

CHAIRPERSON  
CAROL KOENIG

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE  
DEB NOLAN, CHAIR  
RYAN SEBOLT  
MARK GREBNER  
VICTOR CELENTINO  
KARA HOPE  
RANDY MAIVILLE  
ROBIN NAEYAERT

**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, JANUARY 16, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 5, 2017 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Ingham Conservation District – Resolution Authorizing an Agreement with the Ingham [Conservation District](#)
2. Register of Deeds – Resolution to Authorize a [Reorganization](#) within the Register of Deeds Office
3. County Clerk – Resolution Authorizing Reimbursement of [Special Election Expenses](#)
4. Treasurer
  - a. Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
  - b. Resolution to Provide Funding for [Low Income Tax Preparation](#)
5. Facilities Department – Notice of [Emergency Purchase Order](#)
6. Road Department
  - a. Resolution to Authorize Approval of the [Final Plat of Georgetown No. 4](#)
  - b. Resolution to Authorize Three New [Positions](#) and Reclassify One Existing Position for the Road Department
  - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
7. Health Department
  - a. Resolution to [Amend Resolution #17-506](#)
  - b. Resolution to Convert Full-Time [Dentist](#) Position
  - c. Resolution to Authorize [Amendment #1](#) to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services

8. Human Resources Department
  - a. Resolution to Approve a Collective Bargaining Agreement with [ICEA-PHN Unit](#)
  - b. Resolution to Authorize Updates to the Trails & Parks Millage [Program Coordinator Job Description](#)
  - c. Collective Bargaining Update (*Closed Session*)
9. 9-1-1 Center – Notice of [Emergency Purchase Order](#)
10. Controller’s Office
  - a. Resolution to Approve Managerial and Confidential Employee [Reclassification Levels](#)
  - b. Resolution to Authorize an Amendment to the Contract for [Legal Services](#)
11. Board of Commissioners’ Office
  - a. Resolution Recognizing [Black History/Cultural Diversity Month](#) in Ingham County
  - b. Resolution in Honor of the [Holt Lions Club’s 50<sup>th</sup> Anniversary](#)

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE  
December 5, 2017  
Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig, Nolan, and Maiville

Members Absent: Sebolt

Others Present: Register of Deeds Derrick Quinney, Trisha Gerring, Joan Clous, Tim Morgan, Melissa Buzzard, Bradley Prehn, Sally Auer, Stacey Craig, Luke Cloud, Rich Estill, Cassandre Larrieux, Desiree Cook, William Haun, Andrew Stevens, Christina Johnson, Danielle Cusson, Paul Kindel, Ryan Buck, Becky Bennett, Tim Dolehanty, Liz Kane, and others

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

Approval of the November 21, 2017 Open and Closed Session Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE MINUTES OF THE NOVEMBER 21, 2017 OPEN AND CLOSED SESSIONS OF THE COUNTY SERVICES COMMITTEE MEETING.

The Closed Session minutes were amended to change the phrases “Commissioner Crenshaw clarified” to “Commissioner Crenshaw asked.”

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

Additions to the Agenda

None.

Substitute –

13. Board of Commissioners’ Office
  - d. Resolution Recognizing the 35th Annual Hispanic Christmas Symposium

Limited Public Comment

Brad Prehn, UAW Chairperson, thanked the Board for passing the UAW contract at their past meeting. He further stated that there were some difficult negotiations, but he understood the County was in difficult times.

Mr. Prehn stated that he and the UAW members were in attendance to support the Register of Deeds' reorganization request.

Stacey Craig, Friend of the Court employee and ICEA Court Professionals member, stated that the ICEA was having a difficult time with their bargaining, as members had been granted a 1% raise in 2018, but no raise in 2019 or 2020. She further stated that the ICEA had initially requested a 1% raise in each year, and it was hard to swallow that denial when she looked at other employees that were getting larger raises across the County and the Fair had an overspending issue with no consequences.

Luke Cloud, Friend of the Court and ICEA Court Professionals member, stated he supported Ms. Craig's statement, and added that he had a challenging job with multiple roles, and he thought it should be looked at as more important.

Richard Estill, Health Department employee and ICEA County Professionals member, provided a handout to the Committee with statistics and facts surrounding compensation of employees. He stated that according to the handout, low performers received a 0.7 to 1% raise, which made the employees think that the County thought they were low performers.

Mr. Estill stated that the employee's raises were not keeping up with the Consumer Price Index and inflation, and he would appreciate the feeling if the County said the employees were not low performers by increasing their raises.

Cassandra Larrieux, Health Department epidemiologist and ICEA Professionals Secretary, addressed the Committee regarding the contract negotiations. She stated that many of the employees in the ICEA Professionals had specialized skills and enhanced degrees.

Ms. Larrieux stated that the County had many enviable programs due to the support of their staff, like the opiate surveillance system and regional community health assessments, which were developed by ICEA Professionals members. She provided a handout to the Committee that compared the changes in the Consumer Price Index and the income of ICEA Professionals members, and asked that if the Committee valued the work done, that they would have conversations about the contract negotiations.

Desiree Cook, ICEA Professionals President, stated that the employees had initially been offered a 1% raise starting in the middle of 2018 and no raises in 2019 and 2020, and the 2018 raise had since been negotiated to start at the beginning of 2018. She further stated that employees had been asked to freeze their longevity, switch to a hybrid benefit plan, and the liability for pensions was not an immediate problem as the County had 20 years to pay it.

Ms. Cook stated the County was in a better financial space after passing the ballot proposal, and she would like to see ICEA employees' sacrifices recognized as others were. She further stated that there had been an 11% increase in salaries over the past ten years, while inflation had been 20.2% over that time.

William Haun, Health Department employee and ICEA member, expressed his dissatisfaction over the contract negotiations. He further stated that a 1% in the coming year would be less than the inflation rate, which he asked the Committee to think about what it meant to County employees.

Andrew Stevens, Assistant Prosecuting Attorney and ICEA Prosecuting Attorneys Unit member, stated it was a privilege to serve in his role, and it was also unique, as the prosecutors needed to take on roles as IT professionals, scientists, therapists, social workers, and physicians while also practicing law. He further stated that prosecutors also had to know how to explain those skills to people who did not have the same knowledge base, while advocating for it within the confines of the law.

Mr. Stevens stated prosecutors had significant student loan debt, and they also saw the dark sides of communities every day. He further stated that there were many concerns shared by his colleagues, and he asked the Committee to consider the array of roles that prosecutors had to assume when protecting the community.

Christina Johnson, Assistant Prosecuting Attorney, stated she shared Mr. Stevens' belief, and added that the Prosecutor's Office had a difficult time staffing itself. She further stated that she had had discussions as part of the bargaining unit that the quantity and quality of applicants had decreased, as the pay was so low that she had almost turned the job down.

Ms. Johnson stated that their raises and the cost of living rates were not equal, and the gap between their pay and other public sector, private and previous standards of living had caused them to reconsider following their passion. She further stated that higher pay was supported by the Hay Study, and it was difficult to find qualified candidates for the positions.

Danielle Cusson, Assistant Prosecuting Attorney, stated her job did not stop at 5:00 p.m., as she had just gotten out of court before coming to the meeting. She further stated that she had previously outlined aspects of her job to the Committee, and she thought it was frustrating to see how little importance was put on what prosecutors did while they were expected to do more and have more responsibilities.

Ms. Cusson stated she hoped the Committee considered their comments when deciding what compensation was appropriate. She further stated that she had made more ten years ago, when she was working part time somewhere else.

Elisabeth Richardson, Treasurer's Office employee, outlined tasks performed in the Treasurer's Office that affected the day-to-day County business. She further stated that a 1% raise per year was not too much to ask for, as the County had to have a level of experience and intelligence to do their jobs well and work hard.

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

2. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to Williamston-Locke Drain Drainage District Bonds or Notes
  - b. Resolution Honoring Dennis Jenks
  
3. Farmland and Open Preservation Board
  - a. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds
  
4. Facilities Department
  - a. Resolution to Authorize Agreements to Provide Alarm Monitoring Services
  - b. Resolution to Authorize Purchase of Copper Tubing for Jail Repairs
  
5. Innovation and Technology
  - a. Resolution to Approve Hardware Maintenance Agreement from Avalon Technologies
  - b. Resolution to Approve Renewal of the Imagesoft and Onbase Annual Support
  - c. Resolution to Approve Renewal of the Ocularis Software Licensing Agreement
  - d. Resolution to Approve Purchase of Training from SANS
  - e. Resolution to Enter into a Service Agreement with CDWG
  
6. Purchasing Department
  - a. Resolution to Authorize an Agreement for Prevailing Wage Monitoring
  - b. Prevailing Wage and Living Wage Annual Reports
  
7. Road Department
  - a. Resolution to Retain As-Needed Construction Inspection and Supervision Services
  - b. Resolution to Authorize Approval of Land Division and Acceptance of a Public Road
  - c. Resolution to Approve the Special and Routine Permits for the Road Department
  
9. Health Department – Request for Extension of Leave
  
10. Human Resources Department
  - b. Resolution to Approve a Collective Bargaining Agreement with the Command Officers Association of Michigan – 911 Supervisors
  - c. Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit
  - d. Resolution to Approve a Letter of Understanding with CCLP – 911 Non-Supervisory Unit Regarding Use of Personal Leave
  
11. Controller’s Office
  - a. Resolution Approving Various Contracts for the 2018 Budget Year
  - b. Resolution to Approve a Contract for Services with the Greater Lansing Convention and Visitors Bureau
  - c. Resolution Authorizing Adjustments to the 2017 Ingham County Budget

12. County Clerk – Resolution Honoring Alan Fox
13. Board of Commissioners’ Office
  - b. Resolution Honoring Dr. Martin Luther King, Jr.
  - c. Resolution Honoring Mayor Virg Bernero, City of Lansing
  - e. Resolution Honoring Lansing for Cesar E. Chavez Committee

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

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

1. Register of Deeds – Reorganization Request (*Discussion*)

Derek Quinney, Register of Deeds, introduced the reorganization request for the Register of Deeds Office. He stated that the employees had submitted reclassification requests, but Human Resources had thought that it was more of a reorganization request, which was why he was before the Committee.

Register Quinney stated he was concerned with the timeline of this reorganization request, as he hoped it could conclude before the end of the UAW negotiations and be part of the contract.

Chairperson Celentino asked Register Quinney to speak to the change in position or creation of a new position that had been outlined in the request.

Register Quinney stated that the new deputy positions were all individuals currently employed in the Register of Deeds Office, and they would all be classified as deputy Registers of Deeds.

Sally Auer, former UAW Chairperson, stated that this request would get rid of the old job descriptions and create two new job descriptions.

Trisha Gerring, Chief Deputy Register, stated the employees were already doing the jobs as described in the reorganization request, but they felt it was important to have the descriptions accurately describe what they did.

Commissioner Grebner asked what the three current classifications for the employees were, and how many employees in the Register of Deeds Office that involved.

Register Quinney stated the reorganization would involve six employees total.

Commissioner Grebner asked what the current classifications of the six employees were.

Ms. Gerring stated there were four Document Processors currently at a Grade C.

Commissioner Grebner asked what those positions would become.

Ms. Gerring stated that the four employees would move to a Grade E. She further stated that the Index Clerk would move from a Grade D to a Grade E, and the other Document Processor would move to a Grade F as the lead worker.

Discussion.

Commissioner Grebner stated there was a specific way that reorganization requests were analyzed in the County. He asked what the Top to Top analyses were.

Discussion.

Commissioner Grebner stated the analysis was to look at the total costs from the reorganization long-term across County, and that was why the Committee discussed the request.

Discussion.

Tim Dolehanty, Controller, pointed out where the Top to Top information was for Grades E & F.

Commissioner Grebner stated he did not see the Grades C & D in the information sheet, so there was nothing to compare the proposal to. He further stated that reorganizations were evaluated that way because the initial charge as evaluated by a department was less than the long term burden on the County's budget.

Discussion.

Commissioner Grebner stated he thought the cost of this proposed reorganization to the County was going to be substantial.

Register Quinney stated that scenario Commissioner Grebner referred to was part of the budget process. He further stated he saw that Agenda Item No. 10a, would also fall under that scenario and 11 other employees were involved in that process.

Ms. Gerring stated that when the Register had submitted for budget analysis, the information provided in the packet was all of the information given, and their attempts to project the costs were based on the information they were given.

Commissioner Koenig stated that with the mention of results from the Hay Study, the Board of Commissioners needed to figure out what to do with in the long term, because the County could not use the results from the Hay Study sometimes, and not use it other times, especially since the Board of Commissioners had voted not to support the results of the Hay Study.

Ms. Auer stated the information gained from the Hay Study was what the employees had told them they did in their positions. She further stated that the analysis provided by the Hay Study on what grade employees should be at, was what the unions had objected to.

Discussion.

Commissioner Grebner stated that the cost of a position was not just the salary, but it should also take into account full fringe benefits. He asked Mr. Dolehanty if the department had an opinion regarding the reclassification.

Mr. Dolehanty stated that the Controller's Office recommended the reorganization, but since it was still in the discussion step, the write-up had not yet been completed.

Ms. Auer stated that the fringe benefits did not change, just the salaries would change.

Commissioner Grebner stated that the contributions from the employer might increase.

Discussion.

Commissioner Grebner stated there had to be a consistent set of rules to know what they were approving as part of the reorganization. He further stated that departments always reported the costs in different ways.

Register Quinney stated that the Register of Deeds office was a revenue-producing source for the County.

Discussion.

Ms. Gerring stated that 10% of salaries for the Register of Deeds staff came from the tech fund as opposed to the General Fund, and that amount would also increase with a cost increase.

Chairperson Celentino asked Register Quinney to explain the claim that he had received incorrect information in regards to the reorganization process.

Register Quinney stated he had received an email on November 14, 2017, that stated he needed to attend the December 5, 2017 County Services Committee meeting, and then it could go to the Finance Committee meeting the next day, and then have a resolution presented to the Board of Commissioners meeting on December 12, 2017. He further stated that the email had indicated that he requests to get on the agenda for the November 21, 2017 County Services Committee meeting.

Register Quinney stated he was under the impression that this process would be concluded by the year's end so it could be part of the UAW contract, which was what he would like.

Commissioner Koenig stated that the County reorganization policy was a process for a reason, as the Commissioners did not want to rush through the process.

Discussion.

Commissioner Koenig asked why it was important to Register Quinney to have the reorganization completed by the end of the year.

Ms. Auer stated that the employees had brought it as a reclassification during the bargaining process, and the UAW had agreed for it to be considered as a reorganization request instead. She further stated that she did not know why had not been allowed to go through the reclassification process, as she recalled similar situations in previous years that had been allowed to go through the reclassification process, and if it had been part of the reclassification process, then the members could have ratified the new job descriptions in the contract.

Discussion.

Mr. Dolehanty stated in negotiations, it was agreed that the positions would go through the reorganization process, and then it could be reclassified if the Committee decided it was not a reorganization. He further stated he agreed with Human Resources, that this would be considered a reorganization because the organization chart of the Office was changing.

Ms. Gerring stated that the employees were not cross training or learning new tasks, because they were already doing those jobs.

Discussion.

Commissioner Nolan asked if the reorganization of the six employees encompassed the entire office.

Register Quinney stated the request only covered six employees.

Commissioner Nolan asked how many total employees were in the Register of Deeds Office.

Register Quinney stated there were nine employees in the Office.

Commissioner Nolan stated it was a majority of the employees in his office. She further stated she thought the process should be followed, and that it was reasonable if Register Quinney asked for the wages to be retroactive to January 1, 2018, the Board could accommodate that as well.

Ms. Auer asked Mr. Dolehanty if that was legal.

Mr. Dolehanty stated it was not bargaining, it would be the Board of Commissioners recognizing a structure.

Ms. Auer asked if it was legal.

Mr. Dolehanty stated he was not an attorney.

Ms. Auer stated she knew that there rules about not being able to get retroactive pay through contracts anymore.

Commissioner Nolan stated the Committee should check with the attorney regarding whether retroactive payment was legal.

Register Quinney stated he would be glad to go through the reorganization process, and make the change in January, especially if retroactive compensation for the employees would be considered.

Commissioner Grebner stated it was not an agreement that the employees would get retroactive pay with the reorganization, but the Board of Commissioners would consider the idea when the resolution came before them, likely in January.

