

CHAIRPERSON  
MARK GREBNER

VICE-CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON PRO-TEM  
DON VICKERS

COUNTY SERVICES COMMITTEE  
DEBBIE De LEON, CHAIR  
DALE COPELGE  
VICTOR CELENTINO  
ANDY SCHOR  
DON VICKERS  
VINCE DRAGONETTI

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

**P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264**

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 15, 2011 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [November 1, 2011 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. [Youth Commission](#) - Interviews
2. [Circuit Court/Family Division](#) - Part-Time [Accountant](#) for the Child Care Fund
3. [Health Department](#) - Resolution to Authorize Acceptance of Funds Related to the Development of a Patient Centered [Medical Home](#) and to Authorize a New Position
4. [Parks Department](#)
  - a. Resolution Authorizing the Amendment of the Low Income Park Vehicle Fee Policy and the "Free Monday" Resolutions for [Vehicle Entrance Fees](#)
  - b. Resolution Approving a Special [Deer Hunt](#) at Lake Lansing Park-North
5. [Controller/Administrator](#) - Resolution Approving [Various Contracts](#) for the 2012 Budget Year
6. [Purchasing Department](#) - Review of the County's Purchasing Policy (*Materials to be Distributed Under Separate Cover*)
7. [Fair Board](#) - Update (*No Materials*)
8. [Board of Commissioners](#)
  - a. Resolution Asking for [Shirley Rodgers](#) to Resign from the Ingham County Road Commission (*Tabled at the November 1, 2011 Meeting*)
  - b. Resolution of Intent to Dissolve the Ingham County Board of Road Commissioners and Create an [Ingham County Department](#) of Transportation and Roads

Announcements  
Public Comment  
Adjournment

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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).

COUNTY SERVICES COMMITTEE  
November 1, 2011  
Minutes

Members Present: Debbie De Leon, Dale Copedge, Victor Celentino, Andy Schor, Don Vickers, Vince Dragonetti, and Board Chairperson Grebner

Members Absent: None

Others Present: Becky Bennett, Mary Lannoye, Travis Parsons, Steve Dougan, Michelle Rutkowski, Rick Terrill, Mike Pathfinder, Jim Hudgins, Willis Bennett, Robin Wilcox, Patricia Maldonado, Jim Hudgins, Loretta Benjamin, Chuck Hicks, Tom Gamez, Rahman Shareef, Todd Pentecost, Robert Kerr, Suzanne Tuttila, Daniel Troih, Sherrie Graham, Kevin Feuka, Carl Langham, Paul Risner, Brett Campbell, Milton Scales and others

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

Approval of the October 18, 2011 Minutes and Closed Session Minutes

The October 18, 2011 Minutes and Closed Session Minutes were approved as submitted.

Additions to the Agenda

- 4d. Late – Resolution Authorizing a Contract Increase for Laux Construction on the Feline Shift Door Replacement Project at the Potter Park Zoo.
- 5c. Substitute - Resolution Asking for Shirley Rodgers to Resign from the Ingham County Road Commission (*Referred by the Board of Commissioners*)
6. Late –Request to Waive Hiring Freeze for a Sheriff’s Deputy Position. (No resolution or materials)

Limited Public Comment

John Gamez, ICRC, shared dates and information about the events that took place at the Road Commission. He noted a discussion with Ms. Rodgers regarding her agenda for promoting and hiring. Additionally, he believed she instructed employees to make complaints and take pictures of co-workers. Mr. Gamez encouraged Ms. Rodgers to resign.

Todd Pentecost, ICRC, questioned how much in tax dollars were spent on investigations and does the public know. He referenced how Jackson County does not plow until there is 10” of snow and hopes that money being spent is not affecting the quality of Ingham County’s road service. He expressed his concern that Mr. Conklin was unaware of the investigation when it began, questioned at what level was the investigation approved, and suggested Ms. Rodgers overstepped her boundaries. Additionally, he feels the Road Commission Board is not equally represented by the townships. He asked that Ms. Rodgers step down.

Rahman Shareef, ICRC Public Relations Coordinator, stated that he vehemently opposes the Resolution to force Ms. Rodgers to resign and that it is unjustified. He stated that current Road Commission Directors would prefer to position Ms. Rodgers at the center of the controversy rather than focus on the mismanagement, misconduct and negligence. He stated he believed that Growth Strategies Consulting did their job and everyone is familiar with their findings. The report mentioned that some of the Directors involved have committed theft and whether there were offenses prosecuted criminally or not the point is it is against policy and wrong. He stated that he was unjustly overlooked for a promotion, and a co-worker who is white, a niece of a former commissioner, and is just a high school diploma was hired for the job. He provided his qualifications. He suggested that in 2009 workers were laid off who spoke out against the injustices of good old boy club. He expressed his concern that money was on the books two months later after the layoffs. He feels he is a victim of management.

Bill Conklin, ICRC Managing Director, stated the reasons for his attendance was to be available should any questions arise including any questions pertaining to conversations at the past few Road Commission meetings. Mr. Conklin stated that there has been no theft at the Road Commission and if someone has knowledge of such please bring it to his attention or if there are drainage issues he would like to look into these matters. He stressed that the Sheriff's Department did not find criminality and there have not been policy violations. In response to Mr. Shareef's comments he noted there were statements that he could not agree with and explained the layoffs were not targeted but chosen by need for staffing. He further explained budget procedures, gas tax revenues, expenses, adjustments and beginning and end fund balances and this is why the money was found after the layoffs; further, the money could not be used for payroll it was for designated for projects. He stressed that the public needs to be assured there has been no thievery at the Road Commission.

Robert Kerr agreed there is a racial agenda not as Mr. Shareef described but by the Chairperson of the Road Commission. He stated that he is taking pictures and taking notes because this is what the employees go through every day. He referenced a state bill going through the house and suggested not funding and disbanding the Road Commission Board.

Loretta Benjamin, resident, thanked Comm. Schor for responding to her email while another Commissioner has not yet responded. Ms. Benjamin stated that Ms. Rodgers does not necessarily have to commit a crime and asked if signed affidavits are needed. She asked the Commissioners to review the report specifically pages 13 and 16. She noted people's time and resources have been spent, that fifteen township supervisors and various fire departments have been ignored, there is a loss of respect and relationships and there will be a lawsuit.

Suzanne Tuttila, resident, thanked those who are listening to the public comment. She stated there is proof of Ms. Rodgers wrong doing in the police report, and the accounts brought forward in the complaint filed by Mr. Benjamin. She questioned if there was proof of wrong doing before ending Mr. Benjamin's employment. She expressed her concern that there is no Director of Operations and now two jobs is the responsibility of one person and questioned if the roads will be cleared and safe. She suggested that not enough thought has been given to safety.

Dan Troih, resident and ICRC employee, read the Road Commission's policy and disciplinary actions to the Commissioners highlighting what he believed were violations. He stated that he will be filing a formal complaint against the Ingham County Road Commission for not enforcing policy.

*ICRC = Ingham County Road Commission*

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHOR, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Management Information Services (MIS) - Request to Waive the Hiring Freeze for the Application Developer/Business Analyst Position
2. Financial Services - Resolution to Authorize a Contract for Self Funded Worker's Compensation Third Party Administration
3. Facilities
  - a. Resolution Authorizing a Contract with Pleune Service Company for the Replacement of the Chiller at the Hilliard Building in Mason as Well as Authorizing a Line Item Transfer to Ensure Appropriate Funds are Available
  - b. Resolution to Request Authorization to Purchase Equipment Materials Needed to Retro Fit the Lighting at the Human Services Building
4. Parks Department
  - b. Resolution Approving Amendment #4 with the Department of Natural Resources to Develop a Snow Tubing Hill at Hawk Island Park
6. Sheriff - Request to Waive Hiring Freeze for a Sheriff's Deputy Position.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. SCHOR, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

4. Parks Department
  - a. Resolution Authorizing Changes to the Scope of the Hawk Island Snow Boarding Hill and Supporting the Formation of a Partnership Between Urban Snowparks, LLC and the Friends of Ingham County Parks

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION AUTHORIZING CHANGES TO THE SCOPE OF THE HAWK ISLAND SNOW BOARDING HILL AND SUPPORTING THE FORMATION OF A PARTNERSHIP BETWEEN URBAN SNOWPARKS, LLC AND THE FRIENDS OF INGHAM COUNTY PARKS.

