

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, OCTOBER 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 [October 2, 2018](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

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
6. Indigent Defense Collaborative Committee – Resolution Creating an [Administrator Position and an Executive Assistant](#) Position for the Public Defenders Office

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

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 2, 2018  
Draft Minutes

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

Members Absent: None

Others Present: Tom Krug, Jackie Flynn, Rick Flynn, Deb Fett, Bill Conklin, Bonnie Toskey, Gordon Love, Sue Graham, Becky Bennett, Tim Dolehanty, Lindsey LaForte, and others

The meeting was called to order by Chairperson Nolan 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 September 18, 2018 Open and Closed Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE SEPTEMBER 18, 2018 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY.

Additions to the Agenda

Change -

5. Human Resources – CCLP Animal Control Grievance Hearing (*Closed Session*)

Limited Public Comment

None.

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

1. Innovation & Technology Department – Resolution to Approve Extension of an Agreement for Data and Voice Wiring Services
2. Health Department – Resolution to Accept Funding from MDHHS for HIV Care Coordination
3. Road Department
  - a. Resolution to Approve Stop Sign Traffic Control Orders in Sierra Ridge Estates Subdivision Section 4, Meridian Township
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

4. Controller's Office
  - a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget
  - b. Resolution to Authorize Participation in a Regional Health Insurance MEWA
  
6. Board of Commissioners – Resolution Honoring Lori Vanderbush as the Recipient of the Ingham County Women's Commission Lucile E. Belen Award

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

5. Human Resources – CCLP Animal Control Grievance Hearing (*Closed Session*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, AT 6:02 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING A COLLECTIVE BARGAINING AGREEMENT TO CONSIDER CCLP/FLYNN GRIEVANCE AS REQUESTED BY THE EMPLOYER PURSUANT TO MCL15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SEBOLT, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:14 P.M.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. HOPE, TO PAY WAGE MS. FLYNN THE WAGES LOST.

Commissioner Grebner asked if it was it possible to recover these payments if the worker's compensation payments go through.

Gordon Love, County Attorney, stated that the opposite was in effect with this. He further stated that since there would not be any wage loss and the employee was made whole, workers compensation would not provide any payments.

THE MOTION CARRIED UNANIMOUSLY.

#### Announcements

Chairperson Nolan stated that the November 6, 2018 meeting fell on Election Day. She asked the Committee if they had a preference as to keep the meeting on the scheduled date and time, move the meeting to the following Wednesday night prior to the Finance Committee meeting, or move the meeting to the following Thursday evening.

Discussion.

Chairperson Nolan stated that the meeting would be moved to Thursday, November 8, 2018, at 6:00 p.m.

Commissioner Grebner stated that going forward, perhaps the Board of Commissioners should treat Election Day as a County Holiday and not schedule meetings for that night.

#### Public Comment

Rick Flynn, Ms. Flynn's husband, thanked the Committee for listening and making their decision to restore the wages. He further stated that the Ingham County Animal Control (ICAC) was getting off the hook a little bit.

Mr. Flynn stated that he was happy with the Committee's decision and thanked them for the monetary compensation. He further stated that there was a lot of wrongdoing as Ms. Flynn had showed up to work full-time in June and Dr. Karen Worthington, former Director John Dinon, and former Assistant Director Anne Burns said that her work release did not say that she should be restricted to the Cats-Only Shift.

Mr. Flynn stated that they sent her back to the physician for another assessment. He further stated that it was ridiculous.

Mr. Flynn stated that luckily he had worked for Ingham County's Youth Center for 10 years and currently worked for the State of Michigan as an Ingham County Probation Officer. He further stated that he was able to come back to the Youth Center part-time to work a second job.

Mr. Flynn stated that they had three children and this happened during the summer when school was out. He further stated that they ended up with a \$1,000 bill for child care which was on top of all the other bills they had.

Mr. Flynn stated that what the legal team was saying was not accurate.

#### Adjournment

The meeting was adjourned at 7:21 p.m.

# OCTOBER 16, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

**1a. Innovation and Technology Department – Resolution to Approve the Purchase of an Additional License for Netbrain Software**

On June 28, 2016 the Board of Commissioners approved Resolution 16-284 to approve the purchase of Netbrain software, a network analysis tool used to monitor the IT network and all connections that are part of the network. The Innovation and Technology Department seeks approval of a resolution to add an additional user license for Netbrain software to allow internal use by more than one Network Administrator. This tool provides greater visibility into network configurations which increases the ability to catch vulnerabilities or changes that may introduce risk to the network. The total cost for an additional license is \$11,783.33.

**1b. Innovation and Technology Department – Resolution to Approve the Contract for Renewing Courtview Support Services**

CourtView software is used in various criminal justice areas including our Courts and Prosecuting Attorneys' office. The annual maintenance agreement to maintain the application, receive support, and receive needed software updates will expire on December 31. A support agreement has been purchased every year since Ingham County first owned the application. Last year's total maintenance cost was \$154,255. The total cost proposed by CourtView for 2019 is \$158,278, a 2.6% increase. The Chief Information Officer recommends approval of this contract renewal.

**1c. Innovation and Technology Department – Resolution to Approve Renewal of Training from ITProTV**

ITProTV provides training in easy to understand videos on various topics. Innovation and Technology (IT) Department staff determined that users could be trained very efficiently through ITProTV. Training programs relate to IT software applications as well as business, web design, and programming concepts. Training is reinforced by way of virtual labs and practice exams offered through an online subscription format. The IT Department recommends approval of a resolution to allow renewal of a one-year subscription for ITProTV user training in an amount not to exceed \$6,640.75.

**2. Health Department – Resolution to Accept Substance Use Disorder Funding Award**

This resolution accepts a funding award of \$201,317 provided through the U.S. Department of Health Resources and Services Administration to expand access to integrated substance use disorder and mental health services effective September 1, 2018 through August 31, 2019.

**3a. Financial Services Department** – *Resolution to Waive the Public Act 152 Health Care Requirements for 2019*

Section 8 of the Publicly Funded Health Insurance Contribution Act (MCL 15.568) permits a local unit of government to exempt itself from employer contribution limitations of the Act for the next succeeding year by a 2/3 vote of a governing body. The County began a partially self-insured health insurance program in 2015 that resulted in substantial savings. Uncertainty associated with the savings amount in the coming fiscal year makes it very difficult to determine if the County will be in compliance with the 80% maximum funding requirement. Therefore, the County administration recommends that this requirement of Public Act 152 be waived for 2017 as allowed by statute.

**3b. Financial Services Department** – *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*

The Health Care Coalition has agreed to recommend that no changes be made to County health insurance benefits in 2019, but has agreed to make changes to the premium sharing agreement. Current bargaining agreements use savings from the previous year to reduce cost in premiums in the succeeding years. With the continued cost increases for both the employees and the County, it was determined that the County would use a \$1 million of fund balance from the employee benefit fund in 2018 to reduce both employee and County contributions for health insurance premiums. Since the 2018 rates were much lower based on this subsidy, the employee's increase for 2019 was substantial. It was determined that there was still excess fund balance in the Employee Benefit Fund which could be available in 2019. To offset the major increase and bridge the cost increase, it was recommended that we use \$300,000 of fund balance in the Employee Benefit Fund to help absorb the cost increase for 2019. A resolution is offered to adopt these changes.

