

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, FEBRUARY 16, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/81042803774>.

Agenda

Call to Order

Approval of the [February 2, 2021](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Department Head Update – [Human Resources Update](#) by Sue Graham
2. Women’s Commission – Resolution to Approve a Revised Mission Statement for the Ingham County [Women's Commission](#)
3. Innovation and Technology Department – Notice of Emergency Purchase Order to Repair [Cooling Unit](#) in Mason Datacenter
4. Facilities Department
  - a. Resolution Creating a [Project Manager](#) Position in the Facilities Department
  - b. Resolution to Authorize an Agreement Amendment with [Safety Systems Inc.](#) to Monitor the Two Additional Temperature Sensors at the Human Services Building
  - c. Resolution to Authorize an Agreement with [Wolverine Engineers & Surveyors, Inc.](#) for Architectural and Engineering Services for the Asphalt Surface at the Ingham County Fair Grounds
5. Health Department – Resolution to Amend the FY2021 Contract with [Mid-State Health Network](#)
6. Human Resources Department
  - a. Resolution Authorizing Enrollment in [Davenport University’s](#) Certificate of Management Program (Cohort Two)
  - b. Resolution to Authorize [MERS](#) Adoption Agreement Addendums
7. Controller’s Office
  - a. Resolution of Intent to Authorize Publication of [Notice of Intent](#) and to Declare Intent to Reimburse
  - b. [Minimum Wage](#) to \$15.00/hour (*Discussion*)

8. Board of Commissioners
  - a. Resolution in Honor of the 2021 [State Arbor Day](#) Celebration
  - b. Resolution to Authorize the Continuation of the Declaration of the [State of Emergency](#) for the County of Ingham
  - c. Resolution Honoring [Dean L. Poggiali](#) on the Event of His Retirement
  - d. Resolution Amending the Ingham County [Board Rules](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE  
February 2, 2021  
Draft Minutes

The meeting was called to order by Chairperson Stivers at 6:30 p.m. virtually via Zoom in accordance with Public Act 228 of 2020 regarding the Open Meetings Act. A roll call attendance vote and the present location of the Committee members was taken for the record.

Members Present: Stivers (Ingham County), Celentino (Ingham County), Grebner (Ingham County), Sebolt (Ingham County), Slaughter (Ingham County), Peña (Ingham County), and Naeyaert (Ingham County).

Members Absent: None.

Others Present: Gregg Todd, Becky Bennett, Sue Graham, Bill Fowler, Deb Fett, Richard Terrill, Aimee Eisen, Edmund Rushton, Dillon Rush, David Straub, Tori Meyer, Kelly Jones, and Michael Tanis.

Approval of the January 19, 2021 Minutes

CHAIRPERSON STIVERS STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE JANUARY 19, 2021 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. LEAP – Resolution Setting Public Hearing for a Planning Community Development Block Grant Application for Site Readiness Funding
4. Financial Services Department – Resolution for Software Management Services
5. Innovation and Technology Department – Resolution to Approve Purchase of Training from Global Knowledge
6. Road Department
  - c. Resolution to Authorize Boiler & Backflow Inspection Services for the Road Department

- e. Resolution to Authorize Acceptance of the Final Plat of Silverstone Estates Subdivision in Meridian Township; Acceptance of Silverstone Way as a County Public Road; and Authorization of Two Related Road Completion Agreements
  - f. Resolution to Approve and Certify the Ingham County 2020 Public Road Mileage Certification
7. Facilities Department – Resolution to Authorize a Purchase Order to Justice Fence Co. for the Security Gate Operator Replacement at the Ingham County Youth Center

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Edmund Rushton interviewed for the Equal Opportunity Committee.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO RECOMMEND TO THE BOARD OF COMMISSIONERS THE APPOINTMENT OF EDMUND RUSHTON TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED. **Yeas:** Stivers, Celentino, Grebner, Sebolt, Slaughter, Peña  
**Nays:** Naeyaert      **Absent:** None

3. Farmland and Open Space Preservation Board – Resolution to Approve the Ranking of the 2020 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. SLAUGHTER, TO APPROVE THE RESOLUTION.

Commissioner Grebner stated that he would be voting against the resolution because he continued to mildly oppose the program. He further stated that he would give a lecture about it next year.

THE MOTION CARRIED. **Yeas:** Stivers, Celentino, Sebolt, Slaughter, Peña, Naeyaert  
**Nays:** Grebner      **Absent:** None

6. Road Department
- a. Resolution to Authorize an Engineering Services Contract for the 2021-2022 Bridge Inspection Program
  - b. Resolution of Support and Commitment for the Statewide Local Agency Bridge Bundle Pilot Project

- d. Resolution to Authorize an Engineering Design Services Contract with Fishbeck for the Dietz Road Bridge Project
- g. Resolution to Authorize an Engineering Services Contract for As-Needed Signal Modeling and Timing Permit Services for 2021-2022

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTIONS.

Commissioner Peña asked for the location of the bridges that would be inspected. He further asked if the two county bridges mentioned in Agenda Item No. 6b were new constructions.

Bill Conklin, Road Department Director, stated that he did not have the locations of the bridges in front of him. He further stated that he could email the locations to the County Services Committee.

Mr. Conklin stated that the \$23 million mentioned in Agenda Item No. 6b was the whole program. He further stated that the two county bridges were for substantial or superstructure replacement.

Mr. Conklin stated that there would be no cost to the County as the funding was 100 percent paid for by federal funds.

Commissioner Peña stated that a dollar amount would be nice to know so the County could budget it for future years, in case it had to be done with local funds.

Mr. Conklin stated that the Road Department maintained a list of bridges that needed rehabilitation or replacement. He further stated that they had a lot of data to use for budgeting for future projects of all kinds.

Kelly Jones, Road Department Director of Engineering, stated that it was 100 percent paid for by federal funds. She further stated that it was a program provided by the Michigan Department of Transportation (MDOT), and they had selected twenty bridges in the state that did not require a lot of environmental clearance involvement.

Ms. Jones stated that, of the \$23 million allocated for the twenty bridges in the state, the two county bridges totaled a projected \$1.5 million.

Commissioner Peña asked if the Dietz Road bridge project mentioned in Agenda Item No 6d was for superstructure improvements or major rehabilitation.

Mr. Conklin stated that the Dietz Road bridge project involved a full replacement.

Commissioner Peña asked if the signal modeling and timing permit services mentioned in Agenda Item No 6g was paid for by federal funds.

Mr. Conklin stated that it was included in the 2021 Road Fund Budget with no outside funds.

Ms. Jones stated that the Okemos Rd Corridor Optimization involved CMAC funds.

THE MOTION CARRIED UNANIMOUSLY.

8. Human Services Department – Resolution to Reorganize the Human Resources Department

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

Commissioner Grebner stated that based on past reorganizations, he learned that reorganizations would be presented to the Board of Commissioners like boxes on a chart. He further stated that in reality, it was rare for a reorganization not to be for the purpose of giving particular people raises.

Commissioner Grebner stated that he was not saying that was what was happening here, but rather based on past reorganizations. He further stated that overall, all positions were reorganized about one pay grade every 15 years, which contributed to rising County costs as it transitioned to a more sophisticated system of management.

Commissioner Celentino asked who determined the salary of the positions in the Human Resources Department when a reorganization or reclassification was proposed.