Comm. Vickers asked who Urban Snowparks LLC is. Mr. Bennett stated that it is a group of four people. Comm. Vickers asked what control they will have over the snowboarding hill. Mr. Bennett explained they are a team of professionals who will do fund raising and marketing on behalf of the County for additional park features. He noted that the County does not have the resources or skills the group is able to provide. Comm. Vickers asked what the County is giving them. Mr. Bennett explained that they will be sub-contracted through the Friend of Ingham County Parks and will receive approximately 17.5% of the fundraising money. Comm. Vickers expressed his concern that the public be notified where the proportion of funds is going. Mr. Bennett stated that could be accomplished. Comm. Dragonetti asked what the liability for the County is with this organization. Mr. Bennett stated none because they are just fundraising and accepting donations. Comm. Dragonetti asked if Mr. Bennett has worked with these people before. Mr. Bennett stated yes except the snowboard professional. He clarified the agreement is with the Friends of Ingham County Parks. Comm. Schor asked if 82.5% is going toward the hill, equipment and improvements. Mr. Bennett answered yes plus any additions and in-kind services, as well as, cash.

MOTION CARRIED with Comm. Vickers Voting “no”.

- c. Resolution Authorizing a Contract Amendment with the Potter Park Zoological Society to Appoint Sherrie Graham as the Interim Zoo Director

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT AMENDMENT WITH THE POTTER PARK ZOOLOGICAL SOCIETY TO APPOINT SHERRIE GRAHAM AS THE INTERIM ZOO DIRECTOR.

Kevin Feuka, Chairperson of the Potter Park Zoological Society stated that with the pending retirement of the Zoo Director there is concern that the upcoming accreditation be handled properly. He stated that there has been strong sentiment that a curator is needed. He informed the Committee that the Zoo Board has established a needs assessment because revenues are expected to decline over the next few years.

Mr. Feuka introduced Ms. Sherrie Graham explaining that she has increased the Society’s revenues by approximately 20%. Mr. Feuka believed that Ms. Graham is very well suited as the interim Zoo Director. He expressed his concern that both a curator and a director cannot be supported with the current budget. He explained that leaving technical issues to the staff was proposed to the Zoo Board as an option which the Zoo Board is in agreement with. Mr. Feuka stated the need for a curator rather than a zoo director has not yet been decided. In the interim this bridges a gap and helps with the accreditation process.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DRAGONETTI, TO AMEND THE RESOLUTION BY STRIKING THE THIRD WHEREAS, AS FOLLOWS:

~~**WHEREAS**, Ingham County has entered into a contract with the City of Lansing for the operation and maintenance of 40 additional City of Lansing Parks to be managed by Ingham County Parks~~

~~Director Willis Bennett, requiring a sacrifice of time and attention to the needs of the Potter Park Zoo; and~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

There was a discussion of the Society contributing to Ms. Graham's salary and the need for County Millage funding. Ms. Lannoye suggested before approval the County's expense should be known. Mr. Feuka stated he was working with the County attorney on a month-to-month contract and provided an estimate. The median salary of a Zoo Director was discussed.

Comm. Vickers asked if Ms. Graham would still be eligible to become an applicant for the job. Mr. Feuka answered yes.

Comm. Dragonetti expressed his concern of decline millage funds and raising the cost of admissions. Mr. Feuka stated that solely relying on a millage is unrealistic and there is value in events, education, conservation and partnerships. Comm. Schor complimented the Society for booking children's birthday parties, disagreed with raising resident fee admission, and would like to explore other options of revenue.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

- d. Resolution Authorizing a Contract Increase for Laux Construction on the Feline Shift Door Replacement Project at the Potter Park Zoo

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT INCREASE FOR LAUX CONSTRUCTION ON THE FELINE SHIFT DOOR REPLACEMENT PROJECT AT THE POTTER PARK ZOO.

Mr. Terrill explained there were discrepancies and incomplete specifications provided to the bidders based on information provided by the architect. He stated that the not-to-exceed cost is because not all the final pricing is in based on the updated information. Comm. Schor asked if all the original bids were based on the discrepancies and incomplete specifications. Mr. Terrill answered yes. Comm. Schor asked if the consultant is making amends. Mr. Terrill explained that the consultant terminated the architect who made the error, there will be no additional costs and the firm is working overtime (nights and weekends) to make amends. Mr. Terrill explained that this is a safety issue for Zoo Keepers.

Mr. Terrill stated that if it had been bid with the proper specifications it would have come in at a higher cost. Comm. Schor expressed his concern that there is not an exact number and would like one before the Regular Board Meeting vote. Mr. Terrill provided an estimate and stated he will work to have final numbers by the Regular Board Meeting.

Comm. Vickers asked how many bidders. Mr. Terrill answered two. Comm. Vickers expressed his concern of when the animals would arrive. There was a discussion that if the door is not replaced by the time the animals arrive the project will be on hold until the spring.

Comm. Dragonetti asked who made the mistake. Mr. Terrill explained the primary problem was the original bid specifications were generic when specific materials were needed.

Comm. Copedge expressed his concern that the bids are already known and not re-opening the bid with corrected specifications. Mr. Terrill understands the concern and even though this was put out twice there were only two responses.

Comm. Dougan asked if an errors and omissions claim was considered. Mr. Terrill stated he has discussed this with the County Attorney.

There was a discussion of labor and material costs and mark-up.

MOTION FAILED with Comm. Vickers, Dragonetti and Copedge Voting “no”.

5. Board of Commissioners

- c. Resolution Asking for Shirley Rodgers to Resign from the Ingham County Road Commission (*Referred by the Board of Commissioners*)

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. DRAGONETTI, TO APPROVE THE RESOLUTION ASKING FOR SHIRLEY RODGERS TO RESIGN FROM THE INGHAM COUNTY ROAD COMMISSION (*REFERRED BY THE BOARD OF COMMISSIONERS*).

Comm. Grebner presented a resolution he drafted. Comm. Vickers stated that he would consider withdrawing this resolution and consider the draft provided by Comm. Grebner if all the Commissioners were in agreement at the Regular Board Meeting. Comm. Grebner expressed his concern of legal issues of the resolution in this Agenda and stated that Marc Thomas had also provided him with a suggested Resolution. Comm. Grebner explained that his draft should be reviewed before it is adopted, and would like the Road Commission Board to take a look at it. Board Chairperson Grebner’s draft Resolution was circulated for public review. Board Chairperson Grebner’s Resolution stated that the five members of the Road Commission Board resign with no blame. There was a discussion of the differences in the resolutions and chain of command. Chairperson De Leon provided the Committee a copy of Marc Thomas’ suggested resolution.

Comm. Schor stated that wiping the slate clean is an interesting idea and it could be taken a step further if there is proof of misfeasance or malfeasance. Comm. Schor stated he supports the pending bill in the house allowing the County to bring the Road Commission in-house.

Comm. Copedge stated it is wrong to make a decision based on comments, without facts and without doing an investigation noting everyone has a right to due process. He expressed his concern that some have suffered while others have not and would expect to have discussions with Road Commissioners before asking people to resign. He stated that he could not support the resolution as written. He acknowledged there may be lawsuits and whatever occurs it is unfortunate, in addition, he would like to review the attorney’s opinion. He noted that the Board of Commissioners is not privy to all discussions, decisions or materials, and have not received

the survey or documentation so there are many unknowns. Comm. Celentino stated he agrees that due process is important and that is why it is being discussed at the Committee level.

Comm. Schor stated that he appreciates the comments and because this Committee is extremely busy he suggested a Sub-Committee to work on this issue.

