

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
RYAN SEBOLT, CHAIR
VICTOR CELENTINO
MARK GREBNER
CAROL KOENIG
EMILY STIVERS
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, SEPTEMBER 15, 2020 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/94156632409>.

Agenda

Call to Order

Approval of the [August 26, 2020 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Circuit Court – Resolution to Accept the FY 2021 Michigan [Mental Health Court Program Grant](#), Continue and Modify the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and Mental Health Court-Case Coordination Specialist Position, and Authorize Subcontracts
3. Facilities Department
 - a. Resolution to Authorize an Agreement with [Cusack Masonry Restoration](#) for the Hilliard Building Exterior Renovations
 - b. Resolution to Authorize an Agreement with [Smart Homes Inc.](#) for the Architectural and Engineering Services for the Mason Courthouse Circuit Courtroom Technology Upgrades
 - c. Notice of Emergency Purchase Order for [Fire Suppression System](#) Duct Detector Failure at the Human Services Building
 - d. Notice of Emergency Purchase Order for [Sanitary Grinder Pump](#) at the Jail
4. Road Department
 - a. Resolution to Authorize the [Extension of Resolution #17-348](#) Supplied Propane at the Road Department
 - b. Resolution for Highway Worker and Mechanic Market [Wage Adjustments](#)
5. Health Department – Resolution to Convert a Health Educator II Position to a [Health Educator Lead](#) Position in the Strong Start Healthy Start Program
6. Human Resources Department
 - a. Resolution Certifying Representatives for the [MERS 2020](#) Retirement Conference
 - b. Resolution Approving Acceptance and Disbursement of [First Responder](#) Hazard Pay Premiums Program Grant Funds

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
August 26, 2020
Draft Minutes

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

Members Absent: Koenig.

Others Present: Register of Deeds Derrick Quinney, Treasurer Eric Schertzing, Gregg Todd, Jared Cypher, Teri Morton, Jill Bauer, Michael Townsend, Becky Bennett, Sue Graham, Matt Nordfjord, Linda Vail, Scott Hendrickson, Sheldon Lewis, Bill Fowler, Rick Terrill, Morgan Cole, Tori Meyer, Deb Fett, Cynthia Wagner, Jim Hudgins, Trish Gerring, Bill Conklin, Alan Fox, Michelle Beloskur, Elizabeth Noel, and Michael Tanis.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. virtually via Zoom in accordance with the Governor's Executive Order 2020-154 regarding the Open Meetings Act.

Approval of the August 18, 2020 Minutes

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE AUGUST 18, 2020 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Koenig.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by either verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

Advisory Boards

Equal Opportunity Committee
Historical Commission
Women's Commission

Board of Commissioners

Controller

County Attorney

County Clerk

Drain Commissioner
Economic Development
Equalization
Facilities
Farmland and Open Space Preservation Millage
Financial Services
Hotel/Motel
Human Resources

Chairperson Sebolt stated that he wanted to note that the Human Resources Department budgeted for an additional employee to come out of the Health Benefit Fund and a hiring freeze on another position that were roughly the same cost. He further stated that he had voiced in the past that he did not like having positions or reorganizations snuck into the budget process.

Chairperson Sebolt stated that he anticipated the County Services Committee having a full hearing on that position, but for budgeting purposes, to include it for now, but it was not an endorsement.

The representatives from each of the following departments/affiliated entities indicated, by either verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

Innovation and Technology
Potter Park Zoo
Purchasing
Register of Deeds
Road Department
Treasurer

Treasurer Eric Schertzing, County Treasurer, stated that the initial budget proposal had an eliminated position in the Treasurer's Office. He asked if that was correct.

Teri Morton, Deputy Controller, stated that he was correct. She further stated that the proposal was to keep one position open for 2021.

Treasurer Schertzing stated that Treasurer's Office submitted a budget based on the Controller's Office request for a 10 percent budget reduction. He further stated that an employee who was not yet eligible for retirement currently filled the position.

Treasurer Schertzing stated that the Controller's Office might have misinterpreted this position as vacant, and so the County had to figure out what to do with the employee. He further stated that the employee spent most of their time on dog licensing, and so with a potential new dog licensing software, there could be a shift next year to move that position to the Animal Control Shelter.

Chairperson Sebolt asked Treasurer Schertzing if he wanted the Treasurer's Office budget to be

pulled for Z List discussion.

Treasurer Schertzing stated it could be done as part of the Z List. He further stated that he was part of a Department Head meeting, and it seemed like there were a limited number of Departments or Elected Officials who bothered to follow the Controller's Office request.

Treasurer Schertzing stated that if he had suspected that most of the Departments would ignore the Controller's Office request, the Treasurer's Office would not have submitted the elimination of a position in his office. He further stated that dog licensing enforcement was a cost to the Treasurer's Office budget, which he thought was not always recognized.

The representatives from each of the following departments/affiliated entities indicated, by either verbal acknowledgement, absence, or silence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

Tri-County Regional Planning
Ingham Conservation District

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. STIVERS, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER'S RECOMMENDED BUDGET:

- a. Advisory Boards
 - i. Equal Opportunity Committee
 - ii. Historical Commission
 - iii. Women's Commission
- b. Board of Commissioners
- c. Controller
- d. County Attorney
- e. County Clerk
- f. Drain Commissioner
- g. Economic Development
- h. Equalization
- i. Facilities
- j. Farmland and Open Space Preservation Millage
- k. Financial Services
- l. Hotel/Motel
- m. Human Resources
- n. Innovation and Technology
- o. Potter Park Zoo
- p. Purchasing
- q. Register of Deeds
- r. Road Department
- t. Tri-County Regional Planning
- u. Ingham Conservation District

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

1. Budget Hearings
 - s. Treasurer

Treasurer Schertzing stated that he had sent an email to Jared Cypher, Deputy Controller, and Ms. Morton a couple of weeks ago to be sure that the Controller's Office understood that the position was not vacant. He further stated that he was confused because there was an assumption, not made by either himself or Alan Fox, Chief Deputy Treasurer, that his office had a vacant position.

Treasurer Schertzing stated that he questioned the fundamental foundation of a fair budgeting process that the Treasurer's Office responded to versus how other Departments responded.

Mr. Fox stated that he had thought, at the time of when he prepared the budget submission, it was possible the employee would retire before the end of the year, but that was not the case. He further stated that the Treasurer's Office repeatedly suggested restructuring their budget, so that positions that came from the General Fund be shifted to other funds, including the Delinquent Tax Fund that already supported multiple positions.

Mr. Fox stated that the Treasurer's Office had asked for guidance multiple times, but he had not received a response. He further stated that the Treasurer's Office could cut the General Fund from their budget, but needed to know how to move positions from the General Fund.

Ms. Morton stated that she would to propose that the Controller's Office work with the Treasurer to find an alternate proposal before the Finance Committee budget meeting. She further stated that between the Delinquent Tax Fund and the Animal Control Fund, there were possible ways to figure out the \$111,903 hole.

Commissioner Naeyaert stated that she hoped Ms. Morton was going to look at moving funds, as suggested by the Treasurer's Office. She further stated that the Board of Commissioners should move forward with the Treasurer's Office budget until the Finance Committee looked at it.

Treasurer Schertzing stated that was fair.

Commissioner Naeyaert stated that as a reminder, there were budget cuts in the Health Department and other Departments by huge amounts, and that needed to be kept in context with the Treasurer's Office. She further stated that if the Treasurer's Office was not sure of funds that could be moved without direction from the Finance Department, the County needed to have a conversation about the funds being handled.

Commissioner Celentino stated that he understood what Treasurer Schertzing and Mr. Fox said.

Commissioner Maiville stated that he supported having the Treasurer's Office budget looked at before the Finance Committee budget meeting. He further stated that the Sheriff's Office also had budget cuts.

Commissioner Grebner stated that he thought the County was moving to a different budget model. He further stated that the previous theory was how best to spend money due to changing operations, but that had not been discussed this year.

Commissioner Grebner stated that this year might not be the best year for long-term planning, but there should be future conversations to deal with the changes of the world. He further stated that, in terms of the Treasurer's Office position on the Delinquent Tax Fund, the Delinquent Tax Fund was not distinguishable from the General Fund because the fund could be used to cover General Fund costs.

Commissioner Grebner stated that he had been through bad situations involving the budget in the past, but the County did not receive suggestions, for example, from the Innovation and Technology (IT) Department about additional funding to fix a problem. He further stated that he thought the Controller's Office decided what proposals came before the Board of Commissioners.

Commissioner Stivers asked, if for any reason the Treasurer's Office could not find the funds for the position, could the Finance Committee add the item to the Z List.

Ms. Morton stated that the Finance Committee could add items to the Z List.

Chairperson Sebolt stated that the Finance Committee could throw out the recommendations of the other Committees and send the budget to the Board of Commissioners for approval.

Commissioner Naeyaert stated that this budget was the Controller's Recommended Budget, and unless the process was changed, it would remain the Controller's Recommended Budget.

Commissioner Grebner stated that it would be the Liaison Committee Recommended Budget if altered, but that was not being asked of the Board of Commissioners. He further stated that the Finance Committee had a second responsibility, in addition to weighing the recommendations of the other Commissioners, to keep the budget process square in case games were being played.

Commissioner Naeyaert stated that the Jail Medical was in the Health Department budget, not the Sheriff's Office budget.

Commissioner Grebner stated that Jail Medical was a transfer from the Sheriff's Office that he had pushed for, for years.

Commissioner Naeyaert stated that it was understandable. She further stated that, looking at other issues in Departments, the County might need to look at what other Departments needed changes along those same lines.

Chairperson Sebolt stated that he appreciated the Treasurer's Office working with the Controller's Office to find a creative solution and being deferential of the Board of Commissioners' authority to budget. He further stated that, since he had been on the Board of

Commissioners, he had seen Departments ask for Z List items outside of the Controller's Recommended Budget, and he thought that was due to the recognition of the unknown facing the County's budget next year.

Chairperson Sebolt stated that he thought the 2021 budget was more restrictive than it needed to be, since the State of Michigan budget deficit, projected to be \$3 billion, was now \$950 million. He further stated that the State of Michigan ranked 7 out of 50 states in terms of economic recovery from COVID-19.

Chairperson Sebolt stated that it was smart for the County to think the State of Michigan would cut it deeply, but that might not come to fruition as currently projected. He further stated that unless the Treasurer's Office objected, the County Services Committee would direct the Controller's Office to work with Treasurer's Office between now and the Finance Committee budget meeting.

Treasurer Schertzing stated that was great. He further stated he appreciated the Commissioners service and understanding.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO DIRECT THE CONTROLLER'S OFFICE TO WORK WITH THE TREASURER'S OFFICE TO FIND AN ALTERNATE PROPOSAL FOR THE ASSISTANT TO TREASURER POSITION.

Commissioner Grebner asked if, in effect, the County Services Committee was also approving the Controller's Recommended Budget for the Treasurer's Office.

Chairperson Sebolt stated yes, though that would be done in a separate motion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. STIVERS, TO ACCEPT THE CONTROLLER'S RECOMMENDED BUDGET FOR THE TREASURER'S OFFICE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Commissioner Celentino asked Gregg Todd, County Controller, if he was still planning to go forward with employee concessions.

Controller Todd stated that employee concessions was still in the budget at this point. He further stated that when previously discussed, the Controller's Office was in a time crunch to submit the budget.

Controller Todd stated that this was simply the Controller's Recommended Budget and could be changed as the Board of Commissioners saw fit.

Commissioner Celentino stated that Human Services Committee had met on August 24, 2020. He asked Ms. Morton how much was still available in the Z List.

Teri Morton stated that there was \$228,317 available in the Z List at this time.

Chairperson Sebolt stated that technically, the entire \$300,000 of the Z List was available to the County Services Committee. He further stated that the County Services Committee would make their recommendations to the Finance Committee, and they would decide.