Ms. Auer stated that Register Quinney had been given the wrong information about the dates surrounding the reorganization process, which she hoped the Committee would consider.

Discussion.

3. Farmland and Open Preservation Board
  - b. Resolution to Approve 2017 Application Ranking and Purchase of Conservation Easements

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

Commissioner Grebner asked if the Farmland and Open Space Preservation Board was engaged in hard bargaining where applications were turned down or if everyone was evaluated and they came up with fair appraisals for the properties.

Paul Kindel, Farmland and Open Space Preservation Board member, stated that they followed the appraisal value.

Commissioner Grebner stated that the Purchasing Department was involved in working out the details of the process, and he did not approve of the way the millage had been followed over the years. He further stated that since the beginning of the millage, he believed taxpayers were being badly treated by the process.

Discussion.

Commissioner Grebner stated the Farmland and Open Space Preservation Board needed to come up with a process in which real estate transactions involved a ruthless decision to set property owners off against one another, and that had always been rejected by the people running the millage.

Discussion.

Commissioner Grebner stated the Farmland and Open Space Preservation Board needed to work up multiple properties and reject those that did not get a good deal, which he had not seen happen to this day. He further stated that this was about being ruthless with negotiations and he thought it was an outrage that it was run to offer a fair price to property owners.

Discussion.

Mr. Kindel stated he would have to look at the ordinance the Farmland and Open Space Preservation Board had passed regarding appraisals, to see if they needed to follow the appraised value. He further stated he understood what Commissioner Grebner was saying, but the disadvantage to that approach would be that they would need to do more appraisals, which would cost \$2,000-\$4,000.

Mr. Kindel stated he did not know how the bidding process worked in the office where proposals were accepted, and he was not sure whether there was an indication to applicants that it helped if they made a contribution as part of their application.

Commissioner Grebner stated the County was spending \$700,000 in millage dollars per year on this program, and they would lose \$2,000 to \$4,000 on appraisals.

Mr. Kindel stated it was \$2,000-\$4,000 per property.

Discussion.

Commissioner Maiville stated he believed there were a number of appraisals done where the property owners were not interested once they received the appraisal, and he thought the process was evenly balanced so not everyone was chosen.

Mr. Kindel stated the process was not to just go down the list automatically, as there were other items considered like how well a property fit into the program.

Commissioner Nolan stated she thought that the concerns about appraisal and money had been addressed by scoring them more on the quality of soil and whether the property was near population centers. She further stated she thought the created system fit well, and she would like Stacy Byers, Farmland and Open Space Preservation Board Director, to address Commissioner Grebner's concerns and flesh out whether the application was right for the County.

Commissioner Koenig stated that this resolution dealt with conservation easement, as opposed to development easement.

Discussion.

Commissioner Koenig asked why one property on the list got federal dollars, and the others did not.

Mr. Kindel stated that the Farmland and Open Space Preservation Board and the Ms. Byers decided which properties should apply for federal money, since there was only so much federal money. He further stated that the federal program was difficult to work with and complex and some farmers got discouraged and tried to get out of the federal program.

Mr. Kindel stated that the Farmland and Open Space Preservation Board had worked with U.S. Senator Debbie Stabenow's office on the federal program issues, and they had not been successful to date.

Commissioner Koenig stated she agreed she wanted to use the millage dollars as efficiently as possible. She asked how the County compared properties to each other.

Commissioner Maiville stated that when Jackson national Life had moved across the highway in Okemos, that could have started urban sprawl, but property owners had used this process to draw a line in the sand.

Commissioner Grebner stated he was not saying that they should take into account land just as land and not consider other factors, but in the end, they should play claimants off one another. He further stated the Farmland and Open Space Preservation Board was not willing to work up a number of properties and get the best value for the County's dollar, by taking advantage of people's weak positions and playing the real estate game.

Commissioner Grebner stated if a person wanted to sell their land and the appraisal was good, then Farmland and Open Space Preservation Board just processed their application rather than negotiating with the landowners.

Mr. Kindel stated that each one of the properties was different, and the Farmland and Open Space Preservation Board had a set of selection criteria, that had been approved by the Board of Commissioners, and emphasized what properties were important and went to the top of the list. He further stated that there was some amount of subjective evaluation made based on what overall goals the program had.

Commissioner Nolan stated Ms. Byers did a great job running the program, and if she was in the position of pitting farmers against each other, she might not stay in the position. She further stated she wanted to hear from Ms. Byers regarding the application process.

Commissioner Grebner stated that the Purchasing Department had the final word on the purchasing of the properties, and it was deliberately set up that way. He further stated that the Farmland and Open Space Preservation Board and staff had to deliver enough properties that the Purchasing Department could pit them against each other.

Commissioner Maiville stated the Farmland and Open Space Preservation Board was not buying properties, they were buying easements. He further stated that if the property owners turned down appraisals, then maybe they could go back and negotiate, but it was a grey area.

Mr. Kindel stated properties were discussed extensively and Ms. Byers provided information before they were decided upon.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

8. Parks Department – Resolution to Authorize an Amendment to Agreements with the City of Lansing for Trails and Parks Millage Funding

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

Commissioner Grebner stated he wanted to point out that the City of Lansing did not do a good job at estimating their costs for trails and parks projects. He further stated that project estimates were not precise, and that was to be expected when municipalities did not have experience with creating project proposals.

Commissioner Maiville asked if the new Parks Department staff that was being funded by the Trails and Parks Millage would work with smaller townships that did not have big engineering or parks departments on their applications.

Tim Morgan, Parks Director, introduced Melissa Buzzard, the new Trails and Parks Coordinator.

Ms. Buzzard stated she planned on working with smaller jurisdictions to help them with their applications, and she also planned on working with the Michigan Department of Natural Resources and other federal grant programs.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

10. Human Resources Department

- a. Resolution to Approve Modifications to the 2018 Managerial and Confidential Employee Personnel Manual

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

Chairperson Celentino asked how the reclassification recommendations ended up on the resolution.

Mr. Dolehanty explained the reclassification process for Managerial Confidential employees.

Commissioner Crenshaw asked what the financial implications would be for each position requesting reclassification. He stated he would also like to know the total costs associated with the reclassification.

Discussion.

MOVED BY COMM. NOLAN TO REMOVE SECTION 8 FROM THE RESOLUTION.

The motion died due to a lack of support.

COMMISSIONER GREBNER ASKED TO DIVIDE THE QUESTION TO VOTE ON SECTION 8 OF THE RESOLUTION SEPARATELY.

THE MOTION TO APPROVE THE RESOLUTION EXCLUSIVE OF SECTION 8 CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CRENSHAW, TO TABLE SECTION 8 OF THE RESOLUTION.

Discussion.

THE MOTION TO TABLE SECTION 8 OF THE RESOLUTION CARRIED UNANIMOUSLY.

Absent: Commissioner Sebolt

11. Controller's Office

- d. Resolution Amending the Ingham County Board Rules

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

Commissioner Grebner stated sometimes the Board of Commissioners needed to rebalance committees, otherwise some would continue to grow larger and others would get smaller.

Commissioner Maiville stated that in general, County Services Committee meetings were reasonable in length. He further stated he did not see a need for the change at this point.

Commissioner Koenig asked when the idea to change the committee assignments originated.

Mr. Dolehanty stated the idea had started a year ago.

Commissioner Koenig asked what the impetus for the change was.

Mr. Dolehanty stated it was to balance the committees.

Discussion.

THE MOTION CARRIED. **Yeas:** Celentino, Crenshaw, Grebner, Koenig, Nolan **Nays:** Maiville **Absent:** Sebolt

13. Board of Commissioners' Office

- a. Resolution Approving Annual 2018 Compensation for Non-Judicial County-Wide Elected Officials

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

Commissioner Grebner stated that next year, he intended to add more teeth to his previous amendment regarding the salaries established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

13. Board of Commissioners' Office
  - d. Resolution Recognizing the 35th Annual Hispanic Christmas Symposium

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION.

The resolution was amended to change each instance of "Latin x" in the resolution to **LatinX**.

This was considered a friendly amendment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Sebolt

#### Announcements

Commissioner Maiville asked for clarification that the excess Fair money did not come from the General Fund, but rather it came out of the Hotel/Motel Fund.

Mr. Dolehanty stated that was correct.

Commissioner Maiville asked if it would still take 20 years to pay pension liability.

Mr. Dolehanty stated MERS had accelerated the first five years of payment. He further stated he recently spoken to the MERS representative and the rate of return calculation would be adjusted again so the payment would likely be felt over the entire 20 years.

Commissioner Crenshaw thanked Chairperson Celentino for his leadership of the Committee.

Chairperson Celentino stated it was an honor to serve with the Committee members.

Commissioner Grebner thanked Chairperson Celentino.

Commissioner Koenig thanked Chairperson Celentino for being calm and easygoing.

Commissioner Maiville thanked Chairperson Celentino.

Commissioner Nolan stated Chairperson Celentino had managed the Committee well.

Discussion.

Chairperson Celentino stated he looked forward to Commissioner Nolan's leadership of the Committee.

## Public Comment

Ryan Buck, Chief Deputy Court Clerk, addressed the Committee regarding the reclassification of MCF employees. He stated he had gone through the reclassification process as instructed by Human Resources and provided a snapshot of what duties he performed.

Mr. Buck stated he respected and agreed with what the representatives of the various bargaining units had said at the meeting, and as a manager of 22 UAW employees himself, he recognized their dedication and expertise they brought to their jobs and they should be compensated for that. He further stated that he should also be compensated for the work he performed as well.

Mr. Buck stated the Board of Commissioners had authorized a wage study in which he took the lead for his department, where he sat through interviews and coordinated the PDQ completion for over 30 employees. He further stated that the wage study would have enhanced his position, but while the Board of Commissioners had voted not to authorize it, he knew what the wage study, the Rye Study and Human Resources thought of the work he had been doing for three and a half years.

Mr. Buck stated that he would request that positions be considered independently of one another, as the County had a knack for moving groups without regard of the importance and priority of the individual positions within that group. He further stated that he did not have the fortune of having a union supporting him, although he wished he did and his boss supported him, and it was just he and his fellow Managerial Confidential employees who worked hard every day to make things go.

Mr. Buck stated he thought the employees should be compensated for the work they performed that Human Resources had analyzed them to be valued at, using a study that had been approved by the Board of Commissioners 15 years prior. He further stated that he did not think what he did, as scored by Human Resources, should be linked to the state of bargaining within the unions.

Mr. Buck stated he understood that there was a finance issue within the County, but if the reclassification was not approved, then the Committee was sending him a message that his time did not have the value that had been recognized by Human Resources, and because of that he was expected to work at a discount that benefitted the County.

Discussion.

Commissioner Crenshaw asked Mr. Dolehanty what the next steps in the ICEA bargaining process would be.

Mr. Dolehanty stated the Board of Commissioners had set parameters for contract negotiations and a 1% raise was what they had been authorized to negotiate.

Commissioner Crenshaw asked if there was another meeting scheduled with the ICEA.

Mr. Dolehanty stated all bargaining units that had not settled had another meeting scheduled.

Commissioner Grebner stated that the Board of Commissioners would eventually ratify the contracts.

Discussion.

### Adjournment

The meeting was adjourned at 7:52 p.m.

# JANUARY 16, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Ingham Conservation District** – *Resolution Authorizing an Agreement with the Ingham Conservation District*

Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance, and office support. An allocation of \$7,954 is included in the approved 2018 budget for the Conservation District, which seeks approval of a resolution to affirm a contract to allow for fund disbursement.

2. **Register of Deeds** – *Resolution to Authorize a Reorganization within the Register of Deeds Office*

The Register of Deeds will be present to continue discussion and seek approval of an office reorganization proposal as required under the Reorganization Procedure Policy. Initial presentation of the Register of Deeds' reorganization plan was presented at the December 5, 2017 County Services Committee meeting. Additional information requested by the Committee is included in the Register of Deeds' report, including estimated annual cost increase calculations totaling \$37,123.

3. **County Clerk** – *Resolution Authorizing Reimbursement of Special Election Expenses*

A tax allocation question placed before voters on November 8, 2017 necessitated a special election. The County Clerk seeks approval of a resolution to allow reimbursement for special election expenses to municipalities that would not otherwise have held an election on that date. Eligible expenses include wages of election inspectors, the costs of publishing notices of registration and election, and other qualified related costs as determined by the County Clerk who has compiled a list of expenses totaling \$198,891.33. If approved, disbursement would be taken from the 2017 Election Supplies Account.

4a. **Treasurer** – *Resolution to Set Policy for Certain Delinquent Tax Payments*

The General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes. The County Treasurer seeks approval of a resolution to continue past practices consistent with provisions of the Act.

4b. **Treasurer** – *Resolution to Provide Funding for Low Income Tax Preparation*

The Asset Independence Coalition (AIC), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate-income citizens. A request for funding a coordinator position, to be hosted and administered by the United Way, is being made to the Counties of Clinton, Eaton, and Ingham, and the City of Lansing. The County Treasurer seeks approval of a resolution to offer Board concurrence with the use of \$12,500 from the Delinquent Tax Administration fund for this purpose.

**5. Facilities Department – *Notice of Emergency Purchase Order***

An emergency purchase order was issued to Trane in the amount of \$3,027.63 to replace the controller that runs the AHU 1 in the VMC Sheriff lock up area. The controller on the air handler failed and needed to be replaced. The needed part is proprietary. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

**6a. Road Department – *Resolution to Authorize Approval of the Final Plat of Georgetown No. 4***

The Georgetown Preliminary Plat is a 158-unit single-family subdivision located south of Tihart Road, east of Powell Road and west of Cornell Road, in Meridian Township. The proprietor has asked for approval of the final plat for Georgetown No. 4, which contains 22 lots and a public road named Chaggal Lane. The Road Department seeks approval of a resolution to authorize the Board Chair to certify approval of the Final Plat of Georgetown No. 4.

**6b. Road Department – *Resolution to Authorize Three New Positions and Reclassify One Existing Position for the Road Department***

Road Department representatives will be present to continue discussion and seek approval of an office reorganization proposal as required under the Reorganization Procedure Policy. Operating changes proposed for the Department are necessary in order to address workload demands brought about by increases in state road funding. Initial presentation of the Road Department reorganization plan was presented at the May 16, 2017 County Services Committee meeting. The estimated annual cost increase for this reorganization is \$234,700, with funding taken from the road fund.

**6c. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department***

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 34 projects (see attachment for permit list).

**7a. Health Department – *Resolution to Amend Resolution #17-506***

This resolution authorizes utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements, and establishes a 0.5 FTE CHW for the duration of the grant to serve inmates with opioid abuse history upon release. Funding for the proposed staffing changes will be covered by grant funds.

**7b. Health Department – *Resolution to Convert Full-Time Dentist Position***

This resolution converts a full time (1.0 FTE) dentist position, Position #601181, into two 0.5 FTE positions, effective February 1, 2018. By filling both 0.5 FTE positions, the Health Department will obtain full productivity budgeted for Position #601181 currently filled at only 0.75 FTE. Full-time dental positions have been difficult to recruit, whereas part-time positions offer flexibility to dentists who desire

part-time or secondary work. By converting Position #601181 into two part-time positions, the Health Department will retain a pediatric dentist who currently works 0.75 FTE and desires reduced hours to 0.5 FTE, while also creating the opportunity to recruit an additional pediatric dentist into the newly created 0.5 FTE position.

Position #601181 (currently 1.0 FTE) is budgeted at \$142,022. Converting this position into two 0.5 FTE positions will cost \$149,806, an increase of \$7,784. The difference in benefit costs associated with the two part-time positions versus a single full-time position accounts for the increase in cost. The increased cost will be covered through the increased revenue generated by obtaining the full productivity value of both 0.5 FTE positions when filled.

**7c. Health Department – Resolution to Authorize Amendment #1 to the 2017-2018 Comprehensive Agreement with the Michigan Department of Health and Human Services**

This resolution authorizes Amendment # 1 with Michigan Department of Health and Human Services (MDHHS) effective October 1, 2017 through September 30, 2018. To fully implement Hepatitis A outbreak prevention strategies, the Health Department requests to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018. Additionally, to fulfill the requirements of the HIV Data to Care program, the Health Department requests to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week, also effective October 1, 2017 through September 30, 2018.

