THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 4, 2018 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 March 21, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Continue Contract with Dr. Jerry Gallagher for Psychological Services for the Screening of New Applicants who are given Conditional Job Offers and for Post-Traumatic Stress Reviews for Deputies
   b. Resolution to Continue Records Management Software Support from TriTech

2. Treasurer’s Office – Resolution to Provide Imprest Cash for Friend of the Court Account

3. Human Resources
   a. Resolution to Approve a Collective Bargaining Agreement with Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit
   b. Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Vacation Leave Pay-Out

4. Facilities
   a. Resolution to Amend Resolution #18-063 Which Authorized the Purchase and Installation of a New Dishwasher for the Ingham County Family Center Kitchen
   b. Resolution to Authorize Purchase of a Liebert Cooling Unit

5. 9-1-1 Center – Resolution to Authorize the Cardinal Group II to Conduct Organization Wide Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center

6. Parks Department – Resolution to Authorize an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

7. Potter Park Zoo – Resolution to Purchase Flavor Burst Color Touch Panel
8. **Equalization Department**  
a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative  
b. Resolution to Award Contracts for Peer Review Group Members  
c. Resolution to Award Contracts for Remonumentation Project Surveyors  

9. **Health Department**  
a. Resolution to Authorize Amendment #2 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services  
b. Resolution to Accept Healthy! Capital Counties Funds  
c. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2018  
d. Resolution to Authorize Agreements with Licensed Dentists and Hygienists  
e. Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program  
f. Resolution to Authorize Conversion of Nutrition Educator Positions

**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.
Members Present: Grebner, Louney, Koenig, Crenshaw, Tennis (arrived at 6:06 p.m.)

Members Absent: Anthony and Schafer

Others Present: Elizabeth Allen, Bill Conklin, Tim Morgan, Alan Fox, Michael Townsend, Lindsey LaForte, and others

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

Approval of the March 7, 2018 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MARCH 7, 2018 FINANCE COMMITTEE MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioners Anthony, Schafer, and Tennis

Additions to the Agenda –

None.

Removed from the Agenda

4. Veteran Affairs Office
   b. Resolution to Authorize Acceptance of Five Hundred Dollars Donated from Adelheid Berry, Surviving Spouse of Frederick J. Berry

Substitute –

4. Veteran Affairs Office
   a. Resolution to Authorize a Lease Agreement with the Kalamazoo Psychology, LLC for Use of Office Space in Ingham County Veteran Affairs

Commissioner Tennis arrived at 6:06 p.m.

Limited Public Comment

Elizabeth Allen, Ingham County Prosecutor’s Office, stated she was before the Finance Committee in order to advocate for a pay raise for the Assistant Prosecuting Attorneys (APAs). She further stated that APA contracts would be opened up for wages in August 2018 and it would be a good time to bring equity to their salaries.
Ms. Allen stated that when the negotiating team for the APAs met with the County during the last contract negotiations, their representatives were told that the wage increases they requested could not be given. She further stated that the Hay Study showed that APAs were not being fairly compensated.

Ms. Allen stated that she worked in appeals and with FIOA requests, both were very demanding jobs. She further stated last Summer she tried a murder case of a 5-year-old girl stabbed to death by her stepfather who then set her on fire and the building on fire before he fled. She further stated that it was a grueling case requiring a lot of hours of work, including work on the weekend, and she balanced her work load with this case and personal life to get justice for the victim.

Ms. Allen stated that APAs were not doing their jobs in order to get rich, but for a love of public service and justice; however, they did ask to be fairly compensated. She further stated that the County would continue to lose good employees if wages were not increased.

Ms. Allen stated that her husband worked for the Michigan Attorney General’s office in appeals for the past two years and had received merit wage increases along with other compensation. She further stated that after her first year as an APA, she took a pay cut of 1% along with steps being frozen and it had continued to be harder to maintain working without fair compensation.

Commissioner Koenig asked if Ms. Allen felt fairly represented during bargaining.

Ms. Allen stated that she was fairly represented, the issue had been that the County would not bargain on wages. She further stated that the offer was given and the County would not negotiate from their original position.

Commissioner Koenig stated that the Hay Study was killed because people and unions did not think it was accurate and that it was not trustworthy. She asked Ms. Allen what she thought of the Hay Study.

Ms. Allen stated that her union believed that the Hay Study was accurate and fair, especially since it showed that APAs would benefit from it.

Commissioner Koenig stated that she did not like when the Hay Study was brought up as a negative or a positive, depending on which way it would advantage a particular group. She further stated they could not have it both ways.

Ms. Allen stated that the APAs had always felt the Hay Study was fair. She further stated that other groups were given raises after the Hay Study, but not the APAs.

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

1. Sheriff’s Office
   a. Resolution to Accept the 2018 Medical Marihuana Operation and Oversight Grant
   b. Resolution to Authorize an Amendment to a Current Contract with the Michigan Department of Health and Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

2. Treasurer’s Office
   a. Resolution Authorizing 2018 Administrative Fund
   b. 2018 Borrowing Resolution (2017 Delinquent Taxes)

3. Human Resources
   a. Resolution Approving a Collective Bargaining Agreement with the Capital City Labor Program, Inc. – Correction Unit
   b. Resolution Approving a Collective Bargaining Agreement with the Capital City Labor Program, Inc. – Law Enforcement Unit

4. Veteran Affairs Office
   a. Resolution to Authorize a Lease Agreement with the Kalamazoo Psychology, LLC for Use of Office Space in Ingham County Veteran Affairs

5. Parks Department
   a. Resolution to Authorize a Contract for the Snow Tube Hill Pump House Foundation Project at Hawk Island County Park
   b. Resolution to Authorize an Amendment to the Watershed Management Plan for Lake Lansing

6. Facilities Department – Resolution to Authorize a Contract for the Installation of New Software for the Galaxy System Upgrade at the Veterans Memorial Courthouse and Grady Porter Building

7. Road Department
   a. Resolution to Authorize an Amended 2018 Capital Improvement Project Request Form
   b. Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Emulsified Asphalt
   c. Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Hot Mix Asphalt Mixtures

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Schafer

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Anthony and Schafer

Announcements

None.
Public Comment

None.

Adjournment

The meeting was adjourned at 6:16 p.m.
RESOLUTION ACTION ITEMS:

The Controller’s Office recommends approval of the following resolutions:

1a. **Sheriff’s Office** – Resolution to Continue Contract with Dr. Jerry Gallagher for Psychological Services for the Screening of New Applicants who are given Conditional Job Offers and for Post-Traumatic Stress Reviews for Deputies

This resolution will approve an agreement with Dr. Jerome J. Gallagher for the time period of May 1, 2018 through December 31, 2020. Dr. Gallagher will provide psychological services for employment applicants who are given conditional job offers and assistance for Deputies who experience situations that potentially could cause post-traumatic stress syndrome or other psychological issues. Compensation for these services will be $400.00 per pre-employment encounter and $125.00 per hour for post-traumatic stress review for Deputies on an as needed basis, with a total not to exceed $12,000.00 per year. Funding for the agreement is included in the Sheriff’s 2018 budget.

1b. **Sheriff’s Office** – Resolution to Continue Records Management Software Support from TriTech

This resolution will approve continued software support with TriTech and the Sheriff’s Office while transitioning from the TriTech, VisionAIR Records Management System (RMS) to the new State Records Management System (SRMS). The continued software support will allow the Ingham County Sheriff’s Office to access the TriTech, VisionAIR RMS database for historical records. The cost is not to exceed $7,149.20 for the time period January 1, 2018 through December 31, 2018. Funds for this agreement are included in the 2018 Law and Order Funds for Technology (LOFT) account.

2. **Treasurer’s Office** – Resolution to Provide Imprest Cash for the Friend of the Court Account

This resolution authorizes the Ingham County Treasurer to provide $2,000 as an imprest balance to pay for all bank fees charged to all accounts held by the FOC, this amount to be placed in the FOC account ending in 0867.

3a. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit. The agreement was subsequently ratified by employees of the bargaining unit. If approved by the Board of Commissioners, the agreement will be effective from April 11, 2018 through December 31, 2020. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.
3b. **Human Resources Department** – Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Vacation Leave Pay-Out

The 9-1-1 Dispatch Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. Following a recent discussion with the Union about the impact of scheduled time off and maximized vacation leave accruals, it was determined that several employees should be allowed to receive payout of a portion of the vacation leave balances (40 hour maximum). The Human Resources Department recommends approval of a Letter of Understanding to capture this unique scenario and provide a one-time vacation leave payout.

4a. **Facilities** – Resolution to Amend Resolution #18-063 Which Authorized the Purchase and Installation of a New Dishwasher for the Ingham County Family Center Kitchen

This resolution will authorize amending Resolution #18-063, which approved a new dishwasher in the Family Center kitchen. The original resolution should have approved a new dishwasher in the Youth Center. Additionally, the Purchasing Department discovered that Prevailing Wage was not included in the original quote from HPS Food Service Equipment. This amended resolution reflects the correct location and price quote. The new total cost is $14,248.81, and funds are available within the Juvenile Justice Millage fund.

4b. **Facilities Department** – Resolution to Authorize Purchase of a Liebert Cooling Unit

The Facilities Department recommends approval of a resolution to replace a 21-year old cooling unit at the Human Services Building. The current unit has lived beyond its means, any repairs needed at this point are very costly. An efficient cooling unit is essential due to the sensitive nature of the equipment stored in the data room. If approved, Myers Plumbing and Heating, Inc. will provide a new Liebert cooling unit, which includes humidification, for a total cost not to exceed $24,492.

5. **9-1-1 Dispatch Center** – Resolution to Authorize the Cardinal Group II to Conduct Organization Wide Training with the Staff of the Ingham County 9-1-1 Central Dispatch Center

This resolution will authorize a contract with the Cardinal Group to conduct organization wide training at the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed $65,500. The cost should be fully covered by using State 9-1-1 Committee (SNC) training funds, which are received by the Center each year. This resolution will also authorize incidental costs of up to $5,000 to be covered from the Center’s operating budget.

After more than five years of operations at the consolidated 9-1-1 Center, trust issues, conflict resolution, and clearly defined expectations continue to hamper labor management operations. Bringing in an independent outside organization to conduct an organization wide training of all Center staff is the recommended solution to address these ongoing issues. The organizational training will include the desired state of affairs and a report with recommendations after the concluded training to reevaluate and propose best practices, a path forward and expected results.

See attached memo for details.
6. **Parks Department** – Resolution to Authorize an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

This resolution authorizes a contract with Comsource, Inc. for the use of eight radios for three years and an option to renew for an additional two years. The cost for eight radios is $280 a month. The total cost per year is $3,360 and funds are available in the 2018 approved park budget.

7. **Potter Park Zoo** – Resolution to Purchase Flavor Burst Color Touch Panel

Potter Park Zoo operates and manages the zoo restaurant and snack shop which provide soft serve ice cream for purchase by Zoo patrons. Zoo managers seek authorization to purchase a Flavor Burst Color Panel CTP 80SS model in order to offer a larger variety of soft serve flavors. The total cost of this purchase from Taylor Freezer of Michigan would not exceed $7,800.

8a. **Equalization Department** – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

Michigan statute (MCL 54.269a) requires appointment of the County Surveyor as County Representative for Monumentation and Remonumentation Projects. The Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., to fulfill this obligation. The contract would take effect upon approval of the 2018 Grant Application by the State.

8b. **Equalization Department** – Resolution to Award Contracts for Peer Review Group Members

Michigan statute (MCL 54.269b) requires that the county board of commissioners appoint a county peer review group to act as a panel of surveyors. The purpose of this group is to review and provide advice on original public land survey corners or protracted public land survey corners presented by surveyors. Such review and advice must be sought before the County accepts the original public land survey corners or protracted public land survey corners for filing under the County plan. The proposed resolution names eight qualified individuals to fill this role, with terms expiring on December 31, 2018.