Commissioner Celentino stated that he thought the County did not need to balance the budget on the backs of employees. He further stated that the Board of Commissioners could eliminate the employee concessions as he thought employees had sacrificed enough this year.

Commissioner Celentino asked Michael Townsend, Budget Director, if the General Fund Reserve Balance of \$13,351,835 or about \$11.7 million included the Budget Stabilization Fund.

Mr. Townsend stated that it did not include the Budget Stabilization Fund. He further stated that Budget Stabilization Fund stood at \$10.7 million, and the two numbers Commissioner Celentino referenced were forecasts versus budgeted numbers.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NAEYAERT, TO ALLOCATE \$300,000 OF THE Z LIST AND AVAILABLE \$547,901 FROM THE FUND BALANCE TO OFFSET EMPLOYEE CONCESSIONS.

Commissioner Grebner stated that this was a straw vote amongst the Commissioners because the Finance Committee would start over and figure out what they wanted to do. He further stated that this was a time for sacrifices all around.

Commissioner Grebner stated that he thought the Sick Leave Buyout was generous to employees, as was the Work Share Program, with the additional \$600 per week on top of unemployment for working one day less a week. He further stated that there was enough pain that would have to be absorbed by people, and so he opposed the motion.

Commissioner Stivers stated that she would support the motion if the amount was reduced by the amount that she wanted to see go back to the Tri-County Office on Aging (TCOA).

Chairperson Sebolt stated that, as a reminder to Commissioner Stivers, this was a recommendation to the Finance Committee.

Commissioner Stivers stated that, not being on the Finance Committee, she was not comfortable approving the full amount of the Z List funds to be used for this purpose.

Commissioner Grebner stated that Commissioner Stivers could divide the question.

Chairperson Sebolt stated that he did not know if the Z List amount was divisible. He further stated that he thought Commissioners Stivers could ask for a division to vote separately on the Z List and Fund Balance amounts.

Commissioner Maiville stated that Commissioner Celentino could have asked for the whole \$300,000 amount from the County Services Committee Z List.

Commissioner Celentino stated that he did ask for the whole \$300,000 amount.

Chairperson Sebolt stated that he thought the \$300,000 amount would not be divisible.

Commissioner Celentino stated that Commissioner Grebner was right that the Finance Committee would decide, but he thought it was necessary. He further stated that employees would continue to contribute to sacrifice as in the past, and so he thought this was a good time to give employees a sense of security for 2021.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO AMEND THE MOTION TO REDUCE THE \$300,000 AMOUNT RECOMMENDED BY THE COUNTY SERVICES COMMITTEE Z LIST BY THE AMOUNT RECOMMENDED BY THE HUMAN SERVICES COMMITTEE Z LIST FOR TCOA.

This was considered a friendly amendment to the following:

MOVED BY CELENTINO, SUPPORTED BY COMM. NAEYAERT, TO USE APPROXIMATELY \$228,000 IN THE Z LIST FUNDING AND APPROXIMATELY \$620,000 IN FUND BALANCE FUNDING TO ELIMINATE THE PROPOSED EMPLOYEE CONCESSIONS IN THE CONTROLLER'S RECOMMENDED BUDGET.

Chairperson Sebolt asked if Commissioner Grebner proposed to reduce the \$300,000 Z List amount recommended by the County Service Committee, subtract the amount recommended to the Z List by the Human Services Committee for TCOA, and then fill that with Fund Balance.

Commissioner Celentino stated that if you took the \$71,683 out of the Human Services Committee Z List, the total would be \$228,317. He further stated that because it was \$847,901 out of the Fund Balance, then the County Services Committee would take \$619,584 out of the Reserves to reach the \$947,901 amount.

Chairperson Sebolt asked Commissioner Grebner if that was the friendly amendment he proposed.

Commissioner Grebner stated that it was not intended to be a friendly amendment, but rather to be contestable. He further stated that if Commissioner Celentino wanted to reconfigure his motion to include his motion, that would be fine.

Commissioner Celentino stated that he was fine with that, as long as the amount totaled \$947,901.

Discussion.

Chairperson Sebolt stated that the motion before the Committee was to use approximately \$228,000 in Z List funding and approximately \$620,000 in Fund Balance funding to eliminate the proposed employee concessions in the Controller's Recommended Budget.

Commissioner Grebner stated that he would like to divide the question to vote on each part of the motion separately.

Discussion.

MOVED BY CELENTINO, SUPPORTED BY COMM. NAEYAERT, TO USE APPROXIMATELY \$228,000 IN THE Z LIST FUNDING TO ELIMINATE THE PROPOSED EMPLOYEE CONCESSIONS IN THE CONTROLLER'S RECOMMENDED BUDGET.

Commissioner Celentino requested a roll call vote.

THE MOTION CARRIED BY ROLL CALL VOTE. **Yeas:** Sebolt, Celentino, Stivers, Maiville, Naeyaert **Nays:** Grebner **Absent:** Koenig

MOVED BY CELENTINO, SUPPORTED BY COMM. NAEYAERT, TO USE APPROXIMATELY \$620,000 IN FUND BALANCE FUNDING TO ELIMINATE THE PROPOSED EMPLOYEE CONCESSIONS IN THE CONTROLLER'S RECOMMENDED BUDGET.

Commissioner Grebner stated that this was deciding to draw into savings even deeper than before. He further stated that the \$620,000 was far from the liquidity of the County.

Commissioner Grebner stated that if drawn down, it was clear the County was spending money that was not coming in this year. He further stated that it was unsustainable in the long-term, since if this was drawn down routinely, it would bring down the liquidity to the point of losing the flexibility that County currently enjoyed.

Commissioner Grebner stated that he was opposed to drawing down the Fund Balance.

Commissioner Celentino stated that with \$620,000 from the Budget Stabilization Fund, the County still had over \$10 million in the Budget Stabilization Fund. He further stated that the County had used reserves before and replenished them.

Chairperson Sebolt stated that the funds were coming from the Fund Balance instead of the Budget Stabilization Fund.

Commissioner Grebner stated that the Budget Stabilization Fund required a two-thirds vote and would alarm creditors. He further stated that he thought the County had not before drawn from the Budget Stabilization Fund.

Discussion.

Commissioner Celentino stated that Commissioner Grebner stated that he made a good point. He further stated that instead to take funds from the Reserve Fund rather than the Budget Stabilization Fund.

Discussion.

Chairperson Sebolt stated that he supported this motion because County employees had given a lot this year, and even with continuing to hold open positions, employees would have to do more with fewer hands. He further stated that he thought the County's budget projections were much more restrictive than what he thought would come to fruition.

THE MOTION CARRIED BY ROLL CALL VOTE. **Yeas:** Sebolt, Celentino, Stivers, Maiville, Naeyaert **Nays:** Grebner **Absent:** Koenig

2. Final Ranking

Chairperson Sebolt stated that since there was only one item on the Z List, the County Services Committee did not need to rank the Z List items.

The County Services Committee's addition to the Z List was as follows:

1. Eliminate Employee Concessions from the Controller's Recommended Budget in the amount of \$228,317

Announcements

Commissioner Maiville thanked the County Clerk's Office for doing a great job running the Zoom meetings.

Commissioner Naeyaert stated that she agreed with Commissioner Maiville.

Chairperson Sebolt stated that he appreciated their work.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:27 p.m.

**SEPTEMBER 15, 2020 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. *Circuit Court – Resolution to Accept the FY 2021 Michigan Mental Health Court Program Grant, Continue and Modify the Grant Funded Three-Quarter Time Mental Health Court-Court Services Coordinator Position and Mental Health Court-Case Coordination Specialist Position, and Authorize Subcontracts*

This resolution would authorize continuation of the Mental Health Court (MHC) Case Coordination Specialist position and an increase from three quarter time to full-time of the MHC Court Services Coordinator position for the Michigan Mental Health Grant Program – Operational Grant. This resolution will also approve entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed \$129,685); drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by JSG and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Mid-Michigan Recovery Services (MMRS); mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$69,355), or other available vendors. The total amount of the grant request is \$326,840, and the grant period is October 1, 2020 through September 30, 2021. The Court has not yet received notification from the State Court Administrative Office, but anticipates continuation of the program.

See memo for details.

- 3a. *Facilities Department – Resolution to Authorize an Agreement with Cusack Masonry Restoration for the Hilliard Building Exterior Renovation*

This resolution will authorize entering into an agreement with Cusack Masonry Restoration for repairs to the deteriorating front terrace at the Hilliard Building. Water is currently leaking through the cracks and infiltrating to the lower level where files are stored. The scope of work includes, but is not limited to, furnishing all labor, materials, equipment and supervision to demolish, haul and dispose of brick masonry, concrete and waterproofing materials as well as perform concrete repair, reinforcement, cast-in-place, concrete patching, membrane waterproofing and joint sealing in accordance with drawings and specifications set forth by the consultant.

Six bids were received with Cusack's Masonry being the lowest. Funding will come from a transfer from the Mason Courthouse Clock Tower project (Public Improvement Fund) line item #245-90212-976000-8F02 of \$111,100.00. The remaining funds of \$55,900.00 are available in the approved 2019 CIP Hilliard Building Terrace project line item #245-90210-976000-9F16 (Public Improvements Fund). Facilities is requesting a contingency of \$12,000.00 for any uncovered conditions. For a grand total not to exceed \$167,000.00.

See memo for details.

3b. Facilities Department – *Resolution to Authorize an Agreement with Smart Homes Inc. for the Architectural and Engineering Services for the Mason Courthouse Circuit Courtroom Technology Upgrades*

This resolution will authorize entering into an agreement with Smart Homes Inc. for the architectural and engineering services for the Mason Courthouse Circuit Courtroom technology upgrades for a cost not to exceed \$14,375.00. The Mason Courthouse Circuit Courtroom is in need of technology upgrades, including audio, teleconferencing, and video recording systems. Smart Homes Inc. will furnish expertise and resources for complete design and engineering services, include programming, schematic design and construction administration. Smart Homes Inc. provided the lowest responsive and responsible proposal of \$14,375.00. Funds are available in the approved capital budget, which has \$100,000 dedicated from the equipment revolving fund for Mason Circuit Courtroom technology upgrades.

See memo for details.

3c. Facilities Department – *Notice of Emergency Purchase Order for Fire Suppression System Duct Detector Failure at the Human Services Building*

Notice that an emergency purchase was made to Boynton Fire Safety Services in the amount of \$4,720.00 for 17 fire suppression system duct detectors and installation of same.

Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy. The following emergency purchase orders have been made.

See memo for details.

3d. Facilities Department – *Notice of Emergency Purchase Order for Sanitary Grinder Pump at Jail*

Notice that an emergency purchase was made to JWC Environmental for \$7,391.06 for parts needed for a sanitary grinder pump at the jail. Failure of the grinder pump would have been.... Messy....

Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy. The following emergency purchase orders have been made.

See memo for details.

4a. Road Department – Resolution to Authorize the Extension of Resolution #17-348 Supplied Propane at the Road Department

This resolution will authorize the extension of Resolution #17-348 which approved propane purchase and delivery to the Ingham County Road Department, Eastern Garage location. Avery Oil & Propane of Mason will extend their pricing for two years at \$1.14/gallon of propane. Road Department's 2021/22 budgets will cover the cost. Annual estimated cost is \$18,000.

