THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 5, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the January 22, 2020 Minutes
Additions to the Agenda
Limited Public Comment

1. **Prosecuting Attorney’s Office** – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor’s Office, and the Jackson County Prosecutor’s Office, Aware Inc., and a Sub-Contract with End Violent Encounters (EVE)

2. **Public Defenders Officer**
   a. Resolution to Approve an Agreement with the City of East Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan
   b. Resolution to Approve an Agreement with the City of Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan

3. **Animal Control** – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control

4. **Law and Courts Committee** – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

5. **Health Department**
   a. Resolution to Authorize an Agreement with Ingham Health Plan Corporation
   b. Resolution to Authorize Amendment # 1 to the 2019-2020 Invest Health Field Building Agreement with Reinvestment Fund, Inc.
   c. Resolution to Amend Staffing Services Agreement with Cross Country
   d. Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept 2020 Michigan Medical Marihuana Operation and Oversight Grant
   e. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
6. **Purchasing Department** – Resolution to Authorize a **Reorganization** of the Ingham County Purchasing Department

7. **Animal Control Department**
   a. Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire **Veterinary Technician**
   b. Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call Pay for **Animal Control Officers**

8. **Human Resources** – Resolution Approving a Letter of Understanding with the Teamsters Local 214 **Assistant Public Defenders’ Unit**

9. **Board of Commissioners** – Appointments to the Equalization Subcommittee (**No Material**)

**Announcements**
**Public Comment**
**Adjournment**

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

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

Members Absent: Tennis.

Others Present: Tim Morgan, Bill Fowler, Sara Deprez, Melissa Buzzard, Cynthia Wagner, Michael Cheltenham, Rick Terrill, Michael Townsend, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Grebner at 6:30 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of December 4, 2019 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MINUTES OF THE DECEMBER 4, 2019 FINANCE COMMITTEE MEETING. Absent: Commissioner Tennis.

Additions to the Agenda

Removed –

9. Health Department
   d. Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an Equity Review Process and Health in All Policies Approach

13. Human Resources
   a. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit

Limited Public Comment

Todd Sneathen, a representative of Delhi Township, stated that he came to the Finance Committee to urge the Commissioners to support Agenda Item 8b, referred to as the Resolution to Authorize Contracts for Trails and Parks Millage Applications.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO SUSPEND BOARD RULE C1 TO CONSIDER AGENDA ITEMS 8 AND 9.

Commissioner Grebner asked if the passage of Agenda Items 8 and 9 in the Finance Committee were contingent on their passage in the Human Services Committee.
Chairperson Morgan stated that the makers of the motion considered that a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

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

1. **Sheriff’s Office** – Resolution to Accept the SF Mobile Vision Quote to Purchase 28 Digital In-Car Camera Systems for Updating the Sheriff’s Office In-Car Cameras in all Patrol Vehicles

2. **Prosecuting Attorney’s Office** – Resolution to Authorize a Memorandum of Understanding between The Tri-County Metro Narcotics Squad and the Ingham County Prosecutor’s Office under the 2020 Byrne JAG Grant

3. **Circuit Court/Juvenile Division**
   a. Resolution Authorize a Contract for Delinquency Attorney Services
   b. Resolution to Authorize a Contract with House Arrest Services Inc. for Electronic Monitoring
   c. Resolution to Authorize a Contract with Ingham Intermediate School District for Educational Instruction at the Ingham Academy
   e. Resolution to Authorize a Contract for Lawyer Guardian Ad Litem Representation
   f. Resolution to Authorize a Contract with Peckham Inc. for the Peckham Footprints Group Home

4. **9-1-1 Dispatch Center**
   a. Resolution to Authorize Acceptance of a Federal Grant (via the State of Michigan) to Provide Funding to Purchase a Nextgen 9-1-1 Phone System
   b. Resolution for the Renewal of the 9-1-1 Telephone Support Agreement with Carousel Industries Inc.
   c. Resolution to Amend Resolution #19-563 to Adjust Cost for Leslie Tower Modifications
   d. Resolution to Authorize the Ingham County 9-1-1 Central Dispatch Center to Purchase the Tightrope Media Systems Carousel 7 Digital Signage System

5. **Public Defenders Office** – Resolution to Authorize a Grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Resolution #17-445

6. **Fair Office**
   a. Resolution Authorizing Off-Season Fees for the Ingham County Fair
   b. Resolution Amending Resolution 19-210 to Adjust Rental Fees for the Ingham County Fairgrounds
7. **Facilities Department** – Resolution to Authorize an Agreement with Straub, Pettitt & Yaste Architects for Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

8. **Parks Department**
   a. Resolution to Authorize the Acceptance of the Project Agreement for a Land and Water Conservation Fund Grant
   b. Resolution to Authorize Contracts for Trails and Parks Millage Applications
   c. Resolution to Authorize a Visitor Incentive Program for the Hawk Island Snow Tubing Hill

9. **Health Department**
   a. Resolution to Authorize the Acceptance of Grant Funds from Michigan Department of Health and Human Services and State of Michigan Local Community Stabilization Authority
   b. Resolution to Authorize a Collaborative Services and Referral Agreement with Community Mental Health of Clinton, Eaton, and Ingham Counties
   c. Resolution to Authorize an Agreement with the Michigan Department of Environment, Great Lakes, and Energy for F Y 2019-2020
   e. Resolution to Amend Resolution #19-410 with Intelligent Medical Objects, Inc.
   f. Resolution to Authorize an Agreement with Hospital Network Healthcare Services
   g. Resolution an Authorize an Agreement with Possibilities for Change
   h. Resolution to Authorize an Agreement with Rapid Shred
   i. Resolution to Amend Resolution #18-312 Agreement with Reglantern™
   j. Resolution to Convert Position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)
   k. Resolution to Authorize an Agreement with Uptodate, Inc.

10. **Potter Park Zoo** – Resolution to Amend Resolution #19-141 Visitor Incentive Programs at Potter Park Zoo

11. **Equalization Department** – Resolution to Revise Resolution #19-526 Authorizing Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement

12. **Road Department**
   a. Resolution to Authorize the Extension of Resolution #19-142: The 2020 Seasonal Requirement of Emulsified Asphalts for the Road Department
   b. Resolution to Commit Local Match and Support Federal Tap and HSIP Program Funding to Construct a Non-Motorized, Shared-Use Pathway on Waverly Road Between St. Joseph Hwy. and Old Lansing Rd.

13. **Human Resources**
   b. Resolution Authorizing Enrollment in Davenport University’s Certificate of Management Program

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.
THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

3. Circuit Court/Juvenile Division
   d. Resolution to Authorize a Contract with Attorney Kaitlin Fish for Lawyer Guardian Ad Litem and Truancy Court Legal Representation

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION.

Commissioner Crenshaw stated that he wanted to disclose that he had petitioned students who were represented by Attorney Kaitlin Fish in his daytime employment. He further stated that while he had not received financial compensation for this work, he wanted to be transparent about his previous involvement with Ms. Fish.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:34 p.m.
RESOLUTION ACTION ITEMS:

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

1. **Prosecuting Attorney’s Office** – Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor’s Office, and the Jackson County Prosecutor’s Office, Aware Inc., and a Sub-Contract with End Violent Encounters (EVE)

The Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI). The Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties. This Special Assistant Attorney General will be paid by funds from the Attorney General’s office, with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General. The total personnel costs, including advocates, and miscellaneous other costs for both counties is not to exceed $283,475. This resolution will authorize this agreement.

This resolution will also authorize Ingham County to enter into a subcontract with End Violent Encounters (EVE), not to exceed $14,919, for notification and advocacy services for sexual assault victims. Jackson County will be entering into a subcontract with AWARE Inc., not to exceed $23,556, for notification and advocacy services for sexual assault victims in Jackson County and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

See memo for details.

2a. **Public Defenders Office** – Resolution to Approve an Agreement with the City of East Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan

2b. **Public Defenders Office** – Resolution to Approve an Agreement with the City of Lansing for its Local Share Contribution under the County’s Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan

These resolutions will authorize agreements whereby the Cities of East Lansing and Lansing will pay their 2019-2020 local shares of the MIDC grant to Ingham County.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to $5,542,054, including a local share of $921,654.46. The local share will be split among Ingham County ($883,431.47), the City of Lansing ($21,986), and the City of East Lansing ($16,448). The local share payments are increased 2.2% over last year, as required by the Michigan Indigent Defense Act.

See memo for details.
3. **Animal Control** – Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control

This resolution will authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2020 through December 31, 2020. Through this agreement, Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants, and these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds of the voucher sales.

Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the Humane Society. Approximately $50,000 passes through this fund annually for these services.

4. **Law and Courts Committee** – Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

This resolution will authorize submitting to a vote of the electorate the renewal of the special millage for up to 0.85 mills providing comprehensive emergency telephone services on the August 4, 2020 ballot. In the past, this millage has been authorized for a four year time period each time it was approved. This renewal would be requested for a ten year period. The only drawback of a longer term millage is that, depending on future years’ Headlee Rollback factors (should there be any), the actual mills available to be levied may be less than the authorized millage, until it is renewed.

See memo for details.

5a. **Health Department** - Resolution to Authorize an Agreement with Ingham Health Plan Corporation

This resolution authorizes a provider agreement with IHPC for the period of October 1, 2019 through September 30, 2020. This provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to ICHD’s Community Health Centers (CHCs).

5b. **Health Department** - Resolution to Authorize Amendment # 1 to the 2019-2020 Invest Health Field Building Agreement with Reinvestment Fund, Inc.

This resolution amends resolution # 19-246 to accept an additional $30,000 in grant funds for the Invest Health Field Building initiative, effective February 1, 2020 through June 30, 2020.

5c. **Health Department** - Resolution to Amend Staffing Services Agreement with Cross Country

This resolution amends the agreement with Cross Country by extending the agreement one year through March 30, 2021, and by increasing the contract for an amount not to exceed $450,000. The increased costs of the agreement shall be covered through unexpended budgeted provider salary/fringe cost or unexpended budgeted provider service agreements. By increasing and extending the agreement terms, the CHCs will be able to temporary fill (Locum Tens) critical provider staff vacancies (Physician, Dentist, Nurse Practitioner, Physician Assistants), including coverage of temporary leaves of absence such as annual or medical leave.
5d. **Health Department** - Resolution to Authorize an Agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) to Accept 2020 Michigan Medical Marihuana Operation and Oversight Grant

This resolution authorizes an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for the period of January 1, 2020 through September 15, 2020 in an amount not to exceed $40,545 for education, communication and outreach regarding the Michigan Medical Marihuana Act.

