

Democratic Caucus Leadership Meeting

5:30 pm, Tuesday, November 24, 2020

Via Zoom <https://ingham.zoom.us/j/84615837542>

Agenda

Call to Order

Approval of the [Minutes](#)

Limited Public Comment

1. Board Leadership elections (Board Chair, Board Vice Chair, Dem Caucus Chair, Dem Caucus Treasurer).
2. Board of Commissioners [committee assignments](#) (selected based on seniority)
3. Committee chairs (based on seniority and in alphabetical order)
4. Commissioner [advisory board and commission](#) liaison positions
5. [Other Appointments](#)
6. Caucus Treasurer Report: (Comm. Stivers)
7. Commissioner Concerns
8. Other Issues
 - a. [Controller's Report](#)
9. Liaison Committee Report
10. Items/Amendments for Tonight's Board Meeting

Adjournment

Ingham County Board of Commissioners
Democratic Caucus Meeting
November 10, 2020
Draft Minutes

Chairperson Slaughter called the meeting to order at 6:00 p.m. in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Democratic Caucus members was taken for the record.

Members Present: Slaughter (Ingham County), Celentino (Ingham County), Crenshaw (Ingham County), Grebner (Ingham County), Morgan (Ingham County) Polsdofer (Ingham County), Sebolt (Ingham County), Stivers (Ingham County), Tennis (Ingham County), and Trubac (Ingham County).

Members Absent: Koenig.

Others Present: Commissioner Randy Maiville, Commissioner Randy Schafer, Gregg Todd, Jared Cypher, Matt Nordfjord, Teri Morton, Becky Bennett, Paul Cowan, Bob Peña, and Michael Tanis.

1. Call to Order
2. Approval of the Minutes

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE MINUTES FROM THE SEPTEMBER 22, 2020 AND OCTOBER 27, 2020 DEMOCRATIC CAUCUS MEETINGS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

3. Limited Public Comment

None.

4. Appointments

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO REAPPOINT MARIE HOPFENSBERGER TO THE ANIMAL CONTROL SHELTER ADVISORY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

5. Liaison Committee Report

None.

6. Commissioner Concerns

None.

7. Caucus Treasurer Report/Ads and Sponsorships

Commissioner Stivers reported that the balance of the account was \$780.00.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SEBOLT, TO ACCEPT THE CAUCUS TREASURER'S REPORT, AND TO USE FUNDS FROM THE DEMOCRATIC CAUCUS TREASURY TO GIFT \$150 GIFT CARDS TO THE BOARD OF COMMISSIONERS OFFICE, THE COUNTY CONTORLLER'S OFFICE, AND THE COUNTY CLERK'S OFFICE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

8. Other Issues

- a. Caucus Leadership Meeting (5:30 p.m., November 24, 2020)
- b. Amendment to Caucus Rules

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE CAUCUS RULES AS FOLLOWS:

The Vice Chair of the Board will Chair the Democratic Caucus in the absence of the Democratic Caucus Chair.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

9. Items/Amendments for Tonight's Board Meeting

None.

Adjournment

The meeting was adjourned at approximately 6:13 p.m.

RULES OF THE DEMOCRATIC CAUCUS OF THE INGHAM COUNTY BOARD OF COMMISSIONERS

As Amended November, 2020

1. The Democratic Caucus meets in November or December each year and selects, by majority vote of Democratic Commissioners, a Chairperson, a Vice Chairperson, a Caucus Chair, and a Caucus Treasurer, and then proceeds to determine Standing Committee membership for the next year as follows.
2. Each Democratic Commissioner in order of seniority from most to least, chooses one Standing Committee to serve on. After each Democratic Commissioner has made one selection, each makes a second selection in order of seniority, providing that:
 - a. No Standing Committee shall include more than the allocated number of Democrats, given the proportion of Democratic Commissioners on the entire Board. Seniority shall be determined by the total number of years and months having served on the Board, whether continuous or interrupted service.
 - b. Where Commissioners have equal seniority, the selection order shall be alphabetical for the first year following election and reverse alphabetical for the second year.
 - c. The Board Chairperson and Vice Chairperson shall not serve on the same liaison committees.
3. Selection of Standing Committee Chairs. Using the order of seniority as defined above, a Democratic Commissioner may choose to chair a Standing Committee, providing that:
 - a. Each Standing Committee shall have only one Chair.
 - b. The Board Chairperson and Vice Chairperson are ineligible to chair Committees.
 - c. Standing Committee Chairs must have at least two year's experience on the Board and have served at least one year on the Committee they chair, provided however, that a person having chaired the Board for at least one year will be considered to have had at least one year's experience on each Standing Committee.
 - d. Commissioners chairing a Standing Committee during the previous year shall be ineligible to chair a Standing Committee during the succeeding year unless chair vacancies remain after all eligible Democratic Commissioners have exercised their option to chair Standing Committee.
 - e. If no Democratic Commissioner who did not chair a committee during the previous year is available and willing to chair a given committee, the first-term Democratic Members will be given the opportunity to elect to chair it, provided they will have had at least one full year's experience serving on that committee.
 - f. The Vice-Chair of the Board will chair Caucus in the absence of the Caucus Chair.
4. The Chairperson-elect agrees to appoint Standing Committee membership and chairs as selected by the Democratic Caucus at the first Board meeting in January and appoints

remaining committee members after receiving recommendations from the Republican Caucus. The Board Chairperson shall appoint Vice-Chairs of Standing Committees.

