

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
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, DECEMBER 3, 2019 AT 6:00 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 19, 2019](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. Prescription Drug Benefit – Report on Information Requested By the County Services Committee (*Discussion*)
3. Potter Park Zoo – Draft Resolution to Submit to the Electorate a [Special Millage](#) Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements
4. Prosecuting Attorney's Office – Authorization for an Extended [Special Leave](#) of 90 Days under ICEA Assistant Prosecuting Attorney CBA Article 16, Section 4
5. Treasurer's Office – Resolution to Transfer All Unsold [Tax Reverted Properties](#) Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
6. Equalization Department – Resolution to Authorize Participation in the 2020 Tri-County Region [Aerial Imagery](#) Partner Agreement
7. Innovation and Technology Department – Resolution to Approve the Lease of SAN and Compute Hardware from [Avalon Technologies, Inc.](#)
8. Road Department
 - a. Resolution for [HVAC](#) Controller System Replacement at the Road Department Administration Building
 - b. Resolution to Approve a Contract with [Severance Electric Co., Inc.](#) for Bid Packet #212-19, Traffic Signal Construction Services
 - c. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

9. Parks Department – Notice of Emergency Purchase of [Snow Pump](#)
10. Animal Control Department
 - a. Resolution to Adjust [Staffing](#) at Ingham County Animal Control and Shelter
 - b. Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to [Cruelty Investigations](#)
11. Health Department – Resolution to Increase Position #601053 [Community Health Rep II](#) from 0.75 FTE to 1.0 FTE
12. Controller’s Office
 - a. Resolution Approving Various [Contracts](#) for the 2020 Budget Year
 - b. Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget
 - c. Resolution Authorizing an Agreement with the Ingham County [Conservation District](#)
 - d. Resolution to Amend the Business [Travel and Reimbursement Policy](#)
13. Board of Commissioners
 - a. Resolution Recognizing the 37th Annual [Hispanic Christmas Symposium](#)
 - b. Resolution Honoring [Dr. Martin Luther King, Jr.](#)
 - c. Resolution Honoring [Thomas Lesinski](#)
14. Human Resources
 - a. Resolution Approving Modifications to the 2019 [Managerial and Confidential Employee Personnel Manual for 2020](#)
 - b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic [Nurses Unit](#)
 - c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, [Circuit Court/Family Division Professional Employees Unit](#)
 - d. Resolution to Authorize a Contract for Self-Funded Workers’ Compensation [Third Party Administration](#)
 - e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan [911 Supervisory Unit](#)
 - f. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the [ICEA Professional Court Employees Unit](#)

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.

COUNTY SERVICES COMMITTEE
November 19, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt, and Stivers

Members Absent: None

Others Present: Commissioner Crenshaw, Bill Conklin, Cynthia Wagner, Amy Morris-Hall, Deb Fett, Carla Clos, Todd Heywood, Ryan Jenkins, Amanda Darche, Jennifer Hanna, Linda Vail, Matt Nordfjord, Tim Dolehanty, Sue Graham, Becky Bennett, Liz Noel, and others

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

Approval of the November 5, 2019 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 5, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

9. Human Resources
 - b. Discussion on Prescription Drug Benefit Policy

Chairperson Celentino stated the previous Agenda Items 9b and 9c would be adjusted to reflect the addition to the agenda.

Substitutes –

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

Limited Public Comment

Ryan Jenkins, County resident and County employee, stated he had been HIV positive for six years, and in that time he had navigated the insurance industry as his own advocate and now dedicated his career to serving those living their lives with HIV. He further stated in the past six years he had lifted himself out of homelessness, graduated from Michigan State University (MSU), and became the County's first HIV Peer Educator.

Mr. Jenkins stated that he had been afforded the care he needed through Medicaid in most of those years, but was now enrolled in private health insurance through his employer. He further

stated that the health insurance for the County required employees switch to the generic version of a drug when it was available.

Mr. Jenkins stated the generic drugs for HIV had significant side effects and they were no longer supported by the Department of Health and Human Services as treatment. He further stated that he did not have prescription coverage under Physicians Health Plan (PHP), so he had to seek out patient assistance programs to pay for his medicine.

Mr. Jenkins stated he had brought the issue to his supervisors, his union, and Human Resources. He further stated he was proud to serve the community he could relate with and he was not here to place blame, but he felt that with the union, the administration, and the Board of Commissioners, he was hopeful the County could make health care equitable to all.

Todd Heywood, Ingham Community Health Centers (IHC) Board Chair, read a statement into the minutes, which is included as Attachment A.

Ms. Hanna asked that the barriers to the drugs be removed as she did not think an employee needed to call Human Resources and share their diagnosis. She further stated that she had grown up in Indiana in the 1980s and recalled the stigma surrounding HIV at that time, and she did not want any HIV positive person to feel uncomfortable living their lives.

Amanda Darche, County resident, read a statement into the minutes, which is included in the minutes as Attachment B.

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

1. Clerk's Office – Resolution Honoring Mary Kay Scullion
2. Drain Commissioner – Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds
3. Facilities Department – Resolution to Authorize a Contract Renewal with Safety Systems, Inc. for Alarm Monitoring Services at Forest Community Health Center
4. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
 - b. Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG
5. Road Department
 - a. Resolution to Authorize an Extension of RFP #49-19 with Yellow Rose Transport for the 2020 Seasonal Requirement of 29A Blast Furnace Slag
 - b. Resolution to Authorize Re-Approval of the Preliminary Plat of Sierra Ridge Estates Subdivision

- c. Resolution to Approve Stop Sign Traffic Control Orders in Centennial Farms Subdivision Section 26, Delhi Township
 - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
7. Controller's Office – Resolution to Authorize an Amendment to the Contract for Legal Services
8. Board of Commissioners
- a. Resolution Continuing a Contract with WebQA for a FOIA Management Program
 - b. Resolution Increasing the Budget for the Ingham County Cultural Diversity Committee
9. Human Resources
- a. Resolution to Approve the Collective Bargaining Agreement Wage Reopener for 2020 with the Ingham County Employees Association Assistant Prosecuting Attorneys Division
 - c. Authorization to Start a Managerial Employee at Step 3

THE MOTION CARRIED UNANIMOUSLY.

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

6. Potter Park Zoo – Resolution to Submit to the Electorate a Special Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements (*Discussion*)

Cynthia Wagner, Potter Park Zoo Director, presented information about the Potter Park Zoo and potential millage increase.

Commissioner Koenig asked what the estimated cost for the demolition of the moat was.

Ms. Wagner stated the estimated cost of the moat demolition was \$125,000.

Commissioner Crenshaw asked when the last American Zoological Association (AZA) assessment had been done.

Ms. Wagner stated that the last AZA assessment had been in 2017, and it was done every five years.

Commissioner Crenshaw stated the demolition of the moat had been identified on the last AZA assessment.

Ms. Wagner stated Commissioner Crenshaw was correct, and the animal hospital was also a concern on the last AZA assessment. She continued presenting to the Committee.

Amy Morris-Hall, Potter Park Zoological Society Executive Director, stated that the animal hospital did not need to be completed by 2022, but improvements needed to be made in order to receive accreditation from AZA. She further stated that the moats would need to be demolished by 2022.

Commissioner Sebolt asked if the animal hospital was required to be on-site. He stated that MSU had a large animal hospital down the road from the zoo.

Ms. Wagner stated the animal hospital did need to be on-site at the zoo. She further stated that the zoo did work closely with MSU in many aspects, but that was not sufficient for AZA funding.

Ms. Morris-Hall stated the zoo also needed to quarantine incoming animals, so the new animal hospital would also include a health center and holding pens for them.

Ms. Wagner continued presenting information to the Committee.

Discussion.

Commissioner Crenshaw stated he noticed some of the participants in the zoo pass program were located outside of the County. He asked if those jurisdictions paid for the passes.

Ms. Morris-Hall stated that the passes to the zoo were under a grant-funded program, so those jurisdictions had been reached out to about pricing. She further stated that the goal was to bring individuals who might not usually come to the zoo in the doors, which was usually targeted by the passes in lower income communities.

Ms. Wagner continued presenting information to the Committee.

Commissioner Naeyaert asked what would happen to the zoo if there was not enough money raised to make the repairs for accreditation.

Ms. Wagner stated that a lot of programs the Zoo currently participated in would not be allowed if accreditation was lost. She further stated that in that case, it was likely that a lot of the high-profile exhibits, like the tigers, lions, and rhinos would be removed from the Zoo.

Commissioner Naeyaert asked if the millage increase would be enough to make the changes necessary to maintain accreditation, including making changes to the hospital and getting rid of the moats, by 2022.

Ms. Wagner stated that the millage increase would address the infrastructure and equipment needs of the Zoo, and the Zoological Society would fundraise to cover the larger-ticket items such as the hospital.

Ms. Morris-Hall stated that increasing the millage would help to maintain a valuable County asset, and the Zoological Society's role in that was to help the Zoo grow. She further stated by increasing the millage to help get the Zoo stable, and make repairs to 100-year-old infrastructure, the Zoological Society could then focus on its efforts to raise money for special projects.

Commissioner Koenig stated that there would be over 6 million dollars needed in 2022 to make AZA required upgrades. She asked if the Zoological Society was still looking at doing a capital campaign.

Ms. Morris-Hall stated the Zoological Society was still planning to take part in a capital campaign.

Commissioner Koenig asked what the plan was for a capital campaign.

Ms. Morris-Hall stated that not all of the funds would be raised next year and all of the money would not be spent in 2022. She further stated that the Zoological Society was working with the Nonprofit Network for training and consulting and they were initially looking to raise 2 million to 3 million dollars to cover the hospital and moat projects.

Ms. Morris-Hall stated while the hospital renovations needed to be started by 2022, they did not need to be completed then, whereas the moats needed to be removed. She further stated that it would be a longer process to update the hospital.

Commissioner Koenig asked what the timeline was for the capital campaign.

Ms. Morris-Hall stated she was not sure of the timeline to raise \$2 million to \$3 million, but would know more after the meeting with the consultants. She further stated she would be happy to update the Committee once she knew more details about the capital campaign.

Commissioner Koenig stated she recalled the Zoo had previously worked with MSU and thought they had come to a commitment to have MSU help build a new hospital for the Zoo, but those plans had fallen through. She asked when the last time the Zoo had reached out to MSU about assistance was.

Ms. Morris-Hall stated the Zoo and MSU were in constant contact, and the Dean of Veterinary Medicine had toured the Zoo's facility recently. She further stated that MSU had no interest in building a hospital on Zoo property.

Commissioner Koenig stated she recalled that the previous estimate for the hospital alone was 6 million dollars. She asked why the estimate presented to the Committee was lower.

Ms. Morris-Hall stated that initial proposed project had been scaled back to reach the estimated 4 million dollar amount.

Commissioner Koenig stated that while the project had been scaled back, the real cost of the hospital renovations was not known at this time.

Ms. Wagner stated that based on other projects of similar size, she believed this cost would be around 4 million dollars.

Discussion.

Commissioner Grebner asked if the Zoo had thought about asking the Parks Department for money through the Trails and Parks Millage to help with the paths in the Zoo.

Ms. Wagner stated she did not think the Zoo met the requirements of the Trails and Parks Millage based on their admission fees, but she thought the idea was worth exploring.

Discussion.

Commissioner Koenig stated she did recall a discussion about the use of Trails and Parks Millage funds for the Zoo a few years ago, but she was not sure why the idea had not gone anywhere.

Commissioner Stivers stated she thought the idea of using Trails and Parks Millage funding for the Zoo was interesting. She further stated that the parking lot and path projects could potentially be brought to the Parks Commission for consideration.

Commissioner Stivers asked what would happen if the Zoo did not receive the extra funds.

Ms. Wagner stated the projects would take a lot longer, and the lack of some equipment could mean losing an exhibit, perhaps temporarily. She further stated that some funds could possibly be raised through grants, or used golf carts could be bought, which would mean they would not last as long.

Discussion.

Ms. Wagner stated that the penguin exhibit needed a new pool quickly, and then the entire exhibit needed to be renovated.

Commissioner Sebolt stated the proposed resolution placed the millage on the March 2020 ballot. He asked if that specific date had been requested by the Zoological Society, and if there would be any campaign in support of the millage from the Zoological Society.

Ms. Morris-Hall stated the Zoological Society would campaign in support of the millage.

Ms. Wagner stated she had worked with Commissioner Trubac and his suggestion was to put the millage on the March 2020 ballot.

Discussion.

Commissioner Grebner stated the millage was almost certain to pass whenever it was placed on the ballot, and he recommended to get it passed sooner so the Zoo could plan the projects accordingly. He further stated he would like to renew the millages at the current level and then fund the balance out of the Trails and Parks Millage, as there was a lot of money there that was not being spent down fast enough.

Commissioner Stivers stated she would like to see the millage renewed at the current rate and then find other avenues for the extra \$730,000. She further stated that if the millage was a renewal, she supported keeping it on the March 2020 ballot, but if it were to be an increase then she would like it to be on a different ballot in 2020.

Commissioner Sebolt stated he did not like the idea of playing funding switch-around games and waiting to see what happened. He further stated that the Zoo was a great resource for the City of Lansing and the County as a whole.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION AS PROPOSED.

Commissioner Stivers stated if the millage did end up being an increase, the County would be raising taxes three times in 2020 with the various millages on the ballot. She further stated that she loved the Zoo, but she was nervous about raising taxes three times in one year.

Commissioner Stivers stated that while the amount of the millage was not much, the voters would pay attention to the amount of tax increases, not the amount of those increases. She further stated that she thought moving the millage to the August 2020 ballot would give the Committee more time to explore potential avenues and the millage language could still be adjusted if it was needed then.

Commissioner Maiville stated he would support a renewal at the current rate on the March 2020 ballot. He further stated he was apprehensive about increasing the millage rate.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO AMEND THE RESOLUTION TO REFLECT A MILLAGE RENEWAL AT 0.41 MILLS, AND ADD A RESOLVED CLAUSE THAT STATED THE BOARD OF COMMISSIONERS DECLARES ITS INTENTION TO FUND ADDITIONAL CAPITAL EXPENDITURES USING TRAILS AND PARKS MILLAGE FUNDS.

Discussion.

Commissioner Sebolt stated he would not support the motion to amend the resolution and only renew the millage at the current rate. He further stated that some Commissioners had thought in a more thoughtful manner about putting the millage increases on one ballot, but that had been changed at the request of other Commissioners.

Commissioner Stivers stated it was not about how many ballots had tax increases on them, but the fact that taxpayers would notice the increases in their taxes. She further stated that she would

support the amendment, however she was a little hesitant to commit Trails and Parks Millage funds without exploring the idea.

Commissioner Naeyaert stated she would support the original motion, and she did not support moving the millage to a different ballot. She further stated that the millage placements had been carefully crafted, and she thought it was comical to debate it when there were six millages up this year for the County.

Commissioner Maiville stated he thought that increasing the millage would jeopardize the passage of it. He further stated he would like to see it stay as a renewal.

Commissioner Naeyaert corrected her previous statement to say there were nine millages for the County up in 2020.

Commissioner Koenig stated she would support the resolution with the millage increase as it was presented, as the average taxpayer would only be paying nine dollars more for a millage increase. She further stated if one went to the Zoo, they would see that it was one of the most underrepresented facilities the County had, where many of the buildings were decrepit and decaying.

Commissioner Koenig stated that the state of the Zoo buildings was not the County standard and there needed to be more to support the infrastructure at the Zoo. She further stated that the Zoo was trying to maintain AZA accreditation, which came with benefits, to prevent the Zoo from becoming a roadside zoo.

Commissioner Koenig stated that the Zoo faced 6 million dollars in upgrades to maintain AZA requirements within two years, and she thought counting on capital campaigns was a huge risk.

Commissioner Stivers stated she acknowledged that the need was there and she wanted to fund the Zoo's request, but she thought it could be done without increasing the millage rate, ask \$730,000 was not that much money. She further stated that she thought the use of Trails and Parks millage funds was a good idea that should be explored.

Commissioner Stivers stated she thought the amended resolution could be approved now, and if the millage was moved to the August 2020 ballot, it would give the Board of Commissioners more time to explore options. She further stated that the millage language could be changed before the August 2020 election if the increased millage rate was needed.

Commissioner Sebolt stated that the work the Zoo was doing was of international significance, and if the AZA accreditation was lost then the County would no longer be participating in that. He further stated that he would be willing to pass the increased millage rate and still explore other funding options, as the needed upcoming projects were likely the bare minimum, and the animals deserved better than the bare minimum.