8c. **Equalization Department** – Resolution to Award Contracts for Remonumentation Project Surveyors

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

<table>
<thead>
<tr>
<th>Company</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Autenrieth Land Surveys</td>
<td>$14,800</td>
</tr>
<tr>
<td>Bumstead Land Surveys</td>
<td>$14,800</td>
</tr>
<tr>
<td>Enger Surveying and Engineering</td>
<td>$14,800</td>
</tr>
<tr>
<td>Geodetic Design, Inc.</td>
<td>$14,800</td>
</tr>
<tr>
<td>Wolverine Engineering and Surveyors, Inc.</td>
<td>$7,440</td>
</tr>
<tr>
<td>All Purpose Surveying Consultants</td>
<td>$7,440</td>
</tr>
</tbody>
</table>

Funding for these survey and remonumentation contracts was authorized in the 2018 budget.
9a. **Health Department** - Resolution to Authorize Amendment # 2 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution authorizes Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018. This amendment will increase the agreement for Comprehensive Local Health Services from $5,439,244 to $5,440,644, an increase of $1,400. The amendment makes the following specific change in the budget:

- WISEWOMAN: increase of $1,400 from $40,000 to $41,400

9b. **Health Department** - Resolution to Accept Healthy! Capital Counties Funds

This resolution authorizes acceptance of Healthy! Capital Counties funds from the Barry-Eaton District Health Department to provide financial support to ICHD with the amount of $31,841 in support of the Community Health Assessment team’s work on the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP).

9c. **Health Department** - Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2018

This resolution authorizes an agreement with MDEQ to conduct environmental monitoring and inspections of MDEQ Non-Community programs for the period of October 1, 2017 through September 30, 2018. MDEQ shall reimburse ICHD up to $31,308 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to $23,663
- Drinking Water Long-Term Monitoring – up to $700
- Public Swimming Pools – up to $5,300
- Campground Requirements – up to $225
- Capacity Development & Source Water Assessment – up to $1,350

9d. **Health Department** - Resolution to Authorize Agreements with Licensed Dentists and Hygienists

This resolution authorizes ICHD to enter into dental services contract agreements for the period of January 1, 2018 through December 31, 2018, with licensed Dentists at the rate of $64.66 - $66.14 per hour, and with licensed Dental Hygienists at the rate of $30.88 - $36.63 per hour, for a total amount not to exceed $172,596.

9e. **Health Department** - Resolution to Authorize an Agreement with University of Michigan-Flint for Implementation of the Engaged Father Program

This resolution authorizes an agreement by which UM-Flint will provide Ingham County with up to $60,000 in funding to implement the Engaged Father Program for the period of April 1, 2018 through September 30, 2019. This funding was not anticipated in the ICHD FY 2018 budget but it will be included in the FY 2019 budget.

9f. **Health Department** - Resolution to Authorize Conversion of Nutrition Educator Positions

This resolution authorizes the conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions. The proposed conversion of these positions would cost an additional $43,966 annually based on the Step 5 personnel cost comparison for the previous positions. This cost would be offset by the elimination of a vacant Medical Assistant II position (#601105) allocated at $75,000.
TO: Law & Courts Committee
Finance Committee

FROM: Undersheriff Andrew R. Bouck, Ingham County Sheriff’s Office

DATE: March 15, 2018

RE: RESOLUTION TO CONTINUE CONTRACT WITH DR. JERRY GALLAGHER FOR PSYCHOLOGICAL SERVICES FOR THE SCREENING OF NEW APPLICANTS WHO ARE GIVEN CONDITIONAL JOB OFFERS AND FOR POST-TRAUMATIC STRESS REVIEWS FOR DEPUTIES

This is a resolution requesting the Ingham County Sheriff’s Office enter into an Agreement with Dr. Jerome J. Gallagher (“Psychologist”) to provide psychological services for employment applicants who are given conditional job offers, as well as assistance for Deputies who experience situations that potentially could cause post-traumatic stress syndrome or other psychological issues.

The compensation to be paid for these services is at a rate of $400.00 per pre-employment encounter and $125.00 per hour for post-traumatic stress review for Deputies on an as needed basis, and a total not to exceed $12,000.00 per year. This agreement is to be paid from Contractual Services.

The term of this Agreement covers the period of May 1, 2018 through December 31, 2020.
Agenda Item 1a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE CONTRACT WITH DR. JERRY GALLAGHER FOR
PSYCHOLOGICAL SERVICES FOR THE SCREENING OF NEW APPLICANTS WHO ARE GIVEN
CONDITIONAL JOB OFFERS AND FOR POST-TRAUMATIC STRESS REVIEWS FOR DEPUTIES

WHEREAS, many state and local law enforcement agencies in the Tri-County area and State of Michigan conduct psychological testing for police applicants who are offered conditional job offers as well as assistance for police officers who suffer from potential or actual post-traumatic stress syndrome; and

WHEREAS, Dr. Jerry Gallagher specializes in both pre hiring psychological testing as well as providing post-traumatic stress testing/services for police for over twenty years in the Tri-County area; and

WHEREAS, Dr. Jerry Gallagher has offered his assistance to the Ingham County Sheriff’s Office pro bono on several occasions over the last ten+ years, providing assistance to employees with great success, who have experienced situations that potentially could cause post-traumatic stress syndrome or other psychological issue; and

WHEREAS, Dr. Jerry Gallagher has for several years conducted applicant psychological testing for all conditional job offers for police recruits for the Lansing Police Department; and

WHEREAS, the Ingham County Sheriff’s Office, for liability concerns, risk management concerns, and the desire to successfully hire applicants for the position of Sheriff Deputy, wish to contract with Dr. Gallagher, to conduct a thorough psychological testing of all applicants who are given a conditional job offer; and

WHEREAS, MMRMA our insurance carrier promotes the use of psychological testing for conditional job offers for Deputy Sheriff; and

WHEREAS, the Ingham County Sheriff’s Office, for liability concerns, risk management concerns, and the desire to assist our current employees and future employees, who need assistance due to high stress situations they face every day, the ability to seek assistance with Dr. Gallagher; and

WHEREAS, the contract would not exceed $12,000.00 which is budgeted for the Sheriff’s Office in the 2018 budget (line item # 10130102 818000).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to contract with Dr. Jerry Gallagher for psychological services for the Ingham County Sheriff’s Office for screening of new applicants who are given conditional job offers at a rate of $400 per encounter and at a rate of $125 per hour for post-traumatic stress reviews for deputies on a as needed basis.

BE IT FURTHER RESOLVED, that the annual costs for this contract will not exceed $12,000 per year from May 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the Contractual Services budget.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
TO:          Law & Courts Committee  
             Finance Committee  
FROM:       Undersheriff Andrew R. Bouck, Ingham County Sheriff’s Office  
DATE:       March 15, 2018  
RE:         RESOLUTION TO CONTINUE RECORDS MANAGEMENT SOFTWARE SUPPORT FROM TRITECH  

This resolution is for the approval to continue software systems support with TriTech and the Sheriff’s Office while transitioning from the TriTech, VisionAIR Records Management System (RMS) to the new State Records Management System (SRMS). The continued software support will allow the Ingham County Sheriff’s Office to access the TriTech, VisionAIR RMS database for historical records.

The cost to be paid is not to exceed $7,149.20 (1 RMS Server License @ $6,465.71 and 2 RMS User Licenses for $683.49, totaling $7,149.20).

The funds for this purpose will come from the IT LOFT Fund.

The continued software support agreement time frame would be a period of twelve (12) months beginning January 1, 2018 through December 31, 2018.
Agenda Item 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTINUE RECORDS MANAGEMENT SOFTWARE SUPPORT FROM TRITECH

WHEREAS, the Ingham County Sheriff’s Office and TriTech Software Systems entered into a software license agreement in January of 2011 for the license and support of certain VisionAIR software applications, and added the VisionAIR Records Management Systems (RMS); and

WHEREAS, the Ingham County Sheriff’s Office wishes to continue limited software support with TriTech for their records management system; and

WHEREAS, the limited software support will include assistance in accessing the TriTech RMS database during the agreed time frame; and

WHEREAS, the continued software support agreement time frame would be a period of twelve (12) months beginning January 1, 2018; and

WHEREAS, the Ingham County Sheriff’s Office at the end of the twelve months of software support will review the need to continue another period of time of software support with TriTech.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with TriTech for limited software support for the time period of twelve months beginning January 1, 2018 for the cost not to exceed 7,149.20 (1 RMS Server License @ $6,465.71 and 2 RMS User Licenses for $683.49 given a grand total of $7,149.20).

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the IT LOFT Fund.

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.
Introduction by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE IMPREST CASH FOR FRIENDS OF COURT ACCOUNT

WHEREAS, the provision of efficient banking services within Ingham County Government saves time and money; and

WHEREAS, the Treasurer is presenting this resolution in continuance of the imprest cash policy of the county; and

WHEREAS, the fiscal impact is minimal; and

WHEREAS, bank accounts held by the Friend of the Court (FOC) have fee payment arrangements separate from those of other county accounts because of the availability of state funds to pay portions of those fees; and

WHEREAS, a working balance of $2,000 in a Friend of the Court account has been determined to cover monthly charges and best maintain the state reimbursement of these bank fees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Treasurer to provide $2,000 as an imprest balance to pay for all bank fees charged to all accounts held by the FOC, this amount to be placed in the FOC account ending in 0867.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH MICHIGAN NURSES ASSOCIATION – NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Michigan Nurses Association through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
Economic highlights of the tentative agreement include the following:

- **Contract Duration:** Date of BOC approval thru December 31, 2020

- **Salary Schedules (Article 35):**
  
  - Effective upon approval by the Board of Commissioners – 1% wage increase applied to the current 2017 Salary Table. Nurse Practitioners placed on pay parity with Physicians Assistants.
  
  - Eliminate current meaningful use Letter Agreement #4 for Nurse Practitioners

  - 2019 0% wage increase, Reopener - Either party may choose one (1) issue for a re-opener to take effect on or after January 1, 2019

  - 2020 1% wage increase, Reopener – Either party may choose one (1) issue for a re-opener to take effect on or after January 1, 2020

- **Hospitalization – Medical Coverage (Article 16):**
  
  Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioners

- **Dental Insurance (Article 37):**
  
  Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners

- **Vision (Article 41):**
  
  Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners

- **Sick Leave (Article 20):**
  
  - Section 11. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15th to June 15th.

- **Holidays (Article 15):**
  
  Nurses required to work on designated holidays shall be paid at 1.5 times their regular straight time hourly rate for hours worked.
TO: Board of Commissioners - County Services and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: March 20, 2018
SUBJECT: LOU – Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit
County Services – April 3rd and Finance Committee – April 4th

BACKGROUND
The 911 Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. During contract negotiations, 911 Administration, Human Resources, Controller’s Office and Capitol City Labor Program, Inc. had the opportunity to discuss the impact of scheduled time off and the vacation leave balances reaching the maximum allowed under the collective bargaining agreement. Several employees are approaching or have reached the max accrual of vacation hours.

The immediate solution is to pay-out a portion of the vacation leave balances (40 hours) in a special pay in May 2018. The Letter of Understanding captures this unique scenario and provides the solution of the one-time pay-out of vacation leave.

ALTERNATIVES
To make no change to the current language and allow employees to lose accrued vacation time.

FINANCIAL IMPACT
The number of employees that meet the criteria for payout is limited. Employee choosing to exercise this option would receive 40 hours vacation time paid at their normal straight time hourly rate.