5e. **Health Department** - Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files

This resolution authorizes an agreement with Graphic Sciences, Inc. in a total amount not to exceed $43,500 effective January 27, 2020 through January 26, 2021 for the transport, storage and retrieval of ICHD files.

6. **Purchasing Department** – Resolution to Authorize a Reorganization of the Ingham County Purchasing Department

This resolution will authorize the reorganization of the Purchasing Department consisting of changing the Courier position from UAW-C to UAW-F and changing the Purchasing Assistant position from UAW-G to UAW-J, for a long term annual cost of $21,552. This reorganization is the result of both positions assuming additional responsibilities in recent years due to the increased workload, reductions in staff, and an increase in the demand for services of the Purchasing Department. As required by the Reorganization Procedure Policy, this was presented as a discussion item at the previous County Services Committee.

See memo for details.

7a. **Animal Control Department** – Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician

This resolution will authorize entering into a letter of understanding with the Capitol City Labor Program, Inc. (CCLP) to offer the new Veterinary Technician a starting wage rate of Level 6 notwithstanding the normal contractual maximum at Level 3. The applicant is an experienced Veterinary Technician with 30 years of experience and Ingham County Animal Control has an immediate need to fill this position, which has been vacant for several months.

See memo for details.

7b. **Animal Control Department** – Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call for Animal Control Officers

This resolution will authorize a Letter of Understanding with the CCLP to reinstitute after hours on-call for Animal Control Officers. This service was eliminated in 2009 as a budget savings measure. Reinstatement of these on call hours will greatly benefit law enforcement resources and increase the ability to safely address animal welfare issues occurring after regular business hours. The increased cost of $22,200 was approved in the 2020 budget.

See memo for details.
8. **Human Resources** – Resolution Approving a Letter of Understanding with the Teamsters Local 214 Assistant Public Defenders’ Unit

The Teamsters Local 214 was certified by the Michigan Employment Relations Commission as the bargaining agent for the newly created Assistant Public Defenders. This resolution will approve a Letter of Understanding in which the Employer agrees to increase the base wage scale for the members of the bargaining Unit by 2% to be effective the first full pay period following the date of ratification of this Agreement in 2020 in exchange for the Union’s agreement that the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by the Personnel Policies applicable to non-represented Ingham County Assistant Public Defenders. This unit will then bargain with the Employer along with all of the other bargaining units as the contracts are up at the end of 2020.

See memo for details.

**PRESENTATION/DISCUSSION/OTHER ITEM:**

9. **Board of Commissioners** – Appointments to the Equalization Subcommittee (No Material)
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney
DATE: January 21, 2020
SUBJECT: Resolution to Authorize a Memorandum of Understanding between the Department of the Attorney General, the Ingham County Prosecutor’s Office, and the Jackson County Prosecutor’s Office, AWARE Inc., and a Sub-Contract with End Violent Encounters

BACKGROUND
Our office has received funds from the Department of the Attorney General to assist local prosecutors with the investigation, prosecution, and notification of victims in cases arising out of the statewide Sexual Assault Kit Initiative (SAKI). ICPO utilizes one Special Assistant Attorney General and one dedicated Ingham County Sheriff’s Office (ICSO) detective to investigate those unsolved cases originating from Ingham County. This year additional funds were provided to expand the duties of our Ingham County based SAKI Assistant AG to include unresolved sexual assault kit cases originating from Jackson County. Our SAKI prosecutor would be authorized, under the powers of the AG, to prosecute cases in both counties. The Jackson County Prosecutor’s Office (JCPO) welcomes this arrangement and has agreed to provide space and resources for the additional prosecutorial assistance. Further, there are funds allocated for a community based Jackson County sexual assault advocate to provide victim services.

ALTERNATIVES
If the Memorandum of Understanding is not approved, the services will not be expanded.

FINANCIAL IMPACT
There is no financial impact since the Department of the Attorney General will provide re-imbursement funding for all expenses charged under the MOU. The agreement does require Ingham County to process all billing from AWARE Inc. and JCPO. The MOU also includes the anticipated independent contractor agreement with End Violent Encounters. That agreement for a part-time advocate is not to exceed $14,919. The amount of the total funding is $283,475. The MOU is for services provided on or after January 1, 2020 to December 31, 2020.

OTHER CONSIDERATIONS
Regionalized prosecution, investigation, and victim advocacy through a multi-county approach is expected to enhance the quality of these complex investigations. The Board of Commissioners has already approved Resolution #19-485 which authorized contracts between the ICPO, the Jackson County Prosecutor’s Office, and the Blackman-Leoni Township Department of Public Safety to hire a dedicated Jackson County SAKI Investigator.

RECOMMENDATION
Based on the information provided, I respectfully request approval of the attached resolution.

WHEREAS, the Department of the Attorney General provides funds for local prosecutors to assist with the investigation, prosecution, and victim notification of cases arising from the testing of previously untested sexual assault kits through the 2015 Sexual Assault Kit Initiative (SAKI); and

WHEREAS, the Attorney General would designate a Special Assistant Attorney General to review these investigations and determine the viability of prosecution of these untested sexual assault kits for both Ingham and Jackson Counties; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor’s Office (ICPO) yet also have access and work space in the Jackson County Prosecutor’s Office (JCPO); and

WHEREAS, the Special Assistant Attorney General will be paid by funds from the Attorney General’s office, for duties performed in both Ingham and Jackson counties, including but not limited to salary, computers, phone, training, mileage, and any other funds approved by the Department of the Attorney General with all expenses, excluding salary, to be processed by Ingham County but paid for by the Department of the Attorney General; and

WHEREAS, the total personnel costs, including advocates, and miscellaneous other costs for both counties is not to exceed $283,475; and

WHEREAS, the Ingham County Prosecutor’s Office is authorized to enter into a sub contract with End Violent Encounters (EVE), not to exceed $14,919 for notification and advocacy services for sexual assault victims; and

WHEREAS, the Jackson County Prosecutor’s Office will be entering into a sub contract with AWARE Inc., not to exceed $23,556 for notification and advocacy services for sexual assault victims in Jackson County and AWARE Inc. will submit billing to be processed by Ingham County but paid by the Department of the Attorney General.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor’s Office to enter into a memorandum of understanding with the Department of the Attorney General, the Jackson County Prosecutor’s Office, and AWARE Inc., consistent with the resolution, and authorizes the Ingham County Prosecutor’s Office to enter into a sub-contract with End Violent Encounters.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary 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 documents consistent with this resolution and upon approval as to form by the County Attorney.
TO: Law & Courts and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: January 21, 2020

SUBJECT: Resolutions to Approve Agreements with the City of East Lansing and the City of Lansing for their Local Share Contributions under the County’s Michigan Indigent Defense Commission (MIDC) 2019-2020 Compliance Plan

For the meeting agendas of January 30 and February 5

BACKGROUND
The Michigan Indigent Defense Commission (MIDC) approved Ingham County’s 2019-2020 Compliance Plan and Cost Analysis, which continues the Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

A grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to $5,542,054, including a local share of $921,654.46. The local share will be split among Ingham County ($883,431.47), the City of Lansing ($21,986), and the City of East Lansing ($16,448).

The Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, “an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less. The consumer price index since November 1 of the prior state fiscal year has increased 2.2%, so the local share is increased by that amount for the 2019-2020 grant year.

FINANCIAL IMPACT
These resolutions would authorize agreements for the Cities of East Lansing and Lansing to pay their 2019-2020 local share of the MIDC grant to Ingham County for amounts of $21,986 and $16,448, respectively. These payments will cover the time period of October 1, 2019 through September 30, 2020 and are to be billed and paid in one payment.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC). 

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolutions.
Agenda Item 2a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF EAST LANSING
FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY’S
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC) 2019-2020 COMPLIANCE PLAN

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County’s 2019-2020 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, “an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less;” and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 2.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to $5,542,054, including a local share of $921,654.46; and

WHEREAS, the City of East Lansing’s portion of the local share for the 2019/2020 grant year is $16,448; and

WHEREAS, the City of East Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of East Lansing will pay its 2019-2020 local share of the MIDC grant to Ingham County for an amount of $16,448, covering the time period of October 1, 2019 through September 30, 2020, to be paid in one payment.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH THE CITY OF LANSING FOR ITS LOCAL SHARE CONTRIBUTION UNDER THE COUNTY’S MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC) 2019-2020 COMPLIANCE PLAN

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County’s 2019-2020 Compliance Plan, which continues funding of a Public Defenders Office administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, “an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less;” and

WHEREAS, the Michigan Indigent Defense Act (Public Act 93 of 2013) defines local share as, “an indigent criminal defense system's average annual expenditure for indigent criminal defense services in the 3 fiscal years immediately preceding the creation of the MIDC under this act, excluding money reimbursed to the system by individuals determined to be partially indigent. Beginning on November 1, 2018, if the Consumer Price Index has increased since November 1 of the prior state fiscal year, the local share must be adjusted by that number or by 3%, whichever is less;” and

WHEREAS, the consumer price index since November 1 of the prior state fiscal year has increased 2.2%; and

WHEREAS, a grant from the State of Michigan was accepted for the approved Compliance Plan by Ingham County for the time period October 1, 2019 through September 30, 2020, and the budget was approved for an amount of up to $5,542,054, including a local share of $921,654.46; and

WHEREAS, the City of Lansing’s portion of the local share for the 2019/2020 grant year is $21,986; and

WHEREAS, the City of Lansing and Ingham County wish to enter into an agreement whereby the City pays its local share of the grant to the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement whereby the City of Lansing will pay its 2019-2020 local share of the MIDC grant to Ingham County for an amount of $21,986, covering the time period of October 1, 2019 through September 30, 2020, to be paid in one payment.

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:       Law & Courts and Finance Committees

FROM:     Heidi Williams, Ingham County Animal Control Director

DATE:     01-23-2020

SUBJECT:  Resolution to Authorize a Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control

For the meeting agendas of January 30 and February 5, 2020

BACKGROUND
Ingham County Animal Control and Shelter (ICACS) sells reduced cost spay/neuter vouchers to eligible participants. These vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic, who is then reimbursed by ICACS for these services from the proceeds of the voucher sales. This cooperative arrangement helps to provide low cost spay/neuter services to the community.

ALTERNATIVES
This service is offered as a convenience to ICACS clients. Community members could go directly to the Humane Society for these services.

