

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 6, 2022 AT 6:30 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [November 15, 2022](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution to Set Policy for Certain [Delinquent Tax Payments](#)
 - b. Resolution to Provide Funding for [Low Income Tax Preparation](#)
 - c. Resolution to Authorize a [Reorganization](#) within the Ingham County Treasurer's Office
2. Sheriff's Office – Resolution to Amend the Police Services Agreement with the [Village of Webberville](#)
3. 9-1-1 Dispatch Center – Resolution to Authorize a Letter of Understanding Regarding [Personal Leave Time](#) in 2022 for CCLP 9-1-1 Dispatch Center Employees
4. Health Department
 - a. Resolution to Authorize the Conversion of a Health Analyst Position (Position #601471) to a [Community Epidemiologist](#) Position
 - b. Resolution to Change a [Program Specialist](#) Position (Position #601502) from 0.50 FTE to 1.0 FTE
5. Parks Department
 - a. Notice of Emergency Purchase of Professional [Tree Removal Services](#) at Burchfield Park
 - b. Notice of Emergency Purchase of Repair Backflow Preventer and [Water Heater](#) Replacement at Hawk Island Park
6. Innovation & Technology Department
 - a. Resolution to Approve Security Cameras for Animal Control Provided by [KnightWatch](#)
 - b. Resolution to Approve the Purchase of Endpoint Protection Solution from [Sentinel Technologies](#)
 - c. Resolution to Approve the Purchase of Intrusion Detection Licensing Upgrade from [Sentinel Technologies](#)
 - d. Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from [KnightWatch](#)
 - e. Resolution to Approve Retainer Hours for Support Provided by [Sentinel Technologies](#)

- f. Resolution to Approve the Purchase of Additional Backup Storage from [Sentinel Technologies](#)
7. Facilities Department
 - a. Resolution to Authorize an Amendment to the Current Agreement with [Du-All Cleaning Inc.](#), for Janitorial Services at Additional Locations
 - b. Resolution to Authorize an Agreement with [Hedrick Associates](#) to Replace the Domestic Hot Water Heater at the Ingham County Family Center
 - c. Resolution to Authorize an Amendment to the Current Agreement with [Teachout Security](#) for Unarmed Security Services at the 30th Circuit Court Annex
 - d. Resolution to Authorize a Purchase Order to [Seelye Group Ltd.](#) to Replace Carpet in Courtroom 6 at the Veterans Memorial Courthouse
8. Road Department – Resolution to Extend an Agreement with [Michigan Pavement Markings, LLC](#) for the 2023 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program
9. DEI Office
 - a. Resolution to Authorize an Agreement with Michigan Department of Civil Rights to Administer [Racial Equity Education & Development](#) to Fifty Ingham County Department Heads
 - b. Resolution to Authorize an Agreement with Michigan Public Health Institute to Develop and Administer a Countywide Needs Assessment ([Cultural Survey](#)) to All Employees
10. Human Resources Department
 - a. Resolution to Approve [Reclassification](#) Requests
 - b. Resolution to Authorize the Ingham County Fiduciary to Elect [Deferred Compensation](#) Plan Investment Products
 - c. Resolution to Authorize Renewal of a Subscription with Governmentjobs.com, Inc. dba [NEOGOV](#) for Human Resources Software
 - d. Resolution to Authorize the Establishment of the [Teamsters Local 214](#) Assistant Public Defenders’ Division as a Division within the MERS Hybrid Pension Plan
11. Controller’s Office – Resolution Approving Various [Contracts](#) for the 2023 Budget Year
12. Board of Commissioners
 - a. Resolution to Amend the [Board Rules](#)
 - b. Resolution Honoring [Alpha Kappa Alpha Sorority](#), Incorporated on the Event of Their 75th Anniversary
 - c. Resolution Honoring [Dr. Martin Luther King, Jr.](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
November 15, 2022
Draft Minutes

Members Present: Peña, Stivers, Maiville, and Celentino

Members Absent: Sebolt (Virtual), Grebner (Virtual), and Naeyaert.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Rachel Piner, Charles Lawler, Maggie Sanders, Madison Hughes, and others.

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

Approval of the November 1, 2022 Minutes

VICE CHAIRPERSON STIVERS STATED, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 1, 2022 COUNTY SERVICES COMMITTEE MEETING AND THE MINUTES OF THE NOVEMBER 1, 2022 COUNTY SERVICE COMMITTEE CLOSED SESSION MEETING WERE APPROVED AS WRITTEN. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

Additions to the Agenda

None.

Limited Public Comment

Commissioner Grebner stated that the audio and video were of poor quality via Zoom. He further asked Vice Chairperson Stivers for clarification on the level of participation she would allow from him and Chairperson Sebolt, who were present virtually.

Vice Chairperson Stivers stated that while she could not address the public during limited public comment, she was excited to allow virtual participation in the County Services Committee meeting. She further stated that she would allow Chairperson Sebolt and Commissioner Grebner to participate in the full extent that they would if they were present, with the exception of voting.

Vice Chairperson Stivers stated that if Commissioner Grebner or Chairperson Sebolt wished to state how they would vote for the record that would be welcomed as well.

Commissioner Grebner reiterated that the audio was terrible virtually. He further stated that he had suggested an amendment be made to the agenda item regarding the Resolution Authorizing Commissioner Compensation for 2023 and 2024 that Director Bennett had typed and distributed to the Commissioners present.

Commissioner Grebner stated that in the previous 40 years, Commissioners' compensation had gradually decreased in the face of inflation. He further stated that it had decreased partly due to inflation and also due to the compensation not changing at all in some years while inflation continued to rise.

Commissioner Grebner stated that some Commissioners decided to run for a higher office and other Commissioners might be hesitant to support a resolution to increase the salary. He further stated that the gradual decrease had resulted in high turnover and very little longevity of Ingham County Commissioners.

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

2. Sheriff's Office – Authorization to Start an Employee at Step 4 Pay Rate for Exceptional Application
3. Clerk's Office – Resolution to Authorize a Three-Year Contract with US Archives, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk's Office
4. Health Department – Resolution to Convert Positions #601534, #601542, and #601531 to Primary Care Physician Position at New Hope Community Health Center
5. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the ImageSoft and OnBase Annual Support
 - b. Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG
6. Facilities Department
 - a. Resolution to Authorize a Purchase Order to Seelye Group LTD., to Replace Carpet in Courtroom 7 and Judge's Suite at the Veterans Memorial Courthouse
 - b. Resolution to Authorize Agreements with LJ Trumble Builders, LLC., and Community Mental Health to Renovate the Families Forward Space at the Human Services Building
7. Road Department
 - a. Resolution to Authorize Contracts for the Purchase of Smooth-Lined Polyethylene Pipe and Helically Corrugated Steel Pipe
 - b. Resolution to Authorize a Contract for the Purchase of Single Tungsten Carbide Insert Grader Blades and Jr. Wing Plow Shoes
 - c. Resolution for Final Plat Approval for Phase 8 of Meadow Ridge Subdivision and Public County Road Acceptance of Skylar Drive
 - d. Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation for a Federally-Funded Project on Meridian Road at Grand River Avenue (M-43)

8. Human Resources Department – Resolution to Approve Reclassification Requests

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

1. Treasurer’s Office

- a. Resolution to Approve a Tax Sharing Agreement with Lansing Township Under the Urban Cooperation Act

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

Commissioner Celentino stated that he would refer to Gregg Todd, Ingham County Controller, to provide an overview. He further stated that Maggie Sanders, Lansing Township Supervisor, was present for any questions as well.

Gregg Todd, Ingham County Controller, provided an overview of the Resolution to Approve a Tax Sharing Agreement with Lansing Township under the Urban Cooperation Act.

Ms. Sanders stated that projections had been pulled for 50%, 60%, and 70% to be prepared dependent on what Ingham County would agree to. She further stated that Lansing Township Downtown Development Authority (DDA) would be open to any support Ingham County could provide.

Ms. Sanders stated that they had continued to develop the DDA district and move forward from previous decisions that had been made. She further stated that the consideration by Ingham County could help to better prepare Lansing Township in the future.

Ms. Sanders stated that the Special Assessment helped Lansing Township maintain the budget, as well as helped to project a positive budget for 2023. She further expressed her appreciation to the County Services Committee on their decision.

Commissioner Celentino asked if the Special Assessment Supervisor would be needed long term and if this would be a major piece to get out of the current financial situation.

Ms. Sanders stated that it would be a major piece. She further stated that until the taxable value rises to allow Lansing Township to collect more property taxes to cushion the budget a little more, the Special Assessment Supervisor would be needed.

Ms. Sanders stated that Lansing Township DDA had been exploring other options for the Special Assessment in the future. She further stated that they had tried to avoid burdening residential properties when possible.

Ms. Sanders stated that there were more commercial properties that had utilized the Lansing Township police and fire than residential properties. She further stated that a staged Special Assessment had been discussed with different districts for commercial properties taxable value as well as residential properties in the future.

Ms. Sanders stated that it was required to be based on the taxable value due to the PA33 change in 2018 that required the taxable value instead of a flat rate. She further stated that this requirement would help Lansing Township with the public as well.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Naeyaert, Sebolt, and Grebner.

Discussion.

Commissioner Celentino stated that the resolution had not been changed and the revenue received by the DDA would be 60%.

1. Treasurer's Office
 - b. Treasurer's Office Reorganization (*Discussion*)

Rachel Piner, Ingham County Deputy Treasurer, provided an overview for the Treasurer's Office reorganization. She further stated that Karen Conroy, Ingham County Property Tax Coordinator, was present for any questions that the County Services Committee may have as well.

Vice Chairperson Stivers requested a resolution for the Treasurer's Office reorganization for the next County Services Committee meeting.

9. Board of Commissioners – Resolution Authorizing Commissioner Compensation for 2023 and 2024

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

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

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners **will increase by 2% in 2023 and 2% in 2024** ~~shall be~~ as follows:

BE IT FURTHER RESOLVED, that Ingham County Commissioners shall receive a per diem payment when they are appointed to a statutory board and/or agency by the County Board of Commissioners, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

~~BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above-stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.~~

Commissioner Celentino clarified why he would like the 2% added. He further stated that he had no issue with the amended BE IT FURTHER RESOLVED clause but asked for further clarification.

Commissioner Celentino stated that the Airport Authority board had three citizen representatives of Ingham County, appointed by the Board of Commissioners. He further stated that he had been appointed to this board as a private citizen, even though he is also a County Commissioner.

Commissioner Celentino stated that the Airport Authority had a liaison Commissioner that would be appointed. He further asked if the per diem would be paid for the liaison Commissioner and not a County Commissioner appointed to a commission as a private citizen.

Mr. Todd stated confirmation.

Vice Chairperson Stivers asked for clarification if a Commissioner would receive a per diem for a meeting that others in the meeting were not qualified for. She further asked if, for example, the Women's Commission would receive per diem with this change.

Becky Bennett, Ingham County Board of Commissioners Director, stated that the Women's Commission would not receive the per diem. She further stated it would only apply to the statutory commissions.

Commissioner Celentino asked for clarification if the opposition on the Authority Board was a Commissioner position and he had been appointed as a Commissioner, he would be the only Commissioner to get the per diem since and the other two Commissioner appointed would not.

Director Bennett stated confirmation.

Commissioner Grebner stated agreement with Commissioner Celentino and stated that it was not perfect but it had been limited to bodies with legal power. He further stated that this had been deliberately designed to not include minor appointments to voluntary organizations.

Commissioner Grebner stated there had been some challenges in the past with per diems being accumulated so the Board of Commissioners had limited this to items created under State Law that would be serious operations. He further stated this would be subject to a maximum of 80 per diems per year and stated that not one individual would be receiving a large sum of additional funding from a per diem.

Commissioner Grebner stated that this per diem could encourage the continued participation of those bodies and to treat them seriously. He further stated that, generally, a body with a director appointed by the Board of Commissioners would receive this per diem.

Commissioner Grebner stated his appreciation to the County Services Board and further stated that, without this resolution, the County Commissioners compensation could fall rapidly behind inflation. He further stated that while the compensation increased by 2%, inflation has increased others compensation to approximately 10%.

Commissioner Celentino stated his agreement with Commissioner Grebner and stated that in the past, he had voted no on salary increases for the County Commissioners. He further stated that the new term will be the last two-year term for the County Commissioners and recommended that before the new, four year term begins, the compensation could be analyzed again.

Commissioner Celentino stated that a study could be done as it had been for other positions to look at the overall compensation in the future. He further asked for clarification on how the information would be gathered after a meeting and how much additional work this could provide to Director Bennett's office.

Commissioner Celentino stated that there were many committees that would be expanding to receive the per diem.

Director Bennett stated that it was her hope that the agencies would provide the minutes to her. She further stated that, if necessary, she could look on the agency's website for the minutes.

Commissioner Celentino asked if Director Bennett knew how many committees there were.

Director Bennett stated that she did not know.

Commissioner Celentino stated that he supported this resolution but believed it should be discussed with staff as well. He further stated that he believed it was important to reflect how this would impact staff with the new process.

Chairperson Sebolt stated his appreciation for this amendment. He further stated that he believed that this resolution would put Ingham County in line with how Clinton and Eaton Counties conducted business as well.

Commissioner Sebolt stated that he believed that many of the boards had a system in place for their Commissioners to receive their compensation so this information could be easy to replicate. He further stated that this was a smart amendment and might handle some things better than Counties.

Commissioner Grebner stated that Director Bennett could request that the Commissioner arranges for the minutes to be sent to her. He further stated that it was the Commissioners responsibility to request the minutes and Director Bennett prepares the voucher for the information provided to her.

Commissioner Grebner stated that he did not believe it was difficult to retrieve the minutes. He further stated that he believed there were approximately 12 committees.

Discussion.

Vice Chairperson Stivers asked Director Bennett if the committees that would receive the per diem could be marked in a way on the November 22, 2022 Board of Commissioners Agenda. She further stated that this could be helpful to the new Commissioners.

Vice Chairperson Stivers stated that as she would not be returning, she believed she could state that she believed that the 2% raise was not nearly enough. She further stated agreement with Commissioner Grebner that the County Commissioners compensation had not kept up with inflation and stated that the compensation rate had made it a very poor job.

Vice Chairperson Stivers stated that for many of the current County Commissioners, this was a second job and an opportunity to serve. She further stated that if Ingham County wished to attract more women and young adults to the Board of Commissioners, they would have to raise the wages with what the staff received.

Vice Chairperson Stivers stated that the County Commissioners should not be shy about voting for their raise, as they are voting for their colleagues raises as well. She further stated that some of the new County Commissioners might not be as well off as the others and a larger increase could significantly assist them.

Vice Chairperson Stivers stated that she believed attracting and retaining Commissioners could be accomplished with more generous compensation and per diem. She further stated that this could also help the Commissioners that have to drive long distances for meetings.

Vice Chairperson Stivers stated that Meridian Township had an independent commission that evaluated and recommended salary changes. She further stated that the Board of Commissioners voting on their own salary changes could be politically dangerous in the future.

Vice Chairperson Stivers recommended that for the next 4-year term, the Board of Commissioners should utilize an independent body, made up by individuals decided on by the Board, to allow them to discuss and propose a resolution for salary raises that could be voted on. She further stated that she supported the 2% increase, but believed it should be higher.

THE MOTION TO AMEND THE RESOLUTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

10. Controller's Office – Pursuant to MCL 15.268 (1)(h) Consult with Counsel, to Consider Material Exempt from Discussion or Disclosure by State or Federal Statute (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, AT APPROXIMATELY 7:01 P.M., TO ENTER CLOSED SESSION TO CONSULT WITH THE COUNTY'S LEGAL COUNSEL REGARDING WAYSIDE CHURCH, ET AL. V VANBUREN COUNTY, ET AL.; CASE NO. 14-CV-01274 AS PERMITTED BY MCL 15.268(e).

THE MOTION CARRIED UNANIMOUSLY BY A ROLL CALL VOTE. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

VICE CHAIRPERSON STIVERS DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:26 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ATTORNEY'S RECOMMENDATION PER THE CLOSED SESSION DISCUSSION.

MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Sebolt, Grebner, and Naeyaert.

Announcements

None.

Public Comment

Commissioner Grebner stated his gratitude for attending a meeting virtually as it had been valuable to attend via Zoom. He further stated that it was at nobody's fault but the condition for the public attending a meeting virtually was very poor.

Commissioner Grebner stated his appreciation for allowing him to participate via Zoom and had been happy with the items discussed.

Chairperson Sebolt stated his agreement with Commissioner Grebner and stated that he was glad funding had been allocated for technology advances in 2023. He further stated his appreciation to Vice Chairperson Stivers for filling in as chairperson at this meeting while he was out sick.

Adjournment

The meeting was adjourned at 7:29 p.m.

