

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, JANUARY 19, 2021 AT 6:30 P.M. THE MEETING WILL BE HELD VIRTUALLY AT <https://ingham.zoom.us/j/87620385935>.

Agenda

Call to Order

Approval of the [December 1, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham [Conservation District](#)
2. Treasurer's Office
  - a. Resolution on [ACH Policy](#) Under PA 738 of 2002
  - b. Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
  - c. Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County [Land Bank](#) Fast Track Authority
3. Prosecuting Attorney's Office
  - a. Memorandum of Authorization to Start an Assistant Prosecuting Attorney Above [Step 3](#)
  - b. Memorandum of Authorization to Start an Assistant Prosecuting Attorney Above [Step 3](#)
4. Equalization Department
  - a. Resolution to Extend for a Period of 12 Months the Contract for Monumentation and Remonumentation [Project Representative](#)
  - b. Resolution to Extend for a Period of 12 Months the Contracts for Remonumentation [Project Surveyors](#)
  - c. Resolution to Extend for a Period of 12 Months the Contracts for [Peer Review](#) Group Members
5. Public Defender's Office
  - a. Resolution to Create the Position of [Social Worker](#) within the Ingham County Office of the Public Defender
  - b. Memorandum of Authorization to Hire at [MC 09 Step 5](#)

6. Innovation and Technology Department
  - a. Resolution to Approve the Renewal of Remote Access Software from [CDW-G](#)
  - b. Resolution to Approve the Invoice for Renewing [CourtView Support Services](#)
  
7. Facilities Department
  - a. Resolution to Authorize an Agreement Amendment with [Du-All Cleaning](#) for Additional Cleaning Services for the Sheriff's Office Holding Area in the Lower Level of the Veterans Memorial Courthouse
  - b. Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 [Carpet Replacement](#) Project
  - c. Resolution to Authorize an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the [Probate Court Office](#)
  - d. Resolution to Authorize an Agreement Amendment with [Safety Systems](#) for Building Monitoring Services at the Ingham County 9-1-1 Center
  - e. Resolution to Authorize an Agreement with [Bergmann Associates](#) for a Facility Assessment of the House of Commons
  
8. Road Department
  - a. Resolution to Authorize an Engineering Design Services Contract with [DLZ](#) for Software Training on the Hagadorn Road Project
  - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
  
9. Human Resources Department
  - a. Resolution to Approve Generic Service Credit Purchase for County Employee: [Tina M. Duda](#)
  - b. Memorandum of Authorization to Start a Confidential Employee Above [Step 2](#)
  - c. Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, [Nurse Practitioners/Clinic Nurses Unit](#)
  - d. Resolution to [Reorganize](#) the Human Resources Department (*Discussion*)
  
10. Controller's Office – Debt Issuance for Major Capital Budget Projects and Creation of a [Project Manager Position](#) (*Discussion*)
  
11. Board of Commissioners
  - a. Resolution Recognizing [Black History/Cultural Diversity](#) Month in Ingham County
  - b. Resolution to Authorize the Continuation of the Declaration of the [State of Emergency](#) for the County of Ingham

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  
December 1, 2020  
Draft Minutes

The meeting was called to order by Chairperson Sebolt 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: Sebolt (Ingham County), Celentino (Ingham County), Grebner (Ingham County), Koenig (Ingham County), Stivers (Ingham County), Maiville (Ingham County), and Naeyaert (Ingham County).

Members Absent: None.

Others Present: Gregg Todd, Becky Bennett, Sue Graham, Bob Peña, Dillon Rush, Aimee Eisen, Stacy Byers, Richard Terrill, Scott Hendrickson, Jill Bauer, Elaine Fischhoff, Matt Nordfjord, and Michael Tanis.

Approval of the November 17, 2020 Minutes

CHAIRPERSON SEBOLT STATED THAT, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 17, 2020 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

Substitute –

- 6. Facilities Department
  - c. Resolution to Authorize Purchase Orders Issued for Probate Courtrooms Carpet Replacement
  
- 9. Controller's Office
  - b. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

Late –

- 8. Human Resources Department
  - d. Resolution Approving the 2021 Collective Bargaining Agreement with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit
  
- 10. Board of Commissioners
  - e. Resolution Extending the Health Advisory Leave Policy through March 31, 2021

Limited Public Comment

Bob Peña, County Commissioner-Elect, stated that a female who worked at Sparrow Hospital for professional reasons needed to be fingerprinted. He further stated that the female attempted to go to various local police departments, but the local police departments were unable to accommodate her request.

Mr. Peña stated that he saw there was an item on the Agenda in regards to fingerprinting software. He further stated that he recommended that effort be made to find as universal of a program that could handle as many databases as possible.

Mr. Peña stated that he appreciated the County Services Committee for approving Resolution #20-499 that declared the second Monday in October as Indigenous Peoples' Day.

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

1. Economic Development – Resolution to Authorize Proposed Application for State Site Readiness Planning Community Development Block Grant Program
2. Clerk's Office – Resolution to Authorize the Purchase of Fingerprinting Software from ID Networks
3. Farmland and Open Space Preservation Board
  - a. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Oesterle 2 and Wildenthal Properties
  - b. Resolution to Approve the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2021 Farmland and Open Space Application Cycles and Approve the FOSP Board to Host a 2021 Application Cycle
5. Innovation & Technology Department
  - a. Resolution to Approve Renewal of Support from Core Technology
  - b. Resolution to Approve the Purchase of Consulting Hours from CDWG
6. Facilities Department
  - c. Resolution to Authorize Purchase Orders Issued for Probate Courtrooms Carpet Replacement
  - d. Resolution to Authorize a Lease Amendment for the Public Defender's Office Space
9. Controller's Office
  - a. Resolution Requiring All Ingham County Employees Participate in the Diversity, Equity and Inclusion Training Program
  - b. Resolution Authorizing Adjustments to the 2020 Ingham County Budget

10. Board of Commissioners
  - a. Resolution Honoring Dr. Martin Luther King, Jr.
  - b. Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham
  - c. Step Increase for Animal Control Director
  - d. Resolution Continuing a Contract with WebQA for a FOIA Management Program
  - e. Resolution Extending the Health Advisory Leave Policy through March 31, 2021

THE MOTION CARRIED UNANIMOUSLY.

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

4. Equalization Department – Resolution to Authorize the Appointment of William E. Fowler to Serve as the Ingham County Designated Assessor for the Term of January 1, 2021 to December 31, 2025, and To Authorize the Chairperson of the Ingham County Board of Commissioners to Authorize and Sign the Required Interlocal Agreement with the Local Assessing Districts within Ingham County

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

Commissioner Grebner asked if the resolution was in regards to a new State of Michigan law that required the appointment of a County Designated Assessor.

Gregg Todd, County Controller, stated yes. He further stated that request for proposal (RFP) went out to find qualified assessors, and the County had looked to form relationships with other counties, but was unsuccessful.

Commissioner Grebner stated that a problem was that the Equalization Department reviewed the assessments of the municipalities, and so the County would conduct the assessment and then would review their own assessment. He further stated that with all of the changes to assessment law over the last thirty years, local assessors had less discretion and had become more routine.

Commissioner Grebner stated that increasingly, assessments for tax purposes were capped and the market value did not matter as much as the capped value. He further stated that over time, people began to wonder why there was a system of 1,500 local assessors, so counties gradually stepped into the role of providing assessment services.

Discussion.

Commissioner Grebner stated that William E. Fowler, Equalization Department Director, had high qualifications as an assessor, so he did not have concerns.

Discussion.

Commissioner Celentino asked if Mr. Fowler was appointed as the County Designated Assessor, could local municipalities ask Mr. Fowler for assessments.

Commissioner Grebner stated that local municipalities would have to approve a resolution, and so the County would be reimbursed for the work. He further stated that for a local municipality to get out of the assessment business was a big deal and involved the County adding assessment staff.

Commissioner Celentino asked how that was different from the past.

Commissioner Grebner stated that the new law required the County to name a person so that it was clear that the County had someone available so that local municipalities could do this.

Mr. Todd stated that he could get that clarified for the Commissioners.

Commissioner Maiville stated that the County was fortunate to have Mr. Fowler. He further stated that as far as the assessment function, he would like to see it remain at the local level.

Commissioner Naeyaert stated that the agreement mentioned that nothing prevented or limited the Designated Assessor from serving as the Designated Assessor, Assessor of Record or Equalization Director for this or any other County in Michigan, or from serving as Assessor of Record for any municipality.

THE MOTION CARRIED UNANIMOUSLY.

6. Facilities Department

- a. Resolution to Authorize an Agreement with Moore Trosper Construction Company for the Renovations of the Drain Commissioner's Office

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

Commissioner Maiville asked if he was correct that funds came from a capital improvement plan (CIP), but that the Drain Commissioner's funds were separate from the County's other funds.

Mr. Todd stated that the funds came from the Public Improvement Fund, which was separate from the Drain Commissioner's funds. He further stated that he would have to research the reasoning.

Richard Terrill, Facilities Director, stated that, two years ago, there was a CIP budget request for \$50,000 to make improvements at the Drain Commissioner's Office. He further stated that due to COVID-19 related issues and Americans with Disabilities Act (ADA) compliance issues, it was a larger remodel.

Mr. Terrill stated that it had been approved through the CIP process from the Public Improvement Fund two years ago and were adding funds to it in 2021. He further stated that he could not answer why it was chosen from the Public Improvement Fund.

Commissioner Grebner stated that most of the Drain Commissioner's funds that were segregated were specific to the Drain Commissioner's Office. He further stated that anything that affected the Drain Commissioner's Office might be partly funded from those individual assessments depending on the nature of the improvement.

THE MOTION CARRIED UNANIMOUSLY.

6. Facilities Department

- b. Resolution to Accept the Monetary Donation for the Replacement of the Blue Spruce Tree in Front of the Mason Courthouse

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

Commissioner Naeyaert stated that the blue spruce tree in the City of Mason in front of the Mason Courthouse had to come down due to disease. She further stated that it was a big deal to the City of Mason, and so she wanted to thank the Facilities Department and Mason Historical Society for raising the funds to replace the tree.

THE MOTION CARRIED UNANIMOUSLY.

8. Human Resources Department

- a. Resolution to Approve the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 512, AFL-CIO, Supervisory Unit
- b. Resolution to Approve the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 512, AFL-CIO, Technical Clerical Unit
- d. Resolution Approving the 2021 Collective Bargaining Agreement with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTIONS.

Chairperson Sebolt stated that he wanted to disclose that the Office and Professional Employees International Union (OPEIU) affiliated with his daytime employer, the Michigan American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

THE MOTION CARRIED UNANIMOUSLY.

7. Health Department – Agreement between Ingham County Health Department and Healthstream (*Discussion*)

Matt Nordfjord, County Attorney, stated that the County had an agreement with Healthstream, and since the purchasing policy requirements were changed, those changes were included in the update to the agreement renewal. He further stated that Healthstream objected to some of the provisions, and so there was now an impasse.

Mr. Nordfjord stated that he could not waive the policy without consent of the Commissioners. He further stated that he understood the relationship between the vendor and Health Department was great and the product was excellent.

Mr. Nordfjord stated that if it was the prerogative of the Commissioners to accept their proposed changes, and allowed the County Attorney to waive the provisions, they could sign off on it and the Chairperson of the Board of Commissioners could move forward with execution.

Commissioner Celentino asked Mr. Nordfjord to explain the provisions that Healthstream wanted waived.

Mr. Nordfjord stated that Healthstream wanted to strike the provision that if there was a breach of compliance with the County's purchasing policy, that was also a material breach of the agreement. He further stated that Healthstream only wanted a breach of the agreement to be based upon their performance.

Mr. Nordfjord stated that Healthstream objected to the standard language regarding local vendors, even though they were not a local vendor.

Commissioner Celentino asked if Healthstream objected to their living-wage policy or something similar.

Mr. Nordfjord stated no.

Commissioner Celentino asked why they objected to the language regarding local vendors.

Mr. Nordfjord stated that he was not sure. He further stated that Healthstream indicated they would not sign off with that language included.

Commissioner Grebner asked if he was correct that violating the contract would still mean that the contract was violated, but it would not be a material breach of the contract and so it would not be grounds for pulling the rug out from under them.

Mr. Nordfjord stated that he was correct.

Commissioner Koenig asked Mr. Nordfjord what Healthstream was worried about because there were parts of the purchasing policy that the County felt strongly about.

Mr. Nordfjord stated that Healthstream wanted to strike the last sentence of 11.9 of the County's purchasing policy. He further stated that they also wanted to remove the language regarding local vendors because it did not apply to them.



MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. KOENIG, TO ACCEPT THE CHANGES PROPOSED BY HEALTHSTREAM ON OCTOBER 21, 2020 TO THE LANGUAGE IN THE COUNTY'S PURCHASING POLICY, AND TO AUTHORIZE THE COUNTY ATTORNEY TO APPROVE THE REVISED AGREEMENT AS TO FORM. THE MOTION CARRIED. Yeas: Sebolt, Grebner, Koenig, Stivers, Maiville, Naeyaert Nays: Celentino Absent: None

8. Human Resources Department
  - c. Resolution to Reorganize the Human Resources Department (*Discussion*)

Discussion.

Commissioner Celentino stated that due to their policy, this Agenda item was a discussion item. He further stated that a resolution would be proposed at the next meeting of the County Services Committee, but that would not be until January 2021 and included two new Committee members.

Commissioner Celentino stated that he always had a problem when a reorganization came before the County Services Committee on the last meeting of the year. He further stated that the two new Committee members should be involved with the overall discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NAEYAERT, TO TABLE THE DISCUSSION UNTIL THE NEW COUNTY SERVICES COMMITTEE IS SEATED AND AT THE DISCRETION OF THE CHAIR OF THE COUNTY SERVICES COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Sebolt stated that he appreciated Sue Graham, Human Resources Director, for being prepared to present to the County Services Committee.

