

CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON  
RYAN SEBOLT

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 THURSDAY, NOVEMBER 8, 2018 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

**NOTE CHANGE IN DATE**

Agenda

Call to Order

Approval of the [October 16, 2018](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Create [Executive Assistant](#) – County Clerk Position  
(Discussion)
2. Equalization Department – Resolution Appointing [Robert L. Francis](#) as County Grant Administrator for the Ingham County Remonumentation Project
3. Innovation and Technology Department
  - a. Resolution to Approve Renewal of Support from [Core Technology](#)
  - b. Resolution to Approve the Purchase of Cyberark Endpoint Privilege Manager from [CDW-G](#)
  - c. Resolution to Renew the Contract for Cell Phone Services from [Verizon](#)
4. Facilities Department
  - a. Resolution to Authorize an Agreement with Lansing Tile & Mosaic, Inc. to Replace the [Flooring](#) in the Women's Health Two Lobby Areas and Hallway
  - b. Resolution to Authorize a Purchase Order to Vidcom Solutions for the Installation of [Card Swipes](#) on the Second Floor Judicial Hallway Stairwell at the Veterans Memorial Courthouse (VMC)
5. Road Department – Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
6. Controller's Office – Resolution Honoring [Jill Rhode](#) on the Event of Her Retirement

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  
October 16, 2018  
Draft Minutes

Members Present: Hope, Grebner, Celentino, Sebolt, Naeyaert, and Maiville

Members Absent: Nolan

Others Present: Bill Conklin, Deb Fett, Jill Rhode, Sue Graham, Becky Bennett, Tim Dolehanty, Lindsey LaForte, and others

The meeting was called to order by Vice Chairperson Sebolt 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 October 9, 2018 Open and Closed Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE OCTOBER 9, 2018 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Additions to the Agenda

9. Resolution to Authorize Membership with the Capitol Council of Governments

Limited Public Comment

None.

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

1. Innovation & Technology Department
  - a. Resolution to Approve the Purchase of an Additional License for Netbrain Software
  - b. Resolution to Approve the Contract for Renewing Courtview Support Services
  - c. Resolution to Approve Renewal of Training from ITProTV
2. Health Department – Resolution to Accept Substance Use Disorder Funding Award
3. Financial Services
  - a. Resolution to Waive the Public Act 152 Health Care Requirements for 2019

- b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2019 and Authorizing Letters of Agreement with Bargaining Units
- 4. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus Property
- 5. Road Department
  - a. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades
  - b. Resolution to Endorse the Clinton County Road Commission Act as the Lead Act 51 Agency for the Coleman Road from Wood Road to West Road Project
  - c. Resolution to Approve a Restrictive Covenant for the Kerns Road Salt Storage Site Closure Project
  - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
- 8. Board of Commissioners
  - a. Resolution Honoring Chris Holman for His Service as a Member of the Capital Region Airport Authority
  - b. Resolution Honoring Richard Baker for His Service as a Member of the Capital Region Airport Authority
- 9. Resolution to Authorize Membership with the Capitol Council of Governments

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

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

Vice Chairperson Sebolt stated that the resolutions would be taken out of order and Agenda Item 7 would be completed prior to Agenda Item 6.

- 7. Controller's Office – Resolution Honoring Deb Fett as Recipient of the Michigan Government Management Information Sciences IT Professional of the Year Award

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO ADOPT THE RESOLUTION.

Vice Chairperson Sebolt stated that the Committee wanted to offer congratulations to Ms. Fett and recognize her while she was at the meeting.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

- 6. Indigent Defense Collaborative Committee – Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defenders Office

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO ADOPT THE RESOLUTION.

Commissioner Grebner stated that the County was setting up a multimillion dollar department and this was the time to ask some questions. He asked if this would be a 4-5 million dollar annual operation.

Tim Dolehanty, Controller, stated that it was estimated to have an annual budget of that much.

Commissioner Grebner asked if there would be about 30 attorneys on staff.

Sue Graham, Human Resources Director, stated that there would be about 26 attorneys on staff and about 37 total positions on staff.

Commissioner Grebner asked if they would set up the rest of the structure once there was a Public Defender selected.

Ms. Graham stated that the Public Defender would be involved in that.

Commissioner Grebner stated that most of the positions still needed to be classified.

Ms. Graham stated that some of the position classifications and job descriptions could be transferred from the Prosecutor's Office as they were similar in job requirements and duties.

Commissioner Grebner asked why they did not establish the other 34 positions now, and if it was because they were waiting for the Public Defender to be in office.