Sue Graham, Human Resources Director, stated that in the past, the Controller's Office had scored the positions pursuant to the classification system.

Commissioner Celentino asked if that was the case in this situation.

Ms. Graham stated yes.

Commissioner Grebner stated that if departments were not to be reorganized over time, the County found itself running an operation at the bare minimum.

Commissioner Celentino asked how the Human Resources Department determined the positions that needed to be reclassified.

Ms. Graham stated that the reclassification portion of the reorganization was done by looking at changes to essential job functions. She further stated that those job functions were then scored out in accordance with their Rise system, with the Controller's Office being the determining factor.

Chairperson Stivers thanked Ms. Graham for the detailed information they received in responding to questions Commissioner Slaughter posed before the meeting of the County Services Committee.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:09 p.m.

**FEBRUARY 16, 2021 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

**The Controller recommends approval of the following resolutions:**

**2. Women's Commission – Resolution to Approve a Revised Mission Statement for the Ingham County Women's Commission**

This resolution approves revising the Women's Commission mission statement in the following manner:

Changes *“The Commission works with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment and civil and political recognition of women's accomplishments and contributions to Ingham County.”*

To: *“They (the Commission) also partner with other County committees to explore and recommend methods of overcoming discrimination against women and removing barriers to women in Ingham County.”*

See memo for details.

**3. Innovation and Technology Department – Notice of Emergency Purchase Order to Repair Cooling Unit in Mason Datacenter**

Approval of emergency purchase order for datacenter cooling.

See memo for details.

**4a. Facilities Department – Resolution Creating a Project Manager Position in the Facilities Department**

This resolution would approve the creation of a Project Manager position in the Facilities Department. Ingham County has a plan to implement the following long needed major capital projects, with an estimated total cost of \$2.86 million:

- Mason Courthouse Clock Tower Repairs - \$1,630,000
- Mason Annex Building Demolition - \$205,000
- VMC/GPB Fire Alarm Panel Replacement - \$560,000
- VMC/GPB Access Control System Upgrade - \$105,000
- Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000
- Mason Courthouse – Door Entrances Security Upgrades - \$105,000

With its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities and the additions of these projects will only compound the problem. To address this issue, the creation of a Project Manager in the Facilities Department is being recommended. This position will administer the projects listed above, and, upon completion of those projects, will address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner

See memo for details.



**4b. Facilities Department – Resolution to Authorize an Agreement Amendment with Safety Systems Inc. to Monitor the Two Additional Temperature Sensors at the Human Services Building**

This resolution authorizes an agreement amendment with Safety Systems, Inc. for two additional temperature sensors at the Human Services Building for an additional \$24/year for two years to monitor the COVID vaccine freezers.

See memo for details.

**4c. Facilities Department – Resolution to Authorize an Agreement with Wolverine Engineers & Surveyors, Inc. for Architectural and Engineering Services for the Asphalt Surface at the Ingham County Fair Grounds**

This resolution authorizes an agreement with Wolverine Engineers & Surveyors, Inc., for architectural and engineering services for the east side asphalt at the Fair Grounds. The cost of the agreement will not exceed \$29,000 and funds available in the Hotel/Motel Fund.

See memo for details.

**5. Health Department – Resolution to Amend the FY2021 Contract with Mid-State Health Network**

This resolution authorizes amending Resolution #20-481 to accept a reduction of grant funds from MSHN and change the amount from \$105,565 to \$96,656.

See memo for details.

**6a. Human Resources Department – Resolution Authorizing Enrollment in Davenport University’s Certificate of Management Program (Cohort Two)**

This resolution authorizes enrollment in Davenport University’s Certificate of Management Program. This would be our second cohort of enrollees; the first 20 that went through the program in late 2020 were very complementary of the program and felt that it gave them valuable management skills. Program cost would be not to exceed \$47,500 (20 employees at \$2,950). We are requesting it through the contingency fund/fund balance.

See memo for details.

**6b. Human Resources Department – Resolution to Authorize MERS Adoption Agreement Addendums**

This resolution authorizes the adoption of agreement addendums with MERS. Over the past year, MERS has been made aware of confusion from some municipalities regarding how different defined benefit, defined contribution, and hybrid plans are administered. In response to these issues, MERS is requiring an addendum for each division and confirmation from Ingham County on how we would like our plan administered. Even though we are not modifying any provisions of our plans, MERS still requires the agreement addendums be completed.

See memo for details.

**7a. Controller's Office – Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse**

This resolution authorizes the issuance of a bond in the amount of \$3.2 million and the funding of a project manager position for the following projects:

- Mason Courthouse Clock Tower Repairs - \$1,630,000
- Mason Annex Building Demolition - \$205,000
- VMC/GPB Fire Alarm Panel Replacement - \$560,000
- VMC/GPB Access Control System Upgrade - \$105,000
- Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000
- Mason Courthouse – Door Entrances Security Upgrades - \$105,000

See memo for details.

**8a. Board of Commissioners – Resolution in Honor of the 2021 State Arbor Day Celebration**

This resolution endorses Friday, April 30, 2021 as State Arbor Day.

**8b. Board of Commissioners – Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham**

This resolution extends the County State of Emergency through March 31, 2021.

**8c. Board of Commissioners – Resolution Honoring Dean L. Poggiali on the Event of His Retirement**

This resolution honors Mr. Poggiali on this retirement.

**8d. Board of Commissioners – Resolution Amending the Ingham County Board Rules**

This resolution amends the Board Rules to assign the liaison committee responsibility for the Potter Park Zoo and Potter Park Zoo Board to the Human Services Committee, effective immediately. The Human Services Committee is a more appropriate fit for the Potter Park Zoo as they have more in common with the Parks Department and Fair (activities, use of seasonal staff).

See memo for details.

**OTHER ITEMS:**

**1. Department Head Update – Human Resources**

**7b. Controller's Office – Minimum Wage to \$15/hour Discussion**

## Agenda Item 1

**TO:** Board of Commissioners County Services Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** February 4, 2021  
**SUBJECT:** Human Resources Department Update: 2020 Highlights  
For the meeting agenda of February 16

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### **OVERVIEW**

2020 was a challenging year and presented many new opportunities for Human Resources Department staff. We learned to function virtually, working remotely and utilizing technology to adapt processes and procedures accordingly. New policies and procedures were developed or amended for implementation in response to the coronavirus pandemic and related issues, including new benefit and leave options. New training materials were developed, not only in response to the pandemic, but also in the area of equity and social justice. Labor and employee relations matters related to the pandemic were a primary focus for much of the year, along with negotiations for successor collective bargaining agreements for our 20 bargaining units with expiring agreements. Neogov HRIS software was implemented virtually, with a new job application developed. Some specific highlights include:

**Hiring and Recruitment:** 217 job postings with 99 new hires, five Career Fairs, Capitol Area Michigan Works! Mock Interviews, Neogov training and implementation, and developed and implemented a virtual new hire orientation program.

**Benefits & Safety:** seven employee trainings were conducted, 301 insurance waivers were processed, a new virtual open enrollment process for approximately 1200 employees and 1000 retirees was implemented via the bSwift electronic platform with an increase of 28 enrollments in the PHP Base Plan above the prior plan year, assisted Genesee County with forming a Health Coalition, worked with the Health Coalition for a 2021 benefit package which includes a new HSA funding amount, multiple employee benefits education and employee connections done via text blast reminders of service and zoom meeting. Collaborated with the Controller's Office and Health Department in development and rollout of the County Return to Work Plan and Employee COVID-19 Safety Training. Provided assistance to departments and agencies in implementing the provisions of the CARES Act as well as the Families First Coronavirus Response Act with administration of the Extended Paid Sick Leave Act and the Emergency Family & Medical Leave Expansion Act.