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,227,469 to \$5,299,244, an increase of \$71,775. The amendment makes the following specific changes in the budget:

HIV Data to Care Program:	\$20,800.00 - new funding
Hepatitis A Response Project:	\$136,700.00 - new funding
Public Health Emergency Preparedness:	increase of \$3,750 to \$117,037
Breast and Cervical Cancer Control Coordination:	decrease of \$79,475 to \$201,025
WISEWOMAN Program:	decrease of \$10,000 to \$40,000

**8a. Human Resources Department – Resolution to Approve a Collective Bargaining Agreement with ICEA – PHN Unit**

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the Ingham County Employees Associations (ICEA) Public Health Nurses Unit. The agreement was subsequently ratified by employees of the bargaining unit on January 5, 2018. If approved by the Board of Commissioners, the agreement will be effective from January 24, 2018 through December 31, 2020. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.

**8b. Human Resources Department – Resolution to Authorize Updates to the Trails and Parks Millage Program Coordinator Job Description**

*This resolution updates the job description for the Trails and Parks Millage Program Coordinator which was originally created by Resolution #17-312 on August 22, 2017. The proposed adjustment will allow flexibility for the incumbent to assist with general park duties not directly related to the millage. This will aid the Parks Department in covering duties that*

*need to be attended to due to a transition in duties and personnel internally. The financial impact of this position entails changing the position from being 100% funded by millage funds to 95% funded by the Trails and Parks Millage and 5% funded by the general Parks Budget.*

**8c. Human Resources Department – *Collective Bargaining Update* (Closed Session)**

The Human Resources Director will lead a closed session discussion about the status of collective bargaining efforts.

**9. 9-1-1 Dispatch Center – *Notice of Emergency Purchase Order***

An emergency purchase order was issued to Tessco in the amount of \$6,958.57 to replace a 4.9 gigahertz microwave hop that connected the receiver site/tower on the MSU campus. The microwave hop failed and needed to be replaced. The needed part is proprietary. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

**10a. Controller's Office – *Resolution to Approve Managerial and Confidential Employee Reclassification Levels***

The Human Resources Department made a call for standard and customary reclassification requests from all employees in 2017. Reclassification requests were processed in a manner consistent with collective bargaining agreements, procedures developed in conjunction with various labor group representatives, and in a manner consistent with past practice. The Department and its designees completed an objective review of all reclassification requests submitted by Managerial and Confidential Employees. Additional information requested by the Committee is included with supporting material generated for this meeting, including estimated annual cost increase calculations. A resolution is offered to authorize classification changes as proposed by the Human Resources Department.

**10b. Controller's Office – *Resolution to Authorize an Amendment to the Contract for Legal Services***

For many years Ingham County has retained the services of Cohl, Stoker & Toskey P.C. for legal services including general county law matters, labor law matters, and workers compensation defense work. Previous agreements specifically exclude litigation covered by County insurance policies or risk groups, but the firm is often assigned to defend the County in such cases by Michigan Municipal Risk Management Authority in recognition of their extensive knowledge of Ingham County matters. The only other exclusion is for bond legal work, a specialty area of law contracted to another firm. Cohl, Stoker & Toskey P.C. seeks a 1% rate increase for 2018, the same as approved for 2016 and 2017. The agreement includes a separate fee of up to \$12,000 for costs and expenses incurred in association with legal matters. A resolution is offered to amend the Legal Services contract to reflect this increase.

**11a. Board of Commissioners** – *Resolution Recognizing Black History/Cultural Diversity Month in Ingham County*

A Resolution if offered to formally recognize the month of February, 2018 as “Black History/Cultural Diversity Month” in Ingham County.

**11b. Board of Commissioners** – *Resolution in Honor of the Holt Lions Club’s 50<sup>th</sup> Anniversary*

A Resolution if offered to congratulate the Holt Lions Club on the occasion of its 50th anniversary.

## Agenda Item 1

**TO:** Board of Commissioners County Services and Finance Committees

**FROM:** Jared Cypher, Deputy Controller

**DATE:** December 27, 2017

**SUBJECT:** Resolution Authorizing an Agreement with the Ingham Conservation District  
For the meeting agendas of January 16 and January 17

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### **BACKGROUND**

This resolution authorizes a 2018 agreement with the Ingham Conservation District.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

This agreement will be for \$7,954, approximately a 5% decrease from 2017. Funds for this agreement are included in the 2018 budget. Funds will be allocated as follows:

Staff Support - \$4,954  
Education and Outreach - \$1,000  
Vehicle and Property Maintenance - \$1,000  
Office Support - \$1,000

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2018 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH  
THE INGHAM CONSERVATION DISTRICT**

WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2018 Ingham County budget includes \$7,954 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2018 through December 31, 2018 in an amount not to exceed \$7,954.

BE IT FURTHER RESOLVED, the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.

## Agenda Item 2

**TO:** County Services and Finance Committees

**FROM:** Derrick Quinney, Register of Deeds

**DATE:** January 2, 2018

**SUBJECT:** Resolution to Authorize Reorganization in the Register of Deeds Office

For the meeting agendas of January 16, 2018 and January 17, 2018

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### **BACKGROUND:**

Prior to contract negotiations, the UAW had notified members that requests for reclassification may be submitted. Many of the employees in my office had submitted their requests to the UAW prior to the deadline. While reviewing the reclassification requests, it was apparent that the duties each employee is performing had changed and combined together since the creation of their job descriptions in 1999. In other words, each employee is essentially performing the same duties, although they are classified differently.

I contacted UAW Representatives to express my support for the employees and wanted to assist in any way possible in their requests. I proceeded with requesting a reclassification of the employees to Human Resources. Human Resources felt that my request fell under the umbrella of reorganization rather than a reclassification. Wanting to cooperate and move the process along as quickly as possible, I am submitting my request for reorganization.

Two job descriptions that are a more accurate depiction of the duties and tasks performed in the office had been prepared and submitted to HR. As noted in the Memo of Analysis for Reorganization of the Register of Deeds office from Joan Clous, dated November 14, 2017, the newly titled position titled Deputy Register would be classified as UAW TOPS E and Lead Deputy Register classified as UAW TOPS F. The memo also stated the Department's acknowledgement of participation in the reorganization process. The newly recommended classifications have been reviewed by and have the support of the UAW Local 2256 Chairperson, Brad Prehn, as noted in an email dated November 13, 2017.

With the approval of this reorganization, position numbers 236003, 236005, 236006, 236007 (currently titled as Document Processors) and position number 236008 (currently titled as Document Coordinator) would be retitled as Deputy Registers. Position number 236010 (currently titled as Index Clerk) would be retitled as Lead Deputy Register.

### **FINANCIAL IMPACT:**

Wages & Benefits prior to reorganization:

Document Processors – Grade C @ Step 5 - \$68,744.30

\$68,744.30 x 4 employees = \$275,097.20

Document Coordinator – Grade D @ Step 5 - \$72,046.06

Index Clerk – Grade D @ Step 5 - \$72,046.06

**Total Wages & Benefits prior to reorganization - \$419,189.32\***

\* **NOTE:** this total is determined as if each employee were at Step 5 within the respective Grade. Currently, we have the following classifications: 1 – C/2, 1 – C/4, 2 – C/5 and 2 – D/5.

Wages & Benefits after proposed reorganization:

Deputy Registers – Grade E @ Step 5 - \$75,519.32

\$74,519.00 x 5 employees = \$377,596.60

Lead Deputy Register – Grade F @ Step 5 - \$78,715.56

**Total Wages & Benefits after proposed reorganization - \$456,312.16\*\***

**\*\* NOTE:** this total is determined as if each employee were at Step 5 within the new Grade. The actual grade/steps for 2018 will be as follows: 1 – E/1, 1 – E/3, 2 – E/4, 1 – E/5 and 1 – F/4.

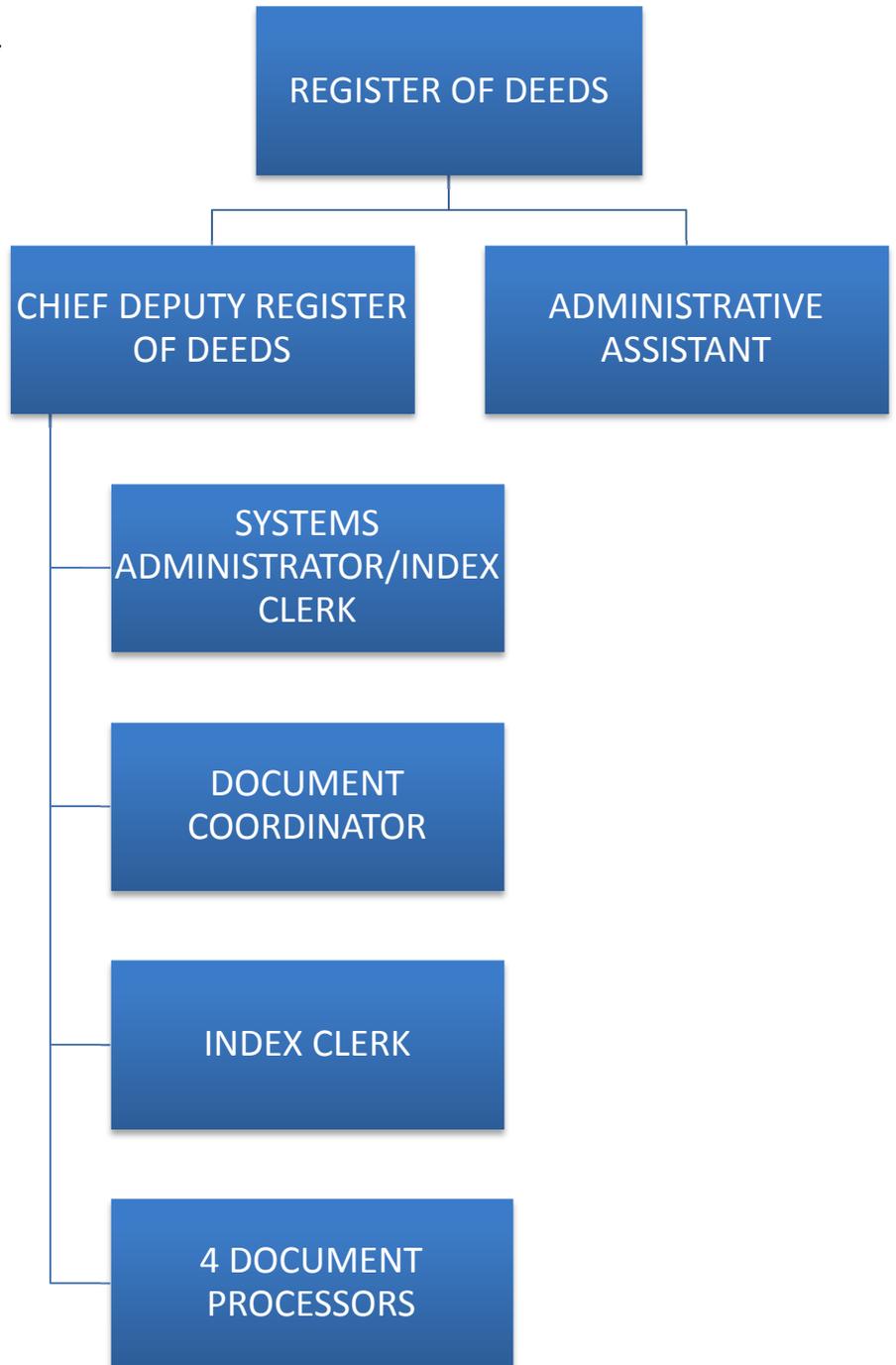
The estimated increase if all employees were at Step 5 = \$37,122.84

It is important to note that 90% of the costs for wages and benefits for the impacted positions are attributed to the General Fund, while the remaining 10% is attributed to the Register of Deeds Automation Fund. If this resolution is approved, approximately \$45,631.22 of the wages and benefits would be paid from the Automation Fund and not the General Fund.

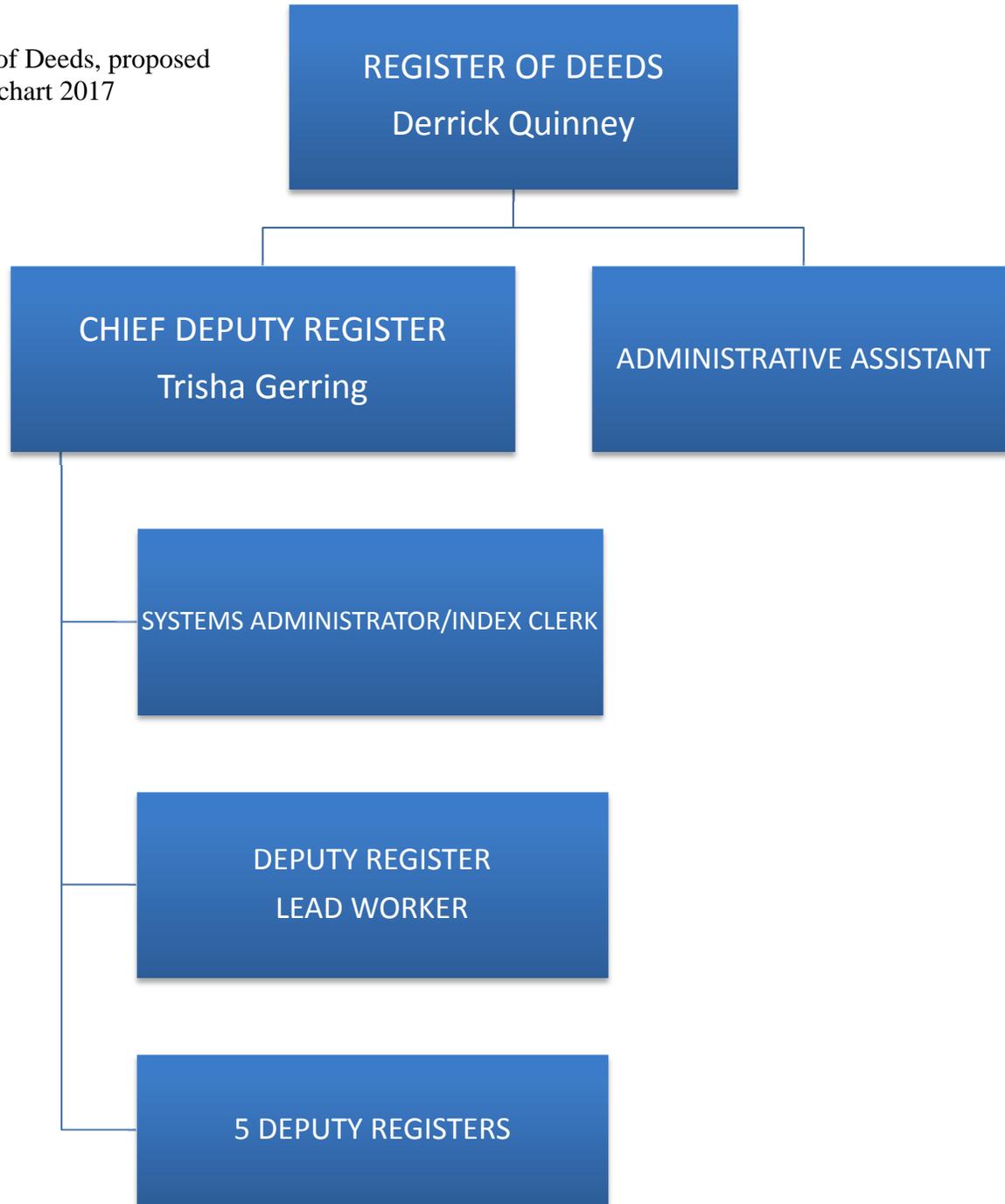
**RECOMMENDATION:**

Given the employees of the Register of Deeds Office deserve to be compensated for the essential duties they are currently performing for the property owners of Ingham County, I respectfully recommend the approval of my reorganization request.

Current Organizational Chart for  
the Register of Deeds Office



Ingham County Register of Deeds, proposed reorganizational chart 2017



## Agenda Item 2

TO: Derrick Quinney, Register of Deeds  
FROM: Joan Clous, HR Specialist  
DATE: November 14, 2017  
RE: Memo of Analysis for reorganization of the Register of Deeds office

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The Register of Deeds is reorganizing their office to enhance their ability to serve residents of Ingham County.

As part of the reorganization the following positions have been changed to a newly created position entitled Deputy Register UAW E (\$34182.83 - \$40,715.77):

Document Processor – position numbers - 236003, 236005, 236006 and 236007  
Document Coordinator – position number – 236008  
Index Clerk – position number – 236010

Also part of the reorganization was the creation of a Lead Deputy Register UAW F (\$36,115.12 - \$43,039.09) position.

