

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
DERRELL SLAUGHTER

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
EMILY STIVERS, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
DERRELL SLAUGHTER
ROBERT PEÑA
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 7, 2021 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [November 16, 2021](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Clerk's Office – Resolution to Authorize the Purchase of [Software](#) for Electronic Processing of Campaign Finance Statements
3. Financial Services Department – Resolution to Approve a [Pension Contribution](#) to Michigan Employees Retirement System
4. Community Corrections – Resolution to Reclassify the [Community Corrections Manager](#) Position
5. Innovation and Technology Department
 - a. Resolution to Approve the Renewal of [Backup Software](#) from CDW-G
 - b. Resolution to Approve the [Battery Replacement](#) Service from CDW-G
 - c. Resolution to Approve the Renewal of [Website Hosting and Support](#)
6. Potter Park Zoo – Potter Park Zoo [Reorganization](#) (*Discussion*)
7. Facilities Department – Resolution to Authorize a Purchase Order to [Knight Watch Inc.](#) for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse
8. Road Department
 - a. Resolution to Extend Contracts for As-Needed [Engineering Design](#) Services
 - b. Resolution to Extend Contracts for As-Needed [Material Testing and Fabrication](#) Inspection Services

9. Human Resources Department
 - a. Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a [Reclassification](#) Request
 - b. Resolution to Approve Modifications to the 2021 Managerial and Confidential Employee [Personnel Manual](#) for 2022 – 2024
 - c. Resolution to Approve UAW TOPS Unit [Reclassification](#) Requests

10. Controller's Office
 - a. Resolution to Authorize an Amendment to the Contract for [Legal Services](#) with Cohl, Stoker & Toskey, P.C
 - b. Resolution Authorizing [Adjustments](#) to the 2021 Ingham County Budget
 - c. Resolution Establishing the Ingham County [Broadband Taskforce](#)
 - d. Covid-19 Testing Policy Update (*Discussion*)
 - e. Jail Medical Update (*Discussion*)

11. Board of Commissioners
 - a. Resolution Approving 2022-2024 Compensation for [Non-Judicial County-Wide Elected Officials](#)
 - b. Resolution Honoring [Dr. Martin Luther King, Jr.](#)
 - c. Authorization for a Step Increase for the [Animal Control Director](#)
 - d. Pursuant to MCL 15.268(e) Consult with Counsel, Pending Litigation (*Closed Session*)

12. Board Referral – Resolution 2021-18 from the [Alger County](#) Board of Commissioners to Support Amendments to the Open Meetings Act

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
November 16 2021
Draft Minutes

Members Present: Stivers, Celentino, Grebner (arrived at 6:30 p.m.), Peña, Naeyaert, and Sebolt.

Members Absent: Slaughter.

Others Present: Treasurer Eric Schertzing, Becky Bennett, Dale Caltrider, Sue Graham, Edward Hess, Derrick Knox Jr., Matt Nordfjord, Tyler Smith, Gregg Todd, Kris Wisniewski, Michelle Wright, Mary Konieczny, and others.

The meeting was called to order by Chairperson Stivers at 6:30 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the November 2, 2021 Minutes and Closed Session Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE OPEN AND CLOSED SESSION MINUTES FROM THE NOVEMBER 2, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Grebner and Slaughter.

Additions to the Agenda

Commissioner Grebner arrived at 6:30 p.m.

- 8. Controller's Office
 - e. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program through Opportunity Knox Professional Apprenticeship Program
 - f. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

Substitute –

- 8. Controller's Office
 - b. Resolution Approving Various Contracts for the 2022 Budget Year

Limited Public Comment

Edward Hess, Assistant Public Defender, stated the current labor contract negotiations for the Assistant Public Defenders were extremely close to reaching a deal in many aspects, including the cost of living and wages, while the main impediment to the negotiations was the request to include just cause provisions within the contract. He further stated there was an offer for a severance package in place of the requested just cause provisions.

Mr. Hess stated just cause provisions were preferred over a severance package, as the provisions were considered basic labor protections. He further stated he could not believe just cause provisions were the threshold issue for the negotiation.

Mr. Hess stated the labor contract negotiations had occurred on and off for about a year, and requested that the County Services Committee consider including just cause provisions within the labor contract for the Public Defender's Office.

Tyler Smith, Assistant Public Defender, stated it was a pleasure to meet with the County Services Committee. He further stated he stood in support of the request to add just cause provisions to the Public Defender's Office labor contract negotiations and was happy to provide any clarification if needed.

Dale Caltrider, Assistant Public Defender, stated he was a temporary representative for Teamsters 214. He further stated he wanted to reiterate that the Public Defender's Office was seeking a contract with just cause labor provisions.

Mr. Caltrider stated that the Public Defender's Office had been incorrectly compared to the Prosecutor's Office, as there was a statute that prevented just cause provisions for the Prosecutor's Office. He further stated former Judge Boyd used to say that you should do the right thing, not because it was easy, but because it was right.

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

2. Treasurer's Office – Property Assessed Clean Energy (PACE) Program Report
3. Financial Services Department – Resolution to Waive Bid Process and Approve Agreement for Audit Services with Rehmann
4. Innovation and Technology Department
 - a. Resolution to Approve the Purchase of Additional Memory from CDW-G
 - b. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
 - c. Resolution to Approve the Renewal of Remote Access Software from CDW-G
 - d. Resolution to Approve Pluralsight Staff Training from CDW-G
5. Facilities Department
 - a. Resolution to Authorize an Agreement with Laux Construction for the Delamination Repairs to the Lobby Floor at the Human Services Building
 - b. Resolution to Authorize a Purchase Order to Haworth via DBI for the Modular Furniture at the Health Department
7. Human Resources Department – Resolution Regarding Personal Leave for CCLP 9-1-1 Dispatch Center Unit Employees

8. Controller's Office
 - a. Resolution to Amend Resolution #21-355 to Adjust DEI Director Position Classification from MC 11 to MC 13
 - b. Resolution Approving Various Contracts for the 2022 Budget Year
 - c. Resolution to Accept Quitclaim Deeds from the Ingham County Land Bank Fast Track Authority for 620 E. Jolly Road, Lansing and 826 W. Saginaw Street, Lansing
9. Board of Commissioners – Resolution Continuing a Contract with GovQA for a FOIA Management Program
10. Board Referral – Resolution #21-129 from the Ogemaw County Board of Commissioners to Support Amendments to the Open Meetings Act

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

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

1. Housing Trust Fund Committee – Interviews

Kris Wisniewski interviewed for a position on the Housing Trust Fund Committee.

6. Road Department – Resolution to Authorize the Purchase of 2022-2025 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates and 2NS Sand

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

Commissioner Peña stated he wanted to clarify information that was listed in the memo, and stated A stood for aggregate, G stood for gravel, and NS stood for natural sand. He further stated he understood some of the numbers and letters listed in the resolutions and memos were mysterious at times.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Slaughter.

8. Controller's Office
 - d. Testing Policy Effectiveness Update (*Discussion*)

Gregg Todd, Ingham County Controller, provided an update to the County Services Committee regarding the Vaccination and Testing Policy and thanked Sue Graham, Human Resources Director, and the Human Resources Department staff for their assistance with the implementation, as they did the bulk of the work to implement the policy.

Chairperson Stivers asked Mr. Todd to clarify if 70% of eligible employees had signed up as vaccinated.

Mr. Todd stated 70% of all eligible employees registered as vaccinated, while the other 30% were doing weekly testing.

8. Controller's Office

- e. Resolution to Utilize American Rescue Plan Funds to Fund an Apprenticeship Program through Opportunity Knox Professional Apprenticeship Program

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. PEÑA, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated he had a good conversation with Derrick Knox Jr., Opportunity Knox Executive Director, and discovered Opportunity Knox also offered an apprenticeship readiness program that related to similar programs affiliated to his daytime employer. He further stated he would like to request to abstain from the vote.

THE MOTION CARRIED. **Yeas:** Stivers, Celentino, Grebner, Naeyaert, Peña

Nays: None **Absent:** Slaughter **Abstain:** Sebolt

8. Controller's Office

- f. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, AT APPROXIMATELY 6:54 P.M., TO ENTER INTO CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING AS PERMITTED BY MCL 15.268(C).

Commissioner Grebner stated he would like to allow for limited public comment to take place before entering into Closed Session to allow for members of the public to go home.

Discussion.

Commissioner Sebolt withdrew the motion to enter into closed session.

Public Comment

Mr. Hess stated his he did not believe that just cause provisions had any downsides and advised that a law license revocation would automatically terminate the employment of an Assistant Public Defender. He further stated he did not understand how the just cause provision impeded the completion of the negotiation and requested the support of just cause provisions within the Public Defender's Office labor contract negotiations.

Mr. Knox thanked the County Services Committee and the Controller's Office for discussing and passing Agenda Item 8e, as the resolution would help many people. He further stated he was proud to say he was a resident of Ingham County and was able to help over 800 folks within Ingham County thus far.

Mr. Knox stated he wanted to offer his support for the appointment of Mr. Wisniewski to the Housing Trust Fund Commission.

8. Controller's Office

f. Collective Bargaining Pursuant to MCL 15.268(c) (*Closed Session*)

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. CELENTINO, AT APPROXIMATELY 6:56 P.M., TO ENTER INTO CLOSED SESSION TO DISCUSS COLLECTIVE BARGAINING AS PERMITTED BY MCL 15.268(C).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioner Slaughter.

CHAIRPERSON STIVERS DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:51 P.M. Absent: Commissioner Slaughter.

Announcements

None.

Adjournment

The meeting was adjourned at 7:53 p.m.

**DECEMBER 7, 2021 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Clerk's Office – Resolution to Authorize the Purchase of Software for Electronic Processing of Campaign Finance Statements

This resolution authorizes entering into a software agreement with Campaign Finance US LLC, a Michigan-based software company that would allow for the electronic filing of campaign finance reports, while still retaining paper copies, but allowing for easier public access to the records, and automated campaign finance notices.

