.00, which includes $42,509.08 for equipment and services and $2,490.92 for contingency from the 9-1-1 Center CIP 2016 budget.

BE IT FURTHER RESOLVED, that the following vendors and amounts are approved for equipment and services for this project:

Russ Bassett, for workstation equipment and installation - $24,157.20
Carousel Industries, for relocation of existing phone equipment- $1,670.00
Harris Radio, for relocation of existing radio equipment- $1,608.00
FD Hayes, for electrical and cabling - $13,800.00
CDW, for workstation computer monitors- $1,273.88

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make the necessary budget adjustments to the 2016 9-1-1 Center budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract or purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.
Response and update to the audit comment 2015-002 regarding the capitalization of Drain assets.

Generally accepted accounting principles require that all construction which results in additional infrastructure be “capitalized” and added to the County’s capital assets by “placing it into service”.

The Financial Service Department has been maintaining a listing of drain construction projects and each year asked the drain office whether they were complete and ready to “capitalize”. Both the term capitalize and placing into service are not terms used by the Drain Office and the Financial Service Department was unaware there was a communication issue. From the response we received, we believed the projects were not complete but this was not the case.

Since the dollar amount of the list was very large as of 12/31/15, the auditors discussed this in depth with the Drain Office. After this discussion, it became apparent that there had been a misunderstanding between the Drain Office and the Financial Service Department for several years which was basically due to vocabulary.

This resulted in a large adjusting journal entry being needed to capitalize $6.8 million of projects which were completed and needed to be capitalized.

The Drain Office and Financial Services now fully understand the terms each other use with regards to construction projects and a similar auditor adjustment should not be needed in the future.
Background and Response to 2015 Financial Statement Audit Finding (Reference Number 2015-005)

**Accounts Payable Cutoff Procedures**

The Medical Care Facility improperly excluded invoices from accounts payable in the amount of $35,691 related to services performed prior to 12/31/2015 but invoice dated in 2016. The largest invoice out of this group was for Plante Moran in the amount of $11,678.26 dated 1/15/16 for services performed in December 2016 related to our building project. This invoice was received in March 2016 after year-end was closed in our accounting system. The invoices that account for the remaining balance are relatively small in nature and relate to resident/patient care expenses. These types of invoices are typically received 2-3 months after the service has been performed. The Medical Care Facility has reviewed current procedures and developed additional procedures for the audit of invoices to ensure that they are properly recorded in the correct time period.

**Payroll Accrual Procedures**

The Medical Care Facility improperly excluded PTO and Holiday earnings form the year-end payroll accrual resulting in gross wages lowered by $117,598. The rationale for excluding PTO earnings was related to the fact the corresponding PTO liability was not reduced for these earnings in the amount of $24,428. $93,170 in Holiday earnings was improperly excluded in full with the rationale that there are two holidays in the pay period. These two holidays are split between different fiscal year with one holiday on 12/25/15 and the other on 01/01/16. The Medical Care Facility will adhere to the commonly accepted procedure for calculating payroll accrual. This calculation is total gross wages divided by the number of days in the pay period multiplied by the number of days to accrue.
TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 5, 2016

SUBJECT: Resolution to enter into an Agreement with Volunteers of America Michigan

For the meeting agenda of November 8, 2016

BACKGROUND
Ingham County Health Department (ICHD) has the purpose of endeavoring to prevent disease, prolong life, and promote public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems. ICHD intends to enter into an agreement with Volunteers of America Michigan (VOAMI) to provide certain dental clinic services to poor and uninsured individuals.

ICHD must provide or demonstrate the provision of priority health services and may enter into contracts necessary or appropriate to provide such services. This agreement will allow ICHD to meet the provision of priority health services by providing certain dental services to Ingham County residents with income at or below 300% of the federal poverty level and who do not have dental insurance or who are covered by Medicaid, Healthy Michigan Plan, MIChild, and Delta Healthy, Kids, or other public assistance programs.

ALTERNATIVES
VOAMI built the dental facility anticipating opening in May 2016. VOAMI is now in the process of hiring a provider as well. For these reasons, there are no alternatives.

FINANCIAL IMPACT
VOAMI will pay ICHD for Public Dental Program services provided by ICHD. The amount to be paid by VOAMI to ICHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by ICHD.

OTHER CONSIDERATIONS
Pursuant to MCL 333.2433(1), ICHD has the purpose of endeavoring to prevent disease, prolong life, and promote the public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement between ICHD and VOAMI for dental services the amount of the agreement to be paid by VOAMI to ICHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Programs services provided by ICHD. The Agreement will be effective from the date of execution for one year with the option to renew for one year upon mutual agreement between ICHD and VOAMI.
Agenda Item 5

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH VOLUNTEERS OF AMERICA MICHIGAN TO PROVIDE DENTAL SERVICES FOR POOR AND UNINSURED INDIVIDUALS WHO RESIDE IN INGHAM COUNTY

WHEREAS, Ingham County Health Department (ICHD) has the purpose of endeavoring to prevent disease, prolong life, and promote the public health through organized programs, including the prevention and control of health problems of particularly vulnerable groups and the development of health care facilities and health services delivery systems; and

WHEREAS, ICHD wishes to enter into an agreement with Volunteers of America Michigan (VOAMI) pursuant to which VOAMI will provide dental clinic services for poor and uninsured individuals who reside within Ingham County on behalf of ICHD; and

WHEREAS, VOAMI will pay ICHD for Public Dental Program services provided by ICHD; and

WHEREAS, the amount to be paid by VOAMI to ICHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Program services provided by ICHD; and

WHEREAS, this agreement will be effective from the date of execution for the term of one year with the option to renew for one year upon mutual agreement of ICHD and VOAMI; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with VOAMI.

THEREFORE BE IT RESOLVED, ICHD will enter into an agreement with VOAMI to provide certain dental services for poor and uninsured individuals who reside within Ingham County.

BE IT FURTHER RESOLVED, VOAMI will pay the ICHD for Public Dental Program services provided by the ICHD.

BE IT FURTHER RESOLVED, the amount to be paid by VOAMI to ICHD will be determined quarterly, and paid quarterly commencing the fourth month of clinic operations, based upon the volume of Dental Clinic Services provided by VOAMI and Public Dental Program services provided by ICHD.

BE IT FURTHER RESOLVED, this agreement will be effective from the date of execution for one year with the option to renew for one year upon mutual agreement of ICHD and VOAMI.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/10/2016

SUBJECT: Resolution – UPS Replacement

BACKGROUND
Ingham County currently has 32 small uninterruptible power supply (UPS) devices spread out in various facilities to ensure our infrastructure remains operational should a power failure occur so the sites can continue operation if not on generator power, while also providing consistent filtered power. These devices are several years old and are starting to regularly have alarms show up. Although batteries have been replaced, over time they will completely fail and be unable to recover. To prevent that total breakdown, it behooves us to replace them while there is no crisis. As noted below, the bid from Hi-Tech System Service is our best choice.

ALTERNATIVES
Following due process requirements, an RFP was released and bids were received for the hardware requested. The lowest 5 bidders are:
- Coast to Coast Computer     CyberPower brand   $ 34,252.51
- Graybar Electric Co.        TrippLite brand    $ 39,769.58
- Hi-Tech System Service     APC brand            $ 45,363.00
- Zones, Inc.               APC brand            $ 46,305.07
- Precision Data             APC brand            $ 46,697.25

FINANCIAL IMPACT
The funding for the $45,363.00 quote plus $975.00 shipping (total of $46,338.00) will come from the County’s Innovation and Technology Department’s Network Hardware Fund #636-25810-932032.

OTHER CONSIDERATIONS
The APC brand was chosen as it is the most reasonable of the highly reliable brands offered. CyberPower was not chosen as it is a relative newcomer to the industry and uses cheaper materials wherever they can. This greatly reduces the price but also increases the risk of failure. Tripplite was also not chosen as it is more of a consumer level product. Both are adequate devices for basic use but not preferred for keeping our critical infrastructure up and operational. There is a reason that the saying “No one gets fired for using APC” was coined.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the purchase of UPS replacements from Hi-Tech System Service, Inc.
TO: Deb Fett, IT Director
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: September 26, 2016
RE: Memo of performance for Invitation to Bid (ITB) No. 171-16: Uninterruptible Power Supply (UPS) Replacements

Per your request, the Purchasing Department sought bids for the purchase of thirty-two (32) uninterruptible power supplies (UPS).