**4. Purchasing Department** – *Resolution to Approve the Disposal of County-Owned Surplus Property*

The Purchasing Department has determined that the County has a number of surplus items that have exceeded their useful life and/or are no longer useful for County operations. County policy requires the Purchasing Director to create a list of surplus items for presentation to the Controller and County Services Committee for their respective approvals. The Purchasing Director recommends approval of the proposed resolution. (Please note that, per County policy, County Commissioners are prohibited from purchasing any surplus County-owned personal property.)

**5a. Road Department** – *Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades*

The Road Department requests authorization purchase single tungsten carbide insert grader blades from Shults Equipment. The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years and periodically replaces the cutting edges of the underbody plow blades for winter and gravel road maintenance. The Road Department seeks Board authorization to purchase blades from Shults Equipment at a total cost not to exceed \$47,000.

Consideration of the Shults Equipment proposal became necessary when Valk Manufacturing Company withdrew from their three-year bid accepted by the County last year (see Resolution 17-350). Valk cited costs associated with a new tariff assessed against foreign steel as their reason for backing out on their commitment. Valk's bid, submitted on August 18, 2017 in response to Invitation to Bid #145-17, did not provide any qualification with respect to potential price increases in the cost of steel or otherwise. The purchase order issued to Valk at \$115,700 (38,567 annually) included the County's standard terms and conditions and did not include a cancellation clause. Valk's vendor privileges were subsequently revoked and the company is no longer eligible to bid on County proposals.

**5b. Road Department** – *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*

Approximately \$7.6 million was recently allocated by the State of Michigan for the construction of Coleman Road from Wood Road to West Road in southern Clinton County and northern Ingham County. Roughly 32% of the new roadway will be located within the City of East Lansing, 48% in Clinton County and 20% in Ingham County. The Michigan Department of Transportation has asked that the three municipalities choose an agency to act as the lead Act 51 agency to deliver the project. With their concurrence, the Road Department has offered a resolution to endorse the Clinton County Road Commission act as the lead Act 51 Agency.

**5c. Road Department** – *Resolution to Approve a Restrictive Covenant for the Kerns Road Salt Storage Site Closure Project*

Many decades ago the Road Department stored deicing materials at a location on Kerns Road. Hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt, resulting in environmental contamination. Remedial activities were employed to remove most of the contamination from the mid 1980's through 2006. Post-remedial action evaluations indicate that the source area has been mitigated. The final step in the process is for the Board of Commissioners to approve, sign, and record a restrictive covenant on a small rectangle of Ingham County land located within the Kerns Road water tower property in the City of Mason. The Road Department recommends approval of a resolution to authorize the Board Chair to sign the restrictive covenant on behalf of the County.

**5d. 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 10 projects (see attachment for permit list).

**6. Indigent Defense Collaborative Committee** – *Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defender's Office*

This resolution would authorize the creation of two positions, an Administrator and an Executive Assistant, for the Public Defender's Office, along with the associated budget. These positions are included in Ingham County's Michigan Indigent Defense Commission (MIDC) compliance plan to provide quality defense to indigent people who are accused of crimes. The position of Chief Public Defender has previously been approved by the Board of Commissioners, and the remaining 33.5 full-time equivalents will be brought before the Board for approval at a later date.



The Human Resources Department has recommended that these positions be classified as follows:

- Administrator, MCF11 (salary range \$67,209 to \$80,671), with a long-term (topped out) cost of \$134,521
- Executive Assistant, MCF05 (salary range \$40,880 to \$49,072), with a long-term (topped out) cost of \$89,493

This resolution will also authorize a budget of \$10,000 to fund any necessary furnishings and equipment associated with the positions.

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

A resolution is offered to congratulate Chief Information Officer Deb Fett as recipient of the Michigan Government Management Information Sciences 2018 IT Professional of the Year award.

**8a. Board of Commissioners Office – Resolution Honoring Chris Holman for His Service as a Member of the Capital Area Region Airport Authority Board**

A resolution is offered to honor Chris Holman for his 20 years of service and contributions to the County of Ingham as a member of the Capital Region Airport Authority Board.

**8b. Board of Commissioners Office – Resolution Honoring Richard Baker for His Service as a Member of the Capital Area Region Airport Authority Board**

A resolution is offered to honor Richard Baker for his 18 years of service and contributions to the County of Ingham as a member of the Capital Region Airport Authority Board.

**Agenda Item 1a**

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

FROM: Deb Fett, CIO

DATE: 10/02/2018

SUBJECT: Resolution – NetBrain Software Additional License Purchase

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**BACKGROUND**

Resolution #16-284 was for the purchase of NetBrain, a network analysis tool. NetBrain allows Ingham County ITD to have a visual representation of the network and all the connections that are part of it. It also provides infrastructure documentation, and the ability roll out configuration changes or roll them back if issues arise. It has been very beneficial so far and ITD would like to expand our use of the product.

The additional NetBrain license is available on the GSA Schedule (GS-35F-235DA) from NetBrain (Vendor #38431) for \$11,783.33 including the first year’s maintenance.

**ALTERNATIVES**

Our past alternative has to spend many hours doing this manually with the risk of missing some connections. The previous process also exposed us to risk of downtime while we manually reversed changes that were made to our configuration.

**FINANCIAL IMPACT**

The funding for the \$11,783.33 total is budgeted and will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-802000.

**OTHER CONSIDERATIONS**

This additional software license will allow more than one Network Admin to use the tool which gives us greater visibility into our network configurations which allows better ability to catch any vulnerabilities or changes that may introduce risk into our environment.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the additional license for NetBrain Software.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF AN ADDITIONAL LICENSE  
FOR NETBRAIN SOFTWARE**

WHEREAS, Ingham County currently uses NetBrain to have greater visibility into and control over our network; and

WHEREAS, an additional software license will allow great use of said software; and

WHEREAS, ITD obtained national contract pricing from NetBrain for our licensing and ongoing support needs; and

WHEREAS, the purchase price of said license will be \$11,783.33.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of NetBrain software in the amount not to exceed \$12,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-802000.

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, CIO

DATE: 10/02/2018

SUBJECT: Renew CourtView Support Services

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**BACKGROUND**

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2018. This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$154,255.00, this year's cost proposed by CourtView is \$158,278.00, a 2.6% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with CourtView allows an annual increase equal to the CPI but not to exceed 4%.

**ALTERNATIVES**

There is no reasonable alternative.

**FINANCIAL IMPACT**

The funding for the \$158,728.00 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 contract renewal for CourtView Justice Solutions' support of the CourtView software in the amount of \$158,728.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE CONTRACT FOR RENEWING  
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$158,728.00 for annual support is due for the support from January 1<sup>st</sup>, 2019-December 31<sup>st</sup>, 2019; and

WHEREAS, the annual contract amount proposed by CourtView includes an increase from the prior year equal to the Consumer Price Index of 2.6% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed \$158,728.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology'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.

**Agenda Item 1c**

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

FROM: Deb Fett, CIO

DATE: 10/01/2018

SUBJECT: ITProTV Training Renewal ITD staff

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**BACKGROUND**

ITD has been using ITProTV for training for the past year. The training was initially approved under Resolution #17-400. The training is in easy to understand videos on various technical topics. The training we are interested in pertains to IT software applications as well as business, web design, and programming concepts. The training is reinforced by virtual labs and practice exams. This training is an online subscription format that is purchased in yearly increments.