There was a discussion of the current function of the Road Commission, legal procedures and duties of Board of Commissioner's in relationship to the Road Commission, the meaning of misfeasance and malfeasance, misconduct, and that time is of the essence to restore confidence and efficiency.

Comm. Dragonetti overviewed articles from local newspapers, census data and the investigators report citing dates as reasons to ask Ms. Rodgers to resign. Board Chairperson Grebner stated that what was said in a newspaper is not cause for removal and distracts from resolving the problem.

Comm. Copedge expressed his concern of increased anxiety, efficiency, costs and the potential for accidents. He suggested guidance, policy, and simply ask if the Road Commissioners understand their responsibility and authority.

There was a discussion of the make-up of the cities and townships represented on the Road Commission Board, in addition to, the application and interview process.

Comm. De Leon stated that being on the County Services Committee for years, as well as, the Equal Opportunity Committee there is a long history of problems, and not everyone is held accountable for their actions. She noted there are issues that need to be resolved. She expressed her concern that there are always two sides to a story interwoven with emotion and acknowledging people sees things differently. She stated that it is not the Board of Commissioners duty to get to the bottom of this. Chairperson De Leon stated it is her opinion that asking everyone to resign is not the answer.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. COPEdge, TO TABLE THE RESOLUTION FOR A PERIOD OF TIME TO BE ONE COUNTY SERVICE MEETING WHILE THE RESOLUTION CAN BE REVIEWED BY THE COUNTY ATTORNEY, IN ADDITION TO, REVIEWING THE OTHER PROPOSED RESOLUTIONS PROVIDED BY CHAIRPERSON GREBNER.

Note: There will be a total of three resolutions for County Attorney's opinion. Comm. Schor will forward his proposed resolution to the Committee members.

MOTION TO TABLE CARRIED with Comms. Vickers and Dragonetti Voting "no".

Board Chairperson Grebner and Chairperson De Leon will work on a sub-committee.

5. Board of Commissioners
  - a. Resolution Denouncing Proposed Changes to the Elliott-Larsen Civil Rights Act

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION DENOUNCING PROPOSED CHANGES TO THE ELLIOTT-LARSEN CIVIL RIGHTS ACT.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. COPEdge, TO AMEND THE RESOLUTION BY CHANGING “DENOUNCING AND DENOUNCES” TO “OPPOSING AND OPPOSES” WHERE IT APPEARS IN THE RESOLUTION, AND AS FOLLOWS:

Heading:

**RESOLUTION ~~DENOUNCING~~ OPPOSING PROPOSED CHANGES TO  
THE ELLIOTT-LARSEN CIVIL RIGHTS ACT**

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners ~~denounces~~ **opposes** House Bill 5039 and its proposed amendments to the Elliott-Larsen Civil Rights Act.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Vickers stated he would like to read the bill before voting on this. Comm. Schor read the bill to the Committee. The Commissioners shared their opinions of the Act and the importance of this being sent to the Michigan Association of Counties.

MOTION CARRIED, AS AMENDED, with Comm. Vickers Voting “no”.

- b. Resolution Calling for the Governor to Refuse to Enact the Public Employee Domestic Partner Benefits Restriction Act

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION CALLING FOR THE GOVERNOR TO REFUSE TO ENACT THE PUBLIC EMPLOYEE DOMESTIC PARTNER BENEFITS RESTRICTION ACT.

Comm. Vickers stated that overall it is his opinion his district does not support this issue. Comm. Schor clarified this includes all domestic partner benefits.

MOTION CARRIED with Comm. Vickers Voting “no”.

- d. Legal Opinion Regarding Complaint - Closed Session (*Materials to be Distributed Under Separate Cover*)
- e. Legal Opinion Regarding Road Commission - Closed Session (*Materials to be Distributed Under Separate Cover*)

The Committee questioned the need for a closed session.

MOVED BY COMM. DRAGONETTI, SUPPORTED BY COMM. CELENTINO, TO BEGIN CLOSED SESSION FOR THE PURPOSE OF DISCUSSING THE LEGAL OPINIONS.

MOTION CARRIED WITH THE FOLLOWING ROLL CALL VOTE:  
YEAS, COMMISSIONERS DE LEON, COPEEDGE, CELENTINO, SCHOR, VICKERS, AND DRAGONETTI

The Committee returned to regular session.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DRAGONETTI, TO RELEASE THE TWO LEGAL OPINIONS.

MOTION CARRIED UNANIMOUSLY.

Chairperson De Leon suggested stamping the opinions as public information and acceptable to release.

#### Announcements

Mary Lannoy introduced Travis Parsons the new HR Director. The Committee welcomed him.

#### Public Comment

Ms. Tuttila liked the idea of wiping the slate clean and appreciated Comm. Dragonetti's efforts and fact finding. She expressed her concern that Mr. Benjamin did not get due process and felt he deserved it.

Mr. Pentecost stated that that he found people being identified as a good old boy is racial.

Robert Kerr stated that he was in favor of wiping the slate clean, no blame and the problem is gone.

Tom Gamez reminded the Committee that Mr. Benjamin is without work and asked to have his wages reinstated until the investigation is done.

Carl Langham disclosed that he is the one who set Mr. Benjamin up and no one has asked him questions.

Paul Risner stated he was in favor of replacing the Road Commission Board. He expressed his displeasure with how this is being handled and his concern that nothing was proven against Mr. Benjamin.

Brett Campbell is in favor of team building. He noted that Ms. Henry and Mr. Benjamin did not get due justice.

Dan Troih again expressed his concern of the Road Commission policies and ethics. He provided his opinion of reasons for dismissal and stated he will be filing a complaint.

Milton Scales, Ingham County Road Commissioner, stated that he has been doing a lot of listening and with all due respect he will not resign. He stated that there is a job to do and the job is to refocus. He explained that changing minds is a good thing because that means minds are not closed, and after listening to information that has merit he is not too big or small to make changes in the right direction. He acknowledged the situation is out of control but asked that the Board of Commissioners let the Road Commissioners do their job. He noted that the insanity has to stop at all levels. He was unaware that colleges are writing resolutions for the Board of Commissioners and the Commissioners are entertaining it. He asked that the Commissioners send the resolution back for the Road Commission Board to review. He expressed his concern that the managing director has added responsibilities.

The meeting adjourned at approximately 9:25 p.m.

Respectfully submitted,

Julie Buckmaster

# NOVEMBER 15, 2011 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## **HIRING FREEZE REQUEST**

The Controller recommends approval of the following hiring freeze request:

2. Circuit Court Family Division—Part-time Accountant for the Child Care Fund

## **ACTION ITEMS**

The Controller recommends approval of the following action items:

3. Health Department—*Resolution to Approve Acceptance of Funds Related to the Development of a Patient Centered Medical Home and to Authorize a New Position.*

This resolution authorizes the acceptance of \$35,000 from Health Resources and Services Administration (HRSA) and \$65,000 per year over three years from The Centers for Medicare and Medicaid Services (CMS), to assist the ICHD CHCN achieve Patient Centered Medical Home (PCMH) recognition. The resolution also creates a Billing and Customer Service Coordinator position (ICEA Pro 8 - \$94,254.00).

- 4(a). Parks Department—*Resolution Authorizing the Amendment of the Low Income Park Vehicle Fee Policy and the “Free Monday” Policy for Vehicle Entrance Fees*

The resolution establishes new guidelines for the vehicle free entrance fee waiver and hardship passes for low income residents. The resolution also replaces “Monday Free Day” with “Wednesday Free Day” each week with regard to vehicle entry fees at Burchfield Park, Lake Lansing Park-South, Hawk Island, and Lake Lansing Park-North. Also, the resolution stipulates that the vehicle free entrance fees and hardship passes shall be made available only to Ingham County residents and will take effect on January 1, 2012.

- 4(b). Parks Department—*Resolution Approving a Special Deer Hunt at Lake Lansing Park-North.*

The resolution authorizes a special white tail deer hunt at Lake Lansing Park-North in January or February of 2012 and directs the Parks Department to apply to the Michigan Department of Natural Resources for the necessary permit.