The ITB was advertised in the Lansing State Journal, new Citizens Press and posted on the Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>66</td>
<td>6</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>10</td>
<td>1</td>
</tr>
</tbody>
</table>

The grid summarizing the vendors’ cost is located on the last page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP/ITB; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org
**Bid Opening Summary**

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Add 1 &amp; 2</th>
<th>Manufacturer</th>
<th>1.8 kW - 2000 VA Qty 21</th>
<th>1.8 kW - 2000 VA Qty 21 Unit cost</th>
<th>4.5 kW – 5000 VA with 5 kVA transformer Qty 2</th>
<th>4.5 kW – 5000 VA with 5 kVA transformer Qty 2 Unit cost</th>
<th>7.2 kW – 8000 VA with 11 kVA extended battery Qty 2</th>
<th>7.2 kW – 8000 VA with 11 kVA extended battery Qty 2 Unit cost</th>
<th>1.35 kW – 1500 VA Qty 7</th>
<th>1.35 kW – 1500 VA Qty 7 Total Cost</th>
<th>GRAND TOTAL</th>
<th>QTY 32</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coast to Coast Computer</td>
<td>No</td>
<td>Simi Valley, CA</td>
<td>Yes</td>
<td>Not listed</td>
<td>$728.86</td>
<td>$15,306.06</td>
<td>$3,055.84</td>
<td>$6,111.68</td>
<td>$4,406.23</td>
<td>$8,812.46</td>
<td>$574.63</td>
<td>$4,022.41</td>
<td>$34,252.61</td>
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<tr>
<td>Graybar Electronic Co.</td>
<td>No</td>
<td>Lansing, MI</td>
<td>Yes</td>
<td>Not listed</td>
<td>$973.00</td>
<td>$20,433.00</td>
<td>$3,044.59</td>
<td>$6,089.18</td>
<td>$3,986.31</td>
<td>$7,972.62</td>
<td>$753.54</td>
<td>$5,274.78</td>
<td>$39,769.58</td>
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<tr>
<td>High Tech Systems Serv., Inc.</td>
<td>No</td>
<td>Casco, MI</td>
<td>Yes</td>
<td>APC</td>
<td>$1,031.00</td>
<td>$21,651.00</td>
<td>$3,672.00</td>
<td>$7,344.00</td>
<td>$5,887.00</td>
<td>$11,774.00</td>
<td>$642.00</td>
<td>$4,494.00</td>
<td>$45,363.00</td>
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<tr>
<td>Zones Inc.</td>
<td>No</td>
<td>Auburn, WA</td>
<td>Yes</td>
<td>Not listed</td>
<td>$1,157.34</td>
<td>$24,304.09</td>
<td>$3,794.00</td>
<td>$7,588.00</td>
<td>$4,838.85</td>
<td>$9,677.70</td>
<td>$676.47</td>
<td>$4,735.29</td>
<td>$46,305.07</td>
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<tr>
<td>Precision Data</td>
<td>No</td>
<td>Grand Rapids, MI</td>
<td>Yes</td>
<td>Not listed</td>
<td>$1,177.25</td>
<td>$24,722.25</td>
<td>$3,764.50</td>
<td>$7,529.00</td>
<td>$4,593.65</td>
<td>$9,187.30</td>
<td>$694.10</td>
<td>$4,858.70</td>
<td>$46,697.25</td>
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<tr>
<td>Troxell</td>
<td>No</td>
<td>Macomb, MI</td>
<td>Yes</td>
<td>Not listed</td>
<td>$1,350.00</td>
<td>$29,350.00</td>
<td>$3,772.00</td>
<td>$7,544.00</td>
<td>$5,135.00</td>
<td>$10,270.00</td>
<td>$811.00</td>
<td>$5,677.00</td>
<td>$51,841.00</td>
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<tr>
<td>CDW-G</td>
<td>No</td>
<td>Vernon Hills, IL</td>
<td>Yes</td>
<td>Eaton</td>
<td>$1,382.59</td>
<td>$31,669.10</td>
<td>$3,557.55</td>
<td>$7,115.10</td>
<td>$3,981.85</td>
<td>$7,963.70</td>
<td>$1,172.60</td>
<td>$8,208.20</td>
<td>$54,956.10</td>
</tr>
<tr>
<td>Nationwide Power Solutions</td>
<td>No</td>
<td>Henderson, NV</td>
<td>Yes</td>
<td>Not listed</td>
<td>$1,462.00</td>
<td>$30,702.00</td>
<td>$3,661.00</td>
<td>$7,322.00</td>
<td>$5,016.00</td>
<td>$10,032.00</td>
<td>$1,221.00</td>
<td>$8,547.00</td>
<td>$58,828.00</td>
</tr>
<tr>
<td>PM Technologies</td>
<td>No</td>
<td>Wixom, MI</td>
<td>Yes</td>
<td>Liebert</td>
<td>$1,413.80</td>
<td>$29,689.80</td>
<td>$10,259.67</td>
<td>$20,519.34</td>
<td>$12,193.70</td>
<td>$24,387.48</td>
<td>$1,092.17</td>
<td>$17,645.19</td>
<td>$82,241.81</td>
</tr>
<tr>
<td>Superior Electric</td>
<td>No</td>
<td>Clinton County</td>
<td>Yes</td>
<td>Liebert</td>
<td>$1,598.00</td>
<td>$33,558.00</td>
<td>$11,890.00</td>
<td>$23,780.00</td>
<td>$13,900.00</td>
<td>$27,800.00</td>
<td>$1,250.00</td>
<td>$8,750.00</td>
<td>$93,888.00</td>
</tr>
</tbody>
</table>
Invitation to Bid (ITB)
Packet #171-16
Uninterruptible Power Supply (UPS) Replacements

Sealed Bid Due:
September 26, 2016 at 11:00 A.M.
September 22nd, 2016

County of Ingham
Attention James C. Hudgins, Jr., Director of Purchasing
121 E. Maple St. Room 203
Mason, Mi. 48854

Dear Mr. Hudgins

Thank you for allowing Hi-Tech System Service, Inc. to provide County of Ingham a proposal for your UPS Replacement RFP. Enclosed you will find Hi-Tech's response to your proposal.

Hi-Tech has been providing IT and communication solution to government clients since 1987. Our company's focus is to provide our clients with "Total Customer Satisfaction". We design, sell, and support best in class products and services. Hi-Tech has many highly trained and certified system engineers and account managers. Hi-Tech has completed many projects similar in scope to your current RFP. We look forward to working with you and your staff to deliver an expert solution on time and within budget. If you have any questions or concerns with regards to the RFP response, please feel free to contact me. 810-326-9000 ext. 202 or jcsjames@hitech.net.

Sincerely,

Jay St. James

---

1070 Palms Road • Casco, Michigan 48064 • Phone: (810) 326-9000 • Fax: (810) 326-9100 • http://www.hitech.net
### Ingham County Invitation for Bids
Uninterruptible Power Supply (UPS) Replacements
Packet #171-16

**PRICING FORM**
(Please Type or Print Clearly in Ink)
USE ONLY THIS SHEET TO QUOTE YOUR COSTS

<table>
<thead>
<tr>
<th>UPS Specifications</th>
<th>Manufacturer/Part Number</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8 kW – 2000 VA</td>
<td>APC SMX2000RMLV2U</td>
<td>21</td>
<td>$1,031.00</td>
<td>$21,651.00</td>
</tr>
<tr>
<td>4.5 kW – 5000 VA with 5 kVA transformer</td>
<td>APC SRT5KRMLXT</td>
<td>2</td>
<td>$3,672.00</td>
<td>$7,344.00</td>
</tr>
<tr>
<td>7.2 kW – 8000 VA with 11 kVA extended battery</td>
<td>APC SRT8KRMLXT-5KTF, APC SRT192RM1BP2</td>
<td>2</td>
<td>$4,945.00, $942.00</td>
<td>$9,890.00, $1,884.00</td>
</tr>
<tr>
<td>1.35 kW – 1500 VA</td>
<td>APC SMX1500RM2U</td>
<td>7</td>
<td>$642.00</td>
<td>$4,494.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td>32</td>
<td></td>
<td><strong>$45,383.00</strong></td>
</tr>
</tbody>
</table>

Estimated Shipping Cost: $975.00
Ingham County Invitation for Bids
Uninterruptible Power Supply (UPS) Replacements
Packet #171-16

LOCAL PURCHASING PREFERENCE FORM
(Please type or print clearly in ink only)

1. Do you desire to have your company considered a "local vendor" and therefore have your bid evaluated with the 10% local purchasing preference?
   ___ Yes   X  No

   If yes, please provide below the verifiable business address (not a PO Box) at which your business is being conducted.