ITProTV is listed under the GSA contract #GS-35F-474DA.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The funding for the \$6,604.45 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This is down slightly from last year's amount of \$6,790.68.

**OTHER CONSIDERATIONS**

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for ITProTV training in the amount of \$6,640.45.

**Agenda Item 1c**

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM ITPROTV**

WHEREAS, ITProTV is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, ITD has been using this method for the past year and has found it to be very effective; and

WHEREAS, the renewal of the subscription for training will be for our entire ITD staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from ITProTV in the amount not to exceed \$6,800.00.

BE IT FURTHER RESOLVED, which the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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 Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** September 25, 2018  
**SUBJECT:** Accept Substance Use Disorder Funding Award  
For the meeting agenda of October 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup>, 2018

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**BACKGROUND**

Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award in the amount of \$201,317.00 provided through the U.S. Department of Health Resources and Services Administration (HRSA). This award will be used to implement and advance evidence-based strategies to expand access to integrated substance use disorder (SUD) and mental health services and will be effective September 1, 2018 through August 31, 2019. Subsequent year funding will be contingent upon implementation of the proposed project within eight months of the award.

In order to expand access to integrated substance use disorder and mental health services, this award will include the following creation of positions and purchases:

- 1.0 FTE Community Health Worker at \$38,572.55 (UAW Grade D, Step 5).
- 1.0 FTE Behavioral Health Consultant (Licensed Clinical Social Worker) at \$80,000.00 via an amendment to ICHD's existing services agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI).
- A one-time funding purchase of \$36,555.00 for supplies to equip the operational space at the Sparrow-VOA Health Center to accommodate the 1.0 FTE Ingham County Employee and the 1.0 Contractual Employee.

**ALTERNATIVES**

There are no alternatives.

**FINANCIAL IMPACT**

This acceptance of this award will be an increase in funding by \$201,317.00 for evidence-based strategies to expand access to integrated substance use disorder and mental health services in ICHD's CHCs.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend authorizing ICHD to accept a funding award of \$201,317.00 provided through the U.S. Department of Health Resources and Services Administration to expand access to integrated substance use disorder and mental health services effective September 1, 2018 through August 31, 2019.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT SUBSTANCE USE DISORDER FUNDING AWARD**

WHEREAS, the Ingham County Health Department's (ICHD's) Community Health Centers (CHCs) wish to accept a funding award in the amount of \$201,317.00; and

WHEREAS, the funds are provided through the U.S. Department of Health Resources and Services Administration (HRSA); and

WHEREAS, this award will be used to implement and advance evidence-based strategies to expand access to integrated substance use Disorder (SUD) and mental health services; and

WHEREAS, this award will be effective September 1, 2018 through August 31, 2019; and

WHEREAS, subsequent year funding will be contingent upon implementation of the proposed project within 8 months of the award; and

WHEREAS, in order to expand access to integrated substance use disorder and mental health services, this award will include the following creation of positions and purchases:

- 1.0 FTE Community Health Worker at \$38,572.55 (UAW Grade D, Step 5).
- 1.0 FTE Behavioral Health Consultant (Licensed Clinical Social Worker) at \$80,000.00 via an amendment to the ICHD's existing services agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI).
- A one-time funding purchase of \$36,555.00 for supplies to equip the operational space at the Sparrow-VOA Health Center to accommodate the 1.0 FTE Ingham County Employee and the 1.0 Contractual Employee; and

WHEREAS, this acceptance of this award will be an increase in funding by \$201,317.00 for evidence-based strategies to expand access to integrated substance use disorder and mental health services in ICHD's CHCs; and

WHEREAS, the Ingham Community Health Center Board recommends accepting the award of the \$201,317.00 from HRSA effective September 1, 2018 through August 31, 2019; and

WHEREAS, the Health Officer recommends accepting the award of the \$201,317.00 from HRSA effective September 1, 2018 through August 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of the \$201,317.00 from HRSA effective September 1, 2018 through August 31, 2019.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of 1.0 FTE Community Health Worker position (\$38,572.55 UAW Grade D, Step 5).

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes amending the existing agreement with CMH-CEI to add a 1.0 FTE Behavioral Health Consultant at \$80,000.00.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a one-time funding purchase of \$36,555.00 for supplies to equip the operational space at the Sparrow-VOA Health Center to accommodate these additional 2.0 FTE positions.

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

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

**TO:** Board of Commissioners County Service and Finance Committee  
**FROM:** Jill Rhode, Director of Financial Services  
**DATE:** September 25, 2018  
**SUBJECT:** Waiving of Act 152 for 2019 Health Insurance

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**BACKGROUND**

We have finalized the agreements with the employee groups concerning the health insurance benefits to be offered in 2019. This includes an estimate of cost sharing and a determination of how the savings will be shared with employees. Since the dollar amount for the actual cost savings will be an estimate, it is very difficult to determine with 100% certainty whether the County will be in compliance with both the hard cap or 80/20% premium share requirements of Public Act 152.

While we will make every effort to comply with the law, we believe it is in the County's best interest to waive all requirements of Public Act 152. This can be accomplished with a 2/3rds approval of the Board. The attached resolution will authorize this waiver. We have approved a similar resolution for the past few years.

**ALTERNATIVES**

The County could require that the employee pay 20% of the premiums but this has not been agreed to with the employee groups.

**FINANCIAL IMPACT**

If the waiver was not approved and the County did not meet the hard caps or 80% test, this would have a substantial impact on the County's annual revenue sharing payment.

**RECOMMENDATION**

In accordance with past practice, the County administration recommends approval of the resolution waiving the requirement of Public Act 152 for 2018.

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2019**

WHEREAS, Public Act 152 of 2011 places limits on public employer's contributions toward their employee's health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, the requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year; and

WHEREAS, commencing January 1, 2019, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this change makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that Ingham County Board of Commissions exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2019 as permitted by MCL 15.568.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby exempts Ingham County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2019 as permitted by MCL 15-568.

**TO:** Board of Commissioners County Service and Finance Committee

**FROM:** Jill Rhode, Director of Financial Services

**DATE:** September 25, 2018

**SUBJECT:** 2019 Health Insurance

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**BACKGROUND**

The Health Care Coalition has agreed that no changes will be made to the County's health insurance benefits in 2019 but we have agreed to make changes to the premium sharing agreement.

With the continued cost increases for both the employees and the County, it was determined that the County would use a \$1 million of fund balance from the employee benefit fund in 2018 to reduce both employee and County contributions for health insurance premiums. Since the 2018 rates were much lower based on this subsidy, the employee's increase for 2019 was substantial. It was determined that there was still excess fund balance in the Employee Benefit Fund which could be available in 2019. To offset the major increase and bridge the cost increase, it was recommended that we use \$300,000 of fund balance in the Employee Benefit Fund to help absorb the cost increase for 2019. This would provide funding for about 50% of the employee subsidy in 2018. The County will be paying 100% of their rate unlike the 2018 plan which had subsidy for both the employees and County.

**ALTERNATIVES**

Any option other than approval of this resolution will delay the County's open enrollment process and make it difficult to have everything in effect by January 1<sup>st</sup> since we will need to renegotiate a new agreement with the employee's bargaining groups.