**DECEMBER 6, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1a. Treasurer's Office – Resolution to Set Policy for Certain Delinquent Tax Payments

This resolution sets the policy for certain delinquent tax payments for the County Treasurer to use provisions of Section 211.59(3) for the 2023 tax year.

1b. Treasurer's Office – Resolution to Provide Funding for Low Income Tax Preparation

This resolution approves funding for the Capital Area United Way (CAUW) Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizen in the amount of \$12,500 from the Delinquent Tax Administration fund for 2023.

1c. Treasurer's Office – Resolution to Authorize a Reorganization within the Ingham County Treasurer's Office

This resolution approves the reorganization of the Foreclosure Prevention office in the Treasurer's Office. The reorganization would include:

1. Foreclose Prevention Specialist (#253014) currently an ICEA County Pro 02 (\$40,149.93 to \$48,210.15) will now be an ICEA County Pro 7 (\$58,458.33 to \$70,195.50)
2. Property Tax Coordinator (#253008) currently an ICEA County Pro 08 (\$63,763.66 to \$76,564.20) will now be an ICEA County Pro 10 (\$75,319.30 to \$90,436.70)
3. Tax Forfeiture/Foreclosure Coordinator (#253013 & #253017) currently an ICEA County Pro 4 (\$45,795.90 to \$54,992.39) will now be an ICEA County Pro 8 (\$63,763.66 to \$76,564.20)
4. Newly created position Foreclosure Prevention Community Outreach Coordinator has a community of interest with the ICEA County Pro and will be placed at ICEA County 08 (\$63,763.66 to \$76,564.20).

See memo for details.

2. Sheriff's Office – Resolution to Amend the Police Services Agreement with the Village of Webberville

This resolution will amend the Sheriff's Office current agreement for police services with the Village of Webberville from two deputies (80 hours per week) to one deputy (40 hours per week). The Sheriff's Office and Village of Webberville have mutually agreed to this solution. The current law enforcement services agreement is valid through December 31, 2023.

The County would receive \$163,521.50 instead of \$327,043 in 2023. The Sheriff's Office would offset this reduction by vacating Sheriff Deputy Law Enforcement Position #301228.

See memo for details.

3. 9-1-1 Dispatch Center – Resolution to Authorize a Letter of Understanding Regarding Personal Leave Time in 2022 for CCLP 9-1-1 Dispatch Center Employees

This resolution authorizes a Letter of Understanding (LOU) with the CCLP 9-1-1 Non-Supervisory unit to allow the conversion of unused personal leave time to vacation leave time of up to 48 hours per employee. This is needed due to the lack of opportunity for employees to use personal leave time due to overtime work schedules.

See memo for details.

4a. Health Department – Resolution to Authorize the Conversion of a Health Analyst Position (Position #601471) to a Community Epidemiologist Position

This resolution converts a vacant Health Analyst position to a Community Epidemiologist position effective December 14, 2022. The cost of this position conversion is budget neutral. The Health Analyst position is a Grade 7 position, the now vacant position was redlined at a Grade 8 in 2013. The Community Epidemiologist position is a Grade 8. Converting the position would not alter the fiscal year 2023 budget, as the Ingham County Health Department has budgeted this position at a Grade 8.

See memo for details.

4b. Health Department – Resolution to Change Position #601502 to from 0.50 FTE to 1.0 FTE

This resolution restores Position #601502 from a 0.50 FTE to a 1.0 FTE position. The additional cost of increasing Position #601502 to 1.0 FTE is \$56,855. The additional costs will be covered by the Mid-State Health Network (MSHN) grant approved through Resolution #22-494.

See memo for details.

5a. Parks Department – Notice of Emergency Purchase of Professional Tree Removal Services at Burchfield Park

This authorizes an emergency purchase order for professional tree removal services at Burchfield Park following a recent wind storm. Many of the trees have dangerous hangers requiring professional removal. The quote received from Clark Tree Services for the removal of hazardous trees was \$2,000.

See memo for details

5b. Parks Department – Notice of Emergency Purchase of Repair Backflow Preventer and Water Heater Replacement at Hawk Island Park

This authorizes an emergency purchase order with Myers Plumbing and Heating for \$4,630 for the installation and repair of the backflow preventer and water heater replacement at Hawk Island Park.

See memo for details

6a. Innovation & Technology Department – Resolution to Approve Security Cameras for Animal Control Provided by KnightWatch

This resolution approves additional security cameras at Animal Control. The Innovation & Technology Department was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor (KnightWatch) that can handle both services and procurement. The funding for the not to exceed \$53,000 is budgeted and will come from the County's Animal Control Equipment Revolving Fund (#664-42199-978000) for \$42,460 and the Animal Control Millage Fund account (205-43000-978000) for the remaining amount not to exceed \$9,950.

See memo for details.

6b. Innovation & Technology Department – Resolution to Approve the Purchase of Endpoint Protection Solution from Sentinel Technologies

This resolution approves the purchase of endpoint (workstation) protection beyond typical antivirus solutions. Sentinel Technologies offers a solution that is a "self-learning" method that provides additional protection than most that utilize a library of known threats.

The funding for the \$315,175.80 total for 5 years of service, paid in annual installments of \$62,339.76 with an additional \$3,477 implementation cost is budgeted for 2022 and 2023 and will come from the County's Innovation and Technology Department's Network Software Fund #636-25810-932033.

See memo for details.

6c. Innovation & Technology Department – Resolution to Approve the Purchase of Intrusion Detection Licensing Upgrade from Sentinel Technologies

This resolution approves the purchase of an intrusion detection licensing upgrade from Sentinel Technologies. We currently utilize the basic level of the product and feel that this upgrade will allow us to automatically identify endpoints and to automate what happens with them when they connect to our network. It will also allow us to have a better method for dealing with guest access with tiered access to bandwidth or resources instead of being very limited.

The funding for the \$110,000 total for 3 years of service is budgeted for 2022 and 2023 and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

See memo for details.

6d. Innovation & Technology Department – Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from KnightWatch

This resolution approves the renewal of the Ocularis software licensing agreement from KnightWatch. Additional cameras have been added at the Circuit Court Annex which pushed the price over the annual contract renewal contract resolution threshold.

The funding for the \$20,576.95 renewal invoice will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

See memo for details.

6e. Innovation & Technology Department – Resolution to Approve Retainer Hours for Support Provided by Sentinel Technologies

This resolution approves retainer hours of support from Sentinel Technologies who provide us with on-call hours of support for our telephone system, network, and backup system.

The funding for the \$15,075 will come from the County's Innovation and Technology Department Network Consulting Fund #636-25810-802000.

See memo for details.

6f. Innovation & Technology Department – Resolution to Approve the Purchase of Additional Backup Storage from Sentinel Technologies

This resolution approves the purchase of additional backup storage from Sentinel Technologies for our Storage Area Network (SANS).

The funding for the total of \$92,000 total for the hardware is budgeted as part of our network redesign and will come from the County's Innovation and Technology Department's Network Fund #636-25810-932032.

See memo for details.

7a. Facilities Department – Resolution to Authorize an Amendment to the Current Agreement with Du-All Cleaning Inc., for Janitorial Services at Additional Locations

This resolution approves an amendment to our current agreement with Du-All Cleaning Inc., to include janitorial services at the 30th Circuit Court Annex and the Allen Street Neighborhood Clinic.

The increase will be \$9,534.33 per month for a total of \$104,877.63 through July of 2023. Funds are available in the appropriate 818000 contractual line item.

See memo for details.

7b. Facilities Department – Resolution to Authorize an Agreement with Hedrick Associates to Replace the Domestic Hot Water Heater at the Ingham County Family Center

This resolution approves an agreement with Hedrick Associates to replace the domestic hot water heater at the Family Center, which is over 45 years old, is not energy efficient, and has outlived its useful life. Hedrick Associates, who is on MiDeals, submitted a proposal of \$44,970. Facilities is requesting a \$2,000 contingency.

Funds are available in the approved 2022 Capital Improvement Plan's (CIP) line item #245-66299-976000-22F02 and #245-13099-976000-22F15.

See memo for details.

7c. Facilities Department – Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at the 30th Circuit Court Annex

This resolution authorizes an amendment to the current agreement with Teachout for unarmed security to add the 30th Circuit Court Annex.

Funding for the \$112,851.20 through July of 2023 are available in the appropriate 818000 contractual line item.

See memo for details.

7d. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace Carpet in Courtroom 6 at the Veterans Memorial Courthouse

This resolution authorizes a purchase order with Seelye Group Ltd. to replace the carpet in Courtroom 6 at the Veteran’s Memorial Courthouse. The carpet in Courtroom 6 is worn, stained, faded, stretched, and past it’s useful life. There are wrinkles in the carpet that could pose a tripping hazard. Seelye Group, which is on MiDeals, submitted a proposal of \$29,780.44. Facilities is requesting a \$3,000 contingency.

Funding for the \$32,780.44 is available in the approved 2020 Capital Improvement Plan (CIP) line item #245-26710-976000-22F06 and approved 2022 CIP line item #245-26710-976000-22F16 available in the appropriate 818000 contractual line item.

See memo for details.

8. Road Department – Resolution to Extend an Agreement with Michigan Pavement Markings, LLC for the 2023 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program

This resolution authorizes a one-year extension at the existing unit prices with Michigan Pavement Markings, LLC for the 2023 countywide waterborne pavement marking and cold plastic common text & symbol pavement marking programs.

The estimated \$636,857 plus 10% contingency is available in the 2023 Road Fund Budget.

See memo for details.

9a. DEI Office – Resolution to Authorize an Agreement with Michigan Department of Civil Rights to Administer Racial Equity Education & Development to Fifty Ingham County Department Heads

This resolution approves an agreement with the Michigan Department of Civil Rights (MDCR) to administer racial equity education and development to 50 County department heads. MDCR will administer an assessment in conjunction with structured education to equip Department Heads with knowledge and expertise through a racial equity lens for one year to embed and operationalize equity throughout Ingham County government

The \$25,000 funding is available in the Controller’s Office Budget where the Diversity, Equity, and Inclusion (DEI) budget is housed.

See memo for details.

9b. DEI Office – Resolution to Authorize an Agreement with Michigan Public Health Institute to Develop and Administer a Countywide Needs Assessment (Cultural Survey) to All Employees

This resolution authorizes an agreement with the Michigan Public Health Institute to develop and administer a countywide cultural survey in an effort to gain baseline data on inclusion and belonging within the organization. Offering an anonymous survey provides employees a safe environment to honestly respond to the survey questions.

The \$10,000 funding is available in the Controller’s Office Budget where the Diversity, Equity, and Inclusion (DEI) budget is housed.

See memo for details.

10a. Human Resources Department – Resolution to Approve Reclassification Requests

This resolution approves MC and UAW TOPS reclassifications for the following:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
325001	911 Central Dispatch Director	Move from MC 13 to MC 14
325066	911 Systems Administrator (.75)	Move from UAW H to UAW Mkt. Exc. 1
231001	Purchasing Director	Move from MC 13 to MC 14
130026	Clerical Services Supervisor	Move from MC 10 to MC 12
130054	Chief Deputy Court Clerk	Move from MC 13 to MC 15
226001	Human Resources Director	Move from MC 13 to MC 14
226012	Benefits Technician to Benefits Coordinator	Move from MC 4 to MC 5

See memo for details.

10b. Human Resources Department – Resolution to Authorize the Ingham County Fiduciary to Elect Deferred Compensation Plan Investment Products

This resolution authorizes Mesrirow, the County retirement plan Fiduciary, to make changes to the Equitable 457(b) deferred compensation plan to a lower cost, lower fee plan that does not impose any penalties for participants who decide to move in and out of the Equitable plan.

This recommendation is supported by the County’s Deferred Compensation Investment Committee.

See memo for details.

10c. Human Resources Department – Resolution to Authorize Renewal of a Subscription with Governmentjobs.Com, Inc. dba NEOGOV for Human Resources Software

This resolution approves the subscription renewal with NEOGOV for human resources software.

The cost to renew the subscription is in the amount of \$91,646.64, for which funds are available in the 2023 General Fund.

See memo for details.

10d. Human Resources Department – Resolution to Authorize the Establishment of the Teamsters Local 214 Assistant Public Defenders’ Division as a Division within the MERS Hybrid Pension Plan

This resolution authorizes the establishment of a Teamsters Local 214 Assistant Public Defender Division within the Municipal Employees’ Retirement System (MERS) Hybrid Pension Plan. The Teamsters Local 214 Assistant Public Defenders’ Division subsequently ratified a new collective bargaining agreement effective March 10, 2022 (the date of ratification) through December 31, 2024.

See memo for details.

11. Controller’s Office – Resolution Approving Various Contracts for the 2023 Budget Year

This resolution approves various contracts for the 2023 Budget Year.

See memo for details.

12a. Board of Commissioners – Resolution to Amend the Board Rules

This resolution amends the Board Rules to adjust standing committee memberships as follows:

<u>COMMITTEES</u>	<u>MEMBERS</u>
County Services	7
Finance	8
Human Services	7
Law & Courts	8

See memo for details.

12b. Board of Commissioners – Resolution Honoring Alpha Kappa Alpha Sorority, Incorporated on the Event of Their 75th Anniversary

This resolution honors Alpha Kappa Alpha Sorority’s 75th anniversary.

12c. Board of Commissioners – Resolution Honoring Dr. Martin Luther King, Jr.

This resolution honors Dr. Martin Luther King, Jr.

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 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 before January 1, 1999 and 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 principal residence 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 either 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: or if a claim was made in the immediately preceding tax year for the credit provided by chapter 9 of the income tax act of 1967, 1967 PA 281, MCL 206.501 to 206.532, and if that claimant resides at the same principal residence as claimed in the immediately preceding tax year:

- (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 County Treasurer is authorized to use the provisions of Section 211.59(3) for 2023.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low and moderate income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton, and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in 2023 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

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.

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

Agenda Item 1c

TO: Board of Commissioners County Services and Finance Committees

FROM: Alan Fox, Treasurer

DATE: November 3, 2022

SUBJECT: Treasurer's Office Reorganization

The Ingham County Treasurer's office proposes a reorganization plan for its Foreclosure Prevention office. The plan fulfills the commitment made when the Board of Commissioners funded a fourth position in the office using American Rescue Plan funds. After the reorganization all four positions in the Foreclosure Prevention Office will be funded from the Delinquent Tax Revolving Fund.

The past few years have introduced new challenges and new opportunities into the tax foreclosure system. The pandemic upended normal timelines and required additional efforts to keep residents in their homes, but also brought in the opportunity to tap state and federal relief funds to assist Ingham County homeowners. Our active efforts to promote the Michigan Homeowners Assistance Fund (MIHAF) have helped bring in over a million dollars in assistance for Ingham County homeowners.

The Michigan Supreme Court's Rafaeli decision has resulted in a completely new process leading up to and following tax auctions by which prior owners may claim and receive a portion of the proceeds from tax auction sales. Some of this new process may be altered in the near future by court decisions or additional legislation. In any event, we have devoted substantial resources to learning the process and explaining it to potential claimants and to exploring new ways to simplify the process for those who deserve compensation.

These and other changes in the process continue to lead to constant expansions of our efforts to head off foreclosures at the earliest possible stage in the process. The newly created position of Community Outreach Coordinator has evolved from having an additional person in the office. Through that position we will continue to add to our ability to find resources outside the county and to publicize those resources so property owners can get help.

The Ingham County Foreclosure Prevention Office remains the standard for this work across the state. Our Prepublication Hearing each fall, which is not required by statute, brings other agencies in to help Ingham County taxpayers and also brings staff from other counties to see what we do. Our use of local libraries and other locations with good internet availability to help people apply for MIHAF funds is unique, but may soon be followed in other counties. We plan soon to offer online fillable forms for former owners to use to apply for tax sale proceeds.

All of these are possible because we can hire and retain staff with the commitment to serve the public, the skills to do what is legally required even as those requirements change and the initiative to find new ways to reach people in need. The reorganization recognizes the value of what this office does for the county and for some of our most vulnerable residents.

TO: Allen Fox, County Treasurer

FROM: Joan Clous, Human Resources Specialist – Labor & Employee Specialist

DATE: November 2, 2022

RE: Memo of Analysis for reorganization within the Treasurer’s Office.

In order to better serve the residents of Ingham County the Treasurer’s Office seeks to reorganize the Treasurer’s Office as follows:

5. **Foreclose Prevention Specialist (#253014) currently an ICEA County Pro 02 (\$40,149.93 to \$48,210.15) will now be an ICEA County Pro 7 (\$58,458.33 to \$70,195.50)**
6. **Property Tax Coordinator (#253008) currently an ICEA County Pro 08 (\$63,763.66 to \$76,564.20) will now be an ICEA County Pro 10 (\$75,319.30 to \$90,436.70)**
7. **Tax Forfeiture/Foreclosure Coordinator (#253013 & #253017) currently an ICEA County Pro 4 (\$45,795.90 to \$54,992.39) will now be an ICEA County Pro 8 (\$63,763.66 to \$76,564.20)**
8. **Newly created position Foreclosure Prevention Community Outreach Coordinator has a community of interest with the ICEA County Pro and will be placed at ICEA County 08 (\$63,763.66 to \$76,564.20)**

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).