Ms. Graham stated that they were waiting for the Public Defender to be selected.

Commissioner Grebner stated that the Public Defender would have input even though the office was already set up. He further stated that was the case even though the Public Defender may not know a lot about setting up this office as no one had done this particular job before.

Commissioner Hope stated that the legal skills of a Public Defender were really important to her as a member of the selection panel, but the administrative skills were equally important. She further stated that she would like to select someone who could do both well.

Commissioner Grebner stated that he was mainly saying he did not think the County had ever set up an office like this and he was not sure how it would be staffed. He further stated that he could see how the work flow would work and how it would be supervised, in theory.

Commissioner Grebner stated that there would be a period time in which the office would be set up and then they would discover how they would actually function. He further stated that it would be different than how it was originally set up.

Commissioner Grebner stated that in six months or a year the Public Defender's Office would find all sorts of inconsistencies as to what was thought might happen and what was actually happening. He further stated that the department would try to paper over the issues because they would not want to bring it back to the Board of Commissioners and make a fuss.

Commissioner Grebner stated that this was not the normal way of expanding government for the Board of Commissioners. He further stated that normally they took something that already existed and expanded it.

Commissioner Grebner stated that, instead, they were creating a whole new office. He further stated that the Board of Commissioners needed to pay attention to this office and their staff needed to pay attention.

Commissioner Grebner stated that the Public Defender's Office would not end up functioning like on paper today. He further stated all over the County, there would be new problems created by this department.

Commissioner Grebner stated that the Prosecutor's Office, Sheriff's Office, and District Courts would all be affected. He further stated that there would be hearings the District Court barely knew were legally possible done routinely by the Public Defender's Office.

Commissioner Grebner stated that with this department, there would be a chance for 100% of cases to have briefs filed and it would be a learning experience.

Commissioner Hope stated that some of these pitfalls had been discussed in the Indigent Defense Committee meetings. She further stated that they had some guidance on establishing the Public Defender's Office that had come from the State and other counties that are further along.

Commissioner Hope stated that she agreed that they should keep an eye on this office.

Commissioner Grebner stated that he imagined that there would be a time when there was a case and in the past nothing would have been filed, but now the Public Defender's Office would file a brief. He further stated that then the Prosecutor's Office would follow up, and the Judge would have to hear the motion and write an opinion.

Commissioner Grebner stated that some of those rulings would be appealed. He further stated that this was all a good thing.

Commissioner Grebner stated that the Public Defender's Office would improve the quality of justice, but they should know that someone would be responding to briefs that had not done so often in the past.

Commissioner Grebner stated that if there were an additional 1,000 briefs a year it would result in 500 or more hearings. He further stated that the County just needed to be prepared.

Commissioner Grebner stated that the Public Defender's Office may be paid for with funds from outside the County, but it would cost the rest of the County a couple million dollars.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:12 p.m.

# NOVEMBER 8, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

### The Controller/Administrator recommends approval of the following resolutions:

1. **Clerk's Office** – *Discussion of Resolution to Create Executive Assistant – County Clerk Position*

The County Clerk seeks to create a new Executive Assistant position. Under the supervision of the County Clerk, persons employed in this position would serve as a confidential, personal assistant to the County Clerk and other staff as assigned; provide a variety of administrative support services; coordinate the processing of Concealed Pistol Licenses (CPLs); and perform backup duties for the Recording Secretary and Deputy County Clerks.

The Reorganization Procedure Policy allows Department Heads to propose new positions through the annual budget process or by way of a budget amendment. Budget amendments are processed through standing liaison committees and the Finance Committee. Department Heads are required to propose a funding source for each new position proposed. No department may create a position, grant funded or otherwise, unless the Board of Commissioners has approved the position and appropriated the necessary funds. Each of these requirements are fully addressed in an attached memorandum prepared by the Chief Deputy County Clerk.

2. **Equalization Department** – *Resolution Appointing Robert L. Francis as County Grant Administrator for the Ingham County Remonumentation Project*

A grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan. The Ingham County Remonumentation Committee consulted with and took into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work. Resolution #16-131 approved by the Board of Commissioners on April 12, 2016 authorized participation in an agreement with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving grant funds for the Ingham County Monumentation and Remonumentation Project. That resolution appointed Equalization Director Douglas A. Stover as Grant Administrator, as required by statute (MCL 54.269a). A resolution recommended for approval by the Equalization Department would recognize the retirement of Mr. Stover and appoint Deputy Equalization Director Robert L. Francis as Grant Administrator.