OTHER CONSIDERATIONS
Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed Letter of Understanding.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the CCLP – 911 Non-Supervisory Unit regarding the one-time pay-out of vacation time.
WHEREAS, representatives of Ingham County and the Capitol City labor Program, Inc. – 911 Non-Supervisory unit (CCLP) are engaged in negotiations for a successor collective bargaining agreement for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the Human Resources Department, 911 Center and Capitol City Labor Program, Inc. discussed the extenuating circumstances regarding the staffing level in the 911 Center and the need to address employees that may exceed the maximum accrual of 320 hours per Article 29, section 29.12; and

WHEREAS, the parties desire to amended the Vacation language through the attached Letter of Understanding and provide the opportunity for a one-time vacation pay-out in 2018; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
CAPITOL CITY LABOR PROGRAM, INC.-
911 NON-SUPERVISORY UNIT

PAY-OUT OF VACATION LEAVE

WHEREAS, the current collective bargaining agreement between the parties provides in Article 29, VACATION, section 29.12 that vacation leave time not used may only be accumulated to a maximum of three hundred twenty (320); and

WHEREAS, due to the minimum staffing currently existing in the 911 Center, the parties identified a need to offer employees the ability to reduce their vacation accrual; and

WHEREAS, the parties determined the need to have a one-time pay-out of unused Vacation Leave hours.

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

1. The employees with a vacation leave balance of 240 hours or more, as of the pay-period ending March 30, 2018, are eligible for the vacation pay-out.

2. The employees interested in receiving the one-time payment and have a Vacation Leave balance of 240 hours or more shall notify the Employer of their participation in the pay-out plan by April 13, 2018.

3. Employees must have exercised their four (4) week vacation picks to be eligible for the 40 hour vacation pay-out plan.

4. The eligible employees shall receive a payment of forty (40) hours vacation leave from their existing accrual balance as a special pay on May 4, 2018 check date.

5. This Letter of Understanding is intended to be temporary in duration through December 31, 2018, unless extended in writing by mutual agreement of the parties.

6. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.
COUNTY OF INGHAM

Carol Koenig, Chairperson     Date
Ingham County Board of Commissioners

CAPITOL CITY LABOR
PROGRAM, INC

Tom Krug, Executive Director     Date

Sherry Larner     Date

APPROVED AS TO FORM FOR INGHAM COUNTY
COHL, STOKER & TOSKEY, PC.

By

Mattis Nordfjord     Date
Agenda Item 4a

TO: Board of Commissioners, Law and Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 16, 2018

SUBJECT: Resolution to amend resolution #18-063 which authorized the purchase and installation of a new dishwasher in the Ingham County Family Center kitchen

For the meeting agendas of: March 29 & April 4

BACKGROUND
Resolution #18-063 approved a new dishwasher for the Family Center kitchen, however, this dishwasher was intended for the Youth Center. Also, the Purchasing Department discovered that Prevailing Wage was not included in the original quote from HPS Food Service Equipment. The requested amended resolution reflects the correct location and price quote.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of the Facilities Department that HPS Food Service Equipment provide and install a new Hobart dishwasher in the Youth Center kitchen for a new total cost of $14,248.81.

Funds for this project are available in the Juvenile Justice Millage line item #264-66400-978000.

OTHER CONSIDERATIONS
There are no alternatives for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend amending Resolution #18-063 to support the purchase and installation of a new Hobart dishwasher in the Youth Center kitchen, in place of the Family Center kitchen, with the corrected price quote which includes prevailing wage.
INHAMI COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #18-063 WHICH AUTHORIZED THE PURCHASE AND INSTALLATION OF A NEW DISHWASHER FOR THE INHAMI COUNTY FAMILY CENTER KITCHEN

WHEREAS, Resolution #18-063 approved a new dishwasher for the Family Center kitchen; and

WHEREAS, this dishwasher was intended for the Youth Center kitchen; and

WHEREAS, the Purchasing Department discovered that Prevailing Wage was not included in the original quote from HPS Food Service Equipment; and

WHEREAS, the requested amended resolution reflects the correct location and price quote; and

WHEREAS, funds for this project are available in the Juvenile Justice Millage line item# 264-66400-978000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Resolution #18-063 for HPS Food Service Equipment, 3275 North M-37 Highway, Middleville, Michigan, 49333-0247, to provide and install a new Hobart dishwasher in the Youth Center kitchen, not the Family Center kitchen as Resolution #18-063 states, for a new not to exceed total cost of $14,248.81, which reflects prevailing wage.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller to make any necessary budget adjustments, consistent with this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees  
FROM: Rick Terrill, Facilities Director  
DATE: March 16, 2018  
SUBJECT: Resolution authorizing a new cooling unit in the Human Services Building IT data room  
For the meeting agendas of: April 3 & 4

BACKGROUND
The current cooling unit will be 21 years old this year. It is outdated and has lived beyond its means, any repairs needed at this point are very costly. An efficient cooling unit is essential due to the sensitive nature of the equipment stored in the data room.

ALTERNATIVES
There are no alternatives to this replacement request.

FINANCIAL IMPACT
Myers Plumbing and Heating, Inc. will provide a new Liebert cooling unit, which includes humidification, for a total cost of $22,992.00.  
The Facilities Department is requesting a $1,500.00 contingency for any unforeseen circumstances that may arise, bringing the total to a not to exceed cost of $24,492.00.  
Funds for the cooling unit are available in the 2018 approved CIP line item #63123304-931000-8F09

OTHER CONSIDERATIONS
There are no other considerations for this contract.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of a contract with Myers Plumbing and Heating, Inc. to provide and install a new Liebert cooling unit in the Human Services Building IT data room.
TO: Rick Terrill, Facilities Director  
Mike Pathfinder, Facilities Manager  
FROM: James Hudgins, Director of Purchasing  
DATE: March 13, 2018  
RE: Memorandum of performance for Packet 74-18: Cooling System.

Quotes were solicited for installing a new cooling unit for the state phone room at the Human Services Building.

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Preference</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Plumbing &amp; Heating Inc.</td>
<td>No, Clinton County</td>
<td>$22,992.00</td>
</tr>
<tr>
<td>T.H. Eifert</td>
<td>Yes, Lansing</td>
<td>$27,035.00</td>
</tr>
<tr>
<td>John E. Green Co.</td>
<td>Yes, Lansing</td>
<td>$34,900.00</td>
</tr>
</tbody>
</table>

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation of award along with your evaluation to the Purchasing Department; 3) write a memo of explanation; and, 4) 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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF A LIEBERT COOLING UNIT

WHEREAS, the current cooling unit will be 21 years old this year, it is outdated and has lived beyond its means; and

WHEREAS, any repairs needed at this point are very costly; and

WHEREAS, an efficient cooling unit is essential due to the sensitive nature of the equipment stored in the data room; and

WHEREAS, Myers Plumbing and Heating, Inc will provide and install a new Liebert cooling unit for a total cost of $22,992.00; and

WHEREAS, the Facilities Department is requesting a $1,500.00 contingency for any unforeseen circumstances that may arise, bringing the total to a not to exceed cost of $24,492.00; and

WHEREAS, funds for the unit are available in the 2018 approved CIP line item #63123304-931000-8F09.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Myers Plumbing and Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to provide and install a new Liebert cooling unit in the Human Services Building IT data room for a not to exceed total cost of $24,492.00 which includes the requested $1,500.00 contingency.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts and Finance Committee
FROM: Barb Davidson, 911 Staff Services Manager
DATE: March 12, 2018
SUBJECT: Cardinal Group Training Proposal
For the meeting agenda of March 29, 2018

BACKGROUND
Although the Ingham County Central Dispatch leadership team has confidence in the organization’s service delivery, we also realize that the organization has not maximized its fullest potential. The following barriers have been identified as significant inhibitors to organizational success:

- Supervisors lack the training to effectively perform some of their duties. Despite the best intentions of the supervisory staff, this lack of training results in a variety of challenges, including poor communication, mistrust, and reduced motivation/morale.

- The staff generally performs well despite motivation/morale challenges. However, staff performance is inconsistent due to a lack of articulated performance expectations, quality assurance processes and quality supervision.

- Ingham County Central Dispatch have policy and guidelines in place but need to re-evaluate, enhance, and align them to its mission statement, values, and operational philosophy.

- Staff often perceives their work environment to be unfair and inequitable.

The training strategy provided by the Cardinal Group is designed to both meet the needs identified and establish the cultural foundation required of a healthy and effective dispatch organization.

ALTERNATIVES
Other vendors were considered but Cardinal Group was the best choice because they are based out of Ann Arbor which will reduce travel costs and increase availability. Our Center and jurisdiction partners interact with their Center and jurisdiction partners which gives them added incentive to see us succeed. The Cardinal Group is working on a tentative schedule with a targeted start in April where we have less scheduled vacations. They have committed to reducing the impact on our staff to include conducting classes at night and weekends if necessary. Both Cardinal Group partners have extensive management experience as well as dispatch and public safety experience. Lastly, our staff has taken classes with one of the Cardinal Group partners, J. Eric Waddell and enjoyed his instruction. Mr. Waddell has continued contact with some of our staff in a mentor role.

FINANCIAL IMPACT
The Cardinal Group training proposal will cost $65,500. The classes detailed in the proposal have been approved by the State 911 committee (SNC) for the use of wireless training funds to pay for the training. We would like to add $5,000 for any incidental costs that may arise.
OTHER CONSIDERATIONS
As set forth in M.C.L. 484.1413 (1)(b), the Michigan Public Service Commission (MPSC) has established administrative rules mandating all primary Public Service Answering Points (PSAP, the point where the 911 call is answered) across the State of Michigan maintain a minimum training standard for every telecommunicator (those persons answering 911 calls and dispatching public safety units to the scene). Module III requires all designated telecommunicators to attend 24 hours of approved training every 24 months. All SNC approved training can be used for continuing education or Module III. This proposed training will meet this requirement.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the Cardinal Group training proposal.
Training Proposal
DEVELOPING AND SUSTAINING A HEALTHY/EFFECTIVE DISPATCH ORGANIZATION

Prepared for

Ingham County 9-1-1
Central Dispatch Center

Submitted by
The Cardinal Group II
PO Box 130718, Green RD
Ann Arbor, MI 48107

February 12, 2018
ABOUT THE CARDINAL GROUP II

Founded in 2015, The Cardinal Group II offers professional development consulting and training curricula development covering topics including executive leadership, communications training program design and interpersonal communications for police service professionals.

The Cardinal Group II brings an innovative approach to training design and delivery by incorporating its “Ultimate Outcomes” philosophy, allowing forward-thinking organizations to maximize their effectiveness by deliberately targeting specific behavioral changes of its employees. These behavioral changes translate into enhanced performance, higher quality interactions and achievement of organizational goals.

The Cardinal Group II is comprised of public safety professionals, curriculum design experts, and research partners in a variety of fields and disciplines.

ABOUT JERRY L. CLAYTON, CEO
Jerry L Clayton is a 30-year criminal justice professional with experience in police service, corrections and special weapons and tactics. Jerry has provided training, consulting and subject matter services to a wide array of public and private sector clients. Jerry has leveraged his experience and training to deliver progressive instruction to his clients based on an “Ultimate Outcomes” philosophy.

ABOUT J. ERIC WADDELL, CLO
J. Eric Waddell is a 17-year public safety professional specializing in public safety communications, training curricula design and instructor development. Eric has designed adult learning based courses for police service professionals, public safety dispatchers, corrections officers and other government agencies. In addition to curricula development, Eric is a frequent presenter at the Michigan APCO and NENA conferences covering topics ranging from interpersonal communications to effective leadership.
PROBLEM STATEMENT
Although the Ingham County Central Dispatch leadership team has expressed confidence in the organizations service delivery. They also realize that the organization has not maximized their fullest potential. The leadership team has identified the following as significant inhibitors to organizational success:

- Supervisors lack the training to effectively perform some of their duties. Despite the best intentions of the supervisory staff, this lack of training results in a variety of challenges, including poor communication, mistrust, and reduced motivation/morale.