**INGHAM COUNTY
JOB DESCRIPTION
PROPERTY TAX COORDINATOR**

General Summary:

Under the general direction of the Treasurer and Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999 and MCL 211.78a-t, as amended. The Property Tax Coordinator will interpret and apply the statute, as well as perform multiple technical duties in the coordination and implementation of the statute and foreclosure prevention. Act as an administrator of Delinquent BS&A tax system and LexisNexis Accurint account. Will work with many stakeholders including taxpayer/property owners, local elected officials, contractors, County and Treasurer's attorneys, mortgage and other interest holders, and various social services' providers. The Property Tax Coordinator will administer and oversee the statutory foreclosure process as well as foreclosure prevention services and community outreach, while supervising three fulltime staff.

The Foreclosure Prevention Office (FPO), under which this position falls, is instrumental in the collection of over \$18,000,000 in delinquent real property taxes for Ingham County (2021 data). This figure does not include the additional statutory interest and fees collected throughout the twenty-five (25) month statutory process. The Property Tax Coordinator oversees balancing the statutory collection process defined by PA123 of 1999 and MCL 211.78a-t, with the need for assistance to property owners experiencing hardship to help them save and protect their financial assets. Working with homeowners and their families to prevent loss of often their greatest asset(s), helps keep families safely housed, prevents homelessness and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

~~Under the general direction of the Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Property Tax Coordinator will interpret and apply the statute, as well as perform technical duties in the coordination and implementation of the statute. He/She will work with many stakeholders including taxpayer/property owners, local elected officials, mortgage and other interest holders, and various social services' providers.~~

Essential Functions:

- ~~1.~~ 1. Coordinate all aspects of PA 123 of 1999 and MCL211.78a-t under the general supervision of the Treasurer and Deputy Treasurer, including operation of BS&A tax software and coordination of a very large project. ~~including high understanding/operation of BS&A tax software and coordination of a very large project.~~
- ~~2.~~ 2. Understand and track all PA123 of 1999 and MCL 211.78a-t statutory updates, changes and pending court cases and class action lawsuits against MCL 211.78a-t that will ultimately affect our foreclosure process. Includes preparing for expected changes to MCL 211.78a-t that could ultimately affect past foreclosures and auction sales going back to 2013. Apprise, train and disseminate all processes and changes relating to forfeiture/foreclosure activities to all Ingham County Treasurer staff. ~~Work with taxpayers and social services' provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations.~~
- ~~3.~~ 3. Act as administrator of Delinquent BS&A tax software system for Ingham County Treasurer and community partner agencies with Delinquent BS&A tax software access. Run Delinquent BS&A utilities to add fees, set up Show Cause and Judicial Foreclosure Hearing docket information. ~~Coordinate and maintain accurate computer records for all parcels in forfeiture / foreclosure. Obtain data on~~

~~property owners from various sources including Register of Deeds and internet searches. File data for retrieval during Court process.~~

- ~~4. 4. Evaluate and update multiple reports in BS&A tax software. Trouble shoot with technical support to address issues. Document all actions with checklist, memorandums, and photographs to minimize potentially substitution financial liability to County.~~
- ~~5. 5. Audit delinquent and forfeited taxes for discrepancies and errors and communicate to appropriate persons/public offices/departments. Coordinate site inspections with contractors and personally visit sites. Personal knowledge of final 2000 parcels in forfeiture is required to appropriate final resolution.~~
- ~~6. 6. Track, generate and record statutorily required documents, in the Register of Deeds. Includes recording of Certificates of Forfeiture and Notices of Judgment of Foreclosure and other necessary documents with the Register of Deeds. Work with local Treasurers, Assessors, Register of Deeds, Neighborhood Organization and community activists to gather information about properties and property owners.~~
- ~~1. 7. Produce monthly reports of delinquent, forfeited parcels, interest/fees and base taxes owing to County. Oversee BS&A Utilities and recording of Certificates of Forfeiture with the Register of Deeds; coordinate title searches with title companies and others; Process title work; oversee Publication, Foreclosure Petition with the Circuit Court; Hearings, record proof of service; record of foreclosure judgment; Provide depositions, supporting documents and/or testify in Court in contested cases. Monitor properties granted additional time to pay their taxes. Oversee and supervise Property Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Assistant. Oversee coordination and tracking of property maintenance.~~
- ~~7. 8. Produce all legal supporting documentation for and oversee filing of Judicial Foreclosure Petition throughout the foreclosure cycle. Work in coordination with Ingham County Treasurer's Attorneys on same. Develop ways to strengthen foreclosure prevention. Provide information to other counties interested in Ingham County Treasurer's foreclosure prevention programs/procedures/forms.~~
- ~~8. 9. Coordinate and maintain accurate computer records for all parcels in delinquency/ forfeiture / foreclosure (about 10,000 parcels). Document all actions with checklist, memorandums, and photographs to minimize liability to County. Obtain data on all parties of interest in forfeited properties from various sources including local assessors and treasurers, Register of Deeds and internet searches. File data for retrieval during and after Court processes. Assist in planning and organizing work, assigning and checking work of, and/or assisting and instructing an assistant. Must have a thorough understanding of the accounting practices as they relate to delinquent taxes.~~
- ~~9. 10. Create and maintain long term record keeping systems for all associated records in accordance with State of Michigan GS-27, County Retention Schedule. Maintain originals and oversee electronic retention system as well. This helps safeguard risk to the county. Includes scanned completed foreclosure process files to facilitate future accessibility. (All foreclosed files have a GS-27 retention schedule of Active + 40 years.) Electronic files are also used to aid proof of service for title companies, which can strengthen real property assessed values in Ingham County, and insurability of the properties by underwriters. Administer all bankruptcy cases, file claims where petitioners have tax delinquent real property and maintain/monitor large bankruptcy database. Proficiency of PACER bankruptcy website. File release of claims when pertinent. Communicate with bankruptcy trustees, attorneys and protect County's interests. File objections where necessary. Financial risk to county and other tax collecting entities is significant if this is not done in timely fashion.~~

~~10.~~ 11. Create and edit statutory publication of Show Cause and Judicial Foreclosure Hearing Notice of all parties identified in 40 year title search; parcels and amounts owing for at risk of judicial foreclosure for forfeited taxes. Coordinate with local newspaper to be published in accordance with statute. Disseminate to local units, agencies, non-profits and elected officials. Posted on Ingham County Treasurer's website. ~~Oversees contracts and agreements related to Property Tax Statute and Foreclosure Prevention efforts. Monitors for expiration and renewal dates.~~

11. 12. Produce and provide figures pertaining to PA123 of 1999 required by the State of Michigan. ~~Detailed review of foreclosure process related invoices for accuracy and approval for payment.~~

~~11.~~ 13. Manage all vender/Ingham County Treasurer contracts and agreements relating to PA123 of 1999. Includes arranging: RFP's with Ingham County Purchasing, contracts with County Attorney and vendors. Oversee assigned work and accuracy of invoices. Familiarity and knowledge using MUNIS program. ~~Must be able to read and understand statutes and legal documents and monitor for changes to statute as they relate to filings. Review legal documents, such as petitions, for accuracy.~~

~~12.~~ 14. Supervise, train and oversee work of three (3) full time employees: Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Community Outreach Coordinator and Foreclosure Prevention Specialist. Assist in planning and organizing work, assigning and checking work of. Fill in and perform those job duties as needed. Oversee continuing education and cross training of FPO staff to ensure statutory compliance and safeguard county liability. ~~Work with and coordinate services of out-side legal counsel for foreclosure process and post foreclosure evictions.~~

13. 15. Have knowledge of community partners and programs to coordinate services and refer Ingham County residents. Compassionately, work with taxpayers and social services provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations. Be able to explain property taxes; timeline and process clearly and patiently to individuals from diverse backgrounds and unknown life circumstances. Critically analyze unique situations to identify mistakes and effect resolutions. Must maintain a level head and have strong de-escalation skills. ~~Provides work direction to the Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Specialist in the conduct of their duties, reviews assigned work and ensures completion of assigned tasks.~~

14. 16. Act as administrator and oversee state and federal foreclosure relief programs. Act as an information resource for the Treasurer, Chief Deputy Treasurer and other office staff on all issues related to delinquent property taxes.

1. Develop ways to strengthen foreclosure prevention.
2. Work with local Treasurers, Assessors, Ingham County Register of Deeds, Ingham County Clerk, Ingham County Courts, Neighborhood Organization and community activists; state and county departments, and LexisNexis Accurint database to gather information about properties and all interested parties identified in 40 year title search.
3. Provide testimony, affidavits and depositions when necessary in Circuit Court cases relating to PA123 of 1999 foreclosure process. Coordinate and oversee Pre-Publication Hearing and Resource Fair, Show-Cause Hearing and Judicial Foreclosure Hearing.
4. Act as Freedom of Information Act administrator for all requests relating to Forfeiture/Foreclosure.
5. Oversee coordination of title search orders with vender(s) for statutory title work of forfeited parcels. Ensure accuracy of invoices.
6. Be knowledgeable of process and do 40 year title searches on 2000 forfeited parcels. This includes using Register of Deeds, IC Clerk death records, IC Probate Court, other sources of information needed to track and locate best addresses for interested parties identified in title work. Be able to instruct other staff of the same, and address questions/issues as they arise.

7. Be knowledgeable of and able to create Show Cause and Judicial Foreclosure Hearing packets for statutory personal service for forfeited parcel occupants. Be able to instruct Foreclosure Prevention Specialist and other staff of the same and address questions/issues as they arise.
8. Coordinate site inspections with contractors and personally visit sites. Personal knowledge of over 2000 parcels in forfeiture is required to appropriate final resolution.
9. Assist Tax Forfeiture/Foreclosure Coordinator administer MCL 211.78m and t; auction process of foreclosed properties and all related tasks. Includes assisting the Treasurer and accounting staff with calculating auction excess proceeds to claimants and addressing calls and questions. Calculates and provides delinquent taxes payoff amounts to attorney/court during contested/court cases on foreclosed parcels.
10. Create and maintain policy and procedure manual for PA123 of 1999; Ingham County Opt-in Foreclosing Governmental Unit (FGU) through to foreclosure MCL 211.78a-t with the assistance of Tax Forfeiture/Foreclosure Coordinator as relates to MCL 211.78m-t.

Be knowledgeable of US bankruptcy laws and Michigan State Tax Commission opinions on withholding and other actions as they relate to real property taxes and statute. Create, maintain and track all bankruptcy filings for debtors who hold property interest on real property in Ingham County to protect Ingham County Treasurer's interest as creditor. File claims as necessary with appropriate US bankruptcy court. Correspond with Bankruptcy courts, debtor's attorneys as needed to represent Ingham County Treasurer's interest as creditor. Communicate and involve Ingham County's and Ingham County Treasurer's Attorneys when necessary

1. Oversee all statutory delinquent tax mailings and notices to ensure due process. Includes producing additional notification to Internal Revenue Service whose first refusal rights extend 120 days post foreclosure. Oversees non-statutory delinquent property tax mailings as well. Coordinate communication on all mailings with all IC Treasurer staff and vendors.
2. Represent Ingham County Treasurer at events. Present about the PA123 of 1999 and MCL 211.78a-t and foreclosure prevention at local events, community action agency conferences and municipal meetings and Board of Commissioner meetings. Attend conferences and provide information to other Opt-In FGUs. Collaborate with Community Action Agencies to educate State and local social service agencies and programs; advocating for policy changes to better assist delinquent property tax homeowners. Includes disabled veterans, low income families, aging population as examples.

Other Functions:

1. Provide backup to main office as needed, to answer general phones, accept tax payments, sell dog licenses and tax certification of deeds. ~~Helps cover main office, answer phones, accept payments, bank deposit runs, Oversees all delinquent tax mailings, both statutory/non statutory.~~

Performs other duties as assigned.

Operate office machinery such as folders and printers.

Must adhere to departmental standards in regards to confidentiality, HIPAA and other privacy issues.

During a public health emergency, the employee may be required to perform duties similar, 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 employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in social science, business or a related field.

Experience: 3-5 years of experience. Experience should be in social work, law, community planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Established ability to work independently. Familiarity with the legal process for property transfer preferred. ~~One to two years of experience. Experience could be in social work, law, community~~

planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Familiarity with the legal process for property transfer preferred.

Other Requirements:

- Valid Michigan Driver’s license.
- Must be proficient in, or able to be successfully trained in utilizing, BS&A tax software.
- Must possess high integrity and trustworthiness as has access to search database, LexisNexis Accurint, to locate/notify parties/heirs identified by title work as having interest in tax delinquent property.

Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.

Must possess a high degree of integrity and trustworthiness due to access to databases that contain confidential and personal information, including Accurint LexisNexis, court records, County Clerk records and the Register of Deeds.

High accuracy and attention to detail is necessary to limit financial liability to county from lawsuits.

Excellent written and verbal communication skills.

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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 is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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 regular stamina in walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handing, pinching and typing
- This position’s physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

~~February 12, 2019~~

9-22-2022

ICEA PRO 8

**INGHAM COUNTY
JOB DESCRIPTION
TAX FORFEITURE / FORECLOSURE COORDINATOR**

General Summary:

Under the supervision of the Property Tax Coordinator, assist in the administration of all aspects of PA 123 of 1999 and MCL 211.78a-t to ensure all statutory requirements are met. Act as main coordinator for the statutory processes of MCL 211.78m and 211.78t. Proficiently use BS&A Software for record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assist in the training and supervision of the Foreclosure Prevention Specialist and Foreclosure Prevention Community Outreach Coordinator.

Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in delinquency, forfeiture and foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with the Foreclosure Prevention Office. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between non-profit, community agencies and government organizations.

The Foreclosure Prevention Office (FPO), under which this position falls, is to aid in the collection of over \$18,000,000 in delinquent real property taxes for Ingham County (data as of 2021). This figure does not include the additional statutory interest and fees collected throughout the twenty-five month statutory process. The Foreclosure Prevention Office is entrusted with balancing this statutory collection process as defined by PA 123 of 1999 and MCL 211.78a-t, with the need for assistance to property owners experiencing hardship to help them save and protect their financial assets. Working with homeowners and their families to prevent loss of often their greatest asset(s), helps keep families safely housed, prevents homelessness and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

~~Under the work direction of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 to assure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in forfeiture/foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us, as well as those on judicial payment plans. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between government organizations.~~

Essential Functions:

1. Understand and interpret statute and proposed amendments (PA 123 of 1999) and MCL 211.78a-t for successful administration of county requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Engage and consult attorney for issues that require legal counsel.
2. Effectively communicate the PA 123 of 1999 and MCL 211.78a-t process and legal requirements through ongoing training with staff. Must also be able to effectively communicate the statutes with the constituents to whom it affects. Includes written, electronic, and in person communication with at risk

property owners. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight in holds against a 40 year chain of title. Data extraction from title work of critical importance to statutory process.