Commissioner Sebolt stated that the Zoo needed to know if they would have funding in-hand by early next year, and if the millage was on the August ballot, that would be months of unnecessary waiting.

Commissioner Grebner stated he was not interested in reducing the proposed expenditure by the Zoo, but rather using Trails and Parks Millage money instead of increasing the millage rate. He further stated that the use of the Trails and Parks Millage funds was likely legal, and the Board of Commissioners was the ultimate arbiter so it could be asked for.

Commissioner Grebner stated if the County found itself spending down too much of the Trails and Parks Millage fund balance, he would commit to offering a separate millage increase for the Zoo. He further stated that the current millage could be renewed at the current level, and two or three years from then, a separate millage increase question could be placed on the ballot.

Commissioner Naeyaert stated she still supported the originally presented resolution. She further stated that the Trails and Parks Millage funding could be used on top of the millage increase.

Discussion.

Commissioner Koenig stated that she was not talking about the \$750,000 funding need, but was more concerned with the 6 million dollar funding need to maintain AZA accreditation. She further stated that moving the millage to the August ballot would give the Board of Commissioners more time.

Chairperson Celentino asked why the motion to amend the resolution was not sufficient if the goal was still to get to the 3.8 million dollar amount for Zoo revenue.

Ms. Wagner stated that the millage increase was to be used for infrastructure and equipment, and the hospital renovation fundraising would be separate.

Discussion.

Commissioner Sebolt stated the difference between the originally presented resolution and the amendment was that the millage was to support the Potter Park Zoo and Potter Park and that could be used in any way, whereas the use of Trails and Parks Millage funding could only be used for certain projects at the Zoo. He further stated that he wanted to make sure the Zoo had the funding it needed, and he would be supportive of using Trails and Parks Millage funding in addition to the millage funds if it was allowed.

Commissioner Stivers stated that the additional millage money would be for infrastructure and equipment, not for AZA accreditation requirements. She further stated that there were no infrastructure or equipment needs that could not be paid for by Trails and Parks Millage funds.

Discussion.

THE MOTION TO AMEND THE RESOLUTION FAILED. **Yeas:** Grebner, Stivers,
Maiville **Nays:** Celentino, Koenig, Sebolt, Naeyaert **Absent:** None

MOVED BY COMM. STIVERS TO AMEND THE RESOLUTION TO PLACE THE
MILLAGE ON THE AUGUST 4, 2020 BALLOT.

THE MOTION DIED DUE TO LACK OF SUPPORT.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO TABLE THE
RESOLUTION UNTIL THE DECEMBER 3, 2019 COUNTY SERVICES COMMITTEE
MEETING.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

9. Human Resources
 - b. Discussion on Prescription Drug Benefit Policy

Chairperson Celentino thanked those who brought this issue to the Committee's attention and spoke during Limited Public Comment.

Tim Dolehanty, Controller, stated that he had communicated with Mr. Heywood all day, and Mr. Heywood's mention of unconscious bias resonated with him. He further stated that the formulary the County had for prescription drug benefits was boilerplate and the County had just added language to note it was self-funded.

Mr. Dolehanty stated that when an employee's issue with accessing their health benefits or medication was brought to his or Sue Graham, Human Resources Director, attention, they dealt with that specific issue and moved on. He further stated that in the examples he heard tonight, he realized that employees may find that process of bringing issues to the administration difficult.

Mr. Dolehanty stated he thought Mr. Heywood's requests were good, and thought the County needed to address eliminating unconscious bias, which was not something he had personal experience with. He further stated that he thought by working together, they could come up with something to make the path more direct, as he understood was the main concern, and he recommended Mr. Heywood's plan.

Chairperson Celentino stated he understood that employees were able to get prescriptions, but they might not be able to get the prescriptions they needed if there was a generic version offered.

Mr. Jenkins explained the process he had to go through in order to obtain the specific medications provided by his physician. He stated that when he had brought the issue to his chain of command, he had been asked how long he needed to take drugs for or if he could take them every other day.

Chairperson Celentino asked how long Mr. Jenkins had been involved in the process of obtaining his prescriptions.

Mr. Jenkins stated it had only been in the last few weeks that he had been able to obtain his medication, and had to either rely on physician sample packs or go without medication in the meantime. He further stated that his job as a peer educator was to stress the importance of taking medication every day, which was hard to do when he was unable to do so himself.

Mr. Jenkins stated that it had been suggested to him to use the Michigan Drug Assistance Program, which was not designed for those with the ability to purchase private health insurance through their employer like himself. He further stated that the only reason he had been able to navigate the process as he did was because of his experience and connections.

Commissioner Sebolt stated the Controller had said he had not heard that people could not get the medications they needed. He further stated that he had heard that during testimony tonight, and he hoped the Controller had heard that now.

Mr. Dolehanty stated he understood.

Commissioner Sebolt asked who had made up the list of excluded medications and why.

Discussion.

Mr. Dolehanty stated the formulary developed the drug exclusion list.

Commissioner Sebolt stated it was his understanding that the drugs were allowed, but they had been put on exclusionary list.

Mr. Dolehanty stated his understanding was that whatever the doctor prescribed to the patient, was what the patient got.

Discussion.

Chairperson Celentino asked staff to find out how the exclusion list was formed.

Mr. Dolehanty stated that some medications had to be excluded under the Affordable Care Act. He further stated that the drug benefits through the County allowed the insurance company to go right to the drug manufacturer to get prescriptions without markups to avoid extra charges to patients.

Mr. Dolehanty stated he did not know how to fix the issue tonight, but would rely on Mr. Heywood and Mr. Jenkins to assist them in the process.

Commissioner Sebolt stated he understood that employees had been advised to go under Patient Assistance Programs (PAP), which were usually used by the underinsured. He asked if County employees were underinsured.

Mr. Dolehanty stated that maybe County employees were underinsured. He further stated that as a self-funded provider, it needed to be fixed.

Commissioner Sebolt stated that if employees were underinsured then the system was grossly failing them. He further stated that one thing the County had been able to provide was a good benefits program.

Linda Vail, Health Officer, explained the formulary. She stated that when she explored the system, it had told her that Truvada was a plan benefit exclusion on the Ingham County Summary of Drug Coverage.

Ms. Vail stated that the summary specifically excluded brand HIV medications, then the plan excluded it. She further stated that from her investigation, it seemed to be a benefit issue, but it was in the summary list.

Commissioner Sebolt stated it seemed to be on the County's end that the exclusion was opted into, which was unacceptable.

Discussion.

Commissioner Naeyaert stated that Mr. Jenkins had to disclose his health information to supervisors, Human Resources representatives, and others throughout the process of trying to obtain his medication. She asked if there was a benefits coordinator on the Human Resources staff that could assist employees more efficiently.

Commissioner Naeyaert asked if the exclusion list was on County letterhead, and asked who submitted the Summary of Drug Coverage.

Discussion.

Commissioner Naeyaert asked if Human Resources or the Controller was notified of these issues before tonight.

Ms. Graham stated Mr. Jenkins had sent an email on November 8, 2019, which had followed a meeting with him on November 7, 2019.

Mr. Jenkins stated he had first asked the question of Human Resources when he began the process.

Commissioner Naeyaert stated she was concerned about the process, and she thought Ms. Graham should be concerned as the Human Resources Director about employees needing to disclose personal health conditions to that many people. She further stated it made her physically ill that an employee had to divulge personal information like they had heard tonight.

Commissioner Koenig asked Ms. Vail if there had been other drug benefit policy concerns brought to her attention by other employees.

Ms. Vail stated she had also heard about issues with access to insulin, where employees had received suggestions to go to injections instead of pumps, and employees were rationing insulin because of the out-of-pocket costs. She further stated that Mr. Jenkins' email solicited other employee issues with prescriptions.

Ms. Vail stated that the problem was that this singled out HIV medication as the only excluded chronic illness medication.

Commissioner Koenig stated this was not uncommon for insurances to exclude medications as a cost-limiting measure.

Mr. Jenkins stated minutes after sending the email to County employees, he received messages of support or stories of other issues. He further stated one employee could not get access to HIV or organ rejection medication, and another nurse was rationing their insulin because of costs.

Discussion.

Mr. Heywood stated he had been notified of concerns with Truvada access in January, and at that time he had felt staff was handling it. He further stated that he knew Health Department administrators were spending time to get these issues addressed, but the issue was systemic.

Mr. Heywood stated this was blatantly biased against HIV positive and LGBTQ people and he was convinced unconscious bias was involved. He further stated it may not be intentional on the County's part, but he knew that an expensive Hepatitis C medication was not excluded at all.

Commissioner Maiville asked how this issue could be quickly fixed.

Mr. Dolehanty stated that all he could do was commit to doing it, but he did not know where to start. He further stated that this was a top priority to take care of.

Commissioner Sebolt thanked Mr. Jenkins for his persistence and for bringing the issue to the Board of Commissioners. He asked if the people answering the phones at 44North were physicians.

Mr. Dolehanty stated the people answering the phone at 44North should not be advising patients in any medical way.

Commissioner Sebolt stated that there were two new instances where employees got suggestions from 44North employees. He further stated that he understood that the benefits issues went through Human Resources, but someone might not be comfortable with that chain, especially if that department was making other decisions on that person's employment.

Commissioner Sebolt stated there needed to be somewhere else to address these issues, and it should not be a case by case basis, but the underlying systemic issues should be addressed.

Discussion.

Commissioner Crenshaw asked when the current contract with 44 North ended.

Mr. Dolehanty stated he believed there was one more year on the 44North contract.

Commissioner Crenshaw asked how the County could get out of the contract.

Mr. Dolehanty stated that it would require 30 to 90 days' notice.

Discussion.

Commissioner Crenshaw stated that it was totally unacceptable that an employee had to go through this process. He further stated that the fact that the employee was then chided for reaching out to his fellow employees via email was also unacceptable, and administration should have gone to the employee to address the real concerns they were having with their insurance.

Discussion.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. STIVERS, TO REQUEST STAFF TO INVESTIGATE THE ABILITY TO EXIT OUT OF THE 44NORTH CONTRACT, WHAT NEEDED TO BE DONE TO SEARCH FOR OTHER AVAILABLE OPTIONS THAT ARE MORE FAVORABLE FOR EMPLOYEES, AND THE EMPLOYEE CONCERNS THAT WERE RAISED, AND TO REACH OUT TO OTHER LOCAL ENTITIES IN THE INSURANCE POOL FOR REPORTS OF OTHER ISSUES BY THE NEXT COUNTY SERVICES COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Naeyaert stated she commended Mr. Jenkins for emailing his peers and fellow employees. She further stated she thought there should be an apology to the employee from whoever chastised him.

Commissioner Stivers stated she would like to make sure the information requested by the Committee would be produced as a public report on how and why the policy was adopted. She further stated she would also like to see a resolution to avoid bias in the future.

Ms. Vail stated that the Health Department was committed to addressing unconscious bias and health equity, and dedicated training days to that within the department.

Commissioner Sebolt stated the Equal Opportunity Commission was also exploring best practices for unconscious bias and possible County-wide trainings. He further stated he thanked Chairperson Celentino for adding this to the agenda, and he hoped to continue this work next year as Committee Chair.

Commissioner Sebolt stated he commended the employee and hoped employees felt comfortable approaching the Board of Commissioners when their chain of command failed.

Chairperson Celentino stated the issue would be revisited as the second item on the agenda on December 3, 2019.

Chairperson Celentino recessed the meeting at 8:01 p.m.

Chairperson Celentino called the meeting back to order at 8:05 p.m.

Commissioner Sebolt stated that the County had lost the Human Rights Campaign's Leader in Equality status because it was not stated that hormone treatment was covered, which was deeply regrettable. **He asked Human Resources to work with the ICHC Board to provide all documentation needed to regain the Leader in Equality status, including health care coverage.**

Discussion.

Chairperson Celentino stated the deadline for this request was by the end of December 2019.

9. Human Resources
 - d. Collective Bargaining Update (*Closed Session*)

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. GREBNER, TO ENTER CLOSED SESSION AT 8:11 P.M. FOR THE PURPOSE OF A COLLECTIVE BARGAINING UPDATE STRATEGY CONNECTED WITH COLLECTIVE BARGAINING NEGOTIATION.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO RETURN TO OPEN SESSION AT 8:43 P.M.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:44 p.m.

ATTACHMENT A

Commissioners

Thank you for hearing me this evening. My name is Todd Heywood and I am here in my official capacity as chair of the Ingham Community Health Centers, as well as a community member and activist dedicated to addressing the HIV crisis in Ingham county and beyond.

As we know, HIV infection is driven, at least in part by bias. This bias is sometimes conscious and deliberate, and it is sometimes unconscious and accidental. Whichever bias manifests, it ultimately cuts to the very core of a person's identity, leaving scars and adding to the burden of minority stress.

Unfortunately, I am here tonight because the county has established a system driven by unconscious bias. This system is impacting the hard-working, professionals who work in the Health Centers, and those who work in the county.

The county's pharmacy benefit, which I learned today has been in effect since Jan. 1 and is self funded; is the problem I am here to discuss. Currently, the pharmacy plan EXCLUSION list includes any HIV brand name medication, as well as non-FDA approved hormone treatment prescriptions for transgender persons undergoing gender transition.

Let me share with you the barriers and medical issues implicated by this exclusion policy.

The move to not cover brand name HIV medications for persons living with HIV forces them onto substandard medications with significant and dangerous side effects. Side effects, incidentally, which can and do increase additional medical costs. The medications, in generic form, are not considered a standard of care.

So why is brand name coverage of HIV medications important? Our understanding of HIV and fighting it in the human body is evolving daily. This new science is informing new directions in the development of treatments for HIV. When a new drug comes on the market, which it is generally more tolerated than the older medications where the patent has since run out, it is simpler to take, more effective, often comes with fewer side effects and ultimately leads to better health outcomes for the person living with HIV.

This exclusion is literally putting people's lives at risk unnecessarily and dangerously.

In addition, while Truvada, the drug used as an HIV prevention medication which can be as much as 99 percent effective in preventing someone from contracting the virus, is covered. It is a brand name medication. There is no generic alternative. The result is, a person taking his or her health into their hands by accessing a preventative medication, is being denied care.

In relation to hormone treatment of gender dysphoria. The exclusion includes all medications used "off-label." This means the FDA has not approved the medications use for a specific care option. In this case, hormones used in gender transition which have been approved for use in hormone replacement based on gender assigned at birth, are not accessible to transgender employees. How can that be?

Simply: The FDA has not approved a SINGLE medication for use in gender transition and gender affirmation care. Not one. The exclusion as written completely excludes persons who are transgender from ANY affirmative medication.

All three of these violate the deeply held core values of Ingham County and the Ingham Community Health Center. They undermine the authority of the County and the Health Centers to work constructively with our community partners to expand coverage to these medically necessary pharmaceuticals. And most importantly, they create undue burdens and barriers to most specifically the LGBTQ communities in our workforce.

Yes, an employee can call and jump through a dozen hoops to get patient assistance programming dollars. But why? Why would we do that?

Can you imagine if a brand treatment for COPD or heart disease were subjected to this kind of exclusion and differential -- and I argue discriminatory -- process? The outrage would be legitimate and loud.

But because these exclusions apply only to a minority of our employees who are already viewed in a social construct as lesser than, there is no urgency in removing these barriers and County employees are quite satisfied in creating this two tier system for our employees. It is offensive and it is discriminatory. It is morally offensive on its face and indefensible.

This exclusionary policy is eye-popping when viewed in the list of other exclusions on the list. HIV and gender dysphoria, both life threatening, are right there in the list along with vitamins and cosmetic type pharmaceuticals. Not on the list, are medications for cancer, Parkinson's Disease, heart disease and other common chronic manageable diseases.

Certainly, in a county which has embedded equity as a path for policy making, this was not a deliberate systemic bias built in, but it is a systemic bias nonetheless. It creates additional burdens for persons living with or at risk for HIV to obtain necessary medications. It prevents transgender employees from accessing gender affirming pharmaceutical care.

This is all unacceptable.

I urge you to immediately direct Controller Dolehanty and the Human Resources Department to delete this exclusionary process by removing name brand HIV medications from the pharmacy exclusion list as by removing medically appropriate treatment for gender transition. I also encourage you to direct the Controller to determine HOW this county could have come to such an exclusionary process in violation of the letter and spirit of the county's own visions and values. By doing a systemic review and report on how this was allowed to happen, it is my hope the County can determine how to improve future processes to exclude unconscious biases.