3a. **Innovation and Technology Department** – *Resolution to Approve Renewal of Support from Core Technology*

Ingham County currently uses Multibridge and Talon software from Core Technology in the Sheriff's Office and in patrol cars. Ongoing software support will ensure no disruption of service to our law enforcement personnel. The Chief Information Officer recommends approval of a resolution to renew support from Core Technology at a cost not to exceed \$5,307.

**3b. Innovation and Technology Department** – *Resolution to Approve the Purchase of Cyberark Endpoint Privilege Manager from CDW-G*

Innovation and Technology Department (IT) efforts to enhance cybersecurity protection have hampered many users from performing some daily functions without constant assistance of IT staff. Affected users range from Assistant Prosecuting Attorneys being unable to view simple convenience store surveillance videos up to keeping the Health Department Electronic Medical Records system updated. The IT Department recommends approval of a resolution to allow purchase of CyberArk Endpoint Security Manager, a system that will allow the Department to maintain an elevated security posture without the level of disruption currently experienced by end users, at a cost not to exceed \$40,417.02.

**3c. Innovation and Technology Department** – *Resolution to Renew the Contract for Cell Phone Services from Verizon*

Verizon has provided cellular telephone service to Ingham County for almost 20 years now. The State recently renegotiated its contract with Verizon and now offers a more favorable pricing plan through MiDeal. The new plan provides for no penalty termination, unlimited data, unlimited minutes, and provides priority usage for first responders. The Chief Information Officer recommends approval of a resolution to renew the Verizon contract at an estimated annual cost of \$159,350 for five years. Costs associated with the contract are spread to various departments based on usage.

**4a. Facilities Department** – *Resolution to Authorize an Agreement with Lansing Tile & Mosaic, Inc. to Replace the Flooring in the Women’s Health Lobby Areas*

Flooring in the two lobby areas and hallway of the Women’s Health is past its useful life. Lansing Tile & Mosaic, Inc., an authorized installer, has submitted proposal to remove the existing flooring, prep, furnish and install new vinyl flooring and cove base. The Facilities Department recommends approval of a resolution to authorize an agreement with Lansing Tile & Mosaic, Inc. to replace the flooring at a cost not to exceed \$9,870.

**4b. Facilities Department** – *Resolution Authorizing a Purchase Order to Vidcom Solutions for the Installation of Card Swipes on the Second Floor Judicial Hallway Stairwell at the Veterans Memorial Courthouse*

The Facilities Department has identified a need for two additional card swipes at the north and south stairwells on the second floor judicial hallway doors at Veterans Memorial Courthouse. Only one quote was obtained as two other service providers declined to bid on this project. The Membership Committee of Michigan Municipal Risk Management Authority authorized 50% reimbursement funding through a Risk Avoidance Program Grant. The Facilities Director recommends approval of a resolution to authorize the purchase of two additional card swipes at a cost not to exceed \$4,979.52.

**5. 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 26 projects (see attachment for permit list).

**6. Controller’s Office** – *Resolution Honoring Jill Rhode on the Event of her Retirement*

The Controller’s Office seeks approval of a resolution to honor Jill Rhode for her dedication and commitment and to extend sincere appreciation for her many contributions to Ingham County.

**TO:** Ingham County Board of Commissioners  
**FROM:** Chief Deputy County Clerk Ryan Buck  
**DATE:** October 17, 2018  
**SUBJECT:** Discussion of Resolution to Create Executive Assistant – County Clerk Position

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**BACKGROUND**

- Attachment A----- Human Resources Memo of Analysis
- Attachment B----- Draft Position Description
- Attachment C----- Budget Office 2018 and 2019 Personnel Cost Projections
- Attachment D----- Resolution for Consideration in Next Round of BOC Meetings

During the 2019 budget development process, Clerk Byrum requested the addition of two FTE Deputy County Clerk positions. At the September 12, 2018 Finance Committee Budget Hearing, Clerk Byrum reduced her request to one FTE Deputy County Clerk position and stated her intent to create an Executive Assistant position.

In accordance with the Reorganization Policy, the Human Resources Department and Budget Office were engaged for assistance.

A position description for an Executive Assistant – County Clerk was created and scored as MCF 5 (2018 Salary Range: \$40,880 – \$49,072). Please see Attachment A Human Resources Memo of Analysis.

The draft position description is included as Attachment B.

**FINANCIAL IMPACT**

This position would be funded by the CPL Fund, not the General Fund.