5. Controller/Administrator—*Resolution Approving Various Contracts for the 2012 Budget Year.*

The resolution approves a list of contracts that are included in the 2012 budget. In compliance with Board established policy, only contracts with cost increases of 1% or less are included on the list. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board for approval.

## **OTHER ITEMS**

1. Youth Commission Interviews.
6. Purchasing-Review of the County’s Purchasing Policy.

The Chair of the Committee has requested that the Committee review our purchasing policies and procedures, with a goal of combining them into one document that is approved by Board Resolution in December. Information will be mailed under separate cover.

## 7. Fair Board Update

The Fair Manager Interview Committee is scheduled to meet on Wednesday, November 9, 2011. An update on the interview process as well as the status of the Fair's current year budget projections will be provided at the Committee meeting.

8(a). Board of Commissioners—*Resolution Asking for Shirley Rodgers to Resign from the Ingham County Road Commission.*

This resolution was tabled at the last Committee meeting until the November 15, 2011 meeting. Please note that a special meeting of the County Services Committee has been scheduled on November 29, 2011 to discuss Road Commission issues.

8(b). Board of Commissioners—*Resolution to Disband the Ingham County Board of Road Commissioners and Create an Ingham County Department of Transportation and Roads.*

Commissioner Schor drafted this resolution and passed out a copy at the last Board meeting. Attached are copies of HB5125 and 5126 that would allow the powers, duties, and functions that are otherwise provided by law for a Board of County Road Commissioners to be transferred to the County Board of Commissioners by a majority vote of the County Board of Commissioners.

# MEMORANDUM

TO: County Services Committee

FROM: Maureen Winslow

DATE: November 3, 2011

RE: **Suspension of Hiring Freeze and Hiring Delay for Accountant/Child Care Position**

The Family Division has received a notice of intent to retire from the employee in the Accountant/Child Care position effective December 16, 2011. It is essential to the operation of the Family Division of the Circuit Court, as well as Ingham County, that the hiring freeze and the hiring delay be lifted to fill this position as quickly as possible.

The person in the Accountant/Child Care position is responsible for monitoring and balancing the Family Division's general ledger accounts within the County General Fund, Child Care Fund, Juvenile Justice Millage and Trust and Agency funds. State Child Care Fund reporting requirements are complex, and the Family Division receives in excess of \$4 million annually through proper reporting.

Many times, the person in this position finds additional revenue by closely examining state and other financial documents for accuracy and provides other recommendations to spread costs in order to gain the most benefit from the state's reimbursement requirements. For example, the Accountant reviews the monthly charge report where the State charges the County for its share of out of home placement costs of youth. Overcharges are found almost every month which result in requests for reimbursement from the State.

In addition, the Accountant prepares the budgets for the Family Division, making sure that we follow State requirements and maximize our allowable reimbursement from the Child Care Fund. The Accountant ensures that all costs billed to the state for reimbursement are properly documented so that no costs are questioned during the Child care Fund review performed annually by the State.

This position was reclassified from a full time position to a half time position due to budget reductions at the start of 2010. With the assistance of Financial Services, this position can remain a part time one. To be without someone acting in this role for any period of time will cause a hardship with potential for financial catastrophes.

The Accountant/Child Care position is funded with General Fund dollars reimbursed 14% by the State's Child Care Fund. The Family Division understands the financial position of the county and respects the need to look at all positions in the budgetary process. This part time position is one that must be filled, with little or no vacancy time, in order for the Family Division to stay fiscally constant.

**MEMORANDUM**

To: Human Services Committee  
Finance Committee  
County Services Committee

From: Renee B. Canady, PhD., Health Officer

Date: November 1, 2011

Subject: Resolution to authorize acceptance of funds related to the development of a Patient Centered Medical Home and to authorize a new position

The Patient Centered Medical Home (PCMH) certification provides for a standardized reimbursement structure, which takes into account administrative and operational structures in conjunction with outcomes. Qualification as a PCMH is extensive with different levels of certification and can take years to achieve the highest level of certification. As a health center achieves higher levels of certification, reimbursement also increases. As a Federally Qualified Health Center (FQHC), the ICHD CHCN is strongly encouraged by the Health Resources and Services Administration (HRSA) to achieve PCMH recognition. HRSA recently issued an opportunity for supplemental funding for current Section 330 grantees to improve the quality of care, access to services, and reimbursement opportunities for health centers by supporting the costs associated with enhancing quality improvement (QI) systems and becoming PCMHs. The ICHD CHCN responded to this opportunity and was awarded one time funding of \$35,000 effective November 1, 2011.

The Centers for Medicare and Medicaid Services (CMS) feel the PCMH certification is so vital that it joined with HRSA to conduct a three year Demonstration project to evaluate the effect of the advanced primary care practice model, commonly referred to as PCMH, in improving care, promoting health, and reducing the cost of care provided to Medicare beneficiaries served by FQHCs. The ICHD CHCN applied to participate in this Demonstration. The Demonstration will provide an estimated \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition.

In order to successfully achieve the outcomes of these two projects, the ICHD CHCN requests that the Board of Commissioners authorize the creation of one full time Billing and Customer Service Coordinator position at (ICEA Pro 8) – 1.0 FTE - \$94,254.00.

The ICHD CHCN Board of Directors, as the Board of Commissioners co-applicant Board, has approved the acceptance of the funds for the above listed projects and the creation of a Billing and Customer Service Coordinator position.

I recommend that the Board of Commissioners authorize the acceptance of \$35,000 from HRSA and authorize the participation of ICHD CHCN in the CMS Demonstration. I also recommend the creation of a Billing and Customer Service Coordinator position at (ICEA Pro 8) – 1.0 FTE - \$94,254.00. Due to the time sensitive nature of these funds, I recommend that the hiring freeze and hiring delay are waived for this position.

cc: Debra Brinson, M.P.A., Deputy Health Officer, w/attachment  
John Jacobs, C.P.A., Chief Financial Officer, w/attachment  
Lynn Kiter, Billing and Collections Manager, w/attachment  
Barbara Mastin, M.A., Chief Operating Officer, w/attachment  
Carolyn Redman, Project Specialist, w/ attachment  
Jayson Welter, J.D., Director of Policy, Programs and Compliance, w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF FUNDS RELATED TO THE DEVELOPMENT OF A PATIENT CENTERED MEDICAL HOME AND TO AUTHORIZE A NEW POSITION**

WHEREAS, the Patient Centered Medical Home (PCMH) certification provides for a standardized reimbursement structure, which takes into account administrative and operational structures in conjunction with outcomes; and

WHEREAS, qualification as a PCMH is extensive with different levels of certification, which can take years to achieve the highest level of certification; and

WHEREAS, as a health center achieves higher levels of certification, reimbursement increases; and

WHEREAS, as a Federally Qualified Health Center (FQHC), the ICHD CHCN is strongly encouraged by the Health Resources and Services Administration (HRSA) to achieve PCMH recognition; and

WHEREAS, HRSA recently issued an opportunity for supplemental funding for current Section 330 grantees to improve the quality of care, access to services, and reimbursement opportunities for health centers by supporting the costs associated with enhancing quality improvement (QI) systems and becoming PCMHs; and

WHEREAS, the ICHD CHCN responded to this opportunity and was awarded one time funding of \$35,000 effective November 1, 2011; and

WHEREAS, the Centers for Medicare and Medicaid Services (CMS) feel the PCMH certification is so important that it joined with HRSA to conduct a three year Demonstration project to evaluate the effect of the advanced primary care practice model, commonly referred to as PCMH, in improving care, promoting health, and reducing the cost of care provided to Medicare beneficiaries served by FQHCs; and

WHEREAS, the ICHD CHCN applied to participate in this Demonstration; and

WHEREAS, ICHD CHCN was chosen to participate; and

WHEREAS, the Demonstration will provide an estimated \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition; and

WHEREAS, in order to successfully achieve the outcomes of these two projects, the ICHD CHCN requests that the Board of Commissioners authorize the creation of one full time Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE; and

WHEREAS, the ICHD CHCN Board of Directors, as the Board of Commissioners co-applicant Board, has approved the acceptance of the funds for the above listed projects and the creation of the Billing and Customer Service Coordinator position; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of \$35,000 from HRSA and authorize the participation of ICHD CHCN in the CMS Demonstration, which will provide approximately \$65,000 over three years; and

WHEREAS, the Health Officer recommends the creation of the Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts up to \$35,000 in supplemental funding from the Health Resources and Services Administration to improve the quality of care, access to services, and reimbursement opportunities by supporting the costs associated with enhancing quality improvement (QI) systems and becoming a PCMH.

