

CHAIRPERSON
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VICE-CHAIRPERSON
RYAN SEBOLT

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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, OCTOBER 1, 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 [September 17, 2019 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Greater Lansing Convention and Visitors Bureau – Initiatives for Promoting the Region as a Destination (*Presentation*)
2. Probate Court – Resolution to Authorize the [Part-Time Deputy Probate Register III](#) Position to be Converted to a Full Time Position
3. 55th District Court – Resolution to Authorize the Reorganization of the [55th District Court](#)
4. County Clerk's Office – Resolution to Promote Enrollment in [Permanent Absent Voter Lists](#) by Qualified Registered Voters of Ingham County
5. Equalization Office – Resolution to Authorize Participation in the 2020 Michigan Statewide Authoritative Imagery and Libar ([MiSAIL](#)) Intergovernmental Agreement for Data Exchange Between Ingham County and State of Michigan Department of Technology, Management & Budget (DTMB)
6. Facilities Department – Resolution Honroing [Kent Larson](#)
7. Road Department – Resolution to Approve the [Special and Routine Permits](#) for the Ingham County Road Department
8. Health Department – Resolution to Accept Grant Funds through [Mid-State Health Network](#)
9. Human Resources Department – Resolution to Approve Reclassification Appeal of the [Administrative Analyst Position](#)
10. Controller's Office – Resolution Authorizing [Adjustments](#) to the 2019 Ingham County Budget

Announcements
Public Comment
Adjournment

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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
September 17, 2019
Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:02 p.m.), Maiville, Naeyaert, Sebolt, and Stivers.

Members Absent: None.

Others Present: Tim Dolehanty, Bill Conklin, Rick Terrill, Sue Graham, Becky Bennett, Beth Foster, 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 August 28, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE AUGUST 28, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

9. Cooperative Agreement for the Arend Trust Conservation Easement

Removed –

2. Public Defenders Office – Request for Extended Leave Without Pay

Limited Public Comment

None.

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

3. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Roger Donaldson AIA for Architectural Services for the Renovation of Office Space at the Drain Commissioner’s Office
 - b. Resolution to Authorize the Renewal of the Service Agreement for Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

4. Road Department
 - a. Resolution Rejecting All Bids for Item VII of Bid Packet #108-19 for Item VIII of Bid Packet #108-19 and to Authorize a Contract with Action Traffic Maintenance, Inc for Item IX of Bid Packet #108-19 As-Needed Concrete, Guardrail and/or Traffic Signal Construction
 - b. Resolution to Authorize the Purchase of Hydraulic Components and Equipment Needed for Two New Tandem Axle Truck Chassis
 - c. Resolution to Authorize Approval of the Preliminary Plat of Ember Oaks
 - d. Resolution to Adopt and Implement a State Required Local Pavement Warranty Program
 - e. Notice of Emergency Purchase Order for Slag and Natural Aggregates for Chip Sealing
 - f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. Health Department
 - a. Resolution to Adopt Ingham County Health Department Incentive Program for Medical Providers Policy
 - b. Resolution to Authorize an Agreement with Southeastern Michigan Health Association

6. Human Resources Department – Resolution to Approve a Health Insurance Premium Deduction Service Agreement with the Municipal Employees’ Retirement System (MERS)

7. Board of Commissioners
 - a. Resolution Recognizing October as Michigan College Month in Ingham County
 - c. Resolution Recognizing the 100th Anniversary of the Lansing Branch of the National Association for the Advancement of Colored People
 - d. Resolution Honoring Aylysh B. Gallagher

8. Board Referrals
 - a. Resolution 2019-07-104 from the Livingston County Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters
 - b. Resolution No. 19-22 from the Wexford County Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters
 - c. Resolution from the Marquette County Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters

9. Cooperative Agreement for the Arend Trust Conservation Easement

Commissioner Koenig arrived at 6:02 p.m.

THE MOTION CARRIED UNANIMOUSLY.

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

1. Women's Commission – Interviews

Hannah Sweeney interviewed for the Women's Commission.

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. NAEYAERT, TO APPOINT HANNAH SWEENEY TO THE WOMEN'S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

Commissioner Stivers stated that the removal of term limits made some members of the Women's Commission reconsider leaving, so there could be less vacancies.

7. Board of Commissioners

b. Resolution Adopting the Revised Ethics Policy

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Stivers proposed the following amendment to page 11 of the Ethics Policy:

2. Commissioners should never solicit campaign contributions on County property or using County email **or other County resources.**

This was considered a friendly amendment.

Commissioner Grebner stated that revising the Ethics Policy had been an interesting process that probably resulted in an overall improvement. He further stated that he was outvoted often on the Subcommittee, as other members eliminated things they saw as redundant but that he considered critical principles.

Commissioner Grebner stated that he had several amendments to bring before the Committee. He further stated that it has been his experience that, historically, the Ethics Policy helped make Ingham County different than other counties in that it has guided them away from issues, like reciprocal arrangements.

Chairperson Celentino asked what happened if a distant cousin applied for a job with the County and he did not know it until he ran into him at a County function.

Commissioner Grebner stated that that was a great example and that the point was to prevent commissioners from getting people hired and that if no one knew or manipulated the hiring process, then it was not an issue.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION AS FOLLOWS:

Page 4 – additional paragraphs under “INTRODUCTION”

The focus is on the creation and preservation of practices and institutions, in order to prevent the development of repeated or reciprocal dealings which convert public resources corruptly to private benefit.

Where infringement of these principles appears to be inadvertent and unlikely to be repeated, the proper response is likely to be private correction and guidance. Where the infringement appears to be calculated, continuing, substantial, and deeply rooted, the response must be commensurately broad and vigorous.

In many cases, applications of these principles may detrimentally affect individuals who have done nothing improper, and who are remote from the evils being combatted. Such unfortunate impacts are accepted as an unavoidable byproduct of any policy which effectively guards against the development of reciprocal corruption.

Commissioner Grebner stated that the first paragraph addressed reciprocity, the second addressed gotchas, and the last one was to acknowledge that the policy might be unfair to some.

Commissioner Naeyaert stated that the first paragraph was a common theme, that the second paragraph was also addressed and was unnecessary, and that the third paragraph did not need to be justified. She further stated that the goal of eliminating unnecessary language was to make the policy more succinct.

Commissioner Stivers stated that these things were cut because they were unnecessary and redundant. She further stated that a big focus of the Subcommittee was to simplify and make the Ethics Policy more digestible.

Commissioner Grebner stated that it should be clear that when people violate the policy in a technical way that there was room to be flexible.

Commissioner Sebolt stated that the second paragraph was redundant and was addressed on page 15.

Chairperson Celentino asked why it was harmful to include it in the introduction if it was redundant.

Commissioner Sebolt stated that the Subcommittee worked to cut the fat. He further stated that the old policy was so wordy and inaccessible to most people, including constituents.

Commissioner Sebolt stated that at the last Subcommittee meeting, they spent two hours going through the policy line by line and this conversation was just rehashing things that had already been addressed.

Commissioner Stivers stated that it was not a philosophy text but a policy and that it needed less rambling paragraphs.

Commissioner Koenig stated that because she did not work on the policy that she was inclined to let them have what they wanted. She asked which part of the policy addressed paragraph two.

Commissioner Naeyaert stated that that could be found on pages 15 and 16.

Discussion.

Commissioner Koenig asked where the third paragraph was addressed.

Commissioner Stivers stated that it was not addressed because it was not necessary to state that something might be unfair. She further stated that it could potentially give someone ammunition to sue.

Commissioner Koenig stated that third paragraph was not addressed, the second one was and asked where there first paragraph was.

Commissioner Sebolt stated that the idea of corrupt influence was a common theme throughout the document.

Discussion.

Commissioner Stivers stated that there was a preamble on page 2, with 8 points that was the heart of the document.

Commissioner Grebner stated that the preamble was meaningless.

Commissioner Stivers stated that obviously routine, repeated corruption was more serious. She further stated that it should be clear what was and was not a violation and if a person violates the policy accidentally they still needed to be told.

Commissioner Koenig asked if the policy addressed the use of cell phones during meetings and Open Meetings Act.

Commissioner Sebolt referred to page 6.

Discussion.

Commissioner Sebolt stated that he was not sure if Commissioner Grebner was debating in bad faith or just trying to delay the inevitable.

Commissioner Koenig asked to put it on the record where the first paragraph of Commissioner Grebner's amendment was referenced in the policy.

Commissioner Sebolt stated that it was woven throughout, including but not limited to sections IV, V, VI, III and II.

Commissioner Koenig asked about the second paragraph.

Commissioner Sebolt stated that it was in section VIII on page 15.

Commissioner Stivers stated that that was also addressed beneath the introduction on page 4.

Commissioner Koenig asked if reporting a violation of the Ethics Policy was mandatory.

Commissioner Naeyaert stated that it was not mandatory.

Commissioner Sebolt stated that it was not mandatory unless there is an applicable state law that required reporting.

Commissioner Grebner stated that to some extent the rest of the document was consistent with the principles mentioned in his amendment, but that the statements in his amendment did not appear anywhere else.

Commissioner Sebolt stated that even though the policy was not a law, ignorance was not an excuse to inadvertencies because people should have read the Ethics Policy and should know better.

THE MOTION FAILED. Yeas: Grebner Nays: Celentino, Koenig, Maiville,
Naeyaert, Sebolt, and Stivers Absent: None

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO AMEND THE RESOLUTION AS FOLLOWS:

Page 14 – Section VII

Add a new sentence:

“Secret written communication” includes the use of channels of communication, including private email, in a way which prevents a copy of the communication from being available to County staff responsible for responding to FOIA requests.

Replace “private email” with “secret written communication” in the remainder of the section.

Commissioner Grebner stated that he was concerned that without this language the policy was creating a lot of gotchas because no one knew what it meant to do County business and that there were many situations where that could be ambiguous. He further stated that the real problem was

secrecy and that his amendment widened the scope to include other types of electronic communication.