Thank you.

ATTACHMENT B

In March of 2017, Ingham County Commissioners adopted a five-year strategic plan. Included in the plan are Key Implementation Tasks to:

1. Expand programming to identify and address the prevalence of HIV/AIDS in the community, and;
2. Secure funding for a mass media campaign around education, prevention, and treatment of HIV.

I applaud the Ingham County Commissioners for setting such well-informed and meaningful public health goals; however, I believe the county's prescription drug formulary undermines these goals and the values in which they are rooted. Ingham County's formulary creates barriers for employees living with HIV whom rely upon certain prescription medications. These barriers do not exist for employees with most other health conditions. The formulary constitutes structural-level stigma against people living with HIV as it effectually constrains their opportunities, resources and wellbeing.

HIV stigma is dangerous. It feeds false information and creates barriers for prevention and treatment. It is insidious in nature. The perpetuation of stigma may be wholly unintentional within the county, but the impact (and that is what matters most) is harm to Ingham County employees and erosion of any credibility the county may have in efforts to prevent and treat HIV.

In accordance with commissioners' wishes as outlined in the Ingham County Strategic Plan, the health department plans to launch a mass media campaign "around education, prevention and treatment of HIV" on November 25. The campaign aims to educate people about HIV and reduce HIV stigma, thereby eliminating some of the barriers to prevention and treatment. The health department will do this by sharing the stories of real people in our community who are living with HIV. I'd like to share a preview of the campaign with you now.

This is Jonathan. He describes himself as smart and creative. He is a writer. He is a person living with HIV.

This is Jackie. She describes herself as honest and reliable. She is a grandmother. She is a person living with HIV.

Jackie isn't Jackie's real name, nor is this her picture, by the way. Jackie was concerned that disclosing her identity would compromise her safety.

Jonathan and Jackie are people living with HIV in our community. They are your constituents, and they have bravely chosen to participate in this campaign because they know that reducing stigma against people living with HIV is one of the most effective things we can do to advance HIV education, prevention and treatment.

I'd be remiss in having asked them to participate in this campaign if I did not speak to you today on this matter. Ingham County's formulary calls into question the sincerity with which Ingham County has asked Jonathan and Jackie to participate in the campaign. It dishonors the gift of their openness, honesty and bravery. The formulary also dishonors the work of Ingham County employees who are living with HIV.

There is a gap between county values and policies. I implore you to take action. Please review the Ingham County prescription drug formulary and seek immediate solutions. I also encourage you to find ways to apply a health equity lens to future decision-making regarding employee benefits.

Thank you for your time.

DECEMBER 3, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Equal Opportunity Committee** – *Interviews*

Candidates for appointment to the Equal Opportunity Committee (EOC) will be present to answer questions from County Services Committee members. The EOC meets in the Human Services Building on the second Monday of each month at 6:00 p.m. Members are appointed to two-year terms.

The EOC serves as advisors to the Board of Commissioners on matters which will insure equal opportunity for all County citizens. It verifies that banks holding County funds are equal opportunity employers and lenders, and that all possible purchasing is done from equal opportunity employers. It makes recommendations to the County Board and/or its committees necessary to carry out the Board's commitment to equal opportunity. The group also prepares an annual report on the status of equal opportunity in the County and helps the County Services Committee monitor affirmative action plans adopted by the County. This Committee has advisory and investigatory functions and serves as central complaint bureau about employment, services and the like in Ingham County's governmental system.

2. **Prescription Drug Benefit** – *Report on Information Requested by the County Services Committee*
(Discussion)

The Controller and Human Resources Director will present findings about the prescription drug benefit as requested at the November 19 County Services Committee meeting.

3. **Potter Park Zoo** – *Draft Resoution to Submit to the Electorate a Speacial Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements*

Representatives of Potter Park Zoo will be present to continue discussion about placement of a millage renewal question before voters in 2020.

4. **Prosecuting Attorney's Office** – *Authorization for an Extended Special Leave of 90 Days under ICEA Assistant Prosecuting Attorney CBA Article 16, Section 4*

Prosecuting Attorney's Office employee Kristen Rolph has requested a 65-day leave extension. Section 16.4 of the collective bargaining agreement with ICEA-APA addresses Special Leaves.

“...a department head may authorize an employee to be absent without pay for personal reasons for a longer period, but not to exceed sixty (60) days in any calendar year unless the County Services Committee approves one (1) additional ninety (90) day extension under unusual circumstances.”

The Chief Assistant Prosecuting Attorney and Human Resources Director recommend approval of this leave extension request.

5. **Treasurer's Office** – *Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority*

The County Treasurer asks for approval of a resolution to transfer all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

6. **Equalization Department** – *Resolution to Authorize Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement*

The Tri-County Regional Planning Commission (TCRPC) has historically facilitated aerial photography flyovers for our region every five years. The region is scheduled to be flown in the spring of 2020. Ingham County's cost to participate in the 2020 flight is \$27,500. This lower cost is due in part to the State's participation along with coordination between Ingham, Eaton, and Clinton counties. In addition, advancements in digital aerial photography have helped drive costs downward. Users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 9-1-1 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner. The Equalization Director recommends approval of a resolution to participate in the 2020 Tri-County Region Aerial Imagery Partner Agreement.

7. **Innovation and Technology Department** – *Resolution to Approve the Lease of SAN and Compute Hardware from Avalon Technologies, Inc.*

The Innovation and Technology Department planned to include a new Storage Area Network (SAN) server in the 2021 CIP budget. However, Dell Computer has offered a SAN at a reduced rate for lease over 5-years at 0% interest. The County could then purchase the SAN for \$1.00 after the 5-year period. Funding for the first year (\$200,000 in 2020) would be taken from the IT equipment fund balance. The Chief Information Officer recommends approval of a resolution to authorize the SAN lease.

8a. **Road Department** – *Resolution for HVAC Controller System Replacement at the Road Department Administration Building*

The heating, ventilation and air conditioning (HVAC) control system at the Road Department Administration Building has exceeded its life expectancy. A replacement control system is budgeted for 2020. The Road Department recommends approval of a resolution to replace the HVAC controller system at a cost not to exceed \$24,000.

8b. **Road Department** – *Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services*

The Road Department solicited proposals to replace traffic signals that are at the end of their service life, located at the following intersections:

- Jolly Road at College Road
- Holt Road at Waverly Road
- Hagadorn Road at Bennett Road

Contractor work includes the installation of foundations and erecting strain poles at all three locations. The Road Department recommends approval of a contract with Severance Electric Company to replace the traffic signals at a cost not to exceed \$167,418.

8c. 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 23 projects (see attachment for permit list).

9. Parks Department – Notice of Emergency Purchase of Snow Pump

On November 7 an emergency purchase order was issued to York Repair Inc. to provide a replacement snow pump at Hawk Island Park at a total cost of \$3,076. The existing pump was shorted out and the bearings were bad. It was determined that purchase of a new pump would be more cost effective than repairing the old pump. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

10a. Animal Control Department – Resolution to Adjust Staffing at Ingham County Animal Control and Shelter

This resolution would authorize the conversion of the Lead Animal Control Officer to an Animal Control – Field Supervisor position. The Animal Control – Field Supervisor position will be filled internally from the existing Animal Control Officers, and upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend will be eliminated. The long term cost of this change is \$8,696. The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal. This resolution will also increase the Animal Control temporary salaries line item by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing. Additional costs for these changes will be funded from the Animal Shelter Millage fund. This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

10b. Animal Control Department – Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

A resolution is proposed to authorize creation of an Animal Control Officer position assigned to animal cruelty investigations. This new position would operate independent of the general Animal Control Officer shift-bid procedures. This officer would be assigned to a set 9-5 shift on weekdays, but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation). The new Animal Control Officer position would also be included in the rotating after-hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget. The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal. Upon the next naturally-occurring Animal Control Officer, the vacated position will be eliminated unless continuation is approved by the Board of Commissioners in a future resolution.

11. Health Department – *Resolution to Increase Position #601053 Community Health Rep II from 0.75 FTE to 1.0 FTE*

The Health Department requests approval of a resolution to authorize an increase to Community Health Rep II from 0.75 FTE (salary ranging from \$24,786.72 – 29,508.00) to 1.0 FTE (salary ranging from 1.0 \$33,048.96 - \$39,344.00) effective January 1, 2020. By adding 0.25 FTE, the position will provide added support to the Ingham Community Health Centers administration. Funding for additional hours will be appropriated from the Community Health Center operating fund.

12a. Controller’s Office – *Resolution Approving Various Contracts for the 2020 Budget Year*

Consistent with the contract approval policy, this proposed resolution offers blanket approval of various routine contract renewals exceeding \$5,000 for the 2020 fiscal year. Approval of this proposal will reduce the number of separate contract approval resolutions. Liaison committees may decide to remove some contracts from this list for individual consideration. Funding for contracts included in this resolution are included in the 2020 Adopted Budget.

12b. Controller’s Office – *Resolution Authorizing Adjustments to the 2019 Ingham County Budget*

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 *et seq.*), and to balance the 2019 Budget. Proposed budget adjustments are presented in the table below:

<u>Fund</u>	<u>Description</u>	<u>2019 Budget</u> <u>11/19/19</u>	<u>Proposed</u> <u>Change</u>	<u>Proposed</u> <u>Budget</u>
201	Road Fund	\$ 26,779,654	\$ 4,505,000	\$ 31,284,654
561	Fair Fund	1,349,099	40,000	1,389,099

Adjustments to the Road Fund are necessary to account for various non-federal aid primary road improvement projects and replacement of the Road Department’s Eastern District garage roof through previously-approved contracts. An adjustment to the Fair Fund is necessary in order to cover non-operational expenses.

12c. Controller’s Office – *Resolution Authorizing an Agreement with the Ingham County Conservation District*

Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support. An allocation of \$13,100 is included in the approved 2020 budget for the Conservation District, which seeks approval of a resolution to affirm a contract to allow for fund disbursement.

12d. Controller’s Office – *Resolution to Amend the Business Travel and Reimbursement Policy*

A series of changes to the Business Travel and Reimbursement Policy are proposed that would allow departments to directly book conference travel rather than have a dedicated Financial Services Department employee make reservations on their behalf, and to use the US General Services Administration M&IE rate schedule for travel expense reimbursement. The process for approval of out-of-state travel requests will remain the same. A change to the M&IE schedule will eliminate the need for

employees to collect receipts for expense reimbursement while traveling on County business. These changes have been vetted by our auditors and legal counsel. Changes were distributed to departments for their review and comment (feedback was 100% favorable) and were presented at a recent department head meeting.

13a. Board of Commissioners' Office – Resolution Recognizing the 37th Annual Hispanic Christmas Symposium

A resolution is offered in recognition of the 37th Annual Hispanic Christmas Symposium and to congratulate the Michigan Alliance of Latinos Moving Towards Advancement and the Capital Area Hispanic Community Representatives on the event.

13b. Board of Commissioners' Office – Resolution Honoring Dr. Martin Luther King, Jr.

A resolution is offered to honor the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

13c. Board of Commissioners' Office – Resolution Honoring Thomas Lesinski

A resolution is offered to honor Thomas Lesinski for his role in cataloging, researching and preserving and creating a public exhibit that highlights the history of Ingham County from the earliest times.

14a. Human Resources Department – Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2020 through December 31, 2020. Changes include recognition of a 2% increase in wages adjustments in the compensation level of four positions as a result of reclassification.

14b. Human Resources Department – Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2020 through December 31, 2020.

14c. Human Resources Department – Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit for the period January 1, 2020 through December 31, 2020.

14d. Human Resources Department – Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration

Eagle Claims Management is the third-party administrator for the County's self-insured workers' compensation program. The current contract with Eagle Claims Management is due to expire on

December 31, 2019. The Human Resources Director recommends approval of a resolution to authorize a new contract with Eagle Claims Management for the period January 1, 2020 to December 31, 2024 at an annual cost of \$33,500, with an option to extend the agreement for an additional three years upon expiration.

14e. Human Resources Department – *Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisors Unit*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and Command Officers Association of Michigan 9-1-1 Supervisors Unit for the period January 1, 2020 through December 31, 2020.

14f. Human Resources Department – *Resolution Approving the Collective Bargaining Agreement Wage Reopener with the ICEA Professional Court Employees Unit*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and the ICEA Professional Court Employees Unit for the period January 1, 2020 through December 31, 2020.

DRAFT

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR THE REAUTHORIZATION OF FUNDING FOR THE OPERATION OF THE INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK, INCLUDING FUNDING FOR OPERATIONS, MAINTENANCE, AND IMPROVEMENTS

WHEREAS, the Potter Park Zoo and Potter Park in the City of Lansing are regional attractions that draw a large number of visitors to the region, including a large number of Ingham County residents; and

WHEREAS, the Board of Commissioners believes continued operation of the Potter Park Zoo and Potter Park in the City of Lansing would be a substantial benefit to Ingham County residents; and

WHEREAS, the Board of Commissioners entered into an agreement with the City of Lansing for the lease and the operation of the Potter Park Zoo and Potter Park, conditioned upon voter approval of a county-wide property tax millage for the funding of the Potter Park Zoo and Potter Park as well as the continued millage funding for the Potter Park Zoo and Potter Park; and

WHEREAS, the current authorized millage of .41/100 (0.4100) of one (1) mill, \$0.41 per thousand dollars of state taxable valuation, adopted in 2006 and renewed in 2010 and 2016, expires on December 31, 2020; and

WHEREAS, a new millage is necessary to support the operation of the Potter Park Zoo and Potter Park, which includes funding the daily operations, maintenance, and improvements of the Potter Park Zoo and Potter Park; and

WHEREAS, the Board of Commissioners seeks to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting funding for the operational and capital needs of the Potter Park Zoo and Potter Park; and

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on March 10, 2020:

INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK OPERATIONAL MILLAGE QUESTION

For the purpose of reauthorizing funding for the operation of the Potter Park Zoo and Potter Park, including funding for operations, maintenance, and improvements, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan be increased by up to 50/100 (0.5000) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2021-2026) inclusive? If approved and levied in full, this Millage will raise an estimated \$3,841,444 in the first calendar year of the levy, based on state taxable valuation.

YES [] NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the March 10, 2020 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 4

TO: County Services Committee

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: November 19, 2019

SUBJECT: Authorization for an Extended Special Leave of 90 Days under ICEA Assistant Prosecuting Attorney CBA Article 16, Section 4
For work session agenda on December 3, 2019

Under Article 16, Section 4 of the ICEA-APA Collective Bargaining Agreement for Special Leaves, “a department head may authorize an employee to be absent without pay for personal reasons for a longer period, but not to exceed sixty (60) days in any calendar year unless the County Services Committee approves one (1) additional ninety (90) day extension under unusual circumstances.”

On September 24, 2019 our office, with the approval of the Human Resources Department, authorized a special leave of 60 days for assistant prosecuting attorney Kristen Rolph. The leave was authorized to allow Ms. Rolph time after the birth of her second child. Ms. Rolph was hired by our office in July of 2019 and was not yet eligible for FMLA. In the short time prior to her leave, Ms. Rolph had displayed the skills and characteristics of an exceptional front line prosecutor. Under the current sixty (60) day authorization, her leave time will end on December 7, 2019. Ms. Rolph is requesting an extension of sixty five (65) days to address ongoing medical issues. Our office and the Human Resources Department are supportive of this request. Please accept this memorandum as our office’s formal request for this committee’s authorization to extend Ms. Rolph’s leave without pay for a period of sixty five (65) days from December 7, 2019 to February 10, 2020.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 *et seq.*, (the Act) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with Ingham County Board of Commissioners approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller to take appropriate action to transfer rejected property to the Land Bank.

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2020 TRI-COUNTY REGION
AERIAL IMAGERY PARTNER AGREEMENT**

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties and the State of Michigan have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12", 6", and/or 3" pixel, true color, leaf off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office; and

WHEREAS, the State of Michigan through its MiSAIL program will partner in this agreement which lowers the anticipated cost significantly from \$42,375 to \$27,500, and.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2020 Tri-County Region Imagery Partner Agreement.

BE IT FURTHER RESOLVED, that \$27,500 to cover the cost of Ingham County's participation be moved from the 2020 contingency funding to the appropriate account in the Equalization budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary letter of agreement with the Tri-County Regional Planning Commission, after approval as to form by the County Attorney.