**Employee & Data Services:** 137 retro payments were paid out to CCLP employees, 11 employee data surveys and four FOIA requests were responded to, 38 exit interviews were sent, 241 unemployment claims were processed, and Unemployment Insurance Agency (UIA) Workshare Program participation was uploaded with 901 participants processed.

**Labor & Employee Relations:** 13 complaint investigations were conducted, 33 grievances were filed for processing with HR and 4 arbitration proceedings were conducted, negotiated letters of agreement with 20 bargaining units for participation in a new Vacation Buyout Program as well and the UIA Workshare Program, negotiated with 3 CCLP bargaining units for participating in the Hazard Pay grant program, negotiated toward successor collective bargaining agreements with 20 bargaining units with expiring contracts and provided

required information to facilitate the representation election resulting in TPOAM certification as the new representative for Road Department employees formerly represented by AFSCME. Participated in development of and implementation of provisions of the Health Advisory Leave Policy and Suspension of County Operations Policy in response to the pandemic.

Professional Development: collaborated with the Health Department to produce diversity, equity and inclusion training for rollout County-wide in 2021 and established participation in the Davenport University Certificate of Management Program for 20 new, seasoned and aspiring supervisory personnel.

Other: with the Cultural Diversity Committee, conducted the Cultural Diversity Luncheon with the theme “Build Bridges, not Walls,” highlighting “Embracing Immigrants and Refugees on February 20, 2020, participated on the Health in All Policies Committee, and conducted the annual Capital Area United Way campaign.

## Agenda Item 2

February 2, 2021

TO: County Services Committee

FROM: Becky Bennett, Director  
Board of Commissioners' Office

RE: Women's Commission Mission Statement

The Ingham County Women's Commission recognizes the need to work more broadly within Ingham County to continue their work in identifying and meeting the needs of women and children.

The Women's Commission wishes to revise their mission statement. While the Commission remains dedicated to working at the County level to help women and children, they believe that this mission statement will support and better serve the overall well-being of Ingham County residents.



INGHAM COUNTY COURTHOUSE  
P.O. BOX 319  
MASON, MI 48854  
TELEPHONE: (517) 676-7200  
FAX: (517) 676-7264

**INGHAM COUNTY WOMEN'S COMMISSION MISSION STATEMENT**

*To serve as advisors to the County Board of Commissioners regarding the impact of actions and policies of the County on women and children in Ingham County and research and recommend better ways of meeting the needs of women and children through County resources. The Commission works with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment and civil and political recognition of women's accomplishments and contributions to Ingham County.*

**A RESOLUTION TO APPROVE A REVISED MISSION STATEMENT FOR THE INGHAM COUNTY  
WOMEN'S COMMISSION**

WHEREAS, the Ingham County Women's Commission (ICWC) recently approved a revised mission statement;  
and

WHEREAS, The ICWC recognizes the need to work more broadly within Ingham County to continue our work  
in identifying and meeting the needs of women and children; and

WHEREAS, the Women's Commission approved mission statement reads as follows:

*"To serve as advisors to the Board of Commissioners regarding the impact of the County's actions and policies on women and children in Ingham County. The Commission researches and recommends better ways of meeting the needs of women and children through County resources. They also partner with other County committees to explore and recommend methods of overcoming discrimination against women and removing barriers to women in Ingham County."; and*

WHEREAS, the ICWC remains dedicated to working at the County level to help women and children and  
believe that this mission will support and better serve the overall well-being of Ingham County residents.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County  
Women's Commission (ICWC) in approving a revised mission statement so that all Ingham County women and  
children can continue to find opportunities and thrive here.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A REVISED MISSION STATEMENT FOR THE  
INGHAM COUNTY WOMEN'S COMMISSION**

WHEREAS, the Ingham County Women's Commission recently approved a revised mission statement; and

WHEREAS, the Ingham County Women's Commission recognizes the need to work more broadly within Ingham County to continue to work in identifying and meeting the needs of women and children; and

WHEREAS, the Women's Commission approved a new mission statement; and

WHEREAS, the Ingham County Women's Commission remains dedicated to working at the County level to help women and children and believe that this mission will support and better serve the overall well-being of Ingham County residents.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners join the Ingham County Women's Commission in approving a mission statement so that all Ingham County women and children can continue to find opportunities and thrive here.

BE IT FURTHER RESOLVED, that the Ingham County Women's Commission mission statement shall read as follows:

*"To serve as advisors to the Board of Commissioners regarding the impact of the County's actions and policies on women and children in Ingham County. The Commission researches and recommends better ways of meeting the needs of women and children through County resources. They also partner with other County committees to explore and recommend methods of overcoming discrimination against women and removing barriers to women in Ingham County."*

### Agenda Item 3

**TO:** County Services Committee  
**FROM:** Deb Fett, CIO  
**DATE:** February 2, 2021  
**SUBJECT:** Emergency Purchase Order to Repair Cooling Unit in Mason Datacenter

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This memo is to inform you of an emergency purchase order that was made prior to receiving board approval.

Our Mason datacenter is climate controlled to ensure that our critical equipment remains operational. There are redundant cooling units but one of the cooling units failed this past week. With the rising temperatures and the other units operating under higher loads there was great risk for the other units to fail as well causing systems outages across the County. Innovation and Technology worked with the Facilities Department to get the quote and schedule repair after obtaining Emergency PO approval from the Controller's Office and the Purchasing Director.

Funds for the repair from Myers Plumbing and Heating not to exceed \$8,000.00 are available through the Innovation and Technology Contractual Services fund #63695800-802000.



**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Teri Morton, Deputy Controller  
**DATE:** February 1, 2021  
**SUBJECT:** Resolution Creating a Project Manager Position in the Facilities Department  
For the meeting agendas of February 16 and 17

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**BACKGROUND**

Ingham County has a plan to implement the following long needed major capital projects, with an estimated total cost of \$2.86 million:

- Mason Courthouse Clock Tower Repairs - \$1,630,000
- Mason Annex Building Demolition - \$205,000
- VMC/GPB Fire Alarm Panel Replacement - \$560,000
- VMC/GPB Access Control System Upgrade - \$105,000
- Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000
- Mason Courthouse – Door Entrances Security Upgrades - \$105,000

With its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities and the additions of these projects will only compound the problem. To address this issue, the creation of a Project Manager in the Facilities Department is being recommended. This position will administer the projects listed above, and, upon completion of those projects, will address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner.

**ALTERNATIVES**

If this position is not created, the Facilities Department will continue to do its best to keep up with projects, but will need to focus on the most critical projects, and will continue to fall behind in other projects requested by departments and offices.

**FINANCIAL IMPACT**

The position has been classified by the Human Resources Department as MC 10 (salary range \$64,745.56 to \$77,714.89), with a long term cost (wages and fringes) of \$137,995. Funding for the position for the first year will come from a 2021 debt issuance, which will also be used to fund the projects listed above. Beginning in the 2022 budget, funding will be provided through a major project surcharge.