According to the Budget Office, as of October 8, 2018, the CPL Fund balance sits at \$167,415 with revenues averaging around \$80,000 annually.

Please note that Deputy Controller Teri Morton advised at the September 12, 2018 Finance Committee budget meeting that there was about \$69,000 revenue over expenses when it came to CPLs.

The Budget Office provided the following personnel cost projections:

<b>Personnel Cost Projection</b>	<b>Step 1</b>	<b>Step 5</b>
<b>2018</b>	\$77,964	\$89,679
<b>2019</b>	\$79,564	\$91,560

Please see Attachment C, below, for the full cost projection.

**OTHER CONSIDERATIONS**

Attachment D contains the resolution that would be submitted.

**RECOMMENDATIONS**

I respectfully request approval.

## ATTACHMENT A



# INGHAM COUNTY

## HUMAN RESOURCES DEPARTMENT

TO: Barb Byrum, Ingham County Clerk  
FROM: Joan Clous, Human Resources Specialist  
DATE: October 5, 2018  
RE: Memo of Analysis to create new position with the County Clerk's Office

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Regarding the creation of a new position within the County Clerk's Office, Human Resources can confirm the following information:

1. The newly created position of Executive Assistant has been determined to fall within the scope of the MCF jobs and was classified at a MCF level 5 (\$40,880.03 to \$49,071.88)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

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

Address: 5303 S. Cedar Street, Suite 2102, Lansing, MI 48911-3895 | Telephone: 517.887.4328  
Fax: 517.887.4396 | Email: [HR@ingham.org](mailto:HR@ingham.org) | Website: <http://pe.ingham.org>

*Equal Opportunity Employer*

## **ATTACHMENT B**

### **INGHAM COUNTY JOB DESCRIPTION**

#### **EXECUTIVE ASSISTANT - COUNTY CLERK**

##### **General Summary:**

Under the supervision of the County Clerk, serve as a confidential, personal assistant to the County Clerk and other staff as assigned. Provides a variety of administrative support services. Coordinates the processing of Concealed Pistol Licenses (CPLs). Performs backup duties for the Recording Secretary and Deputy County Clerks.

##### **Essential Functions:**

1. Provides a variety of administrative support services for the County Clerk, Chief Deputy County Clerk, Election/Clerk Coordinator, and other County Clerk's Office staff. Fields, processes, composes, and disseminates correspondence, phone calls, mail, email, reports, press releases, and other communications on behalf of the County Clerk. Assists with data collection for grants, reports, charts, and projects as assigned. Compiles large amounts of data into concise reports and charts. Screens and directs visitors. Helps manage calendars for the County Clerk and other administrative staff. Schedules appointments, confirms meetings and makes corresponding travel arrangements.
2. Schedules internal and external meetings. Assists with the meeting logistics regarding room set-up, agendas, amenities and audio-visual equipment. Records, transcribes and distributes meeting minutes. Works with the County Clerk and Chief Deputy County Clerk to follow-up on tasks assigned at meetings. Monitors work projects and deadlines.
3. Performs second-level review of concealed pistol license applications after initial processing by Deputy County Clerks, including screening for errors, processing disqualifications/revocations, or handling other issues as they arise. Reviews CPL-related billing statements from Michigan State Police for accuracy. Attends CPL-related trainings, meetings, and conferences on behalf of the County Clerk. Conducts CPL trainings for County Clerk's Office staff.
4. Organizes and maintains filing systems, including those that are confidential, sensitive, or public in nature. Records include, but are not limited to, concealed pistol license applications and related materials, personnel records, vital records, and other records as assigned.
5. Takes lead in preparing and conducting outreach regarding County Clerk operations, including but not limited to, vital records, CPL's, campaign finance, and voter registration/engagement activities. Accompany and assist Clerk at meetings, conferences, and other events, or represent the Clerk at those events.
6. Receipts cash, checks, credit/debit cards, money orders; balances tills; prepares and submits deposits to the Treasurer's Office.
7. Assist the Chief Deputy County Clerk process employee time cards and per diem payments; order and maintain office supplies; coordinate reconciliation/payment of invoices, other bills, and procurement card statements.

8. Assist the Election/Clerk Coordinator prepare and conduct elections, ensure compliance with the Michigan Campaign Finance Act, process voter registration and absent voter ballot applications, and other election-related tasks as assigned.
9. Monitors activities occurring in the County and community. Composes and submits summary updates to County Clerk.
10. Processes Personnel Action Requests for new hires, terminations, retirements, promotions, transfers, et cetera.
11. Coordinates work orders and communications with County Departments and other entities, including IT, Facilities, and Human Resources.
12. Provides backup support to the Recording Secretary and Deputy County Clerks, as needed.