- All parties agree that staff generally perform well despite motivation/morale challenges. However, staff performance is inconsistent due to a lack of articulated performance expectations, quality assurance processes and quality supervision.

- All parties agree that Ingham County Central Dispatch have policy and guidelines in place but need to re-evaluate, enhance, and align them to its mission statement, values, and operational philosophy.

- Staff often perceive their work environment to be unfair and inequitable.

TRAINING STRATEGY
The training strategy recommended in this proposal is designed to both meet the needs identified by the Ingham County Central Dispatch Administrative Team and establish the cultural foundation required of a healthy and effective dispatch organization. The design of this program intentionally delivers knowledge and skills in a system-based approach, creating alignment and support an agency change effort at all levels in the organization.

SUSTAINABILITY
The knowledge and skills offered in this training/professional leadership development program is designed to extend beyond the initial change effort. Each participant will be exposed to concepts and information intended to enhance their ability to effectively support and lead future organizational change efforts. Thus, positioning the organization to effectively take advantage of opportunities or navigate challenges to the Ingham County Central Dispatch Center’s mission.
THE ADMINISTRATOR/EXECUTIVE’S ROLE

PROPOSED APPROACH
The Cardinal Group II develops training curricula utilizing best design practices identified to maximize retention of knowledge and skills in adult learners. This adult learning approach incorporates instructional strategies built upon the Experiential Learning Cycle which not only leverages the adult learner’s personal and professional experience to achieve training objectives but also provides participants with job-related context allowing them to operationalize course topics into their daily duties and tasks. Based on our understanding of the stated request, TCGII proposes the following curriculum:

DEVELOPING AND SUSTAINING A HEALTHY/EFFECTIVE DISPATCH ORGANIZATION

Course: The Administrator/Executive’s Role (5 Days)
Intended Audience: Director, Systems Manager, Staff Services Manager

Module: Mission, Values and Operational Philosophy
This module introduces participants to the purpose of mission, values and operational philosophy as the foundation of effective leadership in a dispatch center. Following completion of this module:

- Participants will understand the value and role of the organizations mission, values and operational philosophy for their organization.
- Participants will describe the importance of aligning organizational Mission-Strategy-Structure-Culture.
- Participants will identify how clearly communicated mission, values and operational philosophy support consistent, effective decision making in the dispatch center.
- Participants will review, evaluate and develop a draft revision of the revise agency mission statement.
- Participants will identify the values of their dispatch center.
- Participants will begin to craft an operational philosophy which supports the agency mission and is reflective of agency values.

Module: Executive Leadership
This module introduces participants to the role and responsibilities of the executive leader. Deliberate cultural transformation of an organization starts with the leader(s) of the organization and can succeed or fail based on the leader’s vision, communication, modeling and support of change efforts. Following completion of this module:

- Participants will describe the critical importance of effective leadership towards initiating and sustaining a positive organizational cultural transformation.
- Participants will describe how individuals serve as effective leaders. Employing: clear and compelling vision, thoughtful and deliberate communication and staff inclusion/engagement.
Module: Leadership Assessments

Self-awareness is the cornerstone of professional leadership development. Leaders cannot maximize their effectiveness without a knowledge of their own personal strengths and weaknesses. Ineffective leaders contribute to an unhealthy work climate and undermine the organizations ability to realize its mission. This module is designed to provide the participants with the information they need to develop a personal professional leadership development plan. Each assessment addresses a foundational element for effective leadership:

- **Kouzes and Posner- Leadership Practices Inventory 5th (LPI)**
  The 360-degree assessment tool by Jim Kouzes and Barry Posner is based on The Five Practices of Exemplary Leadership® model. It provides multi-dimensional feedback to the leader relative to the level of observed and experienced leadership practiced by the participant while on the job. The focus is on behaviors that are consistent amongst effective leaders in healthy organizations world-wide.

- **DISC Work Behavior Profile**
  The DiSC® model provides a common language that people can use to better understand their personal behavioral preferences and develop adaptation strategies when interacting with others in general or within various work teams.

- **CPP Power Base Inventory**
  The Power Base Inventory is designed to help individuals positively lead and influence others. It indicates a person's level of use of each of the six “power bases”: Information, Expertise, Goodwill, Authority, Reward, and Discipline. Feedback is included that highlights appropriate uses for each of the power bases, identifies warning signals of both overuse and underuse of each style and suggests ways to strengthen one's ability to use each style appropriately.

- **TKI Conflict Mode Instrument**
  Serves as a platform for open and positive discussions related to managing interpersonal conflict. Participants are exposed to the different conflict-handling modes and the tactics most appropriate for managing personal, group, and organizational dynamics.

- **DISC Team Dimensions Profile**
  This profile explores the strengths and challenges associated with each participant preferred role as a team member. The participants will discover their strengths in a team atmosphere, and will gain valuable insight into their work habits. In addition, they will learn about other team members’ contributions, the value that each approach brings to the process, and how to work most effectively together.
THE ADMINISTRATOR/EXECUTIVE’S ROLE

Module: Creating a Healthy Work Climate
A healthy work climate is fundamental for retaining staff and sustaining motivation. Research indicates that workplaces with a healthy work climate are: more productive, have high staff morale, and successfully attracts and retains talent in highly competitive job markets. Following completion of this module:

- Participants will identify ten leadership behaviors that help to establish conditions for a health workplace climate.
- Participants will identify opportunities to maximize and utilize employee potential.
- Participants will identify three opportunities to invest in and maintain employee professional development.
- Participants will review motivators and de-motivators in the workplace.
- Participants will identify opportunities to remove de-motivators from the workplace.

Module: Individual Commitment and Organizational Approach
Changing organizational culture is an intentional, long-term process. Successful culture change in any organization requires sustained organizational and individual, commitment, hard work and strategic thinking. This module focuses on strategies for developing an all-inclusive, healthy organizational culture. Following completion of this module:

- Participants will review the six steps of organizational culture change.
- Participants will assess the current culture of their organization.
- Participants will assess their “heads up” and “heads down” responsibilities to identify a balance between people oriented and task-oriented duties.
- Participants will complete an individual commitment statement which outlines actions, partnerships and needs required to promote the desired cultural change.

Module: Leading Change
This module focuses on the three phases and two levels of organizational change leadership/management. Providing the participants specific strategies and tools for leading change within their organization. Participants will identify a change initiative and the related Case for Change. All exercises in the module build on the change initiative identified by the executive leadership team. Finally, participants will complete a self-assessment based on concepts presented in class and develop a plan for personal improvement.

- Participants will draft components of a plan to prepare for and implement a change initiative.
- Participants will assess their ability to lead change.
- Participants will complete a self-assessment based on this module.
THE ADMINISTRATOR/EXECUTIVE’S ROLE

Module: Communications Planning
An effective communications plan can lead to better outcomes during change processes. Effective communication is necessary, and not just during a change effort. The best communications plan is effective, efficient, accountable, and transparent. Successful agencies have proactive communication plans designed to engage, inform and solicit feedback from all critical stakeholders. Following completion of this module:

- Participants will fully develop communication objectives for their change initiative.
- Participants will fully develop a communication message designed to achieve their desired organizational objectives.
- Participants will develop a communication plan designed to deliver the message, encourage open communication and assess the outcomes of the communication plan.

Module: Establishing Core Elements, Behavioral and Performance Expectations
Effective organizations employ a systems approach to meet their goals. Each system has roles, responsibilities and performance expectations for staff that must be consistent in order to meet the service obligations of the organization. This consistency of service cannot be attained if expectations and behavioral/performance expectations at all levels of the organization, are not clearly defined and communicated. Following completion of this module:

- Participants will have developed a draft of core elements, behavioral/performance expectations (Executive, Supervisor and Dispatch level) which are objective, clear and easily evaluated.
- Participants will understand the difference between duty-level proficiencies, behavior indicators and job tasks.
- Participants will identify opportunities to utilize these core elements, behavioral/performance expectations for a variety of executive level tasks such as quality assurance, training development, hiring and promotional processes.
Course: The Thin Gold Line (3 Days)
Intended Audience: Dispatchers, Call Takers & Dispatch Supervisors

Module: Communicating the Change
Dispatch staff cannot be expected to commit to change if they have not been conditioned for the change. In this module, participants will be introduced to the agency’s plan to improve the dispatch center including an overview of the following: why the change is important to the organization, organizational goals, the investment made in the change, commitments of the administrators and a timeline/agenda for the change process. The message delivered in this module will be a culmination of the work completed by the agency administrators during their training sessions. Following completion of this module:

- Participants will understand why the organization is implementing the change.
- Participants will understand the organization commitment to the change.
- Participants will understand the administrators’ commitment to the change.
- Participants will understand their roles and responsibilities related to the proposed organizational change.
- Participants will review a timeline and training agenda related to the change.

Module: Mission, Values and Organizational Philosophy
This module aligns dispatcher expectations with the mission, values and organizational philosophy developed by the administrative team. Dispatchers will have the opportunity to provide feedback and offer suggestions with the goal of attaining mutual agreement and commitment to the organizations formal mission, values and operational philosophy. Following completion of this module:

- Participants will review the agency developed mission, values and organizational philosophy.
- Participants will understand the value of mission, values and operational philosophy as tool for dispatch staff.
- Participants will identify organizational values from their perspective within the agency.
- Participants will identify goals for the dispatch center.

Module: The Role of the Dispatcher and their Value to the Organization
Dispatchers are the unseen glue that holds the public safety process together. When the process works well they are often forgotten, when it fails they are identified. This leads to a misperception of the value they bring to the public safety profession. Staff cannot be expected to demonstrate pride in their role if they do not understand the true nature of the value they bring to the agency, the responders and the communities they serve. Following completion of this module:

- Participants will identify the primary roles and expectations of the dispatcher.
- Participants will identify the impact of their actions on the agency, responders and community.
- Participants will identify areas of professional pride that should be continually reinforced in the dispatch center.
Module: Core Elements, Behavioral and Performance Expectations
Dispatch staff will never meet performance expectations if they do not first understand what is expected of them. This module is designed to introduce supervisors and dispatch staff to the core elements, behavioral and performance expectations developed by the agency administrative team. Following completion of this module:

- Participants will compile a list of objective expectations for the administrators, supervisors and dispatchers.
- Participants will compare their lists of expectations with the list developed by the administrative team.
- Participants will identify the operational and organizational impacts related to these performance expectations.

Module: Creating and Supporting a Healthy Work Climate
This module identifies and explores organizational culture, the characteristics of an unhealthy workplace climate, the characteristics of a healthy workplace climate and how to develop and sustain a healthy climate in the workplace. Participants are provided an opportunity to examine staff perceptions of the internal beliefs, values, policies, practices and staff interactions of the dispatch center. The participants will explore the impact of the workplace climate on an individual’s behavior and performance and on the overall organization. Following completion of this module:

- Participants will explore thirteen attributes of a healthy work climate.
- Participants will identify ten attributes of an unhealthy work climate.
- Participants will identify impacts of both healthy and unhealthy work climates on all stakeholders.
- Participants will identify roles and responsibilities of Administrators, Supervisors and Staff related to creating a healthy work climate.