FINANCIAL IMPACT
Sales of vouchers by ICACS are collected in a trust and agency fund, from which they are disbursed to the Humane Society. Approximately $50,000 passes through this fund annually for these services.

RECOMMENDATION
With the above information, I respectfully recommend approval of the attached resolution.
Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN CAPITAL AREA HUMANE SOCIETY SPAY/NEUTER CLINIC AND INGHAM COUNTY ANIMAL CONTROL

WHEREAS, Ingham County Animal Control and Shelter sells reduced cost spay/neuter vouchers to eligible participants; and

WHEREAS, these vouchers can be redeemed for services at the Capital Area Humane Society Spay/Neuter Clinic; and

WHEREAS, when a spay neuter voucher is redeemed, Capital Area Humane Society bills Ingham County, who then pays the Capital Area Humane Society from the Trust and Agency Fund where the voucher sale proceeds are reserved; and

WHEREAS, through this cooperative arrangement, low cost spay/neuter services are provided to the community, benefitting both pets and their owners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding between Capital Area Humane Society Spay/Neuter Clinic and Ingham County Animal Control for the time period January 1, 2020 through December 31, 2020, as detailed in the attached document.

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

between

Capital Area Humane Society Spay/Neuter Clinic
5919 South Cedar Street Lansing MI 48911

And

Ingham County Animal Control
600 Curtis Street Mason, MI 48854

I. Purpose and Scope

The Capital Area Humane Society Spay/Neuter Clinic will provide a reduced cost spay/neuter and basic wellness services to animals that are at least 8 weeks of age and that weigh at least 2 pounds and that are in the care and custody of ICAC. The Capital Area Humane Society Spay/Neuter Clinic and its employees reserve the right to refuse procedures or services that are requested by ICAC. Animals that are deemed by the clinic to be unhealthy, unthrifty, or if the procedure is not in the current best interest of the animal may be refused for surgery by the clinic.

II. MOU Term

The term commences January 1st 2020 and terminates December 31st 2020. The Capital Area Humane Society reserves the right to terminate this MOU prior to the term date.

III. Capital Area Humane Society Spay/Neuter Clinic and ICAC agree to the following:

**Weight and Age:** All animals must be at least 8 weeks of age and weigh at least 2lbs for procedures or services to be performed.

**Appointments:** Appointments for services will be made by calling 517-908-0756 or emailing clinic@adoptlansing.org. Appointments will be filled as space on the clinics general calendar allows. The CAHS spay/neuter clinic reserves the right to require non-refundable appointment deposits for multiple appointments that are made on the same day. Large appointment reservations may be subject to a pre-payment/reservation fee/pet at the discretion of the reception staff. This fee is non-refundable and will be discussed at the time the appointment is made. If you show at full capacity of the requested appointment, the fees are applied towards surgery. **If you do not show the fee will not be refunded.**

**Transportation:** ICAC is responsible for all transportation of animals to and from the clinic.
**Consent:** The morning of the animals’ appointment ICAC will provide a completed consent form for each individual animal receiving service.

**Rabies Vaccination:** All animals three months of age and older are required to be up to date on their rabies vaccinations. If the animal is not up to date they will receive a vaccine during their stay for an additional charge.

**Late/Failure to Pick up Animals:** All animals will be picked up from the Capital Area Humane Society Spay/Neuter Clinic the same day of service. Animals that are housed overnight will be unattended and a $25.00 charge will apply for each evening spent at the clinic. If the animal is picked up after 5 p.m. on the same day of surgery, a modification of the $25.00 fee may be charged at the discretion of the employees that are required to stay for the discharge of the patient. Animals not picked up after three days will be considered abandoned and given to the proper authorities.

**Additional Surgical Services:** Any animal that is deemed to be pregnant during their alteration will have the pregnancy terminated at an additional charge and fluids given on an as needed basis for an additional charge. Any animals with an umbilical hernia will have the site repaired for an additional charge during their alteration. Any animal with a pyometra, in heat or cryptorchid will accrue additional charges at the discretion of the clinic manager. Pregnant dogs may also be charged differently on a case by case basis.

**Charges:**
- Canine Spay less than 70lbs: $85
- Canine Neuter less than 70lbs: $65
- Canine Spay over 70lbs: $120
- Canine Neuter over 70lbs: $90
- Feline Spay: $45
- Feline Neuter: $25
- Feral Cat Surgeries: $40 (includes 2 vaccines and an ear tip is required)
- “Inj. abx will be offered at $10/feral cat on an as needed basis.
- “Already fixed” anesthesia costs: $20/cat, $30/dog 30# or less, $50/dog over 30#
- Vaccinations: $4.00 ea.
- Heartworm: $12 ea.
- Feline Combo Testing: $20 ea.
- Microchip: $20 ea.
- Microchip *insertion only* fee (for non-CAHS microchips): $1.00
- Heat/Hernia Repair/Cat Pregnancies: $15.00
- Fluid therapies: $5-$20 depending on amount, route of administration and species of animal
- Fecal Floatation: $10.00
- Pre-Operative Blood work: $35.00
- Preventative: $2 discount from retail/rounded to the nearest whole $ amount
  - Example: Cat Multi $12/dose
- Rx Products: $2 discount from price to client
  - (Includes de-wormers, inj. antibiotics, inj. anti-emetics, flea tx and any other tx as offered by the doctor)
- Euthanasia (general cremation included): $10/cat, $15/dog under 30#, $30/dog under 50#
- *Larger patients and private cremation charges available on a case by case basis.

**Specially Ordered or Priced Items:** If agreed upon by the clinic manager and the doctor, any specially ordered products will be offered at a price that is either rounded up to the nearest $5 or $10 amount from our cost as decided on a case by case basis through the clinic manager. Any variances of the prices listed above will be rare and will need approval by the clinic manager.
**Payments:** Payment is due within 30 days of receipt of the monthly invoice provided to you from CAHS. Failure to keep the account balance current will result in the Capital Area Humane Society declining services.

**Procedures for Personal Animals:** As a courtesy to those that work with rescue organizations, personal animals that are owned by employees of ICAC will also be extended the rescue pricing mentioned above. Proof of ownership and employment may be required.

**Grant Qualifications:** Animals that are being put up for adoption through rescue organizations do not qualify for any grant assisted procedures unless otherwise approved by the CAHS Spay/Neuter Clinic contacts listed below. In the event that an owner or employee of a rescue organization qualifies for a grant surgery with their own personal pet, the following documentation will be required and a copy of the documentation will be kept on file at the CAHS Spay/Neuter Clinic:

- **Animals 6 months and younger:** Any documentation such as a bill of sale/transfer or veterinary services rendered (including microchip registrations) with the animal’s name and description and the current owners name and/or address.

- **Animals older than 6 months:** A rabies license and/or any of the above documentation will be required to show proof of ownership.

**Adoption Expectations/Recommendations:** As we are also directly associated with a shelter location, CAHS S/N Clinic will not allow adoptions through other rescue entities to occur on the premises. Violation of this rule can result in direct termination of all services of the spay/neuter clinic with the rescue organization and its members. While this is still to be decided at the discretion of each rescue we also do not recommended that an animal that has had a spay/neuter procedure go home to a new environment on the same day of surgery for the safety of both the animals and the new owners.

**IV. Contacts**

**Capital Area Humane Society Spay/Neuter Clinic**  
**Primary:** Holly Thoms, Clinic Director 517-908-0756
hthoms@adoptlansing.org

**Secondary:** Julia Willson, President/CEO, 517-626-6060
jwillson@adoptlansing.org

**Ingham County Animal Control**  
**Primary:** Heidi Williams, Director 517-676-8362
hwilliams2@ingham.org

**V. Effective Date and Signature**

This MOU shall be effective upon the signature of ICAC authorized officials. It shall be enforced from January 1st 2020 to December 31st 2020.

______________________________________________________________________

**Signature/Date**
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: January 21, 2020
SUBJECT: Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (911 Services)

For the meeting agendas of January 30 and February 5

BACKGROUND
Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years and the millage funds were approved by the electorate to operate countywide 9-1-1 emergency telephone and dispatch services since 1988. Authorization for the most recent millage renewal expired on December 31, 2019. This resolution will authorize submitting to a vote of the electorate the renewal of the special millage providing comprehensive emergency telephone services on the August 4, 2020 ballot.

In the past, this millage has been authorized for a four year time period each time it was approved. At the last Law and Courts Committee meeting, the Committee recommended that the renewal be requested for a ten year period, as presented in the attached resolution.

ALTERNATIVES
This millage provides approximately 75% of the operating and capital funds for the 9-1-1 Dispatch Center. Without these funds, some other source(s) of funding would need to be sought in order to continue providing emergency telephone services.

FINANCIAL IMPACT
Based on current taxable value, this millage is projected to provide around $6.5 million in revenue for 2020. As stated previously, this is the largest revenue source for providing 9-1-1 services to Ingham County.

OTHER CONSIDERATIONS
In order to be included on the August 4, 2020 ballot, this ballot language must be approved to the County Clerk by May 12.

When considering the renewal for a ten year period, the Board of Commissioners should consider the possibility of future Headlee Rollbacks. Since the passage of the Headlee Amendment, units of government are required to annually calculate a Headlee rollback factor. This rollback factor is then applied to the originally authorized millage. Depending on the rollback factor, the actual mills available to be levied may be less than the authorized millage. Once a millage is renewed, it can be returned to its originally authorized rate. Due to low inflation rates and reductions in property values in the recent past, the County has not experienced a Headlee Rollback in several years. Should rollbacks once again become frequent, a millage approved for a longer term may be less desirable, as it would take longer to be returned to its originally authorized rate.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of a resolution submitting to a vote of the electorate a special millage for continuing 911 Services on the August 4, 2020 ballot.
WHEREAS, Ingham County has established and maintained financing for a countywide system of emergency telephone and dispatch services for the benefit of the citizens of the county during the past several years; and

WHEREAS, the 911 emergency telephone and dispatch services are of substantial benefit to the citizens of the County of Ingham; and

WHEREAS, the millage funds were approved by the electorate to operate countywide 911 emergency telephone and dispatch services since 1988 and that millage authorization expires on December 31, 2019.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the election to be held on August 4, 2020.