This software comes with a \$10,000 annually recurring license and miscellaneous start-up fees to provide installation services and data import services for previously filed campaign statements.

See memo for details.

3. Financial Services Department – Resolution to Approve a Pension Contribution to Michigan Employees Retirement System

This resolution authorizes a one-time contribution to the County's MERS pension plan of \$2mil from the Worker's Compensation Fund which currently has \$2,223,778 with annual operating expenses of \$177,395 in 2020. Funding at the yearly funding requirement only has resulted in a drop of funded status of 64% in 2018 to 60% in 2020. We need to infuse more funds to ensure we do not continue to lose ground or jeopardize our credit rating.

See memo for details.

4. Community Corrections– Resolution to Reclassify the Community Corrections Manager Position

This resolution authorizes the reclassification of the Community Corrections Manager. The job description was last updated and reviewed by Human Resources in September of 1999. The position will become vacant in January 2022 and prior to posting the position, the job description was updated and sent to Human Resources for review and it is recommend that the position be reclassified from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39).

See memo for details.

5a. Innovation and Technology Department – Resolution to Approve the Renewal of Backup Software from CDW-G

This resolution authorizes the renewal of backup software from CDW-G for five years at a price not to exceed \$44,300.

See memo for details.

5b. Innovation and Technology Department – Resolution to Approve the Battery Replacement Service from CDW-G

This resolution authorizes the replacement of the UPS batteries and components at our 9-1-1 facility to ensure continued operation should a power failure occur.

The funding for the not to exceed \$29,000 will come from the County's Innovation and Technology Department's Network Hardware Fund #636-25810-932032.

See memo for details.

5c. Innovation and Technology Department – Resolution to Approve the Renewal of Website Hosting and Support

This resolution authorizes annual hosting charges to Revize for the County website. The funding for the \$8,950 will come from the County's Innovation and Technology Department's Network Fund #636-25810-933200.

See memo for details.

7. Facilities Department– Resolution to Authorize a Purchase Order to Knight Watch Inc. for the Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

This resolution authorizes a PO with Knight Watch Inc. for security mechanisms going to and from the stairwell on the doors into the lower garage and the first floor Circuit Court Clerk's area at the Veterans Memorial Courthouse. Knight Watch, who is on the GSA co-operative contract, submitted a proposal of \$14,040.51 for the card swipes and push bars.

Funds for this project will come from the 2020 CIP line item # 245-26710-932000-20F27 and the building maintenance and repair line item # 631-236720-931000.

See memo for details.

8a. Road Department– Resolution to Extend Contracts for As-Needed Engineering Design Services

This resolution authorizes extensions to existing as-needed engineering design services contracts for the following firms:

Two-year: Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917

One-year: Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

See memo for details.

8b. Road Department– *Resolution to Extend Contracts for As-Needed Material Testing and Fabrication Inspection Services*

This resolution authorizes two-year extensions to existing as-needed material testing and fabrication inspection services contracts for the following firms:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

See memo for details

9a. Human Resources – *Resolution to Approve an Additional Modification to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of a Reclassification Request*

This resolution authorizes MC reclassifications recommended by the Managerial and Confidential Employee Steering Committee.

See memo for details.

9b. Human Resources – *Resolution to Approve Modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024*

This resolution authorizes modification to the 2021 MC Manual to reflect the following:

- 3% increase to the 2021 wage schedule for 2022
- 2% increase to the 2022 wage schedule for 2023
- 2% increase to the 2023 wage schedule for 2024
- an additional paid holiday (Juneteenth)
- modifications to the grade step structure of the wage schedule (drop first step and add top step)

See memo for details.

9c. Human Resources – *Resolution to Approve UAW TOPS Unit Reclassification Requests*

This resolution authorizes reclassifications to the UAW TOPS unit recommended by Human Resources and representatives of UAW TOPS.

See memo for details.

10a. Controller's Office – *Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C*

This resolution approves an amendment to the CST contract that reflects yearly increases of 3% in 2022, 2% in 2023 and 2% in 2024.

See memo for details.

10b. Controller's Office – Resolution Authorizing Adjustments to the 2021 Ingham County Budget

This resolution approves 4th quarter adjustments to the 2021 budget.

10c. Controller's Office – Resolution Establishing the Ingham County Broadband Taskforce

This resolution approves the formation of the Ingham County Broadband Taskforce to help us establish priorities, and pursue the funding and partnerships necessary to provide broadband to underserved areas of the County. The members would include:

- Two commissioners, preferably one urban and one rural
- Three township representatives
- Two city/village representatives
- A representative from each of the following:
 - Lansing Community College
 - Michigan State University
 - Ingham County Intermediate School District
- A representative from the Capital Area District Library
- A representative from LEAP
- A representative from IT
- The County Controller

See memo for details.

11a. Board of Commissioners – Resolution Approving 2022-2024 Compensation for Non-Judicial County-Wide Elected Officials

This resolution increases the non-Judicial County-Wide Elected Officials compensation from 2022-2024 in the following manner:

Elected Official	2021	2022	2023	2024
County Clerk	96,373	99,264	101,249	103,274
Drain Commissioner	90,086	92,789	94,645	96,538
Prosecuting Attorney	138,785	142,949	145,808	148,724
Register of Deeds	90,086	92,789	94,645	96,538
Sheriff	129,983	133,882	136,560	139,291
Treasurer	103,832	106,947	109,086	111,268

See memo for details.

11b. Board of Commissioners – Resolution Honoring Dr. Martin Luther King, Jr.

This resolution honors the memory of Dr. Martin Luther King, Jr.

See memo for details.

11c. Board of Commissioners – Authorization for a Step Increase for the Animal Control Director

This authorizes a Step increase for Heidi from MCF 12 Step 3 to MCF 12 Step 4.

See memo for details.

Additional Items:

- 1. Women's Commission – Interviews***
- 6. Potter Park Zoo – Reorganization Discussion***
- 10d. Controller's Office – Testing Policy Effectiveness Update (Discussion)***
- 10e. Controller's Office – Jail Medical Update***
- 11d. Board of Commissioners – Pursuant to MCL 15.268(e) Consult with Counsel, Pending Litigation (Closed Session)***

Agenda Item 2

TO: County Services and Finance Committees

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: November 22, 2021

SUBJECT: Resolution to Authorize the Purchase of Software for Electronic Processing of Campaign Finance Statements

BACKGROUND

In her role as Ingham County's Chief Elections Official, Clerk Byrum is responsible for accepting and maintaining campaign finance filings for candidates for office and campaign committees that file at the County level. In addition, Clerk Byrum also enforces the Michigan Campaign Finance Act for those offices for which she is the filing official.

Today, Clerk Byrum's Office manages by hand the filing requirements and candidate committee information for hundreds of campaign finance reports each year. With the approval of this resolution, Clerk Byrum will enter into a software agreement with Campaign Finance US LLC, a Michigan-based software company that would allow for the electronic filing of campaign finance reports, still retaining paper copies, but allowing for easier public access to the records, and automated campaign finance notices.

Clerk Byrum sought several quotations for software to accomplish this purpose and received two responses. She chose this vendor for several reasons. This vendor is based in Michigan and theirs is a Michigan-centric product, taking into account our laws. Many other Michigan County Clerks have implemented, or plan to implement, this system which would provide opportunities for collaborative process enhancement. In addition, the capabilities of this software align much more closely with our needs.

FINANCIAL IMPACT

This software comes with a \$10,000 annually recurring license and miscellaneous start-up fees to provide installation services and data import services for previously filed campaign statements.

OTHER CONSIDERATIONS

This system will provide an easier way for candidates in Ingham County to file their campaign finance statements, as required by statute. It will also save Clerk's Office employees with significantly more time for other functions, as it will reduce the amount of manual processing and review of campaign finance reports and associated correspondence.

RECOMMENDATIONS

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF SOFTWARE FOR
ELECTRONIC PROCESSING OF CAMPAIGN FINANCE STATEMENTS**

WHEREAS, County Clerks are the Chief Elections Officials in their respective counties; and

WHEREAS, elected officials are required by campaign finance statute to file periodic campaign finance reports with their filing official; and

WHEREAS, County Clerks serve as the filing official for local and county offices; and

WHEREAS, County Clerks are mandated to accept these reports, retain them, and make them available for public viewing; and

WHEREAS, the current Ingham County system requires physical documentation and does not allow for electronic filing of campaign finance reports; and

WHEREAS, the requirement to manage the filing of paper documents for this purpose is onerous to candidates and antiquated by comparison to the system used by the Secretary of State and other filing officials, where electronic submission is already allowed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Barb Byrum to enter into an agreement with Campaign Finance US, LLC to purchase annual software licenses and one-time professional services and associated support and costs in an amount not to exceed \$15,000.

BE IT FURTHER RESOLVED, this agreement shall be funded by the Ingham County Clerk's elections contractual services line item (101-19100-818000).

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

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

Agenda Item 3

TO: Board of Commissioners, Finance Committee, and County Services Committee
FROM: Tori Meyer, Director Financial Services
DATE: November 9, 2021
SUBJECT: Approve additional funding to employee retirement system to improve funding status
MEETINGS: December 7 and 8, 2021

BACKGROUND

The funded status of the County's pension plan system has been trending negatively in recent years which can have a negative impact on the County's bond rating. The funded status is as follows:

12/31/2018	64% funded
12/31/2019	61% funded
12/31/2020	60% funded

Further, the actuary report encourages additional funding be made, in addition to the amount required by the Michigan Employees Retirement System (MERS). Ingham County is a member of MERS.

Lastly, the Workers' Compensation Fund has more than ample reserves to cover the cost of an additional contribution.