BE IT FURTHER RESOLVED, that the Board of Commissioners accepts up to \$65,000 for three years to help the ICHD CHCN achieve PCMH recognition.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a Billing and Customer Service Coordinator position at ICEA Pro 8 – 1.0 FTE.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign these contracts after review by the County Attorney.

## **INGHAM COUNTY JOB DESCRIPTION**

### **Billing and Customer Service Coordinator, Health Dept**

**General Summary:** Under the direction of the Billing and Collections Manager, responsible for coordinating the enrollment and credentialing activities for the community health center network. Provides support for administrative functions within front office operations of the community health center network, including customer support. Responsible for enrolling health care professionals with various insurance plans, maintaining credentialing and enrollment status for all providers and will work with internal and external vendors to secure and maintain group insurance participation contracts. Assist with completing cost related reports and UDS. Perform site enrollment with Medicaid, Medicare and commercial carriers. Supervises Billing & Reporting and Patient Management staff and serves as primary contact in the absence of the Billing and Reporting Manager.

#### **Essential Functions**

1. Initiates and maintains group practice contracts with various insurance companies, negotiating favorable terms and compensation. Maintains good relationships with carriers.
2. Enrolls and maintains health care professionals' participation with various insurance companies. Processes all provider additions, changes and terminations; ensuring complete information and accurate and timely updates of health care professional files. Inputs and maintains provider database to provide timely access to current network status and participation.
3. Maintains licensing keys and related data bases for health center staff, contractors and serves as liaison with licensing entities.
4. Responsible for the credentialing initially and annually of providers by assuring required documentation on practice and site visits are complete and accurate. Serves as primary contact for primary source credential verification. Interacts with state agencies and NCQA to stay current on licensing and full credentialing requirements, where applicable. Incorporates credential verification data into provider paperwork file and/or provider database; quality review for completion; submit applications for approval or further investigation when needed.
5. Responsible for working with contract providers to ensure all credentialing and enrollment requirements are met and documentation is secured and maintained.
6. Assists with developing and monitoring of billing and front office processes to determine improvement opportunities and encourages team based results. Including coordinating on-going trainings and development of training materials. Works with staff on ways to improve customer service.
7. Assists with special projects, such as enrollment and reporting of Patient Centered Medical Home and FQHC Advanced Primary Care Practice activities and EPM related activities.
8. Assists with completing reports for funding and cost settlement.
9. Initiates and maintains site enrollment with Medicaid, Medicare, and Commercial Carriers.
10. Supervises Billing & Reporting and Patient Management staff. Interviews, trains and disciplines staff as needed.
11. Conducts and develops administrative reviews and related processes.

#### **Other Functions:**

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

*(The above statements are intended to describe the general nature and level of work being performed by the 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:** A minimum of a Bachelor's Degree is required. Preference for Business Administration, Medical Office Management or a related field.

**Experience:** A minimum of two years experience in medical insurance billing including Medicaid, Medicare and commercial insurances is required.

**Other Requirements:** Experience with FFS, HMO, PPO, POS and capitation. Experience with patient financial service operations with a specific focus in outpatient managed care and commercial payers. Experience with CPT, CDT and ICD9 codes. Experience with provider credentialing and enrollment process.

*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:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to maneuver uneven terrains and climb stairs to access work site locations.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as smoke, unpleasant odors, loud noises and extreme temperatures rises.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 2, 2011  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** **RESOLUTION AUTHORIZING THE AMENDMENT OF THE LOW INCOME PARK VEHICLE FEE POLICY AND THE “FREE MONDAY” RESOLUTIONS FOR VEHICLE ENTRANCE FEES**

This resolution authorizes the amendment of Resolution #02-285 to establish the following guidelines to continue to provide entrance into the parks for low income residents.

- A low income daily pass will be issued to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship
- Park visitors requesting a Vehicle Entrance Fee Waiver would pay a \$1 administrative fee at the time the hardship form is submitted
- The park visitor requesting the Vehicle Entrance Fee Waiver would later provide to the Parks Office a copy of their, WIC, Medicaid, Bridge or SSI card, or a letter from SSI using directions provided at the time they submitted the hardship form
- Following receipt of the above documentation an annual pass will be mailed
- Daily passes will also continue to be made available free of charge through agencies recognized by the Ingham County Board of Commissioners and the Ingham County Parks Commission as serving low-income residents

Additionally, the resolution authorizes the amendment of Resolution #09-263 and replaces “Monday Free Day” with “Wednesday Free Day” each week with regard to vehicle entry fees at Burchfield Park, Lake Lansing Park-South, Hawk Island, and Lake Lansing Park-North. Finally, this resolution authorizes free vehicle entrance fees and hardship passes be made available only to Ingham County Residents and will take effect on January 1, 2012.

The Ingham County Board of Commissioners passed Resolution #02-285, Approving Implementation of a Low Income Park Vehicle Fee Policy. In 2002 the Parks Department issued 122 low income annual passes under the program and in 2010 issued 1,107 low income annual passes. Despite the \$2,400 cost of administering this program staff wishes to continue to make the parks available to all Ingham County residents regardless of income and have worked with members of the Parks & Recreation Commission to develop new low income park fee guidelines.

The Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts for the residents of Ingham County.

The Board of Commissioners passed Resolution #09-263 Restructuring the Revenue Collection of Parks Vehicle Entrance Fees and established seven day per week vehicle entrance fees and “Monday Free Days” at Lake Lansing Park South, Wm. Burchfield and Hawk Island Park. Staff has determined that as much as \$10,000 would be gained by changing the “Monday Free Days” to “Wednesday Free Days” with regard to the vehicle entrance fee due to increased park visitation on holidays throughout the year.

The Parks & Recreation Commission supported this amendment with the passage of a resolution at their October meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE AMENDMENT OF THE LOW INCOME PARK VEHICLE FEE POLICY AND THE “FREE MONDAY” RESOLUTIONS FOR VEHICLE ENTRANCE FEES**

WHEREAS, the Ingham County Board of Commissioners passed Resolution #02-285 Approving Implementation of a Low Income Park Vehicle Fee Policy; and

WHEREAS, in 2002 the Parks Department issued 122 low income annual passes under the program and in 2010 issued 1,107 low income annual passes; and

WHEREAS, despite the \$2,400 cost of administering this program staff wishes to continue to make the parks available to all Ingham County residents regardless of income and have worked with members of the Parks & Recreation Commission to develop new low income park fee guidelines; and

WHEREAS, the Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts for the residents of Ingham County; and

WHEREAS, the Board of Commissioners passed Resolution #09-263 Restructuring the Revenue Collection of Parks Vehicle Entrance Fees and established seven day per week vehicle entrance fees and “Monday Free Days” at Lake Lansing Park South, Wm. Burchfield and Hawk Island Park; and

WHEREAS, staff has determined that as much as \$10,000 would be gained by changing the “Monday Free Days” to “Wednesday Free Days” with regard to the vehicle entrance fee due to increased park visitation on holidays throughout the year.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the amendment of Resolution #02-285 to establish the following guidelines to continue to provide entrance into the parks for low income residents.