5. The Democratic Caucus discusses and by vote of a majority of its membership recommends Commissioner appointments and liaisons to Special Committees, Boards, Commissions, etc., giving major consideration to the wishes of individual Commissioners. The Board Chairperson agrees to follow these recommendations in making appointments.
6. The Democratic Caucus will meet as needed (other than before Board meetings) to discuss substantive issues. The Democratic Caucus does not require its members to conform to a Caucus position on substantive issues, but only on matters of appointment and related procedural votes. A Commissioner may be given leave by the majority of the membership of the caucus to oppose an appointment if approved at a meeting of the caucus.
7. Caucus Participation. The Democratic Caucus will be open to all Democratic Commissioners who agree to support Caucus selections for leadership and committee positions, agree to support Caucus recommendations for citizen board appointments (unless the caucus grants leave to oppose) and agree to participate in good faith in Caucus discussions.

Democratic Caucus Seniority List - November 2020
(for 2021 committee selection)

Pre-2000

1. Mark Grebner*

Class of 2000

2. Vic Celentino*

Class of 2006

3. Todd Tennis*

Class of 2013

4. Bryan Crenshaw*

Class of 2016

5. Ryan Sebolt

Class of 2018

6. Derrell Slaughter

Class of 2019

- 7.. Mark Polsdofer*
8. Emily Stivers*
- 9.. Chris Trubac

Class of 2021

10. Erin Graham
11. Bob Pena

*eligible to chair a committee in 2021

2020 Commissioner Assignments

Bryan Crenshaw, Chairperson
Carol Koenig, Vice-Chairperson
Robin Naeyaert, Vice-Chairperson Pro-Tem

County Services: Sebolt (Chair), Celentino (Vice-Chair), Grebner, Koenig, Stivers, Maiville, Naeyaert

Finance: Morgan (Chair), Tennis (Vice-Chair), Grebner, Crenshaw, Polsdofer, Schafer, Maiville

Human Services: Trubac (Chair), Stivers (Vice-Chair), Tennis, Koenig, Morgan, Slaughter, Naeyaert

Law & Courts: Slaughter (Chair), Polsdofer (Vice-Chair), Celentino, Crenshaw, Sebolt, Trubac, Schafer

Those in **bold** need to be replaced or reappointed.

Animal Control Shelter Advisory Board	Chris Trubac, Derrell Slaughter (Law & Courts Chair)
Board of Health	Derrell Slaughter
Capital Area Michigan (WORKS) Board	Carol Koenig, Ryan Sebolt, Bryan Crenshaw
CARTS Committee	Jared Cypher
CATA Board	Mark Grebner
Capital Region Airport Authority	Victor Celentino
Capital Region Airport Authority Liaison	Carol Koenig
Community Corrections Advisory Board	Carol Koenig
Community Health Center Board	Todd Tennis
Community Mental Health Authority	Emily Stivers term expires 3/31/21
Community Services Administration	Eric Schertzing, Carol Koenig
Convention Visitors Bureau	Derrell Slaughter
Drainage Board	Board Chair, Finance Chair
Economic Development Corporation	Mark Polsdofer
Board of Directors	
Equal Opportunity Committee	Ryan Sebolt, Derrell Slaughter (alt)
Fair Board	Carol Koenig, Randy Maiville
Farmland Preservation Board	Randy Maiville
Ingham County Chapter, Michigan	Randy Maiville, Robin Naeyaert
Townships Association	
Ingham Family Center Adv. Board	Derrell Slaughter (Law & Courts Chairperson)
McLaren Board of Directors	Carol Koenig
Land Bank	Derrell Slaughter
	Mark Grebner (local unit of govt. rep)
	Bryan Crenshaw
	Sharon Frischman (City of Lansing rep)
	Bryan Crenshaw
	Randy Schafer
	Mark Polsdofer, Derrell Slaughter (alt)
	Linda Vail
Lansing Area Safety Council	
Local Emergency Planning Committee	
LEAP	
MALPH Board	

Mason Local Development Finance Authority
MSUE District Extension Council
Parks Board