Commissioner Stivers stated that the second sentence, as written, was addressed on page 15 in point 5 which mentioned the Open Meetings Act. She stated that if an issue was in a gray area Commissioners could use their judgement.

Chairperson Celentino asked is secret communications included written letters and emails.

Commissioner Grebner stated that it did.

Commissioner Stivers stated that the Open Meetings Act covered that.

Chairperson Celentino asked if it was secret written communication if he sent a letter.

Commissioner Grebner stated that it was not if it was not done to conduct County business.

Discussion.

Commissioner Sebolt read principle 1 on page 14. He further stated that the proposed amendment was an unnecessary redundancy and that was already pointed out.

Chairperson Celentino apologized for not recognizing Commissioner Naeyaert in order.

Commissioner Naeyaert stated that it was fine.

Commissioner Naeyaert stated that the Subcommittee addressed all of this. She asked what the definition of secret written communication was.

Commissioner Koenig stated that she thought that the word secret was meant to indicate that it was intentional. She further stated that she was not saying that she liked the language.

Commissioner Koenig asked if the policy addressed text messages between Commissioners during meetings.

Commissioner Naeyaert stated that that was covered by the Open Meetings Act

Discussion.

Commissioner Maiville stated that even the county attorneys had mentioned on several occasions that a lot is addressed by Open meetings and FOIA.

Discussion.

Commissioner Sebolt stated that point 4 on page 15 of the Ethics Policy was not only about email and that Commissioner Grebner had repeatedly mischaracterized that.

Commissioner Naeyaert stated that she wanted to point out that the Subcommittee pointed to the Open Meetings Act because no one knew what kind of communications would be available in the next 20 plus years.

Commissioner Grebner stated that he felt that the discussion was taking on a personal edge which it should not. He further stated that item 4 applied to questioning or instructing a County employee or contractor only and nothing else and that idea that it was a general prohibition on the use of communications was not true.

Commissioner Grebner stated that he was trying to synthesize a general statement because there was still no concept of what County business was.

Discussion.

Commissioner Koenig thanked the Subcommittee for working on the Ethics Policy and for caring enough to do it.

Commissioner Maiville stated that he appreciated Commissioner Grebner's passion about the issue.

THE MOTION FAILED.	Yeas: Grebner	Nays: Celentino, Koenig,
	Maiville, Naeyaert, Sebolt, and Stivers	Absent: None

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO AMEND THE RESOLUTION AS FOLLOWS:

Page 14 – Section VII, Replace 3:

- ~~3. Commissioners must never use their County email account or other County media for any activities related to electoral politics, especially for Ingham County elections.~~
Commissioners should not use their County email account or other County media for political campaign purposes. This prohibition should be strictly observed in regard to communications by the Commissioner's own campaigns.

Commissioner Grebner stated that it was not always clear what was part of a campaign and that there should not be a wrong answer in close cases. He further stated that this amendment reduced the gotcha quality.

Commissioner Stivers stated that the revision was more verbose and did not make the distinction that Commissioner Grebner thought it made.

Chairperson Celentino asked about getting emails from a political party.

Commissioner Sebolt stated that an email sent to you was not your fault. He further stated that in that case one would reply and ask them not use that email account.

Commissioner Maiville stated that he thought they still had to follow record retention laws.

Commissioner Grebner stated that that was true where it was governed by state law.

Discussion.

This was considered a friendly amendment.

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

Chairperson Celentino stated that he appreciated the hard work and deliberation of the Subcommittee.

Announcements

Commissioner Maiville stated that prior to the meeting he attended the McNamara Landing ribbon cutting ceremony and that it was a very nice, accessible launch that was improved using both millage and DNR trust grant money.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:31 p.m.

OCTOBER 1, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Greater Lansing Convention and Visitors Bureau** – *Initiatives for Promoting the Region as a Destination* (Presentation)

Julie Pingston, Executive Vice President and Chief Operating Officer of the Greater Lansing Convention and Visitors Bureau (CVB) will provide an update on an initiative for promoting the region as a destination that is welcoming to those traveling on the autism spectrum. The CVB has received national and statewide recognition for the sensory friendly programming provided in the community.

2. **Probate Court** – *Resolution to Authorize the Part-Time Deputy Probate Register III Position to be Converted to a Full Time Position*

This resolution will approve converting the part-time Deputy Probate Register III position to full time effective the first pay period after adoption of the resolution. The 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020. This recommendation was approved by the Law and Courts Committee and the Finance Committee as part of the budget process. The Probate Court has demonstrated an immediate need for this additional staffing and the \$5,032 necessary to fund the position is available within the 2019 contingency budget.

3. **55th District Court** – *Resolution to Authorize Reorganization of the 55th District Court*

A vacancy in the Court Services Supervisor position at 55th District Court prompted the Court to review its operational needs and organization structure. The proposed reorganization plan will eliminate the Court Services Supervisor position and two District Court Clerk positions, and then create two Chief Clerk positions. The managerial duties of the Court Services Supervisor position will be assumed by the District Court Administrator and other administrative duties will be assumed by the Administrative Services Coordinator. The District Court Administrator position will be reclassified from MCF 13 to MCF 16 and the Administrative Services Coordinator position will be reclassified from UAW H to UAW J. The net change from this reorganization will be a reduction of 1.0 FTE and a long-term cost savings of \$37,621.

This reorganization was a discussion on the September 12, 2019 Law and Courts Committee meeting as required by the Reorganization Procedure Policy.

4. **County Clerk's Office** – *Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County*

In 2018, Michigan voters approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot. All Ingham County city and township clerks maintain a Permanent Absent Voter (AV) List, also known as an Automatic Ballot Application List. Qualified registered voters that request to be added to their city or township's list are automatically sent an application for an absentee ballot for every election that is conducted in that jurisdiction. The County Clerk seeks approval of a resolution to authorize a contract with Detroit Legal News DBA Inland Press to print and send a mailer to approximately 106,000 registered Ingham County voters who are not already on a Permanent AV List at a total cost not to exceed \$40,000.

5. **Equalization Department** – *Resolution to Authorize Participation in the 2020 Michigan Statewide Authoritative Imagery and Libar (MiSAIL) Intergovernmental Agreement for Data Exchange Between Ingham County and State of Michigan Department of Technology, Management & Budget (DtTMB)*

The Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery. 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. The State of Michigan Department of Technology, Management and Budget requires the participating counties to enter into an intergovernmental agreement for the exchange of digital data. The Equalization Department recommends approval of a resolution to authorize participation in the 2020 Intergovernmental Agreement for data exchange with the State of Michigan Department of Technology, Management and Budget.

6. **Facilities Department** – *Resolution Honoring Kent Larson*

A resolution is offered in recognition of Kent Larson for his great work ethic, and his commitment to providing outstanding customer service, and contributions he has made to Ingham County over the past 25 years.

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

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 10 projects (see attachment for permit list).

8. **Health Department** – *Resolution to Accept Grant Funds through Mid-State Health Network*

The Health Department requests approval of a resolution to accept a Mid-State Health Network Grant totaling \$104,311 to be used to continue funding a 0.5 FTE Prevention Coordinator, a 0.15 FTE Community Health Worker, and a 0.2 FTE Lead Social Worker. Grant funding will also be used for opioid abuse and substance use disorder prevention efforts for the duration of this agreement.

9. **Human Resources Department** – *Resolution to Approve Reclassification Appeal of the Administrative Analyst Position*

In late 2018 the Human Resources Department called for standard and customary reclassification requests from Managerial and Confidential employees for 2019. An objective review of the reclassification request for the Administrative Analyst position in the Budget Office initially resulted in no change in pay grade. That determination was appealed, and a subsequent review resulted in an upward change in pay grade from MC7 to MC8. The change will result in an annual salary increase of \$5,505.47. A resolution is offered to approve the reclassification outcome retroactive to the first pay period in January.

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

A resolution is offered to authorize adjustments to the Ingham County budget for the third quarter of 2019. The quarterly budget amendment process is necessary to make adjustments to the adopted budget, usually as a result of updated revenue and expenditure projections, grant revenues, re-appropriations, accounting and contractual changes, and general housekeeping issues.

Agenda Item 2

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

FROM: *Morgan E. Cole, Probate Court Administrator/Register*

DATE: *September 17, 2019*

SUBJECT: *Deputy Probate Register III Part-Time Position to Full-Time Position*
For the meeting agenda of September 26, October 1, and October 2

BACKGROUND

The Probate Court is unable to perform its statutory duties with 5.5 FTEs, which includes the Probate Court Administrator/Register. Position #148014, Deputy Probate Register III, is classified as a part-time position. The 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020. Due to the imperative need, the Probate Court desires to request this staffing increase to begin immediately.

ALTERNATIVES

Increase of comp time and over time compensation. Decrease in staff morale and potential employee turnover due to increased work load. Other options would be to pay mandatory over-time or hire temporary staff. However, temporary staff would require substantial training which would burden existing staff. Further, mandatory over-time on existing staff would create potential animosity and exhaustion as we still have 14 weeks until the end of the year.

FINANCIAL IMPACT

The financial cost will be \$5,032.00 for the remainder of 2019, with the funding to come from 2019 contingency account. Granting this request, will reduce the number of hours to be paid for comp time/over time for our current full-time employees.

OTHER CONSIDERATIONS

UAW supports this recommendation. The Controller's Office was consulted and supports using funds from the contingency account for this request.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support that the Ingham County Board of Commissioners approves converting position #148014, Deputy Probate Register III, from part-time to full-time.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONVERSION OF DEPUTY PROBATE REGISTER III
POSITION TO FULL-TIME**

WHEREAS, position #148014, Deputy Probate Register III (UAW/E), is classified as a part-time position; and

WHEREAS, the 2020 Controller Recommended Budget included a recommendation to increase this position to full-time effective January 1, 2020; and

WHEREAS, this recommendation has been approved by the Law and Courts Committee on August 29, 2019 and by the Finance Committee on September 11, 2019; and

WHEREAS, the Probate Court has demonstrated an immediate need for this additional staffing in order to meet its statutorily required duties; and

WHEREAS, the Probate Court wishes to request this staffing increase to begin immediately, at a cost of \$5,032 for the remainder of 2019, with funding to come from the 2019 contingency account; and

WHEREAS, the UAW is in support of the request for this staffing increase to begin immediately.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting position #148014, Deputy Probate Register III, from part-time to full-time.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution, to be funded from the 2019 contingency account.