#### Announcements

Commissioner Naeyaert stated that she wanted to thank Chairperson Sebolt for his service to the County for being Chair of the County Services Committee. She further stated that County Services Committee covered a plethora of things that the public did not realize, and so Chairperson Sebolt's knowledge of the issues and cooperation with the other Commissioners was greatly appreciated.

Commissioner Celentino stated that Chairperson Sebolt's guidance through this year with virtual meetings was terrific. He further stated that Chairperson Sebolt had done a great job, and wanted to thank the other Commissioners for their work.

Commissioner Maiville stated that Chairperson Sebolt had done a great job of navigating virtual meetings. He further stated that he also wanted to recognize Commissioner Koenig as she had been on the County Services Committee before and her insight was appreciated.

Commissioner Koenig stated that she appreciated everyone except for herself for navigating virtual meetings. She further stated that she appreciated Chairperson Sebolt for his sense of humor and because nothing seemed to be beyond his abilities, and so she thanked Chairperson Sebolt and all of the Commissioners.

Commissioner Grebner stated that he looked forward to seeing Commissioner Koenig come back as Judge Koenig, and then the Board of Commissioners could turn down her remodeling funds for her office.

Chairperson Sebolt stated that he appreciated working with all of the Commissioners. He further stated that this was not the year he planned on having as Chair of the County Services Committee, but the County Services Committee managed to get a lot done and made it work fairly seamlessly.

Chairperson Sebolt stated that he appreciated that Commissioner Koenig appreciated his sense of humor. He further stated that he wanted to thank Commissioner Celentino for being his Vice Chair of the County Services Committee, and wished Commissioner Stivers good luck as the next Chair.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:08 p.m.

**JANUARY 19, 2021 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

**1. Ingham Conservation District – Resolution to Authorize an Agreement with the Ingham Conservation District**

This resolution authorizes the 2021 agreement with the Ingham Conservation District. This agreement will be for an amount not to exceed \$10,500. Funds for this agreement are included in the 2021 budget. Funds allocated as follows:

Staff Support - \$7,000  
Invasive Species Technician Stipend - \$1,000  
Education and Outreach - \$1,000  
Vehicle and Property Maintenance - \$500  
Office Support - \$1,000

See memo for details.

**2a. Treasurer’s Office – Resolution on ACH Policy Under PA 738 of 2002**

This resolution establishes the County Treasurer as the Electronic Transaction Officer and establishes the Automated Clearing House (ACH) and Electronic Transactions policy.

See policy for further details.

**2b. Treasurer’s Office – Resolution to Set Policy for Certain Delinquent Tax Payments**

This resolution sets the policy for certain delinquent tax payments, specifically those identified by the General Property Tax Act involving a delinquent property tax of a, “*senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532.*”

A very limited number of individuals apply for this exemption. The General Fund cost is under \$500.

**2c. Treasurer’s Office – Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority**

This resolution authorizes the transfer of all unsold tax reverted properties that were rejected by local units to the Ingham County Land Bank.

These properties did not sell at the 2020 tax auctions and are rejected back to the Foreclosing Governmental Unit (FGU is the Ingham County Treasurer) by the local units of government. The Land Bank exists to manage their disposition.

The number of property this year is reduced by the COVID restrictions to the foreclosure process.

**3a. Prosecuting Attorney's Office – Memorandum of Authorization to Start an Assistant Prosecuting Attorney above Step 3**

This memorandum would authorize the Prosecuting Attorney's Office to start a new assistant prosecuting attorney at a Step 4 of the eight-step ICEA-APA salary schedule. County Service's approval of the step placement is required by the ICEA-APA bargaining agreement.

See memo for details.

**3b. Prosecuting Attorney's Office – Memorandum of Authorization to Start an Assistant Prosecuting Attorney above Step 3**

This memorandum would authorize the Prosecuting Attorney's Office to start a new assistant prosecuting attorney at a Step 6 of the eight-step ICEA-APA salary schedule. County service's approval of the step placement is required by the ICEA-APA bargaining agreement.

See memo for details.

**4a. Equalization Department – Resolution to Extend for a Period of 12 Months the Contract for Monumentation and Remonumentation Project Representative**

This resolution extends the contract with Ronnie M. Lester, P.S. to serve as the County Representative for the 2021 Remonumentation Project for a 12-month period, January 1, 2021 through December 31, 2021, at a cost not to exceed \$13,580.

**4b. Equalization Department – Resolution to Extend for a Period of 12 Months the Contracts for Remonumentation Project Surveyors**

This resolution extends approve the extension of contracts for a period of 12 months, January 1, 2021 to December 31, 2021, for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2021 for:

All Purpose Surveying Consultants, LLC: \$12,200  
Autenrieth Land Surveys, LLC: \$12,200  
Bumstead Land Surveys, LLC: \$12,200  
Enger Surveying and Engineering: \$12,200  
Wolverine Engineering and Surveyors, Inc.: \$12,200

**4c. Equalization Department – Resolution to Extend for a Period of 12 Months the Contracts for Peer Review Group Members**

This resolution approves the re-appointment and extension for the following individuals to serve as Peer Review Group Members for the 2021 Ingham County Remonumentation Project:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813  
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917  
David Clifford, P.O. Box 87, Mason, MI 48854  
Ronald Enger, P.O. Box 87, Mason, MI 48854  
Donald Bendzinski, 312 North Street, Mason, MI 48854  
Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

**5a. Office of Public Defender – Resolution to Create the Position of Social Worker within the Ingham County Office of the Public Defender**

This resolution will approve the creation of the position of social worker within the Office of the Public Defender, classified as an ICEA County Professional Grade 8 position (wage range of \$59,140.99 - \$70,997.30). The long-term (topped-out) cost of the position is \$123,492. Funding for this position is included in the 2021 fiscal year Michigan Indigent Defense Commission grant budget. Many clients of the Office of the Public Defender are dealing with mental health and substance use issues that complicate representing them. Social workers are well suited to evaluate those conditions and make recommendations for treatment and lifestyle changes that enhance the path to successful conclusion and reduce recidivism.

See memo for details.

**5b. Office of Public Defender – Memorandum of Authorization to Hire at MC 09 Step 5**

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows for compensation of certain new employees to begin above Step 2 of the appropriate pay grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Public Defender's Office has asked for authorization to hire a new entry level Assistant Public Defender at Step 5 of MC Grade 9.

See memo for details.

**6a. Resolution to Approve the Renewal of Remote Access Software from CDW-G**

This resolution approves the renewal of remote security software from CDW-G for an amount not to exceed \$16,500 for 2021. Funding is available in the IT Network Fund.

See memo for details.

**6b. Resolution to Approve the Invoice for Renewing CourtView Support Services.**

This resolution approves the annual maintenance agreement for the CourtView software, which is used by the Courts and Prosecuting Attorney's Office. This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$161,585.00, this year's cost proposed by Equivant is \$163,686.00, a 1.3% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with Equivant allows an annual increase equal to the CPI but not to exceed 4%

The funding for the \$163,686.00 total will come from the County's Innovation and Technology Department's LOFT Fund.

See memo for details.

**7a. Facilities Department – Resolution to Authorize an Agreement Amendment with Du-All Cleaning for Additional Cleaning Services for the Sheriff's Office Holding Area in the Lower Level of the Veterans Memorial Courthouse.**

This resolution will authorize an agreement amendment with Du-All Cleaning for additional cleaning services at the VMC.

In resolution, 20-239 an agreement with Du-all Cleaning was approved for janitorial services. To maintain a healthy and sanitary environment due to the Covid-19 pandemic, the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse (VMC) is in need of daily cleaning. This will include mopping, disinfecting, cleaning the holding cells, officer areas, inmate areas and touch points. The cost of the additional services is \$1,733.33 per month plus the living wage increase as stipulated in the contract for each year for a total additional annual cost of \$20,799.96 to the contractual line item # 631-26720-931100.

See memo for details.

**7b. Facilities Department – Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project**

This resolution will authorize a purchase to Seelye Group in the amount of \$26,978.44 for the replacement of the carpet in Circuit Court Courtrooms 3 and 4 and a purchase order to Telsystems in the amount of \$2,442.00 to disassemble and reassemble courtroom technology as necessary. Seelye Group is on the MiDeals cooperative purchasing contract. The carpet being replaced is around 20 years old. Funds for this project were included in the 2020 capital budget, and will be carried over to 2021.

See memo for details.

**7c. Facilities Department – Resolution to Authorize an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office**

This resolution will authorize entering into an agreement with Laux Construction, LLC for the renovations of the front counter area in the Probate Court Office for an amount not to exceed \$60,362.00. Laux Construction submitted the lowest responsive and responsible proposal for these renovations, which include modifications of the counter space, adding glass panels, a secure door, and ensuring ADA and social distancing compliance.

It will also authorize the following purchase orders as part of this project:

- \$15,000 for DBI to furnish and install furniture;
- \$2,443.36 for Vidcom Solutions for the access control for a new door;
- \$3,672.00 for FD Hayes for the technology placement.

Funds for this project were included in the 2021 capital budget.

See memo for details.

**7d. Facilities Department – Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center**

This resolution will authorize entering into an agreement with Safety Systems, Inc. for the monitoring services at the 9-1-1 Center for an annual amount of \$420.00 for the next five years. This is a continuation of the current agreement, which includes an increase of \$34.00 over the previous annual amount. Funds for this expense are included in the 2021 operating budget for the 9-1-1 Center.

See memo for details.

**7e. Facilities Department – Resolution to Authorize an Agreement with Bergmann Associates for a Facility Assessment of the House of Commons**

This resolution will authorize entering into an agreement with Bergmann Associates for a facility assessment of the House of Commons located at 706 Curtis Street in Mason (building is 30 years old). Community Mental Health (CMH) currently leases the building and would like to renew the lease for the next 20 years. A facility assessment will identify what improvements will be needed prior to the lease negotiations. The facility assessment will include mechanical, electrical, life safety and ADA compliance to be evaluated and recommendations made. Bergmann is on the Michigan MiDeals contract and (therefore, three quotes are not required per the Ingham County Purchasing Policy) submitted a proposal of \$10,250.00.

See memo for details.

**8a. Road Department – Resolution to Authorize an Engineering Design Services Contract with DLZ for Software Training on the Hagadorn Road Project**

This resolution authorizes an agreement with DLZ for software training on the Hagadorn Road Project, which the Ingham County Road Department (ICRD) plans to reconstruct (section from Holt Road to Jolly Road, located in Sections 5-8 & 17-18 in Alaiedon Township) during the 2021 construction season. ICRD requires additional support and engineering design services on this project and DLZ is one of five prequalified highway engineering design firms selected through a 2019 proposal. DLZ offered a quote for this project along with RS Engineering and was selected based on experience and a more exact quote (RS Engineering was an open-ended quote based on 35 hours per week).

Total contract cost with 20% contingency is \$32,500 and will be included in the 2021 Road Fund Budget.

See memo for details.

**8b. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department.**

This resolution approves special and routine ICRD permits.

**9a. Human Resources Department – Resolution to Approve Generic Service Credit Purchase for County Employee: Tina M. Duda**

This resolution would approve the purchase of generic service credit under MERS for employee Tina M. Dula. There is no cost to the county, cost to purchase is borne entirely by the employee.

See memo for details

**9b. Human Resources Department – Memorandum of Authorization to Start a Confidential Employee Above Step 2**

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows for compensation of certain new employees to begin above Step 2 of the appropriate pay grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Human Resources Department has asked for authorization to hire a new HR Assistant at Grade 3, Step 4 of the MC salary schedule.

See memo for details.

**9c. Human Resources Department – Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit**

This resolution would approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit. Agreement provides a 0% increase to the existing 2020 salary schedule.

See memo for details.

**11a. Board of Commissioners – Resolution Recognizing Black History/Cultural Diversity Month in Ingham County**

This resolution recognizes the month of February 2021 as Black History/Cultural Diversity Month in Ingham County.

**11b. Board of Commissioners – Resolution to Authorize the Continuation of the Declaration of the State of Emergency for the County of Ingham**

This resolution authorizes extending the Declaration of the State of Emergency for Ingham County through February 28, 2021.

**DISCUSSION ITEMS:**

**9d. Human Resources Department – Resolution to Reorganize the Human Resources Department**

**10. Controller’s Office – Debt Issuance for Major Capital Budget projects and Creation of a Project Manager Position.**



## Agenda Item 1

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

**FROM:** Jared Cypher, Deputy Controller

**DATE:** December 10, 2020

**SUBJECT:** Resolution to Authorize an Agreement with the Ingham Conservation District  
For the meeting agendas of January 19 and January 20

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### **BACKGROUND**

This resolution authorizes a 2021 agreement with the Ingham Conservation District.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

This agreement will be for an amount not to exceed \$10,500. Funds for this agreement are included in the 2021 budget. Funds will be allocated as follows:

Staff Support - \$7,000  
Invasive Species Technician Stipend - \$1,000  
Education and Outreach - \$1,000  
Vehicle and Property Maintenance - \$500  
Office Support - \$1,000

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to support a 2021 agreement with the Ingham Conservation District.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH  
THE INGHAM CONSERVATION DISTRICT**

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

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

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

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

WHEREAS, the 2021 Ingham County budget includes \$10,500 for the Ingham Conservation District.

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

BE IT FURTHER RESOLVED, that this agreement shall be for the period of January 1, 2021 through December 31, 2021 in an amount not to exceed \$10,500.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ON ACH POLICY UNDER PA 738 of 2002**

WHEREAS, on May 27, 2003, the Ingham County Board of Commissioners Authorized Automated Clearing House (ACH) and Electronic Transactions by Resolution #03-134; and

WHEREAS, the Ingham County Treasurer is the Electronic Transaction Officer (ETO); and

WHEREAS, under PA 738 of 2002, the ETO presents the ACH policy to the governing body; and

WHEREAS, the 2003 policy is amended.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners formally receive the amended ACH Policy.