**Other Functions:**

- Perform other duties as assigned.

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

**Employment Qualifications:**

**Education:** Associates Degree

**Experience:** Two years of administrative/secretarial support experience, including extensive experience with computers and technology

**Other Requirements:**

- Must be able to work evenings and extended hours.
- Must obtain access credentials to Michigan's Qualified Voter File within 6 months of beginning employment in this position and must maintain credentials for duration of employment

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

**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 periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs light work requiring the ability to exert 20-50 pounds 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 primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position 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 5**

## ATTACHMENT C

### 2018 PERSONNEL COST PROJECTION

	MCF Grade 5 Step 1	MCF Grade 5 Step 5
WAGES	<u>\$40,880</u>	<u>\$49,072</u>
UNEMPLOYMENT	204	245
FICA	3,127	3,754
HEALTH	14,894	14,894
DENTAL	922	922
VISION	124	124
LIFE	86	86
RETIREMENT	11,618	13,946
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	1,840	2,208
WORKER COMP	20	25
DISABILITY	53	64
SEPARATION	715	859
CARES	33	33
TOTAL	<u>\$77,964</u>	<u>\$89,679</u>

**2019 PERSONNEL COST PROJECTION**

	MCF Grade 5 Step 1	MCF Grade 5 Step 5
WAGES	<u>\$41,289</u>	<u>\$49,563</u>
UNEMPLOYMENT	206	248
FICA	3,159	3,792
HEALTH	15,067	15,067
DENTAL	936	936
VISION	132	132
LIFE	86	86
RETIREMENT	12,011	14,418
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	1,858	2,230
LIABILITY	563	676
DISABILITY	54	64
SEPARATION	723	867
CARES	33	33
TOTAL	<u>\$79,564</u>	<u>\$91,560</u>

**ATTACHMENT D**

**\*\*\*\* FOR DISCUSSION \*\*\*\***

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE EXECUTIVE ASSISTANT – COUNTY CLERK POSITION**

WHEREAS, the County Clerk has expressed interest in creating the position of Executive Assistant – County Clerk to assist with the efficient operations of the County Clerk’s Office; and

WHEREAS, the Concealed Pistol Licensing Fund (Fund 262) is an appropriate source to fund the position (MCF 5, 2018 Salary Range: step 1, \$40,880 – step 5, \$49,072; 2018 Personnel Cost Projection: step 1, \$77,964 – step 5, \$89,679); and

WHEREAS, the County Clerk has approved the use of the Concealed Pistol Licensing Fund (Fund 262) to fund the position; and

WHEREAS, the County Clerk’s Office has complied with the Reorganization Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the position of Executive Assistant – County Clerk, utilizing the attached position description (Attachment #), with all the duties and responsibilities inherent in that position, effective as of the date of this resolution.

BE IT FURTHER RESOLVED, that the funding source for this position shall be the Concealed Pistol Licensing Fund (Fund 262).

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

**Agenda Item 2**

**TO:** County Services Committee  
Finance Committee

**FROM:** Robert Francis, Deputy Director  
Equalization/Tax Mapping

**DATE:** October 23, 2018

**SUBJECT:** Appointment of New Ingham County Grant Administrator

Attached please find the resolution appointing Robert L. Francis as Ingham County's Grant Administrator.

As required by Act 345, Public Act 1990, the County must have a Grant Administrator for the County Monumentation and Remonumentation Plan. As Douglas Stover, Ingham County's previous Grant Administrator, retired on July 31, 2018, a new Grant Administrator must be appointed.

Enc.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPOINTING ROBERT L. FRANCIS AS COUNTY GRANT ADMINISTRATOR  
FOR THE INGHAM COUNTY REMONUMENTATION PROJECT**

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator; and

WHEREAS, at their April 12, 2016 meeting, by Resolution #16-131, the Ingham County Board of Commissioners appointed Douglas A. Stover for the related services of County Grant Administrator as required by Act 345, P.A. 1990; and

WHEREAS, on July 31, 2018 Douglas A. Stover retired from his position as Equalization Director of Ingham County.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, the Ingham County Board of Commissioners appoint Robert L. Francis, Equalization Deputy Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 10/12/2018