2. Complete Legal Firm Name:


3. Company Address:


4. Company Phone: (  )____________ Fax: (  )____________

5. Name and title of person authorized to sign on behalf of your company:


6. Signature/date:


Note: Local vendors who utilize non-local vendors as subcontractors for more than 50% of the work in a specific bid are not entitled to the preference for that specific bid.
Ingham County Invitation for Bids
Uninterruptible Power Supply (UPS) Replacements
Packet #171-16

ADDENDA FORM
(Please Type or Print Clearly in Ink)

The following addenda have been received and acknowledged:

#1 date 9/18/2016  #2 date 9/19/2016  #3 date __________

SIGNED THIS 22nd DAY OF September, 2016

Respectfully Submitted,

BY: ________________
Authorized Signature of Bidder

TITLE: Vice President of Sales & Marketing
Ingham County Invitation for Bids
Uninterruptible Power Supply (UPS) Replacements
Packet #171-16

LEGAL STATUS OF BIDDER FORM
(Please Type or Print Clearly in Ink)

(The Bidder shall check and fill out the appropriate form.)

( ) Corporation

( ) Partnership

( ) Individual

( ) Limited Liability Company (LLC), __________

Jay St.James                                   Vice President of Sales & Marketing
Name                                           Title

3070 Palms Road                                810-326-9000
Address                                        Phone #

Casco, MI 48064                                 810-326-9100
Fax #                                           Fax #

382728081                                       Federal Tax I.D. Number
NON-COLLUSION AFFIDAVIT FORM

State of Michigan, County of St. Clair

Jay St. James, being first duly sworn, deposes and says that:

(1) He/she is the Vice President of Sales & Marketing, of Hi-Tech System Service, Inc.

(2) He/she is fully informed respecting preparation and content of the attached Bid and of all pertinent circumstances respecting such Bid;

(3) Such Bid is genuine and not a collusive or sham bid;

(4) Neither the Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed directly or indirectly, with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost element of the bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the County or any person interested in the proposed Contract;

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any other collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature

Vice President of Sales & Marketing (Title)
SIGNATURE FORM

(Please type or print clearly in ink only)

My signature certifies that the bid as submitted complies with all terms and conditions as set forth in this solicitation, except as noted herein. My signature also certifies that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce.

I hereby certify that I am authorized to sign as a representative for the firm:

Complete Legal Name of Firm:
Hi-Tech System Service, Inc.

Order from Address:
3070 Palms Road
Casco, MI 48064

Remit to Address:
3070 Palms Road
Casco, MI 48064

Fed ID No.:
382728081

Signature:
[Signature]

Name (type/print):
Jay St. James

Title: Vice President of Sales & Marketing

Telephone: (810) 326-9000 ext. 202 Fax No.: (810) 326-9100

Date: September 22, 2016

Notification of Award Sent to: Jay St. James

E-mail of Person Receiving Award Notification: jstjames@hitech.net
Ingham County Invitation for Bids
Uninterruptible Power Supply (UPS) Replacements
Packet #171-16

failing to comply with any Invitation is within the scope of the employee’s official duties for the County.

Use of County Equipment, Facilities and Resources:
Use of County equipment, facilities and resources is authorized only for County purposes.
- Do not ask employees to use County equipment to run errands or perform tasks for your benefit.

Your Rights and Expectations:
When dealing with employees of the County you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Ingham and our goal is to serve them to the best of our ability. Should you have any concerns or questions concerning this information or the conduct of any of our employees, contact the County Controller/Administrator at (517) 676-7203 or Board Coordinator at (517) 676-7200.

Please acknowledge your receipt and acceptance of the aforementioned Standards of Conduct for Ingham County Vendors by signing below and returning with your submittal.

Hi-Tech System Service, Inc. 810-326-9000
Company Name Phone #
3070 Palms Road, Casco, MI 48064 jcsjames@hitech.net
Address, City, State, Zip Code Email address

J. St. James September 22nd, 2016
Signature Date

Jay St. James Vice President of Sales & Marketing
Print Name Title

Tax Identification Number: 382728081

Ingham County Purchasing Department
CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012
(Please type or print clearly in ink only)

I certify that neither Hi-Tech System Service, Inc. (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, is an “Iran Linked Business” engaged in investment activities of $20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this solicitation, Company will not become an “Iran linked business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN $250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Hi-Tech System Service, Inc.
(Name of Company)

By: [Signature]

Date: September 22nd, 2016

Title: Vice President of Sales & Marketing
Ingham County Invitation for Bids
Uninterruptible Power Supply (UPS) Replacements
Packet #171-16

STATISTICAL QUESTIONNAIRE -OPTIONAL
(please type or print clearly in ink only)

The Ingham County Board of Commissioners monitors workplace demographics of Bidders and vendors for statistical purposes and to indicate the need for inclusive outreach efforts to ensure that members of underutilized groups have equal opportunity to contract with the affected departments.

To that end, the County Invitation s vendors to submit as part of their response to any formal solicitations, the following workplace diversity information. Vendors are encouraged to complete as much information as possible. This information will be used for statistical purposes only. Statistical information shall be submitted to the County in a separate sealed envelope containing the notation “STATISTICAL INFORMATION-NOT TO BE OPENED UNTIL AFTER THE AWARD OF THE CONTRACT”. Upon receipt of these separate sealed envelopes, the Purchasing Department segregates the envelopes from the other bid documentation. The envelopes containing the statistical information are not opened until the award of the contract, and are not considered, in any way, in the award of any contract.

1. What percentage of your firm’s workforce is?

   Female  23 %
   Physically-disabled  0 %
   Veteran  0 %

   African-American  0 %
   Asian-Indian American  0 %
   Asian-Pacific American  5 %
   Caucasian  90 %
   Hispanic-American  0 %
   Native-American  5 %

2. If your business is at least 51% owned by one of the following individuals, please check all that apply:
   □ Female □ African-American □ Caucasian
   □ Disabled □ Asian-Indian American □ Hispanic-American
   □ Veteran □ Asian-Pacific American □ Native-American

3. Complete Legal Firm Name:

4. Company Address:

5. Company Phone: ( ) Fax: ( )

6. Name and title of person authorized to sign on behalf of your company:

7. Signature/date: [Signature] 9-22-16

Ingham County Purchasing Department
Addendum No. 1 to Packet No. 171-16
Uninterruptible Power Supply Replacements

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. For the 2kVA - Can you please confirm if this will be 120V? Also, are these in a rack or as a tower? Yes, 120V and the rack/tower model would be best. The County will need both as some can be racked and others need to be a tower.

2. For the 8kVA - Can you please confirm if you will need 120V on the output? Or just straight 208/240? Yes, the County needs to step down to 120V on the output and they can be rack mount.

3. For the 1.5kVA - Can you please confirm if this will be 120V? Also, are these in a rack or as a tower? Yes, 120V and both rack/tower.

4. As far as delivery, do you have a full service loading dock? Or does it need to come on a lift gate? Are there any other requirements/restrictions? Inside delivery, truck restrictions, etc.? As far as the deliveries go, given the size and weight of the UPS systems, the County prefers that the order be split into four deliveries, and dropped shipped to the building at which they will be installed (see building addresses below). If possible, the County would like the deliveries to be staggered one per week. This would give the County time to move and install the UPS systems. Only the Humans Services Building has a full-service dock; all other locations require a lift gate truck.

   Building                      Address                  
   Human Service Building       5303 S. Cedar St., Lansing MI
   Grady Porter Building        303 W. Kalamazoo St., Lansing MI
   Hillard Building             121 E. Maple St., Mason MI
   Ingham County Jail           630 N. Cedar St., Mason MI

The County will provide the awarded vendor a list of the models needed for each building.

Please acknowledge your receipt and understanding of the aforementioned Addendum by signing below and returning it with the submittal of your proposal.

Signature: [Signature]
Date: September 22nd, 2016

Jay St. James
Vice President of Sales & Marketing

Print Name: Hi-Tech System Service, Inc.
Title: 810-326-9000
Company Name: 810-326-9100
Phone #: Fax #
Addendum No. 2 to Packet No. 171-16
Uninterruptible Power Supply Replacements

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. We are looking for clarification on the 8000VA UPS. When you say 11 kVA extended battery, what do you mean? This was a typo. The County needs a step down converter from 208/220 to 120 volts on both the 8000 and 5000 models.

2. Is there a minimum runtime you would like for each UPS? No, all closets tie into emergency generator power so run time is only the cut over time.

3. Is there any way you can get some clarity around one of the item requests?

   They asked for this:
   - QTY (2) - 7.2 kW  8000 VA with 11 kVA extended battery
   - The statement of 11kVA extended battery doesn’t make sense
   - An 8KVA unit provides just that, 8kVA
   - Extended batteries only prolong battery runtime and not power output

   We need to understand what they are looking for with this.