3. Enact all statutory aspects of PA 123 of 1999 from the point of foreclosure, specifically MCL 211.78t (as amended in 2020). Includes tracking and notification of potential claimants for excess proceeds. Drafting and filing required legal forms in compliance of the associated court process. Tracking the progress of these court cases in association with our legal counsel. Communicate the process and expectations with claimants and claimant's legal representation across the 14+ month post-foreclosure process. ~~Maintain accurate computer records for all parcels of Forfeiture/Foreclosure, including name and address information, payment information, conversation history and document history.~~
4. Plan, coordinate and manage the Auction process as stipulated in MCL 211.78m (as amended in 2020) which brings in over a million dollars in sales annually. Includes tracking the county expense associated to each foreclosed parcel and the associated spending that takes place on that parcel from the point of foreclosure. Creating an auction list and calculating the opening bids for auction to recover the outstanding county expense. Involves pulling data from multiple sources including local municipalities, code enforcement agencies, and the Ingham County Land Bank to accurately calculate the minimum bids as per MCL 211.78m(5). ~~Develop personal knowledge of habitually forfeited parcels to seek long term solutions, including communication with taxpayers and advocacy and coordination on the taxpayer's behalf with social service provider.~~
5. Coordinate evictions of foreclosed properties in association with legal counsel. Compassionately and effectively communicate with homeowners and property occupants regarding their foreclosed properties. Communicate timelines and expectations of both the County and their multiple representatives that will be acting at foreclosed properties over the required period of time. ~~Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through the auction or transfer to the Land Bank, including site visits, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel situations for disposition potential. Coordinate scheduling among staff for the pre-auction open houses. Work with local units of government on disposition of post auction unsold properties.~~
6. Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through transfer to an auction buyer or to the Land Bank. Act as coordinator between the Land Bank, their contractors and the properties owned by the Ingham County Treasurer. This includes doing physical inspections of each property, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel conditions for disposition. Coordinate scheduling among staff for the pre-auction open houses. Foreclosed houses tend to be blighted or abandoned and in significant levels of disrepair, this does create potentially hazardous conditions when making physical inspections of the properties and doing open houses. ~~Plan and manage two or more annual auctions of foreclosed property. Assist the Treasurer with reviews of properties. Prepare open houses, lists of foreclosed properties subject to auction and opening bid amounts as prescribed by law.~~
7. Oversee the Right of First Refusal and Rejection Process as stipulated by MCL 211.78m(1) and (6). Involves direct communication with local government officials in all municipalities in Ingham County and the ability to effectively communicate the statutory process with local government officials who might be new to their position. ~~Maintain accurate records and track auction properties that are subject to the Reverter Clause, including additional mailing to potential reverters, and the execution of property transfer affidavits, affidavits of reversions and deeds should the clause be violated.~~
8. Draft deeds, affidavits, releases, discharges, covenants, and other documents related to the sale, transfer, or involvement of the Ingham County Treasurer with property acquired and sold through the statutory foreclosure process. Involves knowledge of deeds, legal documents, and exemptions as related to the transfer of real estate. ~~Assist in the preparation and processing of all statutory mailings (5), as well as the preparation and processing of the additional non-statutory mailings used to ensure due process and proper notice.~~

9. Plan, schedule, and coordinate community events on behalf of the Ingham County Treasurer to publicize and prepare the public for the upcoming auction. Includes preparing documentation to be shared with attendees as well as effectively answering questions in relation to the auction process. Media forms used for publication and advertisement include: written media, television, radio, and social media. ~~Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy and communicating with our attorney on situations that arise from them. Working with attorney, prepare deeds to convey all tax foreclosed property.~~
10. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight it holds against a 40 year chain of title. Accurate data extraction from title work is of critical importance to the statutory process as it ensures legal due process in compliance with MCL 211.78a-t. Requires proficiency in the use of Laredo Software and governmental record search program Accurant. Act as back up to the Foreclosure Prevention Specialist for communication with our title search vendors. ~~Create and maintain exacting long term records for all properties that have gone through the statutory process (42 year record retention schedule), includes tracking down missing past information, as well as maintaining several large databases.~~
11. Maintain accurate computer records for over 10,000 tax delinquent parcels in Ingham County. Including name and up to date address information for all interest parties, payment information, conversation history, and document history. ~~Track the monthly payments of taxpayers who are on judicially mandated payment plans and respond to and advise on problems.~~
12. Develop personal knowledge of over 2,000 habitually forfeited parcels to seek long term solutions. Effectively and empathetically communicate the situation and rehabilitation options to clients. Includes communication with taxpayers, and advocacy and coordination on the taxpayer's behalf with social service providers. Must be able to navigate sensitive topics including health issues, death, and financial hardships. As well as navigate difficult and complicated family dynamics. The risk of failing to pay taxes is foreclosure and homelessness, making these situations high stakes and leaving homeowners vulnerable. De-escalation skills are imperative. ~~Assist in the training and providing of work direction to the foreclosure prevention specialist.~~
13. Research and understand eligibility requirements for assistance programs that could help property tax delinquent citizens. Requires ongoing education as programs change and evolve, as well as good record keeping and communication while working in partnership with these different assistance programs (federal, state and private). ~~Edit, maintain and organize the Treasurer's page on the county website, this includes designing page layouts, creating fillable PDFs, and updating all aspects of the page at the request of other staff members. Requires having specific knowledge relating to the function of the website in order to accurately meet staff and public needs.~~
14. Critically analyze delinquent and forfeited property taxes to better explain to homeowners the itemization of a delinquent tax bill and suggest programs and exemptions that might help lower their property tax bills. Be able to identify errors and discrepancies within a tax bill and communicate for review with the relevant parties, specifically local assessors and treasurers. ~~Maintain and edit the Treasurer's sponsored website "Hold on To Your Home", this includes updating dates when applicable and updating PDF timelines and brochures and checking the website message board monthly and responding to peoples request for help to the best of our ability.~~
15. Maintain open lines of communications with all local units of government to assist residents when issues relating to homeownership and property taxes arise. ~~Assist Property Tax Coordinator with services by outside legal counsel for foreclosure process and post foreclosure evictions.~~
16. Prepare and process the February mailings sent in response to the Judicial Foreclosure Hearing. These are specific and specialized per property based on the results of the hearing. Prepare and process the mailing sent pre and post foreclosure relating to the rights to excess proceeds from auction.
17. 17. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for

accuracy and communicating with our attorney on situations that arise from them. Requires understanding of state and court mandated document retention schedules per the State of Michigan general retention schedule #27 for county treasurers. This helps protect Ingham County from potential liability and litigation.

18. 18. Create and maintain exacting long term record keeping for all properties that have gone through the statutory process (42 year retention schedule). Includes locating missing historical information, as well as maintaining several large databases.
19. 19. Track and understand pending court cases and class action lawsuits against MCL 211.78a-t that will ultimately affect our foreclosure process. Includes preparing for expected changes to MCL 211.78a-t that could ultimately affect past foreclosures and auction sales going back to 2013.
20. 20. Assist the Treasurer and accounting staff in the tracking, calculation and payout of excess proceeds claims both in line with current statute as stated in MCL 211.78t and any future court mandated claims processes.
21. 21. Assist the Treasurer and accounting staff in the tracking, calculation and payout of governmental property tax assistance programs.
22. 22. Represent the Ingham County Treasurer's Office on its official social media accounts. Used to provide up to date information regarding tax deadlines, auction information, open houses, dog license events and information, and support other county organizations and community agencies. Must uphold professionalism and decorum when communicating on the Ingham County Treasurer's behalf in an online presence.
23. 23. Create, maintain, and regularly update the Ingham County Treasurer's office website. Involves understanding of the Revise webpage program and continuing education of the functions and options available. Includes designing page layouts, creating useable online documents to increase accessibility and ease of access to our constituents, and updating any and all aspects of the page at the request of other staff members. As well as creating and designing graphics to be used across the Ingham County Treasurer's website and social media in support of foreclosure prevention campaigns or other community programs and events the Ingham County Treasurer's Office is taking part in.
24. 24. Act as trainer and back up to the Foreclosure Prevention Specialist and Foreclosure Prevention Community Outreach Coordinator. Must be knowledgeable on their job duties and day to day functions in order to offer guidance and assume their roles to ensure compliance with statutory deadlines.
25. 25. Act as the Property Tax Coordinator in their absence. Must be knowledgeable of their job duties and day to day functions in order to ensure compliance with statutory deadlines.

Other Functions:

- Assist main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds, accept delinquent tax payments and issue dog licenses as needed.
- Utilize office machinery such as folders and printers and have confidence to trouble shoot as needed.
- Must adhere to departmental standards in regards 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.
- Perform a variety of other functions related to administrative operations of the office, including backup for the Property Tax Coordinator.

~~16. Perform a variety of other functions related to administrative operations of the office, including backup for the forfeiture team process.~~

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

Employment Qualifications

Education: Bachelor's degree in political science, social work, urban planning, economics, or a related field. Requires title work, real estate knowledge, legislation, social service work and collaboration with other governmental entities which demands a high degree of critical thinking skills and high attention to detail. ~~Bachelor's Degree. Requires title work, property status, legislation, social service provider network and Land Bank tool demands a high degree of critical thinking skills and high attention to detail.~~

Experience: 3 to 5 years' experience working with social service agencies or in a customer service field is a plus. Experience with law, legal documents, and interpreting legal writings is a plus. ~~Performance of the job requires essentially no work experience. With the advance education; the incumbent would be expected to reach proficiency after a year of going through the forfeiture cycle, coaching and basic familiarization.~~

Other Requirements:

- ~~Must possess the integrity and trustworthiness to use government search databases to locate and notify parties who have been identified as having an interest in a property.~~
- ~~Valid Michigan Driver's License and reliable transportation.~~
- ~~At times will work inspecting, preparing and showing foreclosed properties that may have unknown safety and/or environmental hazards.~~
- Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.
- Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's confidential and personal information, including Accurant/Lexis Nexis, court records, County Clerk records and the Register of Deeds.
- High accuracy and quality are necessary to limit financial liability from law suits.
- Excellent written and oral communication skills.
- Valid Michigan Driver's License and reliable transportation.

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 is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
4. May be required to travel to various blighted property sites throughout the County.
5. Works with individuals in various emotional states and highly stressful situations that may result in verbally abusive or volatile outburst.
6. May be required to work at events outside the office.
7. May be required to work remotely, particularly in emergent situations.
8. May be required to work outside in various weather conditions.
9. May be required to work in buildings or offices that deal with emotional and sensitive topics that may result in hostile or volatile outburst.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling,
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, handling, pinching and typing.
- This position's physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.
 - Ability to visit various blighted properties to inspect and/or post notices. May involve hazardous conditions.
 - 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 entail continuous stamina in sitting, standing, typing, and enduring repetitive movements of the wrists, hands or fingers.
 - 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 operate a PC/Laptop and to enter & retrieve information from a computer.
 - This position requires the ability to communicate and respond to inquiries both in person and over the phone.
 - 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.)

~~October 16, 2018~~

9/22/2022

ICEA PRO 04

**INGHAM COUNTY
JOB DESCRIPTION**

FORECLOSURE PREVENTION COMMUNITY OUTREACH COORDINATOR

General Summary:

Under the supervision of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 MCL 211.78a-t to ensure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, community outreach, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assist in the training of the Foreclosure Prevention Specialist as needed.

Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains accurate computer records for all parcels with delinquent property taxes and in forfeiture/foreclosure. Obtain data on property owners from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us. File data for recording during Court process. Organize and coordinate community outreach to clients with delinquent property taxes. Perform a variety of other tasks related to the administration of statute and communication between non-profit, community agencies, and government organizations.

The main purpose of the Foreclosure Prevention Office (FPO), to which this position falls under, is to aid in the collection of over \$18,000,000 in delinquent real property taxes for Ingham County (2021 data). This figure does not include the additional statutory interest and fees collected throughout the twenty-five (25) month statutory process. The FPO is entrusted with balancing this statutory collection process as defined by PA 123 of 1999 and MCL 211.78a-t, with the need for intervention and assistance to our residents who are experiencing difficulty in meeting their property tax responsibility. This assistance to homeowners and their families prevents loss of financial assets, homelessness, and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

Essential Functions :

1. Understand and interpret statute PA 123 of 1999 and MCL 211.78a-t for successful administration of statutory requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Cross-training of other FPO positions (Foreclosure Prevention Specialist, Tax Forfeiture/Foreclosure Coordinator, Property Tax Coordinator) to ensure statutory obligations are met.
2. Effectively communicate the PA 123 of 1999 and MCL 211.78a-t process and legal requirements through ongoing training with staff. Must also be able to effectively communicate the statutes with the constituents to whom it affects. Includes written, electronic, and in person communication with at-risk property owners.
3. Maintain accurate computer records for over 10,000 tax delinquent parcels in Ingham County. Includes name and address information of all interested parties, payment information, conversation history, and document history.
4. Develop personal knowledge of over 2,000 habitually forfeited parcels to seek long term solutions. Includes communication with taxpayers, and advocacy and coordination on the taxpayer's behalf with social service providers.

5. Effectively and compassionately communicate the details of tax delinquency to properties owners looking for information and assistance; in-person, over the phone, and online correspondence. Must be able to navigate sensitive topics including health issues, death, and financial hardships. As well as navigate difficult or complicated family dynamics. The risk of failing to pay taxes is foreclosure and homelessness, making these situations high stakes and leaving homeowners vulnerable. De-escalation skills are imperative.
6. Maintain open lines of communications with all local units of government to assist constituents when issues relating to homeownership and taxes arise.
7. Critically analyze delinquent and forfeited property taxes to better explain to homeowners the itemization of a delinquent tax bill and suggest programs and exemptions that might help lower their tax bills. Be able to identify errors and discrepancies within a tax bill and communicate for review with the relevant parties, specifically local assessors and treasurers.
8. Assist the Treasurer and accounting staff in the tracking, calculation and payout of governmental property tax assistance programs.
9. Organize the yearly September, non-statutory Pre-Publication Hearing in collaboration with area agencies to provide a resource fair for clients with property taxes in forfeiture. Mail notices of the hearing, field questions from clients, purchase necessary items, design printed materials for event, coordinate with Capital Area Community Services (CACS) to plan event, and communicate with the agencies and vendors that attend.
10. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed homeowners. Network and partner with organizations in the Housing Helpers group (CACS, CAHP, TCOA, CMH, LPD, MDHHS, etc.) attend monthly meetings and maintain an open exchange of information.
11. Act as main coordinator for community outreach, both events and daily outreach. Maintaining a knowledge of federal, state, county, and local programs available to clients and who can qualify. Develop relationships with clients and assess their needs. This will often entail needs beyond property tax assistance. Connect clients with these programs; getting them the correct materials, contact information, or contacting the agency directly on their behalf.
12. Conceptualize and plan new long-term cyclical outreach programs. Collaborate with other organizations regarding these programs, make needed purchases, design or write promotional materials, work with local media, advertisers, and community groups to publicize events. Attend events as a representative of the Ingham County Treasurer, may include presenting foreclosure prevention information/materials at said events.
13. Research and understand eligibility requirements for grant assistance programs that could help property tax delinquent citizens. Requires ongoing education as programs change and evolve, as well as good record keeping and communication while working in partnership with these different assistance programs (federal, state and private). Communicate information about all programs and any changes made to these programs to the Ingham County Treasurer's Office staff outside of the FPO.
14. Create, test, and enact legal assistance programs, with a specific focus on probate and estate planning for seniors. Research and maintain a knowledge of probate court policies, procedures, and timeline. Coordinate with attorneys, as well as the Ingham County Probate Court, to create and maintain these programs.

15. Prepare title search orders for title search vendors. Requires effective communication with contracted vendors regarding the specifics of weekly orders. Thoroughly review invoices for title search orders when returned by vendors to ensure accurate results and payments.
16. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight it holds against a chain of title. Accurate data extraction from title work is of critical importance to the statutory process as it ensures legal due process in compliance with MCL 211.78a-t. Requires proficiency in the use of Laredo Software and governmental record search program Accurant.
17. Assist in the preparation and processing of all statutory mailings. As well as the preparation and processing of the additional non-statutory mailings used to ensure proper notice and due process. Includes identifying bad addresses and finding updated addresses and contact information to ensure all interested parties in a process are successfully noticed of pending foreclosure in accordance with statute.
18. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy. Requires understanding of state and court mandated document retention schedule #27 for County Treasurers. This protects Ingham County from potential liability and litigation.
19. Create and maintain long term record keeping for all properties that have gone through the statutory process. Includes locating missing historical information, as well as maintaining several large databases.
20. Assist in coordinating evictions of foreclosed properties. Including effectively and compassionately communicating with homeowners regarding their foreclosed properties. Communicate timelines and expectations of both the County and their multiple representatives that will be acting at foreclosed properties over the required period of time. This position will be responsible for future programs increasing the FPO evection transitional housing outreach.
21. Assist the Tax Forfeiture/Foreclosure Coordinator with planning, scheduling, and coordinating community events related to the auction on behalf of the Ingham County Treasurer to publicize and prepare the public for the upcoming auction. Includes preparing documentation to be shared with attendees as well as effectively answering questions in relation to the auction process.
22. Assist the Tax Forfeiture/Foreclosure Coordinator with the Auction preparation and on the days of the auction sales as stipulated in MCL 211.78m (as amended in 2020) which brings in over a million dollars in sales annually.

Other Functions:

- Assist main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds, accept delinquent tax payments, and issue dog licenses as needed.
- Utilize office machinery such as folders and printers and have confidence to trouble shoot as needed.
- Must adhere to departmental standards in regards 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.
- Perform a variety of other functions related to administrative operations of the office.

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

Employment Qualifications

Education: Bachelor's Degree. Required title work, property status, legislation, and social service provider networks demand a high degree of critical thinking skills and a high attention to detail.

Experience: 3 to 5 years' experience working with social service agencies or in a customer service field is a plus.

Other Requirements:

- Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.
- Possess a high degree of integrity and trustworthiness due to access to database that contain people's personal and confidential information – including Accurint/Lexis Nexis, County Clerk Records, Court Records, and the Register of Deeds.
- High accuracy and quality are necessary to limit financial liability from law suits.
- Excellent written and oral communication skills.
- Valid Michigan Driver's License and reliable transportation.