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: Law & Courts Committee

FROM: Michael J. Dillon, Court Administrator

DATE: September 12, 2019

SUBJECT: 2019 Reorganization Plan

INTRODUCTION:

In response to the retirement of Ms. Pamela Pfeifer, Court Services Supervisor (CSS) and a reduction in case filings, the court proposes not to fill the CSS position and reorganize the court. The reorganization plan calls for the elimination of one FTE (CSS position) and the spreading of the CSS's duties among existing employees. The reorganization plan will save the County (\$37,621) in wages & benefits.

HISTORY:

Before 2009, the court had three chief clerk positions. The chief clerk position was considered a lead clerk position with the primary responsibility of managing the day-to-day operations of one of three divisions of the court: criminal division, civil division, and traffic division. Also, the positions provided administrative support to the court administrator. In 2009, during the beginning of the economic downturn, the court eliminated one of the chief clerk positions

In 2013, at the request of the County, the court submitted a budget reduction plan that included a reorganization. The reorganization plan resulted in a savings of \$64,325. The plan eliminated two chief clerk positions and created a Court Services Supervisor (CSS) position. The CSS assumed the duties and responsibilities of the two chief clerk positions, which included managing the day-to-day operations of the three court divisions. The CSS also had the authority to hire, fire, and discipline employees under the direct supervision of the CSS. In retrospect, the reorganization plan helped the County with its goal of costs savings. However, the plan came with some functional deficiencies.

NEED FOR REORGANIZATION PLAN

Our reorganization plan in 2013 was designed to reduce costs while maximizing the personnel resources available at the time. Shortly after the plan was implemented it became clear that the plan had its limitations. Having one employee perform the work of two employees created operational deficiencies. What was once the work of three employees in 2008 was now the work of one employee. The CSS was responsible for day-to-day operations of three court divisions.

Ms. Pfeifer's retirement allows the administration of the court to once again split the day-to-day functioning of the court divisions between two employees. Reinstating the chief clerk positions will allow the chief clerks to assign and monitor work, train staff, and troubleshoot operational problems and issues. The court administrator will assume the higher-level management functions of the CSS position and will have direct supervision of the two chief clerks.

The administrative services coordinator will also assume some of the higher-level administrative functions of the CSS position.

Due to a reduction in case filings, the administration of the court is confident that although the court is eliminating one FTE position, the delivery of services in the clerical office will not be negatively impacted.

2019 REORGANIZATION PLAN

This reorganization plan calls for the following:

- Eliminate the Court Services Supervisor position (ICEA Court Pro)
- Eliminate two Court Clerk positions (UAW Tops)
- Create/Reestablish two Chief Clerk positions (UAW Tops)
- Managerial and administrative duties assumed by Court Administrator
- Administrative duties assumed by Administrative Services Coordinator

FINANCIAL IMPACT

The plan eliminates one (1) FTE from the court's budget and results in a savings of \$37,621.

The financial data was provided by Ingham County's Budget Office (see 2019 Reorganization Plan – Financial Impact). Wages and fringes were calculated using the highest pay grade for the effected positions.

HUMAN RESOURCES ANALYSIS OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the reorganization. (see August 13, 2019 memorandum) As a result of the analysis, district court job descriptions were updated, and a determination was made regarding compensation for the following positions:

District Court Administrator - MC 16

Administrative Services Coordinator – UAW J

District Court Chief Clerk – UAW G

2019 Reorganization – Financial Impact

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137008	Court Services Supervisor	ICEA Pro 6-5	\$ 98,829
137007	Administrative Services Coordinator	UAW H-5	\$ 88,096
137003	Court Administrator	M&C 13-5	\$ 146,716
TBD	Court Clerk	UAW D-5	\$ 73,073
TBD	Court Clerk	UAW D-5	\$ 73,073
			\$ 479,787

REORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
	Court Services Supervisor - eliminated		\$ -
137007	ASC	UAW J-5	\$ 94,409
137003	CA	M&C 16	\$ 181,151
137006	Chief Clerk	UAW G-5	\$ 83,303
137008	Chief Clerk	UAW G-5	\$ 83,303
			\$ 442,166
Cost Savings			\$ 37,621

TBD - Two current court clerks will be appointed to two chief clerk positions. The two court clerk positions will be eliminated. The new chief clerks will assume position numbers 137006 & 137008.

Agenda Item 3

TO: Michael Dillon, District Court Administrator

FROM: Beth Bliesener, Human Resources Specialist
Joan Clous, Human Resources Specialist

DATE: August 13, 2019

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for District Court:

1. Human Resources has updated the job description District Court Administrator, position number 137003, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at MC 16.
2. Human Resources has updated the job description Administrative Services Coordinator, position number 137007, to reflect the duties the position requires and has been performing. After analysis the position will be compensated at UAW J.
3. District Court will bring back a previously eliminated position, position number 137006 Chief District Court Clerk. Human Resources has updated the job description Chief District Court Clerk to reflect the duties the position will be required to perform. The position remains a UAW G.
4. Lastly, District Court will be converting position number 137008 from Court Services Supervisor ICEA Court Professional back to a Chief District Court Clerk, UAW G. District Court is looking to return to their former structure of two chief clerks.

Human Resources has sent the ICEA Court Professional and UAW notices regarding the above positions. The UAW supports the changes, I have attached the UAW response. I have also attached all the job descriptions.

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

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

From: [Prehn, Bradley](#)
To: [Bliesener, Elisabeth](#)
Subject: Re: District Court Job Descriptions / Re-organization
Date: Monday, August 05, 2019 8:38:14 AM

Beth,

The UAW is in support of the of the Administrative Services Coordinator being placed at a J pay grade and the Chief District Court Clerk being placed at a G pay grade.

Thank you,

Brad Prehn
UAW Chairperson

From: Bliesener, Elisabeth
Sent: Monday, August 5, 2019 7:26 AM
To: Prehn, Bradley
Subject: District Court Job Descriptions / Re-organization

Brad,
District Court is considering doing a re-organization which involves updating the job descriptions Administrative Services Coordinator and bringing back an eliminated job description – Chief District Court Clerk. We have updated both job descriptions, I have attached the Track Changes job descriptions so you can see what we have changed. I have also attached the clean copies for your records as well.

We have updated the Administrative Services Coordinator and that resulted in a re-classification from UAW H to a UAW J

We have also updated the Chief District Court Clerk, we did change the points but the position remained a UAW G

Brad let me know if you have any questions and if the UAW supports the two updated job descriptions and the placements.

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources Department

Human Resources Specialist
517-887-4375

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**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

Essential Functions:

1. ~~With the assistance of the Financial Services Staff,~~ Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, ~~purchase orders~~ and financial reports.
2. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
3. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
4. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
5. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
6. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
7. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail, and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
8. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
9. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects and compiles information for the State Court Administrative Office and other agencies.
10. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

11. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.
12. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.
13. Assists court clerks with problem solving case management issues.
14. May serve as a back-up Court Recorder.

Other Functions:

Performs other duties as assigned.

Must adhere to departmental standards in regard to ~~HIPAA and other~~ privacy issues.

~~During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.~~

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

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent and two years of education or training from a college, technical, or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

Experience: A minimum of 5 years of experience in a Court or related setting.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in twisting, bending, lifting, carry, pushing, pulling, reaching, and grasping.

- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

~~December 2012~~
July 2019
UAW J

**INGHAM COUNTY
JOB DESCRIPTION**

ADMINISTRATIVE SERVICES COORDINATOR, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, works cooperatively with the Financial Services Department to oversee and process the financial activity of the Court. Serves as the District Court information coordinator. Oversees the Court's record management system. Serves as Administrative Assistant to the Court Administrator. Serves as jury clerk, performing administrative, clerical, and supportive tasks related to the jury management of the court.

Essential Functions:

15. Oversees the financial activity of the Court including transmittals, vouchers, accounts payable, cash reports, and financial reports.
16. Reviews and codes expenses and monitors assigned budget balances. Compiles data and provides other support and assistance in preparation of the office's annual budget.
17. Oversees the Court's record management system. Troubleshoots problems and assures retention schedules are followed.
18. Serves as the District Court information systems coordinator. Assists the Court Administrator in identifying data needs and implementing automation.
19. Provides technology troubleshooting and training for employees. Serves as the data liaison for County departments and external organizations including the State Judicial Information Systems (JIS).
20. Assists in the maintenance of the Court's website. Adds, deletes, and changes information as necessary. Assists in the maintenance of the Court's intranet to include information such as policy manuals, job descriptions, training manuals and other information pertinent to Court employees.
21. Provides clerical and secretarial support to the staff. Performs typing, proofreading, and data entry for various departmental functions. Faxes & copies materials, processes outgoing mail, distributes incoming mail and performs other secretarial support. Uses various software programs to maintain documents, spreadsheets, brochures, and other departmental documents.
22. Prepares departmental payroll. Verifies attendances and makes appropriate adjustments. Processes time cards. Maintains and updates payrolls records. Prepares payroll reports as needed.
23. Processes, monitors, and tracks statistical information to meet departmental and governmental requirements. Helps prepare correspondence, documents, and special projects. Researches, collects, and compiles information for the State Court Administrative Office and other agencies.
24. Responsible for judicial assignment duties. Processes requests for judicial assignments and disqualification. Coordinates scheduling and makes travel arrangements for visiting judges.

25. Serves as jury clerk, responding to inquiries regarding jury service and procedures. Prepares jury list and conducts jury orientation. Processes jury reimbursement checks. Prepares jury report for court administration and the State Court Administrative Office.

26. Trains court clerks with financial procedures and assist in training court clerks using the courts case management system.