**RECOMMENDATION**

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

**Agenda Item 4a**

TO: Richard Terrill, Facilities Director

FROM: Beth Bliesener, Human Resources Specialist

DATE: December 4, 2020

RE: Memo of Analysis for New Classification: Project Manager – Facilities  
Department

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Per your request, Human Resources has created a new classification titled Project Manager – Facilities Department.

After analysis, the classification has a community of interest with the Managerial and Confidential group and is appropriately compensated at MC 10.

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

**PROJECT MANAGER – FACILITIES DEPARTMENT**

**General Summary:**

Under the supervision of the Facilities Director, the Project Manager (PM) is responsible for managing, outlining and developing projects. The PM will help to design the project goals and success indicators and determine how success will be measured and tracked. He/she will ensure the project remains on time and on budget as well as help the stakeholders to hit their goals. The PM will act as a liaison between the project team and upper management. The PM will prepare and present progress reports and ensure the project is consistent with the organization goals.

**Essential Functions:**

1. Develop project plans and budgets for facilities projects to support fiscal decision-making, including but not limited to preparing and submitting project estimates to clients, manage bidding, and contractor relationships.
2. Communicates effectively with client from the start of the project to ensure they understand the project scope and vision, takes detailed notes and clarifies specific requirements. Will be the key person responsible for communication on projects.
3. Develops and oversees the beginning of each project, for example getting the permit submission and design evaluations.
4. Coordinates all parties involved in the planning, design, and construction process by assigning tasks and providing guidance and direction for specific functions.
5. Negotiate with vendors, suppliers and subcontractors.
6. Collaborate with the architect and construction crew to ensure feasibility of each project. Reviews contract plans and specifications for compliance with appropriate building codes and project requirements.
7. Conducts meetings with architect, client and construction crew.
8. Monitors and reports on all phases of planning and construction to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Meet budgetary objectives and make adjustments to project constraints.
9. Ensures completion of projects. Manages the close out process and commissioning of all appropriate projects.
10. Prepares contract change order and monitors their execution.
11. Represents the department in both internal and external meetings.
12. May assume the duties of the Facilities Director in his/her absence, as assigned.

**Other Functions:**

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

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

## **Employment Qualifications:**

### **Education/Experience:**

A minimum of a Bachelor's degree in construction or related field is required and three (3) years of construction experience is required. Significant design-build experience in residential or commercial construction is preferred.

OR

A minimum of High School Diploma or equivalent education and specialized training such as acquired from certificates, the first year of college, technical or trade school and seven (7) years of construction experience is required. Significant design-build experience in residential or commercial construction is preferred.

*(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 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 a variety of vehicles including cars, trucks, tractors, forklifts, hoists, bucket trucks, etc.
3. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
4. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
5. 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.
6. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
7. This position is exposed to noise levels which require shouting in order to be heard.
8. This position is exposed to vibrations and oscillating movements.
9. This position is required to travel for meetings and appointments.
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, 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 continuous stamina in sitting, standing, walking, traverse, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping handling, pinching, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, 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.)*

**MC 10  
December 2020**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CREATING A PROJECT MANAGER POSITION  
IN THE FACILITIES DEPARTMENT**

WHEREAS, Ingham County has a plan to implement some long needed major capital projects in 2021; and

WHEREAS, the cost for these projects is estimated at \$2.86 million and will be funded through a debt issuance over five years; and

WHEREAS, with its current staffing, the Facilities Department is unable to accommodate all of the projects necessary to maintain and improve County facilities; and

WHEREAS, the additions of these projects will only compound the problem; and

WHEREAS, it is recommended that a Project Manager be added to the Facilities Department to administer the bonded projects, and, upon completion of those projects, to address the backlog of capital projects and ensure that the Facilities Department is able to accommodate all necessary County projects in a timely manner; and

WHEREAS, the position of Project Manager - Facilities has been classified by the Human Resources Department as MC 10 (salary range \$64,745.56 to \$77,714.89); and

WHEREAS, funding for the position will be provided for the first year from the 2021 debt issuance and will be funded in future years' budgets through a major project surcharge.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the creation of a Project Manager - Facilities position, MC 10.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2021 budget and position allocation list.

## Agenda Item 4b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** February 2, 2021

**RE:** Resolution to Authorize an Agreement Amendment with Safety Systems, Inc. to Monitor the Two Additional Temperature Sensors at the Human Services Building

For the meeting agendas of: February 16 & 17

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### **BACKGROUND**

Two additional sensors were added to monitor the freezers at the Human Services Building that were installed for the COVID-19 vaccines. Due to the urgent circumstances, the Controller and Purchasing Director approved the installation of the sensors. We will need to amend the monitoring agreement for the additional \$24 per year to monitor the two temperature sensors for the next two years.

### **ALTERNATIVES**

The alternative would be to forego the monitoring of the two freezers.

### **FINANCIAL IMPACT**

Funds are available within the maintenance contractual line item number 631-23304-931100.

### **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 an agreement amendment with Safety Systems Inc., for the additional monitoring of the two temperature sensors.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT AMENDMENT WITH  
SAFETY SYSTEMS INC. TO MONITOR THE TWO ADDITIONAL TEMPERATURE SENSORS  
AT THE HUMAN SERVICES BUILDING**

WHEREAS, two additional temperature sensors were added to ensure the COVID-19 vaccine stays within the correct temperature range; and

WHEREAS, it is the recommendation of the Facilities Department amend the agreement with Safety Systems, Inc., to the monitor the two additional temperature sensors at the Human Services Building for an additional \$24.00 per year for the next two years; and

WHEREAS, funds are available in the maintenance contractual line item number 631-23304-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an agreement amendment with Safety Systems Inc., 2075 Glenn St., Lansing, Michigan 48906, for the monitoring of the two additional temperature sensors at the Human Services Building for an additional \$24.00 per year for the next two years.

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.



**Agenda Item 4c**

**TO:** Board of Commissioners, Human Services, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** February 2, 2021  
**RE:** Resolution to Authorize an Agreement with Wolverine Engineers & Surveyor, Inc., for Architectural and Engineering Services for the Asphalt at the Fair Grounds

For the meeting agendas of: February 16, 17 & 22

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**BACKGROUND**

The asphalt surface on the east side of the horse arena is structurally failing and beyond repairs. Wolverine Engineers & Surveyors submitted the lowest responsive and responsible proposal of \$29,000.00. The scope of work will include two phases, the first phase includes the assessments, preliminary design, and a construction budget. The second phase includes the final design and construction.

**ALTERNATIVES**

The alternative would be to do a formal RFP, prolonging the project and the possibility of higher costs.