ALTERNATIVES

1. Not make an additional contribution, continue to "lose ground" and potentially risk getting down-graded in a future bond rating review.
2. Use excess reserves to supplement funding of the pension liability and effect the negative trend experienced in recent years.

FINANCIAL IMPACT

\$2,000,000 in excess fund balance reserves from the Workers' Compensation Fund 677 to make an additional contribution to the employees' retirement system.

STRATEGIC PLANNING IMPACT

Maintain the County's financial reserves at adequate levels.

RECOMMENDATION

I respectfully request the approval of this one-time, additional contribution to reduce the pension liability.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A PENSION CONTRIBUTION TO
MICHIGAN EMPLOYEES RETIREMENT SYSTEM (MERS)**

WHEREAS, Ingham County has an unfunded pension liability; and

WHEREAS, the funding status for said pension obligation is not trending favorably, as follows;

64% funded as of 12/31/2018,
61% funded as of 12/31/2019,
60% funded as of 12/31/2020; and

WHEREAS, the actuarial report provided by MERS encourages the County to make additional contributions to the plan; and

WHEREAS, this negative trend may have an unfavorable impact on the County's bond rating; and

WHEREAS, the Workers' Compensation Fund 677 had fund balance reserves of \$2,223,778 as of December 31, 2020; and

WHEREAS, the annual operating expenses of the Workers' Compensation Fund were \$177,395 in 2020; and

WHEREAS, the fund balance reserves were 1,254% of the annual operating expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an additional, one-time contribution to the pension system held with MERS in the amount of \$2,000,000, to be paid with excess reserves from the Workers' Compensation Fund 677.

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

Agenda Item 4

TO: Law & Courts, County Services, and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: November 22, 2021
SUBJECT: Resolution to Reclassify the Community Corrections Manager Position

For the meeting agendas of December 2, 7 and 8

BACKGROUND

In January of 2022, the Community Corrections Manager position will become vacant for the first time since its creation in 1991, at which time the position was classified as a Community Corrections Advisory Board Coordinator. The job description was last updated and reviewed by Human Resources in September of 1999. Prior to posting the position, the job description was updated and sent to Human Resources for review and it is recommend that the positon be reclassified.

FINANCIAL IMPACT

The wage range for the Community Corrections Manager will change from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39). The long-term cost of this increase (wages and fringes) will be \$9,121.

OTHER CONSIDERATIONS

The Community Corrections Manager is responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board. This position provides assistance in optimizing Community Corrections treatment and service programming and promoting efficiency and cooperation between criminal justice agencies.

RECOMMENDATION

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

Agenda Item 4

TO: Teri Morton, Deputy Controller

FROM: Imelda Maloney, Human Resources Analyst
Beth Bliesener, Human Resources Generalist – Employment Specialist
Joan Clous, Human Resources Generalist – Labor Relations

DATE: November 9, 2021

RE: Memo of Analysis for updating job description: Community Corrections Manager

Position number 336001 will become vacant due to a retirement. Human Resources has updated the job description for position number 336001, Community Corrections Manager, to accurately describe the functions the position will be performing. The changes made to the job description do change the salary. The position should be reclassified from a MC 10 (\$64,745.56 - \$77,714.89) to a MC 11 (\$69,923.85 - \$83,930.39)

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

COMMUNITY CORRECTIONS MANAGER

General Summary:

This is a professional and administrative position responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB). This position provides assistance in optimizing Community Corrections treatment and service programming and promoting efficiency and cooperation between criminal justice agencies. This position is responsible for the administration of programs that are a part of the Community Corrections Plan and Justice Millage funded.

This position is appointed by the County Controller, and works under the general direction of the CCAB and the County Controller. This position provides administrative services for the CCAB

Essential Functions:

1. Provides direct staff services to the CCAB.
2. Directs, oversees, and participates, under the general direction of the CCAB, in the development and preparation of the annual State Community Corrections Plan and Application, and monitors and coordinates the implementation of the Plan, including the management of the data information system.
3. Prepares, monitors, and coordinates implementation of the annual City of Lansing Funding Application.
4. Assists in the development of grant and program contracts and subcontracts and monitors compliance.
5. Prepares and distributes, on a regular basis, reports, data analyses, financial analyses or other reports as required on existing criminal justice programs.
6. Evaluates and monitors offender diversion programs for their impact on the criminal justice system.
7. Monitors and evaluates the impact of criminal justice legislation and case law as required.
8. Administers, monitors, reviews, and evaluates all Community Corrections programs that are part of the Community Corrections Plan and the Justice Millage.
9. Prepares and administers the Community Corrections budget, including CCAB Plans and Services state grant funding, City of Lansing grant funding, and county funding.
10. Supervises the CCAB Staff Consultant.
11. Performs related work as required and other responsibilities as designated by the CCAB.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: Graduation from an accredited college or university with a major in public or business administration, criminal justice or a related field or a combination of education, training and work experience that demonstrates an ability to perform all of the duties of the classification

Experience: At least three to five years is desired, working professionally within the criminal justice system, or a closely related program, providing either program management, planning or coordination. Some experience or training is required in the implementation of automated information systems.

Other Requirements:

- None

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require continuous stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above. .
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Agenda Item 4

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY THE COMMUNITY CORRECTIONS MANAGER POSITION

WHEREAS, Ingham County employs a Community Corrections Manager responsible for coordinating criminal justice planning with the various criminal justice agencies under the guidance of the local Community Corrections Advisory Board (CCAB); and

WHEREAS, the position will become vacant in January of 2022; and

WHEREAS, the job description was last updated and reviewed by Human Resources in September of 1999; and

WHEREAS, prior to posting the position, the job description was updated and sent to Human Resources for review; and

WHEREAS, the Human Resources Department has analyzed the job description and recommend that the position be reclassified from MC level 10 (\$64,745.56 to \$77,714.89) to MC level 11 (\$69,923.85 to \$83,930.39).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reclassification of the Community Corrections Manager position as described above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget transfers and changes to the Approved Position List as authorized by this resolution.

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: November 18, 2021
SUBJECT: Backup Software License Renewals
For the meeting agendas of December 7th, 8th and 14th, 2021

BACKGROUND

Ingham County has a backup software solution that has worked well for us for many years. This year the company has outlined a change in their licensing structure that could potentially make our costs increase a great deal. In order to avoid those increases we have the option of renewing our current licensing structure for multiple years instead of our traditional single year renewal. This gives us time to evaluate whether the current solution is still the best going forward as well as giving us a lower price for those multiple years.

ALTERNATIVES

We could search for another application or change to the new licensing model but IT feels those would be cost prohibitive at this point in time.

FINANCIAL IMPACT

The funding for this support renewal will come from the County's Innovation and Technology Department's Network Fund #636-25810-932030.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to renew via purchase order the backup software from CDW-G in the amount not to exceed \$44,300.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF BACKUP SOFTWARE FROM CDW-G

WHEREAS, Ingham County has successfully used this backup software for many years; and

WHEREAS, the application vendor will be changing their licensing model which could significantly increase our costs; and

WHEREAS, the current licensing and support model can be continued for multiple years at a reduced cost; and

WHEREAS, the current licensing and support on this software expires in March 2022; and

WHEREAS, this expenditure has been planned for and budgeted and will continue to address Ingham County's need for elevated security practices.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of backup software for five years via purchase order from CDW-G in the amount not to exceed \$44,300.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Fund (#636-25810-932030).

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

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

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

FROM: Deb Fett, CIO

DATE: 11/22/2021

SUBJECT: Resolution – UPS Battery Replacement for 911 Datacenter
For the meeting agendas of December 7th, 8th and 14th, 2021

BACKGROUND

Resolutions #16-286 was approved to provide batteries, capacitors and filters on the uninterruptible power supply (UPS) in the 9-1-1 datacenter. These batteries and components are now reaching five (5) years old and need replacement. This UPS ensures that the systems and networks at our 9-1-1 facility will remain operational should a power failure occur and the site need to operate on generator power, while also providing consistent filtered power.

ALTERNATIVES

We could continue for another year or longer on the current batteries and risk failure should a power outage occur and the generator not start in a timely manner. This is not likely but IT would prefer to err on the side of caution since we do have budget for this.

FINANCIAL IMPACT

The funding for the not to exceed \$29,000 will come from the County's Innovation and Technology Department's Network Hardware Fund #636-25810-932032.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

This quote was obtained under the State of Michigan MiDEAL Contract #071B6600110.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract for battery replacement from CDW-G.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE BATTERY REPLACEMENT SERVICE FROM CDW-G

WHEREAS, the Uninterruptable Power Supply (UPS) is a critical component to the Ingham County network and is located in the Ingham County 9-1-1 datacenter; and

WHEREAS, it provides power to all computers and equipment in the Ingham County 9-1-1 datacenter in the case of a power failure; and

WHEREAS, the batteries, capacitors and filters in the UPS require replacement every five (5) or so years; and

WHEREAS, Ingham County has utilized CDW-G for numerous equipment purchases and services in the past; and

WHEREAS, the quote from CDW-G is quoted under the State of Michigan MiDEAL contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the battery replacement and installation service from CDW-G in the amount not to exceed \$29,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of Innovation and Technology's Network Fund #63625810-932032.

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

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

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

FROM: Deb Fett, CIO

DATE: 11/22/2021

SUBJECT: Resolution – Website Hosting and Support Renewal
For the meeting agendas of December 7th, 8th and 14th, 2021

BACKGROUND

Ingham County contracted with Revize to redesign and host our website several years ago (#17-418). As we have reached the end of our redesign project with the last areas going live soon, we now will need to pay annual hosting charges to keep our website hosted on their secured site.

ALTERNATIVES

In order to keep our website operational, we need to pay each year. We always have the option in the future of investing in a move to another vendor with the additional cost of migration and time necessary to do so.