27. Assists court clerks with problem solving case management issues.

28. May serve as a back-up Court Recorder.

Other Functions:

Performs other duties as assigned.

Must adhere to departmental standards in regard privacy issues.

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

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school. A preference is given for training in Business Administration, Public Administration or Judicial Studies.

Experience: A minimum of 5 years of experience in a Court or related setting.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history check.

(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:

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

Physical Requirements:

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

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

July 2019
UAW J

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact person for procedural questions and provides input on new procedures.
3. Assigns, redistributes, and reviews the work of Court Clerks.
4. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
5. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
6. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
7. Performs complex case and record processing functions of the division.
8. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
9. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.
10. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
11. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
12. Serves as a liaison with the Court's case management system vendor for system related issues.
13. May design and revise forms used by the court.
14. Manages the inventory of office supplies, furnishings, and equipment.

15. May serve as a back-up jury clerk.
16. Performs all functions of a court clerk.
17. Serves as back-up Court Recorder.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a High School graduation or equivalent and two years of education or training from a college, technical or business school.

Experience: A minimum of one year experience in a court setting.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment in this job.
-

(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:

3. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
5. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***UAW G
July 2019***

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary :

Under the supervision of the District Court Administrator, serves as a lead district court clerk in a District Court location. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, ~~and criminal~~, and probation cases. Provides counter service which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. ~~Employees in the position may be designated as the chief civil, criminal or traffic clerk.~~ This position serves as a lead worker to the District Court Clerks.

Essential Functions :

1. ~~Serves as a lead worker to District Court Clerks, includes training new employees in clerical, computer and minor accounting tasks, assigning and redistributing work, and reviewing work assignments. Serves as primary contact person for procedural questions and provides input on new procedures. Ensures the even flow of work through the assigned division and ensures the proper maintenance and processing case records from initiation to disposition.~~
2. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
3. Serves as primary contact person for procedural questions and provides input on new procedures.
4. Assigns, redistributes, and reviews the work of Court Clerks
5. Assists Deputy Clerks by dealing with ~~the more~~ difficult or belligerent individuals.
6. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
7. Ensures the proper maintenance and processing of case records from initiation to disposition and postjudgment actions.
8. Performs ~~some of the more~~ complex case and record processing functions of the division.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 2

9. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
- ~~10. Receipts and processes payments for tickets, court costs, civil filing fees, bonds, and garnishments, enters information to computer and ensures that the proper case file is credited.~~
- ~~11. Schedules hearings.~~
- ~~12. Opens criminal case files, includes assigning case number and filing formal complaint or appearance ticket, checking cash bonds, ensuring fingerprints are in the file and obtaining driving or criminal record as necessary.~~
- ~~13. Opens and processes a variety of civil matters including general civil, small claims and landlord/tenant cases and garnishments. Includes inputting data and generating forms, correspondence and legal documents, filing papers, collecting fees and ensuring case scheduling and the service of process.~~
- ~~14. Opens civil infraction cases, schedules hearing dates, enters to computer and notices defendant and law enforcement agencies.~~
- ~~15. Reviews traffic abstract worksheets to check for errors on identification information, offense date, type of violation, and other data. Makes corrections and releases. Manually prepares criminal abstracts of conviction not processed by the computer.~~
- ~~16. Reviews legal documents such as writs of garnishment and restitution, stipulations, orders and briefs, petitions for installment payments and others for timeliness, completeness and compliance with the court rules. Processes and enters judgments on civil cases that are adjudicated.~~
- ~~17. Suspends drivers licenses for failure to appear. Prints worksheets for overdue tickets, checks for errors, bond that need to be processes, and other necessary follow up, and releases.~~
- ~~18. Enters case file information, traffic tickets, case event information, adjournments, dispositions, civil judgment and other information to computer system.~~
- ~~19. Schedules court proceedings in cooperation with the Prosecutor's office and attorney's offices and notices court hearings and post judgment proceedings. Enters information on hearings to the computer.~~
20. Opens and distributes mail, immediately processing payments.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 3

- ~~21. Assists in maintaining the court's accounting system, includes balancing register at the end of the day, posting daily receipts, processing bond account records and performing related bookkeeping duties.~~
- ~~22. Processes garnishments, motions to set aside garnishments and motions for installment payments.~~
- ~~23. Prints and mails computer-generated notices.~~

- ~~24. Closes criminal cases by collecting fines and costs, distributing disposition as appropriate, submitting abstract of conviction to Secretary of State on driving offenses and running a register of action.~~
- ~~25. Forfeits bonds after proper notification of defendant or bonding agency. Processes bond transfer to other courts.~~
- ~~26. Assists Financial Coordinator by writing bond checks; may assist in daily bank deposit or cash outs as needed.~~
- ~~27. Assists Magistrates with fines, costs, PACC codes, bond amounts, and sentencing.~~
- ~~28. Operates SOS/LEIN terminal.~~
- ~~29. Assists and backs up other court staff.~~
- ~~30. May serve as back-up Court Recorder for a location of the Court, includes operating electronic recording equipment, maintaining logs of proceedings with times, case numbers, nature of the proceedings and defendant identification.~~
31. May serve as back-up jury clerk.
32. Performs all functions of a court clerk.
33. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
34. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
35. Serves as a liaison with the Court's case management system vendor for system related issues.
36. May design and revise forms used by the court.

CHIEF DISTRICT COURT CLERK (1/11/99)

Page 4

37. Manages the inventory of office supplies, furnishings and equipment.
38. Performs other duties the court may assign as needed.
39. Serves as back-up Court Recorder.

Other Functions

None listed.

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

Employment Qualifications

Education: A minimum of two years of education or training from a college, technical or business school. High school graduation or equivalent, prefer advanced coursework in data processing, accounting or related area.

Experience: One year of experience in a court setting, ~~Three years of experience preferably in a court or law office providing knowledge of the processing of district court cases.~~

Other Requirements: ~~May be~~ Required to be certified as a Electronic Operator within one year ~~18 months~~ of employment in this job.

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

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

Ability to access various files throughout the court.

Ability to operate cash register, copying machine, and other office equipment.

Ability to enter and access information to the computer.

Ability to access all areas of the court.

Ability to lift and transport files and other materials weighing up to 20 lbs.

Working Conditions:

Works in office conditions.

Regular contact with persons charged with and/or convicted of criminal offenses.

Regular exposure to persons with various communicable diseases.

UAW-G

1/11/99

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT ADMINISTRATOR

General Summary:

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. The Court Administrator participates in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281.

Essential Functions:

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets.
2. Serves as external and internal liaison to and for the Court making regular contacts with, and presentation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public.
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments.
4. Coordinates and serves as a liaison for the court in policy and administrative matters.
5. Performs a variety of managerial functions in relation to automation and records management matters.
6. Represents the Court as "Employer" in collective bargaining negotiations with unions and implements the resultant agreement.
7. Performs troubleshooting and problem resolution functions as required.
8. Responsible for the physical needs of the court, including long-term record retention and facilities.

9. Responsible for designing, implementing, and administering the court's social media accounts.
10. Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule.
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem.

Other Functions:

1. None Listed.

Employment Qualifications:

Education: Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

Experience: Five (5) years continuous and progressively more responsible and related work experience required.

Other Requirements:

- None

(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 indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

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

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

July 2019
MCF-16

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT ADMINISTRATOR

General Summary:

Under the general direction of the Chief District Judge, the District Court Administrator has responsibility for oversight of the administrative aspects of the District Court for the following divisions: Civil, Collections, Criminal, Probations, and Traffic. These responsibilities include but are not limited to preparing and monitoring the general fund budget and providing consultation to the Chief Probation Officer with preparing and monitoring Sobriety Court and Mental Health Court budgets; short and long range planning leading to policy development and implementation for the District Court; oversight of the hiring, training and supervision of the clerical, professional and managerial staff of the District Court; maintaining knowledge in all areas of the law and rules of the court encompassing the broad range of jurisdiction of the District Court. ~~The policy research and development, production of reports and statistical analysis, developing long and short range plans, systemizing the court case flow and budget preparation and monitoring. The Administrator serves as external and internal liaison to and for the court and has responsibility for the supervision of court personnel in Civil, Traffic, Criminal and Probation. He/she coordinates and acts as liaison for the court in all policy. The Court Administrator participates provides input on behalf of the Court in collective bargaining negotiation and implementation. The Court Administrator is a liaison to other courts, court appointed counsel, Board of Commissioners, general public, Ingham County Sheriff's Office, and other law enforcement agencies as appropriate. The Court Administrator acts as coordinator of automation and records management matters. The Court Administrator is responsible for the physical needs of the court, including long-term record retention and the court facility. The position serves as Clerk of the Court, pursuant to MCL 600.8281. serves in a managerial capacity in relation to court appointed attorneys, jurors, automation and records management matters, and is under the general direction of the Chief Judge.~~

Essential Functions:

(Listed examples are illustrative and representative of the tasks required of this classification, but are not intended to be complete or exclusive of this position).