   Step down converter from 208/220 to 120 volts.

4. Are you able to provide the following info for each model?:
   - Size of kVA See Addendum No.1 (attached)
   - 1 phase or 3 phase See Addendum No.1 (attached)
   - Voltage in / voltage out See Addendum No.1 (attached)
   - Runtime See Addendum No.1 (attached)

5. I’ve been reviewing your ITB and was wondering if the UPS’ you’re looking for are rack mounted or if they are stand-alone units. A rack/floor model would be most desirable as it gives the County either option.

   Also, you mentioned Eaton in the ITB. Do you happen to have the part numbers for the current units? “Bidders may bid manufacturers other than the Eaton brand listed.” No, part numbers are unavailable.

6. I wanted to contact you on behalf of my client for your recent request for UPS solutions for your application. We received your RFQ, which listed the following specifications:
<table>
<thead>
<tr>
<th>UPS Specifications</th>
<th>Manufacturer/Part Number</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.8 kW – 2000 VA</td>
<td></td>
<td>21</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>4.5 kW – 5000 VA with 5 kVA transformer</td>
<td></td>
<td>2</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>7.2 kW – 8000 VA with 11 kVA extended battery</td>
<td></td>
<td>2</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>1.35 kW – 1500 VA</td>
<td></td>
<td>7</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>32</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In addition to this, there was information that an excel spreadsheet that would supposedly intimate more information on the Eaton model numbers and more specifications for your solutions, but I have yet to see this spreadsheet other than the above.

In order to provide the best comparable solution, I would need some more information than the above to achieve that. Would you be able to address the following or at least provide the model numbers of the equipment that match up to the above specifications?

What I would want to know:

- Any remote management/IP management cards required from these? A network card is preferred.
- Not sure what the statement of 8kva with 11kva extended battery means? This was a typo; the County needs a step down converter from 220 to 120 on both the 5000 and 8000.
- Is there any particular outlet, plug or wiring configurations to adhere to with any of the above UPS solutions? On the smaller units 1500 and 2000, the default NEMA plug will work; for the 5000 and 8000 a L6.
- Any warranty specifications involved or installation? No.

Please acknowledge your receipt and understanding of the aforementioned Addendum by signing below and returning it with the submittal of your proposal.

Signature: [Signature]

Date: September 22nd, 2016

Vice President of Sales & Marketing

Title: [Title]

Phone #: [Phone #]

Company Name: [Company Name]
Whereas, the Uninterruptable Power Supplies (UPSs) are a critical component to the Ingham County network and are located throughout the Ingham County infrastructure; and

Whereas, they provide power to all computers and equipment on the Ingham County infrastructure in the case of a power failure; and

Whereas, the devices have been in place for numerous years and are starting to have alarms; and

Whereas, ITD utilized the RFP process to obtain bids from multiple vendors and recommend selecting Hi-Tech System Service, Inc. for our UPS replacement needs; and

Whereas, the replacement devices with shipping cost will be $46,338.00.

Therefore be it resolved, that the Board of Commissioners do hereby authorize the purchase of the UPS replacement from Hi-Tech System Services, Inc. in the amount not to exceed $46,338.00.

Be it further resolved, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

Be it further resolved, that the Controller is authorized to make any necessary budget adjustments.

Be it further resolved, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/10/2016

SUBJECT: Security Mentor Training renewal for County employees

BACKGROUND
Ingham County has been using Security Mentor for user cyber security training since 2014. This service provides training in easy to understand short lessons on various security topics about which we have had considerable positive feedback. This training is an online subscription format that is purchased in yearly increments and is part of the MI-DEAL state contract program. The current annual cost for the subscription is $7,067.00. This is the same price as last year. Our current subscription expires shortly.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $7,067.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
Ongoing security training is important to ensure our entrusted data is safe and our systems secure.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Security Mentor training in the amount of $7,067.00.
# Security Mentor Confidential Information

## Security Awareness Training

### LICENSE FEE QUOTE

<table>
<thead>
<tr>
<th>Prepared For:</th>
<th>Prepared by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deb Fett</td>
<td>Security Mentor Sales</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>Security Mentor, Inc.</td>
</tr>
<tr>
<td>Ingham County, Michigan</td>
<td>1120 Forest Ave., #244</td>
</tr>
<tr>
<td>Phone:</td>
<td>Pacific Grove, CA 93950</td>
</tr>
<tr>
<td>Email: <a href="mailto:DFFett@ingham.org">DFFett@ingham.org</a></td>
<td>Phone: 831.656.0133</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:sales@securitymentor.com">sales@securitymentor.com</a></td>
</tr>
</tbody>
</table>

**Effective Date:** September 12, 2016

<table>
<thead>
<tr>
<th><strong>Description</strong></th>
<th><strong>Maximum Licensed Users</strong></th>
<th><strong>Unit Price</strong></th>
<th><strong>Total Fees</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Mentor security awareness curriculum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Training offered through Security Mentor’s website</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Training term is one year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Twelve (12) lessons total per year; one (1) lesson each month, or as specified</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Lessons available for remainder of year once released</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Customer may select a total of twelve (12) lessons from Security Mentor’s CORE and ADVANCED curricula for a renewal training year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-Year Training License (all fees paid up-front)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One year of security awareness training</td>
<td>1,200 trainees</td>
<td>$3.96/trainee/year</td>
<td>$4,752</td>
</tr>
<tr>
<td>MiDEAL fee</td>
<td></td>
<td></td>
<td>$2,315</td>
</tr>
<tr>
<td>Total License Fees</td>
<td></td>
<td></td>
<td>$7,067</td>
</tr>
</tbody>
</table>

**Terms:**
- This License Fee Quote is valid for a period of 30 days from the Effective Date.
- License is for Security Mentor’s standard content. All content customization will be at additional cost.

---

Security Mentor, Security Awareness Training, License Fee Quote
Security Mentor, Inc.  rev. Aug-01-2016  Page 1 of 1
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM SECURITY MENTOR

WHEREAS, Ingham County has been using Security Mentor since 2014 to provide online security training to Ingham County staff; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training will be $7,067.00 and available to Ingham County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Security Mentor in the amount not to exceed $7,067.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s Development and Training Fund #63695800-960080.

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

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

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations ICRD
DATE: October 14, 2016
SUBJECT: ITB No.185-16: De-Icing Corrosion Inhibited Solution.

The Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations.

The Road Department’s adopted 2016 and requested 2017 budgets include in controllable expenditures, funds for this and other maintenance material purchases.

The purpose of this correspondence is to support the attached resolution to purchase CM-90 De-icing Solution from Northern Michigan Dust Control (NMDC), located in Charlevoix, Michigan.

Bids for liquid de-icing solution were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #185-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase liquid de-icing solution on an as-needed, unit price basis from NMDC.

NMDC is the lowest bid which meets the standards required from Bid Proposal #185-16. The De-Icing Solution is to be delivered to all three district garage locations. NMDC has a unit price of $0.78/gallon with an estimated quantity needed of 12,000 gallons.

The low bidder, Michigan Chloride Sales product - Mineral well brine, fails to meet the anti corrosion required specifications. Mineral well brine is a liquid chloride solution without the corn steep or equivalent anti corrosion additives.

Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department’s 2016-17 seasonal supply of De-icing Solution from NMDC as indicated above.
TO: Tom Gamez, Road Department

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: October 12, 2016

RE: Memo of performance for Invitation to Bid (ITB)
No. 185-16: De-icing Corrosion Inhibited Solutions

Per your request, the Purchasing Department sought proposals supplying and delivering De-Icing Solution to all three Ingham County Road Department garages.