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

Physical Requirements

- Ability to visit various blighted properties to inspect and/or post notices. May involve hazardous conditions.
- 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 entail periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements entail stamina in walking, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements entail continuous stamina in sitting, standing, 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 operate a PC/Laptop and to enter & retrieve information from a computer.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- 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 following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Working Conditions:

- Works with individuals in various emotional states and highly stressful situations that may result in verbally abusive or volatile outbursts.
- May be required to travel to various blighted property sites throughout the County.
- May be required to work at events outside the office.
- May be required to work remotely, particularly in emergent situations.
- May be required to work outside in various weather conditions.

**INGHAM COUNTY
JOB DESCRIPTION
FORECLOSURE PREVENTION SPECIALIST**

General Summary:

Under the general direction of the Property Tax Coordinator, the Foreclosure Prevention Specialist will perform a variety of functions supporting the Foreclosing Governmental Unit (FGU) for delinquent property taxes collection as outlined in PA 123 of 1999 and MCL 211.78a-t. The Foreclosure Prevention Specialist will aid the Property Tax Coordinator with the coordination and implementation of statute, and will work with property owners in order to provide delinquent tax assistance and help facilitate foreclosure prevention through community outreach.

The main purpose of the Foreclosure Prevention Office (FPO), to which this position falls under, is to aid in the collection of over \$18,000,000 in delinquent taxes for Ingham County (data as of 2021). This figure does not include the additional statutory interest and fees collected throughout the twenty-five month statutory process. The Foreclosure Prevention Office is entrusted with balancing this statutory collection process as defined by PA 123 of 1999 and MCL 211.78a-t, with the need for assistance to homeowners and their families who are experiencing difficulty in meeting their property tax responsibility. This assistance to homeowners works to prevent loss of financial assets, prevent homelessness, and mitigates blight in Ingham County. Proficiency in all processes of this office is required as all FPO staff must work collaboratively to meet statutory deadlines.

Essential Functions:

1. Work with clients in a professional and compassionate manner. Severe and chronic property tax delinquency is often accompanied by other issues like health problems, mental health issues, and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.
2. Become knowledgeable of PA 123 of 1999 and MCL 211.78a-t. Must be able to read and understand statutes and legal documents. Proficiency of the statutory process we are overseeing helps offset significant liability to the County that could arise through gross error of the process. Cross training amongst all FPO positions (Foreclosure Prevention Specialist, Foreclosure Prevention Community Outreach Coordinator, Tax Forfeiture and Foreclosure Coordinator, and Property Tax Coordinator) ensure all statutory obligations of the FPO are met. ~~Works with PA 123 of 1999, which requires the ability to read and understand statutes and legal documents.~~
3. Become knowledgeable of state and local property tax laws and ordinances. This includes exemptions and assessing information that can change based on municipality and are frequently updated and altered from year to year. Identify PRE (principle residence exemption) suspects and candidates through the use of Accurint, Register of Deeds and the Ingham County Clerk's office qualified voter file and forward them to the local assessor. This process can result in cost savings for homeowners, but also can result in financial gain for the county and local municipalities by identifying fraudulent PRE recipients. ~~Prepare title search lists for title search vendors and process title searches from title companies, this includes reviewing returned title work, as well as following up on mortgages, land contracts, and other liens against the property, updating alternate addresses in BS&A, and sending delinquent tax notices to interested parties.~~
4. Research and understand eligibility requirements for assistance programs that could help property tax delinquent citizens. Requires ongoing education as programs change and evolve, as well as meticulous record keeping and communication skills while working in partnership with these different assistance programs (federal, state, and private)
~~Update and perform title searches using such resources as: Register of Deeds, County Clerk's Office (including Certificates of Death and Qualified Voter file), Equalization and Tax Mapping (both online and through the office), and internet resources (including Accurint, Department of Labor and Economic Growth and White Pages Web).~~

5. Prepare title search orders for title search vendors and process title searches by effectively searching through recorded documents, understand what the documents mean, and understanding the weight it holds against a chain of title. Accurate data extraction from title work is of critical importance to the statutory process as it ensures legal due process in compliance with MCL 211.78a-t. Requires effective communication with contracted vendors regarding the specifics of weekly orders. ~~Prepare Personal Service packets, including information for Sheriff's Civil Division Deputies and property owners utilizing BS&A online, GIS mapping, BS&A reports and Google mapping.~~
6. Possess proficiency and understanding of regularly used search programs including: Laredo, County Clerk's Office (incl. Certificates of Death and Qualified Voter File), Equalization and Tax Mapping, and internet resources (incl. Accurint, Department of Labor and Economic Growth, and online court resources.)

~~Update relevant information in office databases, including BS&A and Microsoft Excel spreadsheets, mail recording and tracking, contact information for interested parties, title searches, local hardship information, and returned title work.~~

7. Prepare Personal Service packets, including information for contracted process servers and property owners utilizing BS&A Online and GIS mapping. This is one of the key assurances of notice as required in the statutory process. Diligence and attention to detail is required to ensure that all properties are correctly served. ~~Assume responsibility for parcel folders, including using software to create labels, organizing folders and updating with relevant information (title searches, contact information for interested parties, letters, etc.) Annually clear out files and organize.~~
8. Process returned personal service packets (as referenced in section 6). Transcribe and interpret information provided by the contracted process servers relating to the state of a property as well as any information provided by the occupant. Correctly file images of each parcel and affidavits of service.
9. ~~Print and prepare for mailing annually, delinquent tax notices, and 60 Foreclosure notices and other first class mail notices as required through the year. Utilize BS&A address proofing utilities to ensure quality, non-repetitive mailings.~~
10. Maintain accurate computer records for all parcels in delinquency and forfeiture/foreclosure. Including name and address information, payment information, conversation history, and document history. ~~Work with local units when issues arise with specific parcels for quick resolutions either by email or phones.~~

Maintain order and accessibility of parcel folders for over 2,000 active properties in the forfeiture/foreclosure process. Including using software to create labels, organizing folders, and updating with relevant information (title searches, contact information for interested parties, letters, etc.). As well as annually clearing out retired files and reorganizing per the State of Michigan general retention schedule #27 for county treasurers. ~~Use BS&A to run specific utilities such as small balance inquires, forfeiture lists, foreclosure lists, personal service reports, title search reports, duplicate address reports to ensure proper adherence to statute and to provide proper notification to parcels.~~

11. Assist in the preparation and processing of all statutory mailings. Assist in the preparation and processing of the additional non-statutory mailings used to ensure proper notice and due process. ~~Process all returned mail by inputting the data into BS&A mail tracking and use databases such as LARA, Melissa, BS&A online, Accurint, Clerk's Office, Register of Deeds, and other online search options including social media platforms to ensure that; 1) The person still has interest in property and 2) To identify the most accurate address for the person or company and correct for bad address. Essentially performing skip tracing.~~
12. Process returned mail by inputting the data into Delinquent BS&A mail tracking and use databases such as LARA, Melissa Data, BS&A online, Accurint, Clerk Records, Register of Deeds, Circuit Court records and other online search options including social media platforms to correct for bad addresses and ensure that the proper parties are being noticed of their delinquent tax obligation at the most up to date address. ~~Assist in the main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds as needed.~~
13. Prepare mailing of the annual publication to community organizations, places of worship, non-profits, and government agencies by updating addresses in the database, removing returned addresses and

adding new organizations to receive the publication. ~~Identify PRE suspects and candidates through the use of Accurint, Register of Deeds, and the Clerk's Office and forward them to the appropriate person or local assessor for Board of Review.~~

14. Utilize BS&A address proofing utilities to ensure quality, non-repetitive mailings and decrease county cost due to excessive and unnecessary mailings. Use BS&A to run specific utilities such as small balance inquiries, forfeiture lists, foreclosure lists, personal service reports, title search reports to ensure proper adherence to statute and to provide proper notification to all delinquent parcels.
- ~~15. Process and add weekly case notes to parcels for owners working with Financial Literacy.~~
- ~~16. Critically analyze delinquent and forfeited taxes to better explain to homeowners the itemization of a delinquent property tax bill and suggest programs and exemptions that might help lower their tax bills. Be able to identify errors and discrepancies within a property tax bill and communicate for review with the relevant parties, specifically local assessors and treasurers. Prepare mailing of the annual publication to community organizations by updating addresses in the database, removing returned addresses and adding new organizations to receive the publication.~~
17. Maintain open lines of communications with all local units of government to assist citizens when issues relating to homeownership and property taxes arise. Refer property owners to partnering agencies as needed.
- ~~18. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed owners of property.~~
19. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed property owners.
20. Represent the Ingham County Treasurer and Foreclosure Prevention Office at various community events, workshops, and resource fairs. Prepare and provide informational materials to hand out. Be prepared and knowledgeable on the services and options available to delinquent homeowners as well as the other services offered by the county Treasurer's office and within the community.
- ~~21. Provides critical analysis of delinquent and forfeited taxes.~~
- ~~22. Effectively and compassionately communicate the details of tax delinquency to properties owners looking for information and assistance, both in person and over the phone. Must be able to navigate sensitive topics including health issues, death, and financial hardships. As well as navigate difficult or complicated family dynamics. De-escalation skills are imperative. Provides detailed information in BS&A regarding client interactions.~~
23. 21. Process and add weekly case notes to parcels for owners working with the Financial Literacy Program. Includes staying up to date on what clients are working towards and offering suggestions where applicable. Involves communication with housing counselors at different organizations as well as with the clients directly.
24. 22. Assist with open houses and other aspects of the statutory auction process for tax foreclosed properties. Involves knowledge of the auction rules and regulations as stipulated by the FGU.

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.
- Assist main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds, accept delinquent tax payments, and issue dog licenses as needed.
- Utilize office machinery such as folders and printers and have confidence to trouble shoot as needed.

Assist Treasurer, Chief Deputy and Land Bank Director with projects as time permits.

(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: Bachelor's degree in political science, social work, urban planning, economics or a related field

Experience: 1 to 3 years' experience working with social service agencies or in a customer service field a plus
~~Experience working with social service agencies or in a customer service field a plus~~

Other Requirements:

- Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's private and personal information, specifically Accurint/Lexis Nexis.
- High accuracy and quality are necessary to limit financial liability from law suits.
 - Ability to work independently without continuous supervision and hold oneself accountable to statutory deadlines.
 - Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's confidential and personal information, including Accurint/Lexis Nexis, court records, County Clerk records and the Register of Deeds.
 - Excellent written and oral communication skills.
 - High accuracy and quality are necessary to limit financial liability from law suits.
 - Proficiency with Microsoft Excel, Microsoft Word, Outlook, and mail merge.
 - Must be able to be successfully trained in utilizing BS&A, Register of Deeds Laredo program, and Equalization and Tax Mapping Online Viewer.
 - Be able to use multi-line telephone
 - Interest in working in government or social service agencies a plus.

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

Working Conditions:

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

Physical Requirements:

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

***October 18, 2018
ICEA Pro 02***

Alan,

Here is the union's approval.

Joan

From: Desiree Cook <DCook@ingham.org>
Sent: Thursday, October 20, 2022 2:32 PM
To: Joan Clous <JClous@ingham.org>
Subject: RE: Treasurer's Office Reorganization

Everyone is very pleased! Approved.

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, October 20, 2022 11:46 AM
To: Desiree Cook <DCook@ingham.org>
Subject: FW: Treasurer's Office Reorganization

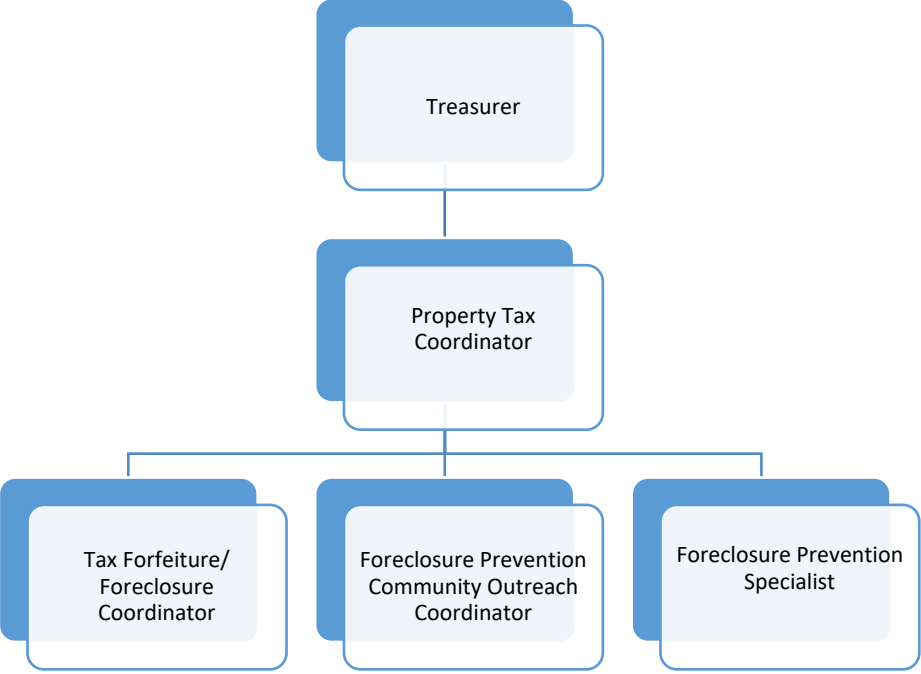
Desiree,

Have you had an opportunity to review these yet?

Thanks,
Joan

PERSONNEL COST PROJECTION

GENERAL FUND		previous	proposed	net
Eliminate 2nd Tax Forfeiture/Foreclosure Coordinator funded by ARP	ICEA PRO 4	\$109,820	\$0.00	(\$109,820)
DELINQUENT TAX FUNDS				
Foreclosure Prevention Specialist	ICEA PRO 2 to ICEA PRO 7	\$99,208	\$133,807	\$34,599
Property Tax Coordinator	ICEA PRO 8 to ICEA PRO 10	\$143,572	\$165,277	\$21,705
Tax Forfeiture/Foreclosure Coordinator	ICEA PRO 4 to ICEA PRO 8	\$109,820	\$143,572	\$33,752
New Foreclosure Prevention Community Outreach Coordinator	ICEA PRO 8		\$143,572	\$143,572
				\$233,628



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION
WITHIN THE INGHAM COUNTY TREASURER'S OFFICE**

WHEREAS, the Ingham County Treasurer (ICT) desires to reorganize the functions of the Foreclosure Prevention Office within his office due to the increased responsibility and complexity involved with these functions and to better serve the citizens of Ingham County; and

WHEREAS, the functions of the ICT related to preventing tax foreclosures have proven to greatly benefit the citizens of Ingham County and should be expanded to further protect the most economically disadvantaged in our communities; and

WHEREAS, changes in state law and decisions by state and federal courts have greatly increased and will continue to change the responsibilities of the office to ensure that persons with interests in foreclosed properties are justly compensated; and

WHEREAS, the Board of Commissioners in Resolution #21-251 authorized the utilization of American Rescue Plan funds for a second Tax Forfeiture/Foreclosure coordinator with the understanding that responsibilities within the office would be redefined and funding shifted to the Delinquent Tax Revolving Fund; and

WHEREAS, the Treasurer has determined that the creation of a Community Outreach Coordinator will best ensure that available resources will be found and used to protect property owners from foreclosure and to coordinate with local, state, federal, and private organizations to better meet the needs of Ingham County citizens; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of each position, approved the new job descriptions, and submitted a Memo of Analysis; and

WHEREAS, the Ingham County Employees' Association has reviewed and is in support of the reorganization proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Treasurer's office.

BE IT FURTHER RESOLVED, that the position of Tax Forfeiture/Foreclosure Coordinator created by Resolution #21-251, position 253017, is terminated.

BE IT FURTHER RESOLVED, that the position of Foreclosure Prevention Community Outreach Coordinator is created as an Ingham County Employee's Association (ICEA) Pro Level 8 position (\$63,763.66 - \$76,564.20).

BE IT FURTHER RESOLVED, that the following changes in title and classification shall be implemented:

1. Position number 253013, Tax Forfeiture/Foreclosure Coordinator, reclassified from ICEA Pro 4 (\$45,795.90 - \$54,992.39) to ICEA Pro 8 (\$63,763.66 - \$76,564.20).
2. Position number 253008, Property Tax Coordinator, reclassified from ICEA Pro 8 (\$63,763.66 - \$76,564.20) to ICEA Pro 10 (\$75,319.20 - \$90,436.70).
3. Position number 253014, Foreclosure Prevention Specialist, reclassified from ICEA Pro 2 (\$40,149.93 - \$48,210.15) to ICEA Pro 7 (\$58,458.33 - \$70,195.50)

BE IT FURTHER RESOLVED, that each of the reclassifications made as part of this reorganization above are effective the first full pay date following the date the reorganization was submitted to the Human Resources Department.