TO: Board of Commissioners County Services & Finance Committees

FROM: Deb Fett, Chief Information Officer

DATE: November 19, 2019

SUBJECT: Refresh of core datacenter systems

BACKGROUND

Ingham County maintains two primary datacenters that house storage (SAN) and compute (servers) systems. These systems are responsible for at least 95% of the IT services that are accessed County-wide. All these systems will reach their end of life and end of support between April 2020 and June 2021. Due to the mission critical nature of our server and storage platform, it is imperative that we maintain a system that is actively supported by our vendors. Failure to do so could result in extended downtime and possibly data loss. Given that these systems are so closely integrated, it makes sense both financially and operationally to refresh them all at the same time rather than as individual systems as has been done in the past.

ALTERNATIVES

We have investigated options for purchasing third party support which would cover us in the event of hardware failures into 2021 however, there are no available options for extended software support. Software support is what provides critical security updates for these systems. Historically, hardware is more likely to fail than there to be a software security update so this is a viable but not preferable option. Maintaining an active manufacturer’s warranty is usually the preferred option when it comes to systems that are critical to the enterprise.

Separating the compute needs from the storage needs and making two separate purchases in different budget years was also considered. While easier to fund, we feel the cost savings afforded by upgrading these two systems at the same time to be significant enough to warrant this request.

Replacing our existing storage and compute with completely new systems was considered however it was determined that an in-place refresh was more cost effective since already purchased licenses could be transferred to the refreshed system and some existing hardware could be reutilized. Furthermore, an in-place refresh will have a lower impact on the day to day operations of County departments.

FINANCIAL IMPACT

In the selected proposal, Dell Computer, offers a sixty-month lease with a one dollar buy option at the end of the term. The cost would not exceed \$200,000 the first year and \$281,000 annually the remaining four years with the five-year total not exceeding \$1,350,000. The initial plan was to request this funding for the 2021 budget year however, Dell has offered aggressive pricing as we approach the end of their fiscal year this coming January. The five-year lease option allows us to spread the cost over several years with no interest and there is no guarantee that this offer will be available in 2021. Funding for this purchase would come from the Ingham County 636 fund balance for year one of the lease and the Innovation and Technology’s Network Maintenance - Hardware fund (636-25810-932032) for the remaining 4 years. We anticipate seven years of useful life from this upgraded system.

Additional cost savings that the County would realize by making this purchase in 2020 is removal of the need to purchase third party supplemental hardware support for the systems that fall out of manufacturer warranty (\$6,900 per year) and the removal of the need to purchase an additional year of Oracle database support (\$15,000 per year).

OTHER CONSIDERATIONS

In addition to maintaining continuity of support, the design of this refreshed implementation is focused on addressing some upcoming needs that ITD has identified:

- Full disk encryption – Annual security audits for HIPAA, CJIS, and finance have led us to believe that full disk, data at rest, encryption will soon be a requirement. This is expensive to implement after the fact and doing so during a hardware refresh is much more cost effective.
- Deduplication and Compression - Exponential increases in storage needs due to the prevalence of high-resolution cameras, other non-compressible data, and extended data retention requirements has filled existing storage faster than originally anticipated leaves our existing storage near 80% capacity. Storage performance begins to degrade when operating above the 80% capacity line. Full deduplication and compression will effectively allow for more storage use with less storage consumption by decreasing the overall footprint of existing compressible data.
- Improved Up-time and System Reliability – With Active/Active Redundancy, the ability to utilize our two primary datacenters as if they were one will improve reliability by allowing us to offer services to end users from either location in a transparent manner. The result is better up-time and more reliability in the event of a disaster at one of our facilities.
- Increased compute and system memory capacity– The net increase in compute as well as the options made available for further expansion effectively positions us to offer additional resources to our customers when requested and can improve the performance of existing applications. This also makes way for upcoming planned projects such as the move of the Courtview system from the extremely expensive Sun Solaris/Oracle platform to the much more reasonably priced Microsoft Windows/SQL environment.

Pricing from the recommended vendor is off the competitively bid Midwestern Higher Education Commission (MHEC) Contract No. MHEC-07012015 for Dell Computers.

STRATEGIC PLANNING IMPACT

This Resolution supports Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter into an agreement with Avalon Technologies, Inc. to lease Dell servers, Dell Compellent Storage Area Networks, and associated hardware in an amount not to exceed \$200,000 in year one and \$280,000 annually for the remainder of the term, totaling no more than \$1,350,000 over 60 months.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE LEASE OF SAN AND COMPUTE HARDWARE FROM
AVALON TECHNOLOGIES, INC.**

WHEREAS, Ingham County Department of Innovation and Technology currently provides storage and compute for all County departments; and

WHEREAS, the existing back-end storage and compute systems are approaching their end of supported life; and

WHEREAS, to remain secure and reliable, these systems need to be refreshed with actively supported hardware; and

WHEREAS, this hardware purchase will provide the necessary equipment needed to refresh the existing County back-end datacenter systems in a secure, reliable manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the lease of Dell storage and compute hardware from Avalon Technologies, Inc in an amount not to exceed \$1,350,000 over the 60 month lease term.

BE IT FURTHER RESOLVED, that the Board of Commissioners do hereby authorize the purchase of this hardware at the end of the 60-month lease term for \$1.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Ingham County 636 fund balance for year one of the lease and the Innovation and Technology's Network Maintenance - Hardware fund (636-25810-932032) for the remaining 4 years.

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: Ingham County Board of Commissioners

FROM: Tom Gamez, Director of Operations, ICRD

DATE: November 19, 2019

SUBJECT: New HVAC control system at the Road Department administration building

BACKGROUND

The purpose of this correspondence is to support the attached resolution to remove and replace the current HVAC control system in the ICRD Administration building, with an up to date energy efficient HVAC controller.

The current Siemens HVAC control system is 27 years old and the operating software is Windows 95. It has become apparent, after dozens of temporary repairs to the fatigued HVAC controller system; the system has exceeded its life expectancy and has become obsolete. There are no software upgrades or replacement parts available for the current HVAC controller system. The manufacture quit providing replacement parts and software updates in 2007. The ICRD has exhausted our supply of spare parts and there are no replacement parts available from any vendors.

The new replacement HVAC controller system has new technologies features that are energy efficient and commercial building code compliant.

ALTERNATIVES

There were very limit sources to seek quote from, due to the custom fabricating required to synchronize the current mechanical HVAC components to a modern controller system.

We received two estimates from commercial HVAC contractors. Siemens Industry Inc. and Trane U.S. Inc. The Siemens estimate did not include all the desired energy efficient features in their estimate and their quote was not the lowest bid. These desired energy efficient features are only provided for an addition cost.

Trane U.S. Inc. is a registered County vendor and has a positive work history with the Ingham County Facilities Director, with other County projects. Trane U.S. Inc. is also a member of U.S. Commodities government CO-OP program. Trane U.S. Inc. also meets the County's local vendor status.

FINANCIAL IMPACT

The ICRD received quotes from qualified and experienced vendors for replacing our current out dated HVAC control system. The new system shall meets or exceeds the current Federal and State safety and energy codes. This new HVAC controller system shall be included in the 2020 Capital Improvement Plan (CIP) and the ICRD adopted 2020 budget, which includes controllable expenditures, and funds for this and other related purchases. The Trane U.S. INC. has the lowest qualified bid at \$24,000 for a new HVAC controller system.

OTHER CONSIDRATIONS

Due to the age of the current HVAC controller system, there are not many options available. The County IT department has performed all the possible software updates for the Windows 95 software. The mechanical parts are obsolete and are not available for purchase.

There is also a new 911 back up call center in the plans, this center will be located in this Road Department Administration building in the next few months, and this could create a heavier workload on this out dated HVAC controller system.

RECOMMENDATIONS

It is our recommendation to enter in to an agreement with Trane U.S. Inc. for modern HVAC controller system that is energy efficient and meet or exceeds current building codes.

Bids from qualified and experienced vendors for the purpose of purchasing a modern energy efficient HVAC controller system, were solicited and evaluated by the Ingham County Purchasing Department and it is their recommendation, with the concurrence of the ICRD, to award this to a local bidder, Trane U.S. Inc. 3350 Pine Tree Road Lansing, Michigan 48911.

Therefore, approval of the attached resolution is recommended. To authorize the purchase of a modern energy efficient HVAC controller system, which is compatible with our current HVAC mechanical system.



Trane U.S. Inc.
3350 Pine Tree Road
Lansing, MI 48911
Phone: (517) 337-6517
Fax: (517) 337-9493
Service Contact: (833) 740-3992

October 28, 2019

James Tow
Transportation Dept
INGHAM COUNTY
MASON, MI 48854 U.S.A.

Site Address:
SAME
United States

ATTENTION: James Tow

PROJECT NAME: New controls on following HVAC equipment

We are pleased to offer you this proposal for performance of the following services for the Equipment listed.
Services will be performed

SCOPE OF SERVICE

- New SC controller for web interface
 - IP address by owner
- All necessary programming and commissioning of listed equipment controls
- All necessary control and control power wiring
- Provide operator interface for Mechanical room controllers
- Supply and install 2 AHU Controllers
 - Demo existing controllers
 - Re-use transducers
 - Re-use actuators
- Supply new VFDs (qty 2)
 - Lock inlet vanes and actuator open
- Tie AHU-3 control into new controllers
 - Re-use transducers
 - Re-use actuators
 - Re-use inlet vanes and actuator
- Control of one boiler
 - Start stop
 - Hot water supply temp
 - Outdoor air temperature
 - Pump 1 start/stop
 - Pump 1 status
- Necessary graphics and licenses
- 16hr of training (on site)
- Provide BacNet web based controls on/for above equipment

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR HVAC CONTROLLER SYSTEM REPLACEMENT AT THE
ROAD DEPARTMENT ADMINISTRATION BUILDING**

WHEREAS, the Ingham County Road Department (ICRD) Administration building has a 27 year old HVAC control system in need of replacement, after many temporary repairs, the system has exceeded its life expectancy; and

WHEREAS, the Road Department's adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases; and

WHEREAS, quotes for replacement HVAC controller system were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department, to award the replacement HVAC controller system to Trane U.S. Inc. 3350 Pine Tree Road Lansing, Michigan 48911, thru the U.S. Commodities government CO-OP program, based on the lowest qualified bid; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the lowest qualified quote of \$24,000, and authorizes an agreement with Trane U.S. Inc., to remove the existing HVAC controller system and install a new HVAC controller system that is compliant with current building codes at the ICRD Administration building.

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

Agenda Item 8b

TO: County Services & Finance Committees

FROM: Kelly R. Jones, Director of Engineering, Road Department

DATE: November 19, 2019

RE: Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services

BACKGROUND

The Ingham County Road Department (ICRD) solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project, per Bid Packet #212-19, Traffic Signal Construction Services. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements. Attached is the Memorandum of Performance from James Hudgins, Director of Purchasing.

Severance Electric Co., Inc. of Kalamazoo, MI, submitted the lowest responsive and responsible bids for the intersections listed below, for a total bid amount of \$167,418.00.

1. Jolly Road at College Road – Low Bid \$66,983.00
2. Holt Road at Waverly Road – Low Bid \$36,562.00
3. Hagadorn Road at Bennett Road – Low Bid \$63,873.00

The scope of the overall project is to replace traffic signals that are at the end of their service life, located at the above named intersections. The Contractor's work includes the installation of foundations and erecting strain poles at all three locations listed above. In addition, due to intersection complexity and staff availability, the Contractor will install the traffic signals at the Jolly Road at College Road and Hagadorn Road at Bennett Road intersections. The ICRD will provide the strain poles, controllers and cabinets for all three intersections, as well as install the traffic signal at the Holt Road at Waverly Road intersection.

ALTERNATIVES

An alternative to awarding this contract to Severance Electric Co., Inc. is to delay the replacement of these traffic signals to a future year. This approach is not preferred, as a delay could result in equipment malfunction and/or failure.

FINANCIAL IMPACT

The cost for this project is budgeted in the 2019 County Road Fund Budget.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, the Road Department respectfully recommends approval of the attached resolution to support the contract with Severance Electric Co., Inc for Traffic Signal Construction Services, as detailed in Bid Packet #212-19.

TO: Kelly Jones, Director of Engineering/County Highway Engineer

FROM: James Hudgins, Director of Purchasing

DATE: November 14, 2019

RE: Memorandum of Performance for RFP No. 212-19 Traffic Signal Construction Services

Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced traffic signal contractors (herein referred to as “Contractor”) for the purpose of entering into a contract to provide traffic signal construction services for the Ingham County Road Department. The services require and generally align with the following MDOT Service Prequalification Classification: “L. Electrical Construction” (traffic signals).

The scope of work includes, but is not limited to, traffic signal foundation installation, controller cabinet foundation installation, strain pole erection, conduit and handhole installation, span wire installation, miscellaneous signal equipment installation and other related work required for Ingham County Road Department intersection and signal construction projects in strict accordance with the proposal and strict conformity with the requirements of the 2012 edition of the Michigan Department of Transportation Standard Specifications for Construction, the current edition of applicable MDOT Standard Plans, the Michigan Manual on Uniform Traffic Control Devices.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	0
Vendors responding	4	0

A summary of the vendors’ costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 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 and submit 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 or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Jolly Rd at College Rd. Traffic Signal Construction Total Cost	Holt Rd at Waverly Rd. Traffic Signal Construction Total Cost	Hagadorn Rd. at Bennett Rd. Traffic Signal Construction Total Cost
Severance Electric Co., Inc.	No, Kalamazoo MI	\$66,983.00	\$36,562.00	\$63,873.00
J. Ranck Electric, Inc.	No, Mt. Pleasant MI	\$91,130.26	\$46,319.48	\$88,350.26
Rauhorn Electric Inc.	No, Bruce Township MI	\$96,084.27	\$46,924.02	\$93,456.06
Motor City Electric Utilities	No, Detroit MI	\$109,078.00	\$78,295.00	\$107,766.00

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A CONTRACT WITH
SEVERANCE ELECTRIC CO., INC.
FOR BID PACKET #212-19, TRAFFIC SIGNAL CONSTRUCTION SERVICES**

WHEREAS, the Road Department has determined that traffic signal replacement is necessary at the three intersections listed below, due to reaching the end of useable service lives; and

WHEREAS, the cost for the traffic signal replacements are budgeted in the 2019 County Road Fund Budget; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #212-19, Traffic Signal Construction Services; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications, and requirements; and

WHEREAS, Severance Electric Co., Inc. of Kalamazoo, MI, submitted the lowest responsive and responsible bids for the intersections listed below, for a total bid amount of \$167,418.00:

1. Jolly Road at College Road – Low Bid \$66,983.00
2. Holt Road at Waverly Road – Low Bid \$36,562.00
3. Hagadorn Road at Bennett Road – Low Bid \$63,873.00; and

WHEREAS, a contingency is being requested in the amount of 10% of the low bid cost, as may be needed for any additional work deemed necessary by Road Department staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Severance Electric Co., Inc. for Traffic Signal Construction Services as specified in the Ingham County Road Department's Bid Packet #212-19 for the low bid cost indicated above with a 10% requested contingency, for a contract total of \$184,159.80.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval 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 November 19, 2019 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE NOVEMBER 19, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP
2019-545	CONSUMERS	GAS/ROAD CUT	FITTING AVE	LANSING
2019-550	SCOTT CARR	LAND DIVISION	DIETZ RD	LOCKE
2019-554	MARSHA WILLIAMS	LAND DIVISION	O'BRIEN RD	STOCKBRIDGE
2019-570	GEORGE PETRIDES	LAND DIVISION	BARTON RD	WILLIAMSTOWN
2019-553	PATRIDGE TRUST	LAND DIVISION	BARRY RD	WILLIAMSTOWN
2019-575	CONSUMERS	ELEC – OH	FITCHBURG RD	LESLIE
2019-585	CONSUMERS	GAS	GROVENBURG RD	DELHI
2019-576	CONSUMERS	ELEC – OH	DEXTER TRAIL	STOCKBRIDGE
2019-578	LBWL	WATERMAIN	COLLEGE RD	DELHI
2019-577	ACD.NET	CABLE – OH/UG	JOLLY RD	MERIDIAN
2019-517	EVERSTREAM	ELEC – OH/UG	DIETZ RD	WHEATFIELD
2019-597	CONSUMERS	ELEC – OH	HASLETT RD	MERIDIAN
2019-604	CONSUMERS	GAS	WILLIAMSTON RD	WILLIAMSTOWN
2019-605	CONSUMERS	GAS	GUNN RD	DELHI
2019-601	FRONTIER	CABLE – UG	OBRIEN RD	STOCKBRIDGE
2019-596	GA HUNT	ROAD CUT,SANITARY	WILLOW ST	LANSING
2019-600	CONSUMERS	GAS	WALL ST	ONONDAGA
2019-603	CONSUMERS	ELEC – OH/UG	ACADEMIC WAY	MERIDIAN
2019-609	CONSUMERS	ELEC – OH	AURELIUS RD	ONONDAGA
2019-518	EVERSTREAM	CABLE OH/UG	VARIOUS	VARIOUS
2019-611	CONSUMERS	ELEC – OH	AURELIUS RD	DELHI

2019-607	CONSUMERS	GAS,ELEC –UG,BORE	NAUBINWAY RD	MERIDIAN
2019-586	MOORE FARMS	LAND DIVISION	HARPER RD	DELHI
			MANAGING DIRECTOR:	_____

Agenda Item 9

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: November 7, 2019
SUBJECT: Emergency Purchase of Snow Pump
For the meeting agenda of 12/3/19 County Services

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the County Services Committee.