Module: Organizational Trust
Organizational change cannot occur if we have not developed a culture of trust within the workplace. Building a culture of trust is a long-term investment which is the culmination of small transactions over an extended period of time. A common misconception is that a culture of trust is the sole responsibility of the agency leaders. The reality is that developing trust within an organization is the responsibility of all of its members. Following completion of this module:

- Participants will identify nine components of trust in the workplace.
- Participants will identify a variety of actions at the administrative, supervisory and dispatch level that undermine trust in the organization.
- Participants will identify a variety of actions at the administrative, supervisory and dispatch level that promote trust in the organization.
- Participants will identify behavioral practices they will commit to that helps create an organizational climate of trust.
Module: Conflict Resolution
The dispatch environment is different from more traditional places of employment for a variety of reasons such as long hours, strong dependence on team performance, working in close proximity and the nature of the public safety profession. Unresolved conflict in the dispatch center prevents the organization from meeting service expectations, degrades morale and damages employee retention. This module is designed to identify common areas of conflict in the dispatch center and provide participants with tools to resolve the conflict before it becomes toxic. Following completion of this module:

- Participants will identify areas of conflict within their dispatch center.
- Participants will demonstrate ten steps to resolve conflict in the workplace.
- Participants will identify responsibilities of the administrators, supervisors and dispatchers related to resolving conflict in the workplace.

Module: Effective Team Building
Dispatchers and dispatch centers normally succeed or fail based on the staff's ability and willingness to work effectively as a team. In a traditional workplace, the failure to work as an effective team may result in missing a deadline or inadequate service. In a dispatch center, the results of a lack of effective teamwork can be disastrous. Following completion of this module:

- Participants will complete the DISC Team Dimensions Profile
- Participants will identify their preferred role and explore their strengths and challenges as it relates to working with their dispatch teams.
- Participants will gain valuable insight into your work habits.
- Participants will learn about other team members' contributions, the value that they bring to the process, and how to work most effectively together.

Module: Individual Commitment to the Dispatch Center
This module is designed to review all of the previous modules and develop individual commitments to promote successful change to improve the dispatch center. In addition to these commitments, participants will identify what they need from the administration, supervisors and fellow dispatch staff to assist in achieving their commitments. Following completion of this module:

- Participants will review all materials from previous training modules.
- Participants will identify individual commitments to promote positive cultural change in the dispatch center.
- Participants will identify success indicators for each of their individual commitments.
- Participants will identify what they need from administration, supervisors and peers that will support them as they practice the organizational values and move closer to achieving the organizations mission.
Module: Communicating to the Administration
Change, even well-intended change designed to address an obvious need, can still be a disconcerting prospect for staff. Healthy communication between staff and the administration can alleviate fears and provide voice to the staff impacted by the change. This module is designed to craft a communication between staff and the administration related to the change effort. Following completion of this module:

- Participants will craft a message to the administration related to their perspective on the culture of the dispatch center.
- Participants will offer recommendations on improving the culture of the dispatch center.
- Participants will list items of concern and support that may not be clear to the administrators.
- Communication from staff will be delivered to the administrative team at a separate workgroup session.

Course: Leadership/Management for Dispatch Supervisors (4 days)
Intended Audience: Dispatch Supervisors

Module: Roles and Responsibilities of the Dispatch Supervisor
This module focuses on the variety of roles and responsibilities related to the dispatch supervisor position. Performance expectations for dispatch supervisors can seem daunting and unattainable for leaders that have not been prepared to find an effective balance between “heads-up” and “heads-down” tasks. This lack of understanding and preparedness often translates into inconsistent performance, motivation/morale issues and burn-out. Participants will identify the core elements, behavior/performance expectations, roles and responsibilities related to their position of leadership and the plausible impacts of failing to meet these expectations.

Upon completion of this module, participants will develop a strategic daily plan for balancing their responsibilities and assessing personal performance through deliberate feedback and disclosure practices. Following completion of this module:

- Participants will identify role and responsibilities related to the dispatch supervisor position.
- Participants will identify workplace factors which undermine their ability to be successful.
- Participants will define “heads-up” and “heads-down” tasks in their dispatch environment.
- Participants will identify the plausible impacts of failing to fulfill the roles and responsibilities of the position.
- Participants will utilize the Johari Window as a leadership self-assessment tool.
- Participants will identify the value of deliberately focused feedback/disclosure sessions.
- Participants will utilize multiple strategies to manage their time and tasks.
- Participants will develop a daily strategic plan to manage their time and effectiveness.
Module: Serving as an Effective Leader

This module focuses on the significance and range of each dispatch supervisor’s leadership role and responsibilities and, therefore, the importance of becoming an effective leader. Participants are given Jim Collins’ definition of an “effective leader” as one who “catalyzes commitment to and vigorous pursuit of a clear and compelling vision, stimulating higher performance standards.” The module also presents Kouzes and Posner’s five practices of exemplary leadership as strategies to encourage support for the dispatch center’s commitment to internal and external service and support.

Participants will complete the Leadership Practices Inventory, scoring the inventories and determining scoring norms for the class. During the module, participants review their scores and compare them to scoring norms. Additionally, each of the five practices are explored and discussed in the context of their current workplace reality. At the end of the module, participants complete a self-assessment related to effective leadership and the five practices of exemplary leadership. Following completion of this module:

- Participants will describe the range and significance of the leadership role and responsibilities inherent to that of dispatch supervisors.
- Participants will assess behaviors shown in a role play against the definition of an effective leader.
- Participants will evaluate personal examples of leadership behavior against the five practices of exemplary leaders.
- Participants will complete a self-assessment based on concepts presented in this module.

Module: Self-Awareness

This module introduces the idea that, to be effective, leaders must understand their personality preferences and the effect of those preferences on their ability to lead. Participants complete the DISC personal assessment tool (DISC®) as part of an in-class activity and learn about their behavioral preferences associated with personal motivation, responding to conflict, problem-solving and stress. The instrument is discussed generally and several exercises help participants understand different personality dimensions and the applicability of this understanding to solving leadership and team membership challenges. Finally, participants complete a self-assessment worksheet to develop strategies to enhance their leadership capabilities by using their strengths and compensating for their weaknesses, as identified by the DISC®. Following completion of this module:

- Participants will identify their personal preferences and explore how people differ according to the DISC®.
- Participants will apply the DISC® to solve leadership and team membership challenges. Given a self-assessment worksheet, participants will develop strategies to enhance individual leadership capabilities by using strengths and compensating for weaknesses identified by the DISC®.
Module: Power, Influence and Conflict
This module defines power and influence and their relation to each participant’s role as a supervisor in the dispatch center, their commitment to service and overall effectiveness as a leader. Participants complete the Power Base Inventory® to assess their own preferred style of influencing others, then focus on the six power bases and how each might be used effectively. At the end of the module, participants complete a self-assessment based on concepts presented in class and develop a plan for improvement. They also assess the strengths and weaknesses of their dispatch supervision team members related to use of power and develop a plan for improvement. Following completion of this module:

- Participants will assess their own preferred style of influencing others.
- Participants will determine the most effective strategy to influence others, based on the six power bases.
- Participants will analyze their use of power and influence in recent and upcoming situations in their dispatch centers.
- Participants will complete a self-assessment based on concepts presented in this module.

Module: Setting and Conveying Expectations/Coaching for Success
This module focuses on the assumption that high staff performance is the key to delivering quality service. It introduces participants to the self-fulfilling prophecy theory and some of the related research. The module then explores the current and future expectations staff performance in the dispatch center, how these expectations are communicated to staff directly and indirectly, and the effect of expectations on staff behavior and decision-making. Next, the module discusses the need to develop specific requirements for staff behavior that would enable them to comply with general performance expectations. Finally, the module focuses on the importance of orienting new staff to expectations for their behavior and performance. As well as coaching veteran staff in support of successfully meeting agency behavior and performance expectations. Following completion of this module:

- Participants will identify ways in which dispatch supervisors indirectly convey expectations for staff behavior.
- Participants will restate staff expectations positively.
- Participants will determine the specific behaviors required for staff to meet those expectations.
- Participants will assess if it meets the five essential criteria for an effective orientation.
- Participants will identify several potential reasons for staff performance that does not meet agency expectations.
- Participants will identify the differences between and appropriate application of coaching, counseling and discipline techniques.
- Participants will identify coaching strategies to assist in improving staff performance.
- Participants will identify realistic techniques and effective tools that supervisors can utilize to improve staff performance.
- Participants will identify strategies to assist in dealing with difficult staff.
Module: Understanding and Committing to Team Membership
This module briefly acknowledges the dual role of members of the dispatch center’s supervision team: 1) to provide expertise and leadership in a specific functional area and 2) to work as a team to develop, implement, and support the agency’s commitment to delivering exemplary service. The module focuses on the second role and covers factors in establishing the criteria for team membership and elements of effective work teams. At the end of the module, participants assess their supervision teams against concepts presented in class and develop a plan for improvement. Following completion of this module:

- Participants will develop strategies to ensure that the participants understand their role and responsibilities as members of the dispatch supervision team.
- Participants will identify problems with hypothetical supervision teams and develop strategies for improvement.
- Participants will assess their supervision team and create a plan for improving its effectiveness.

Module: Stress Management for Dispatch Leaders
In this module, participants will concentrate on the negative impacts of stress on their personal wellness and the effectiveness of their dispatch center. Everyone, regardless of role, is impacted by stress in their personal and professional lives. Leaders in a dispatch environment have an added responsibility to manage their stress as it not only impacts their individual health but also impacts the performance of the entire dispatch team. Following completion of this module:

- Participants will identify conductors of negative stress in their professional, personal and social lives.
- Participants will identify behaviors and impacts related to poor stress management in leadership.
- Participants will recognize common symptoms related to acute, chronic and post-traumatic stress.
- Participants will identify the role of perception as it relates to managing stress.
- Participants will identify resources, activities and strategies that can be used to manage negative stress.
- Participants will identify professional stigmas related to stress disorders and their impact on the workplace.
- Participants will identify behavioral symptoms which may indicate a stress disorder in their employees.
- Participants will identify a stress disorder and develop a strategy to promote wellness in their employees.

Module: Personal Leadership Development Strategy
In this module, each participant creates his/her own personal leadership development plan, based on the self-assessments completed during the program. Participants discuss their leadership development plan with a small group, including an instructor and several of their peers. Following completion of this module:

- Participants will create a personal leadership development plan based on the self-assessments they completed during the program;
- Participants will share their work and receive feedback from their peers and an instructor.
Course: Administrators/Supervisors (1 Day)
Intended Audience: Director, Systems Manager, Staff Services Manager, Dispatch Supervisors

Module: Managing Staff Resistance to Change
Leaders have to deal effectively with resistance throughout the change process. Whether the change is new to the organization or is simply sustaining changes that have been previously implemented. If you don’t, the change effort may be undermined and, before you know it, you will be operating in a fashion which resembles the organization prior to the change. Following completion of this module:

- Participants will understand why people resist change.
- Participants develop a case for change.
- Participants will establish change teams.
- Participants will anticipate and develop a plan to address burning questions.
- Participants will identify opportunities to include staff in creating change.
- Participants will identify methods to control rumors in the work place.

Module: Commitment Review / 30-Day Jump Start
Failure of leadership to “model the way” will undermine the effectiveness of any change effort at your organization. Participants will review and evaluate their individual commitments and develop a 30-Day Jump Start strategy to promote organizational change beyond the training intervention. Following completion of this module:

- Participants will review their individual leadership commitments.
- Participants will identify mentors within the leadership ranks to provide feedback and assist them in meeting their commitments.
- Participants will develop a 30-Day Jump Start strategy designed to promote positive change, meet ultimate outcomes and manage staff resistance.
PROPOSED TIMELINE

The Cardinal Group II understands the demands of balancing a training schedule with the operational needs of the dispatch center. For that reason, TCGII offers flexible scheduling options including weekend sessions. Courses may be taught in succession or over the course of weeks with post training assignments between training days. The proposed training intervention requires a training commitment of the following:

- **Director & Managers** Six (6) Training Days per employee
- **Dispatch Supervisors** Eight (8) Training Days per employee
- **Dispatchers** Three (3) Training Days per employee

TCGII estimates that twenty-four (24) site visits will be required to complete the training intervention allowing for all employees to attend without creating an undue operational burden on the dispatch center.