FINANCIAL IMPACT

The funding for the \$8,950 will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-933200.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

Revize, LLC was originally chosen as they not only have the lower cost and had a better score on our criteria, but were more in tune with finding a solution that fit our needs rather than fitting us into their solution, are a Michigan vendor, and have been used by other Michigan counties who have given them a good reference.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for Revize, LLC for the website hosting and support.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF WEBSITE HOSTING AND SUPPORT

WHEREAS, Ingham County website was redesigned by Revize under Resolution #17-418; and

WHEREAS, said website has reached the stage where annual hosting and support costs begin; and

WHEREAS, support for said website ends December 31st, 2021; and

WHEREAS, the support amount is in the ITD 2021 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the approval of the invoice for Revize, LLC for the website hosting and support in the amount of \$8,950, effective December 1, 2021 through December 1, 2022.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

Agenda Item 6

TO: Board of Commissioners, Human and County Services Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: November 22, 2021
SUBJECT: Zoo Reorganization Discussion
For the meeting agendas of December 6 and 7, 2021

BACKGROUND

There are four UAW 400 Maintenance Worker positions at Potter Park Zoo. Two of the positions are vacant at this time. The job description for this position needs substantial updates as it has not been updated since the County took over management of the Zoo in 2007.

After discussions with the Ingham County Human Resources Department it was determined reorganizing these four positions as well as updating the job description would be beneficial to zoo operations. The four 400 positions will become four multiple grade positions, 400/500/600. As the employee meets the required qualifications they are able to advance levels without requiring a position to become vacant at a higher level.

This reorganization takes into consideration budgetary constraints as well as employee recruitment, retention, and satisfaction.

ALTERNATIVES

One alternative is the four positions could all remain 400 level. A second alternative is two positions could remain 400 level and two positions could be either 500 or 600 level.

FINANCIAL IMPACT

The 2022 budget office wage projections show the total cost increase is \$33,992 for the four positions at Step 7 of the 600 level. There are sufficient funds in the Zoo budget to cover the total increase.

Current Positions	F/T Step 7
(4) Zoo Maintenance 400	\$83,688 per
TOTAL	\$334,752

New Positions	F/T Step 7
(4) Zoo Maintenance 400/500/600	\$92,186 per
TOTAL	\$368,744

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

The UAW Zoo Unit is in support of the proposed reorganization and job description update. The Potter Park Zoo Board unanimously voted in support of the proposed reorganization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of a reorganization of the four UAW Zoo Maintenance Worker positions.

Agenda Item 6

TO: Cynthia Wagner, PPZ Director
FROM: Joan Clous, Human Resources Specialist
DATE: November 9, 2021
RE: Memo of Analysis for reorganization of the Zoo Maintenance Workers

The Potter Park Zoo is reorganizing the Zoo Maintenance Workers to enhance their ability to serve residents of Ingham County.

1. Potter Park Zoo will create a Zoo Maintenance Worker 400-500-600 position, which will allow the zoo to hire at any level and promote as employees reach the requirements for the next level of worker.

I have sent the UAW Zoo chair notice regarding this change and they support the reorganization. I have attached their response.

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

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

From: [Dedic, Scott](#)
To: [Joan Clous](#)
Cc: [Cynthia Wagner](#)
Subject: Re: New Zoo JD
Date: Wednesday, November 03, 2021 2:31:54 PM
Attachments: [image002.png](#)
[image004.png](#)

Good Afternoon,

Kyle communicated to me that we are good to move forward on his end as well as the International.

Thanks

Scott

Sent from my T-Mobile 5G Device
Get [Outlook for Android](#)

From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, November 3, 2021 11:38:20 AM
To: Dedic, Scott <SDedic@uaw.net>
Cc: Cynthia Wagner <CWagner@ingham.org>
Subject: FW: New Zoo JD

Scott,

Have you had a chance to review the attached?

Thanks,
Joan

From: Joan Clous
Sent: Friday, October 22, 2021 2:28 PM
To: 'sdedic@uaw.net' <sdedic@uaw.net>
Cc: Cynthia Wagner <CWagner@ingham.org>
Subject: New Zoo JD

Scott,

For your review is the new JD for the Zoo Maintenance Workers, we are combining them into one JD so that the zoo can promote as needed once an employee meets the job requirements for the next level.

Thanks,
Joan

Joan Clous SHRM-CP

2022 Rates

	400	Step 1	Step 7
Wages		\$38,413	\$48,101
Unemployment		192	241
FICA		2,939	3,680
Health		19,002	19,002
Dental		936	936
Vision		135	135
Retirement		2,942	3,685
Retirement		384	481
Future Retiree Health		1,729	2,165
Life		118	118
Disability		50	63
Current Retiree Health		3,585	3,585
Liability		524	656
Separation		672	842
Total Cost		\$71,620	\$83,688
	500	Step 1	Step 7
Wages		\$41,953	\$51,562
Unemployment		210	258
FICA		3,209	3,944
Health		19,002	19,002
Dental		936	936
Vision		135	135
Retirement		3,214	3,950
Retirement		420	516
Future Retiree Health		1,888	2,320
Life		118	118
Disability		55	67
Current Retiree Health		3,585	3,585
Current Retiree Health		572	704
Separation		734	902
Total Cost		\$76,029	\$87,998
	600	Step 1	Step 7
Wages		\$45,315	\$54,924
Unemployment		227	275
FICA		3,467	4,202
Health		19,002	19,002
Dental		936	936
Vision		135	135
Retirement		3,471	4,207
Retirement		453	549
Future Retiree Health		2,039	2,472
Life		118	118
Disability		59	71
Current Retiree Health		3,585	3,585
Current Retiree Health		618	749
Separation		793	961
Total Cost		\$80,217	\$92,186

**INGHAM COUNTY
JOB DESCRIPTION**

Zoo Maintenance 400/500/600

General Summary:

Under the general supervision of the Zoo Maintenance Deputy Director, performs a variety of maintenance and construction tasks ranging from grounds maintenance to construction of new facilities. Analysis, design, construction and maintenance are all aspects of this job. Displays proficiency in a number of skilled trade areas including cement and brick work, carpentry, roofing, landscaping, mechanics, tree service, and heavy machinery operation. Duties will vary daily to support the zoo's mission, including meeting and exceeding guidelines established by the AZA through routine inspections, routine craftsman tasks, preventative maintenance, special repair projects, capital projects, emergency/safety related work, unanticipated special repairs, and overhead tasks.

Essential Functions:

1. Maintains zoo grounds through means of mowing, seeding, trimming, snow removal, weeding, mulching, substrate improvements, planting, tree and brush removal, irrigation, painting, trash removal, cleaning bathrooms, etc.
2. Performs repair, installation, and construction work on various structures, fences, pathways, buildings, animal exhibits, exhibit features, shipping containers, signage, seating areas, vehicles and equipment.
3. Operates equipment for various maintenance purposes including, but not limited to transfer of substrate, deliveries, removal of trees and brush, hauling trailer, moving animal crates, snow removal, etc.
4. Evaluates and requisitions materials needed for maintenance related activities.
5. Coordinates with various departments to complete work orders in a timely and satisfactory manner.
6. Provides work direction, including work order assignment and work inspection, to zoo maintenance seasonal workers and volunteers through the use of verbal and written communication and visual and manual means.
7. Collaborates to solve repair problems, identify cost-saving measures, and develop best practices for accomplishing tasks effectively and efficiently.
8. Maintains records as required for preventative maintenance, County purchasing policies, work order progress, etc.
9. Stays current in all zoo emergency procedures.
10. Works to meet or exceed all guidelines established by USDA and AZA.
11. Provides education content and positive interactions pertaining to zoo maintenance functions for education programming and zoo communications.
12. Participates on various zoo committees as assigned by the Zoo Maintenance Deputy Director or Zoo Director.

Other Functions:

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.)

- Support all zoo animal welfare goals and policies.
- Maintain knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- May be required to work overtime, nights, holidays, and weekends.
- Performs other duties as assigned.
-

- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- Must adhere to all MIOSHA and Zoo safety guidelines and practices including the use of proper PPE in a zoo setting.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

Employment Qualifications

400:

Education: Must have a high school diploma or GED.

Experience: One year of grounds and facility maintenance experience or an equivalent combination of training and experience.

500: All of the above qualifications plus:

- Minimum three years of PPZ grounds and facility maintenance experience or three years at an AZA facility and one year at PPZ.
- Complete understanding of seasonal facility and equipment operations.
- Demonstrate knowledge of USDA and AZA guidelines pertaining to maintenance functions.
- Must have the skill set to help in the training of other employees in ground and facility maintenance including equipment operation, chainsaw safety, carpentry and animal holding and containment fabrication.