**INGHAM COUNTY AUTOMATED CLEARING HOUSE (ACH) AND ELECTRONIC  
TRANSACTION POLICY**

**As Required by Public Act 738 of 2002**

Amended 12.30.2020

The following policy shall govern the use of electronic transactions and Automated Clearing House arrangements for the County of Ingham:

**1. Authority to Enter in ACH Arrangements and Electronic Transfers of Public Funds**

- a. The County Treasurer may enter into an ACH arrangement as provided in Act 738 of 2002. The Ingham County Board of Commissioners Adopted Resolution 2003-134 on May 27, 2003 to authorize electronic transactions. Applicable definitions in the act shall apply.
- b. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, PA 34 of 2001, MCL 141.2102 to 141.2821, or to provisions of law or charter concerning issuance of debt by a local unit.

**2. Responsibility for ACH Arrangements**

- a. The County Treasurer shall be responsible for all ACH arrangements and generally overseeing compliance with the ACH policy.
- b. The Financial Services Department shall be responsible for payment approval, accounting, and reporting of invoices for payment by an ACH transaction.
- c. The Financial Services Department shall maintain documentation detailing the goods or services purchased, the cost of the goods or services, the date of the payment, and the department levels services by the payment. This report may be contained in the electronic general ledger software system or in a separate report to Finance.

**3. Internal Accounting Controls to Monitor the Use of ACH Transactions made by Ingham County**

- a. The County Treasurer shall be responsible for the establishment of all ACH arrangements.
- b. An ACH enrollment form shall be on file with Financial Services for all vendors who are authorized to receive payment by an ACH transaction and for which the payment request originates in Financial Services.
- c. The County Treasurer shall maintain a list of vendors authorized to receive payments by an ACH transaction and provide the list to Financial Services. This list maybe modified at any time by mutual consent of Treasury and Financial Services.
- d. Upon receipt of an invoice for payment by ACH, Financial Services shall verify approval for payment and notify the County Treasurer of the date of debit to the County accounts. These payments shall be included on the report of payments presented for approval.

- e. The County Treasurer shall initiate the electronic transactions with each vendor and make the actual transfer of funds.
- f. For payment of state and federal payroll taxes and other related payroll items such as, but not limited to, city income tax, child support, deferred compensation, retirement, and employee direct deposits, the County Treasurer shall initiate payment to the proper authority upon receipt of the payment information from the Payroll Department. All payroll transactions are pre-authorized for payment provided an operating budget has been approved.
- g. The County Treasurer shall initiate electronic transactions to transfer funds between accounts as necessary to record deposits, investment activity, checks, and journal entry activity.
- h. For deposits from state and/or federal authorities and from third-party payment processors, the County Treasurer shall obtain the amount of the deposit and process a cash receipt or journal entry to record the ACH transaction in the electronic general ledger software system.
- i. The Financial Services Department shall retain all invoices and journal entry documentation for audit purposes.
- j. The County Treasurer shall retain all ACH transaction documentation for audit purposes.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SET POLICY FOR CERTAIN DELINQUENT TAX PAYMENTS**

WHEREAS, The General Property Tax Act (act 206 of 1893) governs procedures for the collection of delinquent property taxes; and

WHEREAS, the Ingham County Treasurer is presenting this resolution in continuance of prior policy of the county; and

WHEREAS, the fiscal impact is minimal; and

WHEREAS, at Section 211.59 (3) it specifically states that ‘For taxes levied after December 31, 1998, a county board of commissioners, by resolution, may provide all of the following for taxes paid before May 1 in the first year of delinquency for the homestead property of a senior citizen, paraplegic, hemiplegic, quadriplegic, eligible serviceman, eligible veteran, eligible widow, totally and permanently disabled person, or blind person, as those persons are defined in chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if a claim is made before February 15 for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, if that claimant presents a copy of the form filed for that credit to the county treasurer, and if that claimant has not received the credit before March 1:

(a) Any interest, fee or penalty in excess of the interest, fee, or penalty that would have been added if the tax had been paid before February 15 is waived.

(b) Interest paid under subsection (1) or section 89(1)(a) is waived unless the interest is pledged to the repayment of delinquent tax revolving fund notes or payable to the county delinquent tax revolving fund, in which case the interest shall be refunded from the general fund of the county.

(c) The county property tax administration fee is waived’; and

WHEREAS, the utilization of Section 211.59(3), is in the public interest.

THEREFORE BE IT RESOLVED, that the Ingham County Treasurer is authorized to use the provisions of Section 211.59(3) for 2021 and 2022.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County by the County Treasurer Office.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

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

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

WHEREAS, parcels rejected by a city, village or township remain the property of the Foreclosing Governmental Unit; and

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

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller to take appropriate action to transfer rejected property, received from the FGU, to the ICLBFTA; and

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

## 2020 Rejection List

PARCEL	ADDRESS	LEGAL	PROPERTY CLASS
33-01-01-08-378-211	Comfort St	N 69.95 FT LOT 16 ASSESSORS PLAT NO 48	Residential Vac
33-01-01-08-481-021	744 N MLK Jr Blvd	LOT 31 ENGLEWOOD PARK ADD	Residential
33-01-01-10-377-231	819 Cleveland St	LOT 8 BLOCK 4 F C TAYLORS REPLAT OF DELLS SUB REC L 5 P 13	Residential
33-01-01-14-376-091	410 S Francis Ave	LOT 160 SNYDERS SUB	Residential Vac
33-01-01-14-380-141	642 S Francis Ave	LOT 51 BROWNS SUB OF A PART OF OUTLOTS A AND B OF SNYDERS ADD	Residential
33-01-01-15-378-191	1119 Bement St	LOT 35 BLOCK 6 LANSING IMPROVEMENT COMPANYS ADD	Residential
33-01-01-22-281-022	(Vac) Allen St	LOT 123 & N 29 FT LOT 122 PARKVIEW LAND CO ADD	Residential Vac
33-01-01-22-308-151	(Vac) Baker St	LOT 8 BLOCK 5 ASSESSORS PLAT NO 20	Residential Vac
33-01-01-23-103-001	(Vac) Harton St	E 5 FT LOT 20 LANSING ADDITION COMPANYS SUB REC L 5 P 20	Residential Vac
33-01-01-23-107-012	(Vac) Walsh St	COM NW COR LOT 11, TH S 36 FT, E 83.75 FT, NW'LY TO BEG; AVIS SUB	Residential Vac
33-01-05-05-151-037	(Vac) Hughes Rd	PART LOT 155 COM 125 FT S OF NE COR, TH W 100 FT, S 60 FT, E TO SE COR, N'LY ALONG E'LY LINE TO BEG; MAPLE GROVE NO 3	Residential Vac
33-01-05-09-251-231	(Vac) Gardenia Ave	COM SE COR LOT 10, GARDENDALE SUB, TH W 466.98 FT, S 94.3 FT E 301.98 FT, N 80 FT, E 165 FT, N 14.3 FT TO BEG; SEC 9 T3N R2W	Residential Vac
33-25-05-11-355-012	Aurelius Rd	(DP 177) LOT 12 BLOCK B CEDAR HEIGHTS SUBDIVISION.	Residential Vac



**TO:** County Services Committee

**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney

**DATE:** January 5, 2021

**SUBJECT:** Authorization to Start an Assistant Prosecuting Attorney above Step 3 (Megan Mertens)  
*For the work session agenda of January 19, 2021*

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**BACKGROUND**

The Ingham County Prosecutor’s Office recently completed interviews to fill two vacant assistant prosecuting attorney positions. Candidate Megan Mertens asked to be compensated at Step 4 of the ICEA Assistant Prosecuting Attorney’s Division salary schedule listed below:

**ICEA-APA SALARY SCHEDULE (Excerpt)**

Step (01)	Step (02)	Step (03)	Step (04)	Step (05)	Step (06)	Step (07)	Step (08)
\$58,642.75	\$63,334.17	\$68,400.90	\$73,872.82	\$79,782.82	\$86,165.45	\$94,078.68	\$97,841.83

Article 18, Section 4 of the ICEA-APA Collective Bargaining Agreement indicates that “authorization for initial compensation above Step 3 must be obtained by the County Services Committee.” Further, the section notes that an exception to the initial salary rate can be made “based on the outstanding and unusual character of the individual employee’s experience and ability...”

**ALTERNATIVES**

Ms. Mertens has indicated a willingness to accept the offer to fill the APA position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search may be initiated.

**FINANCIAL IMPACT**

Annual salary differences among the eight steps are provided above. Ms. Mertens would be replacing an APA compensated at Step 8. The request for an initial salary at Step 4 would have no adverse impact on the Ingham County Prosecutor’s Office budget.

**OTHER CONSIDERATIONS**

Seven candidates were interviewed by our office. Megan Mertens was a consensus choice for one of the two open APA positions.

**STRATEGIC PLANNING IMPACT**

The request for authorization to hire at Step 4 reflects the county’s goal of attracting and retaining exceptional employees who are committed to the community.

**RECOMMENDATION**

Based on the knowledge, skill, and expertise of Ms. Mertens, our office respectfully recommends that the County Services Committee authorize her initial salary to begin at Step 4 of the ICEA-APA Collective Bargaining Agreement salary schedule.

## **CANDIDATE SUMMARY**

During her legal career, Megan Mertens has demonstrated a passion for family law and a commitment to public service. Most recently, Ms. Mertens served as the Chief Attorney Referee for the Ingham Family Court Division. In that role, she conducted hearings, on behalf of the judges, in delinquency and abuse/neglect matters. She was also responsible for the supervision of the intake referees, the unit staff, and the court reporters. Prior to working in our county, she was an attorney referee and the Director of the Juvenile Division for the Eaton County Family Court. In that role, she not only performed the duties of a referee but also aided in the administration of the court. Her duties included developing procedures and practices for the care, custody, and control of all juveniles under the court's supervision. Before coming to the public sector, Ms. Mertens worked for both Mallory, Lapka, Scott & Selin, PLLC and Gaydos & Leckie PLLC. Both are local law firms that focus primarily on family law. In private practice, Ms. Mertens represented minor children in abuse and neglect matters as the Lawyer-Guardian Ad Litem for both the Honorable George R. Economy and Richard J. Garcia. Her experience in both the public sector and private sector practice of family law lead us to believe that Ms. Mertens would be an outstanding addition to our office's family court unit.

**TO:** County Services Committee  
**FROM:** Mike Cheltenham, Chief Assistant Prosecuting Attorney  
**DATE:** January 5, 2021  
**SUBJECT:** Authorization to Start an Assistant Prosecuting Attorney above Step 3 (Angela DelVero)  
*For the work session agenda of January 19, 2021*

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**BACKGROUND**

The Ingham County Prosecutor’s Office recently completed interviews to fill two assistant prosecuting attorney positions. Candidate Angela DelVero asked to be compensated at Step 6 of the ICEA Assistant Prosecuting Attorney’s Division salary schedule listed below:

ICEA-APA SALARY SCHEDULE (Excerpt)

Step (01)	Step (02)	Step (03)	Step (04)	Step (05)	Step (06)	Step (07)	Step (08)
\$58,642.75	\$63,334.17	\$68,400.90	\$73,872.82	\$79,782.82	\$86,165.45	\$94,078.68	\$97,841.83

Article 18, Section 4 of the ICEA-APA Collective Bargaining Agreement indicates that “authorization for initial compensation above Step 3 must be obtained by the County Services Committee.” Further, the section notes that an exception to the initial salary rate can be made “based on the outstanding and unusual character of the individual employee’s experience and ability...”

**ALTERNATIVES**

Ms. DelVero has indicated a willingness to accept the offer to fill the APA position contingent upon a competitive salary offer. If no agreement regarding salary is reached, then a new search may be initiated.

**FINANCIAL IMPACT**

Annual salary differences among the eight steps are provided above. Ms. DelVero would be replacing an APA compensated at Step 5 but who also received a yearly Unit Chief stipend for \$4,065.17. The request for an initial salary at Step 6 would have no adverse impact on the Ingham County Prosecutor’s Office budget.

**OTHER CONSIDERATIONS**

Seven candidates were interviewed by our office. Angela DelVero was a consensus choice for one of the two open APA positions.

**STRATEGIC PLANNING IMPACT**

The request for authorization to hire at Step 6 reflects the county’s goal of attracting and retaining exceptional employees who are committed to the community.

**RECOMMENDATION**

Based on the knowledge, skill, and expertise of Ms. DelVero, our office respectfully recommends that the County Services Committee authorize her initial salary to begin at Step 6 of the ICEA-APA Collective Bargaining Agreement salary schedule.

## **CANDIDATE SUMMARY**

During the course of her legal career, Ms. DelVero has developed an extensive set of practical skills that would make her an exceptional addition to our office. These skills were developed over the course of her seventeen-year career in the Livingston County Prosecutor's Office. Starting in 2003 as an entry-level assistant prosecuting attorney, Ms. DelVero steadily advanced through the ranks to her present position as that office's chief assistant prosecuting attorney. During the course of her career, Ms. DelVero performed in a wide range of assignments covering the spectrum of criminal prosecution. These areas include district court, circuit court, family court, mental commitment hearing in probate court, and PPO violation hearings. She also was the prosecution liaison to Livingston County's Adult Drug Court and their Intensive Mental Health Treatment Court. For over a decade, she handled circuit court criminal dockets prosecuting felony level offenses from pretrial litigation to conviction to sentencing. This wide range of experience indicates that Ms. DelVero would have little trouble assuming a position in our office and excelling in any given assignment. Ms. DelVero's current salary is \$120,304.