I have sent the UAW chair notice regarding this reorganization along with the new job descriptions and they support the reorganization. I have attached their response

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

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

## Gerring, Trisha

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**From:** Clous, Joan  
**Sent:** Tuesday, November 14, 2017 10:38 AM  
**To:** Gerring, Trisha  
**Subject:** FW: ROD Reorganization

Trish,

Please include this email in your packet to the Board for your reorganization.

Joan

**From:** Prehn, Bradley  
**Sent:** Monday, November 13, 2017 5:22 PM  
**To:** Clous, Joan  
**Subject:** Re: ROD Reorganization

Joan,

The UAW is in agreement with the Deputy Register as a UAW E and the Lead Deputy Register as a UAW F.

Brad Prehn  
UAW Unit Chairperson

Sent from my iPhone

On Nov 9, 2017, at 10:18 AM, Clous, Joan <[JClous@ingham.org](mailto:JClous@ingham.org)> wrote:

Brad,

HR has reviewed the information provided by the ROD and evaluated the job descriptions. We have evaluated the Deputy Register at an UAW E and the Lead Deputy Register at an UAW F. I have attached the job descriptions for your review. Please let me know if the UAW is in agreement with our placement. We would like to assist the ROD by placing this on the BOCs agenda for December 5<sup>th</sup>.

Please let me know if you need any additional information.

Thanks,

**Joan Clous**  
Human Resources Specialist

**Ingham County**

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

“Real women love football. Smart women love Michigan State Football.”

# INGHAM COUNTY JOB DESCRIPTION

## DEPUTY REGISTER

**General Summary:** Under the supervision of the Register of Deeds and direct supervision of the Chief Deputy Register of Deeds, receives, examines for recordability and indexes deed packages (deeds, mortgages, assignments and many other documents) pertaining to property ownership submitted to the Register of Deeds office, in accordance with State law. Assists customers at the counter and by phone by responding to inquiries regarding the recording requirements, functions and policies of the office. Conducts record searches for in-person and telephone customers regarding any property and lien documents.

### **Essential Functions:**

1. Researches information on property, checks the status of recorded documents; determines grantor/grantee, mortgagor/mortgagee, survey, easement and other information. Conducts searches on computer, as well as searches for filmed images to locate requested documents. May require searching by tract land descriptions.
2. Receives documents in person, by mail or electronically pertaining to land ownership and interest; such as: warranty deeds, quit claim deeds, mortgages, land contracts, leases and security agreements, easements, judgments, state and federal tax liens, foreclosures and redemptions, surveys and many other documents that may convey and encumber land title. Accepts and records sheriff's deed/foreclosure documents, judgment liens, construction liens, mechanic's liens and state and federal tax liens, when received.
3. Reviews and analyzes each document received from title companies, banks, law firms, in-person customers, county and local municipalities, etc., closely to ensure all recording requirements set forth by state law have been met prior to placing the document on public record.
4. Processes all documents that meet recording requirements by placing a unique instrument number, time and date stamp, and collecting all required fees and transfer taxes for each transaction. Determines the amount owed and collects state and county transfer taxes based on the consideration amount listed on applicable documents. Must verify there are no exemptions listed on applicable documents that would make the transaction exempt from the state and/or county transfer tax requirement.
5. Inputs data for each document: such as, document code; grantor/grantee name(s); consideration amount, if any; legal description of the property and cross-reference information (instrument and/or liber/page number). Scans each document into the database, while ensuring that each image is clearly scanned for the permanent records and for filming purposes, as required by law.
6. Handles large sums of money by receipting, and balancing a cash register on a daily basis, in accordance with acceptable accounting practices.
7. Prepares the mailing of recorded, original documents for the return back to the submitter, title company, law firm, bank or other party as requested, following the scanning and verification of data and images entered into the database.
8. Notifies submitters in writing of any documents that do not meet the recording requirements, by returning the original document and payment for corrections to be made.
9. Responds to inquiries from title examiners, attorneys, realtors, county and municipal directors/employee and the public at the counter and over the phone relating to the recording requirements as prescribed by state law, property searches and questions regarding state and federal tax liens.
10. Provides assistance to in-office customers with immediate requests for documents, locating and accessing non-digital documents maintained on film in the public vault, proving blank deed forms as a courtesy and recommending legal assistance for the creation of new documents to records. May be required to assist customers with how to use a computer.
11. Prepares and accepts land corners, surveys, plats and condominiums for recording. Opens, stamps, analyzes and processes mail, including determining which packages require tax certification from the Treasurer's Office.

### **Other Functions:**

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

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

### **Employment Qualifications:**

**Education:** High School Diploma or equivalent, with additional coursework required in data processing. Advanced coursework in real estate transactions and/or title work generally obtained through the first year of college, specialized training or equivalent is preferred.

**Experience:** A minimum of two years of clerical experience in title work or real estate setting or equivalent highly preferred. Strong communication and/or customer service skills highly desired.

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

### **Working Conditions:**

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

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, pushing, and pulling,
- This position's physical requirements require regular stamina in lifting, carrying, handling, and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, reaching, grasping, typing and enduring repetitive movements of the wrist, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

### **THESE STAY IN ALL JOB DESCRIPTIONS:**

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**LEAD DEPUTY REGISTER**

**General Summary:** Under the supervision of the Register of Deeds and direct supervision of the Chief Deputy Register of Deeds, receives, examines for recordability and indexes deed packages (deeds, mortgages, assignments and many other documents) pertaining to property ownership submitted to the Register of Deeds office, in accordance with State law. Assists customers at the counter and by phone by responding to inquiries regarding the recording requirements, functions and policies of the office. Conducts record searches for in-person and telephone customers regarding any property and lien documents. Serves as the lead to the Deputy Registers, provides work direction and advice as it relates to the classification and coding of documents. Processes and records all land corners and surveys submitted to the Register of Deed's Office. Oversees and maintains the plat index and the proper storage of all approved master deeds, plats, condominiums and any amendments. As the lead is responsible for training all new employees in the office and ensuring that current employees are aware of any changes to policies and procedures.

**Essential Functions:**

1. Trains new Deputy Register employees in the proper filing of documents, all policies and procedures of the Register of Deeds office, the use of office equipment, how to perform searches for documents, determine and collect fees, scan documents, and input data for each document.
2. Provides work direction and advice to the Deputy Registers in the office as to the classification/coding of documents, ensures all employees are properly trained and aware of changes to policies and procedures.
3. Responsible for the processing and recording of all land corners and surveys. Assigns a unique liber and page number to each document manually, as prescribed by state law (recording software no longer issues liber/page numbers automatically, only instrument numbers), stamping the assigned liber and page numbers on all pages of the submitted document for filming and permanent storage purposes. Logs Land Corner information in the Land Corner books located in the public vault. Updates survey information on the survey card index located in the public vault. This information is available to assist with public searches.
4. Oversees and maintains plat index and the proper storage of all approved master deeds, plats, condominiums and any amendments; and prepares the large plans and master deeds to be sent out for filming.
5. Researches information on property, checks the status of recorded documents; determines grantor/grantee, mortgagor/mortgagee, survey, easement and other information. Conducts searches on computer, as well as searches for filmed images to locate requested documents. May require searching by tract land descriptions.
6. Receives documents in person, by mail or electronically pertaining to land ownership and interest; such as: warranty deeds, quit claim deeds, mortgages, land contracts, leases and security agreements, easements, judgments, state and federal tax liens, foreclosures and redemptions, surveys and many other documents that may convey and encumber land title. Accepts and records sheriff's deed/foreclosure documents, judgment liens, construction liens, mechanic's liens and state and federal tax liens, when received.
7. Reviews and analyzes each document received from title companies, banks, law firms, in-person customers, county and local municipalities, etc., closely to ensure all recording requirements set forth by state law have been met prior to placing the document on public record.

8. Processes all documents that meet recording requirements by placing a unique instrument number, time and date stamp, and collecting all required fees and transfer taxes for each transaction, Determines the amount owed and collects state and county transfer taxes based on the consideration amount listed on applicable documents. Must verify there are no exemptions listed on applicable documents that would make the transaction exempt from the state and/or county transfer tax requirement.
9. Inputs data for each document: such as, document code; grantor/grantee name(s); consideration amount, if any; legal description of the property and cross-reference information (instrument and/or liber/page number). Scans each document into the database, while ensuring that each image is clearly scanned for the permanent records and for filming purposes, as required by law.
10. Handles large sums of money by receipting, and balancing a cash register on a daily basis, in accordance with acceptable accounting practices.
11. Prepares the mailing of recorded, original documents for the return back to the submitter, title company, law firm, bank or other party as requested, following the scanning and verification of data and images entered into the database.
12. Notifies submitters in writing of any documents that do not meet the recording requirements, by returning the original document and payment for corrections to be made.
13. Responds to inquiries from title examiners, attorneys, realtors, county and municipal directors/employee and the public at the counter and over the phone relating to the recording requirements as prescribed by state law, property searches and questions regarding state and federal tax liens.
14. Provides assistance to in-office customers with immediate requests for documents, locating and accessing non-digital documents maintained on film in the public vault, proving blank deed forms as a courtesy and recommending legal assistance for the creation of new documents to records. May be required to assist customers with how to use a computer.
15. Prepares and accepts land corners, surveys, plats and condominiums for recording. Opens, stamps, analyzes and processes mail, including determining which packages require tax certification from the Treasurer's Office.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** High School Diploma or equivalent, with additional coursework required in data processing. Advanced coursework in real estate transactions and/or title work generally obtained through the first year of college, specialized training or equivalent is preferred.

**Experience:** A minimum of three years of experience as a Deputy Register or equivalent experience with real estate transactions and/or title work. Strong communication and/or customer service skills highly desired.

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

**Working Conditions:**

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, pushing, and pulling,
- This position's physical requirements require regular stamina in lifting, carrying, handling, and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, reaching, grasping, typing and enduring repetitive movements of the wrist, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

**THESE STAY IN ALL JOB DESCRIPTIONS:**

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***November 3, 2017  
UAW TOPS F***

Register of Deeds Personnel Cost Projection

<b>UAW Tops Grade C</b>	
	<u>Step 1</u>
WAGES	30,390.19
UNEMPLOYMENT	151.95
FICA	2,324.85
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	4,917.13
RETIREMENT DC	303.90
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,367.56
DISABILITY INSURANCE	39.51
WORKERS COMP	1,519.51
SEPARATION	379.88
CARES	33.00
<b>TOTAL</b>	<b>60,900.26</b>

<b>UAW Tops Grade C</b>	
	<u>Step 5</u>
WAGES	36,171.00
UNEMPLOYMENT	180.86
FICA	2,767.08
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	5,852.47
RETIREMENT DC	351.71
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,627.70
DISABILITY INSURANCE	47.02
WORKERS COMP	1,808.55
SEPARATION	452.14
CARES	33.00
<b>TOTAL</b>	<b>68,774.30</b>

<b>UAW Tops Grade D</b>	
	<u>Step 1</u>
WAGES	32,401.20
UNEMPLOYMENT	162.01
FICA	2,478.69
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	5,242.51
RETIREMENT DC	324.01
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,458.05
DISABILITY INSURANCE	42.12
WORKERS COMP	1,620.06
SEPARATION	405.02
CARES	33.00
<b>TOTAL</b>	<b>63,639.45</b>

<b>UAW Tops Grade D</b>	
	<u>Step 5</u>
WAGES	38,573.00
UNEMPLOYMENT	192.87
FICA	2,950.83
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	6,241.11
RETIREMENT DC	385.73
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,735.79
DISABILITY INSURANCE	50.14
WORKERS COMP	1,928.65
SEPARATION	482.16
CARES	33.00
<b>TOTAL</b>	<b>72,046.06</b>

	UAW Tops Grade E
	<u>Step 1</u>
WAGES	<u>34,524.66</u>
UNEMPLOYMENT	172.62
FICA	2,641.14
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	5,586.09
RETIREMENT DC	345.25
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,553.61
DISABILITY INSURANCE	44.88
WORKERS COMP	1,726.23
SEPARATION	431.56
CARES	33.00
TOTAL	<u>66,531.82</u>

	UAW Tops Grade E
	<u>Step 5</u>
WAGES	<u>41,122.93</u>
UNEMPLOYMENT	205.61
FICA	3,145.90
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	6,653.69
RETIREMENT DC	411.23
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,850.53
DISABILITY INSURANCE	53.46
WORKERS COMP	2,056.15
SEPARATION	514.04
CARES	33.00
TOTAL	<u>75,519.32</u>

	UAW Tops Grade F
	<u>Step 1</u>
WAGES	<u>36,476.27</u>
UNEMPLOYMENT	182.38
FICA	2,790.43
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	5,901.86
RETIREMENT DC	364.76
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,641.43
DISABILITY INSURANCE	47.42
WORKERS COMP	1,823.81
SEPARATION	455.95
CARES	33.00
TOTAL	<u>69,190.11</u>

	UAW Tops Grade F
	<u>Step 5</u>
WAGES	<u>43,469.48</u>
UNEMPLOYMENT	217.35
FICA	3,325.42
HEALTH	14,893.70
DENTAL	921.72
VISION	123.96
LIFE	86.40
RETIREMENT DB	7,033.36
RETIREMENT DC	434.69
CURRENT RETIREE HLTH	3,447.00
FUTURE RETIREE HLTH	1,956.13
DISABILITY INSURANCE	56.51
WORKERS COMP	2,173.47
SEPARATION	543.37
CARES	33.00
TOTAL	<u>78,715.56</u>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN THE REGISTER OF DEEDS OFFICE**

WHEREAS, many of the employees of the Register of Deeds Office had submitted requests to UAW Local 2256 for reclassification prior to the Union's deadline ahead of contract negotiations; and

WHEREAS, while reviewing submitted requests, as well as re-evaluating the employees' job descriptions and current responsibilities, it had become apparent that all of the employees impacted by the proposed reorganization are essentially performing all of the same duties, although classified differently; and

WHEREAS, it was determined that the essential functions and duties performed by the impacted employees have combined since the creation of the current job descriptions due to procedural changes and technology improvements, thus creating a need update the job descriptions; and

WHEREAS, the proposed reorganization will not result in any changes to the duties performed by the impacted employees; and

WHEREAS, UAW Local 2256 has reviewed and is in support of the reorganization request.

THEREFORE BE IT RESOLVED, the following changes shall be implemented:

- Position numbers 236003, 236005, 236006 and 236007 be retitled from Document Processor to Deputy Register and reclassified from UAW TOPS C (\$60,900.26 to \$68,774.30) to UAW TOPS E (\$66,531.82 to \$75,519.32)
- Position number 236008 be retitled from Document Coordinator to Deputy Register and reclassified from UAW TOPS D (\$63,639.45 to \$72,046.06) to UAW TOPS E (\$66,531.82 to \$75,519.32)
- Position number 236010 be retitled from Index Clerk to Lead Deputy Register and reclassified from UAW TOPS D (\$63,639.45 to \$72,046.06) to UAW TOPS F (\$69,190.11 to \$78,715.56)

BE IT FURTHER RESOLVED, the reorganization shall be effective as of January 1, 2018.

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



MAIN OFFICE  
P.O. Box 179  
341 South Jefferson  
Mason, MI 48854  
Phone: (517) 676-7201  
Fax: (517) 676-7254

**Barb Byrum**  
INGHAM COUNTY CLERK

BRANCH OFFICE  
Veterans Memorial Courthouse  
Lansing, MI 48933  
inghamclerk@ingham.org  
www.ingham.org

**TO:** County Services and Finance Committees  
**FROM:** Barb Byrum, Ingham County Clerk   
**RE:** Resolution Authorizing Reimbursement of Special Election Expenses  
**DATE:** January 4, 2018

### **BACKGROUND**

The Ingham County Board of Commissioners voted to place the Separation of Tax Limitations question on the ballot for the November 7, 2017 Election. In 2001, when the Board of Commissioners had placed questions on the ballot for an election that had not already been scheduled, they later authorized the reimbursement of certain election expenses related to that election (Resolution #01-314), namely, the wages of election inspectors and the costs of publishing notices of registration and election.