1. Performs policy research and development, produces statistics, analyses reports on court operations, and case flow management, develops long and short range plans, and prepares and monitors annual budget as well as providing consultation in preparing and monitoring Sobriety Court and Mental Health Court budgets. ~~annual report for the funding unit.~~
2. Serves as external and internal liaison to and for the Court making regular contacts with, and presentation to county offices, legislative bodies, court agencies, criminal justices agencies, media, Bar Association groups, State Offices, and the general public. ~~Being cognizant of the Court's financial needs, prepares and monitors the annual budget, gaining approval for fund expenditures, approving vouchers, and overseeing the maintenance of financial records. Administers annual and monthly budget updates. Assess and devise necessary report forms including the analysis and reporting of statistical information utilizing various computer programs.~~
3. Supervises court personnel, and participates in recruitment, hiring, orientation, training, and staff assignments. ~~Serves as external and internal liaison to and for the court making regular contacts with, and presentation to: county offices, legislative bodies, court agencies, criminal justice agencies, media, bar association groups, and the general public.~~

4. Coordinates and serves as a liaison for the court in policy and administrative matters. ~~Supervises court personnel including Probation Department. Responsible for recruitment, interviewing, hiring, orientation, training, disciplining, and performance review. Responsible for grievance procedures and may be involved in contract negotiations.~~
5. Performs a variety of managerial functions in relations to automation and records managements matters. ~~Prepares and revises job descriptions, reviews classification standards, maintains personnel records and leave approval.~~
6. Represents the Court as “Employer” in collective bargaining negotiations with unions and implements the resultant agreement. ~~Keeps abreast of Federal and State laws, County policies and collective bargaining agreements applicable to hiring, performance evaluation and discipline.~~
7. Performs troubleshooting and problem resolution functions as required. ~~Performs a variety of managerial functions in relation to court appointed attorneys, jurors, automation and records management matters.~~
8. Responsible for the physical needs of the court, including long-term record retention and facilities. ~~Represents the Court in collective bargaining negotiations with unions and implements the resultant agreement. Coordinates with other county employees, department heads, and outside agency representatives as needed.~~
9. Responsible for designing, implementing, and administering the court’s social media accounts. ~~Responsible for building maintenance, office equipment maintenance/selection, and resource management. Makes recommendations to improve and maintain the court facility.~~
10. ~~Serves as Clerk of the Court responsible for care and custody of court records and performs other such duties which may be prescribed by court rule. Performs any and all other duties as directed and/or delegated by the Chief Judge and Distriet Court Bench.~~
11. Performs other duties as directed and/or delegated by the Chief Judge and Chief Judge Pro Tem. ~~Oversees and administers the court’s automation program. Typical duties include: training personnel; writing and analyzing reports; working with staff to design forms, improve screens, and to understand court procedures and processing; troubleshooting CPU and printers; contacting and resolving problems with software vendor.~~
2. ~~Develops internal policies and procedures regarding fiscal management, new employee orientation, translators, process servers, court/building security, and safety. Investigates complaints involving court appointed process servers.~~
3. ~~Serves as liaison for the court with the MIS Department. Submits work orders for network and hardware problems. Determines the automation needs of court staff and assists in the ordering of new computer equipment.~~
4. ~~Maintains a knowledge of MI Court Rules and MI laws as applicable to court administration (records management, filings, fiscal control).~~

Other Functions:

5. None Listed.

Employment Qualifications:

Education: Must have a Master's degree in Court Administration, Public Administration, Business Administration or a closely related field. Certified training in court administration is highly desired.

Experience: Five (5) years continuous and progressively more responsible and related work experience required. Three (3) years of training and experience in a court setting desired.

Other Requirements:

-
-

(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:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling, and pinching.
- This position's physical requirements require regular stamina in twisting, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

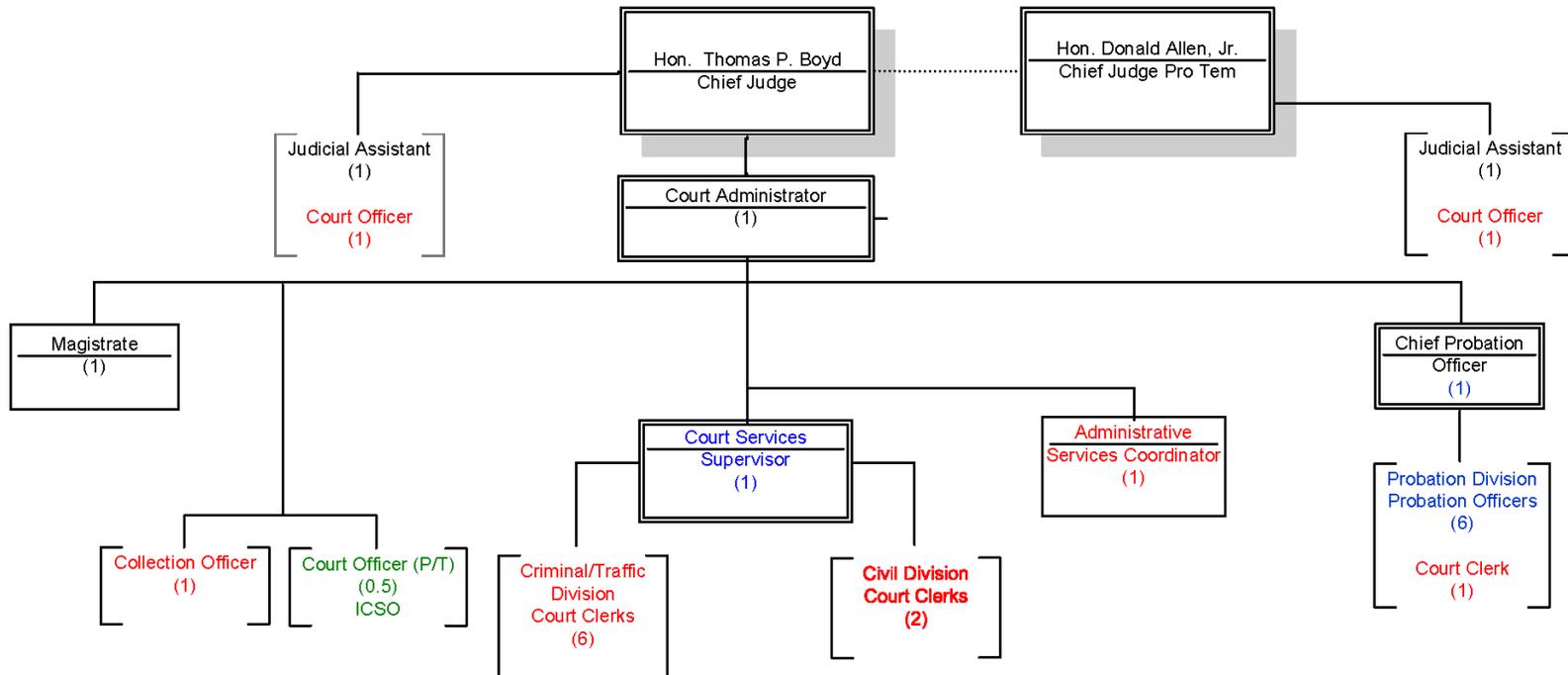
July 2019

~~November, 1999~~

MC - 16

55th Judicial District Court

(27 FTE - current)



NOTES:

Red: UAW

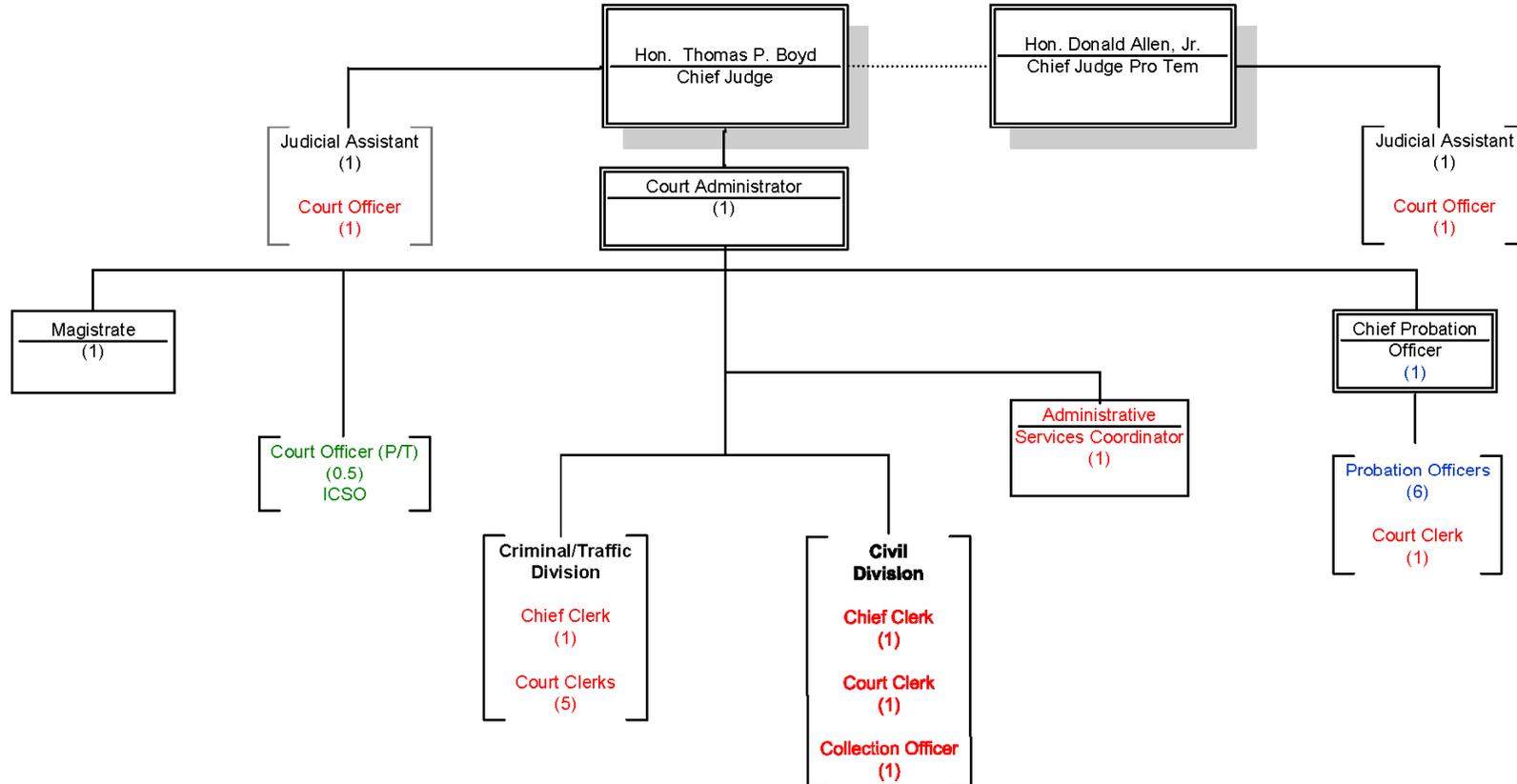
Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

55th Judicial District Court

(26 FTE - proposed)



NOTES:

Red: UAW

Blue: ICEA – Court Professionals

Black: Nonunion

Green: ICSO contractual employee

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF
THE 55th DISTRICT COURT**

WHEREAS, the vacancy of the Court Services Supervisor at the 55th District Court prompted the court to review the operational needs of the court as they relate to the organization structure of the court; and

WHEREAS, in 2013, the court eliminated two chief clerks positions and created the Court Services Supervisor position as the result of the County's request to submit a budget reduction scenario; and

WHEREAS, the Court believes that to meet the operational needs of the Court, the Court is best served by reinstating the organizational structure that existed prior to 2013; and

WHEREAS, the reorganization eliminates the Court Services Supervisor position and two District Court Clerk positions and recreates the two Chief Clerk positions that were abolished in 2013; and

WHEREAS, the reorganization eliminates one Full-Time Equivalent (FTE) and the Budget Office has calculated a savings of \$37,621; and

WHEREAS, the managerial duties of the Court Services Supervisor position will be assumed by the District Court Administrator and some administrative duties of the District Court Services Supervisor position will be assumed by the Administrative Services Coordinator; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of the positions involved, approved new job descriptions, and submitted a Memo of Analysis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the 55th District Court.