4b. Road Department – Resolution for Highway Worker and Mechanic Market Wage Adjustments

This resolution, which is supported by an excellent memo from William Conklin, will authorize an adjustment to the AFSCME highway workers/mechanics wage structure. To summarize, Highway Workers in Classifications 4, 5 and 6 would receive a \$2.50/hour increase to the following top pay steps:

Class 4: \$24.78/hour

Class 5: \$25.05/hour

Class 6: \$25.22/hour

Mechanics current classification 7 would have two steps added (Step 4 and Step 5) and one position authorized at Step 8. Hourly pay increases over existing Class 7 top step rate for 2020 to the existing top (two-year, or 3rd) step and the two new steps, 4 and 5, of Class 7, and the new Class 8 are proposed as follows:

Class 7, existing Step 3: \$2.50/hour increase, for proposed 2020 rate of \$25.96/hour (same general increase as the Highway worker classifications discussed above)

Class 7, new Step 4: \$3.25/hour increase, for proposed 2020 rate of \$26.71/hour

Class 7, new Step 5: \$4.25/hour increase, for proposed 2020 rate of \$27.71/hour

New Class 8, having only one step: \$6.00/hour increase, for proposed 2020 rate of \$29.46/hour

It is recommended that these wage adjustments be retroactive to January 1, 2020.

The wage increase will have a financial impact of roughly \$388,000 annually, which will be absorbed through the County Road Budget.

See memo for details.

5. Health Department – Resolution to Convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program

This resolution converts a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start (SSHS) Program, effective upon approval. This conversion will provide needed support to the SSHS supervisor. The cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194.

See memo for details.

6a. *Human Resources – Resolution Certifying Representatives for the MERS 2020 Retirement Conference*

This resolution would authorize Kendra Christian, Records Clerk-Friend of the Court as the Employee Delegate and Sue Graham, Human Resources Director as the Officer Delegate to the 74th Annual MERS Retirement Conference to be held virtually September 21-24, 2020.

See memo for details.

6b. *Human Resources – Resolution Approving Acceptance and Disbursement of First Responder Hazard Pay Premiums Program Grant Funds*

This resolution would authorize the disbursement of \$213,000 in Michigan's First Responder Hazard Pay Premiums Program for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. We have not received confirmation on the award of these funds yet, but due to the requirement that funds be dispersed by September 30, 2020, we are requesting approval in advance of the official award. If the program is not funded, naturally, no funds will be distributed.

See memo for details.

Agenda Item 2

TO: Law & Courts, County Services, and Finance Committees
FROM: Janice Dooley
DATE: September 2, 2020
RE: Michigan Mental Health Court Grant Program 2020-2021 Operational Grant Award

The goals of the Felony Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle.

The 30th Circuit Court has submitted a grant requesting \$326,840 from the State Court Administrative Office (SCAO) to continue the Felony Michigan Mental Health Court Grant Program - Operational Grant for the grant period of October 1, 2020 through September 30, 2021. We have not yet received notification from the SCAO of the amount of our grant award, but anticipate continuation of the program.

Through the enclosed Resolution, we are seeking to secure the Board of Commissioners' approval to continue the Mental Health Court - Court Services Coordinator position, modify it from a three-quarter time position to full-time, and to continue the full-time Mental Health Court - Case Coordinator Specialist position as of October 1, 2020, and authorize entering into subcontracts with program vendors once the award has been granted.

Once the grant award is received, an amendment to this resolution will be submitted requesting that the Board accept the awarded grant amount; make any necessary adjustments to the 2020 and 2021 budget and position allocation lists; and sign any necessary contracts/subcontracts consistent with the Resolution.

cc: Hon. Joyce Draganchuk
Hon. Shauna Dunnings
Hon. Richard J. Garcia Hon. James S.
Jamo Michael Cheltenham Carol
Siemon
George Strander

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE FY 2021 MICHIGAN MENTAL HEALTH COURT PROGRAM GRANT, CONTINUE AND MODIFY THE GRANT FUNDED THREE-QUARTER TIME MENTAL HEALTH COURT-COURT SERVICES COORDINATOR POSITION AND MENTAL HEALTH COURT-CASE COORDINATION SPECIALIST POSITION, AND AUTHORIZE SUBCONTRACTS

WHEREAS, the 30th Circuit Court has submitted a grant request in the amount of \$326,840.00 to the State Court Administrative Office (SCAO) for continuation of the Michigan Mental Health Court Operational Grant for the fiscal year of October 1, 2020 through September 30, 2021; and

WHEREAS, while the SCAO has not yet notified the Court of the amount of the grant award, it is anticipated that continuation of the program will be supported; and

WHEREAS, the goals of the Michigan Mental Health Court Operational Grant are to enhance community safety by responding to individuals who have committed non-violent felonies with supportive treatment and intensive supervision; to minimize recidivism; and to assist participants in achieving a positive legal outcome and maintaining a healthy lifestyle; and

WHEREAS, the grant application requested \$88,452 for the continuation of a currently vacant three-quarter time Mental Health Court – Court Services Coordinator (MHC Court Services Coordinator) position, ICEA PRO05 and \$86,126 for the full-time Mental Health Court – Case Coordination Specialist (MHC Case Coordination Specialist) position, ICEA PRO05; and

WHEREAS, it is necessary to increase the MHC Court Services Coordinator position from three-quarter time to full time utilizing grant funding for the additional cost; and

WHEREAS, continuation and modification of the MHC Court Services Coordinator position and the continuation of the MHC Case Coordination Specialist position would provide increased capacity to provide continuity of service and necessary treatment and ancillary services coordination; and

WHEREAS, the 2021 SCAO Michigan Mental Health Court Operational Grant provides for grant implementation services and participant treatment and services as follows: mental health treatment services to be provided by CMHA/CEI (not to exceed \$129,685); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by JSG and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Mid-Michigan Recovery Services (MMRS); mental health services to be provided by Prevention and Training Services (PATS), Par Rehab Services, and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle (collectively not to exceed \$69,355); or other available vendors; and

WHEREAS, the subcontractors who will provide grant implementation services and participant treatment and services for the 2021 Felony Michigan Mental Health Court Operational Grant are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that as of September 1, 2020, the Ingham County Board of Commissioners authorizes continuation and modification of the MHC Court Services Coordinator position from three-quarter time to full time and continuation of the MHC Case Coordination Specialist position for the Michigan Mental Health Grant Program – Operational Grant which has a grant period of October 1, 2020 through September 30, 2021.

BE IT FURTHER RESOLVED, that once the award has been granted, the Ingham County Board of Commissioners approves and authorizes entering into subcontracts for the same grant with mental health treatment services to be provided by CMHA/CEI (not to exceed \$129,685); and drug testing services to be provided by A.D.A.M.; electronic monitoring services to be provided by JSG and/or Michigan Department of Corrections; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Mid-Michigan Recovery Services (MMRS); mental health services to be provided by Prevention and Training Services (PATS), and Professional Psychological Services; and transitional housing to be provided by RISE Recovery Community or Pinnacle or other available vendors (collectively not to exceed \$69,355).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2020- 2021 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Agenda Item 3a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 1, 2020

RE: Resolution Authorizing an Agreement with Cusack Masonry Restoration for the Hilliard Building Exterior Renovations

For the meeting agendas of: September 15 & 16

BACKGROUND

The front terrace of the Hilliard Building has deteriorated and water is leaking in through the cracks infiltrating the lower level where files are stored. Cusack Masonry Restoration submitted the lowest responsive and responsible proposal of \$155,000.00.

ALTERNATIVES

The alternative would be to not go forward with this project, causing more water damage to the file room in the lower level.

FINANCIAL IMPACT

A line item transfer will come from the Mason Courthouse Clock tower project (Public Improvement Fund) line item #245-90212-976000-8F02 of \$111,100.00. The remaining funds of \$55,900.00 are available in the approved 2019 CIP Hilliard Building Terrace project line item #245-90210-976000-9F16 (Public Improvements Fund). We are requesting a contingency of \$12,000.00 for any uncovered conditions. For a grand total not to exceed \$167,000.00.

OTHER CONSIDERATIONS

Other considerations would be to push the project back until next spring, with the potential that prices may go up.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Cusack Masonry Restoration for the Hilliard Building exterior renovations.

Agenda Item 3a

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: August 5, 2020
RE: Memorandum of Performance for RFP No. 29-20 Exterior Renovations to the Hilliard Building Plaza

Per your request, the Purchasing Department sought proposals from qualified and experienced contractors to enter into a contract for the purpose of making exterior renovations to the Hilliard Building Plaza in Mason, Michigan. The consultant on this project is WGI Michigan Inc.

The scope of work includes, but is not limited to, furnishing all labor, materials, equipment and supervision to demolish, haul and dispose of brick masonry, concrete and waterproofing materials, as well as, perform concrete repair, reinforcement, cast-in-place, concrete patching, membrane waterproofing and joint sealing in accordance with drawings and specifications set forth by the consultant.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	44	11
Vendors attending pre-bid/proposal meeting	10	4
Vendors responding	6	3

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

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

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDOR'S COSTS.

Vendor Name	Local Pref	Base Bid	Alternate #1	Alternate #2	Alternate #3
Cusack's Masonry Restoration	No, Hubbardston, MI	\$155,000.00	\$32.00	\$3.00	\$1,200.00
Davenport Masonry, Restoration & Preservation	Yes, Holt MI	\$162,495.00	\$34.00	\$5.00	\$12,000.00
Bornor Restoration Inc.	Yes, Lansing MI	\$226,963.00	\$35.00	\$2.00	\$12,585.00
Pullman Services	No, Trenton MI	\$230,000.00	\$40.00	\$3.00	\$12,585.00
Moore Trospen Construction Company	Yes, Holt MI	\$244,800.00	\$40.00	\$3.50	\$15,585.00
RAM Construction Services	No, Kentwood, MI	\$254,853.00	\$48.00	\$0.75	\$7,525.00

Base Bid: Total Cost for Making Exterior Renovations According to the RFP & Project Documents

Alternate #1: Tuck-pointing - \$/SF

Alternate #2: Power Wash & Seal Upper Plaza - \$/SF

Alternate #3: *Credit* for Removing the Painting of the Fence & handrails from the Base Bid – Lump Sum

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CUSACK MASONRY RESTORATION
FOR THE HILLIARD BUILDING EXTERIOR RENOVATIONS**

WHEREAS, the front terrace of the Hilliard Building is in need of exterior renovations; and

WHEREAS, water is infiltrating the lower level of the Hilliard Building due to cracks in the masonry; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Cusack Masonry Restoration, who submitted the lowest responsive and responsible proposal of \$155,000.00 for the Hilliard Building exterior renovations; and

WHEREAS, the Facilities Department is requesting a contingency of \$12,000.00 for any uncovered conditions; and

WHEREAS, funds for this project will require a line item transfer from the Mason Clock Tower project (Public Improvements Fund) line item #245-90212-976000-8F02 of \$111,100.00; and

WHEREAS, the remaining \$55,900.00 for this project will come from the Hilliard Building Terrace project line item #245-90210-976000-9F16.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement with Cusack Masonry Restoration, 15570 Cook Road, Hubbardston, MI 48845, for the Hilliard Building exterior renovations for an amount not to exceed \$167,000.00, which includes a \$12,000.00 contingency.

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

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

Agenda Item 3b

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

FROM: Rick Terrill, Facilities Director

DATE: September 1, 2020

RE: Resolution Authorizing an Agreement with Smart Homes, Inc. for the Architectural and Engineering Services for the Mason Courthouse Circuit Courtroom Technology Upgrades

For the meeting agendas of: September 10, 16 & 17

BACKGROUND

The Mason Courthouse Circuit Courtroom is in need of technology upgrades. This would include but not limited to upgrading the audio, teleconferencing, and video recording systems. Smart Homes Inc. will furnish expertise and resources for complete design and engineering services. This would include programming and schematic design as well as construction admin. Smart Homes Inc. provided the lowest responsive and responsible proposal of \$14,375.00.

ALTERNATIVES

The alternative would be to postpone the upgrades until a later date.

FINANCIAL IMPACT

Funds are available in the approved 2019 CIP line item # 664-13099-735100. The funding source is from the equipment revolving fund for a dedicated \$100,000 for Mason Circuit Courtroom technology upgrades.