**FINANCIAL IMPACT**

This will spend \$300,000 of fund balance in the Employee Benefit Fund which is available for this purpose. If this does not occur, the \$300,000 will continue to move forward as a part of the fund balance in the Employee Benefit Fund.

**RECOMMENDATION**

Both the Health Care Coalition and the County Administration recommend approval of this resolution.

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**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**

WHEREAS, the Ingham County Health Care Coalition investigated options for the County's health care plan and have agreed to making changes to the premium sharing agreement for 2019; and

WHEREAS, with the continued cost increases for both the employees and the County, it was determined by the Health Care Coalition that this additional savings of \$300,000 will be used in 2019 to reduce both employee contribution for health insurance premiums.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition for 2019 and authorizes the use of the \$300,000 of Employee Benefit Fund's fund balance to reduce employee's contributions in 2019.

BE IT FURTHER RESOLVED, that the Board Chairperson are authorized to sign the appropriate documents after review by the County Attorney.

**Agenda Item 4**

TO: County Services and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: October 2, 2018  
SUBJECT: Disposal of Surplus Vehicles

This is a resolution authorizing a publically advertised auction conducted by the Purchasing Department for the disposal of certain vehicles which have been replaced or have exceeded the useful life, and therefore no longer serves the County's needs.

Sealed bids will be solicited for the surplus items and the award will be made to the highest responsive bidder. If a bidder does not claim the item(s) awarded, the item will be awarded to the next highest responsive bidder. Monies received will be deposited in the General Fund or appropriate account.

Vehicles to be auctioned are identified in Attachment "A".

I respectfully request approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE DISPOSAL OF COUNTY-OWNED SURPLUS PROPERTY**

WHEREAS, the Purchasing Department has determined that the County has a number of surplus vehicles that have exceeded their useful life and/or are no longer useful for County operations; and

WHEREAS, the surplus vehicles will be auctioned off through a sealed competitive, publically advertised bidding process whereby awards will be made to the highest responsive bidder; and

WHEREAS, the Director of Purchasing has reviewed the surplus items before placement on the surplus property list, and County departments will be allowed to view surplus items for usefulness before the public auction.

THEREFORE BE IT RESOLVED, that the Ingham County Purchasing Department is authorized to place in an auction those surplus vehicles in the attached listing which have no further use or value to the County of Ingham.

BE IT FURTHER RESOLVED, that any vehicle not sold at the auction may be disposed of by the Purchasing Director in the manner deemed to be in the County's best interest.

BE IT FURTHER RESOLVED, that proceeds from the sale of surplus items will be deposited in the General Fund 10130101 673000 or appropriate account.



**2018 SURPLUS LISTING**  
**Attachment "A"**

Year Make Model	Color	Mileage	VIN #
2011 Chevy Impala	White	Unknown	2G1WD5EM6B1285309
Department:	Additional Information		
SO	The battery is dead and the transmission is bad.		

Year Make Model	Color	Mileage	VIN #
2005 Chevy Tahoe	White	117,366	1GNEC13Z35R182820
Department:	Additional Information		
FAIR	The battery is dead and the following missing: rear hatch latch/handle, back seat door handle. The floor boards are soft.		

Year Make Model	Color	Mileage	VIN #
2009 Chevrolet Impala	White	107,813	2G1WS57M991315141
Department:	Additional Information		
SO/Road	Retired road patrol vehicle.		

Year Make Model	Color	Mileage	VIN #
2010 Chevy Impala	White	Unknown	2G1WD5EM5A1244149
Department:	Additional Information		
Road from SO	Retired road patrol vehicle. The brakes are bad and trim/moldings pieces are missing.		

Year Make Model	Color	Mileage	VIN #
2008 Chevy Impala	White	Unknown	2G1WS583581268938
Department:	Additional Information		
Potter Park Zoo	Retired road patrol vehicle. Problems include: steering, ABS brakes, reduced power, overheating, dents and scratches.		

Year Make Model	Color	Mileage	VIN #
2001 Chevrolet Impala	White	83,445	2G1WF55KX19363356
Department:	Additional Information		
SO	Retired road patrol vehicle. Overall the vehicle is in poor condition and the battery is dead because it has not been used in some time.		

Year Make Model	Color	Mileage	VIN #
2007 Chevy Impala	White	Unknown	2G1WS58R079403179
Department:	Additional Information		
Potter Park Zoo	Retired road patrol vehicle. The battery is dead and the transmission is bad. There are holes in the seats. The paint and moldings are in poor condition.		

Year Make Model	Color	Mileage	VIN #
2013 Chevy Impala	White	102,854	2GIWD5E3OD1165757
Department:	Additional Information		
SO	Retired road patrol vehicle. This vehicle is in fair condition and the battery is dead.		

Year Make Model	Color	Mileage	VIN #
2013 Chevy Impala	White	103,660	2G1WD5E3OD1247701
Department:	Additional Information		
SO	Retired road patrol vehicle.		

Year Make Model	Color	Mileage	VIN #
2009 Chevy Impala	White	125,438	2G1WS57M891314645
Department:	Additional Information		
ITD	Retired road patrol vehicle. This vehicle has faulty power steering and a hole in the driver's seat.		

Year Make Model	Color	Mileage	VIN #
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1992 Pontiac Grand Am	Green	Unknown – See Additional information below	1G2NE5437NM021599
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
1995 Buick Park Avenue	Blue	Unknown – See additional information below	1G4CU5212SH652848
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
1975 Olds Cutlass	Green	Unknown – See additional information below	3J57K5R126917
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
2000 Pontiac Sunfire	Black	Unknown – See additional information below	1G2JB1243Y407449
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
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1989 Chevy 1500 Pickup	Red	Unknown – See additional information below	1GCDK14K5Z100400
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
2001 Chevy Silverado	Blue	Unknown	1GCEK19T81E140305
Department:	Additional Information		
SO	This vehicle has been sitting for a number of years and there are no keys. The overall condition is poor. All the tires are flat. This vehicle does not run and needs to be towed.		

Year Make Model	Color	Mileage	VIN #
2003 Dodge Ram 1500	Orange	260,000	1D7HA16N83J660624
Department	Additional Information		
Road (#037)	This vehicle has engine noise, uses 2 quart of oil daily, very rusty, and the battery needs to be replaced.		

Year Make Model	Color	Mileage	VIN #
1991 Ford F-800, Single axle Aerial truck	Orange	66,200	1FDXK843MVA34819
Department:	Additional Information		
Road (#191)	The vehicle has been red tagged due the safety issues. The aerial boom drifts down at random moments and batteries need replacing.		

Year Make Model	Color	Mileage	VIN #
1988 Ford F-600,	Orange	150,000	1FDNK64P8JVA40577

former bucket truck			
Department:	Additional Information		
Road (#200)	This vehicle is in need of multiple repairs; break lines are failing due to rust and the exterior is rusty.		

Year Make Model	Color	Mileage	VIN #
1986 International S2574, 5 yard dump truck	Orange	155,000	1HTZMKCR7GHA58173
Department:	Additional Information		
Road (#403)	This vehicle is in poor condition, batteries need replacing, undercarriage is rusty and there are multiple oil leaks.		