BE IT FURTHER RESOLVED, that the Court Services Supervisor position (137008) and two District Court Clerk positions are eliminated (position numbers to be determined).

BE IT FURTHER RESOLVED, that two Chief Clerk positions (137006 & 137008) are created as UAW TOPS G positions (\$39,344.00 - \$46,910.11).

BE IT FURTHER RESOLVED, that the District Court Administrator position (137003) be reclassified from MCF 13 (\$78,740.77 - \$94,510.67) to MCF 16 (\$98,934.65 - \$118,750.44).

BE IT FURTHER RESOLVED, that the Administrative Services Coordinator position (137007) be reclassified from UAW H (\$41,625.46 - \$49,653.67) to UAW J (\$46,568.63 - \$55,599.70).

BE IT FURTHER RESOLVED, that the reorganization shall be effective immediately.

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: Ingham County Board of Commissioners
FROM: Chief Deputy County Clerk Ryan Buck
DATE: September 23, 2019
SUBJECT: Resolution to Promote Enrollment in Permanent Absent Voter Lists by Qualified Registered Voters of Ingham County

BACKGROUND

In 2018, Michigan voters approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot. All Ingham County city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List. Qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that jurisdiction.

Clerk Byrum actively encourages every qualified registered voter in Michigan to cast their ballot at every election and supports permanent AV lists as it increases voter participation.

To that end, the instant resolution authorizes entering into a contract with Detroit Legal News DBA Inland Press to print and send a mailer to approximately 106,000 registered Ingham County voters who are not already on a Permanent AV List. (Lansing City Clerk Chris Swope has already sent a Permanent AV List mailer to City of Lansing residents, so these Ingham County voters would not receive another mailer.)

The mailer would educate voters about their opportunity to sign up for their Permanent AV List and provide an easy process to do so.

The County Clerk’s Office worked in conjunction with the Purchasing Department to develop and disseminate Request for Proposals #182-19 for which eight proposals were received and evaluated leading to the instant resolution.

FINANCIAL IMPACT

It is recommended that the contract be authorized in an amount not to exceed \$40,000.

There is sufficient funding available in the County Clerk’s Office budget, specifically election supplies (101-191000-726010).

Clerk Byrum selected Detroit Legal News DBA Inland Press as the vendor for this project because they were the less expensive of the two union shops that submitted proposals. The other six vendors self-identified that they were not union shops.

The Summary of Vendors’ costs is located on the Memorandum of Performance as provided by the Purchasing Department.

Proposals for four different mailer types were requested. Only one type of mailer would be printed and mailed. The chosen mailer would be 8.5” x 9”, folding to 4 1/8” x 9”, with two colors.

Item	Amount
Printing Fees (quoted by Inland Press)	\$8,625
Estimated Postage (106,000 pieces x 23¢-25¢ postage/piece)	\$24,380 - \$26,500
Total	\$33,005 - \$35,125

A “not to exceed \$40,000” is recommended so that a contingency for unforeseen expenses is built into the project.

OTHER CONSIDERATIONS

2020 is a Presidential Election year, so voter turnout is expected to be high. A very real concern exists over probable wait times at the polls as there is a direct correlation between the time it takes to cast one’s ballot and the likelihood a voter decides they would not or could not cast their ballot. Encouraging the use of absent voter ballots will support a high voter turnout without increasing lines and wait times. Encouraging voters to sign up for Permanent AV lists in 2019 will support the use of absent voter ballots in 2020.

RECOMMENDATIONS

Approval is recommended.

Agenda Item 4

TO: Barb Byrum, Ingham County Clerk
FROM: James Hudgins, Director of Purchasing
DATE: September 20, 2019
RE: Memorandum of Performance for RFP No. 182-19 Printing and Mailing Project for the Ingham County Clerk's Office

Per your request, the Purchasing Department sought proposals from qualified and experienced firms to print and mail approximately 106,000 mailers/brochures/leaflets for the Ingham County Clerk's Office.

The scope of work includes, but is not limited to, printing and mailing of a mailer/brochure/leaflet to a specific list of individuals residing in Ingham County. The Clerk's Office will supply the design of the mailer, list of names, mailing addresses, and other data to the awarded proposer. The deadline for printing and mailing the mailers is no later than November 30, 2019.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	41	11
Vendors responding	8	3

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

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	Item 1	Item 2	Item 3	Item 4	Item 5
		8.5" x 11", folding to 5.5", with one (1) color	8.5" x 11", folding to 5.5", with two (2) colors	8.5" x 9", folding to 4 1/8" x 9", with one (1) color	8.5" x 9", folding to 4 1/8" x 9", with two (2) colors	Cost to include warranties for maintenance of confidentiality for this project
		Total Cost	Total Cost	Total Cost	Total Cost	
Allegra Lansing	Yes, Lansing MI	\$4,096.47	\$4,127.06	\$4,096.47	\$4,127.06	No Cost
Nystrom Publishing Co. Inc.	No, Maple Grove MN	\$6,053.95	\$6,398.85	\$5,862.40	\$6,204.88	Included
Foresight Group Inc.	Yes, Lansing MI	\$6,711.09	\$6,794.41	\$6,229.54	\$6,414.20	No Cost
Kent Communications Inc.	No, Grand Rapids MI	\$7,935.19	\$8,038.87	\$7,935.19	\$8,038.87	No cost
Detroit Legal News, dba: Inland Press	No, Detroit MI	\$8,800.00	\$8,975.00	\$8,400.00	\$8,625.00	No Cost
MER (Michigan Election Resources)	No, Kalamazoo MI	\$10,873.00	\$11,300.00	\$10,455.00	\$10,882.00	No Cost
Direct Mail Advantage	Yes, Haslett MI	\$11,326.00	\$11,875.00	\$11,303.00	\$11,556.00	No Cost
Lawson Printers Inc.	No, Battle Creek MI	\$15,170.00	\$15,170.00	\$13,165.00	\$13,165.00	Included

Note: Vendor's costs do not include postage

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROMOTE ENROLLMENT IN PERMANENT ABSENT VOTER LISTS BY QUALIFIED REGISTERED VOTERS OF INGHAM COUNTY

WHEREAS, in 2018, the voters of Michigan approved Proposal 3 to amend the Michigan Constitution and greatly expand voting rights, including the option to vote by no-reason absentee ballot; and

WHEREAS, many city and township clerks maintain a Permanent Absent Voter (“AV”) List, also known as an Automatic Ballot Application List, and qualified registered voters that request to be added to their city or township’s list are automatically sent an application for an absentee ballot for every election that is conducted in that city or township; and

WHEREAS, every city and township clerk in Ingham County maintains a Permanent AV List; and

WHEREAS, the Ingham County Clerk actively encourages every qualified registered voter in Michigan to cast their ballots at every election and supports permanent AV lists as it increases voter participation; and

WHEREAS, the Ingham County Clerk desires to encourage all Ingham County qualified registered voters to sign up for their city or township’s Permanent AV List by sending them a mailer advising them of the Permanent AV List and how to sign up; and

WHEREAS, the Ingham County Clerk worked in conjunction with the Purchasing Department to develop and disseminate Request for Proposals #182-19 for which eight proposals were received and evaluated leading to the instant resolution.

THEREFORE, BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with the Detroit Legal News (DBA Inland Press) for the purposes of printing and sending a mailer as described in this resolution in an amount not to exceed \$40,000.00.

BE IT FURTHER RESOLVED, this agreement shall be funded by the Ingham County Clerk’s election supplies line item (101-191000-726010).

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 5

TO: County Services Committee
Ingham County Board of Commissioners

FROM: William E. Fowler, Director
Equalization/Tax Mapping Department

DATE: September 17, 2019

RE: **RESOLUTION TO AUTHORIZE PARTICIPATION
IN THE 2020 MICHIGAN STATEWIDE
AUTHORITATIVE IMAGERY AND LiBAR
(MiSAIL) INTERGOVERNMENTAL AGREEMENT
FOR DATA EXCHANGE BETWEEN INGHAM
COUNTY AND STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY,
MANAGEMENT & BUDGET (DTMB)**

Attached please find the resolution approving and authoring the participation of Ingham County in a intergovernmental agreement with the State of Michigan Department of Technology, Management and Budget for the exchange of digital data for the upcoming MiSAIL project.

Respectfully,



**Michigan Statewide Authoritative Imagery and LiDAR Program (MiSAIL)
Intergovernmental Agreement
For Data Exchange
Between Ingham County and DTMB**

This Intergovernmental Agreement (Agreement) is between Ingham County, a Constitutional and Municipal Corporation, P.O. Box 319 Mason, Michigan 48854 (Partner) and the Michigan Department of Technology, Management and Budget, through its Center for Shared Solutions, P.O. Box 30026 Lansing, Michigan, 48909 (DTMB). In this Agreement, the Partner and DTMB may be referred to individually as “Party” or jointly as “Parties.” Partners may include, but are not limited to, state, local and federal government entities.