**FINANCIAL IMPACT**

Funds are available in the Hotel/Motel Fund line item #561-76900-974000. The funds for this project have been saved for multiple years, so the funding will not fall short to complete the needed asphalt replacement.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
561-76900-974000	\$321,475.00	\$321,475.00	\$29,000.00	\$292,475.00
Hotel/Motel Fund				

**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 an agreement with Wolverine Engineers & Surveyor, Inc., for architectural and engineering services for the east side asphalt at the Fair Grounds.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: January 27, 2021

RE: Memorandum of Performance for Packet No. 4-21 Asphalt Project at the Ingham County Fairgrounds

The Purchasing Department can confirm that three written proposals were sought and received from experienced and qualified architectural and engineering firms for the purpose of entering into a professional services contract for the removal and reconstruction of the asphalt pavement and base at the Ingham County Fairgrounds

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	3	2
Vendors responding	3	2

A summary of the vendors' costs:

Company Name	Local Preference	Quoted Amount
Wolverine Engineers & Surveyors, Inc.	Yes, Mason MI	\$29,000.00 Includes Construction Inspection
Williams & Works	No, Grand Rapids MI	\$31,837.00 Includes Construction Inspection
LSG Engineers & Surveyors	Yes, Lansing, MI	\$27,000.00 + Construction Inspection \$15,000 – 20,000

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

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

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

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH WOLVERINE ENGINEERS & SURVEYORS, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE ASPHALT SURFACE AT THE INGHAM COUNTY FAIR GROUNDS**

WHEREAS, the asphalt surface on the east side of the horse arena is structurally failing beyond repairs; and

WHEREAS, it is the recommendation of the Facilities Department and the Fair Director to enter into an agreement with Wolverine Engineers & Surveyors, Inc., who submitted the lowest responsive and responsible proposal of \$29,000.00 for architectural and engineering services for the asphalt replacement at the Ingham County Fair Grounds; and

WHEREAS, funds are available in the Hotel/Motel Fund, line item #561-76900-974000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Wolverine Engineers & Surveyors, Inc., 312 North Street, Mason, Michigan 48854, for the architectural and engineering services at the Ingham County Fair Grounds for an amount not to exceed \$29,000.00.

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

## Agenda Item 5

**TO:** Board of Commissioners Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** January 28, 2021  
**SUBJECT:** Resolution to amend FY21 contract with Mid-State Health Network  
For the Meeting Agendas of February 17 and February 22, 2021

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### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to amend Resolution #20-481 to accommodate a reduction in funding from Mid-State Health Network (MSHN). On January 15, 2021, ICHD entered into a contract with MSHN for Substance Use Disorder Prevention Services for the period October 1, 2020 through September 30, 2021. The funding amount of the agreement was for \$105,656.00. On December 9, 2020, MSHN notified ICHD that, due to a reduction in block grant funding coming to their agency, MSHN would reduce ICHD's funding from \$105,656.00 to \$96,656.00.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

MSHN has reduced the award amount from \$105,656.00 to \$96,656.00.

This reduction in funding will change the following:

- Lead Social Worker – Pathways to Care (position #601525, ICEA Pro 8) from a .10 FTE to a .04 FTE, and the difference in funding for this position will be covered by funding from Medicaid Outreach

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

There are no other considerations.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize amending Resolution #20-481 to accept a reduction of grant funds from MSHN and change the amount from \$105,565.00 to \$96,656.00.

**Agenda Item 5**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE FY2021 CONTRACT WITH MID-STATE HEALTH NETWORK**

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #20-481 to accommodate a reduction in funding from Mid-State Health Network (MSHN); and

WHEREAS, on January 15, 2021, ICHD entered into a contract with MSHN for Substance Use Disorder Prevention Services for the period October 1, 2020 through September 30, 2021; and

WHEREAS, the funding amount of the agreement was originally for \$105,656; and

WHEREAS, on December 9, 2020, MSHN notified ICHD that, due to a reduction in block grant funding coming to their agency, MSHN would reduce ICHD's funding from \$105,656 to \$96,656; and

WHEREAS, this reduction in funding will change the following:

- Lead Social Worker – Pathways to Care (position #601525, ICEA Pro 8, \$59,140.99-\$70997.30) from a .10FTE to a .04 FTE, and the difference in funding for this position will be covered by funding from Medicaid Outreach; and

WHEREAS, the Health Officer recommends amending Resolution #20-481 to accept a reduction of grant funds from MSHN by changing the amount from \$105,565 to \$96,656.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize amending Resolution #20-481 to accept a reduction of grant funds from MSHN by changing the amount from \$105,565 to \$96,656.

BE IT FURTHER RESOLVED, that this reduction in funding will change the following:

- Lead Social Worker – Pathways to Care (position #601525, ICEA Pro 8, \$59,140.99-\$70997.30) from a .10FTE to a .04 FTE, and the difference in funding for this position will be covered by funding from Medicaid Outreach

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

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

**TO:** County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** February 2, 2021  
**SUBJECT:** Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program (Cohort Two)

For the meeting agendas of February 16 and February 17

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**BACKGROUND**

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This 6-session course focuses on the core competencies necessary to building collaboration, promoting trust and empowering employees to achieve results.

New, experienced and aspiring managers will benefit from the CoM program. Skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee satisfaction and retention and encourage professional development of future leadership.

New, experienced and aspiring managers who completed Cohort One of the CoM program in the fall of 2020 report great satisfaction with the program and resultant increase in their knowledge and skills. Offering another cohort of the CoM program will provide like benefits and results to employees and the County.

Purchase of 20 seats enables the County to realize a 20% reduction in the per-seat price.

**ALTERNATIVES**

In the alternative, individuals may or may not independently pursue educational programs to develop necessary core management skills required for current and future leadership of Ingham County. Another alternative would be to authorize ten (10) seats at the full per-seat price.

**FINANCIAL IMPACT**

Purchase of twenty (20) seats at a cost of \$2,950 per seat, less a 20% cost reduction (\$590), results in a price of \$2,360 per seat for a total cost of \$47,200. Purchase of ten (10) seats at the full price of \$2,950 per seat results in a total cost of \$29,500. Funding is requested from the contingency fund or fund balance.

**STRATEGIC PLANNING IMPACT**

The recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENROLLMENT IN DAVENPORT UNIVERSITY'S  
CERTIFICATE OF MANAGEMENT PROGRAM (COHORT TWO)**

WHEREAS, the Institute for Professional Excellence at Davenport University offers a Certificate of Management (CoM) program, designed to develop core management skills necessary to increase workforce productivity and performance.

WHEREAS, this 6-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results; and

WHEREAS, new, experienced and aspiring managers will benefit from the CoM program; and

WHEREAS, skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee retention and encourage professional development of future leadership; and

WHEREAS, authorizing enrollment in the CoM program is in furtherance of several strategic goal(s) and task(s) included in the Strategic Plan: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service. Strategy 4: Support employee and professional development; and

WHEREAS, new, experienced and aspiring managers who completed Cohort One of the CoM program in the fall of 2020 reported great satisfaction with the program and resultant increase in their knowledge and skills; and

WHEREAS, offering another cohort of the CoM program will provide like benefits and results to employees and the County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Human Resources Director to enroll up to 20 Ingham County employees in the CoM program at a cost not to exceed \$47,200 from the contingency fund or fund balance.

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:** County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** February 2, 2021  
**SUBJECT:** Resolution Authorizing MERS Adoption Agreement Addendums

For the meeting agendas of February 16 and February 17

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**BACKGROUND**

Effective January 1, 2021, MERS is implementing several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered. Specific items being reviewed are plan eligibility clarification, service credit qualification, leaves of absence and definition of compensation. These items have been identified by MERS in the last year or so as creating confusion for the reporting end of some of their participating municipalities. As a result, MERS has streamlined the administration of these items and offers more flexibility in how to report for them. As a result of this process, MERS is requiring an addendum for each division to review these items and confirm how we would like them administered in 2021 and forward based on simplified yet more flexible options.

No modification of any provision of our plans for any division of our plans is being proposed.

Regardless, MERS is requiring completion of an **Adoption Agreement Addendum** and governing body approval for each of our plans' divisions to affirmatively document our plans' provisions on file with MERS.