Below is a summary of the remarks made by Ms. DelVero's references when asked to describe her character and work:

Bill Vaillencourt, former Livingston County Prosecuting Attorney

- Described Ms. DelVero as "a person of the highest integrity. She is a career prosecutor with a broad breadth of knowledge and experience who can handle the most serious and complex of cases. She is very detail-oriented and works well with her colleagues, law enforcement, the courts, and the bar to ensure that justice is done. Angela is a uniquely qualified individual who regularly earned promotions to the highest levels that this office provides. She would be a tremendous addition and resource to the Ingham County Prosecutor's Office."

Honorable Miriam A. Cavanaugh, Livingston County Probate Court

- Judge Cavanaugh indicated that Angela DelVero is "one of the most prepared lawyers who has every practiced before me." She further noted, "Angela is someone who seeks justice and wants the truth." When concluding her remarks regarding Ms. DelVero, Judge Cavanaugh stepped out of her judicial role and regretfully said, "as a resident, I think that Livingston County is suffering a huge loss..."

**Agenda Item 4a**

TO: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

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

RE: **RESOLUTION TO EXTEND CONTRACT FOR MONUMENTATION AND  
REMONUMENTATION PROJECT REPRESENTATIVE**

Attached please find the resolution to extend the existing contract for Ronnie Lester to serve as the County Representative for the 2021 Remonumentation Project.

Respectfully,

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND FOR A PERIOD OF 12 MONTHS THE CONTRACT FOR  
MONUMENTATION AND REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, on April 14, 2020, the honorable members of the Ingham County Board of Commissioners adopted and ratified Resolution #20-159 authorizing the contractual services of Ronnie M. Lester, P.S. to serve as the Ingham County Representative for the 2020 Remonumentation Project; and

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992 and revised pursuant Resolution #20-091; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners extend the contract with Ronnie M. Lester, P.S., upon approval of the 2021 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that said contract is to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of 12 months, January 1, 2021 through December 31, 2021, at a cost not to exceed \$13,580.

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

**Agenda Item 4b**

TO: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

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

**RE: RESOLUTION TO EXTEND CONTRACTS FOR REMONUMENTATION  
PROJECT SURVEYORS**

Attached please find the resolution to extend the existing contracts for the 2021 Remonumentation Project Surveyors.

Respectfully,

Introduced by the County Services and Finance Committees for the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND FOR A PERIOD OF 12 MONTHS THE CONTRACTS FOR  
REMONUMENTATION PROJECT SURVEYORS**

WHEREAS, on April 14, 2020 the honorable members of the Ingham County Board of Commissioners adopted and ratified Resolution #20-160 authorizing the contractual surveyor services for the 2020 Remonumentation Project; and

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992 and revised pursuant Resolution #20-091; and

WHEREAS, the Ingham County Board of Commissioners has historically approved utilizing the surveying services of multiple qualifying survey firms; and

WHEREAS, for 2020 multiple qualified surveying firms were selected through a thorough competitive process and have each performed a portion of the monumentation services for 2020; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator, that it is in the County's best interest to authorize and extend the contracts with All Purpose Surveying Consultants, LLC, Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying and Engineering, and Wolverine Engineering and Surveyors, Inc., for services as monumentation surveyors for 2021.

THEREFORE BE IT RESOLVED, that it is respectfully recommended and requested that the Ingham County Board of Commissioners approve the extension of contracts for a period of 12 months, January 1, 2021 to December 31, 2021, for the equally responsible services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be equally funded by survey and remonumentation grant funds authorized for 2021 for:

All Purpose Surveying Consultants, LLC: \$12,200  
Autenrieth Land Surveys, LLC: \$12,200  
Bumstead Land Surveys, LLC: \$12,200  
Enger Surveying and Engineering: \$12,200  
Wolverine Engineering and Surveyors, Inc.: \$12,200

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



**Agenda Item 4c**

TO: County Services Committee  
Finance Committee  
Ingham County Board of Commissioners

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

**RE: RESOLUTION TO EXTEND CONTRACTS FOR PEER REVIEW GROUP MEMBERS**

Attached please find the resolution to extend the existing contracts for the 2021 Remonumentation Project Peer Review Group.

Respectfully,

Introduced by the County Services and Finance Committees for the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND FOR A PERIOD OF 12 MONTHS THE CONTRACTS FOR  
PEER REVIEW GROUP MEMBERS**

WHEREAS, on April 14, 2020, the honorable members of the Ingham County Board of Commissioners adopted and ratified Resolution 20-161 authorizing the contractual Peer Review Group services for the 2020 Remonumentation Project; and

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992 and revised pursuant to Resolution #20-091; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners; and

WHEREAS, it is the recommendation of the Director of the Equalization/Tax Mapping Department and Grant Administrator that the Ingham County Board of Commissioners authorize and extend for a period of 12 months, January 1, 2012 to December 31, 2021, the contractual services for the standing members of the Ingham County Remonumentation Peer Review Group.

THEREFORE BE IT RESOLVED, that it is respectfully requested that the Ingham County Board of Commissioners re-appoint and extend its authorization and approval for the following individuals to serve as Peer Review Group Members for the 2021 Ingham County Remonumentation Project:

Anthony Bumstead, 518 W. Lovett #3, Charlotte, MI 48813  
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917  
David Clifford, P.O. Box 87, Mason, MI 48854  
Ronald Enger, P.O. Box 87, Mason, MI 48854  
Donald Bendzinski, 312 North Street, Mason, MI 48854  
Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

BE IT FURTHER RESOLVED, that nupon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2020 at a cost not to exceed \$6005 per Peer Review Group Member at a cost of \$200 per meeting.

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

BE IT FURTHER RESOLVED, that this resolution is approved in accordance with Resolution #20-110 delegating authority to the Board Chairperson to approve emergency resolutions pursuant to the provisions of MCL 30.401 *et seq* or MCL 10.31 *et seq* if a state of disaster or state of emergency has been declared by the governor, then, during such time of emergency, to approve emergency resolutions, subject to subsequent ratification by the Board of Commissioners at a later date.

**To:** Law and Courts, County Services, and Finance Committees

**From:** Russel Church, Chief Public Defender

**Date:** January 1, 2021

**Subject:** Resolution creating social worker position within the Ingham County Office of the Public Defender

**BACKGROUND:**

When this Board created the Ingham County Office of the Public Defender, one of the primary purposes was to improve the legal representation of people charged with criminal offenses unable to hire counsel due to their financial circumstances. A substantial percentage of the people qualifying for the Office of the Public Defender are either dealing with mental health issues, substance use disorders or both. Lawyers by training are not generally equipped to understand all of the dynamics these conditions can manifest. A social worker can advocate on behalf of clients to ensure that to the extent possible within existing resources, the client is receiving the help necessary to address those and other issues that cause the client to be involved with the criminal justice system.

**ALTERNATIVES:**

The only potential alternative is to rely on social workers who already exist in the criminal justice system. The Ingham County Jail, Community Mental Health and the Lansing Police Department all have social workers on staff. East Lansing Police are planning to add social workers to their department in the near future. Relying on them would degrade confidentiality and the Office of the Public Defender would be unable to control the timing or quality of the services. The position will be slightly different than any of the other paraprofessionals on the staff of the Office of the Public Defender. To the extent it can be done ethically and while preserving confidentiality, it is the intent of the office to have the social worker help members of the private bar who are accepting indigent defendants navigate the issues a social worker is trained for.

**FINANCIAL IMPACT:**

The position was budgeted as part of the fiscal year 2021 Michigan Indigent Defense Commission grant. Future years funding will also be sought via the grant. In addition to Ingham County, the MIDC is already funding social work positions in other programs in the state.

**STRATEGIC PLANNING IMPACT:**

This position would support three core values in the County Strategic Plan. The first and probably most important is the quality of the services, especially for those clients struggling with mental health or substance use issues. The second is fiscal responsibility. By transferring the evaluation and management of some problems from the attorney to the social worker, the attorney becomes more efficient. Additionally, the social worker can help reduce recidivism which translates to savings all across the economic strata of the county. The third is creativity and innovation. Although the use of social workers is rapidly growing in this area, the vast majority of programs still do not have one, despite their demonstrated effectiveness. It is essential to the holistic approach to client services. The long term goal of the office is to address the root cause of the behavior that lead to the criminal charges.

**OTHER CONSIDERATIONS:**

None.

**RECOMMENDATIONS:**

It is recommended that the position of social worker be created within the Ingham County Office of the Public Defender.

**TO:** Russel Church, Chief Public Defender  
**FROM:** Joan Clous, HR Specialist  
**DATE:** 11/30/2020  
**RE:** Creation of new position

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The Public Defender's office is creating a new position to better service and meet the needs of the public.

The Human Resources department has reviewed and placed the Social Worker – Public Defender's Office within the ICEA County Professional Unit at level 8 with a salary range of \$59,140.99 to \$70,997.30.

*Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.*

*If I can be of further assistance, please email or call me (887-4374 or 517-930-2075).*

**INGHAM COUNTY  
JOB DESCRIPTION**

**SOCIAL WORKER**

**GENERAL SUMMARY:**

Under the supervision of the Chief Public Defender and Deputy Chief Public Defender, provide social worker services to clients appointed to the Office of the Public Defender. To the extent resources and confidentiality allow, may be called upon to provide services to other adults charged with crimes in Ingham County who are deemed eligible for a court appointed attorney. Acts as a liaison with community partners who offer substance abuse programs, mental health services and other community resources necessary for client to be able to participate equitably in the criminal justice process. Maintains a database of those community resources to leverage client success. Works with clients, and attorneys to develop mitigating information and sentencing memoranda to supply information about client needs as they relate to release into the community.

**Essential Functions:**

Work collaboratively with staff attorneys to advocate for reduced sentences or other alternatives to incarceration for clients by:

- a. Finding or developing mitigating information through interviews and obtaining records. Act as primary liaison with entities that are providing competency evaluations and reports on criminal responsibility;
- b. Research and recommend alternatives to incarceration;
- c. Assess individual clients for on-going need for services, make appropriate referrals and follow up to ensure needs are being addressed;
- d. Develop and maintain relationships with at risk clients to mitigate self-harm and encourage participation in the legal process.
- e. Develop and maintain relationships with community partners to be able to make appropriate recommendations for social service needs of clients; (drug treatment, mental health treatment, jobs training, housing, literacy and others);
- f. Write, or assist the paralegals and staff attorneys in writing sentencing memoranda to advocate for alternatives to incarceration. Also assist with other pleadings that address social service needs of the client.

Supervise, under the direction of the Chief Public Defender and Deputy Chief Public Defender, externs in social work programs or related fields providing services to clients of the Office of the Public Defender and, resources allowing, other indigent adults charged with crimes.

Make referrals to other appropriate agencies and advocate for client access to their resources.

**Other Functions:**

Must have a complete understanding of client confidentiality rules and a commitment to scrupulously protect them.

Must understand and adhere to HIPAA and other medical and legal privacy rules and privileges.

Must be able to learn new software programs and be able to generate memoranda, reports and other documents without clerical support.

Well-developed organizational tools and skills to manage high volume, fast paced involvement in the lives of people who are sometimes in crisis.

Ability to speak with people for whom English is not the primary language. Fluency in other language(s) would be a plus.

Be able to seek grants to leverage the resources of the Office of the Public Defender. Maintain data related to grant opportunities and as appropriate, act as grant manager for successful applications.

### **Employment Qualifications:**

#### **Education:**

Master's degree in Social Work. Clinical licensure is a plus but not a requirement to apply.

#### **Experience:**

Two years working with people in marginalized situations (homelessness, mental illness, incarceration, etc.) in a direct service capacity. Experience could be waived to candidate whose other qualifications are fully met.

#### **Other Requirements:**

Valid Michigan Driver's license. Ability to travel for work to include gaining entrance to jails, prisons, mental health facilities, etc. Must be able to use own transportation for work related travel.

#### **Working Conditions:**

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

#### **Physical Requirements:**

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

*(This job requires the ability to perform the essential functions contained in this job 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.)*



**From:** [Joan Clous](mailto:Joan.Clous)  
**To:** [Russel Church](mailto:Russel.Church)  
**Subject:** RE: New Position  
**Date:** Wednesday, December 16, 2020 12:00:35 PM

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yes

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**From:** Russel Church <[RChurch@ingham.org](mailto:RChurch@ingham.org)>  
**Sent:** Wednesday, December 16, 2020 11:48 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: New Position

Am I correct in understanding I should include this e-mail string with the packet?

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Wednesday, December 16, 2020 11:18 AM  
**To:** Russel Church <[RChurch@ingham.org](mailto:RChurch@ingham.org)>; Amy Prieskorn <[APrieskorn@ingham.org](mailto:APrieskorn@ingham.org)>  
**Subject:** FW: New Position

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**From:** Joan Clous  
**Sent:** Monday, November 30, 2020 12:22 PM  
**To:** Russel Church <[RChurch@ingham.org](mailto:RChurch@ingham.org)>; Amy Prieskorn <[APrieskorn@ingham.org](mailto:APrieskorn@ingham.org)>  
**Subject:** FW: New Position

Please include in you packet to the Board.

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Monday, November 30, 2020 12:18 PM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: New Position

Thank you. I approve.

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Monday, November 30, 2020 12:17 PM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** RE: New Position

The experience requirement is higher, education is the same. We felt that the essential functions were at a higher level.

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**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>

**Sent:** Monday, November 30, 2020 12:10 PM

**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>; Jeffrey Donahue ([JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)) <[JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)>

**Subject:** RE: New Position

I'm noticing it is at a higher pay rate than the other social workers in the union. Is the JD education requirements that different from theirs?