The ITB was advertised in the Lansing State Journal, El Central Hispanic News and posted on the following sites: County Road Association of Michigan (CRAM); and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>1</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref.</th>
<th>Western Garage 301 Bush Street, Mason</th>
<th>Eastern Garage 1335 E. Howell Rd., Wmsn</th>
<th>Metro District Garage 5613 S.Aurelius Rd., Lansing</th>
<th>Total Cost 1-Year Contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Chloride Sales LLC</td>
<td>No, St. Louis, MI</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$4,000.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Northern MI Dust Control</td>
<td>No, Charlevoix, MI</td>
<td>$1,560.00</td>
<td>$1,560.00</td>
<td>$6,240.00</td>
<td>$9,360.00</td>
</tr>
<tr>
<td>Chloride Solutions</td>
<td>Yes, Webberville, MI</td>
<td>$1,760.00</td>
<td>$1,760.00</td>
<td>$7,040.00</td>
<td>$10,560.00</td>
</tr>
<tr>
<td>Great Lakes Chloride Inc.</td>
<td>No, Grand Haven, MI</td>
<td>$1,900.00</td>
<td>$1,900.00</td>
<td>$7,600.00</td>
<td>$11,400.00</td>
</tr>
<tr>
<td>Great Lakes Chloride Inc.</td>
<td>No, Grand Haven, MI</td>
<td>$2,100.00</td>
<td>$2,100.00</td>
<td>$8,400.00</td>
<td>$12,300.00</td>
</tr>
<tr>
<td>Syntech Products</td>
<td>No, Toledo OH</td>
<td>$2,580.00</td>
<td>$2,580.00</td>
<td>$10,320.00</td>
<td>$15,480.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF
2016/2017 SEASONAL REQUIREMENT OF LIQUID DE-ICER CORROSION INHIBITED SOLUTION FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 12,000 gallons of liquid de-icing solution for use in winter maintenance operations; and

WHEREAS, the Road Department’s adopted 2016 and requested 2017 budgets include incontrollable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for liquid de-icing solution were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #185-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase liquid de-icing solution on an as-needed, unit price basis from Northern Michigan Dust Control.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of liquid de-icing solution on an as-needed, unit price basis from Northern Michigan Dust Control for the bid unit price of $0.78/gallon.

BE IT FURTHER RESOLVED, that the Road Department and the Purchasing Department are hereby authorized to execute purchase orders consistent with this resolution.
MEMORANDUM

To: County Services & Finance Committees
From: William Conklin, Managing Director
Ingham County Road Department
Date: October 13, 2016
RE: Resolution to Authorize Purchase of New Fire Alarm Communication Panel and Monitoring Service for the Ingham County Road Department Mason Complex

The Road Department’s Mason Complex has a fire alarm system which per fire code must be monitored at all times by an alarm service. The system must have two independent means of communication with the monitoring center. The current older system had two conventional phone lines, which have been replaced by the county voice over internet system. As this involves only one line from the road department to the county server, a separate cell phone line must also be set up which requires a new fire alarm communication panel component.

In addition, as a prior contract for monitoring service had expired, bids were received for fire alarm monitoring service per bid packet 191-16. The attached Purchasing Department bid summary provides the bids received on both the new communication panel and monitoring service. The communication panels are proprietary to the monitoring service and thus the panel and monitoring service must be purchased together from one vendor.

As indicated on the attached bid summary, Boynton Fire Safety Service of Lansing, which currently provides other fire system maintenance and inspection services for the road department, provided the most economical overall combination of new panel and monitoring service at $8,194.44 for the purchase and installation of the communication panel and $540.00 per year for four years for the monitoring service with the first year included in the $8,194.44 cost for the communication panel.

As shown on the bid summary, Safety Systems, Inc., of Lansing provided a lower unit price on annual monitoring, but the annual savings between Safety System’s and Boynton’s annual monitoring costs divided into the difference of Safety System’s higher panel cost over Boynton’s panel, results in a break-even period of almost 28 years, which does not fall within the proposed four year monitoring service period or even within the reasonably expected life of the panel.

The 2016 county road fund budget has sufficient funds to cover the recommended Boynton panel purchase and remaining 2016 alarm monitoring. Alarm monitoring always has been, and will be funded in the 2017 and future budgets.

Therefore the Road and Purchasing Departments recommend approval of the attached resolution to approve a purchasing order and/or contract with Boynton Fire Safety Service of Lansing to purchase their fire alarm communication panel and annual fire alarm monitoring service as described above.
TO: William Conklin, Managing Director, Roads

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: October 4, 2016

RE: Memo of Performance for Packet 191-16:
Replace Two Existing Fire Alarm Panels

Per your request, the Purchasing Department sought bids to replace two (2) existing Fire Alarm Control Panels (FACP) with one (1) addressable Siemens FACP.

The following grid is summary of the bids received:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>LOCAL PREF.</th>
<th>COST</th>
<th>ANNUAL MONITORING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boynton Fire Safety Service,</td>
<td>Yes</td>
<td>$8,194.44</td>
<td>$540.00 Annually (First Year Included)</td>
</tr>
<tr>
<td>1031 Northcrest Rd., Lansing MI 48906</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simplex Grinnell,</td>
<td>No</td>
<td>$11,520.00</td>
<td>$820.00 (First Year Included)</td>
</tr>
<tr>
<td>24755 Halsted, Farmington Hills, MI 48335</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Systems Inc.,</td>
<td>Yes</td>
<td>$14,894.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2075 Glenn St., Lansing MI 48906</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.
If I can be of further assistance, please email jhudgins@ingham.org
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF NEW FIRE ALARM COMMUNICATION PANEL AND MONITORING SERVICE FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department’s Mason Complex has a fire alarm system which per fire code must be monitored at all times by an alarm service and which must have two independent means of communication with the monitoring center; and

WHEREAS, the current older fire alarm system had two conventional phone lines, which have been replaced by the county voice over internet system having only one line from the road department to the county server, and thus a separate cell phone line must also be set up which requires a new fire alarm communication panel component; and

WHEREAS, in addition to needing a new fire alarm communication panel, a prior contract for fire alarm monitoring service has expired; and

WHEREAS, the fire alarm communication panels are proprietary to the monitoring service and thus the communication panel and monitoring service must be purchased together from one vendor; and

WHEREAS, bids were therefore requested and received for a new fire alarm communication panel and related monitoring service per bid packet 191-16 summarized on the attached Purchasing Department bid summary; and

WHEREAS, Boynton Fire Safety Service of Lansing, which currently provides other fire system maintenance and inspection services for the road department, provided the most economical overall combination of new panel and monitoring service at $8,194.44 for the communication panel and $540.00 per year for four years for the monitoring service with the first year included in the $8,194.44 cost for the communication panel; and

WHEREAS, the Road and Purchasing Departments thus recommend approval of a purchasing order and/or contract with Boynton Fire Safety Service of Lansing to purchase their fire alarm communication panel and annual fire alarm monitoring service as described above; and

WHEREAS, the 2016 county road fund budget has sufficient funds to cover the recommended Boynton communications panel purchase and remaining 2016 fire alarm monitoring, and alarm monitoring always has been, and will be funded in the 2017 and future budgets.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid for bid packet 191-16 and authorizes the purchase of one new fire alarm communication panel at $8,194.44 and fire alarm monitoring service at $540.00 per year for four years with the first year included in the $8,194.44 cost for the communication panel from Boynton Fire Safety Service of Lansing, MI for the Road Department’s Mason Complex.
BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Purchasing Department to issue any Purchase Orders and/or the Board Chairperson to sign any necessary agreement approved as to form by the County Attorney that are consistent with this resolution.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 10-14-16
SUBJECT: Donation Acceptance
For the meeting agenda of 10-18-16

BACKGROUND
The Lansing Lions Club offers support to local organizations through ongoing commitment to community needs. In 2011, the Lions club selected creating a sensory garden at Potter Park Zoo as their top priority for future community commitment. This garden is a symbol of a legacy of service that honors those who have created a tradition of service within the Lions Club and also is a place any visitor, regardless of age or physical ability, can enjoy the natural environment. Phase one was completed in 2012 and phase two followed in 2013 with the addition of three sculptures. Regular upkeep of the garden has been maintained by Lions Club members and the garden continues to be place visitors can enjoy the natural environment.

ALTERNATIVES
N/A

FINANCIAL IMPACT
None. The Lansing Lions Club has raised all of the funds necessary to build the waterfall and will oversee its construction. Further, they have committed to all future maintenance of the waterfall through volunteer hours provided by the Club’s members.

OTHER CONSIDERATIONS
This waterfall will be constructed along the main path of the zoo near the Wings Down Under Exhibit and will be a tremendous improvement to the landscape. This is an area of zoo grounds that does not currently have any plans for development other than the placement of the waterfall.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the donation of a waterfall addition to the sensory garden at Potter Park Zoo by the Lansing Lions Club.
Lansing Lions Club Sensory Garden
Planning and Progress Report
September 25, 2016

On September 23, 2009 the Lansing Lions Club adopted the Position Statement of Mission and Goals, in which it made a significant change of direction in its pursuit of service to the Greater Lansing community. “As a consequence of this change in practices...the club (will) become more effective in its narrowly focused mission. The effect of this would be to offer our support, on the basis of ongoing commitment, to...community needs unrelated to vision care.”

In the ensuing two-year period the Lions Club considered a number of alternative community service projects which could become the focus of all future contributions. Finally, in a statement of our new direction we adopted the Sensory Garden at Potter Park Zoo as the top priority for the future. The announcement described the intent of the project and invited support from any interested parties, summarized with the following statement.