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

Agenda Item 2

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Undersheriff Andrew Bouck
DATE: November 21, 2022
SUBJECT: Resolution to amend the police services agreement with the Village of Webberville
For the meeting agendas of December 1, 2002 and December 7, 2022

BACKGROUND

The Ingham County Sheriff's Office has had a contract with the Village of Webberville for police services for over twenty years. This resolution is to reduce the number of Sheriff's Deputies assigned to the Village of Webberville from two deputies to one deputy. This would reduce the hours of contacted services from 80 hours to 40 hours per week. The Sheriff's Office and Village of Webberville have mutually agreed to this solution. The current law enforcement services agreement is valid through December 31, 2023.

ALTERNATIVES

None.

FINANCIAL IMPACT

The County would receive \$163,521.50 instead of \$327,043 in 2023. The Sheriff's Office would offset this reduction by vacating Sheriff Deputy Law Enforcement position #301228.

STRATEGIC PLANNING IMPACT

With the reduction of service hours there will not be a deputy assigned to patrol the Village of Webberville on a daily basis. This position is being eliminated resulting in the loss of a law enforcement deputy in Ingham County.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the amendment of the contract with the Village of Webberville effective January 1, 2023 through December 31, 2023.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE POLICE SERVICES AGREEMENT WITH THE
VILLAGE OF WEBBERVILLE**

WHEREAS, Resolution #19-322 authorized an agreement between the Ingham County Sheriff's Office and the Village of Webberville for law enforcement services; and

WHEREAS, the agreement was for 80 hours of guaranteed service per week for the time period January 1, 2020 through December 31, 2023; and

WHEREAS, the Ingham County Sheriff's Office and the Village of Webberville wish to amend the service level to 40 hours of guaranteed service per week for the final year of the contract; and

WHEREAS, the current payment for the time period of January 1, 2023 to December 31, 2023 is \$327,043.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the contract with the Village of Webberville for the period covering January 1, 2023 through December 31, 2023 to decrease the 2023 payment from the Village of Webberville from \$327,043 to \$163,521.50.

BE IT FURTHER RESOVLED, that a vacant Sheriff Law Enforcement Deputy position (#301228) be eliminated from the Approved Position List effective January 1, 2023.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary adjustments to the 2023 budget and position allocation list consistent with the resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.

Agenda Item 3

TO: Board of Commissioners County Services and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: November 17, 2022
SUBJECT: Resolution to Authorize a letter of understanding regarding personal leave time in 2022 for CCLP 911 Dispatch Center employees
For the meeting agenda of County Services Dec. 6 and Finance Dec. 7, 2022

BACKGROUND

While we are seeing improvement in hiring and retention at the 9-1-1 Center and staff numbers continue to grow. The training program takes roughly nine months to complete. The consequence of the length of the training program is that we don't see immediate relief in overtime hours needed and our staff are still working large amounts of overtime. There is policy and procedure in place that dictates when personal time can be requested. One of the parameters is how much overtime is needed on a particular day. That restriction continues to limit the number of days where requesting personal time will even be considered. Most of the employees who still have personal time in their banks are our newest employees who are still in training. A commitment to training is needed to be successful with it. That coupled with gaining employment after most of the days available for personal time requests have already been taken, leaves them with limited to no options to use this benefit. Last year it was asked and approved to pay out these personal time banks. I would like to get away from doing that and would propose converting the remaining personal time banks of the CCLP non-supervisory unit as of December 30, 2022, be converted to vacation time and put in their vacation time bank. This will ensure the employees do not lose the benefit.

ALTERNATIVES

Continue to adhere to Article 32 Section 3 of the CCLP non-supervisory contract which is: A request for use of personal time will be granted or denied within three (3) calendar days. The request must be made at least ten (10) days in advance with the exception of the provision of Section 4 below. Personal leave time must be used during each calendar year in which the time is credited and any unused time will not carry over to the next calendar year. Personal time must be used by the end of the last full pay period of the calendar year.

FINANCIAL IMPACT

There are approximately 270 hours of unclaimed personal time in question that would be converted to vacation time. The payment of the personal time and overtime it would create if used is budgeted for in the current 9-1-1 Center's budget. There will be no further expense if the time is converted to vacation time unless the employee were to quit or retire and then would be entitled to the appropriate time bank payouts.

OTHER CONSIDERATIONS

No employee that this adjustment would be made for is close to their vacation bank cap.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LETTER OF UNDERSTANDING REGARDING
PERSONAL LEAVE TIME IN 2022 FOR CCLP 9-1-1 DISPATCH CENTER EMPLOYEES**

WHEREAS, a collective bargaining agreement was reached between representatives of Ingham County and the Capitol City Labor Program, Inc. – 9-1-1 Non-Supervisory unit (CCLP) for the period January 1, 2022, through December 31, 2024; and

WHEREAS, after consulting the Human Resources Department and Controller’s Office the 9-1-1 Director and 9-1-1 CCLP met and discussed the extenuating circumstances regarding the staffing level in the 9-1-1 Center and the limited opportunity for use of personal leave time in 2022; and

WHEREAS, the 9-1-1 Director and CCLP identified the impact of the limited opportunity to use personal leave time and determined the need for an option of converting unused personal leave time to vacation leave time of up to 48 hours per employee personal leave balance for 2022; and

WHEREAS, the parties desire to amend the personal leave language through a Letter of Understanding to address the limited opportunity to use personal leave time and provide the opportunity for conversion of that unused personal leave time to vacation leave time in 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a Letter of Understanding to address the limited opportunity for the CCLP members to use their personal leave and the conversion of unused personal leave time to vacation leave time of up to 48 hours per employee personal leave balance for 2022.

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

Agenda Item 4a

TO: Board of Commissioners Human Services, County Services, and Finance Committees:
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 10, 2022
SUBJECT: Resolution Authorizing Conversion of Health Analyst position to Community Epidemiologist position.
For the meeting agendas of December 5, December 6, and December 13, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to convert a vacant Health Analyst position (position #601471) to a Community Epidemiologist position effective December 14, 2022. A staffing needs assessment within ICHHD identified a need for an additional epidemiologist to design cross-platform surveillance systems, perform data linkages, analyze data, articulate data barriers to the State, engage in performance management, and collaborate across local health departments. As ICHHD prepares for and responds to emerging public health issues, an epidemiologist is uniquely skilled to meet the needs of the Department and the community. Ingham County is relatively understaffed in epidemiologists for its population size. There is a median rate of 1.8 epidemiologists per 100,000 residents among health departments serving large cities and 1.2 per 100,000 residents among state health departments. While ICHHD serves a midsized city, its rate is low at 0.70 per 100,000, and an additional epidemiologist would increase that to 1.06 epidemiologists per 100,000, aligning more closely with median rates in other health departments.

ALTERNATIVES

ICHHD has benefited from the support of a contract worker funded and provided by the Center for Disease Control (CDC) Foundation but the program ended in mid-October 2022. That program could be offered again in the future, but no plans have been announced. ICHHD could also move ahead with a Health Analyst which is a more generalist position.

FINANCIAL IMPACT

The cost of this position conversion is budget neutral. The Health Analyst position is a Grade 7 position, the now vacant position was redlined at a Grade 8 in 2013. The Community Epidemiologist position is a Grade 8. Converting the position would not alter the fiscal year 2023 budget, as ICHHD has budgeted this position at a Grade 8.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to convert a vacant Health Analyst position to a Community Epidemiologist position effective December 14, 2022.

Agenda Item 4a

TO: Amanda Darche, Innovation and Planning Manager
FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist
DATE: 11-10-2022
RE: Memo of Analysis for converting position number 601471

The Health Department would like to convert position number 601471.

1. Position number 601471 is a Health Analyst, which is currently vacant.
2. The Health Department would like to convert vacant position 601471 from a Health Analyst, ICEA County Pro grade 07 to a Community Epidemiologist, an ICEA County Pro grade 08.
3. The Health Department has updated the job description Community Epidemiologist to reflect the duties that are being performed, the salary remains an ICEA County Pro 08.

I have sent the ICEA chair notice and they support converting the position and the updated job description. I have attached their response.

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

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

**INGHAM COUNTY
JOB DESCRIPTION**

COMMUNITY EPIDEMIOLOGIST

General Summary:

Under the leadership of the Senior Community Epidemiologist, conducts active epidemiologic surveillance, inferential epidemiologic studies, and outreach activities. Determines community health status in relation to public health services and determines areas of unmet needs. Assists in the planning and direction of analytical studies, reviews vital records, statistics, and other related health data, and prepares technical reports, proposals, articles, and presentations to communicate epidemiologic studies on existing or anticipated health issues in the County. Supports health leaders and community organizations with community-based research projects in order to improve the population's health and quality of life for residents of the County.

Essential Functions:

1. Provides expertise in the design, management, and evaluation of research-based programs, strategies, and activities to improve the health and quality of life for County residents. Provide leadership in the design, implementation and interpretation of community health survey conducted of County residents.
2. Under the guidance of the Senior Community Epidemiologist, plans and guides a multi- agency, multi-organizational effort to assess the population's health of the capital area region and Ingham County.
3. Conducts and participates in epidemiologic studies on chronic diseases and behavioral risk factors using a variety of data sources. Disseminates the results of study through publishing reports and making presentations at local, state and national events.
4. Performs grant writing activities for Ingham County Health Department and collaborating partners and community coalitions.
5. Identify appropriate methods of quantitative analysis to identify demographic, geographic, cultural and other variables linked to the incidence of communicable and chronic diseases; to identify sources of exposure and disease transmission; to predict probability of future occurrences of diseases
6. Provide leadership and epidemiologic expertise in establishing Ingham County Health Department surveillance priorities and community health goals. Provide epidemiologic expertise in planning for public health emergencies.
7. Provide data, data analysis, and disseminate data findings as requested, to support disease prevention and health promotion programs at Ingham County Health Department as well as communities' partners and organizations.

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: Master's degree in Public Health, Epidemiology, Health Administration or other related field.

Experience: A minimum two years of experience designing, analyzing and interpreting research findings with programming and database management is required.

Other Requirements: None

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.

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

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

***ICEA 8
Nov 2022***

From: [Desiree Cook](#)
To: [Elisabeth Bliesener](#)
Cc: [Joan Clous](#); [Imelda Maloney](#)
Subject: RE: Position conversion 601471
Date: Thursday, November 10, 2022 10:29:43 AM

I'm fine with that change.

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Thursday, November 10, 2022 10:28 AM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>; Imelda Maloney <IMaloney@ingham.org>
Subject: Position conversion 601471

Desiree,

The Health Department would like to convert vacant position number 601471 from a Health Analyst (ICEA County Pro 07) to a Community Epidemiologist (ICEA County Por 08).

The Health Department would also like to edit the Community Epidemiologist job description, please see attached. It does lower from 3 years of experience to 2 years but the salary would still remain the same an ICEA County Pro 08. There is one person in this position Nicholas Miller, Amanda said he helped work on this job description.

Does the Union support the position conversion and the updated job description?

Thanks,
Beth

Beth Bliesener
Ingham County
Human Resources
517-887-4375

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE CONVERSION OF A HEALTH ANALYST POSITION
(POSITION #601471) TO A COMMUNITY EPIDEMIOLOGIST POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to convert a vacant Health Analyst position (position #601471) to a Community Epidemiologist position effective December 14, 2022; and

WHEREAS, a staffing needs assessment within the Department identified a need for an additional epidemiologist to design cross-platform surveillance systems, perform data linkages, analyze data, articulate data barriers to the State, engage in performance management, and collaborate across local health departments; and

WHEREAS, as ICHD prepares for and responds to emerging public health issues, an epidemiologist is uniquely skilled to meet the needs of the Department and the community; and

WHEREAS, Ingham County is relatively understaffed in epidemiologists for its population size; and

WHEREAS, there is a median rate of 1.8 epidemiologists per 100,000 residents among health departments serving large cities and 1.2 per 100,000 residents among state health departments; and

WHEREAS, while ICHD serves a midsized city, its rate is low at 0.70 per 100,000, and an additional epidemiologist would increase that to 1.06 epidemiologists per 100,000, aligning more closely with median rates in other health departments; and

WHEREAS, although the Health Analyst position is an Ingham County Employee's Association (ICEA) County Professional Grade 7 position, the now vacant position was redlined at a Grade 8 in 2013 and the Community Epidemiologist position is an ICEA County Professional Grade 8; and

WHEREAS, converting the position would not alter the fiscal year 2023 budget, as ICHD has budgeted this position as an ICEA County Professional Grade 8; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the conversion of the vacant Health Analyst position to a Community Epidemiologist position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the conversion of the vacant Health Analyst position (ICEA County Professional grade 7) to a Community Epidemiologist position (ICEA County Professional Grade 8) effective December 14, 2022.

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

Agenda Item 4b

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 4, 2022
SUBJECT: Authorization to Change a Program Specialist Position (Position #601502) from 0.50 FTE to 1.0 FTE

For the meeting dates of December 5 and December 7, 2022

BACKGROUND

Ingham County Health Department (ICHD) wishes to restore the Program Specialist Position (Position #601502) from a 0.50 FTE to a 1.0 FTE position. At the time of the fiscal year 2023 ICHD budget submission, anticipated FY23 funding for position #601502 would only be sufficient to fund the position at 0.50 FTE. Therefore, the fiscal year 2023 budget submitted by ICHD called for reducing that position, which was vacant at that time, from 1.0 FTE to 0.50 FTE.

In June 2022, ICHD was invited by Mid-State Health Network (MSHN) to submit a funding proposal for an innovative opioid overdose reduction strategy that department staff and community partners had been developing and piloting for the previous 24 months. This innovation, referred to as Rapid Response, involves deploying a public health home visitor to engage with individuals within 24-72 hours of a non-fatal overdose to offer harm reduction resources and tools and to begin building a relationship for potential navigation to treatment and recovery services.

The proposal that ICHD submitted was approved by MSHN and accepted by the Ingham County Board of Commissioners via Resolution #22-494, and includes funding to restore Position #601502 to a 1.0 FTE position.

ALTERNATIVES

Not restoring this position to 1.0 FTE would result in a loss of harm reduction resources and tools and would forfeit the opportunity to build a relationship for potential navigation to treatment and recovery services.

FINANCIAL IMPACT

The additional costs of increasing Position #601502 to 1.0 FTE are \$56,855. The additional costs will be covered by the MSHN grant approved through Resolution #22-494.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to restore Position #601502 to a 1.0 FTE position effective upon approval.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CHANGE A PROGRAM SPECIALIST POSITION (POSITION #601502) TO
FROM 0.50 FTE TO 1.0 FTE**

WHEREAS, Ingham County Health Department (ICHD) wishes to restore a Program Specialist position (Position #601502) from a 0.50 FTE to a 1.0 FTE position; and

WHEREAS, at the time of the fiscal year 2023 ICHD budget submission, anticipated 2023 funding for Position #601502 would have only been sufficient to fund the position at 0.50 FTE; and

WHEREAS, the fiscal year 2023 budget submitted by ICHD called for reducing position #601502, which was vacant at the time of budget submission, from 1.0 FTE to 0.50 FTE; and

WHEREAS, in June 2022, ICHD was invited by Mid-State Health Network (MSHN) to submit a funding proposal for an innovative opioid overdose reduction strategy that department staff and community partners had been developing and piloting for the previous 24 months; and

WHEREAS, this innovation, referred to as Rapid Response, involves deploying a public health home visitor to engage with individuals within 24-72 hours of a non-fatal overdose to offer harm reduction resources and tools and to begin building a relationship for potential navigation to treatment and recovery services; and

WHEREAS, the proposal that ICHD submitted was approved by MSHN and accepted by the Ingham County Board of Commissioners via Resolution #22-494, and includes funding to restore Position #601502 to a 1.0 FTE position; and

WHEREAS, the additional costs increasing this position to a 1.0 FTE is \$56,855; and

WHEREAS, the funds to cover the additional costs will come from the MSHN grant approved via Resolution #22-494; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize restoring Position #601502 from 0.50 FTE to 1.0 FTE effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes restoring a Program Specialist position (Position #601502) from 0.50 FTE to 1.0 FTE effective upon approval.

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

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

Agenda Item 5a

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: November 17, 2022
SUBJECT: Emergency Purchase
For the meeting agenda of December 6, 2022 County Services

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

As a result from a wind storm, Burchfield Park had many downed trees and dangerous hangers requiring professional removal. The quote received from Clark Tree Services for the removal of hazardous trees was \$2,000.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to Clark Tree Services for a total cost of \$2,000.

Funds for this purchase are available in Millage Supplies line item (228-62800-726010).

The Controller, Purchasing Director along with myself approved this purchase.

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: November 17, 2022
SUBJECT: Emergency Purchase
For the meeting agenda of December 6, 2022 County Services

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

The main backflow preventer between the City of Lansing water supply and the Hawk Island Park water supply failed November 16, 2022. This is an essential item to not allow contamination of the water supply. The quote received from Myers Plumbing and Heating for the installation and repair of the backflow preventer and water heater replacement that was damaged was \$4,630.