This resolution authorizes the County Clerk's Office to reimburse municipalities for special election expenses for the November 7, 2017 Election. Municipalities apart from the Cities of Lansing, East Lansing, Leslie, and Williamston did not budget to hold an election in 2017, and therefore incurred costs to pay election inspectors, publish notice of registration and election, and carry out the election. The cities in which elections had already been planned and budgeted for are highlighted on the November 7, 2017 Election Reimbursement Requests spreadsheet.

Mason Public Schools District also placed a question on the November 7, 2017 ballot. If a school election is held in conjunction with another election, the school district is responsible for any additional costs attributable to conducting the school district's election. The school district costs are included in the total cost of reimbursement and are highlighted on the attached spreadsheet.

### **FINANCIAL IMPLICATIONS**

The cost of the election was originally estimated at and budgeted for \$180,000. The County Clerk's Office has spent approximately \$36,377.98 of that amount on the printing of ballots, programming, training, supplies, and election equipment vendor support. Currently, the overall funds left in the 2017 Elections Supplies account is \$271,861.23.

The County Clerk's Office asked the municipal clerks to submit requests for reimbursement of election expenses and compiled them as shown in the supporting documents. Each jurisdiction determined what each item on the form cost, and whether they wanted to request reimbursement of that cost.

The amount of reimbursements requested from the municipalities total \$198,891.33.

	Available Balance from 2017 Election Supplies Account	\$271,861.23
Less	Reimbursement Requested by Municipalities	\$198,891.33
	Remaining Balance in 2017 Election Supplies Account	<u>\$72,969.90</u>

**ALTERNATIVES**

The Board of Commissioners can authorize none or a portion of the requested reimbursements, or exclude those municipalities that had already budgeted for a November 7, 2017 Election and the school district costs.

**RECOMMENDATION**

Based on the information presented, I respectfully request that the Board of Commissioners review and approve what they consider appropriate reimbursement amounts for local jurisdictions for the November 7, 2017 Election.

November 7, 2017 Election Reimbursement Requests

Name	Supply Costs	Regular rate of pay	Premium rate of pay	Other (costs)	Temp Cost	Election Overtime Costs	Absent Voter		AV Ballot Costs	IC Costs	Postage (other costs)	Voting/Tabulation		Janitorial Costs	Public- actions		Testing Costs	Misc. Costs	BOC costs	School Costs (\$)	Total Costs	
							Costs	costs				Equipment Costs	PPR Cost		Cost	Costs						
City of East Lansing	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	\$0.00	\$0.00	
City of Lansing	\$2,480.21	\$28,152.50	\$9,280.92	\$17,340.00	\$5,713.50	\$4,372.45	\$553.92	\$4,213.74	\$0.00	\$3,261.96	\$2,560.00	\$100.00	\$0.00	\$677.10	\$0.00	\$1,052.10	\$0.00	\$1,052.10	\$0.00	\$74,538.40	\$74,538.40	
City of Leslie	\$0.00	\$900.00	\$165.00	\$0.00	\$0.00	\$0.00	\$41.86	\$44.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$128.75	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,380.50	\$1,380.50	
City of Williamston	\$0.00	\$1,975.16	\$491.20	\$0.00	\$0.00	\$0.00	\$193.66	\$191.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$49.78	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,501.42	\$3,501.42	
City of Mason	\$682.79	\$2,160.00	\$530.00	\$0.00	\$0.00	\$302.25	\$236.75	\$411.38	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$84.11	\$1,165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,562.28	\$5,562.28	
Alaledon Township	\$121.18	\$1,386.00	\$1,259.00	\$0.00	\$0.00	\$480.09	\$228.34	\$235.72	\$0.00	\$0.00	\$0.00	\$0.00	\$78.56	\$103.46	\$1,260.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,152.35	\$5,152.35	
Aurelius Township	\$366.60	\$1,440.00	\$726.25	\$0.00	\$0.00	\$480.56	\$291.18	\$296.14	\$3.68	\$8.50	\$0.00	\$0.00	\$0.00	\$271.71	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,495.62	\$4,495.62	
Bunker Hill Township	\$0.00	\$960.00	\$300.00	\$0.00	\$0.00	\$0.00	\$51.45	\$58.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113.05	\$375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,858.15	\$1,858.15	
Delhi Township	\$1,951.86	\$8,700.00	\$7,500.00	\$6,825.00	\$688.65	\$3,147.08	\$688.81	\$681.37	\$23.52	\$47.88	\$1,056.58	\$0.00	\$0.00	\$600.00	\$0.00	\$82.68	\$0.00	\$0.00	\$0.00	\$31,943.43	\$31,943.43	
Ingham Township	\$0.00	\$600.00	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$84.11	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,789.11	\$1,789.11	
Lansing Township	\$199.40	\$3,120.00	\$675.00	\$71.00	\$1,279.91	\$482.11	\$211.14	\$219.76	\$0.00	\$375.46	\$0.00	\$250.00	\$0.00	\$480.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,574.51	\$7,574.51	
Leslie Township	\$0.00	\$900.00	\$648.00	\$0.00	\$0.00	\$927.48	\$125.98	\$105.00	\$0.00	\$5.95	\$0.00	\$0.00	\$0.00	\$239.16	\$600.00	\$72.50	\$0.00	\$0.00	\$0.00	\$3,223.97	\$3,223.97	
Leroy Township	\$0.00	\$2,574.00	\$100.00	\$171.20	\$273.00	\$13.00	\$85.26	\$55.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$94.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,286.86	\$3,286.86	
Locke Township	\$0.00	\$1,000.00	\$37.68	\$0.00	\$0.00	\$0.00	\$37.24	\$46.90	\$0.00	\$0.00	\$0.00	\$0.00	\$103.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,225.10	\$1,225.10	
Meridian Township	\$703.25	\$10,000.00	\$7,365.00	\$0.00	\$11,529.25	\$3,273.13	\$474.02	\$388.75	\$243.21	\$0.00	\$269.11	\$450.00	\$0.00	\$274.56	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$34,920.28	\$34,920.28	
Onondaga Township	\$0.00	\$900.00	\$201.55	\$0.00	\$455.75	\$245.80	\$98.00	\$101.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$181.62	\$0.00	\$0.00	\$0.00	\$1,784.22	\$1,784.22	
Stockbridge Township	\$0.00	\$1,000.00	\$500.00	\$80.00	\$0.00	\$1,650.00	\$164.64	\$137.20	\$0.00	\$0.00	\$0.00	\$0.00	\$330.00	\$398.15	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,579.99	\$4,579.99	
Vevay Township	\$505.85	\$900.00	\$912.00	\$0.00	\$0.00	\$2,130.07	\$192.28	\$264.65	\$0.00	\$7.80	\$0.00	\$0.00	\$32.50	\$84.11	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,629.26	\$5,629.26	
Wheatfield Township	\$0.00	\$739.50	\$200.00	\$230.00	\$0.00	\$141.75	\$64.68	\$79.80	\$0.00	\$7.40	\$0.00	\$0.00	\$0.00	\$177.98	\$380.00	\$71.56	\$0.00	\$0.00	\$0.00	\$2,092.67	\$2,092.67	
White Oak Township	\$0.00	\$662.00	\$300.50	\$0.00	\$0.00	\$288.17	\$0.00	\$3.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,204.07	\$1,204.07	
Williamstown Township	\$158.95	\$1,500.00	\$202.00	\$0.00	\$0.00	\$194.98	\$199.92	\$213.21	\$0.00	\$79.90	\$0.00	\$0.00	\$0.00	\$89.88	\$0.00	\$40.66	\$0.00	\$0.00	\$0.00	\$2,618.92	\$2,618.92	
<div style="border: 1px solid black; padding: 5px; width: fit-content;">                     Highlighted Rows indicate City General Election had already been scheduled and budgeted for.                 </div>																					\$198,281.11	\$198,941.11

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING REIMBURSEMENT OF SPECIAL ELECTION EXPENSES**

WHEREAS, on November 7, 2017, a countywide election was held on a ballot question authorized by the Ingham County Board of Commissioners; and

WHEREAS, in some municipalities, the county questions were added to the ballot of an election which had been scheduled by the municipality, while in other municipalities, the county questions were the only questions on the ballot; and

WHEREAS, in addition to election supplies required to be supplied to municipalities, the Ingham County Board of Commissioners has determined to also reimburse the municipality for the wages of election inspectors who worked the special election, the costs of publishing the notices of registration and election, and other qualified related costs; and

WHEREAS, the County Clerk has compiled a list of expenses to be reimbursed, totaling \$198,891.33.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes reimbursement of said expenses as presented by the County Clerk, to be paid for by the 2017 Election Supplies Account.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS**

WHEREAS, The General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the treasurer is presenting this resolution in continuance of prior policy of the county; and

WHEREAS, the fiscal impact is minimal; and

WHEREAS, at Section 211.59 (3) it specifically states that ‘For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

- (a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.
- (b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.
- (c) The county property tax administration fee is waived’; and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the county treasurer is authorized to use the provisions of Section 211.59(3) for 2018.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION**

WHEREAS, the Asset Independence Coalition (AIC), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the AIC's VITA coordination efforts in 2018 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

**MEMORANDUM**

**TO:** County Services Committee

**FROM:** Rick Terrill, Facilities Director

**DATE:** December 20, 2017

**SUBJECT:** Emergency Purchase Order to replace the controller that runs the AHU 1 in the VMC Sheriff lock up area

This memo is to inform you of an emergency purchase order that was issued prior to receiving board approval.

The controller on the air handler has failed. The part is proprietary, it runs the Air Handling Unit for the Sheriff lock up area. Trane has a temporary fix but we are unsure how long it will work and without it working, there will be no heating or cooling in that area.

Therefore, emergency PO # 2017-466 was issued to Trane to provide and install a new controller, for a total cost of \$3,027.63.

Both the Controller and Facility Director approved this purchase.

TO: Board of Commissioners, County Services Committee  
FROM: Robert Peterson, Director of Engineering, Road Department  
DATE: December 13, 2017  
SUBJECT: Georgetown No. 4 Final Plat Approval

For the County Services Committee meeting agenda on January 16, 2018  
For the Board of Commissioners meeting agenda on January 23, 2018

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Much of the process by which a platted subdivision is developed follows state statute. The process essentially starts with development of a preliminary plat of the subdivision that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once the preliminary plat is approved by the stakeholders (Township, Road Department, Drain Commissioner, etc.) the proprietor develops detailed construction plans that are also approved by the stakeholders. After construction is completed, final plat approval is normally initiated to make the roads, drains, and utilities serving the lots public.

The Georgetown Preliminary Plat illustrates a 158 unit single-family subdivision located on 131.2 acres, south of Tihart Road, east of Powell Road and west of Cornell Road. The subdivision is part of the Southwest ¼ of Section 14, Meridian Township, Ingham County, Michigan. The subdivision has followed the process described above for three of the four phases illustrated on the preliminary plat.

The proprietor has asked for approval of the final plat for Georgetown No. 4, which contains 22 lots and a public road named Chaggal Lane, pursuant to state statute. Final plat approval can be accomplished in a two-step process. The first step allows for the proprietor to request approval and signature of a “True Copy” of the actual plat document from all of the half dozen or so agencies that must certify approval of the plat document. Once the signed true copies are collected from each agency, the proprietor can then request the plat review at the state level. If accepted by the state, the plat can proceed to the second step of the process – signature of the mylar final plat document.

The reason for this memo is to approve the Final Plat of Georgetown No. 4, thereby accepting Chaggal Lane into the county road system, and authorize the chairperson to sign the required plat document(s).

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPROVAL OF THE  
FINAL PLAT OF GEORGETOWN NO. 4**

WHEREAS, the Ingham County Board of Commissioners re-approved the Preliminary Plat for the residential subdivision called Georgetown on April 26, 2016, via RESOLUTION #16-158; and

WHEREAS, the subdivision's development has followed final plat recording requirements of PA 288 of 1967 for three of the four phases illustrated on the preliminary plat; and

WHEREAS, the proprietor has asked for approval of the Final Plat for Georgetown No. 4, which contains 22 lots and a public road named Chaggal Lane; and

WHEREAS, the Georgetown No. 4 road infrastructure construction meets Ingham County Road Department specifications and all construction is in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor has submitted all the required fees, insurance, testing results, and certifications; and

WHEREAS, Road Department staff recommends approval of the Final Plat of Georgetown No. 4.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve the Final Plat of Georgetown No. 4 and accepts the Georgetown No. 4 roadway, Chaggal Lane as a public road.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the required plat documents on behalf of the County after approval as to form by the County Attorney.

**MEMORANDUM**

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: November 20, 2017

RE: Road Department Re-Organization Request/Recommendation

**BACKGROUND:**

As most are aware, Michigan road agencies are funded mainly by the state fuel and vehicle registration tax revenue, known as the Michigan Transportation Fund (MTF), for department operation, road maintenance, and required matching on project based federal aid and grant revenue. The MTF taxes were increased starting in 2017 after having not been adjusted for inflation since 1997. In the 20 years between adjustments, operation and maintenance costs began to far out-pace MTF revenue. With the 2008-2011 economic recession, MTF revenue actually declined about 15% below its peak circa 2006.

Commensurately, most Michigan road agencies including the Ingham County Road Department (formerly Road Commission) had to cut costs including staffing to maintain a balanced budget and meet critical road maintenance obligations. The former road commission's employment peaked at 106 employees circa 2006, but had declined to 71 full time equivalent (FTE) employees prior to adding one mechanic in 2016, authorized per resolution 16-042 approved February 9, 2016, for total current staffing of 72 FTE positions, approximately 32% below previous peak employment.

2017 MTF funding is expected to increase approximately 15% and an estimated 25% for 2018 over 2016 amounts. Aside from inflationary cost increases in basic operating costs, the road department is using most of the increased revenue to deliver more road preservation and improvement. In 2017, the increased work was largely in asset preservation including maintenance paving and chip-sealing performed by road department crews. In 2018 and beyond, a gradually increasing amount of more extensive road improvement projects will be delivered which typically require contractors to perform and road department engineering staff to design, administer, and oversee. Also, permit and development activity has been increasing with the rebounding economy which further adds work load in the engineering area.

**REQUEST:**

In response to the increasing demand for services described above, the Road Department is recommending and seeking approval for the following re-organization plan to add three permanent staff positions and reclassify one existing position, which would put the road department's employment at 75 FTE positions:

To reclassify the currently vacant front desk reception position, currently known as the Public Relations Coordinator, to Reception/Permits/Public Information Clerk in the OPEIU-512 Technical-Clerical Bargaining Unit in order to add additional necessary duties to this position to further assist with increased work load in the Road Department's Engineering and Permits units.

Add two Engineering Technician positions in the existing OPEIU grade 5 Engineering Technician II classification, again to handle expected additional engineering work load.

Add one Vehicle Mechanic position in the existing AFSCME class 7 classification, to assist with increased wear and tear on vehicles due to advanced average vehicle age, increased activity and usage.

The front desk reception position is proposed to be reclassified from OPEIU salary grade 2 to 3. This position has one employee who handles the front desk and incoming phone calls for the Road Department, maintains the department web page, issues media information releases typically announcing up-coming road work, and assists with permit applicants among other duties.

The additional reception/permits position duties would involve assisting with further steps in the permits application, review coordination, and fee payment processes, further public information handling and social media sharing as shown on the attached job description. This will further enable the Weighmaster/Permits Agent, again one employee who is the lead on the permit application process, to spend more time out inspecting permits and checking truck weights, as both permit and trucking activity is increasing with the improving economy. The Weighmaster/Permits Agent also would then be able to further assist with project inspection.

#### **ALTERNATIVES:**

As indicated above, more extensive road improvement work such as pavement milling, recycling, and full resurfacing must be done by contractors as the road department's internal crews are fully occupied with and only equipped to perform routine road maintenance such as smaller quantity paving, chip-sealing, graveling, road-side maintenance, etc. Involving a contractor requires engineering personnel, either internal staff or hired consultants, to survey, collect traffic, pavement and sub-surface data, and design, administer, inspect and oversee construction projects, among numerous other project tasks.

Current and expected increasing engineering work-load is such that either the two additional engineering technicians proposed or equivalent time by consultants is or will be necessary. The attached Personnel Cost Projection provided by the Budget Office includes projected costs for one Engineering Technician at the OPEIU Grade 5 level. Dividing the total annual amount, \$77,566, by 2080 regular hours per year results in a total hourly cost of \$37.29, which is roughly half or less typical consultant personnel hourly fees for this same level of service. Existing engineering staff already work large amounts of overtime, which already affects work-life balance, and thus expecting further staff overtime to cover additional work is not sustainable. Temporary or seasonal engineering labor has been employed in the past, but typically involves students not yet qualified and certified as required for project inspection and materials testing and approval. Furthermore use of temporary labor is limited by the labor contracts to only 6 months of the year.