Year Make Model	Color	Mileage	VIN #
1978 Ford L-9000, Single axle semi-tractor	Orange	171,000	K909VDE6850
Department:	Additional Information		
Road(#405)	This vehicle is unsafe to drive. The vehicle needs a complete front-end replaced and alignment, and the undercarriage is rusty.		

Year Make Model	Color	Mileage	VIN #
1989 Volvo -GMC, 10-12 yard dump truck	Orange	275,000	4V2JCBME31R803783
Department:	Additional Information		
Road (#523)	This vehicle is very rusty; missing tires and rims, the floor in the dump box has holes.		

Year Make Model	Color	Mileage	VIN #
1991 International 2000 Series	Orange	90,000	1HTGEBR0MH309689

Department:	Additional Information
Road (#339)	This vehicle is no longer used by the Road Dept.; batteries need to be replaced.

Year Make Model	Color	Mileage	VIN #
1998 Ford F-800	Orange	110,000	1FDYF80E3WVA20472
Department:	Additional Information		
Road	This vehicle is in poor condition, the undercarriage is very rusty, and the batteries need replacing.		

Year Make Model	Color	Mileage	VIN #
1996 Freightliner D11264SD	Orange	189,000	2FVX6LY82TA770167
Department:	Additional Information		
Road	This vehicle is in poor condition, the undercarriage is very rusty, and the batteries need replacing.		

Year Make Model	Color	Mileage	VIN #
1992 Freightliner D11264SD Dump Truck	Orange	196,112	1FVX6LBBXPH476611
Department:	Additional Information		
Road	This is a chassis only with no rear end/tires.		

Year Make Model	Color	Mileage	VIN #
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2007 Chevrolet Impala	White	150,600	2G1WS58R879402717
Department:	Additional Information		
Road	Retired road patrol vehicle. This vehicle needs the transmission replaced.		



**Agenda Item 5a**

To: Ingham County Board of Commissioners

From: Tom Gamez Jr., Director of Operations, Ingham County Road Department

Date: 10/1/2018

Re: Single tungsten carbide inserted grader blades

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The purpose of this correspondence is to support the attached resolution, to have single tungsten carbide inserted grader blades supplied and delivered to the ICRD, for one year, beginning from date of service agreement execution.

There was an agreement with Valk Manufacturing Company from RFP 145-17, to purchase these blades from in 2018, but Valk Manufacturing Company has withdrew their bid based on the cost of new tariff assessed to foreign steel.

The Road Department periodically needs to replace the cutting edges of the underbody plow blades for winter and gravel road maintenance.

The Road Department's adopted 2018 budget includes controllable expenditures, funds for this and other road maintenance related material purchases.

The Road Department has been using tungsten inserted grader blades for road maintenance in all seasons for over 20 years.

Bids from qualified and experienced vendors for the purpose of supplying and delivering tungsten inserted grader blades to the Road Department, were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award this to the lowest qualified supplier Shults Equipment, LLC.

It is therefore the recommendation of the Purchasing Department, with the concurrence of ICRD staff, to award this to the lowest qualified bidder, Shults Equipment LLC.

Therefore, approval of the attached resolution is requested to authorize an agreement with Shults Equipment LLC. P.O. Box 127 Ithaca, Mich. 48847, at a cost not to exceed \$47,000.

TO: Tom Gamez, Director of Operations  
 FROM: James Hudgins, Director of Purchasing  
 DATE: October 2, 2018  
 RE: Memorandum of performance for ITB No. 212-18: Single Tungsten Carbide Insert Grader Blades.

Per your request, the Purchasing Department sought quotes from experienced and qualified vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades for this year’s seasonal requirements.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	4	0
Vendors responding	3	0

A summary of the vendors’ costs below.

VENDOR NAME	LOCAL PREF	Est. Qty. Per Year - Grader Blade	Price/Blade	Total Bid Price
Truck & Trailer Specialties Inc.	No, Howell, MI	250 (+/-)	\$187.37	\$46,842.50
Chemung Supply Corp.	No, Elmira, NY	250 (+/-)	\$195.50	\$48,875.00
Shults Equipment Inc.	No, Ithaca MI	250 (+/-)	\$185.50	\$46,375.00

**You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.**

**This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.**

**If I can be of further assistance, please do not hesitate to contact me by e-mail at [jhudgins@ingham.org](mailto:jhudgins@ingham.org) or by phone at 676-7309.**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
SINGLE TUNGSTEN CARBIDE INSERTED GRADER BLADES**

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plow blades for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently received 3 quotes, for single tungsten carbide insert grader blades for a 1 year period, beginning from date of agreement execution; and

WHEREAS, quotes for single tungsten carbide insert grader blades were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest qualified bidder Shults Equipment, LLC.; and

WHEREAS, the Road Department's adopted 2018 budget includes controllable expenditures, funds for this and other maintenance material purchases.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of the Road Department required supply of tungsten inserted grader blades from Shults Equipment, LLC. P.O. Box 127 Ithaca, Mi. 48847, at a cost not to exceed \$47,000.

BE IT FURTHER RESOLVED, the Purchasing Department is hereby authorized to execute purchase orders with Shults Equipment, LLC. to purchase single tungsten carbide inserted as needed and budgeted, on behalf of the County.

TO: Board of Commissioners, County Services Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: October 2, 2018

SUBJECT: Coleman Road from Wood Road to West Road Appropriation  
Clinton County Road Commission as Act 51 Agency

For the County Services Committee meeting agenda of October 16, 2018  
For the BOC meeting agenda of October 23, 2018

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June 13, 2018 Lansing State Journal article:

*LANSING -- Michigan's new \$56.8-billion budget includes nearly \$8 million for a long-awaited road project that officials say will relieve traffic congestion and spur development along the Ingham County/Clinton County line.*

*Extending Coleman Road from where it ends at West Road in East Lansing to Wood Road in DeWitt Township has been under discussion for more than a decade, according to the Lansing Regional Chamber of Commerce.*

*"This is huge for the region," said Steve Japinga, the chamber's director of government relations. "It demonstrates that we can work across municipalities, across aisles, across these boundaries we set on ourselves. It shows we can find a project we all believe in and advocate for it."*

*The \$7.6-million project will relieve traffic congestion in the area along both sides of U.S. 127 that encompasses Eastwood Town Center, Michigan State University Federal Credit Union headquarters and other major financial institutions, officials said.*

*It also will encourage growth by opening up prime real estate, they said.*

*"There's a lot of undeveloped land up there that's just right for economic development and job creation," Japinga said. "This road is going to spur that process."*

*The project is among the largest of the one-time, infrastructure appropriations or "enhancement grants" tucked into the 2019 budget. That money is on top of the extra \$300 million for road projects that lawmakers approved late in the budget process, using unspent money from prior years and unanticipated money from economic growth.*

*The project is in the district of House Speaker Tom Leonard, R-DeWitt, although a spokesman for him noted the road straddles a county line, crossing three House districts and two Senate districts.*

*Other infrastructure earmarks include \$3 million for Beal City improvements, \$2.4 million for Traverse-area recreation and transportation trails and \$1.8 million for a road project in the Portage area.*

*State Sen. Rick Jones, R-Grand Ledge, said he'd worked on getting the Coleman Road appropriation since Clinton County leaders and regional development officials approached him three years ago.*