600: All of the above qualifications plus:

- Minimum five years of PPZ grounds and facility maintenance experience or five years at an AZA facility and two years at PPZ.
- Advanced ability in carpentry, animal welfare considerations, equipment operation, and project management with little or no guidance.
- Ability to mentor less experienced 400 and 500 level maintenance workers in operation of equipment, finish carpentry, animal welfare considerations, and project management.
- Must participate as a member of the Zoo Emergency Response Team and complete firearms training.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively and follow verbal and written instructions.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

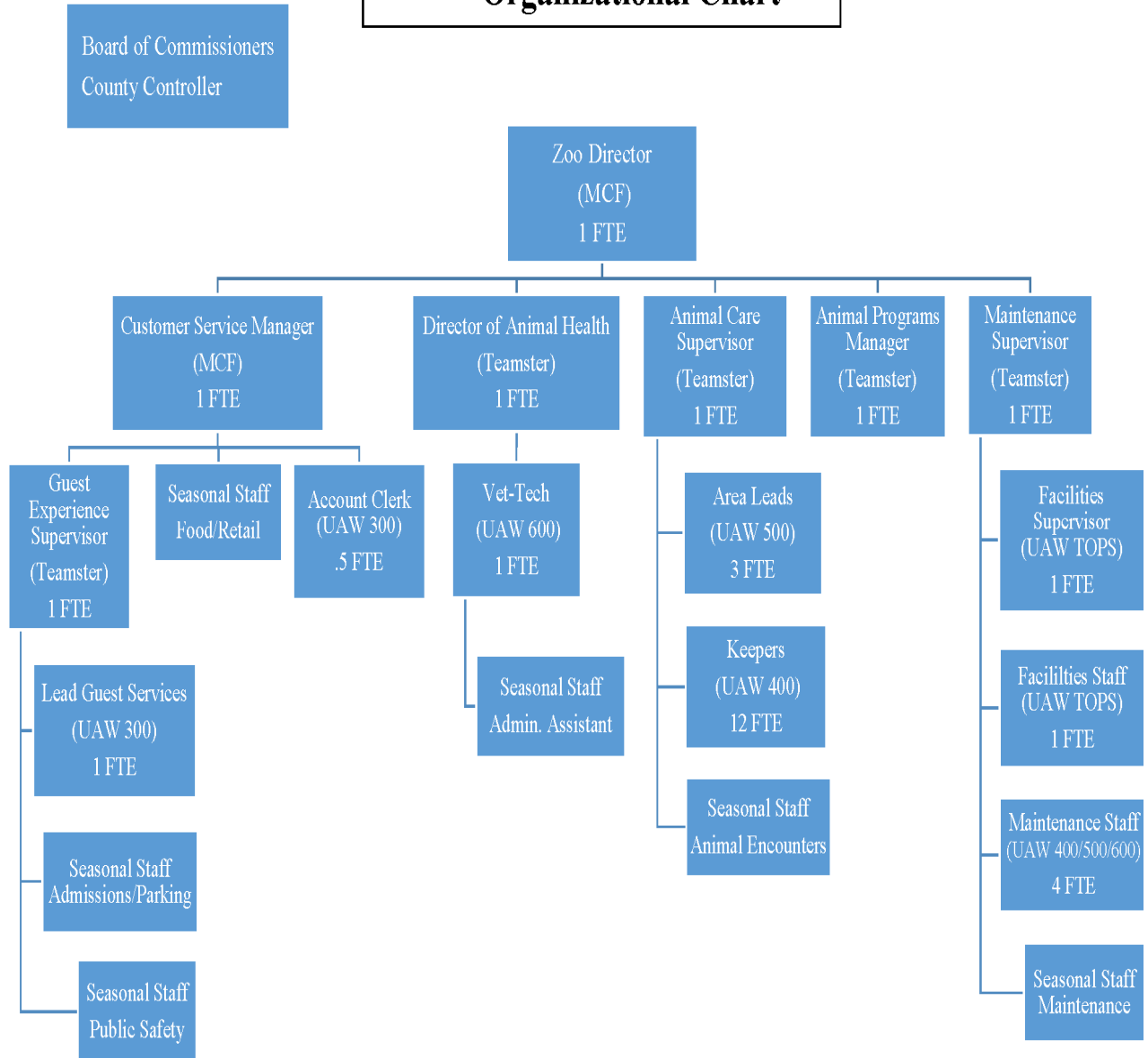
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 100 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

Potter Park Zoo 2021 Organizational Chart



Agenda Item 7

TO: Board of Commissioners, Law and Courts, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: November 2, 2021
RE: Resolution to Authorize a Purchase Order to Knight Watch for Security Enhancements to the South Stairwell at the Veterans Memorial Courthouse

For the meeting agendas of: December 2, 7 & 8

BACKGROUND

The doors to enter and exit the stairwell into the lower garage and the first floor Circuit Court Clerk’s area at the Veterans Memorial Courthouse does not currently have a security mechanism going to and from the stairwell. Knight Watch, who is on the GSA co-operative contract, submitted a proposal of \$14,040.51 for the card swipes and push bars.

ALTERNATIVES

The alternative be to leave the level of security as is.

FINANCIAL IMPACT

Funds for this project will come from the 2020 CIP line item # 245-26710-932000-20F27 and the building maintenance and repair line item # 631-236720-931000.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-932000-20F27	\$9,000.00	\$9,000.00	\$9,000.00	\$0
Public Imp. Fund				
631-26720-931000	\$40,000.00	\$12,157.00	\$5040.51	\$7,116.49
Maint. & Repair				

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Knight Watch for the security enhancements to the south stairwell going to the lower garage and Circuit Court clerk’s area at the Veterans Memorial Courthouse.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO KNIGHT WATCH INC.
FOR THE SECURITY ENHANCEMENTS TO THE SOUTH STAIRWELL AT THE
VETERANS MEMORIAL COURTHOUSE**

WHEREAS, to enhance the security of the south stairwell to the lower garage and first floor Circuit Court Clerk's area additional card swipes and push bars are needed; and

WHEREAS, per the Ingham County Purchasing Policy, vendors on the GSA Contract do not require three quotes; and

WHEREAS, Knight Watch Inc. is on the GSA co-operative contract; and

WHEREAS, the Facilities Department recommends authorizing a purchase order to Knight Watch Inc. who submitted a proposal of \$14,040.51 for the security enhancements to the south stairwell at the Veterans Memorial Courthouse; and

WHEREAS, funds are available in the Public Improvement Fund line item #245-26710-932000-20F27 which has a balance of \$9,000.00 and the Building Maintenance and Repair line item # 631-26720-931000 which has a balance of \$12,157.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a purchase order to Knight Watch Inc., 3005 Business One Drive, Kalamazoo, Michigan 49048, for the security enhancements to the south stairwell of the Veterans Memorial Courthouse for an amount not to exceed \$14,040.51.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Interim Managing Director
Road Department

DATE: November 16, 2021

SUBJECT: Proposed Resolution to Extend Contracts for As-Needed Engineering Design Services
For the meeting agendas of December 7, 8 and 14

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, we don't have the staff, equipment, or expertise to perform all project related data collection, design or document preparation required to meet funding deadlines. Therefore, we must rely on engineering design consultants to perform the work when needed.

In 2019, the Purchasing Department received proposals for RFP #126-19 and the Board approved the associated contracts through Resolution #19-299.

The current contract for as-needed engineering design services expires at the end of 2021. The contract contains a provision for vendors to extend their contract for an additional two-year term, provided both parties agree. Additionally, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices. The following four vendors agreed to extend their contracts for an additional two-year term:

Fishbeck, Thompson, Carr & Huber, Inc., 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917

The following vendor only agreed to a one year contract extension:

Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503

ALTERNATIVES

Increased staffing will be necessary to provide these services without the use of consultants.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed engineering design services are included in the Road Fund Budget. When retaining the required services, ICRD staff will continue to strive to retain the lowest cost consultant whenever possible.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to extend the contracts for all five vendors.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND CONTRACTS FOR
AS-NEEDED ENGINEERING DESIGN SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the engineering design phase of projects, it does not have the staff, equipment, or expertise to perform all project related data collection, design, or document preparation required to meet funding deadlines; and

WHEREAS, in 2019, the Ingham County Purchasing Department received proposals for RFP #126-19 from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #19-299 authorizing contracts with five vendors; and

WHEREAS, the current contract for as-needed engineering design services expires at the end of 2021; and

WHEREAS, the contract contains a provision for vendors to extend their contract for an additional two-year term, provided both parties agree; and

WHEREAS, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices; and

WHEREAS, the following four vendors agreed to extend their contracts for 2022 and 2023:

Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911
DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911
RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917
Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917; and

WHEREAS, the following vendor agreed to extend the contracts for 2022 only:

Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503; and

WHEREAS, the Road Department recommends that the Board of Commissioners extend the contract for as-needed engineering design services to the five vendors named above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contracts with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, MI 48911; DLZ Michigan, Inc., 1425 Keystone Avenue, Lansing, MI 48911; RS Engineering, LLC, 6709 Centurion Drive, Suite 300, Lansing, MI 48917; and Bergmann Associates, 7050 W. Saginaw Highway, Suite 200, Lansing, MI 48917 to provide as-needed engineering design services for 2022 and 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contract with Williams & Works, 549 Ottawa Avenue NW, Grand Rapids, MI 49503 to provide as-needed engineering design services for 2022 only.

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

TO: Board of Commissioners, County Services and Finance Committees

FROM: Kelly R. Jones, Interim Managing Director
Road Department

DATE: November 16, 2021

SUBJECT: Proposed Resolution to Extend Contracts for As-Needed Material Testing and Fabrication
Inspection Services

For the meeting agendas of December 7, 8 and 14

BACKGROUND

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects. As a result, we must rely on consultants to supplement ICRD staff.

In 2020, the Purchasing Department received proposals for RFP #14-20 and the Board approved the associated contracts through Resolution #20-100.

The current contract for as-needed material testing & fabrication services for the 2020 and 2021 construction seasons expires on April 1, 2022. The contract contains a provision for vendors to extend their contract for an additional two-year term, provided both parties agree. Additionally, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices. All three of the following vendors agreed to extend their contracts for an additional two year term:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan

ALTERNATIVES

None at this time. Additional staff, equipment, and training will be necessary to provide these services, if deemed reasonable in the future.

FINANCIAL IMPACT

The cost to hire consultants to perform as-needed material testing and/or fabrication inspection services are included in the Road Fund Budget. When retaining the required services, ICRD staff will continue to strive to retain the lowest cost consultant whenever possible.