**ALTERNATIVES**

Compliance with MERS requirements is mandatory.

**FINANCIAL IMPACT**

There is no financial impact.

**STRATEGIC PLANNING IMPACT**

There is no strategic planning impact.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

I respectfully recommend approval of the attached resolution.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING MERS ADOPTION AGREEMENT ADDENDUMS**

WHEREAS, effective January 1, 2021, MERS is implementing several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered; and

WHEREAS, specific items being reviewed are plan eligibility clarification, service credit qualification, leaves of absence and definition of compensation as these items have been identified by MERS in the last year or so as creating confusion for the reporting end of some of their participating municipalities; and

WHEREAS, as a result, MERS has streamlined the administration of these items and offers more flexibility in how to report for them; and

WHEREAS, as a result of this process, MERS is requiring an addendum for each division to review these items and confirm how Ingham County would like them administered in 2021 and forward based on simplified yet more flexible options; and

WHEREAS, no modification of any provision of our plans for any division of our plans is being proposed; and

WHEREAS, regardless, MERS is requiring completion of an **Adoption Agreement Addendum** and governing body approval for each of our plans' divisions to affirmatively document our plans' provisions on file with MERS.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of an addendum for each division following review of required items and confirm how Ingham County would like these to be administered in 2021 and forward

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 upon approval as to form by the County Attorney.

## Agenda Item 7a

**TO:** County Services and Finance Committees

**FROM:** Teri Morton, Deputy Controller

**DATE:** February 2, 2021

**SUBJECT:** Resolution of Intent to Authorize Publication of Notice of Intent and to Declare Intent to Reimburse

For the meeting agendas of February 16 and 17

### **BACKGROUND**

The 2021 budget included a recommendation to fund some major capital projects through the issuance of debt. The projects, listed below, have a total estimated cost of \$2.86 million.

- Mason Courthouse Clock Tower Repairs - \$1,630,000
- Mason Annex Building Demolition - \$205,000
- VMC/GPB Fire Alarm Panel Replacement - \$560,000
- VMC/GPB Access Control System Upgrade - \$105,000
- Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000
- Mason Courthouse – Door Entrances Security Upgrades - \$105,000

The total bond requested is \$3.2 million, which includes funding for a project manager to oversee these projects, and also the related bond financing costs.

### **FINANCIAL IMPACT**

The last debt payment for the Grady Porter Building will be paid off in 2021, which will free up around \$840,000 in general fund dollars beginning in 2022. This debt will be financed over five years, plus an interest only payment in 2021. Estimated payments include a 2021 interest payment of around \$15,000 and principle and interest payments of approximately \$635,000 for years 2022 through 2026.

### **OTHER CONSIDERATIONS**

This proposal will provide a viable funding source and necessary staff to complete some critical capital projects in a timely fashion. The proposal was presented as a discussion item at the January 19, 2021 County Services Committee meeting.

### **RECOMMENDATION**

I respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION OF INTENT  
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT AND  
TO DECLARE INTENT TO REIMBURSE**

**RESOLUTION # 21-\_\_\_**

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the \_\_\_ of \_\_\_\_\_, 2021, at 6:30 p.m., Michigan time, conducted virtually via Zoom due to COVID-19 health concerns and in accordance with Act 228 PA 2020.

PRESENT: \_\_\_\_\_

\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_:

WHEREAS, the County of Ingham (the “County”) proposes to issue its tax-exempt bonds (the “Bonds”) to finance all or part of the cost of County capital improvements including, but not limited to (i) repair of the County Courthouse Clock Tower, (ii) demolition of the County Annex Building, (iii) acquisition, installation, replacement and upgrade of the Veterans Memorial Courthouse and Grady Porter Building fire alarm panels and access control systems, (iv) tunnel remediation improvements between the County Hilliard Building and County Courthouse, (v) acquisition, installation, replacement and upgrade of the security door entrances to the County Courthouse, and (vi) other improvements, costs and expenses related to the County’s 2021 Improvement Program (collectively, the “Project”); and

WHEREAS, it is not anticipated that the County will need to advance a portion of the costs of the Project prior to the issuance of the Bonds, but if such advance were to be required, it will be repaid from proceeds of the Bonds upon the issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the “Reimbursement Regulations”) specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

BE IT RESOLVED by the Board of Commissioners of the County, as follows:

1. The County hereby declares its official intent to issue its bonds in one or more series in the aggregate principal amount of not to exceed \$3,200,000 to finance the costs of the Project. The County hereby declares that it reasonably expects to seek reimbursement for its advances to the Project as anticipated by this resolution. The bonds shall be authorized by proper proceedings subsequent to this resolution.

2. The County Clerk is hereby instructed to publish the notice attached hereto once in a newspaper of general circulation in the County, which notice shall not be less than ¼ page in size in such newspaper, with such changes as the County Clerk shall deem necessary or appropriate, upon the advice of bond counsel.

3. All prior resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

County Services:

Finance:

STATE OF MICHIGAN     )  
  )ss  
COUNTY OF INGHAM     )

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, Michigan, held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Clerk, County of Ingham

*Note: This notice must be not less than 1/4 page in size in the newspaper.*

NOTICE OF INTENT TO ISSUE BONDS  
BY THE COUNTY OF INGHAM, MICHIGAN  
AND THE RIGHT OF REFERENDUM THEREON

NOTICE IS HEREBY GIVEN that the County of Ingham, Michigan, intends to issue its bonds in the principal amount of not to exceed \$3,200,000 in one or more series for the purpose of defraying costs of County capital improvements including, but not limited to (i) repair of the County Courthouse Clock Tower, (ii) demolition of the County Annex Building, (iii) acquisition, installation, replacement and upgrade of the Veterans Memorial Courthouse and Grady Porter Building fire alarm panels and access control systems, (iv) tunnel remediation improvements between the County Hilliard Building and County Courthouse, (v) acquisition, installation, replacement and upgrade of the security door entrances to the County Courthouse, and (vi) other improvements, costs and expenses related to the County's 2021 Improvement Program (collectively, the "Project"); and

The bonds will mature within the maximum term permitted by law and will bear interest at a rate or rates to be determined at a competitive or negotiated sale but in no event to exceed such rates as may be permitted by law.

SOURCE OF PAYMENT

The bonds will be issued under and pursuant to the provisions of Act No. 34, Public Acts of Michigan, 2001, as amended, and the full faith and credit of the County of Ingham will be pledged to pay the principal of and interest on the bonds as the same shall become due. The County of Ingham will be obligated, as a first budget obligation, to advance moneys from its general funds or to levy ad valorem taxes on all taxable property within its corporate boundaries to pay the principal of and interest on the bonds as the same shall become due to the extent that other funds are not available for such purpose; provided, however, that the ability of the County of Ingham to raise such moneys is subject to applicable constitutional and statutory limitations on the taxing power of the County of Ingham.

RIGHT TO PETITION FOR REFERENDUM

This notice is given, by order of the Board of Commissioners of the County of Ingham, to and for the benefit of the electors of the County of Ingham in order to inform them of their right to petition for a referendum upon the question of the issuance of the aforesaid bonds. The bonds will be issued, without submitting such a question to a vote of the electors, unless within 45 days after the date of publication of this notice a petition requesting a referendum upon such question, signed by not less than 10% or 15,000 of the registered electors residing within the County of Ingham, whichever is the lesser, shall have been filed with the undersigned County Clerk. In the event that such a petition is filed, the bonds will not be issued unless and until the issuance thereof shall have been approved by the vote of a majority of the electors of the County of Ingham qualified to vote and voting thereon at a general or special election.