*"They told me this is absolutely a priority for many reasons," Jones said Wednesday. "Horrible traffic problems were quite a problem there. And, of course, Clinton County wanted to see the extension so they can develop that area. Certainly, that makes a lot of good sense."*

*The region's legislative caucus pulled together behind the project, and state Rep. Tom Barrett, R-Charlotte, helped get the appropriation through the House, Jones said.*

*"It's not easy to get a project like this," he said. "All the stars aligned for me. There was money in the budget this year to do it, and I hadn't been asking for much of anything."*

*Government officials and business leaders from Clinton, Eaton and Ingham counties have long pushed for the Coleman Road extension, chamber officials said.*

*"This is a significant win for the entire region and demonstrates what can happen when business, community and elected leaders share a vision and come together to support infrastructure investment and economic growth," chamber President and CEO Tim Daman said in a news release.*

*East Lansing Mayor Mark Meadows said the project will have "a significant economic impact" on the city and region.*

*"It is always rewarding when our state lawmakers can set partisan politics aside, reach across the aisle and work collaboratively for the good of the region," Meadows said in the chamber's news release.*

*Detroit Free Press reporter Paul Egan contributed to this report. Contact Ken Palmer at (517) 377-1032 or kpalmer@lsj.com. Follow him on Twitter @KBPalm\_lsj.*

The Michigan Department of Transportation has asked that the three involved Act 51 Agencies (the City of East Lansing, Clinton County Road Commission, and the Ingham County Road Department) officially choose the agency to act as the lead Act 51 agency to deliver the project.

The reason for this memo and resolution is to formally endorse having the Clinton County Road Commission act as the lead Act 51 Agency for the Coleman Road from Wood Road to West Road project.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENDORSE HAVING THE CLINTON COUNTY ROAD COMMISSION  
ACT AS THE LEAD ACT 51 AGENCY FOR THE COLEMAN ROAD FROM  
WOOD ROAD TO WEST ROAD PROJECT**

WHEREAS, approximately \$7,600,000 has been allocated by the State of Michigan for the construction of Coleman Road from Wood Road to West Road; and

WHEREAS, approximately 32% of the new roadway is located within the City of East Lansing, 48% within Clinton County and 20% within Ingham County; and

WHEREAS, the Clinton County Road Commission has agreed to act as the lead Act 51 Agency for the Coleman Road from Wood Road to West Road project; and

WHEREAS, the Clinton County Road Commission will coordinate with the City of East Lansing and Ingham County Road Department during design and construction of the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners formally endorses having the Clinton County Road Commission act as the lead Act 51 Agency for the Coleman Road from Wood Road to West Road project.

TO: Board of Commissioners, County Services Committee  
FROM: Robert Peterson, Director of Engineering, Road Department  
DATE: September 24, 2018  
SUBJECT: Kerns Road Salt Storage Site Closure, Restrictive Covenant

For the County Services Committee meeting on October 16, 2018  
For the BOC meeting on October 23, 2018

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The former Ingham County Road Commission, now Ingham County Road Department stored deicing materials within the Kerns Road site many decades ago. Hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt, resulting in environmental contamination. Remedial activities were employed to remove most of the contamination from the mid 1980's through 2006. Post-remedial action evaluations indicate that the source area has been mitigated by removing the underground brine collection tank, capturing and disposing of  
Staff attempted to gain closure of the site from impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations. The MDEQ site information is as follows:

Facility ID No.: 33000022  
Site Address: 700 Acme Street  
Parcel No.: 33-19-10-05-102-007  
Description: 9.72 acres located east of Kerns Road, between Cedar Street (M-36) and Howell Road, NW ¼ of Section 5, T2N, R1W, Vevay Township, Ingham County, Michigan. The site is presently occupied by H & H Welding & Repair, which purchased the unimproved property in 1998.

2000 through 2009. Throughout that effort, the site was close to being eligible, but not quite eligible. Towards the end of the effort, the rules were such that closure was near impossible. Recent legislation and rule changes have restored our desire to pursue the site closure effort.

Back in March 2017, the Board of Commissioners retained EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services for the Kerns Road Salt Storage Site Closure project. Based on communications with Michigan Department of Environmental Quality (MDEQ), the project involves development of a plan to request closure of the site via an NFA (No Further Action) Report, pursuant to the relevant portions of MCL 324.20114 and MDEQ rules.

We are very close to submitting the Final NFA Report for MDEQ evaluation and action. The only remaining issue is for the Board of Commissioners to approve, sign, and record a restrictive covenant on a small rectangle of Ingham County land, located within the City of Mason's Kerns Road water tower property. The needed restrictive covenant is similar to one obtained from the City of Mason on July 31, 2018 for the larger Kerns Road water tower property.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and execute the needed restrictive covenant.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A RESTRICTIVE COVENANT FOR THE  
KERNS ROAD SALT STORAGE SITE CLOSURE PROJECT**

WHEREAS, the former Ingham County Road Commission, now Ingham County Road Department (ICRD) stored deicing materials within the Kerns Road site many decades ago; and

WHEREAS, hazardous substances, including sodium and chloride were released on the property due to the storage of deicing salt, resulting in environmental contamination; and

WHEREAS, Remedial activities were employed to remove most of the contamination from the mid 1980's through 2006 by removing the underground brine collection tank, capturing and disposing of impacted groundwater, and allowing natural processes to attenuate sodium and chloride concentrations; and

WHEREAS, recent legislation and rule changes have renewed our desire to reconstitute the site closure effort, pursuant to the relevant portions of MCL 324.20114 and Michigan Department of Environmental Quality rules; and

WHEREAS, in March 2017, the Board of Commissioners retained EnviroSolutions, Inc. of Westland, Michigan, to provide the requested professional services for the Kerns Road Salt Storage Site Closure project; and

WHEREAS, The only remaining issue is for the Board of Commissioners to approve, sign, and record a restrictive covenant on a small rectangle of Ingham County land (Parcel 33-19-10-05-102-006), located within the City of Mason's Kerns Road water tower property (Parcel 33-19-10-05-102-005); and

WHEREAS, the needed restrictive covenant will be similar to one already secured, from the City of Mason, for the larger Kerns Road water tower property (Parcel 33-19-10-05-102-005).

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes execution of a restrictive covenant on Ingham County land, Parcel 33-19-10-05-102-006, which will be included in the Kerns Road Salt Storage Site Closure request and No Further Action Report.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign said restrictive covenant, on behalf of the County, after 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 2, 2018 as submitted.



## Agenda Item 6

**TO:** Law & Courts, County Services and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** October 3, 2018

**SUBJECT:** Resolution Creating an Administrator Position and an Executive Assistant Position for the Public Defenders Office

For the meeting agendas of October 11, 16 and 17

### **BACKGROUND**

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution 17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court. Resolution 18-355 authorized the Chief Public Defender position for this office. This resolution would create the next two positions for the office, an Administrator and an Executive Assistant. The Human Resources Department is recommending these positions be classified as MCF11 (salary range \$67,209 to \$80,671) and as MCF05 (salary range \$40,880 to \$49,072), respectively.

### **FINANCIAL IMPACT**

The long-term (topped out) cost of the Administrator position, based on 2018 rates and including wages and fringes, would be \$134,521. The long-term cost of the Executive Assistant position would be \$89,493. This resolution will also include \$10,000 to fund any necessary furnishings and equipment associated with the position.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

These positions will be posted upon approval, but will not be hired until after the Board of Commissioners has appointed a Chief Public Defender. That individual will be responsible for the hiring decision.