Similar alternatives were considered for the proposed additional vehicle mechanic position. There is enough vehicle repair work for at least one additional mechanic or the equivalent time at out-sourced vehicle service shops. Again, the hourly cost of a staff position is roughly half or less that of typical vehicle service shop personnel. Also for the same reasons as above, additional existing staff overtime is not a sustainable alternative.

#### **FINANCIAL IMPACT:**

The Human Resources Department has point-rated the new reception/permits position job description and per the attached Analysis Memo is recommending the new Reception/Permits/Public Information Clerk position be compensated at OPEIU-512 Technical-Clerical Bargaining Unit salary grade 3, whereas the existing Public Relations Coordinator position is compensated at OPEIU grade 2. Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of the requested reclassification is \$6,262 per year to start per expected 2018 costs.

Also per the attached Personnel Cost Projection, the 2018 year one costs for the additional OPEIU Grade 5 Engineering Technicians is \$77,566 apiece, or \$155,132 for the two positions requested, and \$73,306 for the one additional AFSCME Class 7 Mechanic.

Thus the total first year cost of the requested reclassification and 3 new positions is \$234,700. This on-going annual cost increase would be covered by the anticipated road fund revenue increases expected in 2018 and beyond, and would be recognized in the previously requested 2018 road department budget by a first quarter 2018 budget adjustment.

**BARGAINING UNIT INPUT:**

Per the attached emails, both the OPEIU-512 Technical-Clerical and AFSCME Local 1499 Bargaining Units are agreeable to the proposed reorganization plan described above. The new positions would be posted, filled, and administered per the current applicable labor agreements.

**RECOMMENDATION:**

To save time in getting the requested additional personnel in place to help deliver 2018 planned road work, and given support by the affected bargaining units, the road department is requesting that the discussion step of the normal county staffing re-organization policy and procedure be combined with consideration of the attached resolution to approve the above requested reorganization plan with this first submission to the Board of Commissioners.

**ATTACHMENTS:**

Proposed Approval Resolution

Budget Office Personnel Cost Projections

Human Resources Memo of Analysis for proposed reclassified reception position

Proposed Reception/Permits/Public Information Clerk Job Description

Existing Road Department Organizational Chart

Two Emails from both OPEIU and AFSCME Bargaining Units supporting proposed staffing changes.

**Agenda Item 6b**

TO: Bill Conklin, Managing Director – Road Department  
FROM: Beth Bliesener, Employment Specialist  
DATE: 7-7-17  
RE: Memo of analysis for updated job description

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The Ingham County Road Department is updating the vacant job description - Public Relations Coordinator. As such, HR can confirm the following:

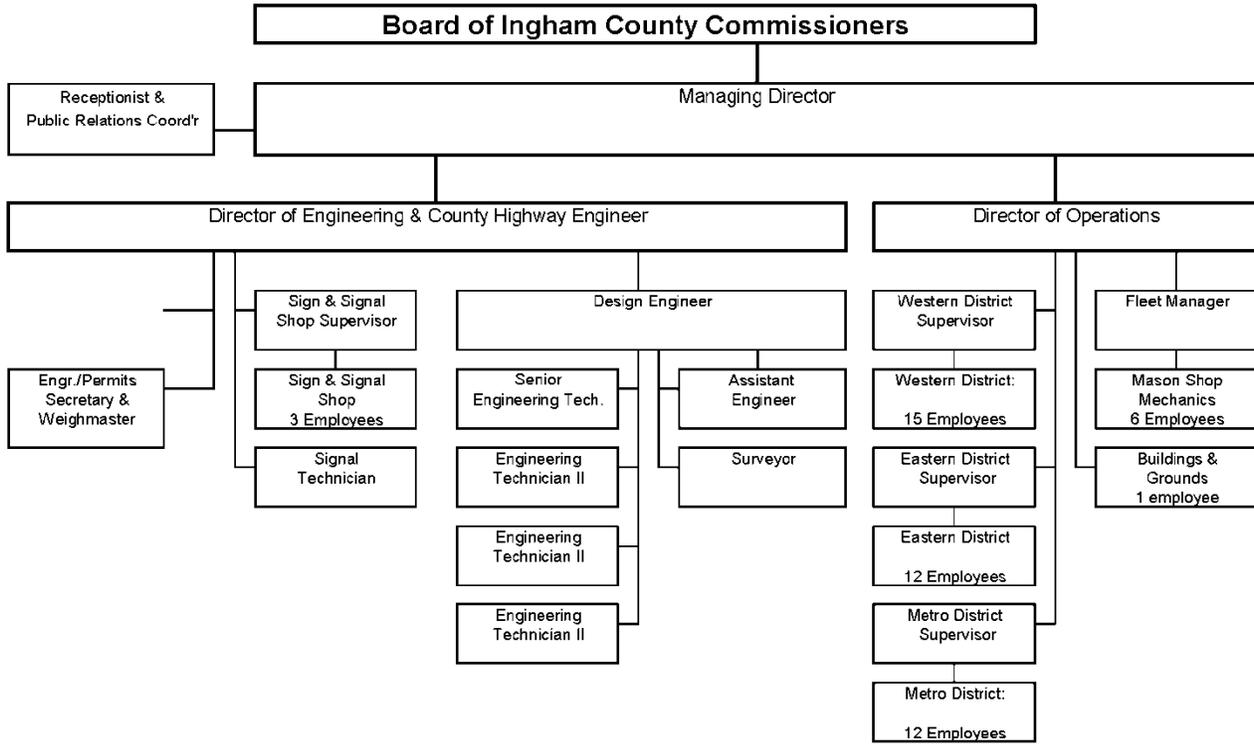
Position Public Relations Coordinator, is currently vacant. The Road Department has updated the essential functions to reflect the work that will be done and has re-titled the position to Reception, Permits, and Public Information Clerk. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, Pay Grade 03.

The OPEIU Technical/Clerical Unit – Road Department has been notified and supports the updated job description and salary placement.

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

***If I can be of further assistance, please email or call me (887-4375).***

## ORGANIZATION CHART INGHAM COUNTY ROAD DEPARTMENT



2 Finance Clerks assigned full time, and one Accountant assigned part-time to road department report to County Finance Director Jill Rhode.  
 2 Purchasing staff assigned full time to road department report to County Purchasing Director Jim Hudgins.  
 One HR Specialist assigned part-time to road department reports to County HR Director Travis Parsons.

Road Dept. organizational chart as of May, 2017

**INGHAM COUNTY  
JOB DESCRIPTION**

**RECEPTION, PERMITS, and PUBLIC INFORMATION CLERK –  
ROAD DEPARTMENT**

**General Summary:**

Under the supervision of the Managing Director, is responsible for receiving visitors at the Road Department's front counter, answering telephone calls and providing information or routing calls and inquires to the appropriate personnel. Responsible for taking complaints from citizens and others, and maintaining the complaint system database. Provides administrative and clerical support for the Road Department. Prepares periodic news releases, presentations, information brochures, and other communications regarding Road Department activities, and responds to FOIA requests. Designs, maintains and updates the Road Department's web and social media sites. Receives and processes permit applications and takes permit fees for proposed/requested permits. Provides support for other Permit Office related activities.

**Essential Functions:**

1. Answers incoming calls and either supplies requested information or directs the call to the appropriate person or office.
2. Responds to walk-in visitors. Determines their respective needs and supplies the requested information or directs the inquiry to the appropriate person or office.
3. Responsible for taking complaint calls, entering information about the complaint into the complaint system database, routing the complaint form to the appropriate personnel for resolution and entering information in the database when the complaint has been resolved.
4. Receives calls by telephone or on the Road Department's radio frequency from police agencies, Road Department personnel or the general public regarding hazardous road conditions or emergency situations. Immediately notifies appropriate Road Department personnel or the appropriate agency so that repairs can be made or the hazard mitigated.
5. Receives Freedom of Information Act (FOIA) request for Road Department information, collects requested information from other Road Department staff as necessary and responds as directed.
6. Performs clerical, data input, document preparation, and record keeping tasks for the Road Department as assigned.
7. Works closely with Permit Office, personnel processing permit applications, compiling information, disseminating various forms and providing related information to the public. Receives and processes permit applications and takes/records permit fees for proposed driveway installations, proposed construction in the right-of-way, oversize truck movements and various other permits. Provides support for other Permit Office related activities.
8. Ensures that all permits are forwarded to the proper persons for review and in a timely manner. Discusses problem permit applications and technical questions with supervisors and department heads to ensure proposed work to be performed is not in conflict with Road Department goals and objectives.
9. Accepts and accounts for money and credit card payments received through permit activities. Prepares and issues invoices and refunds for permit and development related activities.

10. Handles Engineering Department related requests for information, such as permit requirements and restrictions, right-of-way information, plat and development inquiries and road and bridge as-built and reproduction.
11. Responsible for disseminating received mail and posting Road Department out-going mail.
12. Sets up and maintains the Road Department's web site, Facebook and/or other social media sites. Makes changes and updates as necessary or requested.
13. Prepares news releases, construction and maintenance project updates, and various other public information releases, as requested, for Road Department employees, retirees, customers, citizenry, county commissioners, county departments and/or units of government.
14. Prepares PowerPoint presentations, handouts, general road information brochures, project information mail fliers and other similar public information items as requested.
15. Performs other duties as required.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of a High School diploma or the equivalent is required. College course work preferred.

**Experience:** A minimum of three (3) years relative experience is required. Expertise in the utilization of word processing, spreadsheet, presentation, and web page design software and familiarity with the Internet and social media outlets is required.

**Other Requirements:**

- Must possess a valid Michigan Motor Vehicle Operator's License.
- The position requires the proficient use of word processing, spreadsheet, presentation, and website development software. The position also requires basic knowledge and experience with social media software programs such as, but not limited to, Facebook, Instagram, LinkedIn, and Twitter .

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

**Working Conditions:**

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***OPEIU Technical/Clerical Unit Department of Roads  
Pay Grade 03  
June 2017***

**From:** [Swanson, Mark](#)  
**To:** [Conklin, William](#)  
**Cc:** [Peterson, Robert](#); [Bliesener, Elisabeth](#)  
**Subject:** RE: Final Road Department Re-Org Plan--OPEIU positions  
**Date:** Monday, November 20, 2017 10:42:15 AM

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Bill,

OPEIU #512 Supports the Employers reorganization plan as presented. The bargaining group accepts the change in qualifications, in order to increase the pool of qualified candidates to include those with significant engineering experience, as written.

**Mark Swanson**  
**OPEIU Local 512 – Steward**  
**Ingham County Road Department**  
**P.O. Box 38**  
**Mason, MI 48854**  
**(517) 676-9722 ext. 314**

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**From:** Conklin, William  
**Sent:** Friday, November 17, 2017 11:10 AM  
**To:** Swanson, Mark  
**Cc:** Peterson, Robert; Bliesener, Elisabeth  
**Subject:** Final Road Department Re-Org Plan--OPEIU positions

Mark,

As discussed, the Road department proposes the following Re-org plan as it relates to OPEIU positions:

Upgrade former Public Relations Coordinator, OPEIU Grade 2, to Reception, Permits, Public Information Clerk, Grade 3, per job description previously provided and approved by OPEIU.

Add two new Engineering Technicians II, OPEIU Grade 5, with 7 years experience qualification choice added to the former job description, which HR has indicated is equivalent, and keeping the Associate's Degree plus 3 years experience as the preferred qualification per attached job description (see proposed qualification change in red).

Please reply at your soonest opportunity whether OPEIU endorses this plan and the attached, revised Engineering Tech II JD update, or has any further comments or questions.

Thank-you,  
Bill Conklin,  
ICRD

**From:** [Hull, Todd](#)  
**To:** [Conklin, William](#)  
**Subject:** Re: Propoosal to add one additional Mechanic, AFSCME Class 7  
**Date:** Friday, November 17, 2017 11:53:43 AM

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Bill.

AFCSME Local 1499 supports your discussion to add a class 7 mechanic to our staff.  
Thanks Todd HullSent from my iPhone

On Nov 17, 2017, at 11:18 AM, Conklin, William <[WConklin@ingham.org](mailto:WConklin@ingham.org)> wrote:

Todd,

As previously discussed, the Road department proposes to add one additional Mechanic, AFSCME Class 7, per current job description, as part of a re-organization plan. The other changes proposed are in the Engineering / OPEIU unit.

Please reply whether AFSCME Local 1499 endorses adding one Mechanic, or has any other questions or comments on this plan.

Thank-you,  
Bill Conklin,  
ICRD

2018

OPEIU Technical-Clerical Grade 2  
Year One

WAGES	<u>\$33,415</u>
UNEMPLOYMENT	167
FICA	2,556
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	2,693
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	1,504
WORKERS COMP	1,002
SEPARATION	418
CARES	33
TOTAL	<u>\$61,261</u>

OPEIU Technical-Clerical Grade 2  
Year Five

WAGES	<u>\$44,779</u>
UNEMPLOYMENT	224
FICA	3,426
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	3,609
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	2,015
WORKERS COMP	1,343
SEPARATION	560
CARES	33
TOTAL	<u>\$75,462</u>

OPEIU Technical-Clerical Grade 3  
Year One

WAGES	<u>\$38,426</u>
UNEMPLOYMENT	192
FICA	2,940
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	3,097
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	1,729
WORKERS COMP	1,153
SEPARATION	480
CARES	33
TOTAL	<u>\$67,523</u>

OPEIU Technical-Clerical Grade 3  
Year Five

WAGES	<u>\$51,492</u>
UNEMPLOYMENT	257
FICA	3,939
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	4,150
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	2,317
WORKERS COMP	1,545
SEPARATION	644
CARES	33
TOTAL	<u>\$83,851</u>

OPEIU Technical-Clerical Grade 5  
Year One

WAGES	<u>\$46,463</u>
UNEMPLOYMENT	232
FICA	3,554
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	3,745
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	2,091
WORKERS COMP	1,394

OPEIU Technical-Clerical Grade 5  
Year Five

WAGES	<u>\$62,278</u>
UNEMPLOYMENT	311
FICA	4,764
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	5,020
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	2,803
WORKERS COMP	1,868

SEPARATION	581
CARES	33
TOTAL	<u>\$77,566</u>

SEPARATION	778
CARES	33
TOTAL	<u>\$97,328</u>

AFSCME Class 7 Mechanic  
Year One

WAGES	<u>\$43,054</u>
UNEMPLOYMENT	215
FICA	3,294
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	3,470
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	1,937
WORKERS COMP	1,292
SEPARATION	538
CARES	33
TOTAL	<u>\$73,306</u>

AFSCME Class 7 Mechanic  
Year Two

WAGES	<u>\$47,842</u>
UNEMPLOYMENT	239
FICA	3,660
HEALTH	14,894
DENTAL	922
VISION	124
LIFE	86
RETIREMENT	3,856
CURRENT RETIREE HLTH	3,447
FUTURE RETIREE HLTH	2,153
WORKERS COMP	1,435
SEPARATION	598
CARES	33
TOTAL	<u>\$79,289</u>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE  
THREE NEW POSITIONS AND RECLASSIFY ONE EXISTING POSITION  
FOR THE ROAD DEPARTMENT**

WHEREAS, Michigan's state fuel and vehicle registration taxes, whose revenue is known as the Michigan Transportation Fund (MTF), were increased starting in 2017 resulting in a state road funding increase of approximately 15% for 2017 and an estimated 25% for 2018 over 2016 amounts; and

WHEREAS, prior to the 2017 increase, road funding had declined and operating costs had risen such that the Road Department (formerly Road Commission) had to cut costs including staffing from a peak of 106 employees circa 2006, to 71 full time equivalent (FTE) employees prior to adding one mechanic in 2016, authorized per resolution 16-042 approved February 9, 2016, for total current staffing of 72 FTE positions, approximately 32% below previous peak employment; and

WHEREAS, in response to the increased work load to deliver road improvements resulting from the increased MTF funding, the Road Department is recommending and seeking approval to add three permanent staff positions and to reclassify one existing position as follows: Reclassify the currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in the OPEIU-512 Technical-Clerical Bargaining Unit, salary grade 2 to 3; Add two Engineering Technician positions in the existing OPEIU grade 5 Engineering Technician II classification; Add one Vehicle Mechanic position in the existing AFSCME class 7 classification; and