OTHER CONSIDERATIONS

If this current contract is not extended, it will likely result in higher unit prices than the currently allowed 1% escalation clause.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to extend the contracts for all three vendors.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND CONTRACTS FOR
AS-NEEDED MATERIAL TESTING AND FABRICATION INSPECTION SERVICES**

WHEREAS, Ingham County Road Department (ICRD) staffing is such that many times during the construction season, it does not have the staff, the equipment, or the expertise to perform all the project related material testing and/or fabrication inspections required for road and/or bridge projects; and

WHEREAS, in 2020, the Ingham County Purchasing Department received proposals for RFP #14-20 from Michigan Department of Transportation prequalified and experienced material testing and fabrication inspection firms to provide services on an as-needed basis; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #20-100 authorizing contracts with the following vendors:

Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan
Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan
TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan; and

WHEREAS, the current contract for as-needed material testing & fabrication services for the 2020 and 2021 construction seasons expires on April 1, 2022; and

WHEREAS, the contract contains a provision for vendors to extend their contract for an additional two year term, provided both parties agree; and

WHEREAS, the contract allows for escalation requests in accordance with the current Consumer Price Index (CPI), which is currently 3.3%, or up to a maximum 1% increase on the current contract prices; and

WHEREAS, all three of the vendors agreed to extend their contracts for the 2022 and 2023 construction seasons; and

WHEREAS, the Road Department recommends that the Board of Commissioners extend the contract for as-needed material testing and fabrication inspection services to the three vendors named above.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the contracts with Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan; Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan; and TUV Rheinland Industrial Solutions, 8181 Broadmoor SE, Caledonia, Michigan to provide as-needed material testing and fabrication inspection services for the 2022 and 2023 construction seasons.

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

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2021
SUBJECT: Resolution to Approve Additional Modifications to Appendix D - Compensation Levels of the Managerial and Confidential Employee Personnel Manual for 2021 as a Result of Reclassification Requests

For the meeting agendas of December 7 and December 8

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2021, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual, including but not limited to, modifications to compensation levels as a result of reclassification requests. The attached resolution reflects proposed changes in classification level for several positions as the result of reclassification requests, which, if approved, would modify Appendix D of the Managerial and Confidential Employee Personnel Manual.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The financial impact associated with the proposed reclassification is reflected in the attached Resolution.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving additional modifications to Appendix D of the Managerial and Confidential Employee Personnel Manual for 2021.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN ADDITIONAL MODIFICATION TO APPENDIX D -
COMPENSATION LEVELS OF THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE
PERSONNEL MANUAL FOR 2021 AS A RESULT OF A RECLASSIFICATION REQUEST**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and recommended proposed changes and updates to the 2021 Managerial and Confidential Employee Personnel Manual, including but not limited to modifications to compensation levels as a result of reclassification requests; and

WHEREAS, reclassification requests have been submitted and recommended for consideration by the Ingham County Board of Commissioners as set forth below.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications to Appendix D - Compensation Levels of the 2021 Managerial and Confidential Employee Personnel Manual for 2021:

- Position #958001 – Chief Innovation Officer (CIO) – Innovation & Technology Department: Move from MC Class B to MC Class C
- Position #226006 – HR Assistant (vacant): Move from MC Grade 3 to MC Grade 5
- Position #226008 – HR Assistant: Move from MC Grade 3 to MC Grade 5
- Position #148007 – Chief Deputy Probate Register – Probate Court: Move from TOPS Grade G to MC Grade 7
- Position #142026 – Executive Assistant, FOC – Friend of the Court: Move from TOPS Grade G to MC Grade 5
- Position #229003 – Administrator – Office of the Prosecuting Attorney: Move from MC Grade 10 to MC Grade 11

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

<u>Position Title</u>	2021		2021		<u>Difference</u>
	<u>Current Grade, Step 5</u>		<u>Proposed Grade, Step 5</u>		
CIO	MC Class B: 124,344.71		MC Class C: 136,348.26		12,003.55
HR Assistant	MC Grade 3: 44,763.10		MC Grade 5: 51,054.39		6,291.29
HR Assistant	MC Grade 3: 44,763.10		MC Grade 5: 51,054.39		6,291.29
Ch. Dep. Register	TOPS Grade G: 47,848.31		MC Grade 7: 59,539.82		11,691.51
Exec. Assistant	TOPS Grade G: 47,848.31		MC Grade 5: 51,054.39		3,206.08
Administrator	MC Grade 10: 77,714.89		MC Grade 11: 83,930.39		6,215.50
TOTAL:					45,699.22

BE IT FURTHER RESOLVED, that the modifications to Appendix D - Compensation Levels will be effective the first full pay period following the date the reclassification requests were submitted to the Human Resources Department.

Agenda Item 9b

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2021
SUBJECT: Resolution Approving Modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024

For the meeting agendas of December 7 and December 8

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2022 – 2024, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The changes and clarifications proposed to date are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 3% increase to the 2021 wage schedule for 2022, a 2% increase to the 2022 wage schedule for 2023, and a 2% increase to the 2023 wage schedule for 2024, an additional paid holiday, and modifications to the grade step structure of the wage schedule.

OTHER CONSIDERATIONS

The changes proposed mirror provisions included in collective bargaining agreements for bargaining unit employees.

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 - 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE MODIFICATIONS TO THE
2021 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2022 - 2024**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2021 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommends changes in the 2021 Managerial and Confidential Employee Personnel Manual for 2022 – 2024.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2021 Managerial and Confidential Employee Personnel Manual for 2022 - 2024 (with provisions unmodified remaining unchanged):

1. Update language in section C. Compensation Levels: Effective the first full pay period on or after January 1, 2022, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 3% increase to the 2021 salary schedule. Effective the first full pay period on or after January 1, 2023, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2022 salary schedule. Effective the first full pay period on or after January 1, 2024, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 2% increase to the 2023 salary schedule
2. Update language in section C. Compensation Levels: drop the first step and add an additional step at the top of each wage grade that is proportional in pay differential to the remaining steps
3. Update language in section C. Compensation Levels: freeze step increases during 2022
4. Update language in section D. Holidays: add Juneteenth as a paid holiday beginning in June 2022
5. Update language in section E. Hospitalization – Medical Coverage: note that benefits are subject to annual modification for health plan years 2022 – 2024 to reflect the annual recommendation(s) of the Health Care Coalition
6. Update language in section J. Leaves of Absence – Sick Leave: include a provision referencing the Sick Leave Donation Policy

7. Update language in section J. Leaves of Absence – Funeral Leave: include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, and grandchild in the definition of family contained in paragraph 4(a), eliminating paragraph 4(b) (up to 5 days leave, three of which are with pay)
8. Update language in section R. Complaint Procedure: provide in paragraph 1 that a complaint shall be initially filed with an employee’s immediate supervisor rather than “initial decision”
9. Update language in section W. Administrative Leave: update reference to the Suspension of County Operations Policy
10. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade)
11. Update language in Appendix D - Compensation Levels: include the results of reclassification requests processed and approved by the Ingham Board of Commissioners during 2021
12. Update language throughout the Manual utilizing gender neutral language

BE IT FURTHER RESOLVED, that the 2022 – 2024 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2022 and shall expire on December 31, 2024.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2021
SUBJECT: Resolution to Approve UAW TOPS Unit Reclassification Requests
For the meeting agendas of December 7 and December 8

BACKGROUND

An agreement has been reached between Ingham County and the UAW TOPS Unit through December 31, 2021 for a collective bargaining agreement which includes a process for submission of reclassification requests and the Human Resources Department has executed the process for reclassification requests from employees in the unit. Additionally, an agreement has been reached to add a grade K to the wage schedule. All reclassification requests were processed in a manner consistent with the collective bargaining agreement and the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The financial impact associated with the proposed reclassifications is as reflected in the attached resolution.

STRATEGIC PLAN CONSIDERATIONS

Compensation reclassification supports the county's goal of attracting and retaining exceptional employees who are committed to the community.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve the UAW TOPS Unit Reclassification Requests.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS UNIT RECLASSIFICATION REQUESTS

WHEREAS, an agreement has been reached between Ingham County and the UAW TOPS Unit for a collective bargaining agreement through December 31, 2021 which includes a process for submission of reclassification requests; and

WHEREAS, an agreement has been reached between Ingham County and the UAW TOPS Unit to add a grade K to the wage schedule; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests from employees in the unit; and

WHEREAS, all reclassification requests were processed in a manner consistent with the collective bargaining agreement; and

WHEREAS, the Human Resources Department and representatives of the UAW TOPS Unit have completed their review and agree upon the proposed results.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
229053	Victim Witness Assistant	Move from UAW G to UAW H
229059	Victim Witness Assistant/ Courtroom Support Dog Handler	Move from UAW G to UAW H and position title renamed
601237	Community Health Rep IV	Move from UAW F to UAW H
601351	Community Health Rep IV	Move from UAW F to UAW H
601220	Community Health Rep IV	Move from UAW F to UAW H
601282	Community Health Rep IV	Move from UAW F to UAW H
601189	Community Health Rep IV	Move from UAW F to UAW H
601367	Community Health Rep IV	Move from UAW F to UAW H
601096	Community Health Rep IV	Move from UAW F to UAW H
229120	Technical & Imaging Coordinator	Move from UAW I to UAW K
130058	Circuit Court Jury Administration Coordinator	Move from UAW E to UAW G and position title renamed
229121	Adult & Juvenile Legal Assistant	Move from UAW G to UAW J and position title renamed
229122	Adult & Juvenile Legal Assistant	Move from UAW G to UAW J and position title renamed

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
140050	Dep. Juvenile Register – Adoptions	Move from UAW E to UAW H and position title renamed
140060	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140061	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140062	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140063	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
140064	Deputy Juvenile Register	Move from UAW E to UAW H and position title renamed
233014	Administrative Asst. – Facilities	Move from UAW F to UAW G and position title renamed
148017	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148010	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148012	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148014	Senior Deputy Probate Register	Move from UAW E to UAW H and position title renamed
148008	Senior Deputy Probate Register	Move UAW F to UAW H
662030	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662031	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662011	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662012	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662013	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662014	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662015	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662016	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662017	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662018	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662019	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662020	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662021	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662022	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662023	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662024	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662025	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662026	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
662027	Juvenile Detention Devel. Spec.	Move from UAW G to UAW J
229036	Appellate Secretary/Legal Asst.	Move from UAW G to UAW H
130027	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130028	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed
130031	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed
130059	Deputy Circuit Court Clerk	Move from UAW D to UAW G and position title renamed
130055	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130025	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130030	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130017	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130018	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130019	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130020	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130021	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130022	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130023	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
130052	Senior Deputy Circuit Court Clerk	Move from UAW E to UAW H and position title renamed
601303	Coding Specialist	Move from UAW G to UAW H

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

<u>Position Title</u>	<u>2021 Current Grade, Step 5</u>	<u>2021 Proposed Grade, Step 5</u>	<u>Difference</u>
Victim Witness Asst.	UAW G: 47,848.31	UAW H: 50,646.74	2,798.43
VWA/Dog Handler	UAW G: 47,848.31	UAW H: 50,646.74	2,798.43
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
CHR IV	UAW F: 45,225.65	UAW H: 50,646.74	5,421.09
Tech & Imag. Coord.	UAW I: 53,591.32	UAW K: 59,965.11	6,373.79
CC Jury Adm. Coord.	UAW E: 42,784.30	UAW G: 47,848.31	5,064.01

Sr. Dep. CC Clerk	UAW E: 42,784.30	UAW H: 50,646.74	7,862.44
Coding Specialist	UAW G: 47,848.31	UAW H: 50,646.74	2,798.43
TOTAL:			453,176.19

BE IT FURTHER RESOLVED, that each of the reclassifications listed above are effective the first full pay period following the date each was submitted to the Human Resources Department.