OTHER CONSIDERATIONS

Other considerations would be to utilize the current technology in place.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Smart Homes, Inc. for the architectural and engineering services for courtroom technology upgrades at the Mason Courthouse Circuit Courtroom.

Agenda Item 3b

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 18, 2020
RE: Memorandum of Performance for RFP No. 1-20 Architectural and Engineering Services for Improvements to the Ingham County Courthouse

Per your request, the Purchasing Department sought proposals from experienced and qualified architectural and engineering consultants for the purpose of entering into a professional services contract for the design of a new state-of-the-art audio/video system for the historic Ingham County 30th Judicial Circuit Courtroom located in Mason, Michigan.

Technology design services to include, but not limited to, an audio system, teleconferencing system, multimedia presentation and display capabilities, videoconferencing, a digital video recording system, video surveillance equipment, assisted listening system for the hearing impaired, and a control system.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	129	37
Vendors responding	2	2

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	Phase I - Preliminary Design	Phase II - Construction Services Cost	Grand Total
Smarthomes Smart Offices	Yes, Mason MI	\$4,485.00	\$9,890.00	\$14,375.00
Matrix Consulting, Inc.	Yes, Lansing	\$25,500.00	\$20,000.00	\$45,500.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SMART HOMES INC. FOR THE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE MASON COURTHOUSE CIRCUIT COURTROOM TECHNOLOGY UPGRADES

WHEREAS, the Mason Courthouse Circuit Courtroom is in need of technology upgrades; and

WHEREAS, Smart Homes Inc. will furnish expertise and resources for complete design and engineering services; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Smart Homes Inc. who submitted the lowest responsive and responsible proposal of \$14,375.00 for the architectural and engineering services for the technology upgrades to the Mason Courthouse Circuit Courtroom; and

WHEREAS, funds are available from the approved 2019 CIP line item # 664-13099-735100 from the equipment revolving fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Smart Homes Inc., 210 State Street, Mason, MI 48854, for the architectural and engineering services for the Mason Courthouse Circuit Courtroom technology upgrades for a cost not to exceed \$14,375.00.

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

Agenda Item 3c

TO: County Service Committee
FROM: Rick Terrill, Facilities Director
DATE: September 1, 2020
SUBJECT: Fire Suppression System Duct Detector Failure at the Human Services Building

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

During an inspection of the fire suppression system at the Human Services Building, 17 duct detectors were found to have failed causing the building to not be in compliance with the fire safety standards.

Due to the life safety concerns, an Emergency Purchase Order was issued to Boynton Fire Safety Services, LLC. for a total cost of \$4,720.00 which includes the detectors and installation labor.

Funds for this purchase are available in Line Item 631-23304-931000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill
Facilities Director

Agenda Item 3d

TO: County Service Committee

FROM: Rick Terrill, Facilities Director

DATE: September 1, 2020

SUBJECT: Sanitary Grinder Pump at the Jail

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

The auger on the sanitary grinder pump needs to be replaced as parts of the auger have failed, failure of this component will cause a sewage backup.

Due to the sanitary concerns, an Emergency Purchase Order was issued to JWC Environmental for a total cost of \$7,391.46, which includes all parts needed to bring the auger back to full operation.

Funds for this purchase are available in Line Item 101-31100-931000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill
Facilities Director

TO: County Services and Finance Committees

FROM: Tom Gamez, ICRD Director of Operations

DATE: August 31, 2020

SUBJECT: Extension of Resolution #17-348: Propane supplied to the Road Department.

BACKGROUND

The purpose of this correspondence is to support the extension of approved Resolution #17-348 Propane supplied to the ICRD, Eastern Garage located at 1335 E. Howell Road, Williamston, Michigan 48895, for two additional years. This two-year renewal option is in the original Resolution #17-348.

The Road Department requires propane for heating the Eastern Garage and water supply at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year.

ALTERNATIVES

The Eastern District Garage is located in a remote area of Ingham County where “Natural Gas” is not provided by any local utility companies. Because natural gas is not available, the garage has been designed to burn propane as a heat source. The Road Department believes propane is a cost effective and efficient heating product.

FINANCIAL IMPACT

A local vendor, Avery Oil & Propane of Mason, Michigan 48854 has agreed to the terms of Resolution #17-348 and has offered to extend their pricing for 2 years at \$1.14 per a gallon of propane and an additional \$75.00 per hour on labor for any required repairs to the Road Department propane supply system.

The Road Department’s adopted 2021 and 2022 budgets will include controllable expenditures and funds for propane. The Road Department will have sufficient funds budgeted for these two years.

RECOMMENDATION

It is the recommendation of the Purchasing and Road Department to approve the request to extend the current purchase order with Avery Oil & Propane for two additional years by extending Resolution #17-348 with an estimated annual cost of \$18,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR
PROPANE SUPPLIED AND DELIVERED TO THE ROAD DEPARTMENT**

RESOLUTION # 17 – 348

WHEREAS, the Ingham County Road Department (ICRD) requires propane to be supplied and delivered to the Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS; the ICRD requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane a year; and

WHEREAS, the Purchasing Department recently released bid packet #144-17 and received sealed, competitive bid proposals for these services for the next 3 year period with a 2 year renewal option, beginning from date of service contract execution; and

WHEREAS, bids for supplied and delivered propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to award the contract to the lowest qualified local bidder Avery Oil & Propane Mason, Michigan 48854; and

WHEREAS, the lowest bid was submitted by a non-local vendor (Crystal Flash Inc.) for \$50,550. A registered local vendor (Avery Oil & Propane) submitted a bid that was within 10% of \$50,550. Avery Oil & Propane qualifies and has agreed to utilize the local preference policy. The Purchasing dept. has verified Avery Oil & Propane can adjust their bid to match the \$50,550 low bid; and

WHEREAS, the Road Department's adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases. The Road Department will have sufficient funds budgeted for the second and third years of this contract.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Avery Oil & Propane Mason, Michigan 48854 for propane supplied and delivered to Road Department per bid packet #144-17 with a total estimated cost of \$50,550 for the three year period, with a 2 year renewal option. Plus \$75.00 per hour on labor for any required repairs, beginning from date of service contract execution.

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

COUNTY SERVICES: Yeas: Celentino, Crenshaw, Grebner, Nolan, Koenig, Sebolt, Maiville
Nays: None **Absent:** None **Approved 9/19/2017**

FINANCE: Yeas: Grebner, McGrain, Hope, Anthony, Schafer, Naeyaert
Nays: None **Absent:** Tennis **Approved 9/20/2017**



3700 Rives Eaton Road
Rives Junction, Michigan 49277
Phone (517) 569-3366
Fax (517) 569-3454

402 North Street, P.O. Box 163
Mason, Michigan 48854
Phone (517) 676-9611
Fax (517) 676-9642

100 E. Russell Rd., P.O. Box 55
Tecumseh, Michigan 49286
Phone (517) 423-6602
Fax (517) 423-6603

www.averyoilandpropane.com

Bobbie Mayes
Ingham county Road Department
Mason, MI 48854

Avery Oil & Propane would like to extend the current propane contract for the next the two years. We would be happy to extend the propane price of \$1.14 a gallon until 8/182022.

Sincerely,
Fritz Schinck
Avery oil & propane

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE EXTENSION OF RESOLUTION #17-348
SUPPLIED PROPANE AT THE ROAD DEPARTMENT**

WHEREAS, the Ingham County Road Department (ICRD) requires propane to be supplied at the Eastern District Garage located at 1335 E. Howell Road Williamston, Michigan 48895; and

WHEREAS, the ICRD requires propane for heating the building and water at the Eastern District Garage, with an estimated annual use of 15,000 gallons of propane per year; and

WHEREAS, the Purchasing Department released bid packet #144-17 in September of 2017 and received sealed, competitive bid proposals for a 3 year period with a 2 year renewal option; and

WHEREAS, bids for supplied propane for the Eastern Garage were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of ICRD staff, to extend the current purchase order with the lowest qualified local bidder, Avery Oil & Propane Mason, Michigan 48854, for the two year renewal option; and

WHEREAS, Resolution #17-348 which authorized a contract for supplied and delivered propane to the ICRD was approved by the Ingham County Board of Commissioner and has an 2 year renewal option: and

WHEREAS, the Road Department's adopted 2021 and 2022 budgets shall have sufficient funds budgeted for these two years; and

WHEREAS, any propane supplied system required repairs will cost \$75.00 per hour for labor; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the extension offer and authorizes the Purchasing Dept. to process purchase orders with Avery Oil & Propane Mason, Michigan 48854 for propane supplied to Road Department per Resolution #17-348, with an estimated annual cost of \$18,000.

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

Agenda Item 4b

To: County Services Committee, Finance Committee

From: William Conklin, Managing Director
Ingham County Road Department (ICRD)

Date: March 6, 2020 (Deferred and submitted September 1, 2020)

RE: Proposed Resolution for Road Department Highway Worker and Mechanic Market Wage Adjustments

BACKGROUND

As discussed at the February 4, 2020 County Services committee meeting, as part of wage re-opener negotiations with the AFSCME Local 1499 Bargaining Unit, which represents the Road Department Highway Workers and Mechanics, a market wage study was performed to determine current comparable net compensation for these positions at neighboring comparable employers. As the economy has been improving and the labor market has been tightening with rising wages in the last several years, the Road Department has started to experience substantial difficulty recruiting and retaining qualified or preferably more experienced employees in these positions due to generally higher net compensation being paid for these positions at neighboring comparable employers in the mid-Michigan area. Eight Highway Workers or Mechanics have voluntarily departed for other employment offering higher pay in the period of 2017 through 2019, which is well above normal. Additionally, our vacancies have persisted substantially longer than normal as it has taken more time to find qualified applicants in the increasingly tight labor market.

The wage and benefit study compared 2019 annual straight time base wages less employee paid benefit contributions in order to compare net compensation. The neighboring comparable employers used in the final analysis included the following: Livingston, Clinton, Washtenaw, Jackson, and Saginaw County Road Commissions (or Departments), and City of Lansing Public Services Department--Operations & Maintenance Division. The comparable employers were chosen based on several criteria including proximity, similarity in job descriptions, and similar employment size. The comparable employers chosen were also deemed by the County Attorney to be those most likely to be used in Fact Finding if wage negotiations with the AFSCME Bargaining Unit were to progress to that step. The study involved the most comparable positions at each employer per review of the correlated job descriptions including ICRD's three pay grades or classes of Highway Workers, Classifications 4 through 6, (there are no classifications 1 through 3) and one current pay grade of Mechanics, Classification 7.

Healthcare and retirement were the two main benefit programs included in the study as most other benefits such as paid leave time, holidays, and other benefits are typically similar between the employers and/or have less effect on net compensation. Variations in healthcare and retirement programs between the compared employers made comparison difficult in some cases.

Many employers have tiers in their retirement plans resulting in differing retirement benefits relating to date of hire, which were adopted in the recent past as employers have faced increasing legacy costs with flat or declining revenue. The Ingham County/AFSCME Local 1499 Collective Bargaining Agreement (CBA) includes 3 tiers of retirement plans having benefit factor and employee cost share very briefly summarized as follows:

Hired before Sep.19, 2011-- Defined Benefit (DB) plan having 2.5% benefit factor with employee cost share of 1.2% of gross wages; Hired between Sep.19, 2011, and Jan. 1, 2014—DB with 1.5% factor with same 1.2% employee cost; Hired after Jan. 1, 2014—Hybrid plan including 1% employer and employee contributions to a Defined Contribution (DC) component and a 1.25% factor in the DB component with no employee cost share.