In more than ninety years of existence, the Lansing Lions Club has performed numerous services for the Lansing community. Generations of our citizens – those in need of assistance, young and old, blind and visually impaired – have all benefited from the many projects supported by our members.

We are now in process of establishing a new type of contribution to the community that will create a symbol of our legacy of service. At the same time, this new project – Lansing Lions Club Sensory Garden – will honor those who helped establish our tradition of service.

In cooperation with Potter Park Zoo we are creating a Sensory Garden to make it possible for anyone, regardless of age or physical ability, to enjoy the natural environment features on display. Those with impairments of mobility, vision, or other senses will be accommodated by the design of the garden.

By September 18, 2012 the newly completed first phase of the Sensory Garden was dedicated in a ceremony held on the grounds of the Potter park Zoo. This would be followed by a second phase, the following year, that included the addition of three sculptures acquired through a grant provided by the City of Lansing and Leap as a part of its “Sense of Place in the Arts” grant program, and in cooperation with Potter Park Zoo.

Now the Lansing Lions are entering the third phase of the sensory garden development. This will involve expansion of the site to include a pond with waterfall and adjoining stonework. Construction of this waterfall project will involve excavation of the area, tree removal, electrical installation, and placement of boulders and stacked stones. The project is planned to be completed by the Spring of 2017 at an estimated cost of $20,000.

Letter used by the Lions Club to raise funds for phase three of the sensory garden project.
Lions Club of Lansing
Lansing, Michigan

To Whom It May Concern:

The Lansing Lions Club has expressed its commitment to community service since 2010 through concentrating its efforts on the creation and development of a sensory garden on the property of the Potter Park Zoo. A sensory garden provides for a variety of static and dynamic features - plants, sculptures, and flowing water - each of which offers a stimulus to one or more senses. In this way all visitors, including those with impaired vision or other limitations may enjoy the experience of the smells, sounds or tactile sensations offered by the garden.

Now the Lions of Lansing are entering the third phase of the sensory garden development. This will involve expansion of the site to include a pond with waterfall and adjoining stonework. Construction of this waterfall project will involve excavation of the area, tree removal, electrical installation, and placement of boulders and stacked stones. The project is planned to be completed by the Spring of 2016 at an estimated cost of $20,000.

In addition to the Lions' ongoing fund raising efforts we are seeking financial assistance from interested community resources and private enterprises in the Greater Lansing area. We are hopeful that, through the combination of work done by Lions Club and zoo staff and the added financial support of contributors, this unique facility will continue to grow and serve people of all ages who may visit the Lansing Lions Sensory Garden in years to come.

Sincerely,
Lansing Lions Club

Roger Boettcher
Chairman, Sensory Garden Committee
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ACCEPTANCE OF A DONATION FROM AND TO ENTER INTO A CONTRACT WITH THE LANSING LIONS CLUB FOR THE ADDITION OF A WATERFALL TO THE LIONS CLUB SENSORY GARDEN AT POTTER PARK ZOO

WHEREAS, the Lansing Lions Club installed and has maintained a sensory garden on the South East corner of the zoo attached to the Wings Down Under interactive exhibit for many years; and

WHEREAS, the Lansing Lions Club has planned to include a waterfall in the sensory garden along the main zoo path by the Wings Down Under entrance; and

WHEREAS, the Lansing Lions Club has raised the necessary funds for the specific purpose of building a waterfall in the sensory garden at Potter Park Zoo which will enhance the experience of zoo visitors; and

WHEREAS, the Lansing Lions Club will supply all materials and labor to complete the installation of the waterfall; and

WHEREAS, the Lansing Lions Club will provide for the future maintenance of the waterfall including associated maintenance costs; and

WHEREAS, neither Potter Park Zoo nor Ingham County will bear any costs associated with the construction, maintenance or liability of the waterfall.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept the donation of a completed waterfall from the Lansing Lions Club to enhance the sensory garden at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners wishes to thank the Lansing Lions Club for their generous donation to Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign a contract and any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: John Dinon, Animal Control Director

DATE: 4 October 2016

SUBJECT: Customer Service Staff Reorganization
For the meeting agendas of October 13, 18 and 19, 2016

BACKGROUND
Ingham County Animal Control was approved funding for several new positions in the 2017 budget as a result of the passage of the Animal Control millage.

- Change part time (1/2 time) clerk/dispatcher to full time (1 Jan 2017)
- Change part time (1/2 time) animal care specialist to full time (1 Jan 2017)
- Add one full time animal care specialist (1 Feb 2017)
- Add three full time clerk/dispatchers (1 Apr 2017)
- Fund existing Volunteer coordinator from millage instead of donations

This resolution will authorize an Animal Control Department reorganization. This reorganization proposes to add a new MCF position and deletes one previously approved new clerk/dispatcher position. It will also modernize the office staff by updating job titles. These changes are also consistent with recommendations from the NACA study.

- Add an MCF position - “Customer Service and Community Outreach Manager”
- Delete one full time UAW clerk/dispatcher
- Change “Redemption Clerk/Dispatcher” title to “Customer Service Specialist”
- Change Office Coordinator title to “Customer Service Lead” -“Lead” is consistent with Animal Care and ACO titles.

ALTERNATIVES
Staff could be hired using the old job titles and an additional hourly position could be hired instead of adding the manager position, but ICAC management feels strongly that the new titles and manager are in the best interest of the department. These changes are also consistent with recommendations from the NACA study.

FINANCIAL IMPACT
Millage funding in 2017 will be more than adequate to fund all of the costs related to new shelter construction and this reorganization. Depending on actual funds generated by the millage, costs of building and financing the shelter, and the actual pay grades of the new employees, there may be a gap between millage funds and costs of the new employees in 2018 and beyond. Since the new manager position will have significant fundraising responsibility, the department is confident that if any funding gaps occur the difference will be made up with raised money.
OTHER CONSIDERATIONS
There are no statutory requirements related to this reorganization. However, the voters of Ingham County did approve the Animal Control millage with the understanding it would fund construction and operation of a new facility and enhanced services including expanded hours.
The UAW and CCLP have both been advised of this reorganization and have raised no objections.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support this reorganization.
TO: John Dinon, Director, Ingham County Animal Control

FROM: Joan Clous, Human Resources Specialist

DATE: 9/28/16

RE: Support for New Classification: Customer Service and Community Outreach Manager

Per your request, Human Resources has created a new classification titled Customer Service and Community Outreach Manager.

After analysis, the classification has a community of interest with the MCF and is appropriately compensated at a MCF 8 salary range ($51,145.49 - $61,391.37).

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

If I can be of further assistance, please email or call me (887-4374).
INGHAM COUNTY
JOB DESCRIPTION

CUSTOMER SERVICE AND COMMUNITY OUTREACH MANAGER
ANIMAL CONTROL

General Summary:
Under the supervision of the Animal Control Director and Deputy Director, manages the office and customer service team – Office Lead (Office Coordinator) and Customer Service Specialists (clerk/dispatchers) and Volunteer Assistant. Oversees customer service and clerical functions including adoptions, intakes, redemptions, licensing, dispatch, volunteer management, payroll, accounts payable and receivable, record keeping etc. Assists Director with donor relations and interaction with Animal Shelter Fund. Plans and coordinates fundraisers and other ICAC events. Formulates and implements a comprehensive communication strategy to promote ICAC and its programs including print, broadcast and social media.

Essential Functions:
1. Serves as the manager of the customer service staff including responding to procedural questions and assisting and instructing other employees. Resolve client problems as referred by other staff. Prepares staff work schedules including daily shifts, vacations, holidays, etc. and ensures adequate staffing for all shifts, including coverage for unscheduled absences. Performs personnel management functions, including interviewing, selecting and training staff. Evaluates and reviews work assignment and staff performance. Addresses employee relation issues including promotions and terminations.
2. Works closely with the Director on donor relations and management, including the ICAC Shelter Fund and Fundraising committee. Plans and implements fundraising events, fundraising letters, newsletters and other donor solicitation. Researches, applies for and administers grants. Maintains donor records.
3. Plans and implements other events including in-shelter and mobile adoption events, promotional events, community outreach and educational events.
4. Formulates and implements a comprehensive communication strategy to promote ICAC and its programs. Initiates and maintains positive media relations on behalf of the ICAC. Writes brochures, newsletters, press releases and related documents for distribution to staff, news media, local and state agencies and education institutions. Develops campaigns for all media venues including print, broadcast and social media outlets. Serves as the spokesperson for the Department as needed.
5. Manages the ICAC Outreach Center including coordination of interns and volunteers and OC programs including vaccine clinics, food bank, dog house program and other community outreach. Develops and implements new community outreach initiatives and programs at the OC and other venues.
6. Assists the director with budget preparation. Monitors and reports budget performance for customer service and other work groups in the department.
Other Functions:

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

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

Employment Qualifications:

Education: A minimum of two years college coursework in management, communications, public relations, etc. or equivalent experience is required.