**EMERGENCY TELEPHONE SERVICE (911 SERVICE)
MILLAGE RENEWAL QUESTION**

For the purpose of renewing funding for a comprehensive countywide 911 Emergency Telephone and Dispatch System at the same millage level previously approved by the voters in 1996, 2000, 2004, 2008, 2012 and in 2016, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, previously increased by up to 0.8500 mills, $0.85 per $1,000 of taxable value, be continued and renewed for a period of ten (10) years (2020-2029) inclusive? If approved and levied in full, this millage will raise an estimated $6,530,454 for the countywide 911 Emergency Telephone and Dispatch System in the first calendar year of the levy based on taxable value.

YES [ ]

NO [ ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the August 4, 2020 ballot and to be prepared and distributed in the manner required by law.
Agenda Item 5a

TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: January 8, 2020

SUBJECT: Authorization to Enter an Agreement with Ingham Health Plan Corporation

For the meeting agendas of February 3, and February 5, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to enter into a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of October 1, 2019 through September 30, 2020. IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County. ICHD previously entered into an agreement with IHPC through resolution #18-353.

ALTERNATIVES
The alternative would be to not enter into an agreement with Ingham Health Plan Corporation, which could result in the loss of healthcare coverage for more than 1,000 Ingham County Residents.

FINANCIAL IMPACT
This provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHPC members assigned to ICHD’s Community Health Centers (CHCs). ICHD will receive the same fee-for-service payment as other IHPC medical providers. The reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

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 a provider agreement with IHPC for the period of October 1, 2019 through September 30, 2020.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH INGHAM HEALTH PLAN CORPORATION

WHEREAS, Ingham County Health Department (ICHD) wishes to enter into a provider agreement with Ingham Health Plan Corporation (IHPC) for the period of March 1, 2020 through February 28, 2021; and

WHEREAS, IHPC has historically contracted with ICHD to provide members of the Ingham Health Plan with services from physicians and other professional healthcare providers, and to provide funding for healthcare services to support low-income populations in Ingham County; and

WHEREAS, ICHD previously entered into an agreement with IHPC through resolution #18-353; and

WHEREAS, the provider agreement will allow IHPC to pay on a fee-for-services basis for primary care services provided to IHP members assigned to ICHD’s Community Health Centers; and

WHEREAS, ICHD will receive the same fee-for-service payment as other IHP medical providers; and

WHEREAS, the reimbursement amount will be no less than Medicaid reimbursement rates, minus co-payments, deductibles and other similar amounts; and

WHEREAS, the Ingham Community Health Center Board supports this resolution authorizing ICHD to enter into a provider agreement with IHPC for the period of October 1, 2019 through September 30, 2020; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a provider agreement with IHPC for the period of October 1, 2019 through September 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a provider agreement with IHPC for the period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon 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: January 7, 2020
SUBJECT: Authorization to amend Resolution #19-246
For the meeting agendas of February 3, 2020 and February 5, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to amend Resolution #19-246 which authorized the acceptance of grant funds from Reinvestment Fund in order to accept an additional $30,000 in funding effective February 1, 2020 through June 30, 2020. On January 6, 2020, ICHD was notified of an additional funding award being made to ICHD by Reinvestment Fund through the Invest Health Field Building Initiative (IH FB). As the fiduciary, ICHD will receive an additional funding award of $30,000 in addition to the existing $75,000 award to support the work of the Lansing Invest Health Team. These funds will go toward creating health equity through built-environment investments in neighborhoods where residents experience health inequities and lack of access to health-promoting activities.

ALTERNATIVES
Decline the additional funding.

FINANCIAL IMPACT
ICHD will receive an additional $30,000 from IH FB which will increase the agreement with Reinvestment Fund for the IH FB Initiative from $75,000 to $105,000.

STRATEGIC PLANNING IMPACT
This resolution supports the long-term objection of Promoting Accessible Healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured, the LGBTQIA+ community, rural residents, and other underserved and marginalized populations.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the amendment of Resolution # 19-246 to accept an additional $30,000 in grant funds for the IH FB, effective February 1, 2020 through June 30, 2020.
Agenda Item 5b

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT # 1 TO THE 2019-2020
INVEST HEALTH FIELD BUILDING AGREEMENT WITH
REINVESTMENT FUND, INC

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution 19-246 which authorized the acceptance of grant funds from Reinvestment Fund in order to accept an additional $30,000 in grant funding effective February 1, 2020 through June 30, 2020; and

WHEREAS, on January 6, 2020, ICHD was notified of an additional funding award being made to ICHD by Reinvestment Fund through the Invest Health Field Building Initiative (IH FB); and

WHEREAS, as the fiduciary, ICHD will receive an additional funding award of $30,000 in addition to the existing $75,000 award to support the work of the Lansing Invest Health Team; and

WHEREAS, these funds will go toward creating health equity through built-environment investments in neighborhoods where residents experience health inequities and lack of access to health-promoting activities; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment of Resolution 19-246 to accept the $30,000 of additional grant funds from Reinvestment Fund for the national IH FB program, effective February 1, 2020 through June 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of Resolution #19-246 to accept $30,000 of additional grant funds from Reinvestment Fund for the national IH FB program, effective February 1, 2020 through June 30, 2020.

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 consistent with this resolution upon 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: January 9, 2020
SUBJECT: Authorization to Amend Staffing Services Agreement with Cross Country

For the meeting agendas of February 3, February 4 and February 5, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to amend the Cross Country Agreement (Resolution #19-266) by extending the agreement one year through March 30, 2021, and by increasing the contract for an amount not to exceed $450,000. Through Resolution #19-266, ICHD added the Community Health Centers (CHCs) to the Cross Country agreement in order to add temporary placements to sustain access to care for the patient panels of the recently vacated physician positions. By increasing and extending the agreement terms, ICHD’s Community Health Centers (CHCs) will be able to temporarily fill (Locum Tens) critical provider staff vacancies (Physician, Dentist, Nurse Practitioner, Physician Assistants) which includes coverage of temporary leaves of absence such as annual or medical leave. Ensuring stabilized provider staffing levels during temporary periods of staff vacancies or leaves of absence is critical for ensuring continuity and access to care for patients.

ALTERNATIVES
Ingham County can allow the contract to expire March 31, 2020 and maintain the current cap to contract expenses at $250,000. Ingham County could terminate the Cross Country agreement and seek alternative contractors for Locum Tens services.

FINANCIAL IMPACT
The increased costs of the agreement shall be covered through unexpended budgeted provider salary/fringe cost or unexpended budgeted provider service agreements, for a maximum amount not to exceed $450,000 per contract period.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners amend the Cross Country Agreement (Resolution #19-266) to extend through March 31, 2021 in amount not to exceed $450,000.
RESOLUTION TO AMEND STAFFING SERVICES AGREEMENT WITH CROSS COUNTRY

WHEREAS, through Resolution #19-266, Ingham County Health Department’s (ICHD’s) Community Health Centers (CHCs) were added to the agreement with Cross Country in order to add temporary placements to sustain access to care for patient panels of the recently vacated physician positions; and

WHEREAS, ICHD wishes to amend the Cross Country Agreement (Resolution #19-266) by extending the agreement one year through March 30, 2021, and by increasing the contract for an amount not to exceed $450,000; and

WHEREAS, by increasing and extending the agreement terms, the CHCs will be able to temporary fill (Locum Tens) critical provider staff vacancies (Physician, Dentist, Nurse Practitioner, Physician Assistants), including coverage of temporary leaves of absence such as annual or medical leave; and

WHEREAS, ensuring stabilized provider staffing levels during temporary periods of staff vacancies or leaves of absence is critical for ensuring continuity and access to care for patients; and

WHEREAS, the increased costs of the agreement shall be covered through unexpended budgeted provider salary/fringe cost or unexpended budgeted provider service agreements, for an amount not to exceed $450,000 per contract period; and

WHEREAS, the Ingham Community Health Center Board of Directors supports amending the Cross Country Agreement (Resolution #19-266) to extend the agreement through March 31, 2021 and increase funds by an amount not to exceed $450,000 for physician services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners supports amending the Cross Country Agreement (Resolution #19-266) to extend the agreement through March 31, 2021 and increase funds by an amount not to exceed $450,000 for physician services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Cross Country Agreement (Resolution #19-266) to extend through March 31, 2021, and increase funds by an amount not to exceed $450,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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:    January 21, 2020
SUBJECT: Resolution to Accept 2020 Michigan Medical Marihuana Operation and Oversight Grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) For the meeting agendas of February 3, 2020 and February 5, 2020

BACKGROUND
Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling $40,545 effective January 1, 2020 through September 15, 2020. Public Act 2017 of 2018 section 901 directs funds appropriated for grants in the Michigan Medical Marihuana Act, MCL 333.26421 to counties for education and outreach relating to the Michigan medical marihuana program. Grants are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county. Grants are for education, communication, and outreach regarding the Michigan medical marihuana act. Grants must not be used for law enforcement purposes. ICHD previously received and accepted this grant in 2019 (Resolution 19-115).

ALTERNATIVES
ICHD could opt not to engage in additional work around education, communication and outreach regarding medical marihuana in 2020.

FINANCIAL IMPACT
The amount of this agreement will not exceed $40,545. These funds will cover the entire cost of the agreement.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objectives of providing access to services that promote the well-being of county residents, Goal A, and improving service by enhancing the quality of communication, Goal B.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached form authorizing an agreement with the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for the period of January 1, 2020 through September 15, 2020 in an amount not to exceed $40,545 for education, communication and outreach regarding the Michigan Medical Marihuana Act.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS (LARA) TO ACCEPT 2020
MICHIGAN MEDICAL MARIHUANA OPERATION AND OVERSIGHT GRANT

WHEREAS, Ingham County Health Department (ICHD) wishes to accept a grant from the State of Michigan Department of Licensing and Regulatory Affairs (LARA) for education, communication and outreach regarding the Michigan Medical Marihuana Act in an amount totaling $40,545 effective January 1, 2020 through September 15, 2020; and

WHEREAS, the Michigan Legislature has appropriated funds for the Medical Marihuana Operation and Oversight Grant in the Michigan Medical Marihuana Act, 2008 IL 1, MCL 333.26421 to 333.26430; and

WHEREAS, Public Act 207 of 2018 section 901 directs funds appropriated for grants to education, communication, and outreach regarding the Michigan Medical Marihuana Act; and

WHEREAS, grants, which are available to counties, are distributed proportionately based upon the number of registry identification cards issued to or renewed for the residents of each county; and

WHEREAS, grants must not be used for law enforcement purposes; and

WHEREAS, ICHD seeks to engage in activities such as healthcare provider education, a one-day educational summit, and a public education campaign; and

WHEREAS, ICHD seeks to engage in the aforementioned activities with objectives to: reduce medical marihuana stigma among health care providers, provide education regarding safe storage of marihuana, provide education on the dangers of driving while under the influence of marihuana, provide education on risks associated with cannabis use during pregnancy and breastfeeding, and increase the perception of risk for adolescent marijuana use; and

WHEREAS, the Health Officer recommends authorization of an agreement between LARA and ICHD in an amount not to exceed $40,545 for the period of January 1, 2020 to September 15, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a grant agreement with LARA for education, communication and outreach regarding the Michigan Medical Marihuana Act, in an amount not to exceed $40,545 for the period of January 1, 2020 to September 15, 2020.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution upon 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: January 16, 2020
SUBJECT: Agreement with Graphic Sciences, Inc.
For the meeting agendas of February 3, 2020 and February 5, 2020

BACKGROUND
The Ingham County Health Department (ICHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage & retrieval of Health Department files. ICHD currently has an agreement with Graphic Sciences, Inc for the transport, storage and retrieval of ICHD files and has been satisfied with these services which are set to end January 26, 2020. ICHD wishes to extend the agreement through January 26, 2021 for an amount not to exceed $43,500.