In consideration of the mutual promises, obligations, representations and assurances in this Agreement, the Parties agree as follows:

1. Purpose

Pursuant to the Enhanced Access to Public Records Act, 1996 PA 462, MCL 15.441 *et seq.*, the Urban Cooperation Act of 1967, MCL 124.501 *et seq.*, and the authority granted to the Director of DTMB pursuant to Executive Reorganization Order No. 2009-39, Section V(E), MCL 18.441, the Partner and DTMB enter into this Agreement for the purpose of making Geographic Information System (GIS) data and digital orthoimagery data (Imagery) owned and maintained by the respective Parties available to both Parties, without fee or cost, to assist the Parties in performing statutory and governmental duties and activities that benefit DTMB or the Partner, specifically the scope of work described in Exhibit A.

2. Definitions

Data originator: The author or owner of the GIS data and information contained within the GIS data.

Geographic Information System data or GIS data or Data: The output from a Geographic Information System as defined by MCL 15.442(b) or the saved output (datasets) covered by this Agreement, as more specifically identified in Exhibit A, and provided by either Party pursuant to MCL 15.441, *et seq.* GIS data does not include derivative works developed by DTMB or data produced by DTMB from GIS data.

Digital orthoimagery data – aerial imagery collected by the State of Michigan State) as part of the State’s collection efforts per the specifications defined in the State’s contract # 071B6600034 (Contract). A copy of the Contract is available online at: http://www.michigan.gov/documents/localgov/6600034_516430_7.pdf

Third Party: An organization or individual requesting GIS data that is not a party to this Agreement. Third Party does not include any organizations or individuals specifically identified as intended pass-through data recipients under Exhibit A.

3. **Coordination Representatives**

To provide for consistent and effective communication between DTMB and the Partner, each Party shall appoint a Coordination Representative to serve as its central point of contact on matters relating to this Agreement. The Coordination Representatives for this Agreement are listed below.

Everett Root
DTMB Center for Shared Solutions
Romney Building, 10th Floor
111 S. Capitol St.
Lansing, MI, 48933
Phone No. 517-373-7910
Fax No. 517-373-2939
E-mail roote@michigan.gov

William E. Fowler
Equalization Director
P.O. Box 319
Mason, MI 48854
517.676.7269
wfowler@ingham.org

4. **Responsibilities of the Parties**

The following paragraphs identify responsibilities of the parties involved:

- a. **DTMB Responsibilities.** DTMB will provide the Partner, in accordance with the purpose, terms, and conditions of this Agreement and implementing arrangements, as appropriate, with the following:
 - i. Protection and good stewardship of the Partner’s data;
 - ii. Those responsibilities set forth in Exhibit A.

- b. **Partner Responsibilities.** The Partner will provide DTMB, in accordance with the purpose, terms, and conditions of this Agreement and implementing arrangements, as appropriate, with the following:
 - i. GIS dataset updates, without fee or cost, through the data exchange mechanism identified in Exhibit A;
 - ii. Protection and good stewardship of the State's data;
 - iii. Those responsibilities set forth in Exhibit A.
 - iv. A copy of their enhanced access policy and fee schedule(s)
 - v. Updates to fee schedule throughout duration of this agreement

5. **GIS Data Usage and Distribution Terms**

- a. The Partner authorizes its GIS data to be used as identified in Exhibit A.
- b. In the event that a Third-Party requests GIS data, one of the following three scenarios will apply:
 - i. If the Partner receives a request for its own Data, that request will be subject to the Partner's local Enhanced Access to Public Records policy. There is no need for the request to go through or be approved by DTMB.
 - ii. In the event that DTMB receives a request for Data provided by the Partner, such requests will be honored pursuant to DTMB's Enhanced Access to Public Records policy 2410.04 and associated fee schedule. In accordance with its policy, DTMB will pass on any applicable fees pursuant to the Partner's local Enhanced Access to Public Records policy.
 - iii. If the Partner receives a request for any Data that it received from DTMB, it will provide the Data in accordance with its local Enhanced Access to Public Records policy, and pass on any applicable fees to DTMB as established under DTMB's Enhanced Access to Public Records policy 2410.04 and associated fee schedule. The Partner may also charge an administrative fee to distribute the Data as outlined in its local Enhanced Access to Public Records policy.
- c. The Parties agree to exercise all applicable exemptions available under the Freedom of Information Act (FOIA), MCL 15.231 *et seq.*, to ensure that the GIS Data will not be re-distributed to a Third Party.

6. GIS Data Disclaimer

- a. All GIS data is provided “as is.” The Parties expressly disclaim any and all warranties, express or implied, including, but not limited to, any warranties of accuracy, reliability, title, merchantability, non-infringement, fitness for a particular purpose, or any other warranty, condition, guarantee or representation, whether oral, in writing, or in electronic form including, but not limited to, the accuracy or completeness of any information contained in or provided by the GIS data. The Parties do not represent or warrant that access to GIS data will be uninterrupted or that there will be no failures, errors, omissions, or loss of transmitted information.
- b. In no event shall either Party be liable to the other for any special, indirect, or consequential damages, or any damages whatsoever resulting from loss of use, data, or profits arising out of or in connection with the use or performance of GIS data under this Agreement.

7. Image Service Contact

The MiSAIL program includes partner access to a secure imagery viewing service known as the Michigan Imagery Solution (MIS), managed by the State of Michigan, DTMB, Center for Shared Solutions. Service will be accessible for up to five partner desktop applications and one partner web-based application.

Image Service Contact designated per signature is the single point of contact for the DTMB for all technical considerations and inquiries regarding MIS access by partner.

Image Service contact	Email	Phone
William E. Fowler	wfowler@ingham.org	517.676.7269

8. Effective Date and Duration

This Agreement becomes effective upon the date of the last approving signature and will remain in effect indefinitely until terminated unless superseded, rescinded, or modified by written agreement of both Parties.

9. Amendment and Modification

This Agreement may be amended or modified only by written agreement of both Parties.

10. Termination

- a. Either Party may terminate this Agreement with sixty (60) days written notice for any reason, or for no reason.

- b. Upon termination of this Agreement, GIS Data provided to DTMB under this Agreement by the Partner will be retained by DTMB but will no longer be updated. Remaining GIS Data shall be marked that it has not been updated as of the date of the last update prior to termination.

11. Dispute Resolution

In the event of a dispute between the Parties, the Partner and DTMB agree to use their best efforts to resolve that dispute in an informal fashion through consultation and communication, or other forms of non-binding alternative dispute resolution mutually acceptable to the Parties.

12. Assignment

This Agreement may not be assigned, delegated, or otherwise transferred by the parties, nor may any right, duty, or obligation under this Agreement be assigned, delegated, or transferred, unless otherwise provided for in this Agreement.

13. Reservation of Rights

- a. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, or other legal right, privilege, power, or immunity of the Parties. Nothing in this Agreement is a waiver of governmental immunity by either Party.
- b. Unless this Agreement expressly states otherwise, it does not, and is not intended to, transfer, delegate, or assign to the other Party, any civil or legal responsibility, duty, obligation, duty of care, cost, legal obligation, or liability associated with any governmental function delegated or entrusted to either Party under any existing law or regulation.

14. No Third-Party Beneficiaries

Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, or any other right in favor of any other person or entity.

15. Applicable Laws

The applicable statutes, regulations, directives, and procedures of the State of Michigan shall govern this Agreement and all documents and actions thereunder.

16. Entire Agreement

This Agreement represents the entire Agreement between the Parties and supersedes all other Agreements between the Parties governing the matters described. The language of this Agreement will be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

The undersigned execute this Intergovernmental Agreement on behalf of the Parties and by doing so, obligate and bind the DTMB and the Partner to the stated terms and conditions.

ERIC SWANSON
Director
Center for Shared Solutions (CSS)
Romney Building, 10th Floor
111 S. Capitol St.
Lansing, MI, 48933

DATE

Bryan Crenshaw
Chairperson, Ingham County Board of Commissioners
P.O. Box 319, Mason, MI 48854

DATE

Exhibit A
Intergovernmental Agreement
For Data Exchange Between Ingham County and DTMB
[Date]

Attributes to be included with each data category will vary. DTMB has a standard data schema for each data type that will be shared with the partner. Variations between local data and the DTMB standard will be reviewed prior to data submission.

Description of Partner Data:

Tax parcels: Geometry and attributes for Community Parcel Repository

Address points: Geometry and attributes for structure point location at rooftop, driveway, geocoded along road centerline, or parcel centroid.

Road Centerlines: Geometry and attributes

Description of DTMB Data:

12" pixel resolution, 4-band (red, green, blue, near-infrared) aerial imagery or the financial equivalent. Specification document available at: http://www.michigan.gov/som/0,4669,7-192-78943_78944_78949_78952_63834---,00.html

Data Exchange Process: select one

- Digital Upload (file upload or through feature service)
- External Hard Drive
- Other _____

Data Use: select one for each data category

Parcels:

- Publicly Available
- Available for use by all State of Michigan Agencies

Address Points:

- Publicly Available
- Available for use by all State of Michigan Agencies

Road Centerlines:

Publicly Available

Update Schedule:

Parcels: 1-2 times per year

Address Points: 4 times per year

Road Centerlines: 4 times per year

Optional pass through to the United States Census Bureau:

The DTMB, Center for Shared Solutions (CSS) is the State of Michigan's liaison to the US Census Bureau (USCB) for local data collection efforts in support of various USCB geospatial data programs.