SUBJECT: Core Technology Multibridge/Talon Renewal

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**BACKGROUND**

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff's Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. This year the support expires on 11/30/18.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The funding for the \$5,307.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached short contract for Core Technology to renew support of the Multibridge/Talon software in the amount of \$5,307.00.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY**

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expires on 11/30/2018; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of support from Core Technology in the amount not to exceed \$5,307.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** October 23, 2018  
**SUBJECT:** CyberArk Security Software Purchase

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**BACKGROUND**

In 2017, Ingham County experienced a security breach that affected County services for several days. In an effort to be more compliant with industry best practices, changes were made to endpoint systems which have hampered many users from performing some daily functions without the constant assistance of IT staff. Affected users range from County APAs being unable to view something as simple as convenience store surveillance videos up to keeping the Electronic Medical Records system used at the Health Department updated. IT staff began a search for solutions that would enable County employees to resume using business critical applications in an efficient manner while maintaining the enhanced level of security that has become standard in our environment. The results of our search and recommendations from peer groups such as Oakland County IT have lead us to CyberArk Endpoint Security Manager. A system that will allow us to maintain our elevated security posture while

**ALTERNATIVES**

Microsoft Privileged Access Management and Microsoft Identity Manager were considered as alternatives but neither offer the complete suite of tools needed to meet our needs with respect to the use of elevated rights on the end-user workstation.

**FINANCIAL IMPACT**

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

**OTHER CONSIDERATIONS**

Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDEAL (071B6600110) contract.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to purchase CyberArk Endpoint Privilege Manager from CDW-G in the amount of \$40,417.02.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF CYBERARK ENDPOINT  
PRIVILEGE MANAGER FROM CDW-G**

WHEREAS, Ingham County has increased security on end-point computers; and

WHEREAS, the increased security has caused problems with the function of several software packages utilized by the County; and

WHEREAS, a search was initiated to identify solutions to the problems caused by tightened security; and

WHEREAS, several prospective solutions were considered with Endpoint Privilege Manager by CyberArk being determined to be the most appropriate solution; and

WHEREAS, this expenditure has been planned for and budgeted and will alleviate the inefficiencies caused by elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of CyberArk Endpoint Privilege Manager from CDW-G in the amount not to exceed \$40,417.02.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932032).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

TO: Board of Commissioners, County Services Committee  
FROM: Deb Fett, CIO  
DATE: 10/23/2018  
SUBJECT: Renewal Cell Phone Service

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**BACKGROUND**

Ingham County has been using Verizon for our cell phone provider for almost 20 years now. The State MiDeal contract we currently use for our cell phones has recently been renegotiated and will give us better pricing than we currently have. This contract continues the same clauses of no penalty termination and unlimited data, but adds in unlimited minutes as well as provides the priority usage for first responders.

**ALTERNATIVES**

Annual costs under current contract prices	\$184,455.00
Annual estimated costs new contract (adding lines will alter)	\$159,330.40
Annual net savings	\$29,800.00

**FINANCIAL IMPACT**

The funding for the estimated \$159,350.00 annual cost is budgeted and will be spread to various departments based on usage as per current practice.

**OTHER CONSIDERATIONS**

ITD compared the costs for Verizon versus other providers and found there is no appreciable cost savings for switching providers even with equipment credits and other incentives. When you add in the necessity of switching every current cell phone user over to a different phone or sim card it makes it an onerous task.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached renewal contracts for Verizon.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RENEW THE CONTRACT FOR CELL PHONE SERVICES FROM VERIZON**

WHEREAS, the State of Michigan has recently renegotiated its contract with Verizon under MiDeal; and

WHEREAS, the new plan continues the best features of the old plan while adding in new benefits like unlimited minutes and first responder priority access; and

WHEREAS, this new plan recognizes a savings of an estimated \$29,000.00 over current contract rates; and

WHEREAS, Innovation & Technology is recommending we switch to the new MiDeal contract to realize these benefits and savings.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the continuation of the cell phone service from Verizon at the new rates for a period of 5 years.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** October 23, 2018

**RE:** Resolution to authorize an agreement with Lansing Tile & Mosaic, Inc. to replace the flooring in the Women's Health lobby areas.

For the meeting agendas of: November 7 & 8

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**BACKGROUND**

The flooring in the two lobby areas and hallway of the Women's Health is old and past its useful life. Lansing Tile & Mosaic, Inc., an authorized installer, will remove the existing flooring, prep, furnish and install new vinyl flooring and cove base.

**ALTERNATIVES**

The only alternative is to not move forward with replacing the flooring.