Potter Park Zoo Board

Substance Use Disorder Advisory Committee
Smart Zone Board
Tri-County Aging Consortium
Tri-County Regional Planning Commission
Women's Commission
Youth Commission
FOIA Appeals Committee

Robin Case Naeyaert

vacancy

Emily Stivers, Chris Trubac (Road
Commission representative)

Chris Trubac (Parks Rep)

Todd Tennis

Carol Koenig

Derrell Slaughter

Bryan Crenshaw, Robin Naeyaert, vacancy

Ryan Sebolt, Bryan Crenshaw (road), Derrell Slaughter

Emily Stivers, Ryan Sebolt (alt)

Bryan Crenshaw, Emily Stivers (alt)

Randy Maiville, Bryan Crenshaw, Thomas Morgan,

Carol Koenig, Robin Naeyaert

Appointed Boards and Commissions

Animal Control Shelter Advisory Committee

Meets: Fourth Mondays, 6 times per year, 6:30 pm, Human Services Building, Lansing

Capital Area Community Services Administration Board of Directors

Meets: Last Monday, Monthly, 12:30 p.m., Capital Area Community Services, 1301 Rensen, Lansing.

Capital Area Michigan Works Consortium

Meets: Fourth Wednesday, Monthly, 3:30 pm, Michigan Works Service Center, 2110 S. Cedar, Lansing.

Capital Area Region Transportation Study Committee

Meets: First Tuesday, Monthly, 8:30 am, Human Services Building, Lansing

Capital Region Airport Authority

Meets: Third Monday, Monthly at 4:30 pm, Capital Region International Airport, Lansing

Community Corrections Advisory Board

Meets: Third Tuesdays, Every Other Month, 12 noon, Veterans Memorial Courthouse, Lansing

Community Health Center Board

Meets: Last Thursday of each month, 6:30 pm, Forest CHC Bldg., Lansing

Community Mental Health Authority

Meets: Full Board, Third Thursdays, Monthly, 6:00 pm, Various Sites in Lansing, Clinton, and Eaton Counties

Finance, Second Wednesday, 5:30 pm, Monthly, Community Mental Health Bldg, Lansing

Recipient Rights, First Thursday, Every Other Month, 5:30 pm, CMH, Lansing

Program and Planning, Second Monday, Monthly, 5:30 p.m., CMH, Lansing

Human Resources, First Wednesday, Quarterly, 5:30 pm., CMH, Lansing

Building and Sites Committee, Executive Committee and the By-Laws Committee Meet as needed.

Convention Visitors Bureau of Greater Lansing Board of Directors

Meets: As needed, Convention Visitors Bureau, Lansing

Drainage Board

Meets: As needed.

Economic Development Corporation Board of Directors

Meets: Second Friday, Monthly, 7:30 am, LEAP Office, Lansing

Equal Opportunity Committee

Meets: Second Monday of each month, 6:00 pm, Human Services Building, Lansing

Fair Board

Meets: Second Monday, 7:00 pm, Fairgrounds, Mason

Farmland and Open Space Preservation Board

Meets: Third Tuesday, Monthly, 4:00 pm, Hilliard Bldg, Mason

Ingham County Chapter, Michigan Townships Association

Meets: fourth Wednesday, Quarterly (January, April, July, October), 6:30 pm. Various Locations.

Ingham County Family Center Advisory Board

Meets: First Tuesday quarterly, 6:00 pm, Ingham County Family Center, Lansing.

Land Bank

Meets: Fourth Wednesday, Monthly, 5:30 pm, Land Bank, 3024 Turner, Lansing

Lansing Area Safety Council

Meets: Four Times Per Year, Lansing Area Safety Council, Lansing. Time varies.

LEAP - Board Of Directors

Meets: 5 times a year on the first Tuesday, 3:00 - 5:00 p.m. at 500 E. Michigan Ave, Ste 202, Lansing

Local Emergency Planning Committee

Meets: Quarterly, 4:00 p.m. at the Meridian Township Public Safety Building, , 2nd Floor Nelson Room, 5151 Marsh Road, Okemos MI

MALPH (Michigan Association for Local Public Health) Board

Meets: 2ND Monday, 9:00 - 12:00 noon at the MALPH Offices 426 S. Walnut 2nd Floor, Lansing

McLaren Board of Trustees (Formerly Ingham Regional Medical Center Board of Trustees)

Meets: Every other month at 4:00 p.m. at the Greenlawn Campus, Board Room, Lansing

Parks and Recreation Commission

Meets: Full Board, Fourth Monday, Monthly, 5:30 pm, Human Services Building, Lansing

Potter Park Zoo Board

Meets: Second Wednesday, Monthly, 6:00 pm, Potter Park Zoo, Lansingt

Smartzone

Meets: Quarterly on 3rd Tuesday, 3:30 pm except the annual meeting in December.