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>

**Sent:** Monday, November 30, 2020 10:28 AM

**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>; Jeffrey Donahue ([JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)) <[JDonahue@WhiteSchneider.com](mailto:JDonahue@WhiteSchneider.com)>

**Subject:** New Position

Good Morning,

The Public Defender's Office is creating a new position – Social Worker – Public Defender's Office, we have placed it at level 8 \$59,140.99 - \$70,997.30. Please review and let me know if the union is in agreement with the placement.

Joan

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE THE POSITION OF SOCIAL WORKER WITHIN  
THE INGHAM COUNTY OFFICE OF THE PUBLIC DEFENDER**

WHEREAS, the Ingham County Office of the Public Defender was created by Resolution #17-445 to create a system to enhance the delivery of legal services to indigent and partially indigent defendants in adult criminal cases; and

WHEREAS, indigent defense delivery systems, especially Public Defender offices are frequently turning to other professionals to aid in the delivery of quality services that reduce incarceration and give clients the tools to successfully navigate the challenges that have brought them in to the criminal justice system; and

WHEREAS, many clients of the Office of the Public Defender are dealing with mental health and substance use issues that complicate representing them in a way that creates a path which brings a successful conclusion and reduces recidivism; and

WHEREAS, social workers are ideally suited based on training and experience to evaluate those conditions and make recommendations for treatment and lifestyle changes that enhance the path to successful conclusion and reduce recidivism; and

WHEREAS, in recognition of these circumstances, the Michigan Indigent Defense Commission has approved funding for a social worker position for the Ingham County Office of the Public Defender in its fiscal year 2021 grant; and

WHEREAS, the Human Resources Department has reviewed and analyzed the proposed position of Social Worker – Public Defender’s Office; and

WHEREAS, the ICEA County Professionals Union has been notified and is in support of the creation of this new position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner approves the creation of the position of social worker within the Office of the Public Defender, classified as an ICEA County Professional Grade 8 position (wage range of \$59,140.99 - \$70,997.30).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Budget and Position Allocation List in accordance with this resolution.

Memorandum for: County Services Committee

From: Russel A. Church, Chief Public Defender

Request to hire at MC 09 Step 5

Date: December 16, 2021

The Office of the Public Defender received funding for two additional staff attorney positions in the FY 2021 MIDC grant. The money to fund the positions are covered in the FY 2021 grant. The Commission approved filling the positions in Resolution #20-436. Interviews were done on December 4, 2020 and December 9, 2020. The positions were proposed under the job description we have been calling entry level for attorneys with 0-4 years of experience. One of the successful candidates was licensed in September, 2020 and has accepted the position as an MC 09 (the entry level pay grade), step one.

The other candidate I am proposing to hire has approximately six years as an Assistant Public Defender. He spent about five years with a public defender office in another state and has been working for almost a year as an assistant public defender in another county. He relocated to Michigan due to his wife accepting employment in Ingham County and wants to reduce the commute. He is being paid more in the other county than step 5 of the entry level position pay grade, but has indicated he is willing to take the reduction to come to work for Ingham County.

I continue to believe that the experience level of the office is an appropriate mix. I also continue to believe that as we mature, having people with experience in other Public Defender offices is very valuable. For that reason, I am requesting authority to formalize an offer at MC 09, step 5 (\$71,069.43)

Thank you.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Deb Fett, Chief Information Officer  
**DATE:** January 4, 2021  
**SUBJECT:** Remote Access Software License Renewals  
For the meeting agendas of January 19th, 20th and 26th, 2021

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**BACKGROUND**

In 2017, Ingham County experienced a security breach that affected County services for several days. Reflecting industry best practices, changes were made to our remote connectivity which caused inefficiencies to our staff and cumbersome access processes for our contracted vendors. To remedy that situation, a new software was purchased under Resolution #18-511. This application has been working well but it is time to renew that software licensing.

**ALTERNATIVES**

We could search for another application or deny remote access but ITD feels those are impractical given the needs of our departments.

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

**OTHER CONSIDERATIONS**

Our current software is CJIS certified which is beneficial in our LEIN access requirements and favorable in our LEIN audit. Pricing from the recommended vendor is off the competitively bid Michigan Master Computing-MiDEAL (071B6600110) contract.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval to renew via purchase order the remote software from CDW-G in the amount not to exceed \$16,500.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF REMOTE ACCESS SOFTWARE FROM CDW-G**

WHEREAS, Ingham County has increased security on remote connectivity; and

WHEREAS, the application chosen to allow remote access has been working well; and

WHEREAS, the current licensing and support on this software expired at the end of 2020; 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 remote access software for one year from CDW-G in the amount not to exceed \$16,500.00.

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, & Finance Committees

**FROM:** Deb Fett, CIO

**DATE:** 01/04/2021

**SUBJECT:** Renew CourtView Support Services  
For the meeting agendas of January 19th, 20th and 26th, 2021

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**BACKGROUND**

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys' office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expired on December 31st, 2020.

This support has been purchased every year since Ingham County has owned the application. Last year's total maintenance cost was \$161,585.00, this year's cost proposed by Equivant is \$163,686.00, a 1.3% increase which is the Consumer Price Index (CPI) amount. Although this is over the Board's policy of increases, the contract currently in place with Equivant allows an annual increase equal to the CPI but not to exceed 4%.

**ALTERNATIVES**

There is no reasonable alternative.

**FINANCIAL IMPACT**

The funding for the \$163,686.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

**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 of the invoice renewal for Equivant's support of the CourtView software in the amount of \$163,686.00.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE INVOICE FOR RENEWING  
COURTVIEW SUPPORT SERVICES**

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and has been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling \$163,686.00 for annual support is due for the support from January 1<sup>st</sup>, 2021-December 31<sup>st</sup>, 2021; and

WHEREAS, the annual support amount proposed by Equivant includes an increase from the prior year equal to the Consumer Price Index of 1.3% as spelled out in our contract; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize payment of the invoice for the renewal of support from Equivant in the amount not to exceed \$163,686.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's LOFT Fund (636-25820-932050).

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 7a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 5, 2021

**RE:** Resolution to Authorize an Amendment to the Janitorial Contract with Du-All Cleaning for Additional Cleaning at Veterans Memorial Courthouse

For the meeting agendas of: January 19 & 20

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**BACKGROUND**

In Resolution #20-239 an agreement with Du-all Cleaning was approved for janitorial services. To maintain a healthy and sanitary environment due to the COVID-19 pandemic, the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse (VMC) is in need of daily cleaning. This will include mopping, disinfecting, cleaning the holding cells, officer areas, inmate areas, and touch points. The cost of the additional services is \$1,733.33 per month plus the living wage increase as stipulated in the contract for each year.

**ALTERNATIVES**

The alternative would be to not go forward with adding the Sheriff's Office holding area at the VMC.

**FINANCIAL IMPACT**

We are requesting a 2021 Controller's Budget adjustment for the additional annual cost of \$20,799.96 to the contractual line item # 631-26720-931100.

**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 amendment to the contract with Du-All Cleaning to include the Sheriff's Office holding area located in the lower level of the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT AMENDMENT WITH DU-ALL CLEANING FOR ADDITIONAL CLEANING SERVICES FOR THE SHERIFF'S OFFICE HOLDING AREA IN THE LOWER LEVEL OF THE VETERANS MEMORIAL COURTHOUSE**

WHEREAS, in Resolution #20-239 an agreement with Du-All Cleaning was approved for janitorial services; and

WHEREAS, due to the COVID-19 pandemic, the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse is in need of daily cleaning; and

WHEREAS, the cost of the additional services is \$1,733.33 per month plus the living wage increase as stipulated in the contract for each year; and

WHEREAS, it is the recommendation of the Facilities Department to amend the current agreement with Du-All Cleaning, for the additional cleaning services for the Sheriff's Office holding area in the lower level of the Veterans Memorial Courthouse; and

WHEREAS, we are requesting a 2021 Controller's Budget adjustment for the additional annual cost of \$20,799.96 to contractual line item #631-26720-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement with Du-All Cleaning, 35474 Mound Road, Sterling Heights, Michigan 48310, for the additional cleaning services for the Sheriff's Office holding area in the lower level of the Veteran's Memorial Courthouse for the monthly cost of \$1,733.33.

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

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, Law and Courts, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 5, 2021

**RE:** Resolution to Authorize Purchase Orders for Circuit Court Courtrooms 3 & 4 Carpet Replacement Project

For the meeting agendas of: January 14, 19 & 20

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**BACKGROUND**

The carpet in both second floor Circuit Courtrooms 3 & 4 was installed when the Veteran’s Memorial Courthouse was constructed in 2000, it is showing signs of wear and has outlived its useful life. Seelye Group, submitted a proposal of \$26,978.44 for the carpet replacement in both courtrooms. Seelye Group is on the MiDeals contract and, therefore, three quotes are not necessary. In addition to the carpet, the courtroom technology that is placed under the carpet will need to be disconnected and reconnected. TEL Systems submitted a proposal of \$2,442.00 to disassemble and reassemble the courtroom technology.

**ALTERNATIVES**

The alternative would be to do an RFP, prolonging the project at potentially higher prices.

**FINANCIAL IMPACT**

Funds are available in the approved CIP line item #245-26710-976000-20F06. The Facilities Department is also requesting a contingency of \$3,000.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
#245-26710-976000-20F06	\$78,000.00	\$78,000.00	\$32,420.44	\$45,579.56
General 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 purchase orders be issued to Seelye Group and TEL Systems for the Circuit Courtroom’s 3 & 4 carpet replacement project.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE ORDERS FOR CIRCUIT COURT  
COURTROOMS 3 & 4 CARPET REPLACEMENT PROJECT**

WHEREAS, the carpet in both Circuit Court courtrooms 3 & 4 are over 20 years old, showing signs of wear and have outlived its useful life; and

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

WHEREAS, Seelye Group, is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with Seelye Group who submitted a proposal of \$26,978.44 for the carpet replacement in both courtrooms; and

WHEREAS, TEL Systems submitted a proposal of \$2,442.00 to disassemble and reassemble courtroom technology; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the approved 2020 CIP General Fund line item #245-26710-976000-20F06 which has a balance of \$78,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to Seelye Group, 1411 Lake Lansing Road, Lansing, Michigan 48912, in the amount of \$26,978.44 for the replacement of the carpet in both courtrooms.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order be issued to TEL Systems, 7235 Jackson Road, Ann Arbor, Michigan 48103, in the amount of \$2,442.00 to disassemble and reassemble of courtroom technology.

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.

**TO:** Board of Commissioners, Law and Courts, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** January 5, 2021  
**RE:** Resolution Authorizing an Agreement and Purchase Orders for the Health and Safety Enhancements for the Front Counter Area in the Probate Court Office

For the meeting agendas of: January 14, 19 & 20

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**BACKGROUND**

At the request of the Probate Court Administrator, the Probate Court Office front counter area is in need of health and safety improvements.

- Laux Construction submitted the lowest responsive and responsible proposal of \$60,362.00, for the renovations, which includes modifications of the counter space, adding glass panels, secure door and ensuring ADA compliance and social distancing guidelines are met.
- DBI submitted a quote of \$15,000.00 for the furniture for the modified space, and is on the MiDeals contract so three quotes are not required.
- Vidcom Solutions submitted a quote of \$2,443.36 for the access control for the new door.
- FD Hayes, who holds a contract with the IT Dept., submitted a quote of \$3,672.00 for the technology placement.

**ALTERNATIVES**

The alternative would be to put up temporary plexiglass barriers that would not provide security to the employees.

**FINANCIAL IMPACT**

Funds are available in the approved 2021 CIP line item #245-26710-976000-21F02. We are requesting a contingency of \$8,000.00 for any unforeseen circumstances.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-976000-21F02	\$100,000.00	\$100,000.00	\$89,477.36	\$10,522.64
Public Improvements Fund				

**OTHER CONSIDERATIONS**

Other considerations would be to not go forward with the project subjecting Ingham County employees to continued health and safety risks.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction and issuing purchase orders to DBI, FD Hayes, and Vidcom for the health and safety enhancements at the Probate Court Office.

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: December 8, 2020  
RE: Memorandum of Performance for RFP No. 5-21 Probate Court Security Enhancements

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of making safety and security enhancements to the Probate Court office space.

The scope of work includes, but is not limited to, demolition, carpentry, electrical and carpet installation.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	54	14
Vendors attending pre-bid/proposal meeting	4	4
Vendors responding	4	4

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

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Renovation of Office Space at the Ingham County Probate Court Office	Cost to Renovation the Office Space at the Ingham County Probate Court Office During Non-business Hours	Estimated Start Date	Timeline
		TOTAL BID	ADD TO TOTAL BID		
Moore Trosper Construction Co.	Yes, Holt MI	\$61,325.00	\$8,425.00	3/1/2021	3 Weeks
Nielsen Construction	Yes, Holt MI	\$58,321.00	\$3,869.25	Feb. 2021	4 Weeks
Laux Construction	Yes, Mason MI	\$54,075.00	\$6,287.00	2/22/2021	1 Month
Trumble Group	Yes, Lansing MI	\$73,766.00	\$7,500.00	Following contract award	4 Months (120 Days)

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT AND PURCHASE ORDERS FOR THE HEALTH AND SAFETY ENHANCEMENTS FOR THE FRONT COUNTER AREA IN THE PROBATE COURT OFFICE**

WHEREAS, the Probate Court Office front counter area is in need of health and safety improvements; and

WHEREAS, Laux Construction submitted the lowest responsive and responsible proposal of \$60,362.00 for the renovations, which includes modifications of the counter space, adding glass panels and a secure door, and ensuring ADA compliance and social distancing guidelines are met; and

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

WHEREAS, DBI is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends authorizing an agreement with DBI who submitted a quote of \$15,000.00 for the furniture for the modified space; and

WHEREAS, Vidcom Solutions submitted a quote of \$2,443.36 for the access control for the new door; and

WHEREAS, FD Hayes, who holds a contract with the IT Dept., submitted a quote of \$3,672.00 for the technology placement; and

WHEREAS, it is the recommendation of the Facilities Department and the Probate Court Administrator to enter into an agreement with Laux Construction and to issue purchase orders to DBI, Vidcom Solutions, and FD Hayes for the health and security enhancements for the front counter area in the Probate Court Office; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for any unforeseen circumstances; and

WHEREAS, funds are available in the Public Improvements Fund line item #245-26710-976000-21F02, which has a balance of \$100,000.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction, LLC, 1018 Hogsback Road, Mason, Michigan 48854, for the renovations of the front counter area in the Probate Court Office for an amount not to exceed \$60,362.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to DBI, 912 East Michigan Ave, Lansing, Michigan 48912 to furnish and install furniture in the front counter area of the Probate Office for an amount not to exceed \$15,000.00.



BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Vidcom Solutions, 15559 South Old US-27, Lansing, Michigan 48906, for the access control for the new door in the front counter area of the Probate Office for an amount not to exceed \$2,443.36.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to FD Hayes, 2301 Beal Ave., Lansing, Michigan 48910, for the technology placement in the front counter area of the Probate Office for an amount not to exceed \$3,672.00.

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 7d

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** January 5, 2021

**RE:** Resolution to Authorize an Agreement Amendment with Safety Systems for Building Monitoring Services at the Ingham County 9-1-1 Center

For the meeting agendas of: January 14, 19 &20

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### **BACKGROUND**

The monitoring agreement with Safety Systems is increasing by \$24 annually. This will bring the cost to \$420.00 per year for the next five years.

### **ALTERNATIVES**

The alternative would be to put out an RFP, risking higher prices and changing of equipment.

### **FINANCIAL IMPACT**

Funds are available in the appropriate 931100 maintenance contractual line item.

### **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 for the monitoring services cost increase at the 9-1-1 Center.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZAN AGREEMENT AMENDMENT WITH SAFETY SYSTEMS FOR BUILDING MONITORING SERVICES AT THE INGHAM COUNTY 9-1-1 CENTER**

WHEREAS, the current agreement for building monitoring services with Safety Systems is increasing by \$24.00 annually; and

WHEREAS, the price of monitoring services will remain \$420.00 per year for the next five years; and

WHEREAS, it is the recommendation of the Facilities Department to amend the agreement with Safety Systems for the annual increase of \$24.00 for the monitoring services of the 9-1-1 Center; and

WHEREAS, funds are available in the appropriate contractual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Safety Systems, Inc., 2075 Glenn St., Lansing, Michigan 48906, for the monitoring services at the 911 Center for an annual amount of \$420.00 for the next five years.

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 7e**

**TO:** Board of Commissioners, Human Services, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** January 5, 2021  
**RE:** Resolution to Authorize an Agreement with Bergmann for a Facility Assessment at the House of Commons

For the meeting agendas of: January 19, 20 & 25

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**BACKGROUND**

The House of Commons located at 706 Curtis Street in Mason is 30 years old. Community Mental Health (CMH) currently leases the building and would like to renew the lease for the next 20 years. A facility assessment will identify what improvements will be needed prior to the lease negotiations. The facility assessment will include mechanical, electrical, life safety and ADA compliance to be evaluated and recommendations made. Bergmann is on the Michigan MiDeals contract and (therefore, three quotes are not required per the Ingham County Purchasing Policy) submitted a proposal of \$10,250.00.

**ALTERNATIVES**

The alternative would be to do a formal RFP, prolonging the process.

**FINANCIAL IMPACT**

Funds are available in the Community Mental Health’s Maintenance Revolving Fund 631-26500-931000, which is reimbursed by CMH.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
631-26500-931000	\$344,455.64	\$344,455.64	\$10,250.00	\$334,205.64
CMH Maint. Revolving Fund				

**OTHER CONSIDERATIONS**

Other considerations would be to not go forward with the assessment of the building.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Bergmann for the facility assessment of the House of Commons.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BERGMANN ASSOCIATES FOR  
A FACILITY ASSESSMENT OF THE HOUSE OF COMMONS**

WHEREAS, the House of Commons, located at 706 Curtis Street in Mason is 30 years old; and

WHEREAS, Community Mental Health currently leases the building and would like to renew the lease; and

WHEREAS, a facility assessment will identify improvements needed prior to lease negotiations; and

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

WHEREAS, Bergmann Associates is on the MiDeals contract; and

WHEREAS the Facilities Departments recommends authorizing an agreement with Bergmann Associates who submitted a proposal of \$10,250.00 for the facility assessment for the House of Commons; and

WHEREAS, funds are available in the Community Mental Health's Revolving Maintenance Fund line item #631-26500-931000, which is reimbursed by Community Mental Health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Bergmann Associates, 7050 West Saginaw Highway, Suite 200, Lansing, Michigan 48917, for the facility assessment of the House of Commons for an amount not to exceed \$10,250.00.

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.

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

**FROM:** Kelly R. Jones, County Highway Engineer & Director of Engineering  
Road Department

**DATE:** January 7, 2021

**RE:** Proposed Resolution to Authorize an Engineering Design Services Contract with DLZ for Software Training on the Hagadorn Road Project

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**BACKGROUND**

The Ingham County Road Department (ICRD) plans to reconstruct Hagadorn Road, from Holt Road to Jolly Road, located in Sections 5-8 & 17-18 in Alaiedon Township during the 2021 construction season. ICRD staff are currently in the design phase of this project, but due to a recent design software update, which is significantly different than prior versions of the software, ICRD staff require training services from consultants who are experienced with Bentley OpenRoads Designer software.

In 2019, the Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis. ICRD staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates and overall value to the county. Five (5) consultants were selected and approved by the County Board of Commissioners (Resolution #19-299).

Pursuant to Board Resolution #19-299, the Purchasing Department issued a Request for Quote (RFQ 19-21) to the as-needed consultants for engineering design services and software training on the Hagadorn Road Project. Two of the five consultants provided service proposals, with the fees as detailed below:

DLZ	\$27,034.09 (complete contract, 180 hours total)
RS Engineering	\$3,733.75 (estimated 35 hours/week, open ended contract)

While RS Engineering appeared to provide the lower per hour labor rate, their proposal only included an anticipated weekly cost on an open ended contract, so an accurate overall cost comparison between the two companies could not be determined. In relation to software experience, RS Engineering has completed two projects to date utilizing this specific software. On the other hand, DLZ's project team has significant experience with the software, as well as a project manager well-versed in developing training procedures for outside agencies. Additionally, DLZ's final deliverable will provide permanent training modules for continual long term use by ICRD staff on future projects.

Upon staff review and recommendation, DLZ was selected as the preferred consultant to provide these services, as they had the most detailed and thorough scope of work, utilized highly experienced staff and will provide reusable software training modules for future use by the ICRD.

**ALTERNATIVES**

N/A. The software training is necessary for ICRD staff to continue the design of the project.

### **FINANCIAL IMPACT**

DLZ provided a fee proposal of \$27,034.09 to perform engineering design services and software training for the Hagadorn Road Project. In addition to this fee, the Road Department requests an additional 20% contingency for unidentified costs, such as additional training that may become necessary throughout the design process to achieve a successful design project. The total contract cost with the contingency included is \$32,500.00. This design fee equates to 1% of the estimated construction costs for the Hagadorn Road Project, which is within the anticipated budget range for these types of services. The cost for these services will be included in the 2021 Road Fund Budget.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the service proposal from DLZ with an added 20% contingency for the Hagadorn Road Project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN ENGINEERING DESIGN SERVICES CONTRACT WITH DLZ FOR SOFTWARE TRAINING ON THE HAGADORN ROAD PROJECT**

WHEREAS, the Ingham County Road Department (ICRD) plans to reconstruct Hagadorn Road, from Holt Road to Jolly Road, located in Sections 5-8 & 17-18 in Alaiedon Township during the 2021 construction season; and

WHEREAS, this project is funded by the Ingham County Road Department and included in the 2021 Road Fund Budget; and

WHEREAS, the County on behalf of the Road Department, will enter into an agreement with the Consultant, which ensures requirements and responsibilities are defined; and

WHEREAS, the Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced engineering design firms to provide services on an as-needed basis, subsequently approved by the Ingham County Board of Commissioners in Resolution 19-299; and

WHEREAS, pursuant to Board Resolution #19-299, the Purchasing Department solicited detailed scope of services proposals from the as-needed consultants to provide design services and software training for the Hagadorn Road Project (RFQ 19-21); and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, experience, expertise, proposed labor rates, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize an engineering design services contract with DLZ to provide professional engineering services and software training on the Hagadorn Road Project; and

WHEREAS, the Road Department recommends that the Board of Commissioners authorize a 20% contingency for currently unidentified costs, such as additional software training that may become necessary throughout the design process to achieve a successful design project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an engineering design services contract with DLZ, 1425 Keystone Ave, Lansing, MI 48911, for the not to exceed fee of \$32,500, which includes a 20% contingency.

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.



Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS  
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated January 5, 2021, as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE: JANUARY 5, 2021

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>
2020-866	CONS/INTEG ASSESS	PIPELINE INSPECT	WAVERLY RD	LANSING
2020-858	123 NET	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-855	COMCAST	CABLE – UG	RIVER GLEN DR	MERIDIAN
2020-854	COMCAST	CABLE- UG	WASHINGTON RD	DELHI
2020-852	AT & T	CABLE – OH	HOPKINS AVE	LANSING
2020-850	COMCAST	CABLE – UG	JOLLY RD	MERIDIAN
2020-849	COMCAST	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-848	COMCAST	CABLE – UG	JOLLY RD	ALAIEDON
2020-847	COMCAST	CABLE – UG	DONCASTER AVE	DELHI
2020-846	FRONTIER	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-845	CONSUMERS	ELEC – OH	TIHART RD	MERIDIAN
2020-844	CONSUMERS	ELEC – UG	DOWNER ST	LANSING
2020-843	CONSUMERS	ELEC – OH	EWERS RD	BUNKER HILL
2020-842	CONSUMERS	ELEC – OH	EIFERT RD	DELHI
2020-841	CONSUMERS	ELEC – OH	POWELL RD	MERDIAN
2020-840	CONSUMERS	GAS	SHOEMAN RD	WILLIAMSTOWN
2020-839	CONSUMERS	EMERGENCY – GAS	MONTEBELLO AVE	MERIDIAN
2020-838	CONSUMERS	EMERGENCY – GAS	KENT ST	MERIDIAN
2020-837	ACD.NET	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-836	ACD.NET	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-835	BARNHART & SON	SANITARY	GILBERT RD	DELHI
2020-827	EVERSTREAM	CABLE – OH, UG	NOBLE RD	WHEATFIELD

2020-825	COMCAST	CABLE – UG	NORWOOD AVE	DELHI
2020-823	COMCAST	CABLE – UG	AURELIUS RD	DELHI
2020-822	CONSUMERS	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-815	CONSUMERS	GAS	DIETZ RD	LEROY
2020-813	CONSUMERS	ELEC – OH	WILLIAMS RD	BUNKER HILL
2020-810	COMCAST	CABLE – UG	PARK LAKE RD	MERIDIAN
2020-808	CONSUMERS	ELEC – OH	WOLVERINE RD	ALAIEDON
2020-807	CONSUMERS	ELEC - UG	HOLLOWAY DR	DELHI
2020-806	CONSUMERS	ELEC – OH	TOLES RD	AURELIUS
2020-805	CONSUMERS	ELEC – OH	BOXWOOD AVE	MERIDIAN
2020-803	CN RAILROAD	EMERG – DETOUR	GREEN RD	MERIDIAN
2020-801	CONSUMERS	ELEC – OH	MT HOPE RD	MERIDIAN
2020-799	ZAYO	CABLE – OH, UG	HOLT RD	DELHI
2020-796	JODY LEATHERBERRY	LAND DIVISION	NIMS RD	BUNKER HILL
2020-795	DOUG BYERS	SIDEWALK	PARK LN	DELHI
2020-794	COMCAST	CABLE – UG	LUPINE DR	MERIDIAN
2020-793	COMCAST	CABLE – UG	NEWMAN RD	MERIDIAN
2020-792	AT & T	CABLE – UG	HOLLOWAY DR	DELHI
2020-790	CONSUMERS	GAS	HAGADORN RD	ALAIEDON
2020-789	CONSUMERS	GAS	BABBITT ST	MERIDIAN
2020-788	CONSUMERS	GAS	WAVERLY RD	LANSING
2020-787	CONSUMERS	GAS	WAVERLY RD	AURELIUS
2020-786	CONSUMERS	EMERGENCY – GAS	SYCAMORE ST	DELHI
2020-785	CONSUMERS	EMERG – GAS	GROVENBURG RD	DELHI
2020-784	AT & T	CABLE – UG, BORE	MARSH RD	MERIDIAN
2020-783	AT & T	CABLE – UG	OKEMOS RD	MERIDIAN
2020-782	CONSUMERS	GAS	NIGHTINGALE DR	DELHI
2020-778	ARCADIS	SANITARY-SURVEY	MICHIGAN AVE	LANSING
2020-776	JASON BOWEN	LAND DIVISION	SHAFTSBURG RD	LOCKE
2020-775	MARK HITCHCOCK	LAND DIVISION	HASLETT RD	WILLIAMSTOWN