ALTERNATIVES
There are no viable alternatives for this project

FINANCIAL IMPACT
The proposed annual cost of this agreement shall not exceed $43,500. The proposed costs are based on $.368 per box and $6.95 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition, the costs to remove, transport and catalog the files at Graphic Science, Inc. is estimated to cost approximately $14,000. The funds for the annual cost of this agreement are included in the FY 20 County Budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with Graphic Sciences, Inc. not to exceed $43,500 effective January 27, 2020 through January 26, 2021.
RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF HEALTH DEPARTMENT FILES

WHEREAS, Ingham County Health Department (ICHD) wishes to extend its agreement with Graphic Sciences, Inc. for the transport, storage & retrieval of Health Department files; and

WHEREAS, ICHD currently has an agreement with Graphic Sciences, Inc for the transport, storage and retrieval of ICHD files and has been satisfied with the services wishes which are set to end January 26, 2020; and

WHEREAS, ICHD wishes to extend the agreement through January 26, 2021; and

WHEREAS, Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming and storage; and

WHEREAS, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the County’s purchasing policy requiring a RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be approximately $2,200 per month and file retrieval at $6.95 per file requested; and

WHEREAS, the annual costs of these services are not to exceed $43,500 which will include monthly storage fees, file ingest, file retrieval and re-file fees and will be for a one year period; and

WHEREAS, the costs for the storage of documents in included in the FY 20 ICHD budget; and

WHEREAS, Graphic Science, Inc. has estimated an additional one-time cost of approximately $14,000 (included in the total $43,500) to remove, transport and catalog the files; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a one year contract between Graphic Sciences, Inc. for the transport, storage and retrieval of files for a total amount not to exceed $43,500 effective January 27, 2020 through January 26, 2021.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize a one year contract between Graphic Sciences, Inc. for the transport, storage and retrieval of files for a total amount not to exceed $43,500 effective January 27, 2020 through January 26, 2021.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents upon approval as to form by the County Attorney.
Agenda Item 6

TO: County Services and Finance Committees
FROM: James C. Hudgins, Jr., Director of Purchasing
Date: January 22, 2020
SUBJECT: Purchasing Department Reorganization

BACKGROUND
The Purchasing Assistant and Courier have both assumed additional and substantial responsibilities over the
past couple of years due to the increased workload, reductions in staff, and an increase in the demand for
services of the Purchasing Department.

The Purchasing Assistant now performs many duties and responsibilities outside the current job description
including, but not limited to, training staff and taking a more active role in the bidding process. These new job
duties and responsibilities, coupled with the need to answer for and make decisions on behalf of the Director
when he is unavailable, necessitate re-classing the position.

In addition to performing regular duties, the Courier now spends approximately 25% of his time performing
other unrelated courier tasks such as registering vendors desiring to do business with the County using the
financial management software MUNIS. The position also requires assisting with and covering for the Copy
Center Coordinator in the Copy Center.

ALTERNATIVES
Since both employees are currently working out of class, this reorganization is highly needed and equitable. An
alternative solution is not immediately evident.

FINANCIAL IMPACT
The Human Resources Department and Budget Office analyzed the two job descriptions and recommend the
following changes:

- Courier (position #231006) – re-class the position from UAW-C (2019 salary range: $30,997.99 -
  $36,894.48) to UAW-F (2019 salary range: $37,205.80 - $44,338.87); and,
- Purchasing Assistant (position #231003) – re-class the position from UAW-G (2019 salary range:

See the Memo of Analysis for the Reorganization of the Purchasing Department from the Human Resources
Department, and the 2019 Personnel Cost Projections from the Budget Office.

The reorganization will be funded in the Purchasing Department’s line items #101-23302-704000 and #645-
23305-704000, adjusted by the Controller’s Office upon approval of the proposed reorganization.
OTHER CONSIDERATIONS
The UAW supports this proposed reorganization.

STRATEGIC PLANNING IMPACT
The proposed resolution supports the Ingham County Board of Commissioners’ Strategic Plan’s long-term goal to attract and to retain exceptional employees who reflect the community they serve and who prioritize public services.

RECOMMENDATION
Based on the significant additional job responsibilities for the Courier and Purchasing Assistant positions, I respectfully recommend approving the Purchasing Department reorganization.
TO: Jim Hudgins, Purchasing Director
FROM: Joan Clous, HR Specialist
DATE: December 20, 2019
RE: Memo of Analysis for the reorganization of the Purchasing Department

The Purchasing Department is seeking a reorganization of positions to enhance their ability to serve residents of Ingham County.

1. Position #231006 the Courier will be moved from UAW C ($30,997.99 to $36,894.48) to UAW F ($37,205.80 to $44,338.87). The UAW is in agreement with this placement.

2. Position #231003 the Purchasing Assistant will be moved from UAW G ($39,344.00 to $46,910.11) to UAW J ($46,568.63 to $55,599.70). The UAW is in agreement with this placement.

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

If I can be of further assistance, please email or call me (887-4374).
#231006 Courier

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Jim,

Please include this email with your packet to the Board.

Joan

From: Prehn, Bradley
Sent: Monday, December 23, 2019 8:24 AM
To: Clous, Joan; Hudgins, Jim
Subject: Re: Memo of Analysis for Reorganization

Joan,

The UAW is in support of the courier position being changed to a UAW-F pay grade and the purchasing assistant being changed to a UAW-J pay grade.

Thank you,

Brad Prehn
UAW Chairperson

From: Clous, Joan
Sent: Monday, December 23, 2019 8:08 AM
To: Prehn, Bradley; Hudgins, Jim
Subject: RE: Memo of Analysis for Reorganization

Corrected

From: Prehn, Bradley
Sent: Friday, December 20, 2019 4:46 PM
To: Hudgins, Jim; Clous, Joan
Subject: Re: Memo of Analysis for Reorganization

Joan,

I just glance over the revised job descriptions and it still has courier at a UAW C and the purchasing assistant at a UAW G pay grade.

Brad

From: Hudgins, Jim
Sent: Friday, December 20, 2019 1:41:06 PM
To: Clous, Joan
Cc: Prehn, Bradley
Subject: RE: Memo of Analysis for Reorganization
Thank you, Joan.

**From:** Clous, Joan  
**Sent:** Friday, December 20, 2019 1:30 PM  
**To:** Hudgins, Jim  
**Cc:** Prehn, Bradley  
**Subject:** Memo of Analysis for Reorganization

Jim,

Attached please find the Memo of Analysis for the Reorganization of the Purchasing Department along with the affected job descriptions to include in your packet to the Board. Please contact budgeting for a financial analysis of the changes to your positions, which will need to be included in your packet as well. Please let me know if you have any questions.

Thanks,
Joan

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**Joan Clous**  
**SHRM-CP**  
**Human Resources Specialist**

**Ingham County**  
5303 S. Cedar Bldg 2 Suite 2102  
Lansing MI 48911  
517-887-4374 – Office  
517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” – Henry Ford
INGHAM COUNTY
JOB DESCRIPTION

COURIER

General Summary:

Under the supervision of the Director of Purchasing Coordinator, loads and operates a County vehicle to transport mail, supplies, court files, and other materials. Performs routine maintenance on County vehicle. Uses computers and machines to assist with performing various tasks in the Copy Center. Registers vendors using the County's financial management system.

Essential Functions:

1. Operates a County vehicle to transport materials to and from destinations.

2. Picks-up, sorts, and delivers US and interoffice mail. Picks up supplies, printed forms, interoffice correspondence, requests for copying printing, and related materials and delivers to appropriate destinations.

3. Delivers court files as directed.

4. May be required to pick-up supplies from vendors as required.

5. Reviews orders being picked-up to ensure completeness.

6. Maintains vehicle log.

7. Inspects vehicle, including tires, lights, brakes, gas, oil and water and reports any problems to supervisor.

8. Performs minor maintenance to vehicle and ensures that scheduled maintenance is performed, following County policies and procedures.

9. Utilizes hand truck and pallet jack for loading and unloading supplies and materials.

10. Maintains interior and exterior of vehicle in clean and orderly fashion.

11. In addition to established route, may make additional stops at various departments and agencies, including Community Mental Health, offices of attorneys and union representatives, and the Medical Care Facility. Assists with route preparation and scheduling of pick-up and delivery.

12. Uses production-style, high volume digital computers and machines and related post-copying equipment to copy, bind, cut and collate various types of copy jobs in the Copy Center. Accesses work orders from a computer. Operates a computer with related software programs. Communicates with customers to complete orders. Serves as backup to the Copy Center Coordinator in Coordinator's absence; contacts and communicates with service companies for repairs.
Registers vendors desiring to do business with the County. Enters and updates vendor information into the County's financial management software system. Communicates with vendors to ensure that all required confidential information is obtained including, but not limited to, W-9s, Conflict of Interest Statements and Equal Opportunity/Nondiscrimination Policy.

Other Functions:

None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High School graduation or equivalent.

Experience: Prefer some experience driving a van for delivery purposes. Prefer some experience with high-speed production-style digital copiers and post-copying equipment. Experience in Microsoft Word, Outlook and Excel is required.

Other Requirements: Must possess a Michigan Driver's License with a B or P endorsement, and must possess and maintain an excellent driving record.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates a variety of vehicles including cars, and vans, etc.

3. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

4. This position is exposed to noise levels which require shouting in order to be heard.

5. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
Physical Requirements:

- This position requires the ability to stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in climbing, pushing, pulling, reaching and typing.
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, lifting, carrying, and enduring repetitive movements or the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)
The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Employment Qualifications:**

**Education:** High School graduation or equivalent.

**Experience:** Prefer some experience driving a van for delivery purposes.

**Other Requirements:** Must possess a Michigan Driver’s License with a B or P endorsement and must possess and maintain an excellent driving record.

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

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

- Ability to regularly lift and/or move up to 50 pounds.
- Ability to travel to various sites in the area.
- Ability to drive for extended periods of time.
- Ability to stoop, bend and crouch in order to inspect and maintain equipment.

**Working Conditions:**

Works outside in various weather and driving conditions.
INGHAM COUNTY
JOB DESCRIPTION

PURCHASING ASSISTANT

General Summary:
Under the supervision of the Director of Purchasing, performs a variety of activities related to procuring supplies, materials, services, and equipment in accordance with County purchasing policies and procedures; oversees the registration of purchasing vendors; represents Director in his/her stead; conducts value analysis and contract administration; works with County departments to develop product and bid specifications and helps to identify potential vendors; negotiates and monitors contracts and resolves related problems; oversees the disposal of surplus and oversees the conservation easement process for the Farmland Open Space Planning Board; creates and maintains purchasing vendor files; administers the disposal of surplus vehicles and equipment; creates and maintains the departmental web page; represents the Director in his/her absence; performs various administrative tasks; and, performs other duties as assigned.

Essential Functions:

1. Administers the purchasing vendor registration process; trains staff and other departments regarding correct policies and procedures; assists the Director with the competitive bidding process, including all activities associated with procuring supplies, materials, services, and equipment in accordance with County purchasing policies and procedures; issues Invitation for Bids, Request for Proposals, and Purchase Orders upon direction from the Director; writes, advertises, and posts bids and proposals on the website; creates bid and proposal evaluations; types and edits solicitations using purchasing boilerplates and information from the Director; and, writes and issues addendums.

2. Represents and fulfills the Director's responsibilities in his/her absence; attends various internal and external meetings and provides updates as needed; answers departments' and vendors' purchasing policy and procedural questions; issues emergency purchasing orders; makes decisions based on established purchasing policy and leads staff. Registers all purchasing vendors; assists vendors registering through the website or by hardcopy; enters vendor information into the financial management software MUNIS; updates and maintains vendor information as needed; answers vendors' and departments' questions about registering as a vendor, commodity codes and the County's processes for bidding opportunities; ensures that all purchasing vendor file information is current including W-9s, 1099s, and Equal Opportunity Employment/Nondiscrimination Policy statements; registers non-purchasing vendors as needed; and, reviews and enters vendor contractual performance information into MUNIS.

3. Prepares purchase orders through the financial management system and places orders for the purchase of goods and services in accordance with established guidelines; converts requisitions into purchase orders; sets up invoices for payment; liquidates encumbrances; ensures payment is made to vendors in a timely manner when cooperative contracts are utilized. Assists the Director with the creation of the annual departmental budget; creates monthly budget status reports; checks for overruns, and alerts the Director of any...
budgetary shortfall or concerns; enters budget information into MUNIS; writes Capital Improvement Plan requests and the Contract List; and, prepares the budget binder.

4. Researches and determines potential vendors to be solicited for quotes, Invitation of Bids, and Requests for Proposals. Interviews vendors and evaluates their products, services and capabilities as suppliers. Works with the Information Technology Network Site Coordinator with the placement of digital copiers and multi-function machines; ensures site evaluations are completed before copier order is placed; maintains accurate and current files of all copiers; and, works with departments on copier issues including billing and ordering.

5. Assists the Director with monitoring and enforcing the Prevailing Wage Policy: collects, files and analyzes certified payrolls; sends payrolls and pre-construction information to County’s monitoring agent for review and compliance; works with monitoring agent to correct any wage/benefit deficiencies or compliance issues; and, attends pre-construction meetings and discusses prevailing wage requirements in Director’s absence. Assists in obtaining and verifying insurance certificates: receives and analyzes insurance certificates for compliance obtained during the vendor registration process and/or new contracts; seeks risk manager’s and/or legal counsel’s advice as needed; and, works with insurance companies to correct any insufficiencies to project requirements and risk management dollar thresholds.

6. Assists Departments in obtaining and verifying insurance certificates: receives and analyzes insurance certificates for compliance obtained during the vendor registration process and/or new contracts; seeks risk manager’s and/or legal counsel’s advice as needed; and, works with insurance companies to correct any insufficiencies to project requirements and risk management dollar thresholds. Creates and maintains an inventory of County vehicles: tracks the inventory of vehicles regarding make, model, color, Vehicle Identification Number (VIN) and license plate; updates list as vehicles are bought, sold or transferred; and, annually sends the vehicle list to the Financial Services department and risk manager.

7. Maintains contacts with vendors to assure prompt delivery, adherence to specifications, and proper pricing. Coordinates with vendors when substitute items have to be provided. Serves as a liaison between vendors and department staff. Develops, writes and issues Invitation to Bids and Request for Proposals in collaboration with the requesting department. Advises departments on products, purchasing options, and purchasing policy. Performs general payment processing duties: reviews Purchase Orders for completeness and payment of invoices, processes invoices, and determines the appropriate line items; and, processes monthly departmental p-cards statements, ensures all purchases are tax-exempt and reconciles with banking institution any outstanding payment issues or incorrect charges.

8. Obtains prices quotes from vendors and compares quotes with the specifications and availability of items. Reviews orders for completeness, accuracy, and compliance with specifications and policies and procedures. Administers the disposal of County surplus: organizes, advertises and conducts auctions to ensure a fair and legal auction process for all parties; assembles and distributes sealed bids; takes pictures of surplus and posts online; coordinates interdepartmental vehicle and equipment transfers as needed; determines fair market value of surplus items; works with other governmental entities to dispose of

10. Serves as the Procurement Card Department Coordinator and Procurement Care Administrator Assistant: issues new p-cards; reviews confidential p-card activity and alerts departments to violations of the County’s p-card and purchasing policies; trains new p-card users on proper procedures; and obtains all required forms. Freedom of Information Act (FOIA) Coordinator for the department: determines what is and what is not confidential information; contacts legal counsel as needed; seeks, receives, and deposits payment for requested information; responds to requestor by using templates or writing letters to confirm or deny requests; and, seeks additional time as needed for completing FOIA requests.

11. Reviews contracts for changes prior to letting bid or renewal for the contract. Interprets and evaluates contract provisions. Consults with Legal Counsel in draft contracts. Issues annual Living Wage Questionnaires to vendors providing services according to the Living Wage Policy: requests, receives and reviews Certified Payrolls and reports to the Director any concerns; and, communicates to departments the updated Living Wage rate information.

12. Oversees the preparation of the annual departmental budget including Capital Improvement Plan requests, Contract List, and composing narrative for justification of increases to budget. Creates, maintains and updates the Purchasing Department website; posts bid results and policy changes; attends Webmaster meetings; and, attends training classes as needed.

13. Serves as the Department and Implementation Coordinator for the County’s computerized financial management system: trains each department liaison person to use the purchasing software; and contacts financial management software vendor to solve problems. Performs data entry of payroll and PARs. Processes chargebacks for Copy Center orders and Courier use by departments; ensures that departments are charged the correct amount and deposited in the correct account.

14. Oversees pre-sort/mailing and p-card contacts and negotiates contract terms and conditions. Represents the Director in his/her absence: attends various internal and external meetings and provides updates as needed; answers departments’ and vendors’ purchasing policy and procedural questions; issues emergency purchase orders; makes decisions based on established purchasing policy and consults with other decision makers as needed to make proper decisions.

15. Issues annual Living Wage Questionnaires to vendors providing services according to the Living Wage Policy: requests, receives and reviews Certified Payrolls and reports to the Director any concerns; and communicates to departments the updated Living Wage rate information. Assists the Director with monitoring and enforcing the Prevailing Wage
Policy: collects, files, and analyzes certified payrolls; sends payrolls and pre-construction
information to County’s monitoring agent for review and compliance; notifies the Director
of any deficiencies or compliance issues; and, attends pre-construction meetings and
discusses prevailing wage requirements in Director’s absence.

16. Creates, maintains and updates the Purchasing Department website: posts bid results and
policy changes; attends webmaster meetings; meets with vendors and IT staff to design
and make recommendations for webpage content and layout and, attends training classes.
Oversees the process of obtaining Sealed Offers of Sale for the Farmland Open Space
Planning Board (FOSPB); works with the FOSPB Director to write and issue Sealed
Offers of Sale for properties being considered for permanent conversation easements.

17. Administers the disposal of County surplus; organizes, advertises and conducts auctions to
ensure a fair and legal auction process for all parties; assembles and distributes sealed bids;
takes picture of surplus; receives checks for payment or surplus and deposits in the
appropriate account with the Treasurer; writes receipts; evaluates and recommends
utilizing third party on-line auctioneers for the disposal of surplus; and create files to
ensure proper auditing trails are maintained. Performs various administrative tasks
including typing, writing memos and resolutions, proofreading and data entry for various
departmental functions; faxes and copies material; schedules meetings and interviews;
processes outgoing mail and distributes incoming mail; answers telephones, orders
supplies, types annual budget; and, uses various software programs (e.g. Microsoft Word
and Excel, etc.) to maintain documents, spreadsheets, and other departmental documents.

17.8 Oversees the process of obtaining Sealed Offers of Sale for the Farmland Open Space
Planning Board (FOSPB); in compliance with county policy; writes and issues Sealed
Offers of Sale for properties being considered for permanent conversation easements; and
works with the FOSPB Director to ensure procurement protocols are implemented.

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

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

Employment Qualifications:

Education: A minimum of a High School Graduation or equivalent with specialized or
technical training generally acquired through seminars, workshops, which cumulatively is
viewed as equivalent to 12 credits or less of college is required. An associate’s degree in
purchasing, materials management, business administration or related field or higher is
preferred.