The Public Defenders Office will include a total of 36.5 full-time equivalents. Additional resolutions will be brought to the Board of Commissioners for approval of the total budget and additional positions. These two positions will assist the Chief Public Defender in the creation of the Public Defenders Office.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.

**Agenda Item 6**

TO: Teri Morton, Deputy Controller  
FROM: Joan Clous, Human Resources Specialist  
DATE: September 27, 2018  
RE: Memo of Analysis for the creation of new positions for the Public Defender's Office

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Regarding the creation of a new positions, Human Resources can confirm the following information:

1. The newly created position of Administrator – Public Defender has been determined to fall within the scope of the MCF jobs and was classified at an MCF 11 (\$67,208.62 to \$80,671.27)
2. The newly created position of Executive Assistant-Public Defender has been determined to fall within the scope of the MCF jobs and was classified at an MCF 5 (\$40,880.03 to \$49,071.88)

***Please use this memo as acknowledgement of Human Resources' participation and analysis of your 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).***

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATOR/PUBLIC DEFENDER**

**General Summary:**

As Administrator of the department, reports to the Chief Public Defender with respect to the day-to-day operations of the department for administrative support personnel, statistical information and the computer system. Supervises and coordinates above activities utilizing prepared regulations, procedures and practices.

**Essential Functions:**

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

1. Supervises support and professional personnel, includes interviewing and making recommendations in the employment process, disciplinary action and terminations; preparing appropriate employment forms; and scheduling.
2. Attends Department Head / Managers' meetings and County-wide committees as assigned. Serves as liaison for the Public Defender's Office to other County departments and outside agencies as assigned. Drafts resolutions for appropriate Board of Commissioner Committees.
3. Receives and responds to grievances of administrative support personnel at the Step 1 level. Attends hearings as required. May involve meeting with legal counsel and corporation counsel.
4. Receives, reviews and responds to reclassification requests from support personnel. Attends reclassification meetings as required.
5. Acts on job-related accidents and injuries. Ensures all necessary forms are completed and directs employees appropriately.
6. Approves payroll, accounts payable, personnel forms, petty cash accounts, etc., processed by the Administrative Assistant. Serves as back-up for payroll processing.
7. Updates and maintains the policy manual for the Public Defender's Office. Responsible for enforcement of same.
8. Coordinates the preparation of and compiles division reports into a consistent format for the annual report.
9. Recommends and implements changes to general policies and procedures for support and professional personnel.
10. Responsible for selection, purchasing and maintenance of office equipment.
11. Coordinates Freedom of Information Request processing.
12. Responsible for preparation, reviewing and directly working with/on the annual budget.

**Other Functions**

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 employees may be expected to perform.)

## **Employment Qualifications:**

**Education:** Bachelor's Degree in Public or Business Administration or related field of study.

**Experience:** Five years of progressively responsible experience in a law office, or other legal setting providing familiarity with the judicial system and office management.

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

## **Working Conditions:**

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

## **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less 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.)*

**September 27, 2018**  
**MCF 11**

**INGHAM COUNTY  
JOB DESCRIPTION**

**EXECUTIVE ASSISTANT – PUBLIC DEFENDER**

**General Summary:**

Under the supervision of the Chief Public Defender provides secretarial support such as typing correspondence, reports, and other legal documents, and maintaining files and records. Maintains the calendar and schedules appointments for the Chief Public Defender. Receives and responds to incoming calls, and refers to proper person as necessary. Monitors contracts, pays invoices relating to such contracts and prepares personnel action requests Serves as liaison between the Chief Public Defender and citizens, attorneys, local and federal government agencies, judges, and the media.

**Essential Functions:**

1. 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. Helps manage calendar for the Chief Public Defender, schedules appointments, confirms meetings and makes corresponding travel arrangements.
2. Screens and prioritizes incoming visitors and telephone calls. Responds to general questions regarding departmental processes and projects. Handles initial complaints and problems.
3. Uses a variety of software programs to provide secretarial support including typing, data entry, proofreading, filing, copying, scanning, faxing, processing incoming mail, distributing outgoing mail and other clerical functions. Composes correspondence, documents and reports for the Chief Public Defender's review and signature.
4. Takes and transcribes dictation, including correspondence, reports, and legal documents. Handles matters of a highly sensitive nature from other Attorneys. Drafts correspondence and forms requiring standard responses.
5. Follows-up on matters assigned to staff attorneys and other staff.
6. Maintains a variety of departmental files including electronic and paper copies. Sorts and files a wide range of forms, records and documents. Serves as the departmental historian regarding past practices and procedures. Helps evaluate current processes and make recommendations to update and improve policies and procedures.
7. Organizes and processes inventories for supplies, furnishings and equipment. Serves as the liaison for internal and external vendors and coordinates repair of office furniture and technological equipment. Maintains records and receipts on office purchases and warranties. Resolves payment problems with vendors as directed by Chief Public Defender.
8. Monitors contracts and prepares payments associated with contracts, includes viewing invoice amounts as they relate to scope of service, and ensuring that invoice charges do not exceed allotted amounts.

9. Processes departmental payroll. Gathers timecards and enters information into the payroll system. Assists with monitoring time-off accruals and balances, FMLA leave hours and other leave accruals. Notifies Chief Public Defender regarding timecard and payroll discrepancies. Prepares and runs payroll reports.
10. Acts as procurement card site coordinator for Chief Public Defender's Office.

**Other Functions:**

1. 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 employees may be expected to perform.)

**Employment Qualifications:**

**Education:** High school graduation with advanced college-level coursework in secretarial, business, data processing, and related areas.

**Experience:** Four years of secretarial or related administrative experience in a law office, court, or related setting.

**Other requirements:** None listed.

*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 views as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

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

**Working Conditions:**

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

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouch, squatting, kneeling, crawling, pushing, pulling and pinching
- This position's physical requirements require regular stamina in standing, walking, lifting, and carrying
- This position's physical requirements require continuous stamina in sitting, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less 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,



- 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.)*

***September 27, 2018***  
***MCF 5***

Introduced by the Law & Courts, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING AN ADMINISTRATOR POSITION AND AN EXECUTIVE ASSISTANT POSITION FOR THE PUBLIC DEFENDERS OFFICE**

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30<sup>th</sup> Circuit Court, 54A District Court, 54B District Court, and the 55<sup>th</sup> District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, Resolution 18-355 created the Chief Public Defender position; and

WHEREAS, the next positions recommended for approval to assist in the creation of the Public Defenders Office are an Administrator and an Executive Assistant; and

WHEREAS, job descriptions have been created and point-rated by the Human Resources Department, and the recommend classification for the Administrator is MCF11 (salary range \$67,209 to \$80,671), and a classification of MCF05 (salary range \$40,880 to \$49,072) is recommended for the Executive Assistant; and  
WHEREAS, the Public Defenders Office will include a total of 36.5 full-time equivalents; and

WHEREAS, the total Public Defenders Office budget and remaining staffing will be brought to the Board of Commissioners for approval at a later date; and

WHEREAS, while these positions will be posted as soon as they are approved, the hiring decision will be made by the Chief Public Defender after that appointment has been made by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of an Administrator position, MCF11, and an Executive Assistant position, MCF05, for the Public Defenders Office, effective immediately.