**FINANCIAL IMPACT**

Lansing Tile & Mosaic, Inc. an authorized installer, is on the state contract therefore three quotes were not required. The funds are available through the approved CIP line item #245-60199-931000-5FC09 for the Women's Health flooring replacement.

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval of the attached resolution to enter into an agreement with Lansing Tile & Mosaic, Inc. to remove and dispose of existing flooring, prep, furnish and install new vinyl flooring and cove base in the Women's Health two lobby areas and hallway.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LANSING TILE & MOSAIC, INC. TO REPLACE THE FLOORING IN THE WOMEN'S HEALTH TWO LOBBY AREAS AND HALLWAY**

WHEREAS, the flooring in the lobby areas and hallway of the Women's Health is old and past its useful life; and

WHEREAS, over the years carpet is worn and in need of replacement; and

WHEREAS, Lansing Tile & Mosaic, Inc., an authorized installer, will remove and dispose of existing flooring, prep, furnish and install vinyl flooring and cove base; and

WHEREAS, Lansing Tile and Mosaic, Inc. is on the state contract therefore, three quotes are not required; and

WHEREAS, Lansing Tile and Mosaic, Inc. submitted a bid amount of \$9,870.00; and

WHEREAS, funds for said services are located within the approved CIP Line Item #245-60199-931000-5FC09 for the Women's Health flooring replacement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Lansing Tile & Mosaic, Inc., an authorized installer, 2210 Apollo Drive, Lansing, Michigan, 48906, to install new tile flooring in the Women's Health lobby areas and hallway, under the State of Michigan contract, for the cost of \$9,870.00.

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

**TO:** Board of Commissioners, County Services and Finance Committee

**FROM:** Rick Terrill, Facilities Director

**DATE:** October 19, 2018

**RE:** Resolution authorizing a purchase order to install new card swipes on the second floor judicial hallway stairwell at the Veteran's Memorial Courthouse (VMC)

For the meeting agendas of: November 6 & 7

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**BACKGROUND**

Two additional card swipes are needed at the north and south stairwells on the second floor judicial hallway doors to enhance security. Only one quote was obtained as two other service providers declined to bid on this project.

**ALTERNATIVES**

There are no alternatives for this project.

**FINANCIAL IMPACT**

Funds for this project are available through the Liability Insurance Fund. The total cost of this project is \$4,979.52.

The Membership Committee from Michigan Municipal Risk Management Authority authorized 50% reimbursement funding, up to \$7,170.00, through the Risk Avoidance Program Grant.

Once the project is complete the invoice will be submitted to Financial Services for payment.

**STRATEGIC PLANNING IMPACT**

This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

**OTHER CONSIDERATIONS**

There are no other considerations for this project.

**RECOMMENDATION**

Based on the information presented, the Facilities Department requests approval to issue a purchase order to Vidcom Solutions for the installation of 2 new card swipe access at the Veterans Memorial Courthouse's second floor judicial hallway stairwell doors for a total cost of \$4,979.52.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A PURCHASE ORDER TO VIDCOM SOLUTIONS FOR THE  
INSTALLATION OF CARD SWIPES ON THE SECOND FLOOR JUDICIAL HALLWAY  
STAIRWELL AT THE VETERANS MEMORIAL COURTHOUSE (VMC)**

WHEREAS, two additional card swipes are needed one in the north stairwell and one in the south stairwell on the second floor judicial hallway to enhance security; and

WHEREAS, it's the recommendation of the Facilities Department to issue a purchase order to Vidcom Solutions, a registered local vendor who submitted the only bid of \$4,979.52; and

WHEREAS, funds for this project are available through the Liability Insurance Fund with 50% of this project to be reimbursed from the Risk Avoidance Program Grant authorized through Michigan Municipal Risk Management Authority.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes issuing a purchase order to Vidcom Solutions, 15559 South US-27, Lansing, Michigan 48906, for the installation of two new card swipes to provide access control on the VMC second floor judicial hallway stairwell doors for a total cost of \$4,979.52.