WHEREAS, alternatives to the above requested staffing changes and additions have been considered including further use of consultant or vendor services, additional staff overtime, and/or further use of temporary and/or seasonal labor and the proposed staffing plan has been found to be more feasible and cost beneficial than further use of the alternatives; and

WHEREAS, the Human Resources Department has point-rated the new job description of the currently vacant Reception/Permits/Public Information Clerk position, and per the attached Analysis Memo is recommending this position be reclassified from OPEIU-512 Technical-Clerical Bargaining Unit salary grade 2 to grade 3; and

WHEREAS, per the attached Personnel Cost Projection provided by the County Budget Office, the total first year cost increase of the requested reclassification and 3 new positions is \$234,700; and

WHEREAS, the above described annual, on-going personnel cost increase would be covered by the anticipated MTF revenue increases in 2017 and beyond; and

WHEREAS, per the attached emails, both the OPEIU-512 Technical-Clerical and AFSCME Local 1499 Bargaining Units are agreeable to the proposed reorganization plan described above, and the new positions would be posted, filled, and administered per the current applicable labor agreements.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk at salary grade 3 in the OPEIU-512 Technical-Clerical Bargaining Unit, and to add two Engineering Technician II positions in the existing OPEIU grade 5 classification, and add one Vehicle Mechanic position in the existing AFSCME class 7 classification, all effective immediately.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated January 2, 2018 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: January 2, 2018

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2017-727	CARMEN REID	LAND DIVISION	HASLETT RD & SHAFTSBURG RD	WILLIAMSTOWN	12
2017-728	CONSUMERS ENERGY	ELECTRIC / OH	SEMINOLE DR & HILLCREST AVE	MERIDIAN	21
2017-729	CONSUMERS ENERGY	LANE CLOSURE	HOLT RD & GUNN RD	DELHI	16
2017-730	AT & T	CABLE / UG	COLLEGE RD & SITTS RD	VEVAY	7
2017-733	CONSUMERS ENERGY	GAS	TOWNER RD & MARSH RD	MERIDIAN	4
2017-734	CONSUMERS ENERGY	GAS	PINE DELL DR & DELL RD	DELHI	11
2017-736	MERIDIAN TOWNSHIP	SANITARY	EDSON ST & HASLETT RD	MERIDIAN	10
2017-741	CONSUMERS ENERGY	GAS	VAN ATTA RD & JOLLY RD	MERIDIAN	25
2017-742	CONSUMERS ENERGY	ELECTRIC / OH	BLUE HAVEN CT & WHISTLER DR	MERIDIAN	17
2017-743	CONSUMERS ENERGY	GAS	WALNUT ST & HOLT RD	DELHI	23
2017-744	CONSUMERS ENERGY	ELECTRIC / GAS	HASLETT RD & OKEMOS RD	MERIDIAN	9
2017-745	CONSUMERS ENERGY	ELECTRIC / OH	POWELL RD & TIHART RD	MERIDIAN	22
2017-746	FRONTIER	CABLE / UG	SIMOT ST & PINE ST	ONONDAGA	17
2017-747	LBWL	TREE REMOVAL	VARIOUS	LANSING	
2017-748	MERIDIAN TOWNSHIP	WATERMAIN	HARKSON DR & TAYLOR ST	MERIDIAN	6
2017-749	CONSUMERS ENERGY	ANNUAL PERMIT	VARIOUS	VARIOUS	
2017-750	AT & T	ANNUAL PERMIT	VARIOUS	VARIOUS	
2017-753	THOMAS PRATT	LAND DIVISION	SHAFTSBURG RD & SHERWOOD RD	WILLIAMSTOWN	24
2017-754	COMCAST	CABLE / UG	ROSEHILLE DR & IVYWOOD CT	DELHI	1
2017-755	ACD.NET	CABLE / UG	CEDAR ST & AURELIUS RD	DELHI	15
2017-756	CONSUMERS ENERGY	GAS	MARSH RD & LAKE LANSING	MERIDIAN	10
2017-757	CONSUMERS ENERGY	GAS	MARSH RD & PIKE ST	MERIDIAN	10
2017-758	CONSUMERS ENERGY	GAS	MARSH RD & PIKE ST	MERIDIAN	10
2017-760	MERIDIAN TOWNSHIP	ROAD CLOSURE/SPECIAL EVENT	VARIOUS	MERIDIAN	
2017-761	FRONTIER	CABLE / UG	DEXTER TR & MILNER RD	STOCKBRIDGE	9
2017-763	COMCAST	CABLE / UG	TIFFANY LN & ACORN CIR	DELHI	13

2017-764	COMCAST	CABLE / OH	HARPER RD & EDGAR RD	DELHI	25
2017-765	CONSUMERS ENERGY	GAS	OKEMOS RD & HOLT RD	ALAIEDON	12
2017-766	ITC TRANSMISSION	ANNUAL PERMIT	VARIOUS	VARIOUS	
2017-767	METC	ANNUAL PERMIT	VARIOUS	VARIOUS	
2017-769	MID MICHIGAN PROPERTIES	LAND DIVISION	COOPER RD & BROGAN RD	WHITE OAK	26
2017-770	FRONTIER	ELECTRIC / UG	MORTON RD & ADAMS RD	STOCKBRIDGE	21
2017-771	CONSUMERS ENERGY	GAS	JODON DR & SIRHAL DR	MERIDIAN	17
2017-774	HOMEWORKS TRI-COUNTY	ANNUAL PERMIT	VARIOUS	VARIOUS	

**MANAGING DIRECTOR:** \_\_\_\_\_

## Agenda Item 7a

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 20, 2017  
**SUBJECT:** Amendment to Resolution # 17-506  
For the meeting agendas of January 16, 17, & 22, 2018

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### **BACKGROUND**

Resolution #17-506 authorized acceptance of Blue Cross Blue Shield of Michigan (BCBSM) Foundation contract/award funding to assist communities in implementing sustainable, evidence-based practices that address the growing epidemic of opioid and prescription drug abuse in Michigan. BCBSM Foundation selected Ingham County Health Department (ICHHD) as the recipient of \$70,000 in funding over a period of 18 months for an evidence-based criminal justice response to substance abuse and drug offending.

The focus of this evidence-based project is to improve identification and treatment opportunities for opioid users while in jail and decrease risks of relapse after release. In order to fulfill program functions and requirements, ICHHD would like to amend Resolution #17-506 to include the following:

- Utilize 0.25 FTE of existing Position #601502 to provide program coordination and oversight of the grant requirements.
- Establish a 0.5 FTE Community Health Worker (CHW) for the duration of the grant to support community outreach, health coaching, and patient navigation for opioid users released from the Ingham County Jail.

### **ALTERNATIVES**

There are no alternatives

### **FINANCIAL IMPACT**

Funding for the proposed staffing changes will be covered by the grant funds. There are no other financial impacts.

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of amending Resolution #17-506 which supports utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements, and establishes a 0.5 FTE CHW for the duration of the grant to serve inmates with opioid abuse history upon release.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND RESOLUTION #17-506**

WHEREAS, Resolution #17-506 authorized acceptance of Blue Cross Blue Shield of Michigan (BCBSM) Foundation contract award funding to assist communities in implementing sustainable, evidence-based practices that address the growing epidemic of opioid and prescription drug abuse in Michigan; and

WHEREAS, BCBSM Foundation selected Ingham County Health Department (ICHHD) as the recipient of \$70,000 of funding over a period of 18 months for an evidence-based criminal justice response to substance abuse and drug offending; and

WHEREAS, in order to fulfill program functions and requirements ICHHD would like to amend Resolution #17-506 to include the following:

- Utilize 0.25 FTE of existing Position #601502 to provide program coordination and oversight of the grant requirements
- Establish a 0.5 FTE Community Health Worker (CHW) (\$16,201-\$19,287) for the duration of the grant to support community outreach, health coaching, and patient navigation for opioid users released from the Ingham County Jail; and

WHEREAS, funding for the proposed staffing changes will be covered by the grant funds with no other financial impacts; and

WHEREAS, the Health Officer recommends approval to amend Resolution #17-506 which supports utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements and to establish a 0.5 FTE CHW (\$16,201-\$19,287) for the duration of the grant to serve inmates with opioid abuse history upon release.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves an amendment to Resolution #17-506 to support utilizing 0.25 FTE of existing position #601502 for program coordination and oversight of the grant requirements and to establish a 0.5 FTE CHW (\$16,201-\$19,287) for the duration of the grant to serve inmates with opioid abuse history upon release.

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

**TO:** Board of Commissioners Human Services and Finance Committee  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** December 6, 2017  
**SUBJECT:** Resolution to Convert Full-time Dentist Position  
For the meeting agenda of January 23, 2018

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**BACKGROUND**

The Ingham County Health Department (ICHD) holds 4.0 FTE of dentist positions in the FY 2018 Ingham Community Health Center (IHC) budget. ICHD is requesting to convert 1.0 FTE of the dental positions, Position #601181, into two 0.5 FTE positions, effective February 1, 2018.

By filling both 0.5 FTE positions, ICHD will obtain full productivity budgeted for Position #601181, which is currently filled at only 0.75 FTE. Full-time dental positions have been difficult for ICHD to recruit, whereas part-time positions offer flexibility to dentists who desire part-time or secondary work. By converting Position #601181 into two part-time positions, ICHD will retain the existing pediatric dentist who currently works 0.75 FTE and desires reduced hours to 0.5 FTE, while also creating the opportunity to recruit an additional pediatric dentist into the newly created 0.5 FTE position.

Offering part-time positions provides greater flexibility for recruiting and retaining qualified dentists, which has been a challenge for ICHD. Recruitment efforts have identified part-time work as desirable among some potential Dentist hires that have otherwise not accepted a full-time position offer from the Health Department.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

Position #601181 (currently 1.0 FTE) is budgeted at \$142,022. Converting this position into two 0.5 FTE positions will cost \$149,806, an increase of \$7,784. The difference in benefit costs associated with the two part-time positions versus a single full-time position accounts for the increase in cost. The increased cost will be covered through the increased revenue generated by obtaining the full productivity value of both 0.5 FTE positions when filled.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to convert 1.0 FTE of the dental position, #601181, into two 0.5 FTE positions, effective February 1, 2018.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT FULL-TIME DENTIST POSITION**

WHEREAS, Ingham County Health Department (ICHD) holds 4.0 FTE dentist positions in the FY 2018 Ingham Community Health Center (ICHC) budget; and

WHEREAS, ICHD is requesting to convert 1.0 FTE of dental positions, Position #601181, into two 0.5 FTE positions, effective February 1, 2018; and

WHEREAS, by filling both 0.5 FTE positions, ICHD will obtain full productivity budgeted for Position #601181, which is currently filled at only 0.75 FTE; and

WHEREAS, full-time dental positions have been difficult for ICHD to recruit, and whereas part-time positions offer flexibility to dentists who desire part-time or secondary work; and

WHEREAS, by converting the Position #601181 into two part-time positions, ICHD will retain the existing pediatric dentist who currently works only 0.75 FTE and desires reduced hours to 0.5 FTE, while also creating the opportunity to recruit an additional pediatric dentist into the newly created 0.5 FTE position; and

WHEREAS, converting position #601181 (currently 1.0 FTE) budgeted at \$142,022 into two 0.5 FTE positions will cost \$149,806, an increase of \$7,784; and

WHEREAS, the difference on benefit costs associated with the two part-time positions versus a single full-time position accounts for the increase in cost; and

WHEREAS, the Ingham Community Health Center Board supports the conversion of 1.0 FTE Position #601181 into two 0.5 FTE positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes conversion of the 1.0 FTE Position #601181 into two 0.5 FTE positions.

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

**TO:** Board of Commissioners Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, Health Officer  
**DATE:** December 7, 2017  
**SUBJECT:** FY 18 State of Michigan Comprehensive Agreement Amendment #1  
For the meeting agenda of January 17, 2018 and January 22, 2018

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**BACKGROUND**

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

To fully implement Hepatitis A outbreak prevention strategies, ICHHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018. Additionally, to fulfill the requirements of the HIV Data to Care program, ICHHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week, also effective October 1, 2017 through September 30, 2018.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,227,469 to \$5,299,244, an increase of \$71,775. The amendment makes the following specific changes in the budget:

HIV Data to Care Program	\$20,800.00 - new funding
Hepatitis A Response Project	\$136,700.00 – new funding
Public Health Emergency Preparedness (PHEP): increase of \$3,750 from \$113,287 to \$117,037	
Breast & Cervical Cancer Control (BCCCP) Coordination: decrease of \$79,475 from \$280,500 to \$201,025	
WISEWOMAN Program: decrease of \$10,000 from \$50,000 to \$40,000	

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2017-2018 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES**

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

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

WHEREAS, MDHHS and ICHD have entered into a 2017-2018 Comprehensive Agreement authorized in Resolution #17-293; and

WHEREAS, MDHHS has proposed amendment #1 to Resolution #17-293 to adjust grant funding levels and clarify agreement procedures; and

WHEREAS, to fully implement Hepatitis A outbreak prevention strategies, ICHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018; and

WHEREAS, to fulfill the requirements of the HIV Data to Care program, ICHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week effective October 1, 2017 through September 30, 2018; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize Amendment #1.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2017-2018 Comprehensive Agreement with Michigan Department of Health & Human Services (MDHHS) effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the total amount of Amendment #1 funding increase is \$71,775 (increasing from \$5,227,469 to \$5,299,244).

BE IT FURTHER RESOLVED, to fully implement Hepatitis A outbreak prevention strategies, ICHD is requesting to hire two temporary Registered Nurses, and one temporary Community Health Representative II effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, to fulfill the requirements of the HIV Data to Care program, ICHD is requesting to increase an existing part-time Communicable Disease Investigator (position #601399) by an additional 9 hours per week effective October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

HIV Data to Care Program:	\$20,800.00 - new funding
Hepatitis A Response Project:	\$136,700.00 – new funding
Public Health Emergency Preparedness (PHEP):	increase of \$3,750 from \$113,287 to \$117,037
Breast & Cervical Cancer Control (BCCCP) Coordination:	decrease of \$79,475 from \$280,500 to \$201,025
WISEWOMAN Program:	decrease of \$10,000 from \$50,000 to \$40,000

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit Amendment #1 of the 2017-2018 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

## Agenda Item 8a

To: County Services and Finance Committees

From: Travis Parsons

Subject: Ingham County Employees' Association – Public Health Nurses Unit

On Friday, January 5, 2017, the ICEA - PHN Employees ratified the tentative agreement reached on December 28, 2017. Highlights of the tentative agreement include the following:

- Contract Duration: Date of BOC approval thru December 31, 2020
- Salaries (Article 35):
  - Effective upon approval by the BOC – 1% wage increase applied to the current 2017 Salary Table
  - 2019 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2020
- Hospitalization – Medical Coverage (Article 16):
  - Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioner
- Sick Leave (Article 20):
  - Section 11 - Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15<sup>th</sup> to June 15<sup>th</sup>.
  - Section 12 - Increase the maximum sick time an employee may donate to forty (40) hours to no more than three (3) persons in one (1) calendar year.
- Dental Insurance (Article 37):

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

Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioner

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH ICEA– PHN  
UNIT**

WHEREAS, an agreement has been reached between representatives of Ingham County and the ICEA – Public Health Nurses Unit through December 31, 2020; and

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.

## Agenda Item 8b

**TO:** Board of Commissioners County Services, Finance, and Human Services Committees  
**FROM:** Tim Morgan, Parks Director  
**DATE:** December 28, 2017  
**SUBJECT:** Updates to the Trails & Parks Millage Program Coordinator Job Description  
For the meeting agenda of 1/16/18 County Services, 1/17/18 Finance and 1/22/18 Human Services

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### **BACKGROUND**

This resolution authorizes the Parks Department to update the job description for the Trails & Parks Millage Program Coordinator which was originally created by Resolution #17-312 on August 22, 2017. This position did not previously exist and was created to address immediate needs within the department to provide oversight to the trails and parks millage program. This being a new position, as time has progressed and internal changes within the Parks Department have taken place a change to broaden the scope and funding of the Trails & Parks Millage Program Coordinator is being proposed. Changes within the job description include outlining the funding source for the position and broadening the scope from millage specific to general parks on certain line items.