An emergency Purchase Order under the Emergency Repair Purchasing Policy was necessary, and a Purchase Order has been issued to Myers Plumbing and Heating for a total cost of \$4,630.

Funds for this purchase are available in Equipment Repair line item (208-75200-932000).

The Controller, Purchasing Director along with myself approved this purchase.

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: November 1, 2022

SUBJECT: Cameras for Animal Control Provided by KnightWatch
For the meeting agendas of December 6th, 7th, and 13th, 2022

BACKGROUND

Ingham County’s Animal Control building needs to have additional security to ensure the safety of all those in the building. Currently there is a need for more cameras to ensure that safety.

Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor that can handle both services and procurement. Other vendors we have contacted have not been able to provide the service aspect, only the equipment. This installation service is critical to getting the equipment to operate quickly and efficiently.

KnightWatch quoted \$52,391.61 for the necessary cameras and installation of this equipment. ITD is also requesting a small contingency to ensure that the lack of a cable or connector does not delay the project.

ALTERNATIVES

Other vendors we have contacted have not been able to provide the service aspect, only the equipment. This installation service is critical to getting the equipment to operate quickly and efficiently.

FINANCIAL IMPACT

The funding for the not to exceed \$53,000 is budgeted and will come from the County’s Animal Control Equipment Revolving Fund (#664-42199-978000) for \$42,460 and the Animal Control Millage Fund account (205-43000-978000) for the remaining amount not to exceed \$9,950.

OTHER CONSIDERATIONS

ITD has used this vendor over many years under the name of VidCom, they are local, reliable, and cost-effective.

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.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for cameras for Animal Control provided by KnightWatch in the amount not to exceed \$53,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE SECURITY CAMERAS FOR ANIMAL CONTROL
PROVIDED BY KNIGHTWATCH**

WHEREAS, the Ingham County Animal Control building needs to have additional security cameras to ensure the safety of all those in the building; and

WHEREAS, the Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor that can handle both services and procurement; and

WHEREAS, the requested amount is in the 2022 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems KnightWatch as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize purchasing security cameras and installation from KnightWatch in the amount not to exceed \$53,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the County's Animal Control Equipment Revolving Fund (#664-42199-978000) for \$42,460 and the Animal Control Millage Fund account (205-43000-978000) for the remaining amount not to exceed \$9,950.

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 6b

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: November 17, 2022

SUBJECT: Resolution – Endpoint Protection Purchase
For the meeting agendas of December 6th, 7th, and 13th, 2022

BACKGROUND

Ingham County has done well with our cybersecurity so far, but there is an area that would greatly increase our security posture. We need to implement better endpoint (workstation) protection beyond just antivirus. Today's bad actors are more likely to use non-traditional methods to plant ransomware and other malware on computers which many traditional antivirus solutions don't recognize until it is too late.

The Innovation and Technology Department (ITD) has researched the offerings available at this time and has found a solution that will provide us with a more heuristic (self-learning) method of detecting this on the machine itself as well as access to a Security Operations Center that will assist us with monitoring our computers. This ties in nicely with our network level detection product that also learns what is normal for our network and alerts to issues. This offering is provided on a subscription basis which ensures that we have the most up to date information at all times.

ALTERNATIVES

We could continue on as we are, depending more on traditional methods and network level detection – not advisable, or look to other vendors – also inadvisable as the other vendors in our price range rely on a library of known threats, so their threat-detection capability is limited by the completeness and accuracy of the information in their library. Rather than relying on a static library of known threats, this tool learns the behavior of our computers and then provides alerting on any activity that appears to be abnormal. This allows the system to provide highly accurate data and identify potential threats rapidly.

FINANCIAL IMPACT

The funding for the \$315,175.80 total for 5 years of service, paid in annual installments of \$62,339.76 with an additional \$3,477 implementation cost is budgeted for 2022 and 2023 and will come from the County's Innovation and Technology Department's Network Software Fund #636-25810-932033.

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

This solution will increase our score on the Center for Internet Security (CIS) Controls assessment which is the tool used by key State and Federal agencies to measure cybersecurity preparedness. Ingham County is doing very well, but this will enhance our capabilities to detect, isolate, and recover from malicious events.

Sentinel Technologies is a participant of the Western States Contracting Alliance of State Procurement Officials (WSCA-NASPO) Cooperative Purchasing Organization. Master Agreement Number: NVP #AR3227 Participating Addendum for Michigan #210000001333.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract with Sentinel Technologies in an amount not to exceed \$316,000 total for 60 months.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF ENDPOINT PROTECTION SOLUTION
FROM SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County needs to protect our data and our network from cyber threats; and

WHEREAS, endpoint protection is a valuable tool to identify indicators of potential compromise, alerting staff to take the appropriate actions to mitigate the perceived threats; and

WHEREAS, the solution includes access to a Security Operations Center; and

WHEREAS, the cost of said solution is currently budgeted for 2022 and 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of endpoint protection from Sentinel Technologies in the amount not to exceed \$316,000 total for five (5) years.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund #63625810-932033.

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 and Finance Committees

FROM: Deb Fett, CIO

DATE: November 17, 2022

SUBJECT: Resolution – Intrusion Detection Licensing Upgrade
For the meeting agendas of December 6th, 7th, and 13th, 2022

BACKGROUND

Ingham County currently uses a network intrusion detection product that can block points of access and mitigate some threats based on activities on our network. This product, as licensed, is currently at a basic level which operates in a generic state across the network. Now that we have used this and understand its capabilities, we are seeing the shortfalls. With the desired upgrade to our licensing, this product can automatically identify endpoints and allow us to automate what happens with them when they connect to our network. It will also allow us to have a better method for dealing with guest access with tiered access to bandwidth or resources instead of being very limited.

ALTERNATIVES

We could continue on as we are, with the generic detection and isolation. Although it works, it does not allow us much flexibility for dealing with the various scenarios such as onsite trainers and employee devices. It also has less ability to react to incidents than we would like.

FINANCIAL IMPACT

The funding for the \$110,000 total for 3 years of service is budgeted for 2022 and 2023 and will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-932032.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

This solution will also increase our score on the Center for Internet Security (CIS) Controls assessment which is the tool used by key State and Federal agencies to measure cybersecurity preparedness. Ingham County is doing very well, but this will also enhance our capabilities to detect, isolate, and recover from malicious events.

Sentinel Technologies is a participant of the Western States Contracting Alliance National Association of State Procurement Officials (WSCA-NASPO) Cooperative Purchasing Organization, Master Agreement Number: NVP #AR3227 Participating Addendum for Michigan #210000001333.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the contract with Sentinel Technologies in an amount not to exceed \$110,000 total for 36 months.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF INTRUSION DETECTION LICENSING
UPGRADE FROM SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County needs to protect our data and our network from cyber threats; and

WHEREAS, intrusion detection is a key component in identifying indicators of potential compromise on a network, initiating appropriate actions to mitigate the perceived threats; and

WHEREAS, the solution is an upgrade to our current product which does a fine job of generic and basic detection and isolation; and

WHEREAS, the cost of said solution is currently budgeted for 2022 and 2023.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of the intrusion detection licensing upgrade from Sentinel Technologies in the amount not to exceed \$110,000 total for three (3) years.

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

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

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

Agenda Item 6d

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: November 17, 2022

SUBJECT: Resolution – Ocularis Licensing Renewal
For the meeting agendas of December 6th, 7th, and 13th, 2022

BACKGROUND

Ingham County has been using Ocularis for our camera management and video recording for many years. This licensing and support had been provided by VidCom, which now is called KnightWatch. Innovation and Technology department (ITD) is very pleased with their service thus far.

Normally, this renewal is done on the annual contract resolution put through by the Budget Office, but this year we have increased costs due to the addition of cameras at the Circuit Court Annex which pushed us just over the threshold for that convenience by \$500.

This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money.

ALTERNATIVES

KnightWatch has been the only vendor able to provide Ingham County with licensing, support, and installation in the local area.

FINANCIAL IMPACT

The funding for the \$20,576.95 renewal invoice will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for software license and support renewal from KnightWatch.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE
LICENSING AGREEMENT FROM KNIGHTWATCH**

WHEREAS, Ingham County has been using Ocularis for our camera management and video recording for many years; and

WHEREAS, KnightWatch has been providing our licensing in the past and the Innovation and Technology department (ITD) is very satisfied with the service thus far; and

WHEREAS, ITD has reviewed the potential alternatives and deems KnightWatch as the most capable and cost-effective solution; and

WHEREAS, our current existing agreement expires on January 19, 2023 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of the software licensing and support renewal from KnightWatch in the amount not to exceed \$20,600.

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

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

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

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: November 17, 2022

SUBJECT: Retainer Hours from Sentinel
For the meeting agendas of December 6th, 7th, and 13th, 2022

BACKGROUND

Ingham County has previously had a contract in place with Sentinel to provide us with on call hours for support. As we continue to have an ongoing need for support involving our telephone system, network, and backup system, it would be beneficial to have a pool of hours available for these needs without needing to do an emergency purchase order (PO).

ALTERNATIVES

In obtaining quotes for previous projects, it was discovered that Sentinel Technologies had the lowest pricing and offered good, reliable service. The Innovations & technology Department (ITD) is very happy with the work that has been done with Sentinel on our projects over the years. Sentinel also has the experience with our systems that allows them to do the work faster without needing to pay for hours for them to learn what we have.

FINANCIAL IMPACT

The funding for the \$15,075 will come from the County’s Innovation and Technology Department Network Consulting Fund #636-25810-802000.

OTHER CONSIDERATIONS

Sentinel Technologies is a participant of the Western States Contracting Alliance National Association of State Procurement Officials (WSCA-NASPO) Cooperative Purchasing Organization, Master Agreement Number: NVP #AR3227 Participating Addendum for Michigan #210000001333.

STRATEGIC PLANNING IMPACT

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for retainer hours from Sentinel in an amount not to exceed \$15,075.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE RETAINER HOURS FOR SUPPORT PROVIDED BY
SENTINEL TECHNOLOGIES**

WHEREAS, Ingham County continues to have an ongoing need for support involving our telephone system, network, and backup system; and

WHEREAS, the Innovation and Technology Department (ITD) has worked with Sentinel Technologies for support in the past with much success; and

WHEREAS, the requested amount is in the 2022 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Sentinel Technologies as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize purchasing retainer hours from Sentinel Technologies in the amount not to exceed \$15,075.

BE IT FURTHER RESOLVED, that the total cost will be paid from the County's Innovation and Technology Department Network Consulting Fund #636-25810-802000.

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 6f

TO: Board of Commissioners County Services and Finance Committees

FROM: Deb Fett, CIO

DATE: November 21, 2022

SUBJECT: Resolution – Additional Backup Storage Purchase
For the meeting agendas of December 6th, 7th, and 13th, 2022

BACKGROUND

When the Storage Area Network (SAN) device was upgraded late in 2019 (Resolution #19-527), it gave Ingham County a greatly increased capacity for data. Although we did increase our backup storage last year, as always, as capacity increases, data tends to expand to fill it. In order to properly protect our data and ensure that it can be restored when necessary, we budgeted in 2022 to increase our space on our offline backup solution again. Since offline backups are critical with the ever-expanding risk of cyber incidents, this has become even more critical.

ALTERNATIVES

Our current devices limit our choices as to specific brands and parts but we were able to utilize the General Services Administration (GSA) contract (#GS-35-F-0511T) to obtain the best price possible.

FINANCIAL IMPACT

The funding for the total of \$92,000 total for the hardware is budgeted as part of our network redesign and will come from the County's Innovation and Technology Department's (ITD) Network Fund #636-25810-932032.

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

If we do not increase this space again soon, ITD will need to look at limiting the amount of offline data stored which could increase our risk if exposed to ransomware.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quotes for the backup storage expansion from Sentinel.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF ADDITIONAL BACKUP STORAGE FROM SENTINEL TECHNOLOGIES

WHEREAS, Ingham County increased our storage capacity in 2019 with the purchase of new Storage Area Network (SAN) devices; and

WHEREAS, our current offline backup storage solution did not increase enough in 2021 to cover our current increased data usage; and

WHEREAS, an increase to this offline storage was planned for and budgeted in 2022; and

WHEREAS, the purchase price of this additional backup storage will be \$92,000 from Sentinel Technologies under the U.S. General Services Administration contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the backup storage expansion in the amount not to exceed \$92,000.

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

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

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

Agenda Item 7a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 17, 2022

RE: Resolution to Authorize an Amendment to the Current Agreement with Du-All Cleaning Inc., for Janitorial Services at Additional Locations

For the meeting agendas of: December 6 & 7

BACKGROUND

The agreement with Du-All Cleaning Inc., needs to be amended to include janitorial services for the 30th Circuit Court Annex and Allen Street Neighborhood Clinic. The increase will be \$9,534.33 per month for a total of \$104,877.63 through July of 2023.

ALTERNATIVES

The alternative would be to not approve the amendment and the locations will not be cleaned, leaving it to County staff to clean their own areas and perform any other janitorial needs.

FINANCIAL IMPACT

Funds are available in the appropriate 818000 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 amendment with Du-All Cleaning Inc., for janitorial services at additional locations.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CURRENT AGREEMENT WITH
DU-ALL CLEANING INC., FOR JANITORIAL SERVICES AT ADDITIONAL LOCATIONS**

WHEREAS, janitorial services are needed at the Allen Street Neighborhood Clinic and the 30th Circuit Court Annex; and

WHEREAS, the current agreement needs to be amended; and

WHEREAS, the Facilities Department recommends amending the current agreement with Du-All Cleaning Inc., for janitorial services at the Allen Street Neighborhood Clinic and 30th Circuit Court Annex for a contractual increase of \$104,877.63 through July of 2023; and

WHEREAS, funds are available in the contractual line item #511-61525-818000-022385 for the Allen Street Neighborhood Clinic and line item #214-13200-818000-JUDGE for the 30th Circuit Court Annex.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement amendment with Du-All Cleaning Inc., 35474 Mound Rd. Sterling Heights, Michigan 48310, for janitorial services at Allen Street Neighborhood Clinic and 30th Circuit Court Annex for an increased amount of \$9,534.33 per month for a total of \$104,877.63 through July of 2023.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 17, 2022

RE: Resolution to Authorize an Agreement with Hedrick Associates to Replace the Domestic Hot Water Heater at the Ingham County Family Center

For the meeting agendas of: December 6 & 7

BACKGROUND

The domestic hot water heater is over 35 years old, is not energy efficient, and has outlived its useful life. Hedrick Associates, who is on the MiDeals and, therefore, does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$44,970 to replace the domestic hot water heater. We are requesting a contingency of \$2,000 for any uncovered conditions, for a grand total not to exceed amount of \$46,970.

ALTERNATIVES

The alternative would be to not replace the water heater, which risks higher costs and potential failure to wait.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP’s line item #245-66299-976000-22F02 and #245-13099-976000-22F15.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-66299-976000-22F02	\$45,000	\$45,000	\$45,000	\$0
Public Imp. Fund				
245-13099-976000-22F15	\$32,000	\$13,527.90	\$1,970	\$11,557.90
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 an agreement with Hedrick Associates to replace the domestic hot water heater at the Ingham County Family Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEDRICK ASSOCIATES TO REPLACE THE DOMESTIC HOT WATER HEATER AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, the domestic hot water heater is over 35 years old, is not energy efficient, and has outlived its useful life; and

WHEREAS, the domestic hot water heater needs to be replaced; and

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

WHEREAS, Hedrick Associates is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends an agreement with Hedrick Associates, who submitted a proposal of \$44,970 to replace the domestic hot water heater at the Ingham County Family Center; and

WHEREAS, the Facilities Department is requesting a contingency of \$2,000 for any uncovered conditions; and

WHEREAS, funds are available in the approved 2022 CIP's line item #245-66299-976000-22F02 and #245-13099-976000-22F15.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Hedrick Associates, 2360 Oak industrial Drive NE, Grand Rapids, Michigan 49505, to replace the domestic hot water heater at the Ingham County Family Center for an amount not to exceed \$46,970 which includes a \$2,000 contingency.

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 7c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 17, 2022

RE: Resolution to Authorize an Amendment to the Current Agreement with Teachout Security for Unarmed Security Services at the 30th Circuit Court Annex

For the meeting agendas of: December 6 & 7

BACKGROUND

The agreement with Teachout Security needs to be amended to include security services for the 30th Circuit Court Annex. This will be an increase of \$112,851.20 through July of 2023.

ALTERNATIVES

The alternative would be to not approve the security services, leaving staff vulnerable.