Experience: A minimum of 2 years of experience in a purchasing role or related field is
required.
**Other Requirements:** None

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

**Working Conditions:**

This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in standing, walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling and pinching.
- This position’s physical requirements require continuous stamina in sitting, reaching, handling, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)
General Summary:
Under the supervision of the Director of Purchasing, loads and operates a County vehicle to transport mail, supplies, court files, and other materials. Performs routine maintenance on courier vehicle. Uses computers and machines to assist with performing various tasks in the Copy Center. Registers vendors using the County’s financial management system.

Essential Functions:

1. Operates a County vehicle to transport boxes, cases, and materials to and from destinations.

2. Picks up, sorts, and delivers US and interoffice mail. Picks up supplies, printed forms, interoffice correspondence, requests for copying, and related materials and delivers to appropriate destinations.

3. Delivers court files as directed.

4. Picks up supplies from vendors as required.

5. Reviews orders being picked up to ensure completeness.

6. Maintains vehicle log.

7. Inspects vehicle, including tires, lights, brakes, gas, oil and water and reports any problems to supervisor.

8. Performs minor maintenance to vehicle and ensures that scheduled maintenance is performed, following County policies and procedures.

9. Utilizes hand truck and pallet jack for loading and unloading supplies and materials.

10. Maintains interior and exterior of vehicle in a clean and orderly fashion.

11. In addition to established route, may make additional stops at various departments and agencies, including Community Mental Health, offices of attorneys and union representatives, and the Medical Care Facility. Assists with route preparation and scheduling of pickup and delivery.

12. Uses production-style, high-volume digital computers and machines and related post-copying equipment to copy, bind, cut, and collate various types of copy jobs in the Copy Center. Accesses work orders from a computer. Operates a computer with related software programs. Communicates with customers to complete orders. Serves as backup to the Copy Center Coordinator in Coordinator’s absence; contacts and communicates with service companies for repairs.
13. Registers vendors desiring to do business with the County. Enters and updates vendor information into the County’s financial management software MUNIS. Communicates with vendors to ensure that all required confidential information is obtained including, but not limited to, W-9s, Conflict of Interest Statements and Equal Opportunity/Nondiscrimination Policy.

**Other Functions:**

14. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Employment Qualifications:**

**Education:** High School graduation or equivalent.

**Experience:** Prefer some experience driving a van for delivery purposes. Prefer some experience with high-speed production-style digital copiers and post-copying equipment. Experience in Microsoft Word, Outlook and Excel is required.

**Other Requirements:** Must possess a Michigan Driver’s License with a B or P endorsement; and must possess and maintain an excellent driving record.

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

**Physical Requirements:** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to regularly lift and/or move up to 50 pounds. Ability to travel to various sites in the area.

Ability to drive for extended periods of time.

Ability to stoop, bend and crouch in order to inspect and maintain equipment.

**Working Conditions:**

Works outside in various weather and driving conditions.

Revised 7-10-19
UAW-F
INGHAM COUNTY
JOB DESCRIPTION

PURCHASING ASSISTANT

General Summary:
Under the supervision of the Director of Purchasing, performs a variety of activities related to procuring supplies, materials, services, and equipment in accordance with County purchasing policies and procedures; oversees the registration of purchasing vendors; represents Director in his/her stead; conducts value analysis and contract administration; works with County departments to develop product and bid specifications and helps to identify potential vendors; negotiates and monitors contracts and resolves related problems, oversees the disposal of surplus and oversees the conservation easement process for the Farmland Open Space Planning Board.

Essential Functions:
1. Administers the purchasing vendor registration process; trains staff and other departments regarding correct policies and procedures.

2. Represents and fulfills the Director’s responsibilities in his/her absence; attends various internal and external meetings and provides updates as needed; answers departments’ and vendors’ purchasing policy and procedural questions; issues emergency purchasing orders; makes decisions based on established purchasing policy and leads staff.

3. Prepares purchase orders through the financial management system and places orders for the purchase of goods and services in accordance with established guidelines; converts requisitions into purchase orders; sets up invoices for payment; liquidates encumbrances; ensures payment is made to vendors in a timely manner when cooperative contracts are utilized.

4. Researches and determines potential vendors to be solicited for quotes, Invitation of Bids, and Requests for Proposals. Interviews vendors and evaluates their products, services and capabilities as suppliers.

5. Assists the Director with monitoring and enforcing the Prevailing Wage Policy: collects, files and analyzes certified payrolls; sends payrolls and pre-constructions information to County’s monitoring agent for review and compliance; works with monitoring agent to correct any wage/benefit deficiencies or compliance issues; and attends pre-construction meetings and discusses prevailing wage requirements in Director’s absence.

6. Assists Departments in obtaining and verifying insurance certificates: receives and analyzes insurance certificates for compliance obtained during the vendor registration process and/or new contracts; seeks risk manager’s and/or legal counsel’s advice as needed; and works with insurance companies to correct any insufficiencies to project requirements and risk management dollar thresholds.

7. Maintains contacts with vendors to assure prompt delivery, adherence to specifications, and proper pricing. Coordinates with vendors when substitute items have to be provided. Serves as a liaison between vendors and department staff. Develops, writes and issues Invitation to Bids and Request for Proposals in collaboration with the requesting department. Advises departments on products, purchasing options, and purchasing policy.
8. Obtains price quotes from vendors and compares quotes with the specifications and availability of items. Reviews orders for completeness, accuracy, and compliance with specifications and policies and procedures.

9. Works collaboratively with departments in recommending awards of contracts. Negotiates terms and conditions with department staff and vendors as required. Prepares and writes recommendations.

10. Serves as the Procurement Card Department Coordinator and Procurement Card Administrator Assistant: issues new p-cards; reviews confidential p-card activity and alerts departments to violations of the County’s p-card and purchasing policies; trains new p-card users on proper procedures; and obtains all required forms.

11. Reviews contracts for changes prior to letting bid or renewal for the contract. Interprets and evaluates contract provisions. Consults with Legal Counsel in draft contracts.

12. Oversees the preparation of the annual departmental budget including Capital Improvement Plan requests, Contract List, and composing narrative for justification of increases to budget.

13. Serves as the Department and Implementation Coordinator for the County’s computerized financial management system; trains each department liaison person to use the purchasing software; and contacts financial management software vendor to solve problems. Performs data entry of payroll and PARs.

14. Oversees pre-sort/mailing and p-card contracts and negotiates contract terms and conditions.

15. Issues annual Living Wage Questionnaires to vendors providing services according to the Living Wage Policy: requests, receives and reviews Certified Payrolls and reports to the Director any concerns; and communicates to departments the updated Living Wage rate information.

16. Creates, maintains and updates the Purchasing Department website: posts bid results and policy changes; attends webmaster meetings; meets with vendors and IT staff to design and make recommendations for webpage content and layout and, attends training classes.

17. Administers the disposal of County surplus; organizes, advertises and conducts auctions to ensure a fair and legal auction process for all parties; assembles and distributes sealed bids; takes picture of surplus; receives checks for payment or surplus and deposits in the appropriate account with the Treasurer; writes receipts; evaluates and recommends utilizing third party on-line auctioneers for the disposal of surplus; and creates files to ensure proper auditing trails are maintained.

18. Oversees the process of obtaining Sealed Offers of Sale for the Farmland Open Space Planning Board (FOSPB); in compliance with county policy; writes and issues Sealed Offers of Sale for properties being considered for permanent conservation easements; and works with the FOSPB Director to ensure procurement protocols are implemented.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Regular attendance and punctuality are standards of performance required for this position.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.
(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

**Employment Qualifications:**

**Education:** A minimum of a High School Graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college is required. An associate’s degree in purchasing, materials management, business administration or related field or higher is preferred.

**Experience:** A minimum of 2 years of experience in a purchasing role or related field is required.

**Other Requirements:** None

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in standing, walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling and pinching.
- This position’s physical requirements require continuous stamina in sitting, reaching, handling, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

October 9, 2019

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INGHAM COUNTY PURCHASING DEPARTMENT

WHEREAS, the Director of Purchasing has expressed an interest in reorganizing the Purchasing Department due to substantial changes in workloads of the Courier and Purchasing Assistant positions; and

WHEREAS, the Director has met with the Controller/Administrator and Human Resources Director, and both are in agreement with the proposed reorganization; and

WHEREAS, the Human Resources Department and Budget Office have reviewed and scored the Courier and Purchasing Assistant positions; and

WHEREAS, the Purchasing Department has complied with the County’s Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners’ Strategic Plan’s long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions; and

WHEREAS, the UAW union leadership supports this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the Purchasing Department consisting of changing the Courier position (#231006) from UAW-C to UAW-F and changing the Purchasing Assistant position (#231003) from UAW-G to UAW-J.

BE IT FURTHER RESOLVED, that this reorganization shall be effective the first full pay period after the adoption of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget and position allocation list.
TO: County Services and Finance Committees
FROM: Heidi Williams, Animal Control Director
DATE: January 17, 2020
SUBJECT: Resolution Authorizing Entering into a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician
For the meeting agendas of February 4 and February 5

BACKGROUND
Recruitment of a Veterinary Technician recently concluded with the selection of Elizabeth Gorecki to fill the long-vacant position. Ms. Gorecki possesses over 30 years’ experience as a licensed veterinary technician at MSU Veterinary Clinic and will bring with her a vast set of qualifications, including anesthesia, neurology, as well as policy and procedure development. She also holds a number of certifications that would allow her to teach certain skills in-house to other staff members. Ms. Gorecki has requested consideration for placement at the top step of the applicable wage scale (Level 6). The Capitol City Labor Program, Inc. is agreeable to the employer offering the Level 6 wage rate to Ms. Gorecki and supports entering into a letter of understanding for this purpose (see attached), above the normal contractual maximum of Level 3.

ALTERNATIVES
The chosen candidate has indicated a willingness to accept an offer to fill the Veterinary Technician position contingent upon a starting wage rate of Level 6. If the candidate does not accept an offer to fill the Veterinary Technician position, a new search will need to be initiated.

FINANCIAL IMPACT
The 2020 Level 6 wage is $48,304.73 per year; the Level 3 wage is 40,670.28 per year.