- A low income daily pass will be issued to a person who signs a form listing their name, address, and stating that paying the vehicle fee would be a hardship
- Park visitors requesting a Vehicle Entrance Fee Waiver would pay a \$1 administrative fee at the time the hardship form is submitted
- The park visitor requesting the Vehicle Entrance Fee Waiver would later provide to the Parks Office a copy of their, WIC, Medicaid, Bridge or SSI card, or a letter from SSI using directions provided at the time they submitted the hardship form
- Following receipt of the above documentation an annual pass will be mailed
- Daily passes will also continue to be made available free of charge through agencies recognized by the Ingham County Board of Commissioners and the Ingham County Parks Commission as serving low-income residents

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the amendment of Resolution #09-263 and replaces “Monday Free Day” with “Wednesday Free Day” each week with regard to vehicle entry fees at Burchfield Park, Lake Lansing Park-South, Hawk Island, and Lake Lansing Park-North.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes free vehicle entrance fees and hardship passes be made available only to Ingham County Residents.

BE IT FURTHER RESOLVED, this resolution will take effect on January 1, 2012.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** November 1<sup>st</sup>, 2011

**TO:** County Services and Finance Committees

**FROM:** Willis Bennett, Director

**RE:** RESOLUTION APPROVING A SPECIAL DEER HUNT AT  
LAKE LANSING PARK-NORTH

This resolution approves a special white tail deer hunt at Lake Lansing Park-North in January or February of 2012 and directs staff to apply for the necessary permit. Additionally, the resolution states deer hunts will go forward only after a public hearing is held and the passage of a resolution by the Parks & Recreation Commission giving final authorization.

The Michigan Department of Natural Resources suggests that minimizing impacts to natural communities and associated wildlife may require managing herds at <20 deer per square miles and Ingham County Parks Staff estimates deer numbers in Lake Lansing Park-North to be approximately 50 deer per square mile. The Michigan Department of Natural Resources further states that an abundant deer population may lead to deer in poor physical condition which may increase their susceptibility to disease and overbrowsing of plant life can lead to the deer population being susceptible to disease and starvation.

Deer/car accidents have increased over the last five years especially on roads adjacent to Lake Lansing Park North. Out of 6,736 deer/car accidents in Ingham County in the past five years 745 (11%) took place in Meridian Township alone. Ingham County Parks has been contacted by over 45 Lake Lansing area residents regarding continued deer damage to their own personal property.

Local Michigan Department of Natural Resources biologists have stated that damage to vegetation, incidents of deer/vehicle accidents, and simple observations provide direct evidence and measures of the impacts of deer populations intended to be managed and suggest Park Staff monitor/survey the vegetation and car/vehicle accident rates.

Ingham County Parks staff will work with Michigan Department of Natural Resources staff to develop a working deer management plan for the future which will include items such as education, fencing, and recommended landscape plantings. In addition, Ingham County Parks staff will work in cooperation with the local Michigan Department of Natural Resources biologist to evaluate the success/failure of the Ingham County Parks deer management program in order to determine whether future hunts in 2013 and 2014 would be necessary.

The Ingham County Parks & Recreation Commission will continue to work in cooperation with Meridian Township on solutions to deer overpopulation. All deer harvested will be donated to Sportsmen Against Hunger for processing and given to local charities designated by the Parks & Recreation Commission.

The Parks & Recreation Commission supported the concept of a deer hunt at Lake Lansing Park-North with the passage of a resolution at their October meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A SPECIAL  
DEER HUNT AT LAKE LANSING PARK-NORTH**

WHEREAS, Michigan Department of Natural Resources suggest that minimizing impacts to natural communities and associated wildlife may require managing herds at <20 deer per square miles and Ingham County Parks Staff estimates deer numbers in Lake Lansing Park-North to be approximately 50 deer per square mile; and

WHEREAS, the Michigan Department of Natural Resources states that an abundant deer population may lead to deer in poor physical condition which may increase their susceptibility to disease; and

WHEREAS, the Michigan Department of Natural Resources states overbrowsing of plant life can lead to the deer population being susceptible to disease and starvation; and

WHEREAS, deer/car accidents have increased over the last five years especially on roads adjacent to Lake Lansing Park North; and

WHEREAS, out of 6,736 deer/car accidents in Ingham County in the past five years 745 (11%) took place in Meridian Township alone; and

WHEREAS, Ingham County Parks has been contacted by over 45 Lake Lansing area residents regarding continued deer damage to their own personal property; and

WHEREAS, all deer harvested will be donated to Sportsmen Against Hunger for processing and given to local charities designated by the Parks & Recreation Commission; and

WHEREAS, local Michigan Department of Natural Resources biologists have stated that damage to vegetation, incidents of deer/vehicle accidents, and simple observations provide direct evidence and measures of the impacts of deer populations intended to be managed and suggest Park Staff monitor/survey the vegetation and car/vehicle accident rates.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves a special white tail deer hunt at Lake Lansing Park-North in January or February of 2012 and directs staff to apply for the necessary permit.

BE IT FURTHER RESOLVED, deer hunts will go forward only after a public hearing is held and the passage of a resolution by the Parks & Recreation Commission giving final authorization.

BE IT FURTHER RESOLVED, the Board of Commissioners directs Ingham County Parks staff to work with Michigan Department of Natural Resources staff to develop a working deer management plan for the future which will include items such as education, fencing, and recommended landscape plantings.

BE IT FURTHER RESOLVED, the Board of Commissioners directs Ingham County Parks staff to work in cooperation with the local Michigan Department of Natural Resources biologist to evaluate the success/failure of the Ingham County Parks deer management program in order to determine whether future hunts in 2013 and 2014 would be necessary.

BE IT FURTHER RESOLVED, the Board of Commissioners directs the Ingham County Parks & Recreation Commission to continue to work in cooperation with Meridian Township on solutions to deer overpopulation.

## Agenda Item 5

DATE: November 3, 2011  
TO: Finance and Liaison Committees  
FROM: Mary A. Lannoye, Controller/Administrator  
RE: Resolution Approving Various Contracts for the 2012 Budget Year

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### Commissioners:

This resolution will approve the attached list of contracts for the 2012 budget year. The list consists only of contracts that are included in the 2012 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution 09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided two years ago to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts authorized by Board Resolution 10-357, expenditure contracts with a 2012 increase of 1% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2012 BUDGET YEAR**

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2012 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

**COUNTY SERVICES COMMITTEE**

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	Proj. Increase over 2011	% Increase over 2011
1	Equalization	AVS	Appraisal Services	Jan-12	Dec-12	\$ 80,000	\$ 80,000	\$ -	0%
2	Fair	Moss Professional Cleaning	Cleaning Community Building & Offices	Jan-12	Dec-12	\$ 10,500	\$ 10,500	\$ -	0%
3	MIS-LOFT	ACS (Omni)	Jury Systems Maintenance	Sep-11	Aug-12	\$ 11,932	\$ 11,931	\$ (1)	0%
4	MIS-LOFT	LEIN: MI State Police	LEIN user Access Fee	Jan-12	Dec-12	\$ 17,450	\$ 17,450	\$ -	0%
5	MIS-LOFT	Webtechs	Annual Maintenance	Jan-12	Dec-12	\$ 12,000	\$ 12,000	\$ -	0%
6	Parks	Advance Dust Control	Parking Lot Dust Control - LL & BUR: Project #'s 51000 & 61000	Jan-12	Dec-12	\$ 7,564	\$ 5,000	\$ (2,564)	-51%
7	Zoo	Ayles	Tree Trimming: Project #34000	Jan-12	Dec-12	\$ 20,000	\$ 20,000	\$ -	0%
<b>TOTALS:</b>						\$ 159,446	\$ 156,881	\$ (2,565)	\$ (1)

**Revenue Contracts**

Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2011 COST	2012 PROJECTED	2012 PROJECTED	2012 PROJECTED
1	Equalization	State of Michigan	Annual Grant for Remonumentation Program	Jan-12	Dec-12	\$85,000	\$85,000	\$0	0%
2	Human Resources	Tri-County Office on Aging	For HR consulting services Annual renewal since 2006	Jan-12	Dec-12	\$38,686	\$40,028	\$1,342	3%
<b>TOTALS:</b>						\$123,686	\$125,028	\$1,342	1%

Introduced by Commissioners Vickers, Schafer, Dragonetti and Dougan of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ASKING FOR SHIRLEY RODGERS TO RESIGN FROM THE  
INGHAM COUNTY ROAD COMMISSION**

WHEREAS, there has been considerable controversy relative to the Ingham County Road Commission; and

WHEREAS, most has centered around the conduct of Chairperson Shirley Rodgers; and

WHEREAS, Ingham County has a very clear and progressive Ethics Policy forbidding the same; and

WHEREAS, there is a State law that allows for the removal; and

WHEREAS, the conduct of Shirley Rodgers is not reflective of the sentiment and expectations of the County, the service area, State law or Ingham County appointees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, hereby asks Shirley Rodgers to resign immediately.