BE FURTHER IT RESOLVED, that a budget of \$234,014 is approved for the Public Defenders Office, to include necessary funding for the wages, fringes, and equipment.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2018 and 2019 budgets and position allocation lists.

**TO:** Board of Commissioners County Services Committee  
**FROM:** Timothy J. Dolehanty, Controller/Administrator  
**DATE:** October 2, 2018  
**SUBJECT:** Resolution Honoring Deb Fett as Recipient of the Michigan Government Management Information Sciences IT Professional of the Year Award

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**BACKGROUND**

Local government technology officials in mid-Michigan are served by three professional organizations: Michigan Government Management Information Sciences (MiGMIS), Capital Area IT Council and the Information Systems Security Association Lansing chapter. One organization, MIGMIS, has formally adopted five strategic goals:

1. Provide leadership and representation of the MiGMIS International mission, vision and value to the public sector agencies within the State of Michigan.
2. Continue to strengthen the organizational health of MiGMIS to further enhance the ability to provide leadership to its membership.
3. Create and foster opportunities for developing professional relationships among public sector peers as well as public-private partnerships.
4. Provide for and sponsor opportunities for collaboration among public and private sector agencies.
5. Promote professional development and educational opportunities that enhance public sector IT leaders' knowledge, skills and abilities.

MiGMIS exists for the purpose of encouraging its members share experiences, ideas, and information among a one another to foster efficient and value-added applications of information technology throughout Michigan government. Each year MiGMIS chooses to honor one of its members with the MiGMIS IT Professional of the Year Award which recognizes an outstanding individual who advances and supports the use of technology within the government workplace to improve efficiencies and services, provides service to the IT community and contributes to professional organizations. This year MiGMIS chose to bestow this honor on Ingham County Chief Information Officer Deb Fett.

In presenting this award MiGMIS recognized Deb for more than 30 years of private sector, education, and government sector experience in information technology, with a background built on strategy, management, networking, programming, and cybersecurity, she shares her talents not only Ingham County as their CIO, but also on the boards of several IT organizations including MiGMIS, Capital Area IT Council where she serves as Chairperson , and the Information Systems Security Association Lansing Chapter where she serves as Vice President.

**OTHER CONSIDERATIONS**

The IT staff at Ingham County are an exceptional group of people doing a difficult, often unnoticed job. The IT team has excelled under Deb's leadership and tutelage.

**STRATEGIC PLAN CONSIDERATIONS**

A goal of the Ingham County the strategic plan is to attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Adopted strategies to meet this goal include attraction and retention of employees who value public service and encouragement of employee creativity and innovation. Recognition of Deb Fett as the MiGMIS IT Professional of the Year reflects well on these goals and strategies.

**RECOMMENDATION**

I respectfully recommend support of the attached resolution to honor Deb Fett as recipient of the Michigan Government Management Information Sciences IT Professional of the Year Award.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DEB FETT AS RECIPIENT OF THE  
MICHIGAN GOVERNMENT MANAGEMENT INFORMATION SCIENCES  
IT PROFESSIONAL OF THE YEAR AWARD**

WHEREAS, the Michigan Government Management Information Sciences (MiGMIS) presented their 2018 IT Professional of the Year award to Ingham County Chief Information Officer Deb Fett; and

WHEREAS, MiGMIS recognized Deb as an outstanding individual who advances and supports the use of technology within the government workplace to improve efficiencies and services, provides service to the IT community and contributes to professional organizations; and

WHEREAS, Deb was recognized for more than 30 years of service to private sector, education, and government sector employers, with a background built on strategy, management, networking, programming, and cybersecurity; and

WHEREAS, Deb was recognized by her professional colleagues for her willingness sharing her talents not only with Ingham County, but also with the boards of several IT organizations including MiGMIS, Capital Area IT Council where she serves as Chairperson, and the Information Systems Security Association Lansing Chapter where she serves as Vice President; and

WHEREAS, Deb has skillfully served Ingham County and its IT clients for the past 2½ years; and

WHEREAS, Deb was presented her award at the MiGMIS Annual Conference at Shanty Creek Resort in Bellaire on September 12, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Deb Fett as recipient of the 2018 IT Professional of the Year award and joins the IT staff, administrators and members of MiGMIS in applauding Deb for her exemplary service and commitment to serving the IT needs of Ingham County.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to Deb for her exemplary professionalism on display each day as the Chief Information Officer for Ingham County.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING CHRIS HOLMAN FOR HIS SERVICE AS A MEMBER OF THE  
CAPITAL REGION AIRPORT AUTHORITY**

WHEREAS, Chris Holman served as an Ingham County representative on the Capital Region Airport Authority from September of 1998 through September of 2018; and

WHEREAS, as a member of the Authority he served as Chairperson from 2004 through 2006 and from 2008 through 2018; and

WHEREAS, under his leadership Chris oversaw the establishment of an air service development program that ultimately resulted in the recruitment of new airlines providing service to new domestic and international destinations; and

WHEREAS, he played a key role in the conversion of the Capital City Airport into an international facility with a new name, Capital Region International Airport; and

WHEREAS, Chris was instrumental in the development of an international airport program that resulted in a capital investment of more than \$27 million in the expansion of new and enlarged airport facilities; and

WHEREAS, he oversaw the establishment of the Airport as a U.S. Port of Entry #3883 and the establishment of the Port Lansing Foreign Trade Zone #275; and

WHEREAS, he led the Capital Region Airport Authority through the expansion of the air cargo program through the recruitment of freighter flights and charter flights coming to the airport from destinations from around the world; and

WHEREAS, he provided guidance for the Capital Region Airport Authority during a time of significant financial difficulty stemming from the loss of airport revenues related to the mergers of Delta and Northwest Airlines.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Chris Holman for his 20 years of service and contributions to the County of Ingham as a member of the Capital Region Airport Authority.

BE IT FURTHER RESOLVED, that the Board appreciates his dedication and commitment toward serving the citizens of Ingham County.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING RICHARD BAKER FOR HIS SERVICE AS A MEMBER OF THE  
CAPITAL REGION AIRPORT AUTHORITY**

WHEREAS, Richard Baker began serving on the Capital Region Airport Authority in November of 1996 as a representative of the City of Lansing; and

WHEREAS, from December of 2002 through December of 2006, he served as an Ingham County representative on the Capital Region Airport Authority and again from April of 2010 through September of 2018; and

WHEREAS, as a member of the Capital Region Airport Authority, he held the position of Chairperson from July 2002 through 2004; and

WHEREAS, as Chair he directed the search and selection process for a new Executive Director in 2002 and served on the selection committee for a new President and CEO in 2016; and

WHEREAS, Richard initiated and led the Capital Region Airport Authority through a community-wide Airport Strategic Planning Process in 2002 through 2003 and oversaw the completion of an Airport Economic Impact Study in 2004; and

WHEREAS, another accomplishment of his was the initiation and oversight of an Airport Master Plan funded by the FAA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Richard Baker for his 18 years of service and contributions to the County of Ingham as a member of the Capital Region Airport Authority.

BE IT FURTHER RESOLVED, that the Board appreciates his dedication and commitment toward serving the citizens of Ingham County.