STRATEGIC PLANNING IMPACT
The recommendation are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS
Veterinary Technicians are required to be licensed by the State of Michigan.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached Resolution Authorizing Entering into a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician.
Resolved by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING WITH THE CAPITOL CITY LABOR PROGRAM, INC. (CCLP) REGARDING THE STARTING WAGE OF A NEW HIRE VETERINARY TECHNICIAN

WHEREAS, Ingham County (the “Employer”) and the Capitol City Labor Program, Inc. (CCLP) (the “Union”) have agreed to a collective bargaining agreement (the “CBA”) for the Animal Control bargaining unit from January 1, 2018 through December 31, 2020; and

WHEREAS, the Employer and the Union wish to enter into a Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire Veterinary Technician in the Animal Control Department; and

WHEREAS, Elizabeth Gorecki (hereinafter “Applicant”) is an experienced Veterinary Technician with 30 years’ experience at MSU Veterinary Clinic and will bring with her a vast set of qualifications; and

WHEREAS, the Ingham County Animal Control has an immediate need for and desires to employ the Applicant in the position of Veterinary Technician at a wage rate of Level 6 of the applicable wage scale; and

WHEREAS, the Union is agreeable to the Employer offering the Level 6 Wage Rate to the Applicant under the above unique circumstances.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into that attached letter of understanding with the Capitol City Labor Program, Inc. (CCLP) to offer the Applicant a starting wage rate of Level 6 notwithstanding the normal contractual maximum at Level 3.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.
LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

And

CAPITOL CITY LABOR PROGRAM, INC.
ANIMAL CONTROL UNIT (Union)

Wage Rate for Elizabeth Gorecki

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (hereinafter referred to as the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (CCLP) or (the "Union"), have agreed to a collective bargaining agreement for the Veterinarian Technicians bargaining unit from January 1, 2018, through December 31, 2020 (the “CBA”); and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire Veterinary Technician in the Animal Control Department (the “LOU”); and

WHEREAS, Elizabeth Gorecki (hereinafter Applicant) is an experienced Veterinary Technician with 30 years’ experience at MSU Vet Clinic and will bring with her a vast set of qualifications; and

WHEREAS, the Ingham County Animal Control has an immediate need for and desires to employ the Applicant in the position of Veterinary Technician at a wage rate of Level 6 ($48,304.73) of the AC, VT and LE Officer Wage Scale; and

WHEREAS, the CCLP is agreeable to the Employer offering the Level 6 Wage Rate to the Applicant under the above unique circumstances.

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

1. Ingham County Animal Control will offer the above Applicant a starting wage rate of Level 6 notwithstanding the normal contractual maximum at Level 3.

2. This Agreement is recognized by the parties as being unique to the facts surrounding this Applicant only and shall not be precedent setting for any future new hire.

Page 1 of 2
IT IS FURTHER AGREED THAT this LOU shall be unique to Elizabeth Gorecki and neither the Employer nor Union waive any rights as to future interpretations and applications of the CBA. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM

Bryan Crenshaw, Chairperson  Date
Ingham County Board of Commissioners

Timothy Dolehanthy, Controller  Date
Ingham County, Michigan

Sue Graham  Date
Human Resources Director

CAPITOL CITY LABOR PROGRAM, INC

Tom Krug, Executive Director  Date

John Good, CCLP, INC.  Date
Animal Control Steward

Heidi Williams  Date
Animal Control Director

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

Bonnie G. Toskey  Date
TO: County Services and Finance Committees
FROM: Heidi Williams, Animal Control Director
DATE: January 28, 2020
SUBJECT: Resolution Authorizing Entering into a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call Pay for Animal Control Officers
For the meeting agendas of February 4 and February 5

BACKGROUND
On-call hours for Animal Control Officers was a service provide by the county for many years. It was eliminated in 2009 as a budget savings measure. The inability of Animal Control Officers to attend to emergent animal needs in our community afterhours or on holidays has fallen to local police departments, which do not have the specialized tools and training of animal control. Reinstatement of these on call hours will greatly benefit law enforcement resources and increase the ability to safely address these situations, and was approved in the 2020 budget.

ALTERNATIVES
The County could choose not to implement this increased level of service.

FINANCIAL IMPACT
The annual cost of this change is $22,200, which was approved in the 2020 budget.

OTHER CONSIDERATIONS
If approved, this service will go into effect February 15, 2020.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING WITH THE CAPITOL CITY LABOR PROGRAM, INC. (CCLP) REGARDING AFTER HOURS ON-CALL PAY FOR ANIMAL CONTROL OFFICERS

WHEREAS, Ingham County (the “Employer”) and the Capitol City Labor Program, Inc. (CCLP) (the “Union”) have agreed to a collective bargaining agreement (the “CBA”) for the Animal Control bargaining unit from January 1, 2018 through December 31, 2020; and

WHEREAS, Ingham County Animal Control is desirous of establishing a standard operating procedure for Animal Control Officer on-call assignments; and

WHEREAS, the Capitol City Labor Program (CCLP) Inc. is in agreement with the proposed standard operating procedure for Animal Control Officer on-call assignments; and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to supplement the CBA regarding Animal Control Officer on-call assignments (the “LOU”).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached letter of understanding with Capitol City Labor Program (CCLP) Inc. as follows:

1. Employees assigned to on-call status on non-holiday weekdays (defined as Monday, Tuesday, Wednesday or Thursday) will be compensated at the rate of three (3) hours of straight time pay for each weekday or portion of a weekday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

2. Employees assigned to on-call status on weekend days (defined as Friday, Saturday or Sunday) or on holidays (as defined in the CBA at Article 26, Holidays, Section 1., Recognized Holidays) will be compensated at the rate of four (4) hours of straight time pay and credited with one (1) hour of compensatory time for each weekend day and holiday or portion of a weekend day or holiday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

3. All the other terms and conditions specified in the CBA shall remain in full force and effect.

4. Any prior agreement(s) involving any of the terms contained in this LOU are null, void and superseded by the terms of this LOU.

5. This LOU is unique to this case and neither the Employer nor the Union waive any rights as to future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

6. The term of this LOU is for the period February 15, 2020 through December 31, 2020, at which time it will expire.
BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.
LETTER OF UNDERSTANDING BETWEEN COUNTY OF INGHAM (Employer) AND CAPITOL CITY LABOR PROGRAM (CCLP) INC. ANIMAL CONTROL UNIT

WHEREAS, the County of Ingham, a municipal body corporate of the State of Michigan (the “Employer”) and the Capitol City Labor Program, Inc. (the “Union”) have agreed to a collective bargaining agreement for the Animal Control employees’ bargaining unit from January 1, 2018 through December 31, 2020 (the “CBA”); and

WHEREAS, Ingham County Animal Control is desirous of establishing a standard operating procedure for Animal Control Officer on-call assignments (see attached document); and

WHEREAS, the Capitol City Labor Program (CCLP) Inc. is in agreement with the proposed standard operating procedure for Animal Control Officer on-call assignments; and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to supplement the CBA regarding Animal Control Officer on-call assignments (the “LOU”).

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

1. Employees assigned to on-call status on non-holiday weekdays (defined as Monday, Tuesday, Wednesday or Thursday) will be compensated at the rate of three (3) hours of straight time pay for each weekday or portion of a weekday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and-one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

2. Employees assigned to on-call status on weekend days (defined as Friday, Saturday or Sunday) or on holidays (as defined in the CBA at Article 26, Holidays, Section 1., Recognized Holidays) will be compensated at the rate of four (4) hours of straight time pay and credited with one (1) hour of compensatory time for each weekend day and holiday or portion of a weekend day or holiday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and-one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

3. All the other terms and conditions specified in the CBA shall remain in full force and effect.

4. Any prior agreement(s) involving any of the terms contained in this LOU are null, void and superseded by the terms of this LOU.

5. This LOU is unique to this case and neither the Employer nor the Union waive any rights as to future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

6. The term of this LOU is for the period February 15, 2020 through December 31, 2020, at which time it will expire.
THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Understanding with the CCLP Animal Control Unit consistent with the above agreements of the Parties, subject to approval as to form by the County Attorney.

______________________________  __________________________
Bryan Crenshaw, Chairperson     Date
Board of Commissioners

______________________________  __________________________
Tom Krug, CCLP Executive Director Date

______________________________  __________________________
Heidi Williams, Animal Control Director Date

______________________________  __________________________
John Good, Union Unit President Date

APPROVED AS TO FORM FOR INGHAM COUNTY: COHL, STOKER, TOSKEY, P.C.

______________________________
Bonnie Toskey
TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 17, 2020
SUBJECT: Resolution Approving a Letter of Understanding with the Teamsters Local 214 Assistant Public Defenders’ Unit

For the meeting agendas of February 4 and February 5

BACKGROUND
The Teamsters Local 214 was certified by the Michigan Employment Relations Commission on November 12, 2019 as the exclusive bargaining agent for the bargaining unit in the Public Defenders’ Office consisting of all Assistant Public Defenders.

On January 2, 2020, the Employer, through its Human Resources Director Sue Graham, offered a 2.0% base wage increase (with continuation of step progression on the wage scale) for 2020 in exchange for the Union’s agreement to maintain the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by Personnel Policies applicable to non-represented Ingham County employees until such time as the parties come to agreement on terms and conditions of employment to be effective January 1, 2021. On January 16, 2020, the Union, through its Bargaining Agent Amy Roddy, has given the Employer notice that it accepts and has ratified such offer.

ALTERNATIVES
None

FINANCIAL IMPACT
The approval of the letter of understanding provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period following the date of ratification by the parties.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
I respectfully recommend approval of the attached resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH THE TEAMSTERS LOCAL 214 ASSISTANT PUBLIC DEFENDERS’ UNIT

WHEREAS, the Teamsters Local 214 was certified by the Michigan Employment Relations Commission on November 12, 2019 as the exclusive bargaining agent for the bargaining unit in the Public Defenders’ Office consisting of all Assistant Public Defenders; and

WHEREAS, on January 2, 2020, the Employer, through its Human Resources Director Sue Graham, offered a 2.0% base wage increase (with continuation of step progression on the wage scale) for 2020 in exchange for the Union’s agreement to maintain the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by Personnel Policies applicable to non-represented Ingham County employees until such time as the parties come to agreement on terms and conditions of employment to be effective January 1, 2021; and

WHEREAS, on January 16, 2020, the Union, through its Bargaining Agent Amy Roddy, has given the Employer notice that it accepts such offer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a letter of understanding with Teamsters Local 214, Assistant Public Defenders’ Unit as follows:

1. The Employer agrees to increase the base wage scale for the members of the bargaining Unit by +2% to be effective the first full pay period following the date of ratification of this Agreement in 2020 in exchange for the Union’s agreement that the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by the Personnel Policies applicable to non-represented Ingham County Assistant Public Defenders.

2. The parties agree to negotiate in good faith during the pendency of this Agreement at such time as the Union submits a demand to bargain to the Employer.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.