### **ALTERNATIVES**

Adjusting the Trails & Parks Millage Program Coordinator position will allow the flexibility for the incumbent to be able to assist with general park duties that are not directly millage related. This will aid the Parks Department in covering duties that need to be attended to due to a transition in duties and personnel internally.

### **FINANCIAL IMPACT**

The financial impact of this position entails changing the position from being 100% funded by millage funds to a 95% and 5% split with 95% being funded by the Trails and Parks Millage and 5% being funded by the general Parks Budget.

### **OTHER CONSIDERATIONS**

The Parks & Recreation Commission supported this resolution with the passage of a motion at their December 11, 2017 meeting.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the resolution authorizing updates to the Trails and Parks Millage Program Coordinator job description.

**INGHAM COUNTY  
JOB DESCRIPTION**

**TRAILS & PARKS MILLAGE PROGRAM COORDINATOR –**

**Primarily a Millage Funded Position**  
**(95% Trails & Parks Millage Funded/ 5% Parks Budget)**

**General Summary:** Under the general direction of the Parks Director this position is the primary contact for the Ingham County Trails and Parks Millage Program and is responsible for the coordination and monitoring of grants for non-motorized trails for the duration of each project, including blue ways, green ways and special projects, which requires highly technical oversight, management, and tracking and compliance assurance for these programs. Will communicate and interface with the Park Director, Deputy Controller, Staff and other local governments to allocate and track grant dollars appropriately and in accordance with the current millage plan. Works with communities on helping with local match from various state, federal and private grant programs. This position will analyze and evaluate data, manage funding from budgeting and programming through project implementation and financial closeout and have the ability to prepare reports, charts, maps and other graphs to display data and have background in GIS mapping and data collection.

**Essential Functions:**

1. With oversight from Director receives and reviews applications for Ingham County's Trails applications for all rounds of the Ingham County Trails Parks Program and ensures they are complete and correct. Provides all necessary information to the Park Commission, Parks Director and Board of Commissioners including funding recommendations.
2. Coordinates and accounts for the appropriate reimbursements and financial information from local municipalities with the Financial Services Department. Assists the Parks Director in financial reporting through the development and modification of various forms for applicants and reimbursements to the millage program. Review contracts entered in MUNIS for accuracy, calculate and approve initial payments per contract language, monitor the Trails and Parks fund for accuracy, establish necessary general ledger accounts and projects, track and keep current fund balance and fund balance projections, develop and maintain spreadsheets, review reimbursement forms from other agencies and recommend payments.
3. Initiate changes to policies and procedures to expedite the obligation and expenditure of grant program funds.
4. Provide assistance to municipalities, and non-profit public entities regarding grants, trail and blue way planning, development, funding, management issues and completing application. Work with all communities to encourage and promote millage funded projects when they are awarded, started and completed. Coordinate and assist with scheduling special dedications, press releases, and social media ~~for promotion of millage projects.~~
5. Develops and maintains effective relationships with the Board of Commissioners, Parks Commission, various agencies, trail user groups, volunteers, and local organizations and media representatives for trail and blue way development. Assists Director with presentations to boards, commissions, civic groups and the general public as necessary.
6. Implements Ingham County Board of Commissioners approved Trails and Parks master plans, following standards for management and maintenance for all trails and blue ways. Provides information to Park Commissioners, Board of Commissioners, Director and consultant as directed and necessary for the millage program, as well as communication with attorney's office and Board of Commissioners office. Communicates official Board of Commissioners resolutions, plans, policies and procedures to staff and the general public.

7. Assists Director with project management for millage funded capital improvement projects, assisting with soliciting for grants both public and private for the Ingham County Parks Capital Improvement Program and annually assisting with updating the major action program items as part of the Five-Year Ingham County Park Master Plan.
8. Prepares and maintains daily, monthly and annual reports and records of the millage as assigned.
9. Coordinates and attends stakeholder meetings and takes minutes at these and any other special millage related meetings, and coordinates temporary construction signage and permanent plaque delivery and ordering, as well as communicating with various government entities in regard to millage and financial funding items and questions related to the millage.
10. Responsible for routine monitoring of existing trails and blue ways via foot and bicycle and kayak or canoe to assess the present conditions as well as access potential critical connections that may be developed.

**Other Functions:**

- Performs other duties as assigned

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

**Employment Qualifications:**

**Education:** Bachelor's Degree in Parks & Recreation Administration, Natural Resource Science, Resource Management, Resource/Land or Trails Planning, Engineering, Recreation, Environmental Studies, Tourism or a related field.

**Experience:** One to two years of experience managing grants and project management. Grant writing experience preferred.

**Other Requirements:**

- Must have certification or be able to obtain certification to perform PASER ratings.
- Must be able to load and unload and operate a bicycle, kayak and/or canoe.
- Maybe be required to lift up to 100 pounds.

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

**Working Conditions:**

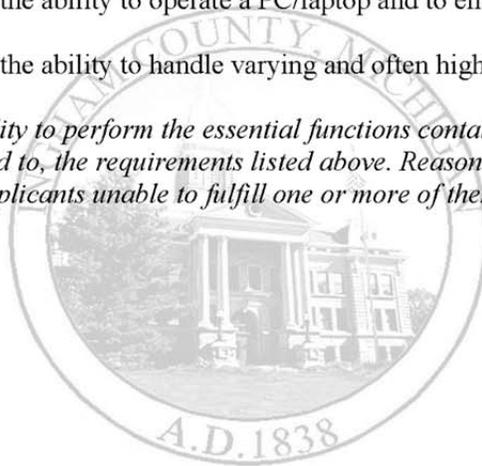
1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, bicycles, canoes/kayaks, etc.
3. This position is required to travel for meetings and appointments.
4. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

**Physical Requirements:**

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

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

**MCF**  
**Pay Grade 10**  
**August 2017**



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE UPDATES TO THE TRAILS & PARKS MILLAGE PROGRAM  
COORDINATOR JOB DESCRIPTION**

WHEREAS, in order to address changing internal needs within the Parks Department; the scope of work for the Trails & Parks Millage Program Coordinator has been broadened with funding sources adjusted accordingly; and

WHEREAS, the Park Commission has recommended updates to the job description of the Trails and Parks Millage Program Coordinator; and

WHEREAS, the funding for the Trails & Parks Millage Program Coordinator position has been adjusted to being 95% from the millage fund and 5% by the general Parks budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the updates to the Trails and Parks Millage Program Coordinator job description.

BE IT FURTHER RESOLVED, that the funding for 5% of this position will now be allocated from the general Parks budget.

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

MEMORANDUM

TO: Country Services Committees  
FROM: Lance Langdon, 9-1-1 Director  
DATE: December 1, 2017  
SUBJECT: Emergency Purchase Order to Tessco to Replace Radio System Microwave Hop

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Board and Committees.

A 4.9 gigahertz microwave hop that connected the receiver site/tower on the MSU campus to the transmit receive site/tower at the radio lab failed. The spare equipment we had on hand was installed and after a short time it also failed. It was determined that the equipment needed to be replaced. As the current type/models of the equipment were no longer available we had to order new models for both ends of the microwave hop.

This equipment ties the receiver site into the radio system. With this not functioning, MSU Police and East Lansing Fire, have greatly reduced radio coverage with their portable radios.

Emergency Purchase Order # 02017424-00 was issued to Tessco for a total cost of \$6,958.57.

This emergency purchase was approved by the Controller, Purchasing Director, and I.

cc:  
Jim Hudgins, Purchasing Director  
Teri Morton, Deputy Controller

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Timothy J. Dolehanty, Controller/Administrator  
**DATE:** January 2, 2018  
**SUBJECT:** Resolution to Approve Managerial and Confidential Employee Personnel Reclassification Levels

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**BACKGROUND**

As Ingham County government evolves, the work of individual employees also evolves. Policies and processes necessary to manage this evolution include periodic evaluation of classifications, pay grade placement, and fringe benefits. Results of this established process include:

- More accurate job descriptions
- Up-to-date point value analysis of job classifications
- Appropriate and consistent placement into a selected pay grade

During the month of August, 2017 all employees were provided with an opportunity to complete a Job Reclassification Request Form. Employees who requested reclassification were required to complete the form, meet with their respective department heads or their designees and return the completed packet to Human Resources by September 1, 2017. A Web page was established to provide information, instructions and answer questions regarding the reclassification process. Any change in the salary grade of a position included in the Managerial and Confidential Employee Personnel Manual must be approved by the County Services Committee and the Board of Commissioners (MCF Manual, Section C.1).

Employees who are reclassified or promoted within their career field to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade (MCF Manual, Section B.8.b). If there is no step in the new salary grade that is between five and ten percent (5% - 10%) higher than the current annual wage, said employee shall receive an annual salary increase of seven and one-half percent (7.5%) which shall be effective the first full pay period following promotion or reclassification. On said employee's next anniversary or reclassification (which is one (1) year following the effective date of reclassification or promotion), s/he shall be eligible to advance to the next step on the salary scale which is larger than said employee's salary at that time. The starting salary rate for those employees being reclassified or promoted outside of their career field will be determined by the County Services Committee (MCF Manual, Section B.8.c).

**ALTERNATIVES**

The Board of Commissioners may elect to approve a portion of the reclassification list, or none of the proposed changes.

**FINANCIAL IMPACT**

The financial impact (wages and fringe benefit costs) associated with each position seeking reclassification, and the cumulative impact of all positions, is as follows:

<u>Position</u>	<u>Immediate (2018) Annual Cost</u>	<u>Long-Term Annual Cost</u>
Chief Deputy Court Clerk	\$7,592	\$17,620
Benefit Leave Analyst	\$7,022	\$14,807
Elections/Clerk Coordinator	\$20,742	\$38,506
Chief Deputy County Clerk	\$7,773	\$17,801
Recording Secretary	\$7,370	\$18,293
Employment Specialist	\$8,095	\$8,095
Employee Services Coordinator	\$5,120	\$8,479
Chief Assistant Prosecuting Attorney	\$12,063	\$12,063
Purchasing Director	\$8,467	\$8,467
Deputy Drain Commissioner	\$6,214	\$16,980
Deputy Drain Commissioner	\$6,214	\$16,980
Veterinarian Animal Control	\$6,532	\$25,716
Parks Manger II	\$8,513	\$8,513
<b>Cumulative Impact</b>	<b>\$111,720</b>	<b>\$212,321</b>

### **OTHER CONSIDERATIONS**

Reclassification requests for employees who are members of a bargaining unit were addressed during contract negotiations.

### **RECOMMENDATION**

I respectfully recommend support of the attached Resolution to Approve Managerial and Confidential Employee Personnel Reclassification Levels.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE MANAGERIAL AND CONFIDENTIAL EMPLOYEE RECLASSIFICATION LEVELS**

WHEREAS, the Human Resources Department made a call for standard and customary reclassification requests from all employees in 2017; and

WHEREAS, all reclassification requests were processed in a manner consistent with collective bargaining agreements, procedures developed in conjunction with various labor group representatives, and in a manner consistent with past practice; and

WHEREAS, the Human Resources Department and its designees have completed an objective review of all reclassification requests submitted by Managerial and Confidential Employees.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following Change in Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130054	Chief Deputy Court Clerk	Move from MCF 09 to MCF 11
201003	Benefit Leave Analyst	Move from MCF 07 to MCF 08
215004	Elections/Clerk Coordinator	Move from MCF 07 to MCF 10
215008	Chief Deputy County Clerk	Move from MCF 10 to MCF 11
215012	Recording Secretary	Move from MCF 01 to MCF 04
226004	Employment Specialist	Move from MCF 08 to MCF 09 Human Resources Specialist
226005	Employee Services Coordinator	Move from MCF 05 to MCF 06
229002	Chief Assistant Prosecuting Attorney	Move from MCF 17 to MCF 18
231001	Purchasing Director	Move from MCF 11 to MCF 12
275002	Deputy Drain Commissioner	Move from MCF 10 to MCF 12
275004	Deputy Drain Commissioner	Move from MCF 10 to MCF 12
421021	Veterinarian Animal Control	Move from MCF 08 to MCF 11
759002	Parks Manger II	Move from MCF 10 to MCF 11 Park Manager III

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2018 and shall expire on December 31, 2018.

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Timothy J. Dolehanty, Controller/Administrator  
**DATE:** January 2, 2018  
**SUBJECT:** Resolution to Authorize an Amendment to the Contract for Legal Services

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**BACKGROUND**

For many years Ingham County has retained the services of Cohl, Stoker & Toskey P.C. for legal services including general county law matters, labor law matters and workers compensation defense work. Previous agreements specifically exclude litigation covered by County insurance policies or risk groups, but the firm is often assigned to defend the County in such cases by Michigan Municipal Risk Management Authority in recognition of their extensive knowledge of Ingham County matters. The only other exclusion is for bond legal work, a specialty area of law contracted to another firm.

Cohl, Stoker & Toskey P.C. seeks a 1% rate increase for 2018, the same as approved for 2016 and 2017. The agreement includes a separate fee of up to \$12,000 for costs and expenses incurred in association with legal matters.

**ALTERNATIVES**

The Board of Commissioners may elect to seek proposals for legal services from other law firms or establish a new department to address legal matters. However, both alternatives would likely result in higher cost and less efficiency.

**FINANCIAL IMPACT**

Funding for this \$4,755 increase is included in the 2018 annual budget.

**OTHER CONSIDERATIONS**

A provision of the Agreement states that “the partners (currently Peter Cohl, David Stoker and Bonnie Toskey) will be available seven (7) days a week, twenty-four (24) hours per day.” This flat-fee retainer arrangement has proven to be very cost effective for Ingham County, resulting in hourly rate equivalents of \$116 in 2016 and \$123 in 2017.

**RECOMMENDATION**

I respectfully recommend support of the attached Resolution to Authorize an Amendment to the Contract for Legal Services.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT  
TO THE CONTRACT FOR LEGAL SERVICES**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter "Contractor"); and

WHEREAS, that contract requires the Contractor to provide all its legal services to the County under a fixed fee; and

WHEREAS, the Contractor has requested a base fee increase of 1%, the same as provided to employees; and

WHEREAS, in 2017 the Board of Commissioners approved a 1% increase for the Contractor; and

WHEREAS, funding for a 1% increase is included in the approved budget for 2018.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a one percent (1%) increase effective January 1, 2018.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign such contract amendment after review by the Controller.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH  
IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2018 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN HONOR OF THE HOLT LIONS CLUB'S 50<sup>TH</sup> ANNIVERSARY**

WHEREAS, Lions Clubs International was established in Chicago in 1917 by Melvin Jones, whose personal credo was, "You can't get very far until you start doing something for somebody else"; and

WHEREAS, the Lions' work in preventing blindness and assisting vision-impaired persons was inspired by Helen Keller, when, in 1925, she challenged the Lions to become "knights of the blind in the crusade against darkness"; and

WHEREAS, the Holt Lions Club, part of Lions Club International, was founded on January 30, 1968, by 20 local businessmen and community leaders; and

WHEREAS, since their founding, the Holt Lions have worked tirelessly to improve their community with projects large and small, from helping individuals in need to helping civic and charitable organizations carry out their work; and

WHEREAS, the Holt Lions have supported young people in the community in many ways, including by celebrating the achievements of student athletes with the Holt Lions Sports Night dinner, now in its 48<sup>th</sup> year; by awarding college scholarships to local students; by supporting band students in participating in the Michigan Lions All-State Band; by sponsoring a Cub Scouts pack; by sending children with disabilities to camp; and by planning and hosting free events for children and their families, such as Kids' Day, Touch-a-Truck, and Halloween in the Park; and

WHEREAS, the Holt Lions have worked to assist the vision impaired and hearing impaired by collecting and distributing eyeglasses and hearing aids to those in need; by providing free vision screenings for children; and by conducting several overseas missions to perform eye examinations and to provide glasses to those in need; WHEREAS, the Holt Lions have the distinction of having had five District Governors from their club and two members inducted into the Michigan Lions Hall of Fame; and

WHEREAS, the Holt Lions have supported others in starting new Lions Clubs, including the Leslie Lions Club and MSU Campus Lions Club.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners thanks and commends the Holt Lions Club and its members past and present for their tremendous service to their Ingham County community and to those in need throughout Michigan and around the world.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners congratulates the Holt Lions Club on its 50th anniversary, and the Board extends its sincerest wish that the Holt Lions continue their invaluable work for at least the next 50 years.