Similarly some employers have been introducing lower benefit level health plans while adding employee premium sharing for any higher level plans offered in order to control costs and/or to comply with Michigan Public Act 152 of 2011. PA 152 legislated maximum public employer health care funding percentages or annually adjusted hard caps. County road commissions and other “public employers” as defined in PA 152 cannot opt out of compliance with the act, whereas “local units of government”, including counties and their departments, can. Nonetheless, to control employer costs, Ingham County offers three levels of health care plans with a zero employee cost, high deductible base plan and increasing employee premium sharing on the standard and high plans.

Despite variations in health and retirement plans, the focus of this compensation comparison was kept on comparing the employee costs of the most similar options or tiers of the benefit plans. For retirement, if a comparable employer has retirement plan tiers, the study focused on tiers covering the most recent hires at each employer as this is the tier available for attracting and retaining new hires. Otherwise, if the other employer does not have tiers of retirement plans, the study compared the most comparable Ingham/AFSCME retirement tier. For healthcare, both the Ingham County base and standard plans were compared to the other employer’s plan or closest choice of plans. However, the final analysis focused on comparing the Ingham County standard plan as most ICRD AFSCME employees continue to choose that plan in order to avoid exposure to high deductibles.

One spreadsheet for each of the above listed six comparable employers is attached. Each spreadsheet includes four pairs of columns, one pair for each current ICRD/AFSCME pay grade or classification, 4 through 7. Each spreadsheet then has 5 summation lines in order to net out the compensation assuming several different results typically including the following: Gross wage less employee retirement contribution, above less employee health plan contribution, and net of all above less health plan annual Maximum Out Of Pocket (MOOP) cost. Similar summation lines are provided for both Ingham County’s base and standard health plans. Footnotes are also shown to indicate differences in the various benefits plans as this affects the computations. The final comparison of net compensation with all other employers was based on the bottom summation line (typically “sum” line 5) of each attached spreadsheet as this summation assumes the Ingham County standard health plan, but without deduction of the MOOP, as it was agreed with the Union that this represents the most typical net compensation condition for most of the ICRD/AFSCME employees.

RECOMMENDATIONS

A. Highway Workers, Classifications 4, 5 and 6

The weighted average of the difference in net hourly compensation between the three Highway Worker classifications (not including Mechanics) and the corresponding positions at the comparable employers listed above, weighted by ICRD’s numbers of employees in classes 4 and 5 of the Highway Worker positions is \$2.53/hour (Class 6 is only used on a temporary or seasonal basis with a temporary transfer of an existing Class 4 or 5 employee). As discussed immediately above, net compensation assumed for final analysis was shown on the bottom summation lines of the attached spreadsheets. Therefore a total current adjustment of \$2.50/hour for all of the AFSCME Highway Workers, classifications 4 through 6, is recommended. This would consist of the 2% wage adjustment authorized for the 2019 wage reopener negotiations with the remainder being the recommended additional market adjustment.

The resulting 2020 wage rates proposed for the top pay step of the Highway Workers classifications 4, 5 and 6 would be as follows:

Class 4: \$24.78/hour

Class 5: \$25.05/hour

Class 6: \$25.22/hour

B. Mechanics, Current Classification 7

The current AFSCME-Ingham County Collective Bargaining Agreement (CBA) provides three Class 7 pay steps—start, one year, and two year based strictly on the required, listed years on the job (a current CBA step table for employees hired after September 19, 2011, providing only the start and two year steps, is proposed to be eliminated per a Tentative Agreement). Two additional new steps based on qualifications for Class 7 and a new, single step Class 8, with commensurate higher wages are proposed as shown in red as shown on the attached mark-up of the existing Mechanic, Class 7 job description. Attainment of the new steps 4 and 5 of Class 7 would be available to any/all Class 7 employees if/when they achieve the required qualifications. Only one position is currently requested to be authorized in Class 8, which would be filled by posting.

Hourly pay increases over existing Class 7 top step rate for 2020 to the existing top (two-year, or 3rd) step and the two new steps, 4 and 5, of Class 7, and the new Class 8 are proposed as follows:

Class 7, existing Step 3: \$2.50/hour increase, for proposed 2020 rate of \$25.96/hour (same general increase as the Highway worker classifications discussed above)

Class 7, new Step 4: \$3.25/hour increase, for proposed 2020 rate of \$26.71/hour

Class 7, new Step 5: \$4.25/hour increase, for proposed 2020 rate of \$27.71/hour

New Class 8, having only one step: \$6.00/hour increase, for proposed 2020 rate of \$29.46/hour

Again the proposed \$4.25/hour rate increase for the new top step 5 of Class 7 is based on the average, \$4.10/hour, for the difference in net hourly compensation between the current ICRD Class 7 position and the corresponding positions at the comparable employers listed above, with a small increment added to reflect the value of the additional qualifications proposed, which are not typically required by the comparable employers. The Class 7, new Step 4, \$3.25/hour increase is proposed as an intermediate step between the existing and new top steps in order to provide a more of professional development path in this classification similar to that being developed or offered at competing employers. The new Class 8 pay rate of \$29.46/hour, while not based on comparable rates found at the six above listed employers, is based on both comparison with similar work and qualification requirements in other industries and the desire to have an increment sufficient to motivate employees to pursue the extra qualifications required of this level.

C. Recommendation to have above proposed market adjustments retroactive to January 1, 2020.

It also recommended to have the above proposed market wage adjustments retroactive to January 1, 2020. AFSCME requested a market study of comparable wages at the 2018 wage reopener negotiations for the 2019 wage re-opener. A brief wage comparison was prepared for the start of 2019 wage negotiations, but upon working into the details during 2019 wage negotiations, it was found a more in-depth study was needed to take into account the effects of the various larger benefit programs on net compensation. Receiving this sometimes voluminous information from the other employers, analyzing and boiling it down into the attached spreadsheets, scheduling various negotiation sessions, mediation, and a closed session with the County Services Committee to discuss the findings and receive Committee negotiation direction, and other steps necessary in arriving at the

current recommendation and attached resolution took time well beyond the beginning of 2020, while employees of similar positions at the comparable employers were being compensated above our employees. Thus, I believe the ICRD AFSCME employees should not be impacted by the time it took to arrive at today's recommendation and deserve the recommended adjustment effective at the beginning of this year.

D. Packaging of the above proposed market adjustments.

The above proposed wage adjustments consist of the 2% wage adjustment authorized for the 2019 wage reopener negotiations (exact amount varies with position per current pay rate) with the remainder being the recommended market adjustment. The attached resolution is for the market wage adjustments. The AFSCME Bargaining Unit has not yet ratified a Tentative Agreement (TA) for the 2% wage adjustment as they have been awaiting consideration of the market adjustment component. The 2% TA would be submitted in the future if/when ratified by the Bargaining Unit and will be based on the currently existing wage rates. Therefore the attached resolution would authorize the market wage adjustments in each existing step of each existing classification, the two new steps of Class 7 and the new single step of Class 8 as shown in the table below. The 2% wage adjustment will not apply to the two new steps of Class 7 and the one step of Class 8 as the full intended rates for those are now being proposed here.

RECOMMENDED INGHAM COUNTY ROAD DEPARTMENT / AFSCME LOCAL 1499 MARKET WAGE ADJUSTMENTS									
All rates in \$/hour.									
CLASSIFICATION	STEP 1	ADJUSTMENT	STEP 2	ADJUSTMENT	STEP 3	ADJUSTMENT	STEP 4	STEP 5	
	START		ONE YEAR		TWO YEARS		NEW STEP	NEW STEP	
	CURRENT RATE		CURRENT RATE		CURRENT RATE		CLASS 7 ONLY	CLASS 7 AND 8 ONLY	
4 (Hwy Worker)	19.389	2.112	20.842	2.083	22.276	2.054			
5 (Hwy Worker)	19.530	2.109	21.036	2.079	22.546	2.049			
6 (Hwy Worker)	19.712	2.106	21.188	2.076	22.717	2.046			
7 (Mechanic)	21.113	2.078	22.706	2.046	23.461	2.031	26.711	27.711	
8 (Welder/Fabricator)	NEW GRADE, ONE STEP ONLY								29.461

FINANCIAL IMPACT

Although not all employees are or will be at the top step of their classifications this year, for simplicity and to be more conservative, such is assumed for the following estimated cost increase of the proposed adjustments. The classification employment totals would be as follows:

- Class 4: 36 employees
- Class 5: 7 employees
- Class 6: only used seasonally by transfer on one of the above employees, thus not included in estimate.
- Class 7: 6 employees (7 existing, but one position will be converted to Class 8)
- New Class 8: 1 employee

Total 50 current and proposed (no change in total) ICRD/AFSCME employees

Based on the above populations, assumptions, and proposed adjustments, the base payroll increase for straight time of 2,080 hours per year per employee would be a total of \$249,156.96 per year. The Budget Office reports that the following employer paid employment related expenses based on percentages of payroll currently total 39.55% of payroll: Unemployment, FICA, Disability, Retirement, Workers Compensation, Liability, and Health Insurance Trust. Therefore, the current factored cost increase of the proposed adjustment would be \$347,689.54. Benefit expenses unrelated to payroll are not included in the above factor as these costs would not change with a payroll rate adjustment. Overtime would be affected and based on recent typical annual overtime for the AFSCME Bargaining Unit of approximately \$400,000, and the roughly 10% adjustment proposed, overtime costs would increase approximately \$40,000, for a grand total estimated annual increase of \$388,000 in round figures. This will impact the road department budget by reducing discretionary revenue for other goals,

particularly contracted road improvements. To put this in perspective, a typical mile of contracted rural, 2 lane, road recycling and resurfacing has been costing in the range of \$350,000 to \$500,000 per mile. Therefore, the proposed wage adjustment will impact the planned contracted road improvement program by approximately one mile or less per year. ICRD's current three year contracted road program includes approximately 36 miles for a current average of 12 miles per year.

ALTERNATIVES

Alternatives include granting only the 2% COL, which the employer bargaining team has been authorized to offer, or any amount of additional market adjustment between the COL and the recommended amounts. However, the concern with any less than the fully recommended wage adjustment would be continued attrition to other nearby employers keeping pace with rising labor costs and difficulty filling vacancies with fully qualified personnel. In the extreme, ultimately this obviously could significantly impact service delivery as more and more higher cost outsourced labor would need to be used. An example involving the proposed Mechanics wage adjustments follows:

It should be noted that typically one cannot buy a new public road snow plow truck ready to go. New highway snow plows are purchased as a chassis with various parts and components purchased separately and then finally assembled with any necessary system design, fit, fabrication, joinery and assembly to the owner agency's specifications. The ICRD Mechanics are proud to do this for Ingham County on ICRD's "snow plow final assembly line" in the back of ICRD's shop, and we are very grateful for their talent and effort in this regard. Outsourcing final fabrication and assembly typically adds about \$50,000 to the cost of a single truck. ICRD's most experienced fabrication Mechanic does about 3 of these a year among other fabrication and repair work, including rebuilding of major components on older trucks, saving the county \$100,000 to \$150,000 while currently earning a base 2019 wage of \$50,877 per year (2,080 base hours per year x 2019 rate \$23.46 + \$1.00/hour crew leader premium). These more experienced and talented mechanics are constantly being recruited by other employers, particularly private sector fabricators, who typically pay even more than the comparable public employers included in this wage comparison study. Losing this in-house experience, talent and capability would be a significant financial loss and would not be replaceable at the current wage. Thus, the Class 8 fabricator position is proposed as indicated above to retain this capability before it is irrevocably lost. The two additional Class 7 steps are proposed to develop and provide for employee motivation to follow a professional career development path to foster future master fabricators.