- **The Administrator/Executive’s Role** One (1) Session – Five (5) Days
- **The Thin Gold Line** Three (3) Sessions – Nine (9) Days
- **Leadership/Management for Dispatch** Two (2) Sessions – Eight (8) Days
- **Administrators/Supervisors** Two (2) Sessions – Two (2) Days

*In the event that the Ingham County Central Dispatch has the operational capacity to complete the training intervention in less than twenty-four (24) site visits a price reduction can be offered or applied to an optional service.*

SNC MODULE III ENDORSEMENT

TCGII will seek an SNC Module III endorsement for all training included in this proposal, with the intention of maximizing Ingham County Central Dispatch’s ability to utilize state-dispersed dispatch training funds, in accordance with state law and SNC guidelines.
SERVICE DELIVERY FEES

The Cardinal Group II proposes an all-inclusive cost for services provided in this proposal:

*Course Design, Manuals, Instructor Travel/Lodging, & Twenty-Four (24) site visits to complete delivery of training to all Ingham County Central Dispatch Staff*

$60,000.00

*Impact Evaluation Session – Six (6) months following completion of the training intervention. Action planning for the future*

$3,000.00

*Participant Assessments*

$2,500.00

**TOTAL: $65,500.00**

ASSESSMENT COSTS

Individual Participant Assessments - cost per participant.

1. Kouzes and Posner Leadership Practices Inventory 5th (LPI)
   $20.00
2. DISC Classic Work Behavior Profile
   $29.95
3. CPP Power Base Inventory
   $15.00
4. TKI Conflict Mode Instrument
   $45.00
5. DISC Team Dimensions Profile
   $25.00

OPTIONAL SERVICES

*Coaching / Mentoring / Site Visits / Conference Calls*

The TCGII team will be available to the ICCD leadership team and provide the following coaching and support services:

- Conference call availability to answer planning and implementation questions
- Review documents and provide written or verbal feedback/guidance
- Site visits

$75.00 per hour / Offered in 10-hour units

*Training Program Development Course*

The TCGII team will instruct the ICCD team in the development of an agency specific in-service OJT course for newly promoted supervisors.

$5,000.00

*Training Program Development Assistance*

The TCGII team will be available to coach and support ICCD staff as they implement their newly developed, agency specific in-service OJT course for newly promoted supervisors.

$75.00 per hour / Offered in 10-hour units

*Developing Hiring/Promotional Alignment Processes*

The TCGII team will work with the ICCD team to evaluate and assist in bring into alignment ICCD’s current hiring and promotional process with the organizations mission, values and operational philosophy.

$3,000.00
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CARDINAL GROUP II TO CONDUCT ORGANIZATION WIDE TRAINING WITH THE STAFF OF THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

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

WHEREAS, after more than five years of operations at the consolidated 9-1-1 Center, trust issues, conflict resolution, and clearly defined expectations continue to hamper labor management operations at the 9-1-1 Center; and

WHEREAS, it has been determined it would be advantageous to bring in an independent outside organization to conduct an organization wide training of the staff of the Ingham County 9-1-1 Central Dispatch Center with a proposed outcome to include needed training at all levels which will reinforce the Mission Statement and values of the 9-1-1 Center organization; and

WHEREAS, the organizational training will include the desired state of affairs and a report with recommendations after the concluded training to reevaluate and propose best practices, a path forward and expected results; and

WHEREAS, the Ingham County Controller’s Office and Ingham County Central Dispatch Management team are jointly recommending that the Ingham County Board of Commissioners authorize the comprehensive training to be performed by the Cardinal Group to the staff of the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, this training program had been submitted to State 911 Committee (SNC) for certification which it received making this training eligible to be paid for with SNC approved Wireless State training funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract with the Cardinal Group to conduct organization wide training of the Ingham County 9-1-1 Central Dispatch Center for a cost not to exceed $65,500 which should be fully covered by using SNC training funds.

BE IT FURTHER RESOLVED, that incidental costs of up to $5,000 will be covered from within the 9-1-1 Central Dispatch Center operating budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract/purchase order documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 20, 2018
SUBJECT: Agreement with Comsource, Inc. for Radios at Hawk Island
For the meeting agenda of 4/2/18 Human Services and 4/4/18 Finance

BACKGROUND
Park staff utilizes radios to communicate with each other at Hawk Island County Park. This resolution is to authorize a contract with Comsource, Inc. for the use of eight radios for three years and an option to renew for an additional two years. Comsource, Inc. out of Plymouth, Michigan is the same vendor that Facilities and Potter Park Zoo currently use. The Purchasing Department is not aware of any other radio other than the EDACS (Enhanced Digital Access Communication System) from Harris Corp. which is for the 911 radio system which is not applicable for our use.

ALTERNATIVES
Without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. The radios provide an immediate solution for park staff to communicate. These radios provide group talking that is not possible with cell phones for security, safety, and maintenance.

FINANCIAL IMPACT
The cost for eight radios is $280 a month. The total cost per year is $3,360 and funds are available in the 2018 approved park budget in line item 208-75600-818000.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their March 19, 2018 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Comsource, Inc. for radios at Hawk Island County Park.
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMSOURCE, INC.
FOR RADIOS AT HAWK ISLAND COUNTY PARK

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. The radios provide an immediate solution for park staff to communicate; and

WHEREAS, these radios provide group talking that is not possible with cell phones for security, safety, and maintenance; and

WHEREAS, Comsource, Inc.’s cost for radios at Hawk Island County Park will be fixed at a cost of $3,360 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a three-year agreement from June 11, 2018 through June 10, 2021 with an option to renew for two additional years with Comsource, Inc. for radios at Hawk Island County Park for a cost of $3,360 per year.

BE IT FURTHER RESOLVED, that funds are available in 208-75600-818000.

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 and Finance Committees
FROM: Cynthia Wagner
DATE: 3-21-2018
SUBJECT: Purchase of Flavor Burst Color Touch Panel for Potter Park Zoo
For the meeting agenda of 4-03-2018

BACKGROUND
Potter Park Zoo operates and manages the zoo restaurant and snack shop. In 2017, 22,176 soft serve ice cream cones were sold making it one of the most popular food items on the menu. The zoo is working to expand revenue sources and would like to offer a larger variety of soft serve flavors at a higher cost than the current chocolate, vanilla, and chocolate/vanilla twist flavors.

Taylor Freezer of Michigan Inc. is the sole vendor of the Flavor Burst equipment and syrup in Michigan. Potter Park Zoo is seeking permission to purchase from Taylor Freezer of Michigan Inc. the Flavor Burst Color Panel CTP 80SS model.

ALTERNATIVES
Continue to offer chocolate, vanilla and chocolate/vanilla twist flavored soft serve ice cream.

FINANCIAL IMPACT
The CTP 80SS model is $7800.00 and includes a 3 year warranty, 25 bags of syrup, installation, and training. The funds are available in zoo account 258-69200-726010-31500 for the full amount of the purchase.

OTHER CONSIDERATIONS

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to purchase the Flavor Burst Color Panel CTP 80SS from Taylor Freezer of Michigan Inc. in an amount not to exceed $7,800.00.
MEMO

TO: Ingham County Purchasing Department
FROM: Jon Lawrence, Customer Services Manager
DATE: March 15th, 2018

We are requesting sole source classification for the purchase of a Flavorburst TS-80SS Color Touch Panel Soft Serve Flavorburst machine from Taylor Freezer of Michigan. Through an internet search, an inquiry with frozen dessert retailers group, and telephone inquiries with other restaurant equipment dealers no similar equipment was available to attach to our existing Soft Serve Ice Cream machinery.

A letter outlining Taylor Freezer as the sole authorized retailer of this equipment is attached.

The addition of this equipment will be added to our concessions operation and allow for increased ice cream menu options for guests of the zoo and increased revenue.
## Equipment Purchase Agreement

**Taylor Freezer of Michigan, Inc.**

**State Distributor**
- **Business Name:** Potter Park Zoo
- **Address:** 1301 S Pennsylvania Ave, Lansing, MI 48812
- **Billing Address:**
- **Business Phone:** 517-244-8021

**Equipment Purchase Agreement**
- **No:** GR 7167

**Requested Delivery Date:**

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<tr>
<th>QTY</th>
<th>Product Code</th>
<th>Description</th>
<th>Serial #</th>
<th>Unit Price</th>
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<tr>
<td>1</td>
<td>CTP-80SS</td>
<td>Flavorburst Color Touch Panel for Soft Serve</td>
<td></td>
<td>$7,800</td>
<td></td>
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<td></td>
<td>115/60/1</td>
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<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>25 free bags of syrup</td>
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<td></td>
<td>P.O.P. Kit</td>
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**Terms:** 3 year warranty. Includes delivery, installation, and training.

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Acceptance of this agreement by Taylor Freezer of Michigan, Inc., is contingent upon (1) a satisfactory credit report on the Buyer or Lessee and (2) with regard to the dollar amounts stated herein, the absence of any mathematical error or deviation from Taylor Freezer of Michigan, Inc.'s standard prices. Unless noted to the contrary within 15 days after the signing of this Agreement, Buyer or Lessee may consider this agreement to have been accepted by Taylor Freezer of Michigan, Inc. as written. These terms and conditions are not negotiable. There are no understandings, agreements, or representations respecting the goods ordered, express or implied, except as specified in this agreement. This agreement, other than those matters set forth in this agreement or written attachment thereto, all warranties of merchantability or fitness for purpose, express or implied, are specifically disclaimed. It is understood and agreed that in the event my credit is not approved by Taylor Freezer of Michigan, Inc., the order may be cancelled and all money paid as deposit will be returned in full and void immediately. Unless this merchandise is sold to me by cash, this order is subject to the terms and conditions of a conditional sale contract or chattel mortgage to be executed by me and in no event does Title to said merchandise pass to me until all amounts to be paid by me for said merchandise are fully paid in cash or title is transferred in consideration of the execution of a purchase money chattel mortgage. “Purchaser” hereby warrants that the second hand or used future or futures, or any other thing of value, accepted by “Seller,” is in no part payment of the purchase price of the future or futures covered by this order, as free and clear of any and all taxes and encumbrances whatsoever, and that “Purchaser” has good and marketable title to same and that “Purchaser” agrees to hold “Seller” harmless from any liability whatsoever as to all or any part of the merchandise described herein. All orders accepted by “Seller” are subject to delay caused by fires, floods, strikes, labor troubles, transportation difficulties, accidents, material, labor, or fuel shortages, or any other cause beyond “Seller’s” control, and “Seller” shall not be liable for any delay or failure of delivery or any loss or damage to any goods shipped by “Seller,” occurring after delivery of said goods to the common carrier, or contract carrier. This order is taken subject to approval of Taylor Freezer of Michigan, Inc. This order is not subject to cancellation. This above constitutes every agreement to be recognized in this transaction.

**Business Owner:**
- **By:**
- **Dated:**

**Taylor Freezer of Michigan, Inc.:**
- **By:**
- **Dated:** 3.15.18
Taylor Freezer of Michigan
2111 Walker Court, Grand Rapids, MI 49544
616-453-6004 asenica@taylorfreezermi.com

3/9/18

John Lawrence
Potter Park Zoo
1301 S. Pennsylvania Ave, Lansing, MI 48912

Dear John Lawrence,

Taylor Freezer of Michigan is the only authorized dealer of Flavor Burst equipment and syrups in the state of Michigan. If you have any additional questions regarding Flavor Burst distribution please contact Flavor Burst Company at 800-264-3528.

Sincerely,

Adam Senica
Vice President
Flavor Burst SOFT SERVE

THE PRODUCT

ICE CREAM SUNDAE . . . IN A CONE!
- Offer up to 8 different flavors with one unit.
- Flavoring is striped on the outside as well as injected through the center of the soft serve for maximum flavor coverage.
- Specially formulated syrups gel on contact with the soft-serve without dripping.