SUD Oversight Policy Board

Meets: Third Wednesday, every other month, 4:00 pm to 5:30 pm, 426 S. Walnut, Lansing

Tri-County Aging Consortium

Meets: Third Mondays, 3:30 pm, Human Services Building, Lansing

Tri-County Regional Planning Commission

Meets Fourth Wednesday, Monthly, 6:00 pm, Human Services Building, Lansing

Women's Commission

Meets First Wednesday, Monthly, 6:00 pm, Human Services Building, Lansing

Youth Commission

Meets 1st Monday, 6:00 pm, Human Services Building, 5303 S. Cedar, Lansing

5. Appointments

<i>Board / Commission</i>	<i>Appointee</i>	<i>Expire</i>	<i>Applicants</i>	<i>Appointed by</i>
Equal Opportunity Committee	2 vacancies		Jeffrey Burnett i	CS/BOC
Board of Health	2 upcoming vacancies		Barbara Worgess Ed Dore i	HS/BOC
Youth Commission	10 vacancies		Khaled Taifour	HS/BOC
Racial Equity Task Force	Cultural Diversity Committee - alternate			

i – interviewed c- committee recommended r - requests reappointment

Controller Caucus Report November 24, 2020

- **COVID:** As you are all aware, cases are on the uptick with a number of employees testing positive throughout our system. We are working closely with the ICHD on these cases and attached to this report are two documents from the ICHD that do a nice job of explaining the difference between Isolation – for people who are sick or who have tested positive, and Quarantine – for people who are not sick but were close contacts to those who are sick, and how to identify close contacts.

These documents are helpful to our managers as they navigate employee concerns with regard to contact with a COVID positive individual. The definition for close contact is someone who was within six feet of a person who is sick for at least 15 minutes or more (can be cumulative) within a 24-hour period. And, contact with someone who is a close contact is not a close contact. Meaning, a close contact cannot be one or more persons removed from the contact.

We also are greatly restricting office attendance for those who can work remotely during this three-week “pause”. Jared, Teri and I are rotating days in the office and Rachel is coming in once a week. As always though, the three of us are available via phone/email.

- **Diversity Equity and Inclusion (DEI) Training:** ICHD and HR have developed a DEI Training Program that will be mandatory for all county employees assuming the resolution, which will be presented at the December 1, County Services Committee is approved. The training focuses on identifying our biases, both conscious and unconscious and is designed to be participatory. A link to a download of the training can be found here:
<https://drive.google.com/file/d/1JFJOHPDACAt-HbSa4bh60hO8shgE8B95/view?usp=sharing>

My thanks to Steph Keith from HR and Ryan Rowe from ICHD for pulling this together!

- **Davenport University Certificate of Management Program:** We had 20 managers participate in the Davenport program, which was approved via resolution 20-019 in early 2020 but had been on hold due to our desire to control expenses during COVID. Director Graham was insistent that this training would be well worth it so we moved forward with the program and, based on the feedback from the participants during their graduation ceremony last Thursday, it was money well spent. The managers were very appreciative of the County for providing this program and we would like to expand on the success of this training and offer additional sessions to managers that were not able to participate.
- **Lansing Community College:** I met with the new Lansing Community College president Steve Robinson last week to discuss areas where they could help us with employee training. They were excited about the opportunity to work with us and we discussed creating a 911 dispatcher training program which would be incredibly helpful to us given our difficulties in hiring dispatchers. Will keep you updated on the progress. I have found community colleges to be excellent partners with local governments and I am encouraged by their excitement to work with us.
- **Committee Staffing:** The Controller’s Office will continue with the current committee staffing assignments in 2021 unless the BOC has any suggested changes.

CORONAVIRUS

ISOLATION QUARANTINE

WHO?

People who are sick or who tested positive

People who are not sick but were close contacts of those who are sick

WHAT?

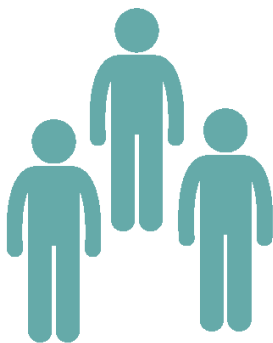
Stay home and keep distance from others

Stay home and keep distance from others

FOR HOW LONG?

At least 10 days
It may be longer depending on symptoms. You must also be fever-free for 24 hours and see symptoms improve. People with severe illness or those who have a compromised immune system should isolate for 20 days.

Always 14 days
A negative COVID-19 test does not end the quarantine.



WHAT IS A CLOSE CONTACT?

A close contact is someone who was within 6 feet of a person who is sick for at least 15 minutes or more (can be cumulative) within a 24-hour period. The close contact can occur anytime during the sick person's isolation or two days before the person got sick. This is regardless of face mask use.