DTMB is authorized to pass data through to United States Census Bureau

Address Points:

Yes
 No

Road Centerlines:

Yes
 No

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2020 MICHIGAN STATEWIDE
AUTHORITATIVE IMAGERY AND LiBAR (MiSAIL) INTERGOVERNMENTAL AGREEMENT FOR
DATA EXCHANGE BETWEEN INGHAM COUNTY AND STATE OF MICHIGAN DEPARTMENT
OF TECHNOLOGY, MANAGEMENT & BUDGET (DTMB)**

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 Department of Technology, Management and Budget requires the participating counties to enter into an intergovernmental agreement for the exchange of digital data; and

WHEREAS, the State of Michigan is coordinating this project through Tri-County Regional Planning which lowers the cost significantly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2020 Intergovernmental Agreement for data exchange with the State of Michigan Department of Technology, Management and Budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary Intergovernmental Agreement with the State of Michigan Department of Technology, Management and Budget, after approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KENT LARSON

WHEREAS, Kent Larson began his career with Ingham County Facilities Department in August of 1994; and

WHEREAS, Kent has provided outstanding customer service and has been instrumental in maintaining the Jail Complex as well as other County facilities in the Mason area; and

WHEREAS, Kent began his career in the Ingham County Facilities Department as a Mechanic I and over the years has been promoted to Mechanic II and has served in the position of Building Maintenance Supervisor with distinction; and

WHEREAS, throughout Kent's Career he has been responsible for the operation and maintenance of several County facilities in the Mason area; and

WHEREAS, over the course of his career he has successfully worked on completing many projects and finding creative low cost solutions to many of the challenges associated with them; and

WHEREAS, Kent's commitment to quality and exceptional service to those he served and worked with will be missed; and

WHEREAS, Kent is retiring from his position as Building Maintenance Supervisor on September 20th, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Kent Larson for his great work ethic, and his commitment to providing outstanding customer service, and contributions he has made to Ingham County.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its best wishes to Kent Larson and hopes for continued success in all his future endeavors.

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 September 17, 2019 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE September 17 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-482	GA HUNT EXCAVATING	SANITARY	EAGLES WAY	MERIDIAN	
2019-484	CONSUMERS ENERGY	ELECTRIC – OH	OKEMOS RD	MERIDIAN	
2019-480	CONSUMERS ENERGY	ELECTRIC – OH	OLDS RD	LESLIE	
2019-471	CONSUMERS ENERGY	ELECTRIC – OH	SHERWOOD RD	MERIDIAN	
2019-470	CONSUMERS ENERGY	ELECTRIC – UG	MCCUE RD	DELHI	
2019-435	ARCADIS OF MICH	SOIL BORINGS	MAIN ST	LANSING	
2019-254	CONSUMERS ENERGY	GAS- ROAD CUT	MT HOPE RD	MERIDIAN	
2019-393	CONSUMERS ENERGY	ELECTRIC – OH	KANSAS RD	MERIDIAN	
2019-488	EVERSTREAM	CABLE – UG BORE	BELLE CHASE WAY	DELHI	
2019-486	HAYHOE ASPHALT	PUBLIC ROAD CONSTRUCTION	FIVE OAKS DR	DELHI	
			MANAGING DIRECTOR:	_____	

Agenda Item 8

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 13, 2019
SUBJECT: Acceptance of Grant Funds from Mid-State Health Network
For the meeting agendas of September 30 and October 1, 2019

BACKGROUND

Ingham County Health Department (ICHHD) wishes to renew the agreement with Mid-State Health Network (MSHN) to accept grant funds totaling \$104,311, which will enable ICHHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to augment prevention efforts dedicated to youth vaping and marijuana use. Historically, this collaboration collects data in Ingham County that provides support for combating the opioid epidemic and other substance use disorders. This funding also supports other prevention related efforts including naloxone training for staff and community members, proper disposal of medication, tobacco surveillance, and connecting community members in need to substance abuse resources. This agreement will be effective October 1, 2019 through September 30, 2020.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

The renewal of this agreement will allow ICHHD to accept \$104,311 in grant funds which will be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), for the duration of the agreement with MSHN.

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 approval of the attached resolution to accept a Mid-State Health Network Grant totaling \$104,311 to be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), as well as other opioid abuse and substance use disorder prevention efforts for the duration of this agreement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT GRANT FUNDS THROUGH MID-STATE HEALTH NETWORK

WHEREAS, Ingham County Health Department (ICHD) wishes to renew the agreement with Mid-State Health Network (MSHN) to accept grant funds totaling \$104,311, which will enable ICHD to continue the coordination of the Ingham Opioid Abuse and Prevention Initiative (IOAPI) and to augment prevention efforts dedicated to youth vaping and marijuana use; and

WHEREAS, historically, this collaboration collects data in Ingham County that provides support for combating the opioid epidemic and other substance use disorders; and

WHEREAS, this funding also supports other prevention related efforts including naloxone training for staff and community members, proper disposal of medication, tobacco surveillance, and connecting community members in need to substance abuse resources; and

WHEREAS, this agreement will be effective October 1, 2019 through September 30, 2020; and

WHEREAS, the renewal of this agreement will allow ICHD to accept \$104,311 in grant funds which will be used to continue funding a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), for the duration of the agreement with MSHN; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize the acceptance of \$104,311 in contract funds to be used for .5 FTE Prevention Coordinator (position # 601496) a .15 FTE Community Health Worker (position #601454) and a .2 FTE Lead Social Worker (position # 601525), as well as other prevention related activities.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of contract funds from MSHN in the amount of \$104,311 to continue the funding of a .5 FTE Prevention Coordinator (position # 601496), a .15 FTE Community Health Worker (position #601454), and a .2 FTE Lead Social Worker (position # 601525), as well as other prevention related activities.

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

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 23, 2019
SUBJECT: Resolution to Approve Reclassification Appeal of the Administrative Analyst Position

BACKGROUND

The Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees for 2019. All reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice.

The Human Resources Department completed an objective review of the reclassification request for the Administrative Analyst position which initially resulted in no change in pay grade. Subsequently, an appeal process with additional information was completed on September 10, 2019, resulting in an upward change in pay grade. Implementation of the result of the reclassification appeal process is proposed in accordance with the language of Section C of the Managerial and Confidential Personnel Manual as follows:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
236002	Administrative Analyst	Move from MC 7 to MC 8

ALTERNATIVES

The Board of Commissioners may elect to approve or not approve the change recommended.

FINANCIAL IMPACT

The financial impact associated with the position seeking reclassification will be effective the first full pay period following January 1, 2019.

STRATEGIC PLAN CONSIDERATIONS

The reclassification 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

Reclassification requests for employees in other bargaining units and for the Managerial and Confidential Employee group have been previously approved.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Reclassification Appeal of the Administrative Analyst Position.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RECLASSIFICATION APPEAL OF THE
ADMINISTRATIVE ANALYST POSITION**

WHEREAS, the Human Resources Department made a call for standard and customary reclassification requests from Managerial and Confidential employees for 2019; and

WHEREAS, all reclassification requests were processed in a manner consistent with the provisions of the Managerial and Confidential Personnel Manual and in a manner consistent with past practice; and

WHEREAS, the Human Resources Department completed an objective review of the reclassification request for the Administrative Analyst position which initially resulted in no change in pay grade; and

WHEREAS, an appeal process with additional information was subsequently completed on September 10, 2019, resulting in an upward change in pay grade.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
236002	Administrative Analyst	Move from MC 7 to MC 8

BE IT FURTHER RESOLVED, that the changes will be effective the first pay period in January 2019 following approval by the Board of Commissioners.

Agenda Item 10

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: September 18, 2019

RE: Third Quarter 2019 Budget Adjustments, Contingency Fund Update and Quarterly Statement

Enclosed please find the recommended adjustments to the Ingham County budget for the third quarter of fiscal year 2019. The total increase to the General Fund is \$0.

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.

There are no adjustments to the general fund this quarter.

The Road Department is requesting \$125,000 from fund balance to purchase 3 or 4, depending on cost, new pickup trucks to replace old, and retired units.

The Animal Shelter Debt Fund is in need of \$1,212,700 for revenue and expense for the payment of the bond for the shelter. The Animal Control Millage will need use of fund balance to transfer the \$1,212,700 to the Animal Shelter Debt Fund.

The Justice Millage is requesting moving \$5,710 attrition funds from personnel line to building repair and maintenance line to address some security needs in the Pretrial Services Office.

The Public Defender is requesting moving \$200,000 from contractual services line to leasehold improvements for actual expenses in accounts different from the adopted budget.

The 55th District Court is requesting an additional \$880 from fund balance to cover overages spent on a work station project in the Machine and Equipment Revolving fund.

Attached is an update of contingency fund spending so far this year. The current contingency amount is \$326,950. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$350,000.

The 3rd quarter general fund budget to actual year to date report will be presented to the Commissioners after the completion of the quarter. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

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)
R19-262: Unity in the Community Event	(2,500)
R19-293: Cost Allocation Plan MGT	(12,000)
Current Contingency Amount	\$326,950

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.

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:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2019 BUDGET 09/17/19</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
201	Road	26,654,654	125,000	26,779,654
205	Animal Control Millage	429,319	1,212,700	1,642,019
207	Justice Millage	890,355	0	890,355
260	Indigent Defense	5,422,599	0	5,422,599
399	Animal Shelter Debt	0	1,212,700	1,212,700
664	Mach. & Equip. Revolving	1,889,218	880	1,890,098

Non-General Fund Adjustments

- Road Fund (F201) To increase expense and use of fund balance in the amount of \$125,000 to purchase 3 or 4 new pickup trucks to replace old units.
- Animal Control Millage (F205) Set up transfer to Fund 399 for payment of bond in the amount of \$1,212,700 for construction of the Animal Shelter Facility and increase use of 205 Fund balance.
- Justice Millage (F207) To transfer \$5,710 from excess personnel line to the building repair and maintenance line.
- Indigent Defense (F260) To transfer \$200,000 from contractual services line to leasehold improvements line.

Animal Shelter Debt
(F399)

Set up expense and revenue from Fund 205 millage for payment of the bond in the amount of \$1,212,700 for construction of the Animal Shelter Facility

Mach./Equip. Revolving
(F664)

Set up expense and revenue in the amount of \$880 from 664 fund balance to supplies line.