Upon turning on the main pump for making snow for the tubing hill at Hawk Island County Park, staff discovered that pump was not working. Upon further investigation the pump was shorted out and the bearings were bad. It was less money to purchase a new pump than repair the old one, it was imperative that we order the pump ASAP to get it delivered ASAP so we could get it back in service immediately to begin the snow hill operations at Hawk Island County Park for the 2019/2020 Season.

This was an emergency situation with a piece of equipment that there is only one of in the Department and must be operational to have the tubing hill operational. This was an emergency order requiring time to get the piece of equipment delivered ASAP and therefore we did not have time to solicit for three quotes.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to York Repair Inc. for a total cost of \$3,076 plus freight.

Funds for this purchase are available through an existing operating Account # 208-75200-93200.

The Controller, Purchasing Director along with myself approved this purchase.

TO: Law & Courts, County Services and Finance Committees
FROM: Jodi LeBombard, Animal Control Director
DATE: November 18, 2019
SUBJECT: Resolution to Adjust Staffing at Ingham County Animal Control and Shelter
For the meeting agendas of December 3, 4 and 5

BACKGROUND

Since the conversion of the Deputy Director to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the department. I am recommending the reinstatement of the Field Supervisory Officer eliminated as part of the 2010 budget. Upon approval of this reinstatement, an Animal Control Officer and the lead worker designation would be eliminated. The intent would be for a promotion to be made from the existing Animal Control Officers who would need to apply for the position, and then the position of the successful candidate would be eliminated.

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

Another long term change that is being recommended is to budget seasonal animal care help for six months of the year. This was accomplished in 2019 through the county's overtime and temporary policy, allowing for the transfer of funds available from vacancies within the department. It is recommend that the 2020 budget be adjusted and future budgets include funding for a seasonal Animal Care Specialist from the Shelter millage.

Finally, upon opening of the new shelter, it became apparent almost immediately that the additional square footage made relying on volunteers for janitorial services inadequate. Facilities has been providing eight hours per week of janitorial services through a temporary employee (again funded in 2019 through position vacancies), and this has been working very well. It is recommended that the 2020 budget be adjusted and future budgets include funding for temporary janitorial services from the Shelter millage.

ALTERNATIVES

Maintaining the status quo will not provide the optimal level of supervision for the Animal Control Enforcement division of the department, or adequate shelter staffing and janitorial services.

FINANCIAL IMPACT

The topped out cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer - Field Supervisor would be around \$8,700 annually and could be absorbed by the Animal Shelter Millage.

The annual cost for a seasonal Animal Care Specialist is around \$20,000 and the annual cost for temporary janitorial services is around \$6,000, also to be absorbed by the Animal Shelter Millage.

OTHER CONSIDERATIONS

This reorganization was a discussion item at the November 14 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the proposed reorganization.

Agenda Item 10a

TO: Jodi Lebombard, Director Ingham County Animal Control
Teri Morton, Deputy Controller

FROM: Joan Clous, Human Resources Specialist

DATE: 11/29/2018

RE: Support for bringing backing the Field Supervisor position

Per your request, Human Resources has reviewed the job description of Field Supervisor and evaluated the position. By bringing back the Field Supervisor position the Lead classification of the Animal Control Officer will be eliminated. Based upon changes to the job description we recommend the following:

Field Supervisor CCLP Animal Control 03 (\$49,722.33 to \$56,826.74)

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

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

From: [Graham, Sue](#)
To: [Morton, Teri](#); [Clous, Joan](#); [Lebombar, Jodi](#); [Bliesener, Elisabeth](#)
Subject: FW: Animal control - CCLP Support Email
Date: Thursday, November 07, 2019 4:08:44 PM

From: Tom Krug <tkrug@cclp.us>
Sent: Thursday, November 7, 2019 4:06 PM
To: Graham, Sue <SGraham@ingham.org>
Subject: Animal control

CCLP is agreeable to the position of field supervisor as we discussed earlier

**INGHAM COUNTY
JOB DESCRIPTION**

ANIMAL CONTROL OFFICER- FIELD SUPERVISOR

General Summary:

Works under the direction of the Animal Control Director traveling to various parts of the County in order to enforce State and County animal control laws or provide animal related assistance or education. Includes all duties of an animal control officer in addition acts as the field supervisor by providing direction, approval, advice, or assistance as needed. Is expected to be responsible to assure the animal control officers are proper and timely with performance of assigned duties.

Essential Functions:

1. Oversees the animal control officers by directing investigations or complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers and ensures adequate coverage for all shifts including unscheduled absences.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers while making necessary corrections as needed.
4. Reviews all warrant requests and search warrants for accuracy, completeness, and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Ensures all Animal Control Officer certifications and trainings are current.
7. Periodically monitors all subordinate officers under his/her work direction and works with director to make necessary corrections.
8. Routinely inspects animal control officer vehicles and equipment to ensure proper upkeep.
9. Briefs animal control officers on events of previous shifts or special assignments.
10. Hears complaints of citizens regarding allegations of officer misconduct and works with the animal control director to appropriately respond.
11. Ensures animal control officer workroom, interview room, and unloading garage remains neat, orderly, and respected.
12. Coordinates and oversees the animal control officer ride along program.
13. Coordinates and oversees animal control officer presence at appropriate community events or educational opportunities within the community.
14. Works with the prosecutor's office to pursue timely dispositions of animals being held at the shelter pending court case dispositions.
15. In response to complaints or calls of service from county residents, travels to various parts of the county in a county-owned vehicle.
16. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Documents information and decides on proper course of action.
17. Takes license enforcement action - including writing licenses on the road, issuing summons, or pursuing warrant requests.
18. Appears in court to provide testimony as requested.
19. Captures and impounds unlicensed, stray, or uncontrollable animals often using ropes, snares, traps, tranquilizer guns, or similar devices issues by the department
20. Picks up domestic deceased animals as requested or observed on county roads or elsewhere.
21. Takes reports and quarantines animals in instances when people have been bitten.
22. Issues summons for violation of county or state animal control laws.
23. Transports animals to and from the county shelter, removes them from the vehicle, cleans and disinfects vehicles.

24. May assist with census, data entry, or answering phones as assigned.
25. Monitors condition of vehicles including fluid levels, tire pressure, tire quality, oil change requirements, and reports any issues. Transports vehicle to appropriate repair facility.
26. Performs duties of animal care specialist as needed.

Other Functions:

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

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

Employment Qualifications:

Education: Associates Degree preferred. High school diploma and a combination of animal control officer knowledge.

Experience: At least three years of experience as an Animal Control Officer.

Other Requirements:

- Must have a good driving record and be able to pass a security clearance.
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling, lifting, and carrying weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200lbs. (In controlling livestock that may weigh or exceed 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles in all weather conditions.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books, and completing a general court summons.
- Must be able use the animal control department computer software to generate animal identification profiles, complaint notes, reports, or other functions.

(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 outdoor environment. Exposure to lights, noises, pungent odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, trailer hauling, etc.
3. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
5. This position works closely with domestic and sometimes wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**INGHAM COUNTY
JOB DESCRIPTION
LEAD ANIMAL CONTROL OFFICER**

General Summary: Works under general direction of the Animal Control Director or Deputy Director traveling to various parts of the County in order to enforce State and County animal control laws; includes all of the duties of Animal Control Officer in addition acts as Lead worker. As Lead Animal Control Officer directs the activities of a shift of animal control officers providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties.

Essential Functions:

1. Serves as lead worker of a shift of animal control officers directing the investigation of complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers on a daily basis; ensures adequate coverage for all shifts including for unscheduled absences. Briefs other ACO's on events of previous shifts or special assignments.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers; makes necessary recommendations for corrections to supervisors.
4. Reviews all warrant requests for accuracy, completeness and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Documents internal disputes pertaining to workflow and quality assurance issues.
7. Provides documents and monitors mandated training and guidance of new road patrol personnel. Ensures that all certifications and training are current. Periodically evaluates all subordinate road patrol officers under his/her supervision; makes necessary recommendation for corrections to department managers.
8. License enforcement – includes writing licenses on the road, issuance of tickets and warrants, court appearances, preparation of monthly reports, notarizing of sterilization affidavits.
9. In response to complaints or requests for assistance from County residents, or as a part of a predetermined schedule or route, travels to various parts of the County by driving or riding as a passenger in a County-owned vehicle.
10. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Records information and decides on proper course of action.
11. Captures and impounds unlicensed, stray, and uncontrolled animals often using ropes, snares, traps, and similar devices.
12. Picks up dead domestic animals as requested or as observed on roads or elsewhere.
13. Investigates and writes up reports of all instances in which people have been bitten by animals.
14. Issues summons for violation of County or State Animal Control laws.
15. Transports animals to a County animal care facility, removes same from vehicle, cleans and disinfects vehicle.
16. Monitors condition of vehicles including fluid levels, tire pressure, etc. Schedules routine maintenance and transports vehicles to repair facilities. Monitors and reports maintenance issues with ACO equipment and relevant areas of the animal shelter.
17. May assist with census, data entry or answering phones.
18. Coordinates and oversees the Animal Control Officer ride along program.
19. Perform duties of animal care specialist as needed.

Other Functions:

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

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

Employment Qualifications:

Education: High School diploma or equivalent

Experience: Three years of experience as an Animal Control Officer

Other Requirements:

- Must have a good driving record and be able to pass a security clearance
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling and lifting and carry weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200 lbs. (In controlling livestock that may weigh up to 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books and completing a general court summons. Field Supervisory

(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:

6. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
7. This position operates a variety of vehicles including cars, trucks, tractors, etc.
8. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
9. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
10. This position works closely with domestic and wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position 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.)

***CCLP- Animal Control
Stipend
Feb 2016***

2019 Personnel Cost Projection

	Animal Control Officer Lead Worker* <u>Step 6</u>	Field Supervisory Officer <u>Step 5</u>
Wages	51,058	56,827
Unemployment	255	284
FICA	3,906	4,347
Health	14,855	14,855
Current Retiree Hlth	3,447	3,447
Future Retiree Hlth	2,298	2,557
Dental	936	936
Vision	132	132
Life	86	86
Disability	66	74
Retirement	18,621	20,725
Workers Comp	0	0
CARES	33	33
Liability	759	845
Total	96,452	105,148

* Lead worker stipend is \$3,700

Additional Long Term Cost **8,696**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADJUST STAFFING AT INGHAM COUNTY ANIMAL CONTROL
AND SHELTER**

WHEREAS, since the conversion of the Deputy Director – Animal Control to the Animal Care Manager, it has been challenging to provide necessary oversight to the enforcement portion of the Animal Control Department; and

WHEREAS, the reinstatement of the Animal Control Officer – Field Supervisor eliminated as part of the 2010 budget is being recommend; and

WHEREAS, upon approval of this reinstatement, the position would be filled from with the current Animal Control Officers through an internal posting; and

WHEREAS, after the selection of the new Animal Control Officer – Field Supervisor, the Lead Animal Control Officer would be eliminated; and

WHEREAS, seasonal animal care help is being recommended for six months of the year, in order to address staffing needs during the busiest months at the shelter; and

WHEREAS, janitorial services have been provided in the past by volunteers, and the additional square footage of the new shelter has made this inadequate; and

WHEREAS, it is being recommended that eight hours per week of janitorial services be provided through a temporary employee from the Facilities Department; and

WHEREAS, the long-term cost of the conversion of the Lead Animal Control Officer to an Animal Control Officer – Field Supervisor would be \$8,696, and the recommended increase to the temporary salaries line item would be \$26,000; and

WHEREAS, funds for these increased costs are available within the Animal Shelter Millage Fund; and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes conversion of the Lead Animal Control Officer (CCLP Animal Control AC-02, plus stipend) to an Animal Control – Field Supervisor position (CCLP Animal Control AC-03).

BE IT FURTHER RESOLVED, that the Animal Control – Field Supervisor position shall be filled internally from the existing Animal Control Officers, and that upon selection of the Animal Control – Field Supervisor, the vacated Animal Control Officer position and the Lead Worker Stipend shall be eliminated.

BE IT FURTHER RESOLVED, that the Animal Control temporary salaries line item shall be increased by \$20,000 for seasonal Animal Care staffing and \$6,000 for temporary janitorial staffing.

BE IT FURTHER RESOLVED, that these additional costs will be funded from the Animal Shelter Millage fund.

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.

Agenda Item 10b

TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: November 22, 2019

SUBJECT: Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

For the meeting agendas of December 3, 4 and 5

BACKGROUND

The current Animal Control Director wishes to transfer to the position of Animal Control Officer and specialize in animal cruelty investigations.

This resolution would authorize the creation of an Animal Control Officer who will be assigned to animal cruelty investigations. Jodi Lebombard would transfer to the position effective January 18, 2020 and placed at the top step of the salary schedule as detailed in the attached Letter of Understanding.

This new Animal Control Officer position would be outside of the general Animal Control Officer shift bid procedures and would have a set 9-5 type shift but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation). The new Animal Control Officer position would also be included in the rotating after hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget.

ALTERNATIVES

If this position is not approved, the Animal Control Director plans to resign on January 17, 2020. The alternative would be to maintain the status quo and be unable to retain a uniquely qualified employee.

FINANCIAL IMPACT

The long term annual cost for this position would be \$90,875, to be funded from the Animal Shelter Millage.

STRATEGIC PLANNING IMPACT

This resolution supports the goal of attracting and retaining exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

The affected Union, CCLP Animal Control, has been notified and is supportive of the proposal.

Upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

RECOMMENDATION

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

From: [Graham, Sue](#)
To: [Morton, Teri](#)
Cc: [Tom Krug](#)
Subject: ICACS ACO
Date: Friday, November 22, 2019 11:30:03 AM
Attachments: [RE: Resolution Creating Animal Control Officer.msg](#)
[Resolution Creating Animal Control Officer.msg](#)

Dear Teri,

I just spoke with Mr. Krug. The CCLP is in support of adding the ACO Animal Cruelty Investigator and is in agreement that the movement of Ms. Lebombard from Director into the position is a transfer (as was Kyle's situation) rather than a resignation situation. Tom has offered to speak to Commissioners in support if needed.

Regards,

Sue

Sue Graham, Director
Ingham County Human Resources
(517) 887-4372

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDITIONAL ANIMAL CONTROL OFFICER POSITION
TO BE ASSIGNED TO CRUELTY INVESTIGATIONS**

WHEREAS, the current Animal Control Director is willing and desiring to transfer to an Animal Control Officer position within the Ingham County Animal Control and Shelter; and

WHEREAS, this is an employee with a demonstrated commitment to the Shelter and to the animals and citizens of Ingham County; and

WHEREAS, the Ingham County Strategic Plan includes as one of its stated goals to “attract and retain exceptional employees who reflect the community they serve and who prioritize public service;” and

WHEREAS, the affected Union, CCLP Animal Control, has been notified and is supportive of the proposal; and

WHEREAS, the long term annual cost for this position would be \$90,875.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorize the creation of an Animal Control Officer (CCLP Animal Control AC-02) who will be assigned to animal cruelty investigations.