ONE-STEP PROCESS
Simply select the flavor from the Touchscreen menu, and you’re ready to draw the serving! The soft serve is striped with flavor as it dispenses.

38 DELICIOUS FLAVORS
From classics like chocolate and strawberry, to bold new flavors like butter pecan, bubblegum, and peach. Flavor Burst syrups provide variety to keep your menu selection fresh, colorful and exciting.

MULTI-FLAVORED PRODUCT
- Combine flavors for new or favorite combinations, such as caramel-apple, chocolate-cherry, or a rainbow twist!
- With an 8-flavor unit, there are literally hundreds of combination possibilities.
- Simply select as few or as many flavors as you like and the system will automatically change the flavors as product is drawn.

FLAVOR BURST SYRUPS
- The syrups are specially formulated for Flavor Burst systems and are concentrated to give each serving that perfect burst of flavor.
- Each syrup is packaged into easy-to-install 1-gallon bags with a 2-year shelf life.
- No refrigeration is needed.
- Each gallon bag yields up to 600 3.5oz servings—that’s 20,000 servings from your first 8 flavors!

For pricing, availability, and ordering, please contact your local Taylor distributor. To find one near you, visit www.taylorcompany.com. For other general questions or to learn about even more Flavor Burst flavoring systems, call 800-264-3528 or visit www.flavorburst.com.

© 2013 Flavor Burst Company. All Rights Reserved. Flavor Burst is a trade name of the Flavor Burst Company. Take A Shake Break and CrunchCrepe are all registered trademarks of the Flavor Burst Company.
Flavor Burst™ "CTP" SOFT SERVE MODELS

THE EQUIPMENT

- Full-color, high resolution, touch-sensitive 10" screen
- Upload videos, pictures, logos and graphics
- Customize flavor names, icons, container sizes, and product pricing
- Easy self-serve mode with portion control
- Dimensions: 10.25 x 6.75 x 1.25 in (262 x 172 x 32 mm)

INJECTOR ASSEMBLY

- Delivers flavors directly to the spout
- Easy to install/ remove for cleaning
- Fully detachable drive motor
- Adapter kits available for a variety of freezer models
- Shorter spout line that allows for easy cleaning between servings
- Dimensions: 9.25 x 7.5 x 2 in (235 x 191 x 51 mm)

CABINET FEATURES

- Five models with different stainless steel cabinet styles
- Light-weight trays to hold the bags of syrup
- Easy to connect and disconnect syrup lines
- Sanitizer tank that provides clean-in-place sanitation for syrup lines

CTP 8005
- Standard 8-flavor stand-alone cabinet
- Large 5-gallon external sanitizer tank

CTP 4005S-JR
- 4-flavor mini-cabinet
- 2-gallon external sanitizer tank
- Designed to fit in small cabinets and spaces
- Fits inside the Taylor C201 mobile cart (Taylor C201 cart sold separately)

CTP 8005S-INT
- Integrated 8-flavor cabinet designed to fit within the Taylor C201 mobile cart
- 2-gallon external sanitizer tank

CTP 8005-INT-2S
- Integrated 8-flavor cabinet designed to fit within the Taylor C206 mobile carts
- Fits inside the C206 carts (sold separately)

CTP 8005-INT-2SS
- Integrated 8-flavor cabinet designed to fit within the Taylor C201 mobile cart

<table>
<thead>
<tr>
<th>MODEL</th>
<th>CABINET WIDTH (in)</th>
<th>CABINET HEIGHT (in)</th>
<th>CABINET DEPTH (in)</th>
<th>SANITIZER TANK LOCATION</th>
<th>BOXED DIMENSIONS (W x H x D) (in)</th>
<th>BOXED WEIGHT (lbs)</th>
<th>CRANED WEIGHT (lbs)</th>
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<th>MIN. CIRCUIT</th>
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<td>inside cabinet</td>
<td>9.1 x 7.1 x 3.5</td>
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<td>115V 50/60Hz</td>
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</table>

Electrical connections: 115V 50/60Hz, 230V 50/60Hz.
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE FLAVOR BURST COLOR TOUCH PANEL

WHEREAS, Potter Park Zoo operates and manages the zoo restaurant; and

WHEREAS, ice cream was one of the most profitable food items sold at the restaurant in 2017 and the zoo wishes to continue to increase revenue by offering flavor burst ice cream; and

WHEREAS, Taylor Freezer of Michigan, Inc. is the only authorized dealer of Flavor Burst equipment and syrups in Michigan; and

WHEREAS, the cost of the Flavor Burst Color Touch Panel CTP-80SS model is $7,800.00 and funds are available in zoo account, 258-69200-726010-31500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the purchase of one Flavor Burst Color Touch Panel CTP-80SS from Taylor Freezer of Michigan, Inc. at a cost not to exceed $7,800.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
To: County Services and Finance Committees

From: Douglas A. Stover, Director
       Equalization/Tax Mapping

Date: March 20, 2018

Re: 2018 Remonumentation

The attached resolutions authorize an agreement with the county representative for the county’s 2018 remonumentation program, agreements with the 2018 remonumentation surveyors, and agreements with the 2018 peer review surveyors. All monies are from the 2018 remonumentation grant from the State of Michigan. The grant amount for 2018 is $94,371.
TO: Doug Stover, Director of Equalization

FROM: James Hudgins, Director of Purchasing

DATE: January 30, 2018

RE: Memorandum of Performance for RFP No. 10-18: Remonumentation Surveying Services

Per your request, the Purchasing Department sought proposals for the services of multiple monumentation surveyors for 2018. All work shall be performed under the guidelines and conditions set forth in P.A. 345 of 1990.

The Purchasing Department can confirm the following:

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<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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</thead>
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<tr>
<td>Vendors invited to propose</td>
<td>37</td>
<td>17</td>
</tr>
<tr>
<td>Vendors responding</td>
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<td>3</td>
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</table>

VENDORS NOT BIDDING
Boss Engineering, Howell, Michigan - Please keep us on the list for future projects other than remonumentation.

ZFE, Grand Ledge, Michigan - Will not be submitting on this RFP but would appreciate being notified of future requests for similar work.

A summary of the vendors’ costs is on the following 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; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
# VENDORS' COSTS

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Professional Licensed Surveyor Hourly Rate</th>
<th>2 Man Field Crew/ Equipment &amp; Vehicle Hourly Rate</th>
<th>Additional Crew Member Hourly Rate</th>
<th>Office Technician Hourly Rate</th>
<th>Draftsperson/ CAD Hourly Rate</th>
<th>Clerical/ General Office Hourly Rate</th>
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<tr>
<td>Burnstead Land Surveys LLC</td>
<td>No, Charlotte</td>
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<td>Geodetic Designs Inc.</td>
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<td>Enger Surveying &amp; Engineering</td>
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<td>Wolverine Engineers and Surveyors Inc.</td>
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<td>All Purpose Surveying Consultants LLC</td>
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Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND REMONUMENTATION PROJECT REPRESENTATIVE

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2018 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2018 through December 31, 2018, at a cost not to exceed $14,420.

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.
RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County RemonumentATION Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2018 Ingham County Remonumentation Project:

- Anthony Bumstead,, 318 W. Lovett #3, Charlotte, MI 48813
- Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
- David Clifford, P.O. Box 87, Mason, MI 48854
- Ronald Enger, P.O. Box 87, Mason, MI 48854
- Gilbert Barish, 2300 N. Grand River Avenue, Lansing, MI 48906
- David Van Denberghe, 2300 N. Grand River Avenue, Lansing, MI 48906
- Donald Bendzinski, 312 North Street, Mason, MI 48854
- Brett Dodge, 11553 Sara Ann Drive, Dewitt, Mi48820

to terms expiring December 31, 2018.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2018 at a cost not to exceed $525 per Peer Review Group Member at a cost of $175 per meeting.

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.
RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2018; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County’s best interest to authorize contracts with Autenrieth Land Surveys, Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., Wolverine Engineering and Surveyors, Inc., and All Purpose Surveying Consultants, for services as monumentation surveyors for 2018.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2018:

- Autenrieth Land Surveys: $14,800
- Bumstead Land Surveys: $14,800
- Enger Surveying and Engineering: $14,800
- Geodetic Design, Inc.: $14,800
- Wolverine Engineering and Surveyors, Inc.: $7,440
- All Purpose Surveying Consultants: $7,440

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.
Agenda Item 9a

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 13, 2018
SUBJECT: FY 18 State of Michigan Comprehensive Agreement Amendment # 2
For the meeting agendas of April 2, 2018 and April 4, 2018

BACKGROUND
Ingham County Health Department (ICHD) currently receives funding from Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners (BOC) authorized the 2017-2018 Comprehensive Agreement through Resolution #17-293 and Amendment # 1 through Resolution # 18-024 and Resolution # 18-081.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,439,244 to $5,440,644, an increase of $1,400. The amendment makes the following specific change in the budget:

    WISEWOMAN: increase of $1,400 from $40,000 to $41,400

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 2 with Michigan Department of Health & Human Services (MDHSS) effective October 1, 2017 through September 30, 2018.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2017-2018 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibilities of each party in protecting public health; and

WHEREAS, MDHHS and Ingham County Health Department (ICHD), have entered into a 2017-2018 Comprehensive Agreement authorized in Resolution #17-293; and Amendment #1 in Resolution #18-024 and Resolution #18-081; and

WHEREAS, MDHHS has proposed Amendment #2 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #2 to the 2017-2018 Comprehensive Agreement with MDHHS, effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the total amount of the Comprehensive Agreement funding shall increase from $5,439,244 to $5,440,644, an increase of $1,400.

BE IT FURTHER RESOLVED, that the increase consists of the following specific change to program budget:

WISEWOMAN: increase of $1,400 from $40,000 to $41,400

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #2 of the 2017-2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments consistent with this resolution.
Agenda Item 9b

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 19th, 2018

SUBJECT: Resolution to accept Healthy! Capital Counties funds from the Barry-Eaton District Health Department

For the meeting agendas of April 2, 2018 and April 4, 2018

BACKGROUND
The Ingham County Health Department (ICHD) has partnered with capital area hospitals and local health departments to work on a Community Health Assessment project, Healthy! Capital Counties, for a third cycle.

As part of the Affordable Care Act, the Internal Revenue Service requires not-for-profit hospitals to conduct periodic community health needs assessments and create community health improvement plans to guide their community benefits programs (IRS Notice 2011-52). Hospitals are required to collaborate with local health departments in this work. In the capital area, Sparrow, McLaren Greater Lansing, Eaton Rapids and Hayes Green Beach hospitals are collaborating with ICHD, Mid-Michigan District Health Department (MMDHD) and Barry-Eaton District Health Department (BEDHD). The hospitals are providing financial support for this work and have designated BEDHD as the fiduciary.

This project benefits ICHD in its efforts to earn national accreditation from the Public Health Accreditation Board (PHAB). PHAB requires local health departments to create a Community Health Assessment (CHA) and a Community Health Improvement Plan (CHIP). These documents are created as part of ICHD’s participation in Healthy! Capital Counties.