FURTHER INFORMATION

Further information relative to the issuance and purpose of said bonds and the subject matter of this notice may be secured at the office of the County Clerk of the County of Ingham, 341 S. Jefferson, P.O. Box 179, Mason, Michigan 48854.

This notice is given pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended.

Barb Byrum, Clerk  
County of Ingham

**TO:** Board of Commissioners County Services Committee  
**FROM:** Gregg Todd, Controller  
**DATE:** February 9, 2021  
**SUBJECT:** Discussion Item: \$15/hour Minimum Wage  
 For the meeting agenda of February 16, 2021

President Biden has suggested raising the minimum wage to \$15/hour over the next four years. As such, Chairperson Stivers asked that we provide information on how County employees fare with regard to a \$15.00/hour minimum wage. Although we currently have no full-time employees who are paid less than \$15.00/hour, there are three positions that are classified as UAW/TOPS Grade B who would be paid less at Steps 1 and 2 (two Facilities Department custodian positions and one Friend of the Court file clerk). The UAW/TOPS contract also has a Grade A, where Steps 1 through 3 are paid at less than \$15.00/hour, but there are no current positions classified at that grade.

The County does a Living Wage Requirement policy (see attached) that defines the living wage in *Section C. Definition, Paragraph 6, Living Wage* as:

[a]n hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on 40 hours per week, 50 weeks per year; provided however, that costs paid by the employer for an employee’s health care benefits may be counted toward up to one-fifth of the hourly rate payable to the employee.

Based on the current federal poverty line, this equates to \$13.25 for employees with benefits and \$16.56/hour for employees without benefits.

The Living Wage policy does exempt temporary and seasonal employees, a majority of whom make under \$15.00/hour. The Parks Department and Potter Park Zoo have the highest number of temporary/seasonal employees and, using 2019 staffing numbers (2020 were too inconsistent due to COVID) at the Zoo as an example, moving all temporary/seasonal employees to \$15/hour would result in a budget impact over \$213,000 annually:

<b>Department</b>	<b>Total Employees</b>	<b>Hourly Rate</b>	<b>Total Hours</b>	<b>Total Cost w/FICA</b>	<b>Cost Increase @ \$15.00hr w/ FICA</b>	<b>Adjusted Total Seasonal Wages @ \$15.00 w/FICA</b>
Maintenance	9	\$12.00	7,212	\$93,121	\$23,282	\$116,403
Animal Care	31	\$9.65	13,377	\$138,899	\$77,006	\$215,905
Customer Service	49	\$9.65	19,735	\$204,916	\$113,619	\$318,535
<b>TOTAL</b>	<b>89</b>		<b>40,324</b>	<b>\$436,936</b>	<b>\$213,907</b>	<b>\$650,843</b>

In addition to the fiscal impact, there are other issues to consider with regard to raising wages at the lower end of the pay scale, namely union negotiations and wage constriction “upstream” in the pay scale.

We have collective bargaining agreements with provisions limiting temporary pay rates to no more than 10% of the negotiated Step 1 of the wage table, so any desire to pay above that rate would require negotiation with the bargaining unit.

With wage constriction, the classifications directly above positions adjusted will have their wage range constricted by the increase. This typically leads to a request to adjust those wages, which can often continue “upstream” in the position classification system.



Approved: June 24, 2003  
Resolution No. 03-168

- A. Introduction. Economic research summarized in the Economic Policy Institute's August 2000 issue guide, *Higher Wages Lead to More Efficient Service Provision*, indicates that payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee turnover. By way of this policy, Ingham County:
1. desires to increase the quality and reliability of services procured for Ingham County or provided to Ingham County inhabitants by promoting higher productivity and retention of employees working for Ingham County on Ingham County contracts;
  2. desires to use Ingham County spending and procurement of services to require covered employers who provide services to Ingham County to pay their employees a "Living Wage" sufficient to meet their employees' basic subsistence needs;
  3. desires raise the income of low-income working people and their families employed by covered employers on Ingham County contracts;
  4. desires to use Ingham County spending to encourage the development of jobs paying wages above the poverty level;
  5. does not intend to establish any generally applicable County minimum wage, or regulate the wages paid by any business or individual that chooses not to provide services covered by this policy to the County; and
  6. desires to provide incentives for covered employers to provide health insurance to their employees.
- B. Applicability. Each contractor shall pay its employees providing services under the contract wages which are greater than or equal to a living wage, and meets other conditions, as defined in this policy. The living wage requirement of this policy shall apply with respect to any employee of a contractor or subcontractor who is employed either part time or full time providing services directly under the contract. This policy applies to any individual, proprietorship, partnership, corporation, trust, association or other entity that is a contractor, as defined in Section C.
1. A **contractor** is a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective date of the contract with Ingham County exceeds \$50,000 and

## Living Wage Requirement

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where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events.

2. A **subcontractor** is a party to a contract with a contractor providing services to Ingham County who is required to pay a “living wage” under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor’s contract with Ingham County; where the subcontractor employs five or more employees and where the total value of the subcontractor’s contract for that purpose exceeds \$25,000.

C. **Definitions.** For the purposes of this policy, the following terms and phrases are defined as follows:

1. **Contract** means an agreement to perform services, including the subcontracting of services. Contracts for the purchase of goods and contracts to lease or purchase property are excluded.
2. **Contractor** means a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective date of the contract with Ingham County exceeds \$50,000 and where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events.
3. **Employer** means a person who engages employees to provide labor in exchange for payment of wages or salary.
4. **Federal poverty line** means the official poverty line defined by the Office of Management and Budget based on Bureau of Census data for a family of four, as adjusted to reflect the percentage change in the Consumer Price Index for all urban consumers.
5. **Health care benefits** means the right granted to an employee under a contract, certificate or policy of insurance to have payment made by a health care insurer or health care corporation for specified medical or health care services for the employee and dependents.
6. **Living wage** means an hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on 40 hours per week, 50 weeks per year; provided however, that costs paid by the employer for an employee’s health care benefits may be counted toward up to one-fifth of the hourly rate payable to the employee.

## Living Wage Requirement

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7. **Person** includes individuals, proprietorships, partnership, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors and assigns thereof.
  8. **Public entity** means the State of Michigan including all agencies thereof, any public body corporate within the state, including all agencies thereof, or any non-incorporated public body within the state of whatever nature, including all agencies thereof.
  9. **Subcontractor** is a party to a contract with a contractor providing services to Ingham County who is required to pay a “living wage” under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor’s contract with Ingham County; where the subcontractor employs five or more employees and where the total value of the subcontractor’s contract for that purpose exceeds \$25,000.
- D. **Annual Adjustment.** The County Controller shall annually adjust the living wage as provided herein to incorporate changes in the federal poverty level. The Controller shall notify the Board of Commissioners of any change in the amount of the living wage, and shall notify each contractor of such changes and such contractors shall, no later than 30 days after notification, adjust the hourly rates of affected employees as necessary to comply with this policy.
- E. **Notification.** The County Controller shall include an explanation of the requirements of this policy in all requests for proposals that may be covered by this policy.
- F. **Compliance.** Each contract covered by this policy shall require compliance with this policy. Each such contract shall provide that a violation of this policy shall be considered a material breach of the contract and Ingham County shall have the right to terminate the contract and disbar the contractor from future Ingham County contracts as provided below.
- G. **Posting.** Every contractor shall post in a conspicuous place on all job sites subject to this policy a copy of the living wage rate required under this policy. The contractor shall keep accurate records of the names and actual wages and benefits paid to each employee providing services under the contract and subcontract and provide Ingham County with such records within five business days, if requested by the County.
- H. **Violation.** Anyone with knowledge of a violation of this policy may file a complaint with the County Controller, who shall have thirty days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's satisfaction within the thirty day period, the complainant or his/her representative may bring forward his/her complaint to the County Services Committee of the Ingham County Board of Commissioners. The Committee shall forward its recommendation on the matter to the Board of Commissioners for final resolution.