Experience: A minimum of 2 years of experience in an administrative, development or public relations role is required.

Other Requirements: None

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:
The work environment rotates between an office, the animal shelter and off-site locations for volunteer/public relation tasks. Regular exposure to the odors, noises and diseases of animals. Exposure to animal urine and feces as well as animal parasites such as fleas, ticks and mites. Exposure to the risk of animal bites. Exposure to cleaning products and their fumes.
Dinon, John

From: Auer, Sally
Sent: Wednesday, October 19, 2016 2:21 PM
To: Dinon, John
Subject: RE: changes at ICAC

Good afternoon, John. Yes, the UAW is okay with the reorg as described below and in our conversation of September 7, 2016. I will try to be at the next County Services meeting so if there are any union related questions, I can answer them. If you need anything else, please feel free to contact me.

No act of kindness, no matter how small, is ever wasted.
Aesop

In Solidarity

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular

From: Dinon, John
Sent: Wednesday, October 19, 2016 10:20 AM
To: Auer, Sally
Subject: RE: changes at ICAC

Sally,

The changes we have discussed and are in the email below are considered a reorganization under the County’s policy. I have been moving it through the committee process and included our email exchange below as documentation of the UAW’s approval of the reorg. The County Services Committee did not feel this email exchange was adequate. Can you please send me an email affirming that the UAW is in support of the proposed reorganization?

Thank you.
JD

From: Auer, Sally
Sent: Wednesday, September 07, 2016 3:43 PM
To: Dinon, John  
Subject: RE: changes at ICAC

Yes, John, we had a meeting of the minds. Thanks for the open communications.

No act of kindness, no matter how small, is ever wasted.
Aesop

In Solidarity

Sally Auer  
Chairperson Ingham County Unit  
UAW Local 2256  
(517) 483-6209 – Office  
(517) 574-6548 – Cellular

From: Dinon, John  
Sent: Wednesday, September 07, 2016 3:35 PM  
To: Auer, Sally  
Subject: changes at ICAC

Sally,

I just wanted to send a quick email summarizing today’s phone conversation.

First, I am sorry that some incorrect information was communicated to you. I am trying to get staff input into the changes that are going to happen in our department as a result of the millage passing, but I guess I need to be more clear about communicating what is brainstorming or possible scenarios versus when final decisions have been made.

Our current plan for the UAW positions at ICAC is to refill the volunteer assistant position which will be vacant due to Ashley Shaffier’s resignation (effective 30 Sep 16). This position will be funded with millage money going forward, it was funded with donations in the past (I forgot to tell you this when we spoke). We will also be adding 2.5 clerk/dispatcher positions – changing our current ½ time position to full time and adding two additional full time clerk/dispatchers. All of these changes/additions will be done using existing job descriptions. We are also going to add some additional, non-UAW positions with millage money. As we discussed, I’m don’t believe this is technically a reorganization – just an expansion.

I hope this clarifies current plans at ICAC. If this changes, I will be sure to be in touch. Please email me to confirm that we ended today’s conversation with the same understanding of the planned changes for UAW staff at ICAC.

Thanks!

John Dinon
Capitol City Labor Program Inc. supports the improvement of personnel at the Ingham County Animal control as part of the reorganization of the Department.

On Tue, Oct 4, 2016 at 9:18 AM, Dinon, John <JDinon@ingham.org> wrote:

Tom,

At the Law and Courts Committee meeting on September 15, you and I briefly discussed the new positions that will be created as a result of the passage of the Animal Control millage. To refresh your memory, on the CCLP side, we are making our ½ time animal care specialist into a full time position effective January 1, 2017 and adding an additional full time animal care specialist position effective ~February 1, 2017.

We are doing some more significant changes to the UAW staff including the creation of a new classification. Because of this, the staff changes are being done as a formal reorganization per BOC policy.

Can you please send me an email affirming that the CCLP is OK with the reorg – that is, OK with the creation of 1.5 FTE new CCLP positions? The deadline for me to submit the reorg packet is today at 5:00 and I’d like to include correspondence from both unions. I apologize for the short notice.

Thanks,

JD

John Dinon
Director, Ingham County Animal Control
600 Curtis Street
Mason, MI 48854
(517) 676-8362
Ingham County Animal Control – Current Org Chart

Board of Commissioners

Controller’s office

Director (1 FTE)

Deputy Director (1 FTE)

Lead ACO (1 FTE)

ACO’s (5FTE)

Office Coordinator (1 FTE)

Veterinarian (1 FTE)

Volunteer Assistant (1 FTE)

Redemption Clerk

Dispatchers (3.5 FTE)

Lead Animal Care/
Vet Tech (1 FTE)

Animal Care
Specialists (3.5 FTE)
## Proposed ICAC Reorg - September 2016

### Financial Analysis

<table>
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<th>2017 costs*</th>
<th>Budget Office**</th>
<th>Top Step Staff Costs</th>
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<td>shelter construction and finance</td>
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<tr>
<td><strong>difference</strong></td>
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</table>

<table>
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<th>Role</th>
<th>2017 costs</th>
<th>Budget Office</th>
<th>Top Step Staff Costs</th>
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<tbody>
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<td>26,576</td>
<td>31,839</td>
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<td>1/2 clerk/dispatcher</td>
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<td>1 animal care specialist</td>
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<td>2 clerk dispatchers</td>
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<td>volunteer assistant</td>
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<td>customer service manager</td>
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<td><strong>total</strong></td>
<td>341,924</td>
<td>377,785</td>
<td>436,029</td>
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<table>
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<th>Role</th>
<th>2017 costs</th>
<th>Budget Office</th>
<th>Top Step Staff Costs</th>
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<tr>
<td>staff costs</td>
<td>341,924</td>
<td>377,785</td>
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<tr>
<td>available millage funding</td>
<td>342,500</td>
<td>342,500</td>
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<td><strong>difference</strong></td>
<td>(576)</td>
<td>35,285</td>
<td>93,529</td>
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* accounts for positions being filled at various times during 2017

** based on current and starting step levels of current/new employees
Agenda Item 9

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO REORGANIZE AND EXPAND
INGHAM COUNTY ANIMAL CONTROL STAFF

WHEREAS, the citizens of Ingham County approved the millage to construct and operate a new facility and enhance department operations; and

WHEREAS, the Ingham County Animal Control Department will receive funds generated by the Animal Control millage beginning in 2017; and

WHEREAS, ICAC employees and the Capital City Labor Program (CCLP) and United Auto Workers (UAW) agree that the proposed reorganization would benefit ICAC operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create a new Customer Service and Community Outreach Manager Position and to delete one Redemption Clerk/Dispatcher Position.

BE IT FURTHER RESOLVED, the reorganization will change the job title “Office Coordinator” to “Customer Service Lead” “Office Lead” and change the job title “Redemption Clerk/Dispatcher” to “Customer Service Specialist,” “Animal Shelter Clerk.”

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments and change of job titles to the Position Allocation List for the Ingham County Animal Control 2017 budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: October 18, 2016
SUBJECT: Third Quarter 2016 Budget Adjustments and Contingency Fund Update

For the meeting agendas of 10/27/16 Law and Courts, 11/01/16 County Services
11/2/16 Finance, and 11/7/16 Human Services

BACKGROUND
The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

FINANCIAL IMPACT
Detail of the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2016 are attached. The total increase to the General Fund is $181,127.

The largest adjustments in the general fund are recognizing reimbursements from Mason Public Schools, Lansing Public Schools and the State of Michigan for elections expenses. Both revenues and expenses in the Elections budget will be increased by $181,127. There are also two transfers in the general fund to cover the cost of temporary employees, one within Veterans Affairs and one between the Controller’s Office and Financial Services. Transfers related to personnel costs require Board approval.