BE IT FURTHER RESOLVED, that in the event she does not resign the Ingham County Board of Commissioners will proceed with legal action to force the resignation in compliance with State law.

Introduced by Commissioner Schor of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF INTENT TO DISSOLVE THE INGHAM COUNTY  
BOARD OF ROAD COMMISSIONERS AND CREATE AN INGHAM COUNTY  
DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, the Legislature is considering HB 5125 and HB 5126 which would allow the powers, duties, and functions that are otherwise provided by law for a Board of County Road Commissioners to be transferred to the County Board of Commissioners by a majority vote of the County Board of Commissioners elected and serving; and

WHEREAS, HB 5125 and HB 5126 authorize the county board of commissioners to receive and expend funds as allowed under 1951 PA 51, MCL 247.651 to 247.675; and

WHEREAS, HB 5125 and HB 5126 allow for the Board of County Road Commissioners to be dissolved if the powers, duties, and functions are transferred to the County Board of Commissioners; and

WHEREAS, this option will provide Ingham County with at least \$51,740 due to the elimination in salaries and per diems for Road Commissioners, which will be used for road maintenance and improvements; and

WHEREAS, Ingham County has had a history with problems regarding the Board of Road Commissioners; and

WHEREAS, there is currently dysfunction at the road commission resulting in mistrust and anger by Road Commissioners, management, and employees of the road commission; and

WHEREAS, the Ingham County Board of Commissioners wish to mitigate the internal problems at the Road Commission and instead focus on the maintenance and improvement of the county roads.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby expresses its intent to transfer the powers, duties, and functions provided by law for the Ingham County Board of Road Commissioners to the Ingham County Board of Commissioners.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby expresses its intent to dissolve the Ingham County Board of Road Commissioners.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its intent to create an Ingham County Department of Transportation and Roads which will utilize the dollars available to Ingham County under 1951 PA 51, MCL 247.651 to 247.675 or any successor Act for the purposes allowed under 1951 PA 51, MCL 247.651 to 247.675 or any successor Act.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby expresses its intent to have the Road Commission management and employee structure be maintained as it was under the Board of Road Commissioners, except managers will report to the managing director and the managing director will report to the County Administrator/Controller.

BE IT FURTHER RESOLVED, that it is the intent to have these changes take place 30 days after the signature by the Governor of HB 5125 and HB 5126 or upon the effective date of the legislation, whichever comes last.

# HOUSE BILL No. 5125

October 26, 2011, Introduced by Rep. Switalski and referred to the Committee on Transportation.

A bill to amend 1909 PA 283, entitled

"An act to revise, consolidate, and add to the laws relating to the establishment, opening, discontinuing, vacating, closing, altering, improvement, maintenance, and use of the public highways and private roads; the condemnation of property and gravel therefor; the building, repairing and preservation of bridges; maintaining public access to waterways under certain conditions; setting and protecting shade trees, drainage, and cutting weeds and brush within this state; providing for the election or appointment and defining the powers, duties, and compensation of state, county, township, and district highway officials; and to prescribe penalties and provide remedies,"

by amending section 6 of chapter IV (MCL 224.6), as amended by 2009

PA 39.

## THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

### CHAPTER IV

Sec. 6. (1) Except as **OTHERWISE** provided **BY LAW AND** under subsection (4), ~~or~~(5), **OR (7)**, in a county where the county road system is adopted, a board of county road commissioners consisting of not less than 3 members or more than 5 members shall be elected by the people of the county. The initial road commissioners shall be appointed by the county board of commissioners or elected at a general or special election called for that purpose, as determined by the county board of commissioners. The county board of commissioners may by resolution provide for staggered terms of

office for the road commissioners under this subsection so that not more than 2 road commissioners' terms of office expire in the same year.

(2) If the road commissioners are appointed, they shall hold office only until January 1 of the first odd numbered year following the date of appointment. If the road commissioners are to be elected at a general or special election, notice of the election, embodying a copy of the resolutions of the county board of commissioners, giving the number and terms of the office of the road commissioners to be elected, shall be published by the clerk as required by section 3 of this chapter.

(3) The regular election of county road commissioners shall be held at the general election on the first Tuesday after the first Monday in November. The term of office of an elected county road commissioner shall commence on January 1 in the year following his or her election. The notice of the election shall be given at the time notice is given of the general election of county officers.

(4) The election of county road commissioners shall not be mandatory in any county that contains all or part of 12 surveyed townships as determined by the government survey of the county. Except as provided under subsection (5), in a county under this

subsection the county board of commissioners, by a majority of its members elect, may appoint the county road commissioners. A county road commissioner appointed under this subsection shall not be removed from office before the expiration of his or her term of office without being given written notice of the charges made against him or her and an opportunity to appear before the county board of commissioners for a hearing on the charges.

(5) In a county having a population of 750,000 or more that has adopted a charter under 1966 PA 293, MCL 45.501 to 45.521, the powers and duties that are otherwise provided by law for a board of county road commissioners may be reorganized by amendment to the charter. In a county having a population of 750,000 or more with a charter commission proposing a charter under 1966 PA 293, MCL 45.501 to 45.521, the powers and duties that are otherwise provided by law for a board of county road commissioners may be reorganized under the charter if, at the election considering the approval of the charter, the voters approve both the charter and a separate ballot question presented by the charter commission to reorganize the board of county road commissioners. Funds provided to the county under 1951 PA 51, MCL 247.651 to 247.675, shall only be expended for the purposes provided under 1951 PA 51, MCL 247.651 to 247.675.

(6) If the county board of commissioners proposes to alter the number of county road commissioners as allowed under this act, the

county board of commissioners shall hold not less than 1 public hearing on the proposed change to the road commission. The county board of commissioners shall give notice as required under the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, of the time and place of the public hearing not less than 28 days before the hearing. The county board of commissioners shall also provide written notice of the hearing to the county road commission and, if available, by posting the notice on the county's website. The county board of commissioners may vote on whether to alter the number of county road commissioners at the meeting noticed under this subsection.

**(7) EXCEPT AS OTHERWISE PROVIDED UNDER SUBSECTION (5), THE POWERS, DUTIES, AND FUNCTIONS THAT ARE OTHERWISE PROVIDED BY LAW FOR A BOARD OF COUNTY ROAD COMMISSIONERS MAY BE TRANSFERRED TO THE COUNTY BOARD OF COMMISSIONERS BY A RESOLUTION AS ALLOWED UNDER SECTION 11 OF 1851 PA 156, MCL 46.11. THE COUNTY BOARD OF COMMISSIONERS IS AUTHORIZED TO RECEIVE AND EXPEND FUNDS AS ALLOWED UNDER 1951 PA 51, MCL 247.651 TO 247.675.**

Enacting section 1. This amendatory act does not take effect unless Senate Bill No.\_\_\_\_ or House Bill No. 5126(request no. 04156'11) of the 96th Legislature is enacted into law.

# HOUSE BILL No. 5126

October 26, 2011, Introduced by Rep. Zorn and referred to the Committee on Transportation.

A bill to amend 1851 PA 156, entitled

"An act to define the powers and duties of the county boards of commissioners of the several counties, and to confer upon them certain local, administrative and legislative powers; and to prescribe penalties for the violation of the provisions of this act,"

by amending section 11 (MCL 46.11), as amended by 2003 PA 94.