Agenda Item 10a

TO: Board of Commissioners County Services and Finance Committee

FROM: Gregg Todd, Controller/Administrator

DATE: November 23, 2021

SUBJECT: Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.

For the County Services and Finance Committee meetings, December 7, 8

BACKGROUND

Ingham County originally entered into an agreement with Cohl, Stoker and Toskey in 1981 to provide comprehensive legal services to the County under a fixed fee. The current contract document was approved by the Board of Commissioners on July 26, 2011 (Resolution #11-211) with the contract dated August 9, 2011, and has been modified six times as follows:

- March 26, 2013 to recognize legal services needs of the Road Department following the Road Commissioner merger (Resolution #13-134)
- July 22, 2014 to allow full reimbursement for reasonable and unavoidable County-incurred costs and expenses (Resolution #14-283)
- April 28, 2015 to provide for a 2.5% increase on the base rate in 2015 and 1% increases for 2016 and 2017 (Resolution #15-140). These increases were consistent with wage increases offered to county employees for each of the years cited.
- January 23, 2018 to provide for a 1% increase on the base rate effective January 1, 2018 (Resolution #18-021). This increase was consistent with wage increases offered to county employees for 2018.
- December 11, 2018 to provide for a 2% base fee increase effective January 1, 2019 (Resolution #18-508). This increase was consistent with wage increases offered to employees for 2019.
- November 26, 2019 to provide for a 2% base fee increase effective January 1, 2020 (Resolution #19 - 498). This increase was consistent with wage increases offered to employees for 2020.

A resolution is offered to provide for a 3% base fee increase effective January 1, 2022, a 2% base fee increase effective January 1, 2023, and a 2% base fee increase effective January 1, 2024. This proposal is consistent with budgeted wage increases for 2022, 2023, and 2024 and with actions taken by the Board of Commissioners related to this Contract for Legal Services since 2013.

ALTERNATIVES

The County could choose to discontinue the current arrangement, but would likely incur a substantial increase in cost for legal services as reflected in the budget of similarly-situated municipalities.

FINANCIAL IMPACT

The County Attorney budget for 2022 reflects continuation funding of \$514,634 (\$458,024 County/\$55,610 Road Department) and the budget also includes \$39,000 for other expenses for the County Attorney contract.

STRATEGIC PLANNING IMPACT

Continuation of the legal services agreement is consistent with the stated mission of Ingham County to assure that services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to authorize an amendment to the contract for legal services.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE
CONTRACT FOR LEGAL SERVICES WITH COHL, STOKER & TOSKEY, P.C**

WHEREAS, the Board of Commissioners has a contract for legal services with Cohl, Stoker & Toskey, P.C. (hereinafter “Contractor”); and

WHEREAS, that contract requires the Contractor to provide comprehensive legal services to the County under a fixed fee; and

WHEREAS, the Contractor has requested a base fee increase of a 3% base fee increase effective January 1, 2022, a 2% base fee increase effective January 1, 2023, and a 2% base fee increase effective January 1, 2024, consistent with the prior practice of the parties, where the Contractor receives the same percentage increase as the annual base wage increase (if any) provided to employees of the County; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes a contract amendment with Cohl, Stoker & Toskey, P.C. to provide for a 3% base fee increase effective January 1, 2022, a 2% base fee increase effective January 1, 2023, and a 2% base fee increase effective January 1, 2024.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make a budget adjustment, as needed, for this contract amendment.

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

Agenda Item 10b

TO: Finance and Liaison Committees

FROM: Michael A. Townsend, Budget Director

DATE: November 18, 2021

RE: Fourth Quarter 2021 Budget Adjustments, Contingency Fund Update, Third Quarter Financial Report

Enclosed please find the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2021. The total increase to the General Fund is \$312,447.

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

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2021 Budget.

On the expense side of the General Fund, the Circuit Court – Friend of Court (FOC) have incurred additional expense from the change in the cost allocation plan which will increase the transfer to the FOC Fund in the amount of \$119,508. The Drain tax at large has incurred additional expense in the amount of \$192,939. On the revenue side the Register of Deeds received additional revenue from real estate transfer tax to balance these changes.

The FOC total budget will go unchanged due to a decrease in state revenue offset by the increase in the transfer from the general fund to cover the increase in expenses explained above.

Due to the jail new construction, we are requesting to appropriate funds in the amount of \$4,458,699 from the Justice Millage Fund to be transferred to the Jail New Construction Fund to fund the debt.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$217,614. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$411,075.

The 3rd quarter general fund budget to actual year to date report is attached. Our bond rating agency suggested that we present this information to Commissioners on a quarterly basis.

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

2021 CONTINGENCY

Adopted Contingency Amount	\$411,075
R20-578: Additional Community Agency Funding	(12,450)
R21-027: Additional Community Agency Funding – Rural Family Services	(14,000)
R21-089: Human Resource Davenport University COM Program	(47,200)
R21-190: Equalization funding Deputy Director	(85,000)
R21-280: Additional funding Probate Court	(12,000)
R21-323: Additional fund for Parks Light Study MCF	(1,500)
R21-434: Additional funding for Probate Visiting Judges	(\$5,000)
R21-390: Additional funding for US Geo Survey Sycamore Creek	(\$6,311)
R21-561: Additional funding for Jail Medical Recruitment	(\$10,000)
Current Contingency Amount	\$217,614

Ingham County			
General Fund - Budget v. Actual Report			
Year to Date as of September 30, 2021			
	Amended		
	Budget		
Revenues	(Unaudited)	Actual	Percentage
Taxes	\$ 56,838,600	\$ 57,142,524	100.53
State Revenue	11,036,550	8,333,916	75.51
Register of Deeds Revenue	1,077,500	1,141,904	105.98
Police Contract	3,431,318	3,447,587	100.47
Indirect Costs	1,246,045	1,289,489	103.49
Investment earning/(loss)	250,000	62,069	24.83
Transfer In from Other Funds	3,261,564	809,483	24.82
Carryover Surplus Used	1,858,799	-	-
Other	8,827,265	5,436,012	61.58
Total Revenues	\$ 87,827,641	\$ 77,662,983	88.43
Expenditures			
Wages & Fringes	48,841,937	40,780,610	83.50
Supplies & Postage	2,087,273	1,550,744	74.30
Contractual Services	2,770,564	2,205,856	79.62
Building & Equip Maintenance	1,069,856	641,323	59.94
Drain Assessment	520,000	712,939	137.10
Utilities and Telephone	1,283,578	890,309	69.36
IT Services	2,562,301	1,978,787	77.23
Other Expenditures	6,968,034	4,166,294	59.79
Transfers Out to Other Funds	21,126,565	17,942,057	84.93
Contingency	233,925	-	-
Capital Outlay	363,608	277,157	76.22
Total Expenditures	\$ 87,827,641	\$ 71,146,077	81.01
Revenues less expenditures	\$ -	\$ 6,516,906	

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2021 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2021 Budget on October 27, 2020 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

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

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2021 Ingham County General Fund budget at \$88,422,920.