### *Living Wage Requirement*

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1. Each contract shall provide that contractors who are found to be in violation of this policy shall be required to pay each affected employee the amount of deficiency for each day the violation occurs.
  2. Contractors shall be required to pay Ingham County \$100 per affected employee for each day the violation occurs beginning with the third day after the contractor receives notification of the violation. The County may withhold from payments to the contractor such amounts as are necessary to effectuate the payments or penalties provided in this Section.
  3. A contractor who is found to be in violation of this policy and is subsequently required to pay the \$100 penalty provided above for more than three incidents within a two-year period shall be barred from bidding on or entering into any contracts with the County for a period of 10 years from the date of the last violation. An incident for purposes of this paragraph is defined as a failure to pay the living wage rate in a payroll period, a payday or numerous paydays, regardless of the number of employees affected by each incident.
  4. A contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a wage rate shall be ineligible to bid on any contract involving the County for a period of five years from the date of such finding.
- I. Exemptions. The following exemptions from this policy shall apply:
1. Public entities are exempt from compliance with this policy.
  2. Entities with 501(c)(3) status with who have nine (9) or fewer employees are exempt from compliance with this policy.
  3. Employees who are working under the terms of a collective bargaining agreement are exempt from compliance with this agreement.
  4. Exempt employees working on projects where federal, state or local law, or Ingham County policy requires payment of a prevailing wage are exempt from compliance with this policy.
  5. The following programs are exempt if developed specifically for high school and/or college students by Ingham County or one of its contractors:
    - a. A bona fide training program;
    - b. A summer or youth employment program;
    - c. A work study, volunteer/public service, or internship program;

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- d. Co-op employees employed as part of a high school or college co-op program which is part of the employee's educational curricula.
  6. Programs which operate to train people with disabilities and which are designated as community rehabilitation programs, work activity centers and/or sheltered workshops.
  7. Temporary or seasonal employees hired by a contractor. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee.
- J. Waiver.
1. A contractor may request a waiver of the provisions of this policy if they believe that the application of the policy to the contractor would violate federal, state, or local laws. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.
  2. A non-profit human services agency may request a waiver of the provisions of this policy if they believe that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying this policy. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.
- K. Effect and Application. This policy shall go into effect ninety (90) days after adoption by the Ingham County Board of Commissioners (September 24, 2003).
1. This policy shall apply to any contract entered into or renewed after the effective date of this policy.
  2. Entering an agreement for extension of a contract for a period beyond its original term shall be considered entering a contract for purposes of this policy.
  3. It is the intent of the Ingham County Board of Commissioners that the requirement for payment of a living wage as defined in this policy will apply to employees of Ingham County.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION IN HONOR OF THE 2021 STATE ARBOR DAY CELEBRATION**

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wishes to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, the Michigan Department of Natural Resources, Forest Resources Division, ISA Michigan and the City of Lansing's Parks & Recreation and Forestry Division; and

WHEREAS, the 2021 State Arbor Day Celebration will take place Friday, April 30, 2021 at the State Capitol.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2021 State Arbor Day.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONTINUATION OF THE  
DECLARATION OF THE STATE OF EMERGENCY FOR THE  
COUNTY OF INGHAM**

WHEREAS, on March 12, 2020, the County of Ingham sustained one of the first confirmed cases of COVID-19 within the State of Michigan; and

WHEREAS, any widespread outbreak within the County of Ingham could hinder and/or cease most daily operations within the entire County and overwhelm, Emergency Medical Services, Hospitals and Urgent Cares; and

WHEREAS, as of March 13, 2020 a State of Emergency was declared for Ingham County which was subsequently extended through February 28, 2021; and

WHEREAS, it is necessary to extend the Declaration of the State of Emergency through March 31, 2021.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, in accordance with Section 10 of 1976 PA 390, as amended, hereby declares that a “state of emergency” exists within our jurisdiction as of March 13, 2020, and that local resources and funding are being utilized to the fullest possible extent. The response and recovery elements of our emergency operations plan have been activated.

BE IT FURTHER RESOLVED, that this Declaration replaces the initial Declaration submitted on March 16, 2020 and all subsequent declarations submitted thereafter and will expire on March 31, 2021.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING DEAN L. POGGIALI ON THE  
EVENT OF HIS RETIREMENT**

WHEREAS, Dean Poggiali was appointed to the liaison position at the Capital Area United Way by the Capital Area UAW CAP Council and began serving in this role on March 12, 2001; and

WHEREAS, prior to arriving at the Capital Area United Way, Dean was involved at various levels at the UAW Local 724 in Lansing serving on the UAW Local 724 Executive Board as an at-large position, as Recording Secretary, 1<sup>st</sup> Vice President and also as President for 18 years; and

WHEREAS, Dean also served on the UAW Local 724 Community Services Committee, By-Laws Committee, Women's Committee, Kids Christmas Party Committee, where he played Santa, as a delegate to the Capital Area UAW Community Action Program (CAP); and as the CAP Council Recording Secretary for over twenty years; and

WHEREAS, he also served as the Chair of the UAW Region 1-C Independent, Parts, and Suppliers (IPS) Council and also as a delegate to the National UAW IPS Council, UAW Region 1-C which later merged with UAW Region 1-D, and was elected as a delegate to the UAW Constitutional Convention several times; and

WHEREAS, over the years Dean has been involved in many activities from both the CAUW and the UAW levels on various boards, committees, or activities such as Lansing Old Newsboys, Capital Area Community Services Walk for Warmth, Homeless Veterans Stand Down, Toys for Tots, National Association of Letter Carriers food drive, City of Lansing Cesar E. Chavez Commission, Union Family Fair Day to name a few, some of which he continues to this day; and

WHEREAS, after 20 years of dedicated service, on March 12, 2021, Dean L. Poggiali is retiring from his position as liaison with the Capital Area United Way.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Dean L. Poggiali on the event of his retirement and expresses its sincere appreciation to Dean for his devotion and dedication to helping others and for his commitment toward improving the quality of life for the citizens of Ingham County.

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



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES**

WHEREAS, current Board Rules provide that the County Services Committee is the liaison for the Potter Park Zoo and the Potter Park Zoo Board; and

WHEREAS, the Board of Commissioners wishes to assign this responsibility to the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby assigns the liaison committee responsibility for the Potter Park Zoo and Potter Park Zoo Board to the Human Services Committee, effective immediately.

BE IT FURTHER RESOLVED, that the appropriate change is to be made to the Board Rules.