The Road Department fund is increased by $3.1 million. $1.5 million is an increased use of unrestricted fund balance. This adjustment is done annually after the prior year’s final fund balance has been analyzed. An additional $1.6 million is from the Enbridge settlement funds. Various expenses will be adjusted using this available funding, the largest being $2.05 million for contractual services – primary roads/non-federal aid.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer equipment and a copier. Funds are available for these purchases through accumulated chargebacks to departments. There is also an adjustment in the Public Improvements fund to cover the cost of an emergency replacement of the card access system at the Sheriff’s Office.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is $245,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

RECOMMENDATION
It is recommended that the Board adopt the adjustments to the Ingham County budget for the third quarter of fiscal year 2016 as presented in the attached resolution and schedule.
## 2016 CONTINGENCY

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<td>Adopted Contingency Amount</td>
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<td>R16-165: BOC Temporary Employee for FOIA</td>
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<td>R16-269: VOA New Hope Day Shelter</td>
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</tr>
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<td>R16-362: DHHS Additional Appropriation</td>
<td>(50,000)</td>
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<td>R16-421: Temporary Assistant Prosecutor</td>
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<td><strong>Current Contingency Amount</strong></td>
<td><strong>$245,450</strong></td>
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Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THIRD QUARTER ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

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<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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<td>General Fund</td>
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<td>$81,158,308</td>
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## GENERAL FUND REVENUES

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<th>Source</th>
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<th>Proposed Changes</th>
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<td><strong>Tax Revenues</strong></td>
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<td>Unpaid Personal Property Tax</td>
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<td>Circuit Court - Friend of the Court</td>
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<td>Circuit Crt - General Trial</td>
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<td>2016 Budget - 10/15/16</td>
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<td>Department</td>
<td>Budget 2023</td>
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<tr>
<td>County Clerk</td>
<td>954,350</td>
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<td>Controller</td>
<td>937,239</td>
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<td>Equalization/Tax Services</td>
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<td>Prosecuting Attorney</td>
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<td>Register of Deeds</td>
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<td>Remonumentation Grant</td>
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<td>Drain Commissioner</td>
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<td>Ingham Conservation District</td>
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<td>Women’s Commission</td>
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<td>Historical Commission</td>
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<td>Tri-County Regional Planning</td>
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<tr>
<td>Jail Maintenance</td>
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<td>Sheriff</td>
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<td>Tri-County Metro Squad</td>
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<td>Community Corrections</td>
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<td>Animal Control</td>
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<td>Homeland Sec./Emergency Ops.</td>
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<td>Board of Public Works</td>
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<td>Drain Tax at Large</td>
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<td>Health Department</td>
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<td>Community Health Centers</td>
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<td>Category</td>
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<tr>
<td>-----------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td></td>
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<tr>
<td></td>
<td>Increase elections reimbursement revenue from local school districts $38,655 and State of Michigan $142,472. Elections expenses are increased by the same amount.</td>
<td></td>
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<tr>
<td></td>
<td><strong>General Fund Expenditures</strong></td>
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</tr>
<tr>
<td>Elections</td>
<td>Increase elections expenses $181,127. Elections reimbursement revenue is increased by the same amount.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Services</td>
<td>Transfer $2,500 from Controller Temporary Salaries to Financial Services Temporary Salaries to pay for temporary employee working on financial software issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Controller</td>
<td>Transfer $2,500 from Controller Temporary Salaries to Financial Services Temporary Salaries to pay for temporary employee working on financial software issues.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>Transfer $949 from supplies to temporary salaries to pay for extra coverage provided by replacement transportation officer.</td>
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</table>
**Non-General Fund Adjustments**

<table>
<thead>
<tr>
<th>Department</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Department (F201)</td>
<td>Recognize $1.6 million Enbridge settlement funds. Increase use of previous year’s fund balance $1.5 million. Adjust expenses as follows: increase temporary salaries - $85,000, increase overtime - $250,000, decrease diesel fuel - $200,000, decrease unleaded fuel - $40,000, increase salt - $150,000, increase contract services/primary, non-federal aid - $2.05 million, increase asphalt and tack $415,000, increase culverts - $75,000, increase State contract services - $315,000. (Net increase to fund - $3.1 million)</td>
</tr>
<tr>
<td>Public Improvements (F245)</td>
<td>Increase use of Public Improvements fund balance for emergency replacement of Sheriff’s Office card access system ($8,517).</td>
</tr>
<tr>
<td>Mach./Equip. Revolving (F664)</td>
<td>Increase CIP upgrade funds for replacement PC ($839) and laptop in Clerk’s Office ($1,484), copier for Road Department ($3,914), PC in Controller’s Office ($908), 6 PCS for Sheriff’s Office ($5,449), and laptop for Parks ($1,330).</td>
</tr>
</tbody>
</table>
TO: County Services and Finance Committees
FROM: Travis Parsons, Human Resources Director
DATE: October 20, 2016
SUBJECT: Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

BACKGROUND
The County Services Committee reviewed and discussed the current language in the Managerial and Confidential Employee Personnel Manual specifically regarding Section k, Severance Pay. The Committee explored the historical language and process changes that have taken place since the inception of the employee manual in 1982. Questions and concerns arose regarding the application of this section and the approval process of salary and fringe benefit continuation in conjunction with resignation agreements and comprehensive waivers of claim.

Between 1982 and 1999, severance for reasons other than layoff required the request be approved by the Administrative Services/Personnel Committee and in all cases; any extension of this benefit up to an additional 6 months had to be approved by the Committee. The language was changed, beginning in the 2000 Managerial and Confidential Employee Personnel Manual, eliminating the practice of seeking approval for the initial term of salary and benefit continuation.

At the last County Services Committee meeting, revised language was proposed for consideration which reintroduced the authorization process by the County Services Committee for the initial provision of up to six (6) months of severance for reasons other than layoff and maintained the approval by Committee of any extension thereof.

In addition, the proposed language changes clearly establish the requirements for execution to include a release and waiver agreement, approved by Corporation Counsel, signed by the affected employee and the Chairperson of the Board of Commissioners.

The County Services Committee requested the County Attorney research and provide clarification regarding the possible need for the release and waivers agreements that include severance to be approved by the full Board of Commissioners prior to executing the agreements. A representative from Corporation Counsel will be available to address these questions.

ALTERNATIVES
To take no action and the practice, as outlined in the personnel manual, will remain status quo.

FINANCIAL IMPACT
No measurable financial impact.

OTHER CONSIDERATIONS
None

RECOMMENDATION
To comport with the desire of the current Board of Commissioners, I respectfully recommend approval of the attached resolution approving modifications to the 2016 Managerial and Confidential Employee Personnel Manual.
WHEREAS, the Board approved the 2016 Managerial and Confidential Employee Personnel Manual per resolution #15-469; and

WHEREAS, it is necessary to amend the 2016 Managerial/Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners hereby approves the following amendment to the 2016 Managerial and Confidential Employee Personnel Manual:

Change in language under Section K, Severance Pay, subsection 3:

a. Subject to the provisions stated herein, if a manager or confidential employee is laid off due to elimination of his/her position and if alternate job placement in a County position has not been successful, the Employer will continue that person's salary, health insurance, life insurance and dental insurance coverage for one (1) month for each continuous year of service to a maximum of six (6) months. The salary payments will be made on a bi-weekly basis, and continue for the period of time stated above provided the employee does not obtain other employment, nor receive unemployment compensation during that time. The salary continuation will not include contributions to MERS retirement and the employee will receive no service credit under the MERS Plan subsequent to the date of separation. This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the County Services Committee up to an additional six (6) months for those employed ten (10) or more continuous years. The above payments will be subject to normal tax withholdings. Prior to any such payment, a release and waiver agreement, approved by Corporation Counsel, must be executed by the affected employees and the Chairperson of the Ingham County Board of Commissioners.

b. A Manager or Confidential employee's employment and compensation can be terminated for any reason, at any time, at the option of either the Employer or employee. If a Manager or Confidential employee's employment is terminated by the Employer and his/her termination from employment is for other than death, retirement, or involuntary discharge, the Manager or Confidential employee may be provided one (1) month’s continuation of salary, health insurance, life insurance and dental insurance coverage for each continuous year of service to a maximum of six (6) months of severance compensation. Payments will be made on a bi-weekly basis, subject to normal withholding of taxes. The County Services Committee must authorize such compensation. In addition, such salary and fringe benefit continuation is subject to and contingent upon the employee not being employed elsewhere, nor receiving unemployment compensation during that time. The salary continuation will not include contributions to MERS retirement and the employee will receive no service credit under the MERS Plan subsequent to the date of separation. This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the County Services Committee up to an additional six (6) months for those employed ten (10) or more continuous years. The decision to grant or deny an extension of benefits is within the sole discretion of the County Services Committee. Prior to any such payment, a release and waiver agreement, approved by Corporation Counsel, must be executed by the affected employees and the Chairperson of the Ingham County Board of Commissioners.
BE IT FURTHER RESOLVED, that the amendment to the Managerial and Confidential Employee Personnel Manual will be effective immediately upon approval of this resolution by the Board of Commissioners.