OTHER CONSIDERATIONS

The AFSCME CBA provides that newly created positions are posted internally in the bargaining unit. Therefore, the proposed new Class 8 position would be posted internally as required. If the new Class 8 position is filled by an existing Class 7 Mechanic, the resulting Class 7 vacant position would be eliminated. If the new Class 8 position is filled by a Highway Worker, and an existing Mechanic does not apply for the resulting Highway Worker vacancy, the lowest seniority Mechanic at that time would be bumped to the resulting Highway Worker vacancy as provided in the CBA in order to maintain the existing employee head counts in each area as necessary. The AFSCME bargaining unit has agreed that the addition of the two new steps to the existing six Class 7 positions would not constitute new positions and therefore these positions would not be posted. No loss of employment would result from the proposed changes.

INGHAM COUNTY JOB DESCRIPTION

MECHANIC- CLASS 7 and 8

General Summary:

Performs maintenance and repairs on equipment from minor service to major engine repair, performs welding and fabrication of materials to make necessary repairs, analyzes breakdowns, changes tires and/or blades, and other duties as assigned.

Essential Functions:

1. Performs maintenance and repairs on equipment from minor service to major engine repair using of all tools of the trade, including but no limited to, precision instruments, welding equipment, shop machines and power tools.
2. Performs complete diagnosis of any mechanical, electrical or other breakdown, or failure to motorized equipment. Changes tires and other equipment as needed.
3. Performs welding and fabrication of materials to make necessary repairs.
4. Disassembles, overhauls, repairs and re-assembles engines, transmissions, differentials, clutches, brakes, electrical systems, fuel systems to motorized equipment or related equipment.

Other Functions:

Performs other duties as assigned

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

Employment Qualifications:

Class 7:

Education: High school diploma or its equivalent.

Experience: A minimum of four (4) years of experience in the truck mechanic trade is required.

The current AFSCME-Ingham County Collective Bargaining Agreement (CBA) provides 3 Class 7 pay steps—start, one year, and two year based strictly on the required, listed years on the job. (A current CBA step table for employees hired after Sep. 19, 2011, providing only the start and two year steps is proposed to be eliminated.) The following two additional new steps based on qualifications listed below are proposed for Class 7:

Step 4: Above qualifications, plus minimum 3 years ICRD Class 7 experience, plus attainment of at least the 6 current State of Michigan Heavy Duty Truck Mechanic Certifications.

Step 5: All above qualifications plus:

- 2 year degree from a trade school, military training, or equivalent educational experience focused on heavy equipment repair.
- In lieu of above formal training: 5 years or more continuously employed as a ICRD Class 7 and the ability to perform all the required task of a Class 7, with the support of the Fleet Supervisor's evaluations of the employee.
- Must have the skill set to help in the training of other employees, in Safety and Heavy equipment repair.
- Must be proficient in computer software programs as required for diagnosing modern heavy equipment technologies.
- Experience in assisting in the fabrication of plow trucks and other equipment, under direction from the fleet manager or a Class 8 employee.
- Complete understanding of hydraulic systems including hydraulic flow rates and pressures.

Class 8

This new classification / pay grade will have only one pay step with required qualifications as follows:

- All above qualifications of Class 7, Step 5, except formal 2 year training described above is required.
- All 6 current State of Michigan Heavy Duty Truck Mechanic Certifications.
- Welding certifications from a recognized national organization, to be compliant with MIOSHA equipment and fabrication standards preferred, or ability to obtain within one year.
- Ability to read blueprints and draft basic blueprints for designing and assembling of new equipment.
- Advanced ability in fabrication of plow trucks and other equipment, under general direction from the Fleet Manager, with little or no guidance.
- Ability to mentor less experienced Class 7's in fabrication of new fleet equipment.

Other Requirements: Must have a valid Commercial Driver License, Group N endorsement. Must successfully pass a test for illegal drugs and controlled substances.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this jobdescription. 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:

- Must be physically able to stand, walk, squat/stoop, kneel, bend, twist, pull and reach for long periods of time
- Must be able to lift, push, pull and/or drag up to 100 pounds
- Must be able to climb in and out of trucks and other equipment

(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.)

Working Conditions:

- Works in a mechanic's shop on concrete floors with varying levels of noise and activity.
- Works outside in various types of weather.

Annualized Comparison of 2019 ICRD AFSCME to Livingston CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	LCRC Gr 3	ICRD Cl 6	LCRC Gr 4	ICRD Cl 5b	LCRC Gr 3	ICRD Cl 7	LCRC Mech B	
Top yearly wage	\$46,334.08	\$49,878.40	\$47,251.36	\$50,451.65	\$46,895.68	\$49,878.40	\$48,798.88	\$52,912.70	
Less E'ee Retmt Cost	(\$556.01)	\$0.00	(\$567.02)	\$0.00	(\$562.75)	\$0.00	(\$585.59)	\$0.00	
Net of above	\$45,778.07	\$49,878.40	\$46,684.34	\$50,451.65	\$46,332.93	\$49,878.40	\$48,213.29	\$52,912.70	1
Comparison with Ingham Base HC Plan:									
Less E'ee HC Family Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)	(\$2,500.00)	(\$5,200.00)	(\$2,500.00)	(\$5,200.00)	(\$2,500.00)	(\$5,200.00)	(\$2,500.00)	
Net of above	\$40,578.07	\$47,378.40	\$41,484.34	\$47,951.65	\$41,132.93	\$47,378.40	\$43,013.29	\$50,412.70	2
Net with no MOOP	\$45,778.07	\$49,878.40	\$46,684.34	\$50,451.65	\$46,332.93	\$49,878.40	\$48,213.29	\$52,912.70	3
Comparison with Ingham Standard HC Plan with and without MOOP (same LCRC health plan):									
Less E'ee HC Family Pre	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)	(\$2,500.00)	(\$6,400.00)	(\$2,500.00)	(\$6,400.00)	(\$2,500.00)	(\$6,400.00)	(\$2,500.00)	
Net of above	\$34,686.79	\$47,378.40	\$35,593.06	\$47,951.65	\$35,241.65	\$47,378.40	\$37,122.01	\$50,412.70	4
Net with no MOOP	\$41,086.79	\$49,878.40	\$41,993.06	\$50,451.65	\$41,641.65	\$49,878.40	\$43,522.01	\$52,912.70	5

Notes:

Employee Retirement contribution, % of gross: ICRD = 1.2% ; LCRC = 0.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Clinton CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD CI4	Truck Driver	ICRD CI6	Operator	ICRD CI 5b	Sign Shop	ICRD CI 7	Mechanic	
Top yearly wage	\$46,334.08	\$46,945.60	\$47,251.36	\$47,008.00	\$46,895.68	\$48,526.40	\$48,798.88	\$52,624.00	
Less E'ee Retmt Cost see note									
Net of above	\$46,334.08	\$46,945.60	\$47,251.36	\$47,008.00	\$46,895.68	\$48,526.40	\$48,798.88	\$52,624.00	1
Comparison with Ingham Base HC Plan:									
Less E'ee HC Family Premiums	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)	(\$2,400.00)	(\$5,200.00)	(\$2,400.00)	(\$5,200.00)	(\$2,400.00)	(\$5,200.00)	(\$2,400.00)	
Net of above	\$41,134.08	\$44,545.60	\$42,051.36	\$44,608.00	\$41,695.68	\$46,126.40	\$43,598.88	\$50,224.00	2
Net with no MOOP	\$46,334.08	\$46,945.60	\$47,251.36	\$47,008.00	\$46,895.68	\$48,526.40	\$48,798.88	\$52,624.00	3
Comparison with Ingham Standard HC Plan (same Clinton CRC health plan):									
Less E'ee HC Family Premiums	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)	(\$2,400.00)	(\$6,400.00)	(\$2,400.00)	(\$6,400.00)	(\$2,400.00)	(\$6,400.00)	(\$2,400.00)	
Net of above	\$35,242.80	\$44,545.60	\$36,160.08	\$44,608.00	\$35,804.40	\$46,126.40	\$37,707.60	\$50,224.00	4
Net with no MOOP	\$41,642.80	\$46,945.60	\$42,560.08	\$47,008.00	\$42,204.40	\$48,526.40	\$44,107.60	\$52,624.00	5

Notes:

Both ICRD and CCRC have hybrid retirement plans for employees hired after 2014 (ICRD) and 2010 (CCRC). Both have 0 employee DB contribution, thus 0 employee DB contribution is shown above for both. ICRD Hybrid DB Factor =1%; CCRC Hybrid DB Factor = 1.5%. Both ICRD and CCRC employer DC contribution = 1%. ICRD employee DC contribution = 1%, CCRC employee DC contribution = choice of 1, 3, 5, 10 or 22%. Employee DB retirement plan contributions for employees hired before 2014 (ICRD) = 1.2%; 2010 (CCRC) = 5%.

2019 Rates shown above. Both ICRD and Clinton CRC offering 2% wage increase for 2020.

Clinton CRC has one Operator wage class (shown above) covering all equipment except Asphalt Distributor which pays 65 cents/hour more.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Jackson CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	Gr III	ICRD Cl 6	Gr IV(B)	ICRD Cl 5b	Gr IV(A)	ICRD Cl 7	Gr V	
Top yearly wage	\$46,334.08	\$44,023.20	\$47,251.36	\$50,284.00	\$46,895.68	\$45,084.00	\$48,798.88	\$54,995.20	
Emp'r Retmt Contrib. s									
Net of above	\$46,334.08	\$44,023.20	\$47,251.36	\$50,284.00	\$46,895.68	\$45,084.00	\$48,798.88	\$54,995.20	1
Comparison with Ingham Base HC Plan:									
Less E'ee HC Family Pri	\$0.00	(\$2,673.84)	\$0.00	(\$2,673.84)	\$0.00	(\$2,673.84)	\$0.00	(\$2,673.84)	
Less Family MOOP	(\$5,200.00)	(\$6,000.00)	(\$5,200.00)	(\$6,000.00)	(\$5,200.00)	(\$6,000.00)	(\$5,200.00)	(\$6,000.00)	
Net of above	\$41,134.08	\$35,349.36	\$42,051.36	\$41,610.16	\$41,695.68	\$36,410.16	\$43,598.88	\$46,321.36	2
Net with no MOOP	\$46,334.08	\$41,349.36	\$47,251.36	\$47,610.16	\$46,895.68	\$42,410.16	\$48,798.88	\$52,321.36	3
Comparison with Ingham Standard HC Plan (same JCRC health plan):									
Less E'ee HC Family Pri	(\$4,691.28)	(\$2,673.84)	(\$4,691.28)	(\$2,673.84)	(\$4,691.28)	(\$2,673.84)	(\$4,691.28)	(\$2,673.84)	
Less Family MOOP	(\$6,400.00)	(\$6,000.00)	(\$6,400.00)	(\$6,000.00)	(\$6,400.00)	(\$6,000.00)	(\$6,400.00)	(\$6,000.00)	
Net of above	\$35,242.80	\$35,349.36	\$36,160.08	\$41,610.16	\$35,804.40	\$36,410.16	\$37,707.60	\$46,321.36	4
Net with no MOOP	\$41,642.80	\$41,349.36	\$42,560.08	\$47,610.16	\$42,204.40	\$42,410.16	\$44,107.60	\$52,321.36	5

Notes:

JCRC employees hired after 6-1-17 are in a MERS DC only plan. JCRC Employees & Employer contribute min. 1% up to Employer max. 5%, Employee max. 12%. JCRC pre 6-1-17 employees are in a traditional DB
2019 Rates shown above. Both ICRD and Jackson CRC offering 2% wage increase for 2020.
JCRC Group IV(B) Operators can earn up to \$2.50 per hour maximum over base Group IV wage based on equipment certifications. Maximum is shown above.
JCRC Group V Mechanics can earn up to \$4.00 per hour maximum over base Group V wage based on various certifications. Maximum is shown above.
MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Washtenaw CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	WCRC Cl 6	ICRD Cl 6	WCRC Cl 7	ICRD Cl 5b	WCRC Cl 6b	ICRD Cl 7	WCRC Cl 12	
Top yearly wage	\$46,334.08	\$50,044.80	\$47,251.36	\$53,123.20	\$46,895.68	\$50,627.20	\$48,798.88	\$57,012.80	
Less E'ee Retmt Cost	(\$556.01)	(\$4,003.58)	(\$567.02)	(\$4,249.86)	(\$562.75)	(\$4,050.18)	(\$585.59)	(\$4,561.02)	
Net of above	\$45,778.07	\$46,041.22	\$46,684.34	\$48,873.34	\$46,332.93	\$46,577.02	\$48,213.29	\$52,451.78	1
Comparison with Ingham County Base HC Plan									
Less E'ee HC Family Pri	\$0.00	(\$720.46)	\$0.00	(\$720.46)	\$0.00	(\$720.46)	\$0.00	(\$720.46)	
Less Family MOOP	(\$5,200.00)	(\$12,700.00)	(\$5,200.00)	(\$12,700.00)	(\$5,200.00)	(\$12,700.00)	(\$5,200.00)	(\$12,700.00)	
Net of above	\$40,578.07	\$32,620.76	\$41,484.34	\$35,452.88	\$41,132.93	\$33,156.56	\$43,013.29	\$39,031.32	2
Net with no MOOP	\$45,778.07	\$45,320.76	\$46,684.34	\$48,152.88	\$46,332.93	\$45,856.56	\$48,213.29	\$51,731.32	3
Comparison with Ingham Standard HC Plan with and without MOOP:									
Less E'ee HC Family Pre	(\$4,691.28)	(\$720.46)	(\$4,691.28)	(\$720.46)	(\$4,691.28)	(\$720.46)	(\$4,691.28)	(\$720.46)	
Less Family MOOP	(\$6,400.00)	(\$12,700.00)	(\$6,400.00)	(\$12,700.00)	(\$6,400.00)	(\$12,700.00)	(\$6,400.00)	(\$12,700.00)	
Net of above	\$34,686.79	\$32,620.76	\$35,593.06	\$35,452.88	\$35,241.65	\$33,156.56	\$37,122.01	\$39,031.32	4
Net with no MOOP	\$41,086.79	\$45,320.76	\$41,993.06	\$48,152.88	\$41,641.65	\$45,856.56	\$43,522.01	\$51,731.32	5

Notes:

Employee Retirement contribution, % of gross: ICRD = 1.2% ; WCRC = 8%.

Employee Health Care Premiums compares Ingham County HDHP (Base) plan in original and Standard plan in new comparison with WCRC PPO 4 + Dental + Vision.

Also note HDHP's allow an HSA, whereas as WCRC plans do not--deductibles not high enough.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to Saginaw CRC comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD Cl 4	SCRC Gr 3	ICRD Cl 6	SCRC Gr 5	ICRD Cl 5	SCRC Gr 4	ICRD Cl 7	SCRC Gr 6	
Top yearly wage	\$46,334.08	\$49,420.80	\$47,251.36	\$50,897.60	\$46,895.68	\$50,232.00	\$48,798.88	\$51,542.40	
Less E'ee Retmnt Cost	(\$556.01)	(\$2,322.78)	(\$567.02)	(\$2,392.19)	(\$562.75)	(\$2,360.90)	(\$585.59)	(\$2,422.49)	
Net of above	\$45,778.07	\$47,098.02	\$46,684.34	\$48,505.41	\$46,332.93	\$47,871.10	\$48,213.29	\$49,119.91	1

Comparison with Ingham Base HC Plan:

Less E'ee HC Family Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)	(\$3,000.00)	(\$5,200.00)	(\$3,000.00)	(\$5,200.00)	(\$3,000.00)	(\$5,200.00)	(\$3,000.00)	
Net of above	\$40,578.07	\$44,098.02	\$41,484.34	\$45,505.41	\$41,132.93	\$44,871.10	\$43,013.29	\$46,119.91	2
Net with no MOOP	\$45,778.07	\$47,098.02	\$46,684.34	\$48,505.41	\$46,332.93	\$47,871.10	\$48,213.29	\$49,119.91	3

Comparison with Ingham Standard HC Plan with and without MOOP (same Saginaw CRC health plan):

Less E'ee HC Family Pre	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)	(\$3,000.00)	(\$6,400.00)	(\$3,000.00)	(\$6,400.00)	(\$3,000.00)	(\$6,400.00)	(\$3,000.00)	
Net of above	\$34,686.79	\$44,098.02	\$35,593.06	\$45,505.41	\$35,241.65	\$44,871.10	\$37,122.01	\$46,119.91	4
Net with no MOOP	\$41,086.79	\$47,098.02	\$41,993.06	\$48,505.41	\$41,641.65	\$47,871.10	\$43,522.01	\$49,119.91	5

Notes:

Employee Retirement contribution, % of gross: ICRD = 1.2% ; SCRC = 4.7%.

MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits.

Annualized Comparison of 2019 ICRD AFSCME to City of Lansing comparable wages and benefits at top step, straight-time 2080 hours /year

Sum #

	ICRD CI 4	C/L D/W 400	ICRD CI 6	C/L Oper 600	ICRD CI 5	C/L Oper 500	ICRD CI 7	C/L Mech 600	
Top yearly wage	\$46,334.08	\$49,412.60	\$47,251.36	\$56,422.12	\$46,895.68	\$52,970.78	\$48,798.88	\$56,422.12	
Less E'ee Retmt Cost sh	(\$556.01)	(\$1,482.38)	(\$567.02)	(\$1,692.66)	(\$562.75)	(\$1,589.12)	(\$585.59)	(\$1,692.66)	
Net of above	\$45,778.07	\$47,930.22	\$46,684.34	\$54,729.46	\$46,332.93	\$51,381.66	\$48,213.29	\$54,729.46	1
Comparison with Ingham Base									
Less E'ee HC Family Pri	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Less Family MOOP	(\$5,200.00)		(\$5,200.00)				(\$5,200.00)		
Net of above	\$40,578.07		\$41,484.34				\$43,013.29		2
Net with no MOOP	\$45,778.07	\$47,930.22	\$46,684.34	\$54,729.46	\$46,332.93	\$51,381.66	\$48,213.29	\$54,729.46	3
Comparison with Ingham Standard									
Less E'ee HC Family Pre	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	(\$4,691.28)	\$0.00	
Less Family MOOP	(\$6,400.00)		(\$6,400.00)		(\$6,400.00)		(\$6,400.00)		
Net of above	\$34,686.79		\$35,593.06		\$35,241.65		\$37,122.01		4
Net with no MOOP	\$41,086.79	\$47,930.22	\$41,993.06	\$54,729.46	\$41,641.65	\$51,381.66	\$43,522.01	\$54,729.46	5

Notes:

Retirement comparison based on following employee contributions: ICRD 1.2% for hired before 1-1-14; City of Lansing 3%.
2019 Top Step Rates shown above. ICRD offering 2% wage increase for 2020;
Lansing UAW employees offered 6 health insurance options, the lowest 2 of which are comparable to Ingham County Standard Health plan, with no employee cost share.
MOOP = Maximum Out Of Pocket Cost--adds up coinsurance and deductibles. Only reached in years of full use of benefits. Did not receive Lansing's MOOP's.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR HIGHWAY WORKER AND MECHANIC MARKET
WAGE ADJUSTMENTS**

WHEREAS, the County of Ingham, a municipal body corporate of the State of Michigan (the “Employer”) and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 25, Local 1499, the “Union”, which represents the Ingham County Road Department Highway Workers and Mechanics, have agreed to a collective bargaining agreement from January 1, 2018, through December 31, 2020 (the CBA); and

WHEREAS, in Article 19, the CBA provides for a contract re-opener for wage negotiations for calendar years 2019 and 2020; and

WHEREAS, the Employer and the Union have been engaged in 2020 wage re-opener negotiations since September 2019 as provided in Article 19 of the CBA; and

WHEREAS, as the economy has been improving and the labor market has been tightening with rising wages in the last several years, the Road Department has started to experience substantial difficulty recruiting and retaining qualified or preferably more experienced employees in these positions due to generally higher net compensation being paid for these positions at neighboring comparable employers in the mid-Michigan area; and

WHEREAS, eight Highway Workers or Mechanics have voluntarily departed for other employment offering higher pay in the period 2017 through 2019, which is well above normal, and the Road Department’s job vacancies have persisted substantially longer than normal as it has taken more time to find qualified applicants in the increasingly tight labor market; and

WHEREAS, the Road Department performed a market wage study to determine current comparable net compensation for the Highway Workers and Mechanics positions at neighboring similar employers chosen based on several criteria including proximity, similarity in job descriptions, and similar employment size; and

WHEREAS, the wage study compared 2019 annual straight time base wages less employee paid retirement and health care premium benefit contributions in order to compare net compensation; and

WHEREAS, the neighboring comparable employers used in the final analysis included the following: Livingston, Clinton, Washtenaw, Jackson, and Saginaw County Road Commissions (or Departments), and City of Lansing Public Services Department--Operations & Maintenance Division; and

WHEREAS, it was found in the wage study that the weighted average of the difference in net compensation between the Road Department’s three Highway Worker Classifications 4, 5 and 6 (not including Mechanics) and the corresponding positions at the comparable employers listed above, weighted by the Road Department’s number of employees in various classes of the Highway Worker positions expressed as an hourly rate was \$2.53/hour; and

WHEREAS, the wage study also found that the average of the difference in net compensation between the Road Department Mechanic Classification 7 and the corresponding position at the comparable employers listed above expressed as an hourly rate was \$4.10/hour; and

WHEREAS, the current CBA provides three Classification 7 pay steps—start, one year, and two year based strictly on the required, listed years on the job; and

WHEREAS, the Road Department recommends two additional new steps, 4 and 5, based on qualifications for Classification 7 and a new, single step Classification 8 for a position focused more on welding, fabrication, new truck and heavy equipment assembly, component overhaul, than the Classification 7 positions, with commensurate higher wages to both increase professional development and technical ability while providing more of a career path competitive with that of other employers for the Road Department Mechanics; and

WHEREAS, attainment of the new steps 4 and 5 of Classification 7 would be available to any/all Class 7 employees if/when they achieve the required qualifications, and only one Classification 8 position is currently proposed to be authorized, which would be filled by posting as provided in the CBA; and

WHEREAS, based on the above described net wage comparison study results and the other recommendations given above, the Road Department recommends the market wage adjustments in each existing step of each existing classification, and the two new steps of Classification 7 and the new single step of Classification 8 as shown in the table below:

RECOMMENDED INGHAM COUNTY ROAD DEPARTMENT / AFSCME LOCAL 1499 MARKET WAGE ADJUSTMENTS									
All rates in \$/hour.									
CLASSIFICATION	STEP 1	ADJUSTMENT	STEP 2	ADJUSTMENT	STEP 3	ADJUSTMENT	STEP 4 NEW STEP CLASS 7 ONLY	STEP 5 NEW STEP CLASS 7 AND 8 ONLY	
	START		ONE YEAR		TWO YEARS				
	CURRENT RATE		CURRENT RATE		CURRENT RATE				
4 (Hwy Worker)	19.389	2.112	20.842	2.083	22.276	2.054			
5 (Hwy Worker)	19.530	2.109	21.036	2.079	22.546	2.049			
6 (Hwy Worker)	19.712	2.106	21.188	2.076	22.717	2.046			
7 (Mechanic)	21.113	2.078	22.706	2.046	23.461	2.031	26.711	27.711	
8 (Welder/Fabricator)	NEW GRADE, ONE STEP ONLY								29.461

WHEREAS, Based on the classification employment totals as follows:

- Class 4: 36 employees
- Class 5: 7 employees
- Class 6: only used seasonally by transfer on one of the above employees, thus not included in estimate.
- Class 7: 6 employees (7 existing, but one position will be converted to Class 8)
- New Class 8: 1 employee