BE IT FURTHER RESOLVED, that Jodi Lebombard will be transferred from her current position of Animal Control Director to the position of Animal Control Officer effective January 18, 2020 and placed at the top step of the salary schedule as detailed in the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that this new Animal Control Officer position would be outside of the general Animal Control Officer shift bid procedures and would have a set 9-5 type shift but would also be expected to work the regular Saturday 8-4 shift rotation (two officers per Saturday work on rotation).

BE IT FURTHER RESOLVED, that this new Animal Control Officer position would also be included in the rotating after hours on-call assignments that become effective January 1, 2020 as authorized in the 2020 Adopted Budget.

BE IT FURTHER RESOLVED, that this position will be funded from the Animal Shelter Millage Fund.

BE IT FURTHER RESOLVED, that, upon the next naturally occurring vacancy of an Animal Control Officer, the vacated position will be eliminated, unless continuation of the position is approved by the Board of Commissioners in a future resolution.

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.

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 14th, 2019

SUBJECT: Authorization to Amend Position # 601053 Community Health Rep II
For the meeting agendas of December 2, December 3, and December 4, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to amend Position #601053 .75 FTE Community Health Rep II/UAW Tops salary ranging from \$24,786.72 – 29,508.00, to a 1.0 FTE Health Rep II/UAW Tops salary ranging from \$33,048.96 - \$39,344.00 effective January 1, 2020. The additional .25 FTE will provide added support to the Ingham Community Health Centers (IHC) administration and will be covered by the Community Health Center (CHC) operating fund. This amendment is supported by both the UAW and the employee in the position.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The additional costs of the .25 FTE are estimated at \$13,438 based on FY '20 Personnel/Fringes Costs. These costs will be covered by the CHC operating fund.

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 amending Position #601053 Community Health Rep II .75 salary ranging from \$24,786.72 – 29,508.00 to 1.0 FTE salary ranging from \$33,048.96 - \$39,344.00, effective January 1, 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO INCREASE POSITION #601053 COMMUNITY HEALTH REP II
FROM .75 FTE TO 1.0 FTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Position #601053 .75 Community Health Rep II/UAW Tops (\$24,786.72 – 29,508.00), to a 1.0 FTE Community Health Rep II/UAW Tops (\$33,048.96 - \$39,344.00), effective January 1, 2020; and

WHEREAS, the additional .25 FTE will provide added support to the Ingham Community Health Centers (ICHC) administration and will be covered by the Community Health Center operating fund; and

WHEREAS, the additional costs of the .25 FTE are estimated at \$13,438 based on FY '20 Personnel/Fringes Costs; and

WHEREAS, this amendment is supported by both the UAW and the employee in the position; and

WHEREAS, the ICHC Board of Directors supports amending Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE effective January 1, 2020; and

WHEREAS, the Health Officer supports amending Position #601053 Community Health Rep II from .75 FTE to 1.0 FTE effective January 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending Position #601053 Community Health Rep II from .75 FTE (\$24,786.72 – 29,508.00) to 1.0 FTE (\$33,048.96 - \$39,344.00) effective January 1, 2020.

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.

LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM, INC.
Animal Control Unit (Union)

Wage Rate for Jodi

Lebombard

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (CCLP) or (the "Union"), have agreed to a collective bargaining agreement for the Animal Control Deputies bargaining unit from January 1, 2018, through December 31, 2020 (the "CBA"); and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire in Animal Control (the "LOU"); and

WHEREAS, Jodi Lebombard (hereinafter Employee) is an experienced Ingham County Animal Control Officer; and

WHEREAS, the Ingham County Animal Control desires to employ the Employee in the position of Animal Control Officer at a wage rate of ICAC Level 6 (\$47,357.58) and the Employee is willing to transfer from a higher Manager Confidential Wage rate to Animal Control at an ICAC Level 6 Wage Rate; and

WHEREAS, the CCLP is agreeable to the Employer offering the Level 6 Wage Rate to the Employee under the above unique circumstances.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Ingham County Animal Control may offer the above Employee only a starting wage rate of ICAC Level 6 notwithstanding the contractual maximum at Level 3.
2. This Agreement is recognized by the parties as being unique to the facts surrounding this Employee only and shall not be precedent setting for any future new hire.
3. The Employee will be credited with her most recent past Ingham County employment and date of hire for purposes of vacation and sick time accrual and MERS Plan participation.

IT IS FURTHER AGREED THAT this LOU shall be unique to this employee and neither the Employer nor Union waive any rights as to future interpretations and applications of the CBA. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

Agenda Item 12a

DATE: November 18, 2019
TO: Finance and Liaison Committees
FROM: Jill Bauer, Administrative Analyst
RE: Resolution Approving Various Contracts for the 2020 Budget Year

This resolution will approve the attached list of contracts for the 2020 budget year. The list consists only of contracts that are included in the 2020 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2020 increase of 1.9% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2020 BUDGET YEAR

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

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

WHEREAS, funding for these contracts has been included within the 2020 Adopted Budget; and

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

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

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

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

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
Board of Commissioners	CAPCOG	Agreement w/Lansing Chamber	01/01/20	12/31/20	\$5,000	\$5,000	\$0	0.00%	General Fund
Equalization	Michigan Equalization Services LLC	Commercial Appraisal Contract	01/01/20	12/31/20	\$90,000	\$90,000	\$0	0.00%	General Fund
Equalization	Bellefeuil, Szur & Assoc. Inc. DBA BS&A Software	Assessing net	01/01/20	12/31/20	\$10,431	\$10,431	\$0	0.00%	General Fund
Road Department	Precision Systems	Accounting Software Licenses	01/01/20	12/31/20	\$ 14,655	\$ 14,655	\$0	0.00%	Road Fund
Road Department	Midwestern Consulting	Traffic Signal Database Support	01/01/20	12/31/20	\$ 1,200	\$ 1,200	\$0	0.00%	Road Fund
IT	BOSS	Annual Maintenance for Help Desk Software	01/01/20	12/31/20	\$ 14,771	\$ 15,052	\$281	1.90%	Network Fund
IT	Calero Software	Verismart Software Maintenance for Phone System	08/30/20	08/30/21	\$ 2,224	\$ 2,266	\$42	1.90%	Network Fund
IT	Oracle	Sun Server Maintenance Contract	03/30/20	03/30/21	\$ 5,686	\$ 5,794	\$108	1.90%	Network Fund
IT	DLT	Solarwinds Network Monitoring	03/21/20	03/21/21	\$ 1,748	\$ 1,781	\$33	1.90%	Network Fund
IT	Solarwinds	Dameware Remote Support Software	06/18/20	06/18/21	\$ 474	\$ 483	\$9	1.90%	Network Fund
IT	Oracle	Oracle Database Standard Edition - Processor Perpetual	02/20/20	02/20/21	\$ 9,552	\$ 9,733	\$181	1.90%	Network Fund
IT	Service Express	Hardware Support Renewal for HP Servers	04/30/20	04/30/21	\$ 3,960	\$ 4,035	\$75	1.90%	Network Fund
IT	Konica	RightFax	08/31/20	08/30/21	\$ 5,783	\$ 5,893	\$110	1.90%	Network Fund
IT	CDWG	VMWare Renewal	03/31/20	03/31/21	\$ 30,883	\$ 31,470	\$587	1.90%	Network Fund
IT	Seamless Docs	Seamless Docs Renewal	02/18/20	02/18/21	\$ 24,000	\$ 24,456	\$456	1.90%	Network Fund
IT	Sentinel	Redsky e911 software support renewal	05/28/20	05/27/21	\$ 3,226	\$ 3,287	\$61	1.90%	Network Fund
IT	Zayo	Dark Fibre & equipment	01/01/20	12/31/21	\$ 5,258	\$ 5,358	\$100	1.90%	Network Fund
IT	Nationwide Power	Uninterrupted power supply support -911	12/01/20	11/30/21	\$ 4,305	\$ 4,387	\$82	1.90%	Network Fund
IT	Vidcom Solutions	Ocularis Renewal for cameras	01/04/20	01/04/21	\$ 20,000	\$ 20,380	\$380	1.90%	Network Fund

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 COST	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019	Funding Source
IT	CDWG	Annual Cost for Faronics Deepfreeze for the Ingham	03/01/20	03/01/21	\$ 776	\$ 791	\$15	1.90%	Network Fund

REVENUE CONTRACTS

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2019 REV	2020 PROJECTED	Proj. Increase over 2019	% Increase over 2019
Equalization	State of Michigan	Annual Grant for Remonumentation Program	01/01/20	12/31/20	\$94,314	\$89,306	-\$5,008	-5%

Agenda Item 12b

TO: County Services, Human Services and Finance Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 20, 2019

RE: Year End Adjustments, and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the end of fiscal year 2019. The General Fund total will remain at \$87,812,526

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2019 Budget. The General Fund budget total will not be adjusted for the fourth quarter of 2019.

The Fair Fund is requesting a \$40,000 transfer from the General Fund to Fair fund balance to cover anticipated yearend non-operational adjustments. The funding for this transfer is requested for contingency funds.

The Road Department's final 2019 budget adjustment is requesting an increase in expense and the use of fund balance for various non-federal aid primary road improvement projects and replacement of the Road Department's Eastern District garage roof, the contracts for all the above projects have already been approved by the BOC in the amount of \$4,505,000.

The contingency fund is currently at \$183,853 before the above adjustment. The attached document details how the Board allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

2019 CONTINGENCY

Adopted Contingency Amount	\$350,000
R18-467: Additional Community Agency Funding	(8,550)
R18-500: Training Animal Control	(49,900)
R19-262: Unity in the Community Event	(2,500)
R19-293: Cost Allocation Plan MGT	(12,000)
R19-372: Drain Commissioner's Office	(6,080)
R19-380: Plante Moran 2018 Audit	(44,520)
R19-407: Lakeview Shelter	(37,565)
R19-416: Probate Register III Full Time	(5,032)
Current Contingency Amount	\$183,853

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2019 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2019 Budget on October 23, 2018 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2019 Ingham County General Fund budget at \$87,812,526.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET 11/19/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	87,812,526	0	87,812,526
201	Road	26,779,654	4,505,000	31,284,654
561	Fair	1,349,099	40,000	1,389,099

GENERAL FUND REVENUES

	<u>2019 Budget –</u> <u>11/19/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	51,995,716	0	51,995,716
Property Tax Adjustments	(50,000)	0	(50,000)
Delinquent Real Property Tax	0	0	0
Unpaid Personally Property Tax	15,000	0	15,000
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	15,000	0	15,000
Intergovernmental Transfers			
State Revenue Sharing	6,210,267	0	6,210,267
Convention/Tourism Tax - Liquor	1,409,713	0	1,409,713
Court Equity Funding	1,462,712	0	1,462,712
State Personal Property Tax Return	750,000	0	750,000
Use of Fund Balance - Committed	0	0	0
Use of Fund Balance - Uncommitted	3,456,560	0	3,456,560
Department Generated Revenue			
Animal Control	1,199,936	0	1,199,936
Circuit Court - Family Division	1,277,769	0	1,277,769
Circuit Court - Friend of the Court	597,000	0	597,000
Circuit Crt - General Trial	2,235,946	0	2,235,946
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	618,850	0	618,850
District Court	2,254,348	0	2,254,348
Drain Commissioner/Drain Tax	445,500	0	445,500
Economic Development	63,037	0	63,037
Elections	75,550	0	75,550
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	39,673	0	39,673
Health Department	120,000	0	120,000
Human Resources	52,649	0	52,649
Probate Court	277,178	0	277,178
Prosecuting Attorney	740,870	0	740,870
Purchasing	0	0	0
Register of Deeds	2,298,237	0	2,298,237
Remonumentation Grant	94,260	0	94,260
Sheriff	4,736,517	0	4,736,517

Treasurer	4,492,133	0	4,492,133
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	510,113	0	510,113
Total General Fund Revenues	87,812,526	0	87,812,526

GENERAL FUND EXPENDITURES

	<u>2019 Budget –</u> <u>11/19/19</u>	<u>Proposed</u> <u>Changes</u>	<u>2019 Proposed</u> <u>Budget</u>
Board of Commissioners	618,642	0	618,642
Circuit Court - General Trial	9,255,042	0	9,255,042
District Court	3,309,520	0	3,309,520
Circuit Court - Friend of the Court	1,614,912	0	1,614,912
Jury Board	1,190	0	1,190
Probate Court	1,621,110	0	1,621,110
Circuit Court - Family Division	5,795,303	0	5,795,303
Jury Selection	171,910	0	171,910
Elections	289,560	0	289,560
Financial Services	880,977	0	880,977
County Attorney	474,525	0	474,525
County Clerk	1,153,296	0	1,153,296
Controller	986,131	0	986,131
Equalization/Tax Services	765,751	0	765,751
Human Resources	846,444	0	846,444
Prosecuting Attorney	7,058,244	0	7,058,244
Purchasing	247,588	0	247,588
Facilities	1,939,569	0	1,939,569
Register of Deeds	869,568	0	869,568
Remonumentation Grant	94,260	0	94,260
Treasurer	590,285	0	590,285
Drain Commissioner	1,113,156	0	1,113,156
Economic Development	328,271	0	328,271
Community Agencies	208,550	0	208,550
Inhgam Conservation District Court	8,089	0	8,089
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	212,600	0	212,600
Sheriff	20,892,683	0	20,892,683
Metro Squad	37,670	0	37,670
Community Corrections	178,614	0	178,614

Agenda Item 12c

TO: Board of Commissioners County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: November 20, 2019
SUBJECT: Resolution Authorizing an Agreement with the Ingham Conservation District
For the meeting agendas of December 3 and December 4

BACKGROUND

This resolution authorizes a 2020 agreement with the Ingham Conservation District.

ALTERNATIVES

None.

FINANCIAL IMPACT

This agreement will be for an amount not to exceed \$13,100. Funds for this agreement are included in the 2020 budget. Funds will be allocated as follows:

Staff Support - \$7,100

Invasive Species Technician Stipend - \$2,400

Education and Outreach - \$2,000

Vehicle and Property Maintenance - \$600

Office Support - \$1,000

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective of promoting environmental protection, smart growth and conservation.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2020 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

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

WHEREAS, the 2020 Ingham County budget includes \$13,100 for the Ingham Conservation District.

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

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2020 through December 31, 2020 in an amount not to exceed \$13,100.

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

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: November 26, 2019

SUBJECT: Resolution to Amend the Business Travel and Reimbursement Policy

BACKGROUND

On October 5, 2010 the Board of Commissioners approved the Business Travel and Reimbursement Policy for all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. The Policy has been amended three times since 2010 to clarify meal allowance calculations, travel arrangements and air travel procedures.

Proposed changes to the policy are centered on elimination of the Financial Services Department reservation requirement and meal reimbursement rates. As noted in summary below, departments would be allowed to make their own airline and hotel reservation consistent with existing rules. Currently all such accommodations must be secured by an employee of the Financial Services Department. Meal reimbursement rates would be tied to U.S. General Services Administration Meals and Incidental Expense (M&IE) rates as posted on their Web page. Travelers would no longer be required to provide meal receipts when using the M&IE rates.

- Section M.2 (pg. 211-4): Clarification that travel as part of an essential job duty is not “subject to” the preauthorization procedure. Note that the procedure for out-of-state travel approval has not changed.
- Section N.1 (pg. 211-4): Proposed changes to this Section will eliminate the Financial Services Department booking and reservation requirement. Department Heads would have authority to establish booking and reservation procedures for employees in their departments, subject to budget limitations.
- Section N.2 (pg. 211-4): This Section which addresses changes to airline and hotel reservations is moved to a new Section N.4.
- Section N.3 (pg. 211-4): Renumbered as Section N.2. The second paragraph is modified to reflect changes in Section N.1 and reaffirm the requirement of Department Head approval.
- Section N.4 (pg. 211-5): New Section N.4 is the old Section N.2.
- Section N.7 (pg. 211-5): Reference to the Rand McNally mileage table is removed in favor of point-to-point calculations (many travel Web sites such as Google Maps and MapQuest provide accurate mileage calculations between specific addresses). Reference to daily average travel is struck as it serves no purpose in mileage computation.
- Section N.9 (pg. 211-6): Meal reimbursements will be equal to the U.S. General Services M&IE rate as posted on their Web page. Travelers would no longer be required to provide meal receipts when using the M&IE rates. Employees seeking reimbursement will still need to complete a Travel Expense Voucher (Excel version attached or through SeamlessDocs) for reimbursement. Note that the M&IE rate applies only to meal reimbursement and does not apply to hotel accommodations.