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

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 October 23, 2018 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: October 23, 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>
2018-660	COMCAST	CABLE / UG	TIMES SQUARE & MARSH RD	MERIDIAN	15
2018-661	COMCAST	CABLE / OH	EYDE PKWY & HAGADORN RD	MERIDIAN	20
2018-671	PM ENVIRONMENTAL	MISCELLANEOUS	OKEMOS RD & JOLLY RD	MERIDIAN	4
2018-672	NICK VLAHAKIS	LAND DIVISION	DEXTER TR & WILLIAMSTON RD	INGHAM	27
2018-674	RUSSELL BLOOM	LAND DIVISION	MORRICE RD & BELL OAK RD	LOCKE	24
2018-675	FRONTIER	CABLE / UG	BROGAN RD & COOPER RD	WHITE OAK	24
2018-676	MERIDIAN TOWNSHIP	WATERMAIN	BIBER ST & PORTER AVE	MERIDIAN	6
2018-680	KEPS	CABLE/ OH	LAKE LANSING & WOOD ST	LANSING	3
2018-683	CONSUMERS ENERGY	GAS	ONONDAGA RD& STIMSON RD	ONONDAGA	9
2018-686	MICHAEL LAWTON	CURB CUT	KIMBERLY DR & COVINGTON CT	LANSING	11
2018-688	COMCAST	CABLE / UG	NIGHTINGALE DR & JAXX DR	DELHI	20
2018-690	JOHN DERENGOSKI	SANITARY	LAKE LANSING & OKEMOS RD	MERIDIAN	9
2018-691	LAUX CONSTRUCTION	SANITARY	LAKE LANSING & WOOD ST	LANSING	3
2018-692	MARTIN LUTHER HIGH SCHOOL	MISCELLANEOUS	GRAND RIVER & FAIRVIEW AVE	LANSING	11
2018-693	COMCAST	CABLE / UG	JAMES PHILLIPS DR & JOLLY RD	ALAIEDON	5
2018-694	COMCAST	CABLE / UG	OKEMOS RD & KENT ST	MERIDIAN	21
2018-695	CONSUMERS ENERGY	GAS	SANDHILL RD & HULETT RD	ALAIEDON	8
2018-696	CONSUMERS ENERGY	GAS	HOLT RD & OKEMOS RD	ALAIEDON	16
2018-697	CONSUMERS ENERGY	ELECTRIC / OH	NEWTON RD & SAGINAW ST	MERIDIAN	24
2018-698	CONSUMERS ENERGY	ELECTRIC / OH	IVES RD & COLUMBIA RD	VEVAY	10
2018-699	FRONTIER	CABLE / UG	SEARLS RD & FROST RD	LEROY	26
2018-700	CONSUMERS ENERGY	ELECTRIC / OH	VAN ATTA RD & PIPER RD	MERIDIAN	13
2018-701	CONSUMERS ENERGY	GAS	PENOBSCOT DR & TAHOE CIR	MERIDIAN	27
2018-702	CONSUMERS ENERGY	ELECTRIC / OH	ONONDAGA RD & STIMSON RD	ONONDAGA	16
2018-704	LESLIE TOWNSHIP	SPECIAL EVENT	VARIOUS	LESLIE	
2018-705	WESTSIDE WATER	WATERMAIN	MAIN ST & WARREN AVE	LANSING	18

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING JILL RHODE ON THE  
EVENT OF HER RETIREMENT**

WHEREAS, Jill Rhode began her career with the Ingham County Financial Services Department on August 13, 2008; and

WHEREAS, Jill joined Ingham County after distinguished service to the Cities of Lansing and Midland; and

WHEREAS, during her years of service to Ingham County, she has provided outstanding leadership and her ability to work well with elected officials, department heads and employees has played a vital role in the effective, efficient operation of Ingham County government, earning her the respect of county officials, colleagues state-wide and all those around her; and

WHEREAS, Jill has helped to guide the County through several very challenging budget cycles by sharing her understanding of public finance and her ability to maintain compliance with generally accepted accounting principles, Government Accounting Standards Board rules and many statutory requirements; and

WHEREAS, through Jill's leadership, Ingham County has been awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting in each year of Jill's employment with Ingham County; and

WHEREAS, Jill has willingly lent her talents to other government endeavors such as the State Child Care Fund and the East Lansing Financial Health Team for the sole purpose of advancing sound fiscal management; and

WHEREAS, Jill consistently applied ethical standards in fulfillment of her assigned responsibilities which serves as an example for all Ingham County employees; and

WHEREAS, after a stellar 35-year career and 10 years of dedicated service to Ingham County, Jill has elected to retire from her position as Financial Services Director.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Jill Rhode for her dedication and commitment to the County of Ingham and extends its sincere appreciation for the many contributions she has made to the citizens of Ingham.

BE IT FURTHER RESOLVED that the Board of Commissioners extends its best wishes to Jill and hopes for continued success in all of her future endeavors.