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2021 BUDGET 11/18/21</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$88,110,473	312,447	\$88,422,920
207	Justice Millage	\$1,582,049	4,458,699	\$6,040,748
215	Friend of Court	\$6,384,072	0	\$6,384,072
366	Jail New Construction	\$0	4,458,699	\$4,458,699

GENERAL FUND REVENUES

	<u>2021 Budget –</u> <u>11/18/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Tax Revenues			
County Property Tax	55,385,100	0	55,385,100
Property Tax Adjustments	(50,000)	0	(50,000)
IFT/CFT	275,000	0	275,000
Trailer Fee Tax	13,500	0	13,500
Intergovernmental Transfers			
State Revenue Sharing	6,366,473	0	6,366,473
Convention/Tourism Tax - Liquor	1,356,030	0	1,356,030
Court Equity Funding	1,511,000	0	1,511,000
Personal Property Tax Replacement	575,000	0	575,000
Use of Fund Balance - Uncommitted	1,858,799	0	1,858,799
Department Generated Revenue			
Animal Control	1,654,816	0	1,654,816
Circuit Court - Family Division	1,409,572	0	1,409,572
Circuit Court - Friend of the Court	626,045	0	626,045
Circuit Court - General Trial	1,590,183	0	1,590,183
Controller	3,170	0	3,170
Cooperative Extension	2,500	0	2,500
County Clerk	791,675	0	791,675
District Court	1,798,783	0	1,798,783
Drain Commissioner/Drain Tax	495,500	0	495,500
Economic Development	46,650	0	46,650
Elections	83,000	0	83,000
Homeland Security/Emergency Ops	60,135	0	60,135
Equalization /Tax Mapping	10,100	0	10,100
Facilities	6,532	0	6,532
Financial Services	55,285	0	55,285
Health Department	120,000	0	120,000
Human Resources	56,249	0	56,249
Probate Court	432,877	0	432,877
Prosecuting Attorney	957,806	0	957,806
Register of Deeds	2,127,500	312,447	2,439,947
	85,000	0	85,000

Remonumentation Grant			
Sheriff	4,522,243	0	4,522,243
Treasurer	3,379,040	0	3,379,040
Tri-County Regional Planning	60,555	0	60,555
Veteran Affairs	444,355	0	444,355
Total General Fund Revenues	88,110,473	312,447	88,422,920

GENERAL FUND EXPENDITURES

	<u>2021 Budget –</u> <u>11/18/21</u>	<u>Proposed</u> <u>Changes</u>	<u>2021 Proposed</u> <u>Budget</u>
Board of Commissioners	667,704	0	667,704
Circuit Court - General Trial	8,337,510	0	8,337,510
District Court	3,497,654	0	3,497,654
Circuit Court - Friend of the Court	1,683,058	119,508	1,802,566
Jury Board	1,190	0	1,190
Probate Court	1,893,235	0	1,893,235
Circuit Court - Family Division	5,801,771	0	5,801,771
Jury Selection	176,086	0	176,086
Elections	366,483	0	366,483
Financial Services	1,030,068	0	1,030,068
County Attorney	486,044	0	486,044
County Clerk	1,269,062	0	1,269,062
Controller	1,057,954	0	1,057,954
Equalization/Tax Services	760,234	0	760,234
Human Resources	845,310	0	845,310
Prosecuting Attorney	7,499,533	0	7,499,533
Purchasing	286,018	0	286,018
Facilities	2,161,863	0	2,161,863
Register of Deeds	857,262	0	857,262
Remonumentation Grant	85,000	0	85,000
Treasurer	897,269	0	897,269
Drain Commissioner	1,106,105	0	1,106,105
Economic Development	105,000	0	105,000
Community Agencies	218,950	0	218,950
Ingham Conservation District Court	10,500	0	10,500
Equal Opportunity Committee	500	0	500
Women's Commission	500	0	500
Historical Commission	500	0	500
Tri-County Regional Planning	107,446	0	107,446
Jail Maintenance	218,600	0	218,600
Sheriff	22,272,338	0	22,272,338
	60,000	0	60,000

Non-General Fund Adjustments

Justice Millage (207)	Appropriate additional funds of \$4,458,699 to cover transfer to Jail New Construction Fund for debt.
Friend of Court (215)	Increase revenue transfer in the amount of \$119,508 from General Fund and decrease Michigan Department of Humans Services grant by the same amount.
Jail New Construction Debt (366)	To set up budget of \$4,458,699 receiving transfer from Justice Millage and funding principal, interest and fee amounts.

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: November 22, 2021
SUBJECT: Resolution to Establish the Ingham County Broadband Taskforce to Explore Countywide Broadband Equality, and to Explore Funding and Partnership Opportunities that would Result in Countywide Broadband Equity

For the meeting agenda of December 7, 2021

BACKGROUND

With the recent funding of the Broadband Assessment and Planning contract with Merit Networks, establishing a broadband taskforce with help us establish priorities, and pursue the funding and partnerships necessary to provide broadband to underserved areas of the County. The recently passed Infrastructure Investment and Jobs Act includes \$42.5 billion for broadband access, equity and deployment which will require county-wide guidance to make sure we can access these funds.

In discussions with Merit, they recommended a taskforce comprised of local government leaders, education, economic development and the library system. We are recommending the following:

- Two commissioners, preferably one urban and one rural
- Three township representatives
- Two city/village representatives
- A representative from each of the following:
 - Lansing Community College
 - Michigan State University
 - Ingham County Intermediate School District
- A representative from the Capital Area District Library
- A representative from LEAP
- A representative from IT
- The County Controller

ALTERNATIVES

Move forward independent of a taskforce

FINANCIAL IMPACT

N/A

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH THE INGHAM COUNTY BROADBAND TASKFORCE TO EXPLORE COUNTYWIDE BROADBAND EQUITY, AND TO EXPLORE FUNDING AND PARTNERSHIP OPPORTUNITIES THAT WOULD RESULT IN COUNTYWIDE BROADBAND EQUITY

WHEREAS, community feedback and currently available coverage data suggests that a significant number of Ingham County residents do not have access to broadband internet in their homes; and

WHEREAS, lack of broadband accessibility has a significant impact on economic development, property values, personal prosperity, education, health and safety and overall quality of life, and

WHEREAS, addressing this challenging issue requires active measures, such as county-wide data collection, a county-wide feasibility study, a county-wide aggregation map and addressing continued awareness of the challenges faced by our communities; and

WHEREAS, on November 15th, 2021, President Biden signed into law the Infrastructure Investment and Jobs Act, which includes \$42.5 billion under the Broadband Access, Equity, and Deployment program, which will provide funding for the construction and operation of broadband infrastructure in rural areas; and

WHEREAS, without proactive action, there is no guarantee that this funding will be allocated to the Ingham County residents who are currently lacking access to broadband internet; and

WHEREAS, Ingham County would serve as a valuable leader to help all of our municipalities pursue allocation of this and other funding and partnership opportunities to achieve broadband equity.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the Ingham County Broadband Taskforce consisting of the following members: two County Commissioners, three representatives from Ingham County townships, two representatives from Ingham County cities, an Ingham County Intermediate School District representative, a Lansing Community College representative, a Michigan State University representative, a Capital Area District Library representative, a Lansing Area Economic Partnership representative, the County Controller and a representative from the Ingham County Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the Ingham County Broadband Taskforce members will serve three (3) year staggered terms expiring December 31 for the members of the Ingham County Broadband Taskforce.

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING 2022-2024 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, wage increases of 3%, 2%, and 2% are recommended as part of the 2022 - 2024 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board recommends increasing the salaries for non-Judicial County-Wide Elected Officials as follows: 3% in 2022, 2% in 2023, and 2% in 2024; and

WHEREAS, the Board of Commissioners hopes and expects that each of the County-Wide Officials abide by relevant County policies, including ethics, purchasing, diversity, and human resources.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2022-2024 salary as listed below:

Elected Official	2021	2022	2023	2024
County Clerk	96,373	99,264	101,249	103,274
Drain Commissioner	90,086	92,789	94,645	96,538
Prosecuting Attorney	138,785	142,949	145,808	148,724
Register of Deeds	90,086	92,789	94,645	96,538
Sheriff	129,983	133,882	136,560	139,291
Treasurer	103,832	106,947	109,086	111,268

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, that non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, that these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

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

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

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

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

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

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

WHEREAS, the 17th of January, 2022 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

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

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

TO: Board of Commissioners County Services Committee
FROM: Becky Bennett, Director, Board of Commissioners' Office
DATE: November 18, 2021
SUBJECT: Step Increase for Animal Control Director

The Animal Control Director is eligible for a step increase on her anniversary date which is December 23, 2021. Section B.2 of the *Managerial and Confidential Employee Personnel Manual* sets forth rules for application of step increases in compensation for employees subject to provisions of the *Manual*. Current language in the *Manual* requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for several cited positions are subject to approval of a presiding Judge or liaison committee of the Board of Commissioners.

The Animal Control Director is eligible to receive a step increase from Grade MCF 12 Step 3 (\$82,251.54) to MCF 12 Step 4 (\$86,093.75), a difference of \$3,842.21. The cost of this step increase is included within the 2022 Animal Control budget. In accordance with the *Managerial and Confidential Employee Personnel Manual*, this request for a step increase is before you for your approval.

If you have any questions, feel free to contact me.

ALGER COUNTY BOARD OF COMMISSIONERS

Mary Ann Froberg, Clerk
101 COURT STREET, MUNISING, MI 49862

RESOLUTION #2021-18

**RESOLUTION TO SUPPORT
AMENDMENTS TO THE OPEN MEETINGS ACT**

WHEREAS, the Alger County Board of Commissioners has a vested interest in decisions made regarding the Open Meetings Act (Act 267 of 1976, being MCL 15.261 et seq.); and

WHEREAS, prior to the most recent amendments to the Act, it was generally accepted that members of a public body could participate in a meeting electronically so long as a quorum of the public body was physically present at the meeting location; and

WHEREAS, a series of Executive Orders and statutory amendments issued in 2020 authorized remote participation in public meetings and specifically allowed public bodies to hold meetings electronically, either by telephonic or video conferencing; and

WHEREAS, after December 31, 2021, members of a public body will be allowed to participate in a meeting electronically only to accommodate the absence of any member of the public body due to military duty as described in Section 3(2) of the Act; and

WHEREAS, this substantive change eliminates a public body's previous flexibility to allow one or two members to attend remotely.

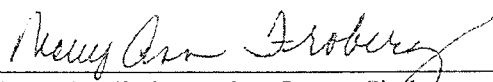
THEREFORE, BE IT RESOLVED that the Alger County Board of Commissioners requests that all counties with a population of 75,000 or fewer be exempt from the portion of the Open Meetings Act that allows only members absent due to military duty to participate in meetings electronically.

BE IT FURTHER RESOLVED that a copy of this Resolution be sent to Representative Sara Cambensy, Senator Ed McBroom, Michigan Association of Counties and to the Clerk of each County in the State of Michigan.

CERTIFICATION

I hereby certify that the above is a true copy of a Resolution adopted by the Alger County Board of Commissioners at the time, date, and place specified above pursuant to the required statutory procedures.

Respectfully submitted,



Mary Ann Froberg, Alger County Clerk

Dated: October 18, 2021