ALTERNATIVES

Current policy rules and procedures could continue as written. However, the proposed amendments offer a more efficient alternative.

FINANCIAL IMPACT

There is no direct financial impact associated with the proposed amendments.

OTHER CONSIDERATIONS

The proposed changes were vetted by County auditors and attorneys for consistency with Generally Accepted Accounting Practices and applicable statutes.

STRATEGIC PLANNING IMPACT

Proposed amendments to the Business Travel and Reimbursement Policy are consistent with Management, Finance and Governance goals and strategies to periodically review and revise policies and contracting procedures to reflect current best practices.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to amend the Business Travel and Reimbursement Policy.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE BUSINESS TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, on October 5, 2010 the Board of Commissioners approved the Business Travel and Reimbursement Policy for all employees, elected officials and Commissioners; and

WHEREAS, the Policy is intended to provide rules and procedures for determining appropriate expenditures related to business travel; and

WHEREAS, the Board of Commissioners wishes to amend the policy to streamline travel reservation procedures, amend meal reimbursement rates and reference contemporary resources for mileage calculation; and

WHEREAS, proposed changes were vetted by County auditors and attorneys for consistency with Generally Accepted Accounting Practices and applicable statutes.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners amends the Business Travel and Reimbursement Policy as follows:

- Section M.2, second paragraph is amended to state: Any trip needed as part of an employees' essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not subject to this requirement.
- Section N.1 is amended to state: The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimbursement procedures. These provisions shall apply only to traveling employees and shall not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney.
- Current Section N.2 is moved to a new Section N.4.
- Section N.3 is renumbered as Section N.2 and the second paragraph is amended to state: The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when tourist class is available shall be responsible for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.
- Section N.4 is amended to include text from the old Section N.2.
- Section N.7 is amended to state: Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.
- Section N.9 is amended to state: The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of

any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:

- i. The business purpose of the trip;
- ii. The date and place of the trip; and
- iii. Receipts for lodging (if using the M&IE meals-only per diem rate).

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.

Business Travel and Reimbursement

Approved: October 5, 2010
Resolution No. 10-327

A. Introduction

This policy pertains to all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. Vouchers that appear to be in violation of this policy will be returned unpaid to the department with an explanation.

B. Local Travel

1. County employees and elected officials that use a privately owned vehicle for County business may be reimbursed. The amount to be reimbursed shall be determined by reference to the Internal Revenue Service (IRS) Standard Mileage Rate Method. The Human Resources Department will notify department heads and elected officials of changes in the Standard Mileage Rate.
2. Departments shall establish regulations regarding the designation of official work stations as assigned. This work station will be used in determining mileage reimbursement. No mileage will be allowed for travel between an employee's home and his or her official work station (commuting expenses). Examples to assist in calculating allowable travel expenses are presented in Appendix A.
3. Only allowable auto expenses as determined by IRS guidelines will be reimbursed. Adequate documentation is required. The charge should be supported by a listing of the vicinity itinerary in sufficient detail to justify the mileage claimed.
4. Charges for gasoline, lubrication, repairs, antifreeze, towage, and other similar expenditures will not be allowed as reimbursable items when privately owned cars are used.

C. Computation of Mileage

Mileage must be computed based on the shortest available route between the point of departure and the destination. A mileage grid showing distances between County facilities is provided in Appendix B. This grid may be used in place of actual odometer readings.

D. Parking Fees

If an employee is required to have a motor vehicle available for County business purposes, a monthly parking allowance may be provided. The department head or elected official must request approval from the County Services Committee. If approved, a reimbursement will be provided monthly upon receipt of a statement of the parking charge in an amount specified in labor contracts or managerial compensation plan. Intermittent parking charges for meter, lots, etc., will be reimbursed monthly as

incurred. Parking reimbursement requests should be included on the travel reimbursement requests. Meter parking should be identified on the reimbursement form as meter parking.

E. Parking or Traffic Violations

Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

F. Automobile Insurance

Employees who use their vehicles as a requirement of their job shall be reimbursed for automobile insurance as established by collective bargaining agreements and/or compensation plans. This payment will be made by December 15 of the contract year providing that prior to December 1 the employee shall submit proof of the additional automobile insurance and payment of same to the Human Resources Department.

G. Temporary Assignments

An employee temporarily working at another location that requires driving less distance than that from home to the regular work site and back will not be reimbursed for such travel in his or her own vehicle, but, if the temporary work assignment requires driving more distance than normal, the employee will be reimbursed for the difference in miles driven.

H. Attendance at Funerals

Employees designated as official representatives of the County for attendance at a funeral may claim reimbursement for travel expenses subject to the limitations of these regulations.

I. Use of County-Owned Vehicle

An employee using a County-owned vehicle on County business shall be reimbursed for gasoline and other operating expenses incurred while using the vehicle, provided that appropriate receipts for all such expenses are submitted with the travel reimbursement request.

J. Meal Allowance

Meal reimbursement calculations are provided in Section N.9.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

K. Travel Reimbursement

1. All travel expense claims shall be prepared and submitted on a Travel Expense Voucher, and must be itemized and stated in accordance with these regulations. Failure to use the specified form could delay the processing. The form must be signed by the employee. Each traveler should keep a memorandum of expenditures properly chargeable to the County so that the accumulated information will be available for preparation of the travel voucher at the end of each travel period.
2. Expense reports shall not be submitted until the total requested exceeds \$15.00. An exception is the fiscal year-end report which must be submitted no later than the fifth work day of the new fiscal year. Another exception would be when an employee is leaving employment with the County.
3. The official work station shall be shown on the voucher.
4. Supporting receipts must be attached for all items of expense, unless exempt by these regulations.
5. All items on the travel voucher should appear in chronological order and all expenses for the period must be included.
6. Each day's expense shall be shown separately and totaled.
7. The certification on each voucher shall be attested to by the manual signature of the employee. An authorized agent may not approve his or her own voucher.

L. Several People Attending the Same Out of Town Event

It is strongly recommended that if several people are attending the same out-of-town event that they travel together to reduce costs. This recommendation applies to employees within the same Department or from different Departments.

M. Overnight Travel

1. General. This policy pertains to all employees, elected officials and Commissioners. County representatives traveling on official business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Compliance with these regulations is the responsibility of the department head or elected official. The Controller/Administrator and the Financial Services Department will refuse to pay any travel vouchers that appear to violate the intent of these regulations.
2. Authorization. All travel must be authorized and approved by the department head, elected official or his/her designated representative. No designated representative may approve his/her

own vouchers. The Ingham County Board of Commissioners encourages County employees and County-wide elected officials to participate in professional self-improvement and continuing education efforts, and to seek out innovative and cost-effective programs and technologies for potential utilization in Ingham County. Department heads, elected officials and the presiding judges of the various courts may authorize the expenditure of budgeted funds for professional development of County employees, and to seek innovative programs and technologies for use in Ingham County. No out-of-state travel will be authorized without approval of the Controller/Administrator and the Chairperson of the Board of Commissioners.

Any trip needed as part of an employees' essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not ~~covered under~~ subject to this requirement.

N. Travel Arrangements.

1. ~~General. The Financial Services (FS) Department will have an employee trained in scheduling and purchasing air fare and hotel reservations. All airline tickets and hotel reservation will be made by this individual. The traveling employee will submit possible travel times and dates and the FS Department will attempt to find a cost beneficial arrangement within this schedule. If the traveling employee and the FS Department cannot agree on travel times and dates, then the matter will be referred to the Controller for resolution.~~ The County will be liable for the employee's travel expense and the direct billing for the County shall be for the employee only. Alternatively, these expenses can be provided through travel advances and normal reimbursement procedures. These provisions shall apply only to traveling employees and shall not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

2. ~~Changes. Once an airline ticket or hotel room has been booked, it can only be changed with Department Head's approval. If the change is the result of an employee's personal non-emergency issue (such as having to attend a child's social event), the employee will be responsible for any additional cost incurred by the County. If a disagreement occurs, the County Controller/Administrator will determine if the change was the result of an emergency. (NOTE: This text is moved to new Subsection N.4)~~

3. ~~Air Travel.~~ The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight may be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than \$200 for an individual or \$400 for a group, the flight may be booked from the neighboring airport. The \$200 or \$400 difference is for the inclusive cost of the flight including mileage and parking.

The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. ~~The FS Department~~ Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when tourist class is available shall be responsible for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less

expensive accommodations are not available. Such certification must accompany the reimbursement voucher.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015; -- Amended 2015, Resolution 15-276, Effective July 28, 2015

3. Round-Trip Tickets. Round-trip tickets shall be secured whenever economical and practicable.
4. Changes. Once an airline ticket or hotel room has been booked, it can only be changed with Department Head's approval. If the change is the result of an employee's personal non-emergency issue (such as having to attend a child's social event), the employee will be responsible for any additional cost incurred by the County. If a disagreement occurs, the County Controller/Administrator will determine if the change was the result of an emergency. (NOTE: This text is former subsection N.2)
5. Insurance. Insurance coverage for persons traveling by common carrier is not allowable as a reimbursable expense.
6. Transportation by Private Owned Car. Employees or commissioners, who elect to drive a privately owned car in lieu of common carrier, shall be reimbursed at rates established in labor contracts or as provided by Board resolutions. Reimbursement for out-of-state travel by a privately owned car in lieu of common carrier (mileage plus lodging, per diem, and toll charges) is limited to the cost associated with tourist class air fare.

An employee using a County owned vehicle on County business is reimbursed for gasoline and other operating expense incurred while using the vehicle. Appropriate documentation for all such expenses must be submitted with the travel reimbursement request.

7. Computation of Mileage. ~~Point to point out-of-state mileage will be shown in the Rand McNally atlas mileage;~~ Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. ~~It is assumed that out-of-state drivers on extended trips will average 400 miles a day.~~ The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.
8. Rental Cars. A car may be rented at a conference site with prior approval of the department head. Only the cost for a compact vehicle will be reimbursed. The cost for any upgrade from a compact vehicle will be the responsibility of the employee. There is no need to purchase insurance when renting a vehicle since it is covered under the County's insurance policy. Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.
9. Meal Reimbursement. The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) ~~Appropriate detailed receipts must be submitted and maximum gratuity is 15%.~~ Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:

i. The business purpose of the trip;

ii. The date and place of the trip; and

iii. Receipts for lodging (if using the M&IE meals-only per diem rate).

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

10. **Documentation.** Receipts are required for all other transactions in excess of \$25.00 claimed on the travel voucher as reimbursable items.
11. **Foreign Travel.** Travel expenses incurred while traveling in a foreign country will be reimbursed at the rate charged by the employee's credit card or the published exchange rate at the time of the expenditure. A copy of the credit card statement or an exchange rate table from any financial publication should be provided to support the rate claimed. Daily and weekly exchange rate data is also available on the Federal Reserve Board website.
12. **Lodging Charges and Meals.** Sales and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only the actual lodging expenses paid, plus tax, is allowable. Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or motel room expense will be made for a standard single room. Any cost for the upgrade of a room will be the responsibility of the employee.
13. **Lodging Charges for Multiple Occupancy.** When a County employee in travel status shares hotel or other lodging with other County employees, reimbursement to the traveler will be as follows:
 - a. If hotel or other lodging is shared with a person other than a County employee, reimbursement to the County employees will be at the single rate. Documentation supporting the single rate must be available.

- b. If hotel or other lodging is shared with two or more County employees or Commissioners and they all occupy the same room, reimbursement to the County employee or Commissioner will be based on the amount paid.
14. Guidelines. The following rules are established as guides for the employee and the approving officials:
- a. It is expected that expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. The department head, elected official or his/her authorized representative approving the travel voucher will be held responsible in his/her certification for all items of expense as being necessary and correct.
 - b. Expenditures for hospitality expenses and/or alcoholic beverages will not be reimbursed under any circumstances.
 - c. When travel expense vouchers are supported by receipts that show signs of erasures or alterations, the voucher will be returned to the employing department for a statement of facts explaining the reason for the alteration before the travel voucher will be approved for payment.
 - d. No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future unless authorized by the Department's Liaison Committee.
 - e. Employees may take annual leave during a tour of travel with approval of the department head or elected official, provided, that in no case shall travel expenses be allowed while in annual leave status. Whenever an employee in travel status becomes incapacitated due to illness or injury certified by a licensed physician that is allowable as sick leave, he may continue in travel status for a period not to exceed seven calendar days at rates not to exceed M&IE allowance and lodging charges as provided in these regulations.
 - f. An employee will be considered to be in travel status on non-work days unless the employee can return to his/her official work station or home prior to a non-work day. Employees may be entitled to compensation for work performed on non-workdays pursuant to applicable collective bargaining agreements. Every effort should be made to find an alternative to paying the employee overtime for traveling or attending a conference during a non-workday.
 - g. Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of Ingham County. Advance registration is preferred. Receipts must be attached for reimbursement.

O. Accounting for Travel Advances and Advances for Travel

- 1. Requisition for Travel Advance. Departments are authorized to make travel advances for specific trips of employees and Commissioners traveling on County business, subject to approval by the County Controller/Administrator. Requests for such advances should be made at least ten days prior to departure, but no more than 30 days before departure. An employee or Commissioner taking a trip with the appropriate prior approval, which would involve personal

cash outlay for travel expenses, shall furnish the Controller/ Administrator a statement setting forth the purpose of the trip, expected travel period, method of transportation, itinerary, and an estimate of cash outlay for travel showing individually the estimated costs to be borne by the County.

Travel advances will not be issued for less than \$50.00. Such de minimis expenditures will be reimbursed on a standard Travel Expense Voucher.

2. Issuing Advances. The official or employee shall request a travel advance by submitting a travel advance form. The preparer must retain a copy of the form. Receipt of a travel advance is conditional upon agreement to a payroll deduction to settle any unsubstantiated expenses (See Failure to Comply, below). Financial Services shall issue travel advances to employees with the concurrence of the employee's department head.
3. Travel Advance Settlement: A travel advance should be settled within five working days subsequent to the final date of expenses listed on the travel advance form. Actual expenditures shall be reconciled to the amount of advances on the copy of the travel advance form. This completed and signed form shall be submitted to Financial Services along with any required documentation.

A check must be submitted to the Ingham County Treasurer for any excess travel advance.

4. Failure to Comply: IRS regulations require substantiation of expenses and the return of any excess travel advance within a reasonable period of time (60 days). Any portion of a travel advance not settled within 60 days shall be recovered through payroll deductions.
5. Travel Reimbursements: Overnight travel expenses incurred without benefit of a travel advance will be reimbursed on a travel voucher. Such reimbursement claims will be prepared and submitted on the standard Travel Expense Voucher, itemized and stated by these regulations.

P. Use of County-Owned Vehicles

1. This policy shall cover and apply to all official's and employee's use of any vehicle owned by Ingham County, except that this policy may be considered modified, but only to the extent that provisions of a collective bargaining agreement expressly provide for vehicle use in a manner inconsistent with this policy.
2. All vehicles acquired by Ingham County are for the use and purpose of County business only, and all officials and employees of the County operating vehicles are subject to and required to adhere to the terms of this policy
3. Except as otherwise specifically provided in this policy, no official and no employee may use a County-owned vehicle for personal use. County-owned vehicles shall be used for County business.
4. County employees may use County-owned vehicles for commuting to and from employment only if specifically required to do so for the purposes of on-call duty, or if specifically authorized by the employee's department head or elected official, as being necessary and in the best interest of the County. Except as permitted herein, there shall be no commuting with County-owned vehicles and there shall be no other personal use of County-owned vehicles by County

employees. Employees shall report in writing bi-weekly the number of “commuting days” to the employee’s department head or elected official.

5. Personal use of County-owned vehicles by an employee may be subject to taxation to that employee by the Internal Revenue Service.