Total 50 current and proposed (no change in total) ICRD/AFSCME employees;

and the above recommended wage adjustments, the base payroll increase for straight time of 2,080 hours per year per employee would be a total of \$249,156.96 per year; and

WHEREAS, the Ingham County Budget Office reports that the following employer paid employment related expenses based on percentages of payroll currently total 39.55% of the Road Department’s payroll: Unemployment, FICA, Disability, Retirement, Workers Compensation, Liability, and Health Insurance Trust, such that the current factored cost increase of the proposed adjustment would be \$347,689.54, not including benefit expenses unrelated to payroll which are not included in the above factor as these costs would not change with a payroll rate adjustment; and

WHEREAS, based on recent typical annual overtime for the AFSCME Bargaining Unit of approximately \$400,000, and the roughly 10% adjustment proposed, overtime costs would increase approximately \$40,000, for a grand total estimated annual increase of \$388,000 in round figures; and

WHEREAS, the recommended wage adjustments can be absorbed in the County Road Fund budget but will impact the road budget by reducing discretionary revenue for other goals, particularly contracted road improvements for which a typical mile of contracted rural, 2 lane, road recycling and resurfacing has been costing in the range of \$350,000 to \$500,000 per mile and therefore, the proposed wage adjustment will impact the planned contracted road improvement program by approximately one mile per year; and

WHEREAS, ICRD's current three year contracted road program includes approximately 36 miles for a current average of 12 miles per year; and

WHEREAS, the Road Department believes that offering any less than the full recommended wage adjustments shown above would result in continued attrition to other nearby employers keeping pace with rising labor costs and difficulty filling vacancies with fully qualified personnel, and that ultimately this could significantly impact service delivery as more and more higher cost outsourced labor would need to be used; and

WHEREAS, given the time this wage study has taken while the subject employees have been underpaid relative to similarly situated employees at nearby employers, the Road Department also recommends to have the above proposed market wage adjustments retroactive to January 1, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves retroactive to January 1, 2020, the following wage adjustments in each existing step of each existing classification, and the wage rates for the two new steps of Classification 7 and the new single step of Classification 8 as shown in the table below:

RECOMMENDED INGHAM COUNTY ROAD DEPARTMENT / AFSCME LOCAL 1499 MARKET WAGE ADJUSTMENTS									
All rates in \$/hour.									
CLASSIFICATION	STEP 1		STEP 2		STEP 3		STEP 4 NEW STEP CLASS 7 ONLY	STEP 5 NEW STEP CLASS 7 AND 8 ONLY	
	START	ADJUSTMENT	ONE YEAR	ADJUSTMENT	TWO YEARS	ADJUSTMENT			
	CURRENT RATE		CURRENT RATE		CURRENT RATE				
4 (Hwy Worker)	19.389	2.112	20.842	2.083	22.276	2.054			
5 (Hwy Worker)	19.530	2.109	21.036	2.079	22.546	2.049			
6 (Hwy Worker)	19.712	2.106	21.188	2.076	22.717	2.046			
7 (Mechanic)	21.113	2.078	22.706	2.046	23.461	2.031	26.711	27.711	
8 (Welder/Fabricator)	NEW GRADE, ONE STEP ONLY								29.461

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the subject CBA to include the wage modifications and the two new steps of Classification 7 and the new single step of Classification 8 as shown in the table above, subject to approval as to form by the County Attorney.

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

Agenda Item 5

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 1, 2020
SUBJECT: Resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

BACKGROUND

Ingham County Health Department (ICHHD) wishes to use Health Resources and Services Administration (HRSA) funding to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start (SS HS) Program, effective upon approval. ICHHD received a grant from HRSA, for the period of April 1, 2019 – March 31, 2024, in the amount of \$5,470,000 authorized by Resolution #19-194. Healthy Start is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes. The SSHS grant provides clear goals and objectives however, with the current staffing model the SSHS team is finding it challenging to meet stated goals and objectives. We believe converting the Health Educator II to a Health Educator Lead role will provide needed support to the SSHS supervisor. This change will allow the supervisor more time to focus on the grant and program management, data development, outreach and partnership building, all requirements of the grant.

ALTERNATIVES

The alternative would be to not convert the Strong Start Healthy Start Health Educator II position to a Health Educator Lead position.

FINANCIAL IMPACT

Position #601446 is currently a Health Educator II (ICEA County Pro 07) and will be converted to a Health Educator – Lead (ICEA County Pro 08 with a salary range of \$59,140-\$70,997). The cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194.

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

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to convert a Health Educator II position to a Health Educator Lead position in the Strong Start Healthy Start Program.

D Edokpolo Request 8/26/20 r1

	Proposed Increase in Pay Grade Pos # 601446 ICEA Grade 8 Step 5	Present Pos # 601446 ICEA Grade 8 Step 5	Increase in Cost Due to Change in Pay Grade
SALARY	70,997	65,092	5,905
UNEMPLYMT	355	326	29
FICA/MEDICARE	5,431	4,892	539
DENTAL	936	936	0
VISION	135	135	0
PHP MED	7,614	7,614	0
MERS 0101H	17,636	16,839	796
RTEE CHG B	3,585	3,585	0
SEPARATE	1,242	1,139	103
RET/HLTH/T	3,195	2,929	266
DISABILITY	92	85	8
LIFE 30K	115	115	0
WORKER'S COMP	57	52	5
Salary	70,997	65,092	5,905
Fringes	<u>40,393</u>	<u>38,647</u>	<u>1,746</u>
	111,390	103,739	7,651

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT A HEALTH EDUCATOR II POSITION TO A HEALTH EDUCATOR LEAD POSITION IN THE STRONG START HEALTHY START PROGRAM

WHEREAS, ICHD wishes to use Health Resources and Services Administration (HRSA) funding to convert a Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start (SS HS) Program, effective upon approval; and

WHEREAS, ICHD received a grant from HRSA, for the period of April 1, 2019 – March 31, 2024, in the amount of \$5,470,000 authorized by Resolution #19-194; and

WHEREAS, SSSH is a national initiative focusing on eliminating disparities in perinatal health by reducing the rate of infant mortality and improving perinatal outcomes; and

WHEREAS, the SSSH grant provides clear goals and objectives; however, with the current staffing model the SSSH team is finding it challenging to meet stated goals and objectives; and

WHEREAS, we believe converting the Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) role will provide needed support to the SSSH supervisor; and

WHEREAS, this change will allow the supervisor more time to focus on the grant and program management, data development, outreach and partnership building, which are all requirements of the grant; and

WHEREAS, position #601446 is currently a Health Educator II (ICEA County Pro 07) and will be converted to a Health Educator – Lead (ICEA County Pro 08 with a salary range of \$59,140-\$70,997); and

WHEREAS, the cost of this conversion is an additional \$7,651 and will be supported with grant funds from HRSA authorized in Resolution #19-194; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners approves of this request to convert a Health Educator II position (ICEA County Pro 07) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Health Department to convert a Health Educator II position (ICEA County Pro 07,) and to a Health Educator – Lead position (ICEA County Pro 08 with a salary range of \$59,140-\$70,997) in the Strong Start Healthy Start Program.

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

Agenda Item 6a

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

FROM: Sue Graham, Human Resources Director

DATE: September 1, 2020

SUBJECT: Resolution Certifying Representatives for the MERS 2020 Retirement Conference
For the Meeting Agendas of County Services (9/15) and Finance (9/16)

BACKGROUND

The 74th MERS Annual Retirement Conference of the participating municipalities enrolled in the Municipal Employees' Retirement System (MERS) will be held virtually September 21, 2020 through September 24, 2020. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System is to be elected by secret ballot for the Annual Conference to act as the Employee Delegate. One appointed Officer Delegate will also be in attendance in accordance with the Act.

ALTERNATIVES

Ingham County could elect not to certify delegates and be unrepresented during the Annual Conference.

FINANCIAL IMPACT

None. Although funds previously anticipated to be necessary for 2020 MERS Retirement Conference expenses are included in the fiscal year 2020 Human Resources Department budget, these funds will not be expended as the conference is free of charge and being held virtually.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

I respectfully recommend approval of the attached resolution for the certified Ingham County Delegates to attend the 2020 MERS Retirement Conference.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE
MERS 2020 RETIREMENT CONFERENCE**

WHEREAS, the Municipal Employees' Retirement System (MERS) will hold the 74th Annual Retirement Conference virtually September 21, 2020 through September 24, 2020; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, the 2020 MERS Retirement Conference expenses included in the fiscal year 2020 Human Resources Department budget will not be expended as the conference is free of charge and being held virtually.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

Employee Delegate: Kendra Christian, Records Clerk-Friend of the Court

Officer Delegate: Sue Graham, Human Resources Director

Agenda Item 6b

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 3, 2020
SUBJECT: Resolution Approving Acceptance and Disbursement of First Responder Hazard Pay Premiums Program Grant Funds

For the meeting agendas of September 15 (County Services) and September 16 (Finance)

BACKGROUND

The State of Michigan has established a First Responder Hazard Pay Premiums Program. The program was created to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19. The program is funded under the federal [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act, Public Law 116-136](#).

Ingham County has made an application for \$213,000 in funds and is waiting to hear if we will receive any funding from the State of Michigan First Responder Hazard Pay Premiums Program. Payment of up to \$1,000 per eligible employee in the 9-1-1 Dispatch Center and Sheriff's Office is contingent upon receiving an award of these funds. If there is no award of these funds to Ingham County, there will be no payment. The funds must be dispersed by September 30, 2020 per grant requirements, necessitating a resolution at this time authorizing acceptance and disbursement of these funds in the event any are awarded.

ALTERNATIVES

If the resolution authorizing acceptance and disbursement is not approved, no First Responder Hazard Pay Premiums Program funds awarded will be accepted or disbursed.

FINANCIAL IMPACT

In the event the full \$213,000 in funds applied for is awarded, Ingham County will be responsible for FICA payments in the amount of \$16,294.50. No MERS contributions will be required.

STRATEGIC PLAN CONSIDERATIONS

Compensating our first responder eligible employees in the 911 Dispatch Center and Sheriff's Office with any First Responder Hazard Pay Premiums Program grant funds will recognize the extraordinary efforts of these employees in responding to the COVID-19 pandemic. Employer recognition of employee effort is directly correlated with employee satisfaction, engagement and retention.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution Approving Acceptance and Disbursement of First Responder Hazard Pay Premiums Program Grant Funds.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ACCEPTANCE AND DISBURSEMENT OF FIRST RESPONDER HAZARD PAY PREMIUMS PROGRAM GRANT FUNDS

WHEREAS, The State of Michigan has established a First Responder Hazard Pay Premiums Program which was created to reimburse and/or pay for qualifying first responder hazard pay premiums provided to first responders who have performed hazardous duty or work involving physical hardship related to COVID-19; and

WHEREAS, the program is funded under the federal [Coronavirus Aid, Relief, and Economic Security \(CARES\) Act, Public Law 116-136](#); and

WHEREAS, Ingham County has made application for \$213,000 in funds and is waiting to hear if we will receive any funding from the State of Michigan First Responder Hazard Pay Premiums Program; and

WHEREAS, payment of up to \$1,000 per eligible employee in the 9-1-1 Dispatch Center and Sheriff's Office is contingent upon receiving an award of these funds; and

WHEREAS, if there is no award of these funds to Ingham County, there will be no payment; and

WHEREAS, the funds must be dispersed by September 30, 2020 per grant requirements, necessitating a resolution at this time authorizing acceptance and disbursement of these funds in the event any are awarded.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves acceptance and disbursement of First Responder Hazard Pay Premiums Program grant funds to the extent any such funds are awarded.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to enter into collective bargaining for the purpose of negotiating any necessary Letters of Agreement with County Unions required for disbursement of First Responder Hazard Pay Premiums Program grant funds to eligible employees.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement(s) upon approval as to form by the County Attorney.