## **THE PEOPLE OF THE STATE OF MICHIGAN ENACT:**

Sec. 11. A county board of commissioners, at a lawfully held meeting, may do 1 or more of the following:

(a) Purchase or lease for a term not to exceed 20 years, real estate necessary for the site of a courthouse, jail, clerk's office, or other county building in that county.

(b) Determine the site of, remove, or designate a new site for a county building. The exercise of the authority granted by this subdivision is subject to any requirement of law that the building be located at the county seat.

(c) Authorize the sale or lease of real estate belonging to the county, and prescribe the manner in which a conveyance of the real estate is to be executed.

(d) Erect the necessary buildings for jails, clerks' offices, and other county buildings, and prescribe the time and manner of

erecting them.

(e) Borrow or raise by tax upon the county those funds authorized by law. The exercise of the authority granted by this subdivision is subject to any voting requirement provided by the law authorizing the borrowing or tax if different from the voting requirement under section 3.

(f) Provide for the repayment of a loan made by the board, by tax upon the county. The loan shall be repaid within 15 years after the date of the loan, except that a loan to erect a county building for a public function shall be repaid within 30 years after the date of the loan.

(g) Prescribe and fix the salaries and compensation of employees of the county if not fixed by law and, except in a county having a board of county auditors, adjust claims against the county. The sum allowed in the adjustment of a claim is subject to appeal as provided by law.

(h) Direct and provide for the raising of money necessary to defray the current expenses and charges of the county and the necessary charges incident to or arising from the execution of the board's lawful authority, subject to the limitations prescribed in this act. The county board of commissioners may borrow in a year, in anticipation of the levy or collection of taxes for the year, a sum of money, not exceeding 50% of the tax to be levied or collected for the general fund of the county, necessary to defray current expenses of the county. The money borrowed shall be repaid

from the tax when levied and collected.

(i) Authorize the making of a new tax roll.

(j) By majority vote of the members of the county board of commissioners elected and serving, pass ordinances that relate to county affairs and do not contravene the general laws of this state or interfere with the local affairs of a township, city, or village within the limits of the county, and pursuant to section 10b provide suitable sanctions for the violation of those ordinances. The board may change the limits of a city, village, or school district within the county as provided by law. If there is not a general law governing the subject, or if a change cannot be made pursuant to a general law, the board may change the limits of the village upon petition of at least 10% of the resident taxpayers. An ordinance or act of incorporation provided in this subdivision shall take effect when notice of the adoption is published in a newspaper of general circulation in the county. The clerk of the county board of commissioners shall engross each ordinance or act, and it shall be signed by the chairperson of the county board of commissioners and certified by the clerk of the county board of commissioners. If, within 50 days after the county board of commissioners adopts an ordinance or act, a petition signed by not less than 20% of the electors residing in the district to be affected by the ordinance or act is filed with the county clerk asking that the ordinance or act be submitted to electors of the

district to be affected by the ordinance or act for approval or rejection, then the ordinance or act shall not take effect until it is approved by a majority of the electors of the district affected voting on that issue at a regular or special election called for that purpose. The county board of commissioners shall provide the manner of submitting the ordinance or act to the electors for their approval and of determining the result of the election.

(k) Require a county officer whose salary or compensation is paid by the county to make a report under oath to the county board of commissioners on any subject connected with the duties of that office and require the officer to give a bond reasonable or necessary for the faithful performance of the duties of the office. An officer who neglects or refuses either to make a report or give a bond within a reasonable time after being required to do so may be removed from office by the board by a vote of 2/3 of the members elected or appointed, and the office declared vacant. The board may fill the vacancy for the unexpired portion of the term for which the officer was elected or appointed. If an election occurs before the expiration of the unexpired term, and if the office is elective, the vacancy shall be filled at that election. The board shall give reasonable notice of the election to fill the vacancy.

(l) Represent the county and have the care and management of the property and business of the county if other provisions are not made.

(m) Establish rules and regulations in reference to the

management of the interest and business concerns of the county as the board considers necessary and proper in all matters not especially provided for in this act or under the laws of this state. The county board of commissioners shall not audit or allow a claim, including a bill or charge, against the county unless the claim has been filed with the county clerk of the county before the fourth day of a regular meeting of the board, or before the second day of an adjourned or other meeting, the claim is contracted by the board during the session of the board or the claim is for mileage and per diem of the members of the board. The county clerk shall keep a book of all claims in the order in which the claims are presented, giving the name of each claimant and the amount and date of presentation of each claim. The book, after the time prescribed for the presentation of claims, shall be delivered to the chairperson for the use of the board. At the October session, the board, by a vote of 2/3 of the members, may receive and allow accounts that have wholly accrued during the session.

(n) Subject to subdivision (o), remove an officer or agent appointed by the board if, in the board's opinion, the officer or agent is incompetent to execute properly the duties of the office or if, on charges and evidence, the board is satisfied that the officer or agent is guilty of official misconduct, or habitual or willful neglect of duty, and if the misconduct or neglect is a sufficient cause for removal. However, an officer or agent shall

not be removed for that misconduct or neglect unless charges of misconduct or neglect are preferred to the county board of commissioners or the chairperson of the county board of commissioners, notice of the hearing, with a copy of the charges, is delivered to the officer or agent, and a full opportunity is given the officer or agent to be heard, either in person or by counsel.

(o) If the county has an appointed county manager or other appointed chief administrative officer or a county controller, the county board of commissioners may enter into an employment contract with that officer. The term of the employment contract may extend beyond the terms of the members of the county board of commissioners. The term of the employment contract shall be 3 years or less, unless the employment contract is entered into on or after August 1 of an even-numbered year, in which case the term of the employment contract shall be 1 year or less. However, in a county organized under 1966 PA 293, MCL 45.501 to 45.521, with an appointed chief administrative officer, an employment contract with the appointed chief administrative officer shall be for the term provided by section 11a of 1966 PA 293, MCL 45.511a. An employment contract under this subdivision shall be in writing and shall specify the compensation to be paid to the officer, any procedure for changing the compensation, any fringe benefits, and any other conditions of employment. If the officer serves at the pleasure of the county board of commissioners, the contract shall so state and

may provide for severance pay or other benefits in the event the employment of the officer is terminated at the pleasure of the county board of commissioners.

(p) Establish rules consistent with the open meetings act, 1976 PA 267, MCL 15.261 to 15.275, for the manner of proceeding before the board.

(q) Acquire by exchange land needed for county purposes, including the purchase of land to be used in exchange for other land of approximate equal value owned by the federal government and needed for county purposes.

(r) Grant or loan funds to a nonprofit corporation organized for the purpose of providing loans for private sector economic development initiatives. A grant or loan under this subdivision shall not be derived from ad valorem taxes except for ad valorem taxes approved by a vote of the people for economic development. The county shall establish an application process for proposals to receive a grant or loan under this subdivision. The awarding of a grant or loan under this subdivision shall be made at a public hearing of the county board of commissioners. The grant or loan contract shall require a report to the county board of commissioners regarding the activities of the recipient and the degree to which the recipient has met the stated public purpose of the funding.

**(S) EXCEPT AS OTHERWISE PROVIDED BY LAW, BY MAJORITY VOTE OF**

**THE MEMBERS OF THE COUNTY BOARD OF COMMISSIONERS ELECTED  
AND**

**SERVING, PASS A RESOLUTION THAT TRANSFERS THE POWERS, DUTIES,  
AND**

**FUNCTIONS THAT ARE OTHERWISE PROVIDED BY LAW FOR A BOARD OF  
COUNTY**

**ROAD COMMISSIONERS TO THE COUNTY BOARD OF COMMISSIONERS.  
THE BOARD**

**OF COUNTY ROAD COMMISSIONERS IS DISSOLVED ON THE DATE  
SPECIFIED IN**

**THE RESOLUTION ADOPTED UNDER THIS SUBDIVISION.**

Enacting section 1. This amendatory act does not take effect  
unless Senate Bill No.\_\_\_\_ or House Bill No. 5125(request no.  
04156'11 a) of the 96th Legislature is enacted into law.