Q. Other Reimbursement

1. Miscellaneous Expenditures: County funds may be expended for supplies to the extent that such supplies are consumed by the general public or used in the conduct of normal business. Whenever possible, supplies should be billed to Ingham County by the vendor. If direct billing is not possible, an employee may be reimbursed for such expenses.
2. Charges not Reimbursable: In general, the County is not liable for any loss or damage to an employee’s property.
3. Sales Tax: As a governmental entity, Ingham County is not subject to state sales tax. Sales tax should not be paid on any item purchased for the exclusive use of Ingham County. Ingham County’s tax exempt number is 38-6005629. An exemption certificate is available from the Purchasing Department, if required.
4. Registration Fees: Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the County. Documentation must be attached.
5. Retiree Recognition Policy: County funds may be utilized to recognize and honor retirees to a maximum of \$75.00 for employees who have a minimum of ten years and \$150.00 for employees who have a minimum of 25 years. A completed Retiree Recognition Expense Form is required to be submitted with the invoice for payment. This amount must be used to purchase an actual gift or fund a party. Gifts of cash or gift cards are not allowed.
6. Guests: The cost of guest meals is allowable when incurred by department heads only if it can be shown that such cost was incidental and necessary to the conduct of official County business. In no cases will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the voucher, including the name of the guest. Tips are limited to 15%.
7. Food and Beverages for Meetings: Food and beverages purchased for staff meetings and staff lunches are not allowable expenses. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County’s expense. The Business Meal Expense Form or Meeting Supplies Expense Form must accompany all requests for reimbursement or submittal of the Procurement Card documentation.
8. Rental of Rooms: Expenses for rental of special rooms for meetings will be approved only when County owned facilities are not available. Approval from the Controller/Administrator is required. Receipts are required.
9. Dues and Subscriptions: Professional dues and subscriptions will only be allowable expenses if they are required for an employee’s essential job duty or are necessary to provide a Department’s primary service.

10. Documentation and Processing: All requests for reimbursement must have adequate documentation. Employees are encouraged to order items with per unit cost of \$100 or more through the Purchasing Department. A purchase order should be issued to the vendor for such purchases.

An employee may request reimbursement by including the expense on a standard Travel Expense Voucher with his or her mileage (NOTE: The correct charging distribution number should be indicated.) Alternately, a reimbursement voucher may be submitted. The voucher should be made payable to the employee. The description should read “employee reimbursement” and should also indicate the employee’s department.

11. Enforcement: The Director of Financial Services has the authority to reject any expenditure which he or she believes is not in accordance with this policy. Any employee disagreeing with this decision can appeal the decision to the County Controller/Administrator.

APPENDIX A TRAVEL SCENARIOS

Following are examples to assist in calculating allowable travel expenses:

EXAMPLE 1

One staff person lives in Mason.

Is she entitled to mileage from her home in Mason to the Mason Courthouse (which is not her assigned location) or is she entitled to mileage from the VMC (where she did not report but is her assigned location) to the Mason Courthouse?

If she is going to mason for the entire day, she would not be entitled to any mileage since it is closer than her typical commuting miles. But, if she drove to Lansing at 8:00 and then needed to go to Mason for a two-hour 11:00 a.m. meeting and then returns to Lansing for the rest of the day, she would be entitled to the mileage from Lansing to Mason and back to Lansing.

EXAMPLE 2

If this staff person reports from her home in Mason to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon, is she entitled to mileage from the Mason Courthouse to the VMC building?

She would not be entitled to any mileage since she is not traveling any farther than she would on a typical day.

EXAMPLE 3

One staff person lives in Lansing.

Is she entitled to mileage from her home in Lansing to the Mason Courthouse (when she reported directly to the Mason location instead of her assigned location of VMC) or is she entitled to mileage from the VMC to the Mason location?

She would be entitled to the difference between her normal commute and the commute to Mason. If she lives five miles from downtown but needs to drive 20 miles to Mason instead, she would be entitled to reimbursement for 15 miles driven.

EXAMPLE 4

If this staff person reports from her home in Lansing to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon is she entitled to mileage from the Mason Courthouse to the VMC building?

Same as Example 3

APPENDIX B MILEAGE TABLES

	County Attorney	Road Department	Drain Commissioner / Animal Control / District Court / Sheriff's Office	Medical Care Facility / Housing Commission	Grady Porter Building / Veteran's Memorial Courthouse	Hilliard Building/ Courthouse	Human Services Building	Ingham County Family Center (Ingham Academy)	Potter Park Zoo
County Attorney	--	15	14	14	1	16	5	4	3
Road Department	15	--	1	10	14	1	9	11	13
Drain Commissioner / Animal Control / District Court / Sheriff's Office	14	1	--	11	14	1	9	10.5	12.5
Medical Care Facility / Housing Commission	14	10	11	--	12	9	8	10	11
Grady Porter Building / Veteran's Memorial Courthouse	1	14	14	12	--	15	3	3	2
Hilliard Building/ Courthouse	15	1	1	9	15	--	9	12	14
Human Services Building	5	9	9	8	3	9	--	2.5	3
Ingham County Family Center (Ingham Academy)	4	11	10.5	10	3	12	2.5	--	3
Potter Park Zoo	3	13	12.5	11	2	14	3	3	--

Animal Control.....
County Attorney.....
55th District Court.....
Drain Commissioner.....
Health Center – Sparrow.....
Health Center–St. Lawrence.....
Grady Porter Building.....
Hilliard Building.....
Human Services Building.....

	Human Services Building	Healthy Smiles Dental Clinic	Otto Community Health Services	Well-Child Health Center	Willow Teen Health Services	Health management Plan	St. Lawrence Health Center	Sparrow Health Center	Ingham County Jail
Human Services Building	--	2	5	3	5	0.5	5	4.5	8
Healthy Smiles Dental Clinic	2	---	4	1	4	2.5	4	2.5	11.5
Otto Community Health Clinic	5	2	---	4	1.5	6	2	2.5	15
Well-Child Health Center	3	1	4	---	3	3	3.5	3	13
Willow Teen Health Services	5	4	1.5	3	---	5.5	1	2	14.5
Health Plan Management	0.5	2.5	6	3	5.5	---	5.5	4.5	8
St. Lawrence Health Center	5	4	2	3.5	1	5.5	---	2	14.5
Sparrow Health Center	4.5	2.5	2.5	3	2	4.5	2	---	13
Ingham County Jail	8	11.5	15	13	14.5	8	14.5	13	---

Health Plan Management
Healthy Smiles Dental Cl
Jail Medical -Sheriff's Ofc.....
Health Center - Otto

	Baldwin Park	Burchfield / Riverbend	Hawk Island	Parks Department	Lake Lansing North	Lake Lansing South	Rayner Park	Potter Park Zoo
Baldwin Park	---	13	21	16	37	36	15	21
Burchfield / Riverbend	13	---	9	9	25	23	10	10
Hawk Island	21	9	---	10	12	10	11	2
Parks Department	16	9	10	---	14	13	1	14
Lake Lansing North	37	25	12	14	---	2	18	10
Lake Lansing South	36	23	10	13	2	---	16	9
Rayner Park	15	10	10	2	18	16	---	13
Potter Park Zoo	21	10	2	14	10	9	13	---

Baldwin
 Park
 Burchfield
 /
 Riverbend.....
 Hawk
 Island.....
 Parks
 Departme
 nt

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING THE 37TH ANNUAL
HISPANIC CHRISTMAS SYMPOSIUM**

WHEREAS, the 37th Annual Hispanic Christmas Symposium, will be held on Thursday, December 19, 2019, hosted by Michigan Alliance of Latinos Moving Towards Advancement (MI-ALMA) and the Capital Area Hispanic Community Representatives; and

WHEREAS, the purpose of the Symposium is to provide an opportunity for individuals from different cultural backgrounds to interact in an informal setting and to share in the spirit of the season; and

WHEREAS, citizens of Ingham County are invited to join in to share in the Spirit of the Season; and

WHEREAS, since the first Symposium, this event has been used to honor the work of individuals within the community who work to uplift and promote the Hispanic community in the Greater Lansing area; and

WHEREAS, donations from the 2019 Symposium will benefit the Veterans of Foreign Wars.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the 37th Annual Hispanic Christmas Symposium and congratulates Michigan Alliance of Latinos Moving Towards Advancement and the Capital Area Hispanic Community Representatives on the event.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 20th of January, 2020 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING THOMAS LESINSKI

WHEREAS, the Ingham County Historical Commission has held a collection of 92 pre-contact stone tools donated by residents of Ingham County more than a century ago; and

WHEREAS, this collection of pre-contact stone tools had not been properly researched, cataloged and placed in historical context; and

WHEREAS, Thomas Lesinski, a master's student in Cultural Resource Management at Central Michigan University did undertake the research of this collection as part of his Archaeological Field and Lab Methods (ANT 540) course, analyzing each tool for their typology and material make-up; and

WHEREAS, this analysis provided for the discovery of 40 variable types, 4 types of ground stone tools and 20 distinct types of stone used in order to manufacture the tools, and these tools spanned from the earliest pre-contact culture to last, over a period of thousands of years; and

WHEREAS, these results indicate a continued occupation of Ingham County over a period of thousands of years, interactions between multiple cultures as well as knowledge of and access of multiple stone resources; and

WHEREAS, his finished report concluded that this collection provides further confirmation that since the beginning of settlement of North America the Great Lakes region and central Michigan more specifically were great areas of settlement and that the indigenous people of central Michigan were a part of many diverse cultures; and

WHEREAS, Thomas, through his research and report, has provided the residents of Ingham County with a better understanding of those early cultures which occupied this region; and

WHEREAS, Thomas created an exhibit in the Court House which tells the story of our pre-contact stone tool collection in words, images and selected specimens, bringing to life this period of our history for the public to enjoy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Thomas Lesinski for his role in cataloging, researching and preserving and creating a public exhibit that highlights the history of Ingham County from the earliest times.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.

Agenda Item 14a

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020

For the meeting agendas of December 3 (County Services) and December 4 (Finance)

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2020, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 2% increase to the 2019 wage schedule. The financial impact associated with the proposed reclassifications is as reflected in the attached Resolution.

OTHER CONSIDERATIONS

None

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING MODIFICATIONS TO THE
2019 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2020**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2019 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes in the 2019 Managerial and Confidential Employee Personnel Manual for 2020.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2019 Managerial and Confidential Employee Personnel Manual for 2020 (provisions unmodified remain unchanged):

1. Update language under section C. Compensation Levels: Effective the first full pay period on or after January 1, 2020, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2019 salary schedule.
2. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2020.
3. Clarify language in section J.7 (Special Leave) that paid leave accruals may be utilized while on special leave status consistent with current practice.
4. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
5. Change in Appendix D - Compensation Levels: As a result of reclassification requests, the recommended position changes are as follows:

- Position # 215008 Chief Deputy County Clerk: Move from MC 11 to MC 13
- Position # 130054 Chief Deputy Court Clerk: Move from MC 11 to MC 13
- Position # 601007 Chief Financial Officer, Health Department: Move from MC 13 to MC 14
- Position # 201009 Payroll Coordinator to Payroll Administrator: Move from MC 05 to MC 06
- Position # 130048 Executive Assistant – Circuit Court: Remains MC 05

The financial impact associated with the proposed reclassifications is as follows:

Position Title	2019	2019	Difference
	Current Grade, Step 5	Proposed Grade, Step 5	
Chief Deputy County Clerk	MC 11: 82,284.70	MC 13: 94,510.67	12,225.97
Chief Deputy Court Clerk	MC 11: 82,284.70	MC 13: 94,510.67	12,225.97
CFO, Health Department	MC 13: 94,510.67	MC 14: 101,825.79	7,315.12
Payroll Coordinator to PR Admin.	MC 05: 50,053.32	MC 06: 53,889.14	3,835.82
TOTAL:			35,602.80

6. Update language in Appendix G: Helpful Links (current resources with website addresses).

BE IT FURTHER RESOLVED, that the 2020 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2020 and shall expire on December 31, 2020.

Agenda Item 14b

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

For the meeting agendas of December 3 (County Services) and December 4 (Finance)

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. Today, November 19, 2019, we were advised that the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit voted to ratify the tentative agreement reached between the parties on October 30, 2019. The wage reopener provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of the effective date of eligibility for dependent coverage in Article 16 – Health, Dental and Vision Insurance, Section 7 to eliminate the additional waiting period.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later. The financial impact of eliminating the additional waiting period for dependent healthcare coverage will depend on the demographics of new hires after January 1, 2020.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE MICHIGAN NURSES ASSOCIATION, NURSE
PRACTITIONERS/CLINIC NURSES UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the wage reopener agreement for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of the effective date of eligibility for dependent coverage in Article 16 – Health, Dental and Vision Insurance, Section 7 to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener agreement, subject to the approval as to form by the County Attorney.

Agenda Item 14c

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 18, 2019, we were advised that the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit voted to ratify the tentative agreement reached between the parties on November 18, 2019.

The wage reopener provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article XXII – Leaves of Absence: Section 4, Notice.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE OPEIU LOCAL 459, AFL-CIO, CIRCUIT COURT/FAMILY
DIVISION PROFESSIONAL EMPLOYEES UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article XXII – Leaves of Absence: Section 4, Notice.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 19, 2019
SUBJECT: Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration

For the Agendas of December 3 (County Services) and December 4 (Finance).

BACKGROUND

The current contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance expires December 31, 2019. The County's Administration is recommending that the County continue to contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance and the Administration of the Ingham County Medical Care Facility concurs with this recommendation. Eagle Claims Management has agreed to contract with the County from January 1, 2020 through December 31, 2024 at their previous annual rate of \$33,500 with the option to extend the agreement for an additional three years upon expiration as was included in the current agreement.

ALTERNATIVES

None.

FINANCIAL IMPACT

The financial impact is \$33,500 per year for five (5) years and is the same as the previous annual rate.

STRATEGIC PLAN CONSIDERATIONS

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR SELF-FUNDED WORKERS'
COMPENSATION THIRD PARTY ADMINISTRATION**

WHEREAS, the current contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance expires December 31, 2019; and

WHEREAS, the County's Administration is recommending that the County continue to contract with Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance; and

WHEREAS, the Administration of the Ingham County Medical Care Facility concurs with this recommendation; and

WHEREAS, Eagle Claims Management has agreed to contract with the County from January 1, 2020 through December 31, 2024 at their previous annual rate of \$33,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Eagle Claims Management as the third party administrator for the County's self-insured workers' compensation insurance for the period January 1, 2020 to December 31, 2024 at a cost of \$33,500 annually with the option to extend the agreement for an additional three years upon expiration as was included in the current agreement.

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

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the Command Officers Association of Michigan 911 Supervisors Unit

For the meeting agendas of December 3 and 4

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 22, 2019, we were advised that the Command Officers Association of Michigan 911 Supervisors Unit voted to ratify the tentative agreement reached between the parties on November 22, 2019.

The wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 11 – Discipline and Discharge: Section 11.3 regarding notice of disciplinary investigation, and for 3) modification of Article 16 – Sick Leave: Section 16.4 regarding notice of sick leave use, and for 4) modification of the effective date of eligibility for dependent coverage in Article 17 – Hospitalization and Medical Coverage to eliminate the additional waiting period.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later. The financial impact of eliminating the additional waiting period for dependent healthcare coverage will depend on the demographics of new hires after January 1, 2020.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE COMMAND OFFICERS ASSOCIATION OF MICHIGAN
911 SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Command Officers Association of Michigan 911 Supervisory Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the Command Officers Association of Michigan 911 Supervisory Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 11 – Discipline and Discharge: Section 11.3 regarding notice of disciplinary investigation, and for 3) modification of Article 16 – Sick Leave: Section 16.4 regarding notice of sick leave use, and for 4) modification of the effective date of eligibility for dependent coverage in Article 17 – Hospitalization and Medical Coverage to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the Command Officers Association of Michigan 911 Supervisor Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2019
SUBJECT: Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the ICEA Professional Court Employees Unit

For the meeting agendas of December 3 and 4

BACKGROUND

Attached is a resolution regarding the 2020 wage reopener for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. On November 22, 2019, we were advised that the ICEA Professional Court Employees Unit voted to ratify the tentative agreement reached between the parties on November 5, 2019.

The wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 23 – Leaves of Absence: Section 4. Notice, regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 19 – Health, Dental and Vision Insurance to eliminate the additional waiting period.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the reopener provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period on or after January 1, 2020 or ratification by the parties, whichever comes later. The financial impact of eliminating the additional waiting period for dependent healthcare coverage will depend on the demographics of new hires after January 1, 2020.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE ICEA PROFESSIONAL COURT EMPLOYEES UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the ICEA Professional Court Employees Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the ICEA Professional Court Employees Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 23 – Leaves of Absence: Section 4. Notice, regarding notice of sick leave use, and for 3) modification of the effective date of eligibility for dependent coverage in Article 19 – Health, Dental and Vision Insurance to eliminate the additional waiting period has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the ICEA Professional Court Employees Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.