2020-773	CONSUMERS	ELEC – GAS	FRANKLIN ST	MERIDIAN
2020-768	CONSUMERS	ELEC – GAS	SCHOOL ST	MERIDIAN
2020-765	CONSUMERS	ELEC – GAS	MAIN ST	LANSING
2020-764	CONSUMERS	GAS	BALDWIN RD	ONONDAGA
2020-761	CONSUMERS	GAS	HAGADORN RD	ALAIEDON
2020-760	CONSUMERS	GAS	RALEIGH DR	MERIDIAN
2020-756	VILLAGE OF OKEMOS	SIDEWALK/DEVELOP	OKEMOS RD	MERIDIAN
2020-754	CONSUMERS	ELEC – OH	BUTTON RD	ALAIEDON
2020-747	CONSUMERS	GAS	PARK LAKE RD	MERIDIAN
2020-745	CONSUMERS	GAS	ROWLEY RD	LOCKE
2020-739	LBWL	WATERMAIN	DELL RD	DELHI
2020-738	LBWL	WATERMAIN	WASHINGTON RD	DELHI
2020-736	METRO FIBERNET LLC	CABLE UG/OH – BORE	WILLOW ST	LANSING
2020-735	RUMSEY & SONS	ROAD CUT/SANITARY	PARK LN	DELHI
2020-725	CONSUMERS	GAS	NORTHWIND DR	MERIDIAN
2020-724	COMCAST/VERITA	CABLE – OH	HAGADORN RD	MERIDIAN
2020-723	CONSUMERS	GAS	NIGHTINGALE DR	DELHI
2020-721	CONSUMERS	GAS	COLUMBIA RD	VEVAY
2020-719	US SIGNAL/TURNKEY	CABLE – UG	OLD LANSING RD	LANSING
2020-718	CONSUMERS	GAS	GROVENBURG RD	DELHI
2020-717	CONSUMERS	ELECTRIC – OH	CEDAR ST	DELHI
2020-716	LBWL	EMERG – LANE CLOS	WAVERLY RD	LANSING
2020-708	FRONTIER	CABLE – UG	DEXTER TRAIL	STOCKBRIDGE
2020-707	WOW/SCOTTY’S CONS	CABLE – UG	MERIDIAN RD	WHEATFIELD
2020-706	FRONTIER	CABLE – UG	FREIERMUTH RD	BUNKER HILL
2020-705	EVERSTREAM	CABLE – UG	NOBLE RD	MERIDIAN
2020-704	FRONTIER	CABLE – UG	DIETZ RD	LEROY
2020-700	MERIDIAN TWP	EMERG–WATERMAIN	TACOMA BLVD	MERIDIAN
2020-699	MERIDIAN TWP	EMERG–WATERMAIN	TACOMA BLVD	MERIDIAN
2020-697	CONSUMERS	ELEC – OH	HAGADORN RD	MERIDIAN

2020-694	ACD.NET	ANNUAL BLANKET	VARIOUS	VARIOUS
2020-683	CONSUMERS	ELECTRIC – OH	HOLT RD/HOLLOWAY DR	DELHI
2020-682	CONSUMERS	ELEC – UG, GAS	RIVER GLEN DR	MERIDIAN
2020-681	CONSUMERS	GAS	HAGADORN RD	ALAIEDON
2020-680	CONSUMERS	GAS	FOSTER RD	WILLIAMSTOWN
2020-679	CONSUMERS	ELEC – OH	BENNETT RD	MERIDIAN
2020-677	MDOT	DETOUR	KIPP RD	VEVAY
2020-673	FRONTIER	CABLE - UG	ADAMS RD	STOCKBRIDGE
2020-670	MDOT FLEET ADMIN	SIDEWALK	MAIN ST	LANSING
2020-668	FRONTIER	CABLE – UG	SHOEMAN RD	WILLIAMSTOWN
2020-667	FRONTIER	CABLE – UG	MAIN ST	STOCKBRIDGE
2020-666	TEMPLE ST LLC	SIDEWALK	KIPP RD	VEVAY
2020-663	CONSUMERS ENERGY	GAS	VAN ATTA RD	MERIDIAN
2020-662	ROCKY WING	TREE REMOVAL	BARNES RD	AURELIUS
2020-661	CONSUMERS ENERGY	ELEC – OH, GAS	DELL RD	DELHI
2020-660	CONSUMERS ENERGY	ELEC – OH, GAS	STILLMAN RD	ALAIEDON
2020-657	CONSUMERS	EMERGENCY – GAS	IRONWOOD DR	WHEATFIELD
2020-656	CONSUMERS	EMERGENCY – GAS	KINGSWOOD DR	MERIDIAN
2020-655	CONSUMERS	GAS – ELEC OH	GREEN RD	MERIDIAN
2020-654	CONSUMERS	GAS	LAXTON RD	VEVAY
2020-654	CONSUMERS	GAS	NORRIS RD	WILLIAMSTOWN
2020-653	CONSUMERS	GAS	VAN ORDEN RD	LEROY
2020-652	CONSUMERS	GAS	STONER RD	LANSING
2020-651	CONSUMERS	GAS	VAN ATTA RD	MERIDIAN
2020-650	CONSUMERS	GAS	REYNOLDS RD	MERIDIAN
2020-649	HASLETT HDG/ET MCK	WATERMAIN/SANIT	HASLETT RD	MERIDIAN
2020-647	COMCAST	CABLE – UG	TIMES SQUARE DR	MERIDIAN
2020-626	FRONTIER	CABLE – UG	MAIN ST	STOCKBRIDGE
2020-625	FRONTIER	CABLE – UG	BURDEN RD	WHITE OAK

2020-624	FRONTIER	CABLE – UG	OAKLEY RD	STOCKBRIDGE
2020-623	FRONTIER	CABLE – UG	WILLIAMSTON RD	WHEATFIELD
2020-622	FRONTIER	CABLE – UG	FITCHBURG RD	BUNKER HILL
2020-621	FRONTIER	CABLE – UG	VAN ORDEN RD	LEROY
2020-620	FRONTIER	CABLE – UG	NOBLE RD	WHEATFIELD
2020-619	FRONTIER	CABLE – UG	LOUNSBURY RD	WILLIAMSTOWN
2020-618	FRONTIER	CABLE – UG	OAKLEY RD	STOCKBRIDGE
2020-609	CONSUMERS	GAS	WEBER RD	LANSING
2020-568	CONSUMERS	GAS	ROWLEY RD	WILLIAMSTOWN
2020-565	CONSUMERS	GAS	ELK RIDGE DR	ONONDAGA
2020-559	FRONTIER	CABLE – UG	MILNER RD	STOCKBRIDGE
2020-554	MCI/TURNKEY	CABLE – OH/UG	HAMILTON RD	MERIDIAN
2020-510	CONSUMERS	GAS	CLARE ST	LANSING
2020-501	WEST SIDE WATER	EMERG–WATERMAIN	KALAMAZOO ST	LANSING
2020-500	MERIDIAN TWP	EMERG–WATERMAIN	FOREST HILLS RD	MERIDIAN
2020-499	MERIDIAN TWP	EMERG–WATERMAIN	MT HOPE RD	MERIDIAN
2020-402	CONSUMERS	ELECTRIC – OH	BROGAN RD	STOCKBRIDGE
2020-360	S SULSKI CONSTRUCT	SANITARY/ROAD CUT	IONIA ST	LANSING

Director of Engineering & County Highway Engineer: \_\_\_\_\_  
Kelly R. Jones

**Agenda Item 9a**

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** December 28, 2020  
**SUBJECT:** Resolution to Approve Generic Service Credit Purchase for County Employee: Tina M. Duda  
For the meeting agendas of 1/19 and 1/20

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**BACKGROUND**

Pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS). Tina M. Duda has completed the MERS application and received the cost estimate to purchase one (1) year, zero (0) months under the County's plan.

**ALTERNATIVES**

The Board of Commissioners may choose not to approve the request.

**FINANCIAL IMPACT**

Resolution #02-101 provides that the cost for generic service "must be totally borne by the employee."

**STRATEGIC PLAN CONSIDERATIONS**

N/A

**OTHER CONSIDERATIONS**

N/A

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to approve generic service credit purchase for County employee Tina M. Duda.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR  
COUNTY EMPLOYEE: TINA M. DUDA**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the Resolution further provides that the cost for generic service "must be totally borne by the employee"; and

WHEREAS, Tina M. Duda has completed the MERS application and received the cost estimate to purchase one (1) year, zero (0) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Ms. Duda will purchase one (1) year, zero (0) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Tina M. Duda, the Board of Commissioners hereby approves the purchase of one (1) year, zero (0) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.



**TO:** Board of Commissioners County Services Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** January 5, 2021  
**SUBJECT:** Authorization to Start a Confidential Employee above Step 2  
For the meeting agenda of January 19

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**BACKGROUND**

Recruitment of a new Human Resources Assistant recently concluded with selection of a candidate to fill the position. The chosen candidate has asked to be compensated at Step 4 of the Managerial and Confidential (MC) grade 3 salary schedule (see table below).

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

The selected candidate has a unique combination of a broad range of administrative experience, including office administration, payroll, accounts payable and budgeting along with human resources experience with emphasis on recruiting and candidate selection. Additionally, this candidate has this experience not only in both public sector and private sector settings, but also with a public sector labor union setting. These qualifications result from ten (10) years of experience along with achieving a bachelor’s degree in business administration. This candidate excels in customer service, multi-tasking, is a strong communicator, and is self-motivated—all qualities necessary to success in this position, particularly as the sole administrative assistant for the department.

**ALTERNATIVES**

The chosen candidate has indicated a willingness to accept an offer to fill the Human Resources Assistant position contingent upon a competitive salary offer. If we are not able to agree on a salary, a new search may be initiated.

**FINANCIAL IMPACT**

The Human Resources Assistant is classified as MC 3 with the following pay scale for 2021:

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MC 03	37,295.08	39,037.63	40,859.32	42,765.61	44,763.10

There will be no financial impact as the previous incumbent was being compensated at Step 4.

**OTHER CONSIDERATIONS**

Six candidates met minimum qualifications for the Human Resources Assistant position and were interviewed by a four-member selection committee. The chosen candidate was the consensus recommendation of the committee.

**STRATEGIC PLANNING IMPACT**

This proposal supports the Strategic Plan Human Resources and staffing goal to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

**RECOMMENDATION**

Based on the knowledge, skills and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Human Resources Assistant candidate to begin at Grade 3, Step 4 of the MC salary schedule.

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** January 8, 2021  
**SUBJECT:** Resolution to Approve the 2021 Collective Bargaining Agreement with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit

For the meeting agendas of January 19 and January 20

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**BACKGROUND**

Attached is a resolution regarding the 2021 collective bargaining agreement for the above-captioned bargaining unit. We have been engaged in negotiations with this unit. Today, January 8, 2021, we were advised that the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit voted to ratify the tentative agreement reached between the parties. The collective bargaining agreement provides for 1) effective January 1, 2021, a 0% wage increase to all steps of each classification; 2) all employees shall advance in steps, longevity, accruals, seniority and other similar matters in accordance with collective bargaining agreement language; 3) the duration of the agreement as January 1, 2021 (or the effective date of ratification by the parties if later than January 1, 2021) until December 31, 2021; 4) the County will continue the Health Advisory Leave (HAL) Policy through June 30, 2021 (no increase in available leave balance which is capped at 120 hours from the start of HAL) and additional extensions of the HAL Policy may be considered by the Board of Commissioners on an as-needed basis; 5) during 2021, the MNA may submit requests for reclassification on behalf of any employee or group of employees in the bargaining unit; 6) the parties agree to commence negotiations for a successor agreement (to begin January 1, 2022) in July 2021 and the parties will endeavor to hold two (2) sessions for the period covering July, August and September 2021 with more sessions and subsequent sessions after September scheduled by agreement; and 7) that all other terms and conditions in the collective bargaining agreement remain status quo.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

The approval of the collective bargaining agreement provides a 0% increase to the existing 2020 salary schedule.

**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 TO APPROVE THE 2021 COLLECTIVE BARGAINING AGREEMENT WITH THE MICHIGAN NURSES ASSOCIATION, NURSE PRACTITIONERS/CLINIC NURSES UNIT**

WHEREAS, a tentative agreement regarding the 2021 collective bargaining agreement has been reached between representatives of Ingham County and the Michigan Nurses Association (MNA), Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the terms of the tentative agreement providing for 1) effective January 1, 2021, a 0% wage increase to all steps of each classification; 2) all employees shall advance in steps, longevity, accruals, seniority and other similar matters in accordance with collective bargaining agreement language; 3) the duration of the agreement as January 1, 2021 (or the effective date of ratification by the parties if later than January 1, 2021) until December 31, 2021; 4) the County will continue the Health Advisory Leave (HAL) Policy through June 30, 2021 (no increase in available leave balance which is capped at 120 hours from the start of HAL) and additional extensions of the HAL Policy may be considered by the Board of Commissioners on an as-needed basis; 5) during 2021, the MNA may submit requests for reclassification on behalf of any employee or group of employees in the bargaining unit; 6) the parties agree to commence negotiations for a successor agreement (to begin January 1, 2022) in July 2021 and the parties will endeavor to hold two (2) sessions for the period covering July, August and September 2021 with more sessions and subsequent sessions after September scheduled by agreement; and 7) that all other terms and conditions in the collective bargaining agreement remain status quo has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2021 collective bargaining agreement between Ingham County and the MNA.

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

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

## Agenda Item 9d

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** December 17, 2020  
**SUBJECT:** Resolution to Reorganize the Human Resources Department  
For the meeting agendas of January 19 and January 20

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### **BACKGROUND**

Reorganization of the benefits division of the Human Resources Department has been identified as desirable in order to expand upon and enhance the efficient delivery of benefits products and services we provide to our customers, Ingham County employees. This reorganization is proposed to consist of 1) reclassification of the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC 7) position and 2) addition of a Benefits Technician (MC 4) position. Detail of the essential functions of these positions is included in the attached proposed job descriptions.

### **ALTERNATIVES**

The Board of Commissioners could decline to approve the proposed reorganization and the benefits division will remain status quo.

### **FINANCIAL IMPACT**

At Step 5, the reclassification of the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC7) position results in an annualized increase of \$12,666.60. At Step 5, the addition of a Benefits Technician (MC 4) results in an annualized increase of \$95,299.81. Combined, there is an annualized increase of \$107,966.41. Detailed costing is attached. Funding is available from the Employee Benefits Fund.