FINANCIAL IMPACT
The participants in this project have agreed to provide financial support to ICHD with the amount of $31,841 in support of the Community Health Assessment team’s work on the CHA and CHIP.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION
Based upon the information presented, I respectfully recommend approval of the attached resolution to accept $31,841 from the Barry-Eaton District Health Department to support the third cycle of the Healthy! Capital Counties Community Health Assessment.
WHEREAS, under Internal Revenue Service regulations (IRS Notice 2011-52), not-for-profit hospitals are required to conduct community health needs assessments, write health improvement plans, and partner with local health departments in this work; and

WHEREAS, capital area hospitals and health departments, including the Ingham County Health Department (ICHD), are conducting such a Community Health Assessment (CHA), for a third cycle and will write a Community Health Improvement Plan (CHIP); and

WHEREAS, the participating hospitals are providing financial support for this work and have established the Barry-Eaton District Health Department (BEDHD) as fiduciary for the project; and

WHEREAS, ICHD will play the leading role in conducting the data analysis and writing for the CHA and CHIP; and

WHEREAS, the project participants have agreed to reimburse ICHD $31,841 for the cost of this work; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes acceptance of 31,841 from BEDHD in support of the Community Health Assessment team’s work on the CHA and CHIP, to be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of $31,841 from the BEDHD in support of the Community Health Assessment team’s work on the CHA and CHIP, to be effective upon approval.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is 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 Human Services and Finance Committees
FROM: Linda S. Vail. MPA, Health Officer
DATE: March 19, 2018
SUBJECT: FY 2018 Agreement with Michigan Department of Environmental Quality
For the meeting agendas of April 2, 2018 and April 4, 2018

BACKGROUND
Each year the Michigan Department of Environmental Quality (MDEQ) contracts with the Ingham County Health Department (ICHD) to conduct environmental monitoring and inspections of MDEQ Non-Community programs. This practice began after the State of Michigan reorganized services and moved many of its environmental protection programs and services to the Department of Environmental Quality. The Public Health Code still locates the primary responsibility for environmental protection at the community level with local public health departments. The current agreement expired on September 30, 2017; the new agreement will be in effect from October 1, 2017 through September 30, 2018.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The proposed agreement for FY 2017 includes the following services and funding totaling up to $31,238.00, allocated as follows:

Non-Community Public Water Supply Program – up to $23,663
ICHD will conduct sanitary surveys of non-community public water supplies in Ingham County. ICHD will also oversee water quality monitoring at these supplies, issue water well permits for new supplies, and ensure that proper public notice is issued should a supply become unsafe for drinking.

Drinking Water Long-Term Monitoring – up to $700
ICHD will collect samples from drinking water supplies and sites of environmental contamination identified by the State.

Public Swimming Pools – up to $5,300
ICHD will inspect all public swimming pools/spas licensed by the MDEQ in Ingham County. In addition, ICHD will investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Campground Requirements – up to $225
ICHD will inspect all campgrounds licensed by the MDEQ located in Ingham County, collect fees, investigate complaints, conduct meetings and/or conferences related to compliance issues, and complete inspection forms provided by the State.

Capacity Development & Source Water Assessment - Up to $1,350
ICHD will conduct source water assessments for non-transient Type II water supplies licensed by MDEQ in Ingham County.
OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with MDEQ to conduct environmental monitoring and inspections of MDEQ Non-Community programs for the period of October 1, 2017 through September 30, 2018.
WHEREAS, the State of Michigan has placed responsibility for environmental regulation and environmental quality in Michigan with the Michigan Department of Environmental Quality (MDEQ); and

WHEREAS, the Michigan Public Health Code places responsibility for environmental protection at the community level with county governments through the network of local health departments; and

WHEREAS, each year MDEQ contracts with the Ingham County Health Department (ICHD) to conduct environmental monitoring and inspections of MDEQ Non-Community programs; and

WHEREAS, MDEQ will reimburse ICHD for expenses related to monitor and inspection services in an amount up to $31,308.00; and

WHEREAS, that the funding was included in ICHD’s 2018 budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a FY 2018 agreement with MDEQ.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MDEQ for Non-Community Programs for the period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that MDEQ shall reimburse ICHD up to $31,238.00 for expenses related to testing and inspection services as follows:

- Non-Community Public Water Supply Program – up to $23,663
- Drinking Water Long-Term Monitoring – up to $700
- Public Swimming Pools – up to $5,300
- Campground Requirements – up to $225
- Capacity Development & Source Water Assessment – up to $1,350

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 15, 2018

SUBJECT: Dental Services Agreement with Licensed Dentists and Hygienists
For the meeting agendas of April 2, 2018 and April 4, 2018

BACKGROUND
Ingham Community Health Centers (ICHC) of the Ingham County Health Department (ICHD) provides dental services through its Forest and Cedar Community Health Center locations. Due to retirements and staff resignations, one full-time dentist and one full-time hygienist position will be vacant. Historically, filling dental and hygienist positions has taken many months, and the extended vacancies lead to reductions in capacity to meet patient demand and revenue goals. Contracting services from local licensed dentists and hygienists will enable ICHD to maintain capacity for service delivery and revenue generation until the time that the permanent positions can be successfully filled. ICHD’s 2018 Budget includes $172,596 in remaining salary allocations from the vacated positions.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The terms of the dental services contract agreements for the period of January 1, 2018 through December 31, 2018, shall be paid at the rate of $64.66 - $66.14 per hour for licensed Dentists and $30.88 - $36.63 per hour for licensed Dental Hygienists, for a total amount not to exceed $172,596.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing ICHD to enter into dental services contract agreements for the period of January 1, 2018 through December 31, 2018, with licensed Dentists at the rate of $64.66 - $66.14 per hour, and with licensed Dental Hygienists at the rate of $30.88 - $36.63 per hour, for a total amount not to exceed $172,596.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH LICENSED DENTISTS AND HYGIENISTS

WHEREAS, Ingham Community Health Centers (ICHC) of the Ingham County Health Department (ICHD) provides dental services through its Forest and Cedar Community Health Center locations; and

WHEREAS, in 2018, one full-time dentist and one full-time hygienist position will be vacant, due to retirements and staff resignations; and

WHEREAS, historically, filling dental and hygienist positions has taken many months and the extended vacancies lead to reductions in capacity to meet patient demand and revenue goals; and

WHEREAS, ICHD’s 2018 Budget includes $172,596 in remaining salary allocations from the vacated positions; and

WHEREAS, contracting services from local licensed dentists and hygienists will enable the ICHD to maintain capacity for service delivery and revenue generation until the time that the permanent positions can be successfully filled; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes dental services contracts with licensed Dentists for the period of January 1, 2018 through December 31, 2018, at the rate of $64.66 - $66.14 per hour; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorizes dental services contracts with licensed Dental Hygienists for the period of January 1, 2018 through December 31, 2018, at the rate of $30.88 - $36.63 per hour.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHC dental services contract agreements for the period of January 1, 2018 through December 31, 2018, which shall be paid at the rate of $64.66 - $66.14 per hour for licensed Dentists, and $30.88 - $36.63 per hour for licensed Dental Hygienists, for a total amount not to exceed $172,596.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: March 28, 2018  
SUBJECT: Agreement with University of Michigan Flint for Engaged Father Program  
For the meeting agendas of April 2, 2018 and April 4, 2018

BACKGROUND
The University of Michigan-Flint (UM-Flint) was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes by significantly improving the provision of services to expectant and new fathers within Michigan. These funds from MHEF and Medicaid Match will be used for evaluation of the Dads Matter initiative and will be further used for training of the Fatherhood Facilitator in the 24/7 Dad Curricula, and for the design and printing of program literature. The project includes implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites, including Ingham County Health Department (ICHD) Healthy Start. The project will utilize the Engaged Father Program Logic Model to promote infant wellbeing by providing expectant and new fathers with parent education, support, and access to resources during their transition to parenthood. Key outcomes of the Engaged Father Program include increased participation in Healthy Start home visitation, increased knowledge of infant health and infant safe care, and improved infant health outcomes such as reduced infant mortality, infant low birth weight, and infant preterm birth.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Under this subcontract, UM-Flint will provide ICHD with up to $60,000 in funding to implement the Engaged Father Program for the period of April 1, 2018 through September 30, 2019. This funding was not anticipated in the ICHD FY 2018 budget but it will be included in the FY 2019 budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend the Board of Commissioners approve the attached resolution authorizing an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2019.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH UNIVERSITY OF MICHIGAN-FLINT FOR IMPLEMENTATION OF THE ENGAGED FATHER PROGRAM

WHEREAS, the University of Michigan-Flint (UM-Flint) was awarded funds from the Michigan Health Endowment Fund (MHEF) along with Medicaid Match funds to support a project designed to reduce risk factors associated with infant mortality and other negative birth outcomes by significantly improving the provision of services to expectant and new fathers within Michigan; and

WHEREAS, the project includes implementation of the Engaged Father Program at seven Michigan Healthy Start home visitation sites, including Ingham County Health Department (ICHD) Healthy Start; and

WHEREAS, the project will utilize the Engaged Father Program Logic Model to promote infant well-being by providing expectant and new fathers with parent education, support, and access to resources during their transition to parenthood; and

WHEREAS, key outcomes of the Engaged Father Program include increased participation in Healthy Start home visitation, increased knowledge of infant health and infant safe care, and improved infant health outcomes such as reduced infant mortality, infant low birth weight, and infant preterm birth; and

WHEREAS, UM-Flint has requested to subcontract with ICHD for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2019; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the UM-Flint for the Engaged Father Program, in an amount not to exceed $60,000 for the period of April 1, 2018 through September 30, 2019.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services, and Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: March 19, 2018  
SUBJECT: Conversion of Nutrition Educator Positions to Registered Dietitian Positions  
For the meeting agendas of April 2, April 3, and April 4, 2018

BACKGROUND  
Two Management Evaluations (State audits) of the Ingham County Health Department (ICHD) Women, Infants, and Children (WIC) program have resulted in nutrition-related citations based on an insufficient number of Registered Dietitians, leading to an inability to meet WIC policy requirements. Registered Dietitians are the only employees who can provide care plans and counseling for high risk clients (including those with elevated blood lead levels, diabetes, obesity, etc.). Converting the two existing WIC Nutrition Educator positions (#601330 and #601401) would allow staff to increase the number of high risk clients they see daily, as well as decrease the wait time for clients who make appointments. The staff currently filling the Nutrition Educator positions meet the criteria to be classified as Registered Dietitians. Human Resources and the Ingham County Employees’ Association (ICEA) Professional Employee union are both in agreement.

ALTERNATIVES  
Continuing to operate the ICHD WIC office without implementing the above conversions could lead to a deficiency rating from the State, decreased flow in the clinic, complaints from WIC clients, and a potential for loss of funding from the State due to the inability to meet client demand.

FINANCIAL IMPACT  
The proposed conversion of these positions would cost an additional $43,966 annually based on the Step 5 personnel cost comparison for the previous positions. This cost would be offset by the elimination of a vacant Medical Assistant II position (#601105) allocated at $75,000.

OTHER CONSIDERATIONS  
There are no other considerations.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions.
WHEREAS, two Management Evaluations (State audits) of the Ingham County Health Department (ICHD) Women, Infants, and Children (WIC) program have resulted in nutrition-related citations based on an insufficient number of Registered Dietitians, leading to an inability to meet WIC policy requirements; and

WHEREAS, Registered Dietitians are the only employees who can provide care plans and counseling for high risk clients (including those with elevated blood lead levels, diabetes, obesity, etc.); and

WHEREAS, converting the two existing WIC Nutrition Educator positions (#601330 and #601401) would allow staff to increase the number of high risk clients they see daily, as well as decrease the wait time for clients who make appointments; and

WHEREAS, staff currently filling the Nutrition Educator positions meet the criteria to be classified as Registered Dietitians; and

WHEREAS, the proposed conversion of these positions would cost an additional $43,966 annually based on the Step 5 personnel cost comparison for the previous positions with the additional cost offset by the elimination of a vacant Medical Assistant II position (#601105) allocated at $75,000; and

WHEREAS, Human Resources and the Ingham County Employees’ Association (ICEA) Professional Employee union are both in agreement; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions.

BE IT FURTHER RESOLVED, a vacant Medical Assistant II position (#601105) is eliminated.

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