### **STRATEGIC PLAN CONSIDERATIONS**

Competitive benefits products and services are essential to attracting and retaining employees. This relates directly to Strategic Plan Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to reorganize the Human Resources Department.

**INGHAM COUNTY  
JOB DESCRIPTION**

**BENEFITS ADMINISTRATOR**

**General Summary:**

Under the supervision of the Human Resources Director, is responsible for benefit administration and development. Maintains employee's insurance benefits records and HRIS benefit systems. Monitors and tracks claims with access to confidential Human Resources and Labor Relations material. Conducts new employee orientations and the open enrollment process and explains insurance plans and benefits to employees and retirees. Responds to inquires related to insurance coverage of employees and retirees and assists them in the processing of claims. Interacts with Financial Services and Treasurer's Office personnel regarding invoices and other payable issues. Works on behalf of employees and retirees to ensure timely and appropriate benefits delivery consistent with provisions of the plan document.

**Essential Functions:**

Processes changes to employee benefit records and ensures that accurate records are kept on the County's payroll system and with insurance provider.

Provides information in response to questions of employees and retirees regarding insurance coverage, billing, claims, and reimbursements. Acts on behalf of employees and retirees as a liaison with vendors upon request.

Researches and stays current with insurance and employee benefit trends and provides information to HealthCare Coalition and Human Resources Director.

4. Maintains the payroll data base for health insurance waiver payments and maintains all adjustments to employees' fringe benefit deductions. Works with retirees regarding payment of insurance premiums.

Conducts orientation sessions with all new employees to explain and enroll them in County benefit programs.

Writes and reviews RFPs as related to health, life, dental, vision, and employee assistants programs as provided by the County.

Administers the wrap-around plan for retiree health insurance.

Monitors invoices on a weekly basis.

Maintains benefit database and provides reports as needed, such as 1095-C for Financial Services for processing.

Establishes and maintains relationships with health, life, dental, vision and other benefit vendors.

Calculates Health contributions on an annual basis in accordance with direction from Human Resources Director for employees and retirees on an annual basis.

Creates and disseminates various reports various vendors related to employee accounts.

Processes correspondence to those employees severing employment with the County and maintains such records. Explains health insurance continuation under COBRA to County employees and maintains the COBRA data base.

Administers the annual employee and retiree open enrollment process. Designs the enrollment information conducts enrollment information meetings, maintains electronic enrollment system related documents and transmits to the County's payroll system and vendors.

Facilitates the joint/labor management Health Coalition Committee.

Process all life insurance claims on behalf of beneficiaries with County's life insurance carrier.

Provides information and assistance to employees filing claims with the County's disability insurance carrier upon request.

Maintains the integrity and confidentiality of human resource related information, files and records.

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.

**Other Functions:**

Performs other duties as assigned.

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

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

**Employment Qualifications:**

**Education:** Associate's degree in Business Administration, Human Resources or a related field.

**Experience:** Three (3) to five (5) years of experience in a medical or insurance setting directly involving medical terminology and claims processing with some data processing experience including conducting research on insurance trends.

**Other Requirements:**

None listed.

*(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:**

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

This position is required to travel for meetings and appointments.

**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 little to no stamina in standing, walking, traversing, climbing, balancing, bending, stooping/crouching, squatting, kneeling, crawling, handling, and pinching.

This position's physical requirements require regular stamina in twisting, lifting, carrying, pushing, pulling, reaching, and grasping.

This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

This position performs sedentary work requiring a negligible amount of effort 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.)*



**INGHAM COUNTY  
JOB DESCRIPTION**

**BENEFITS TECHNICIAN**

**General Summary:**

Under the general supervision of the Human Resources Director, this position will primarily assist the Benefits Administrator by performing recordkeeping, maintaining files, processing changes to benefits, and creating, maintaining and updating databases. Answers general questions from employees by providing benefits information, creates a variety of reports and assists with open enrollment and employee educational presentations. This position may also assist the Benefits/Leave Analyst by performing record keeping and maintenance and updating of files and databases as a secondary responsibility.

**Essential Functions:**

Provides primary support to the Benefits Administrator by performing record keeping, assisting with open enrollment, maintaining files, and processing changes to benefits.

Provides ancillary support to the Benefits/Leave Analyst by performing record keeping, and maintaining files as needed.

Creates and updates databases such as those related to benefits and leaves of absences to assist the Benefit Administrator and Benefits/Leave Analyst.

Assists in creating reports related to benefits and leaves of absences as required for reporting.

Provides general customer service to members of the public and Ingham County employees by answering questions, and directing calls and visitors to appropriate personnel.

Answers frequently asked questions related to employee benefits, and processes related to pursue ADA Reasonable Accommodation, FMLA and other leaves of absences.

Maintains the integrity and confidentiality of human resource related information, files and records, including but not limited to personally identifiable information and personal health information.

Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.

Dependability and regular attendance is required.

Ability to handle stressful situations on an occasional basis while providing excellent customer service.

**Other Functions:**

1. Performs other duties as assigned.
2. Must adhere to departmental standards in regard to confidentiality and other privacy issues.

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

**Employment Qualifications:**

**Education:** High School diploma

**Experience:** Two (2) years of administrative support experience in the areas of personnel administration, human resources, or labor relations or a closely related setting.

**Other Requirements:**

None listed

*(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:**

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

**Physical Requirements:**

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

This position's physical requirements require little to no stamina in climbing, balancing, crawling and pinching.

This position's physical requirements require periodic stamina in twisting, bending, stooping/crouching, squatting, lifting, carrying, pushing, and pulling.

This position's physical requirements require regular stamina in standing, walking, traversing, grasping, and handling.

This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.

This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.

This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying and often high levels of stress.

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

***May 15, 2020  
MC 4***

**MC 7**

			<b>Step 1</b>	<b>Step 5</b>
0	704000	Salary	49,600.76	59,539.82
8951	714000	Unemployment	248.00	297.70
1000	715000	FICA	3,794.46	4,554.80
8846	715050	Liability	677.15	812.84
2720	716020	Health	7,464.00	7,464.00
8952	716035	Health Surcharge	3,586.00	3,586.00
8955	716040	Health Insurance Trust	2,232.03	2,679.29
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	868.01	1,041.95
8986	717000	Life	144.00	144.00
8941	717100	Disability	64.48	77.40
7223	718000	Retirement	15,301.83	18,368.03
7323	718500	Retirement	1,240.02	1,488.50
8810	722000	Workers Comp	15.53	18.64
			86,307.28	101,143.96

**MC 5**

			<b>Step 1</b>	<b>Step 5</b>
0	704000	Salary	42,531.58	51,054.49
8951	714000	Unemployment	212.66	255.27
1000	715000	FICA	3,253.67	3,905.67
8846	715050	Liability	580.64	697.00
2720	716020	Health	7,464.00	7,464.00
8952	716035	Health Surcharge	3,586.00	3,586.00
8955	716040	Health Insurance Trust	1,913.92	2,297.45
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	744.30	893.45
8986	717000	Life	144.00	144.00
8941	717100	Disability	55.29	66.37
7223	718000	Retirement	13,120.99	15,750.31
7323	718500	Retirement	1,063.29	1,276.36
8810	722000	Workers Comp	13.31	15.98
			75,754.65	88,477.36

**MC 4**

			<b>Step 1</b>	<b>Step 5</b>
0	704000	Salary	39,824.33	47,798.87
8951	714000	Unemployment	199.12	238.99
1000	715000	FICA	3,046.56	3,656.61
8846	715050	Liability	543.68	652.55
2720	716020	Health	19,146.33	19,146.33
8952	716035	Health Surcharge	3,586.00	3,586.00

8955	716040	Health Insurance Trust	1,792.09	2,150.95
2700	716100	Dental	936.00	936.00
2710	716200	Vision	135.00	135.00
8953	716450	Separation	696.93	836.48
8986	717000	Life	144.00	144.00
8941	717100	Disability	51.77	62.14
7223	718000	Retirement	12,285.81	14,745.95
7323	718500	Retirement	995.61	1,194.97
8810	722000	Workers Comp	12.47	14.96
			83,395.70	95,299.81

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REORGANIZE THE HUMAN RESOURCES DEPARTMENT**

WHEREAS, reorganization of the benefits division of the Human Resources Department has been identified as desirable in order to expand upon and enhance the efficient delivery of competitive benefits products and services provided to Ingham County employees and retirees; and

WHEREAS, a reorganization is proposed to consist of 1) changing the current Insurance Coordinator (MC 5) position to a Benefits Administrator (MC 7) position and 2) addition of a Benefits Technician (MC 4) position; and

WHEREAS, provision of competitive employee benefit products and services are essential to attracting and retaining employees; and

WHEREAS, the Human Resources Director has met with the Controller/Administrator and the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, the Human Resources Department and Budget Office have reviewed, scored and costed the Benefits Administrator and Benefits Technician positions; and

WHEREAS, the Human Resources Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the Human Resources Department consisting of changing the Insurance Coordinator position (MC 5) to Benefits Administrator (MC 7) and adding the Benefits Technician position (MC 4).

BE IT FURTHER RESOLVED, that this reorganization shall be effective the first full pay period on or after January 1, 2021.

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

**TO:** County Services Committee

**FROM:** Teri Morton, Deputy Controller

**DATE:** January 5, 2021

**SUBJECT:** Discussion on Debt Issuance for Major Capital Budget Projects and Creation of a Project Manager Position

Some County facilities are in need of major capital improvements that can no longer be delayed. In order to provide funding for these projects, the 2021 budget included a plan to issue debt. 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. The debt payments will be structured so that there is only an interest payment in 2021, which has been included in the adopted budget.

The projects to be funded are as follows:

**1. Mason Courthouse Clock Tower Repairs - \$1,630,000**

As part of a 2017 CIP project, an evaluation of the Mason Courthouse Clock Tower was conducted. Currently there is water infiltrating the clock tower causing damage to the structural lumber. With the use of drones and many experts in the field, the recommendation was to strip the existing steel, make necessary repairs to the lumber, install an ice and water underlayment, refinish clock faces, reinstall steel, and paint. This long-term repair will allow the clock tower to remain in good condition for many generations to enjoy.

**2. Mason Annex Building Demolition - \$205,000**

The building was built in the 1920's and is no longer used for any reason other than storage. To continue to be used as a storage area, costly improvements would be needed including a new roof, exterior brick replacement, boiler and mechanical systems replacement, as well as some structural repairs. There are files in the building that will need to be removed before demolition.

**3. VMC/GPB Fire Alarm Panel Replacement - \$560,000**

The two fire alarm panels in the VMC/GPB have both reached the end of their useful life expectancy. One of the panel models was discontinued in 2001 (per the vendor parts are no longer available) and the model of the other panel was discontinued in 2014 (parts are becoming very difficult to locate). These panels are networked together; failure of one could cause the other to fail as well. In the event there was a failure with the system, it would more than likely cause an extended period that the life safety equipment associated with the panels would be left inoperable (horns, strobes, smoke detectors, duct detectors, etc.). In addition to replacing the panels, this cost includes design fees and other code required updates.

**4. VMC/GPB Access Control System Upgrade - \$105,000**

There are 116 items (doors, gates, etc.) controlled by the Galaxy 500 series control panels in the VMC/GPB. The 500 series controllers were discontinued approximately 10 years ago. Although parts are still available, they are becoming difficult to locate and are very expensive, also, there are no firmware upgrades available. As expansion of the system has been necessary, newer 600 series control panels have been installed. These funds would allow the entire system to be upgraded to the 600 series controllers.

**5. Mason Hilliard & Courthouse Tunnel Remediation Improvements - \$255,000**

This is to replace all the infrastructure (electrical, chilled water pipe, hot water pipe) that runs between the Hilliard building and the Historical Mason Courthouse. The concrete tunnel may also need to be sealed to reduce the amount of ground water that gets into the tunnel.

**6. Mason Courthouse – Door Entrances Security Upgrades - \$105,000**

This would include panic bars, electronic access devices and wiring, as well as the door hardware being wired into the fire panel.

The Controller's Office is also recommending that a Project Manager position be funded for one year from this debt service, at a total cost (wages and fringes) of \$140,000. This position would manage these specific projects to completion. After these projects are complete, the position would be continued in 2022 and beyond by creating a major project surcharge. With current staffing, the Facilities Department is unable to accommodate all necessary county projects in a timely manner, and the creation of the position will allow the department to address that backlog. A job description of the proposed position is attached.

The total cost for these projects, one year of position funding, and bonding is \$3.1 million dollars. Our financial consultants calculated a five year and a ten year scenario for paying off this debt.

Under the five year scenario, a 1% interest rate is projected. This would result in an interest payment of \$15,500 in 2021 and principle and interest payments of approximately \$635,000 for years 2022 through 2026, and a total interest cost of \$93,500.

Under the ten year scenario, a 1.5% interest rate is projected. This would result in an interest payment of \$23,250 in 2021 and principle and interest payments of approximately \$335,000 for years 2022 through 2031, and a total interest cost of \$261,000.

A five year debt payoff is recommended. The debt payment of \$635,000 is less than the \$840,000 available from the retired Grady Porter Building Debt, the total interest cost is lower, and it would also be desirable to have this debt obligation over a shorter period of time.

If there is no objection from the Committee, a resolution will be prepared for the next round of meetings authorizing the bonding and the creation of the new position.

Please let me know if you would like any additional information.

cc: Gregg Todd  
Rick Terrill

**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 Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY  
MONTH IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2021 as “Black History/Cultural Diversity Month” in Ingham County.

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 January 31, 2021; and

WHEREAS, it is necessary to extend the Declaration of the State of Emergency through February 28, 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 February 28, 2021.