FINANCIAL IMPACT

Funds are available in the appropriate 818000 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 amendment with Teachout Security for unarmed security services at the 30th Circuit Court Annex.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CURRENT AGREEMENT WITH
TEACHOUT SECURITY FOR UNARMED SECURITY SERVICES AT THE
30TH CIRCUIT COURT ANNEX**

WHEREAS, unarmed security services are needed at the 30th Circuit Court Annex; and

WHEREAS, the current agreement needs to be amended; and

WHEREAS, the Facilities Department recommends amending the current agreement with Teachout Security, for unarmed security services at the 30th Circuit Court Annex for a contractual increase of \$112,851.20 through July of 2023; and

WHEREAS, funds are available in the contractual line item #214-13200-818000-JUDGE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement amendment with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532, for unarmed security guard services at the 30th Circuit Court Annex for an increased amount of \$112,851.20 through July of 2023.

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, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: November 28, 2022
RE: Resolution to Authorize a Purchase Order to Seelye Group to Replace Carpet in Courtroom 6 at the Veterans Memorial Courthouse

For the meeting agendas of: December 6 & 7

BACKGROUND

The carpet in Courtroom 6 is worn, stained, faded, stretched, and past its useful life. There are wrinkles in the carpet that could pose a tripping hazard. Seelye Group Ltd., who is on the MiDeals contract and, therefore, does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$29,780.44 to replace the carpet. We are requesting a \$3,000 contingency for any uncovered conditions, for a total not to exceed amount of \$32,780.44.

ALTERNATIVES

The alternative would be to forego replacing the carpet allowing the carpet to further deteriorate and become a trip hazard for staff and the public.

FINANCIAL IMPACT

Funds are available in the approved 2020 CIP line item # 245-26710-976000-22F06 and approved 2022 CIP line item # 245-26710-976000-22F16.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-976000-20F06	\$78,000	\$29,623.87	\$29,623.87	\$0
General Fund				
245-26710-976000-22F16	\$30,000	\$30,000	\$3,156.57	\$26,843.43
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 a purchase order to Seelye Group Ltd., to replace the carpet in Courtroom 6 at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD. TO REPLACE CARPET IN COURTROOM 6 AT THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the carpet in Courtroom 6 is worn, faded, stained, and has outlived its useful life and has stretched, creating wrinkles that could pose a tripping hazard; and

WHEREAS, the carpet needs to be replaced; 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 a purchase order to Seelye Group LTD, who submitted a proposal of \$42,706.78 to replace the carpet in Courtroom 6 at the Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$3,000 for uncovered conditions; and

WHEREAS, funds are available in the 2020 approved CIP General Fund lien item # 245-26710-976000-20F06 which has a balance of \$39,789 and 2022 approved CIP General Fund line item # 245-26710-976000-22F16 which has a balance of \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in Courtroom 6 for an amount not to exceed \$32,780.44 which includes a \$3,000 contingency.

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 8

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: November 17, 2022

SUBJECT: Proposed Resolution to Extend an Agreement with Michigan Pavement Markings, LLC for the 2023 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program

For the meeting agendas on December 6, 7, and 13

BACKGROUND

The Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program. The scope of work for the Waterborne Pavement Marking Program consists of installing retro-reflective white and yellow longitudinal pavement markings to define roadway lane lines. The scope of work for the Cold Plastic Pavement Marking Program consists of installing retro-reflective white cold plastic pavement markings such as text, arrows, school symbols, crosswalks and stop bars.

In 2022, the Road Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #36-22. The bids were reviewed by the Purchasing and Road Departments, and both Departments were in agreement that the bidders' proposals met all necessary qualifications, specifications, and requirements. Per Resolution #22-167, an agreement was authorized with Michigan Pavement Markings, LLC.

The current contract has been requested to be extended for the 2023 calendar year with prices remaining the same as stated in the original contract for the 2022 pavement marking program. As the vendor has met all of the contract deadlines and completed all of the work expected in the annual program, the Road Department is supportive of the request.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The vendor has agreed to hold pricing as provided in the original bid packet, which was incorporated into the 2022 pavement marking agreement. Therefore, the anticipated cost for the unit price contract, using the same quantities as the initial bid packet, and including the same 10% contingency as approved in Resolution #22-167, would be \$636,857.10. This cost has been included in the 2023 Road Fund Budget.

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to extend the agreement with Michigan Pavement Markings, LLC for the 2023 Countywide Waterborne Pavement Marking Program & the Cold Plastic Common Text & Symbol Pavement Marking Program.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO EXTEND AN AGREEMENT
WITH MICHIGAN PAVEMENT MARKINGS, LLC FOR THE
2023 COUNTYWIDE WATERBORNE PAVEMENT MARKING PROGRAM AND THE
COLD PLASTIC COMMON TEXT & SYMBOL PAVEMENT MARKING PROGRAM**

WHEREAS, the Road Department annually solicits bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program; and

WHEREAS, in 2022, the Purchasing Department solicited and received bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #33-22; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #22-167 authorizing an agreement with Michigan Pavement Markings, LLC for the 2022 pavement marking programs; and

WHEREAS, the current agreement for the pavement marking programs expires at the end of 2022; and

WHEREAS, the agreement contains a provision to extend the contract for an additional one-year term, at the same unit prices as the original agreement, provided both parties agree; and

WHEREAS, Michigan Pavement Markings, LLC has agreed to the agreement extension for the 2023 programs, holding their prices at the original unit prices contained in the 2022 agreement; and

WHEREAS, the Road Department recommends that the Board of Commissioners extend the agreement with Michigan Pavement Markings, LLC for the 2023 pavement marking programs as described above, maintaining all other terms of the original agreement; and

WHEREAS, these programs are funded by the Road Department and are included in the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the agreement with Michigan Pavement Markings, LCC of Byron Center, MI for the 2023 Countywide Waterborne Pavement Marking Program and the Cold Plastic Common Text & Symbol Pavement Marking Program, holding the unit prices at the rates included in the 2022 agreement and as adopted in Resolution #22-167.

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.

Agenda Item 9a

TO: Board of Commissioners County Services and Finance Committees
FROM: Feliz E. Rodriguez, Diversity, Equity & Inclusion Director
DATE: November 16, 2022
SUBJECT: Resolution Authorizing a Contract with Michigan Department of Civil Rights
For the meetings of December 6 and 7

BACKGROUND

The Diversity, Equity, and Inclusion Department (DEI) is requesting to enter into contract with Michigan Department of Civil Rights for one year to provide racial equity education to 50 selected Department Heads within Ingham County, utilizing the Intercultural Development Inventory (IDI) to create and sustain meaningful change by providing opportunities to understand the root cause of racial disparities.

ALTERNATIVES

None.

FINANCIAL IMPACT

The cost will not exceed \$25,000 allocated from the Diversity, Equity, and Inclusion budget. The DEI budget is housed within the Controller's office.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN DEPARTMENT OF CIVIL RIGHTS TO ADMINISTER RACIAL EQUITY EDUCATION & DEVELOPMENT TO FIFTY INGHAM COUNTY DEPARTMENT HEADS

WHEREAS, on June 9, 2020 the Ingham County Board of Commissioners approved Resolution #20-254 that declared racism as a public health crisis; and

WHEREAS, the Ingham County Board of Commissioners passed Resolution #21-355 to create a diversity, equity, and inclusion director position; and

WHEREAS, the responsibilities of the Diversity, Equity, and Inclusion (DEI) Director would include coordinating and guiding efforts to define, understand, assess, foster, and cultivate diversity, equity, and inclusion efforts for Ingham County, develop and oversee programs, services, initiatives, trainings, and organizational cultural realignment strategies designed to enhance workplace culture and quality of life in Ingham County; and

WHEREAS, Ingham County's DEI Department wishes to enter into an agreement with the Michigan Department of Civil Rights (MDCR) to allow MDCR to provide group and individualized education to fifty Department Heads within Ingham County through the Intercultural Development Inventory (IDI), in an amount not to exceed \$25,000, effective January 1, 2023; and

WHEREAS, MDCR will administer an assessment in conjunction with structured education to equip Department Heads with knowledge and expertise through a racial equity lens for one year to embed and operationalize equity throughout Ingham County government; and

WHEREAS, the DEI Director recommends that the Ingham County Board of Commissioners authorizes entering into an agreement with MDCR to serve as a consultant to provide racial equity education to create racial consciousness and cultural awareness to affect change within the region.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with MDCR, in an amount not to exceed \$25,000, to serve as Ingham County's consultant, effective January 1, 2023.

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

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Feliz E. Rodriguez, Diversity, Equity & Inclusion Director
DATE: November 15, 2022
SUBJECT: Resolution Authorizing a Contract with MPHI
For the meetings of December 6 and 7

BACKGROUND

The Diversity, Equity, and Inclusion (DEI) Department is requesting to hire a third-party administrator to distribute an anonymous workplace culture survey to Ingham County employees in an effort to gain baseline data on inclusion and belonging within the organization. Offering an anonymous survey provides employees a safe environment to honestly respond to the survey questions.

ALTERNATIVES

None.

FINANCIAL IMPACT

The cost will be \$10,000 allocated from the DEI budget. The DEI budget is housed within the Controller's office.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PUBLIC HEALTH INSTITUTE TO DEVELOP AND ADMINISTER A COUNTYWIDE NEEDS ASSESSMENT (CULTURAL SURVEY) TO ALL EMPLOYEES

WHEREAS, on June 9, 2020 the Ingham County Board of Commissioners approved Resolution #20-254 that declared racism as a public health crisis; and

WHEREAS, that the Ingham County Board of Commissioners passed Resolution #21-355 to create a diversity, equity, and inclusion director position; and

WHEREAS, the responsibilities of the Diversity, Equity, & Inclusion (DEI) Director would include coordinating and guiding efforts to define, understand, assess, foster, and cultivate diversity, equity, and inclusion efforts for Ingham County, develop and oversee programs, services, initiatives, trainings, and organizational cultural realignment strategies designed to enhance workplace culture and quality of life in Ingham County; and

WHEREAS, Ingham County's DEI Department wishes to enter into an agreement with the Michigan Public Health Institute (MPHI) to allow MPHI to distribute an anonymous workplace culture survey to Ingham County employees in an effort to gain baseline data on inclusion and belonging within the organization in an amount not to exceed \$10,000, effective December 1, 2022; and

WHEREAS, MPHI will design and guide all survey evaluation activities including providing tracking and reporting data analysis to the DEI Director; and

WHEREAS, the DEI Director recommends that the Ingham County Board of Commissioners authorizes entering into an agreement with MPHI to serve as a consultant in creating baseline metrics to develop strategies on workplace culture and DEI initiatives.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with MPHI, in an amount not to exceed \$10,000, to serve as Ingham County's consultant, effective December 1, 2022.

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 21, 2022
SUBJECT: Resolution to Approve Reclassification Requests

For the meeting agendas of December 6 and December 7

BACKGROUND

The Managerial and Confidential Personnel Group Manual effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in this group. The reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department, with both of our Deputy Controllers participating in the reclassification request process for the two positions housed within the Human Resources Department. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECLASSIFICATION REQUESTS

WHEREAS, the Managerial and Confidential Personnel Group Manual effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests; and

WHEREAS, the UAW TOPS collective bargaining agreement effective January 1, 2022 through December 31, 2024 includes a process for employee submission of reclassification requests; and

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

WHEREAS, the reclassification requests were processed in a manner consistent with the approved process by the Human Resources Department with both of our Deputy Controllers participating in the reclassification request process for the two positions housed within the Human Resources Department.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
325001	911 Central Dispatch Director	Move from MC 13 to MC 14
325066	911 Systems Administrator (.75)	Move from UAW H to UAW Mkt. Exc. 1
231001	Purchasing Director	Move from MC 13 to MC 14
130026	Clerical Services Supervisor	Move from MC 10 to MC 12
130054	Chief Deputy Court Clerk	Move from MC 13 to MC 15
226001	Human Resources Director	Move from MC 13 to MC 14
226012	Benefits Technician to Benefits Coordinator	Move from MC 4 to MC 5

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

<u>Position Title</u>	2022		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
911 Central Dispatch Dir.	MC 13: 103,959.67	MC 14: 112,006.15	8,046.48
911 Systems Admin. (.75)	UAW H: 40,885.22	UAW Mkt. 1: 57,423.15	16,537.93
Purchasing Director	MC 13: 103,959.67	MC 14: 112,006.15	8,046.48
Clerical Services Supv.	MC 10: 83,808.51	MC 12: 97,177.46	13,368.95
Ch. Dep. Court Clerk	MC 13: 103,959.67	MC 15: 121,094.15	17,134.48
HR Director	MC 13: 103,959.67	MC 14: 112,006.15	8,046.48
Benefits Coordinator	MC 4: 51,546.78	MC 5: 55,057.56	3,510.78

TOTAL:

74,691.58

BE IT FURTHER RESOLVED, that these reclassifications are effective the first full pay period following the date of submission to the Human Resources Department.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 23, 2022
SUBJECT: Resolution Authorizing the Ingham County Fiduciary to Elect Deferred Compensation Plan Investment Products
For the meeting agendas of December 6 and December 7

BACKGROUND

The County maintains the Ingham County Retirement Plan and a financially secure retirement for Ingham County employees may require more than a Municipal Employees' Retirement System (MERS) pension and Social Security. Therefore, Ingham County offers 457(b) Public Deferred Compensation Plans to employees, which provide pre-tax retirement investment options, through Equitable and Nationwide. In 2021, the Ingham County Board of Commissioners approved Resolution #21-188 which authorized a contract with Mesirow Financial Investment Management, Inc. to serve as fiduciary advisors ("Fiduciary") for the 457(b) plans and also approved Resolution #21-342 which created a Deferred Compensation Investment Committee to aid Mesirow in developing optimal 457(b) plans for Ingham County employees.

The Fiduciary believes it to be in the best interests of the participants in the Ingham County Retirement Plan to have the line-up at Equitable match the line-up at Nationwide and recommends taking such action necessary to effectuate this change. Also, the Fiduciary believes it to be in the best interests of the participants in the Ingham County Retirement Plan to remove the current plan structure, Equivest, at Equitable that results in higher costs, higher fees, and significant penalties for existing and future participants and move to the Equitable Vision Program platform with lower costs, lower fees, and that does not impose any penalties for participants who decide to move in and out of the Equitable plan. The Deferred Compensation Investment Committee supports the recommendations of the Fiduciary and the adoption of the attached resolution by the Board of Commissioners.

ALTERNATIVES

If the status quo is allowed to remain, the current investment line-up at Equitable will not change and higher costs, higher fees, and significant penalties will continue to be incurred by employees participating in the Equitable deferred compensation plan.

FINANCIAL IMPACT

There is no financial impact to the County.

STRATEGIC PLAN CONSIDERATIONS

Maintenance of financial programs beneficial to employees enhances the ability of the County to 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 authorize the Ingham County Fiduciary to elect deferred compensation plan investment products.

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY FIDUCIARY TO ELECT DEFERRED COMPENSATION PLAN INVESTMENT PRODUCTS

WHEREAS, the County maintains the Ingham County Retirement Plan; and

WHEREAS, a financially secure retirement for Ingham County employees may require more than a Municipal Employees' Retirement System (MERS) pension and Social Security; and

WHEREAS, Ingham County offers 457(b) Public Deferred Compensation Plans to employees, which provide pre-tax retirement investment options to employees through Equitable and Nationwide; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-188 which authorized a contract with Mesirow Financial Investment Management, Inc. to serve as fiduciary advisors ("Fiduciary") for the 457(b) plans; and

WHEREAS, the Ingham County Board of Commissioners approved Resolution #21-342 which created a Deferred Compensation Investment Committee to aid Mesirow in developing optimal 457(b) plans for Ingham County employees; and

WHEREAS, the Fiduciary believes it to be in the best interests of the participants in the Ingham County Retirement Plan to have the line-up at Equitable match the line-up at Nationwide and recommends taking such action necessary to effectuate this change; and

WHEREAS, the Fiduciary believes it to be in the best interests of the participants in the Ingham County Retirement Plan to remove the current plan structure, Equivest, at Equitable that results in higher costs, higher fees, and significant penalties for existing and future participants and move to the Equitable Vision Program platform with lower costs, lower fees, and that does not impose any penalties for participants who decide to move in and out of the Equitable plan; and

WHEREAS, the Deferred Compensation Investment Committee supports the recommendations of the Fiduciary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Fiduciary, Mesirow Financial Investment Management, Inc., to elect investment products to remove Equivest, the current plan structure at Equitable, and move to the Equitable Vision Program investment platform.

BE IT FURTHER RESOLVED, that effective immediately, the Ingham County Retirement Plan affirms the authorized changes.

BE IT FURTHER RESOLVED, that the authorized changes will take place as soon as administratively feasible, but no sooner than 30 days from the effective date of this resolution and no later than 90 days from the effective date of this resolution.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized and directed to take such action as may be necessary, appropriate, or advisable to effectuate the authorized changes.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2022
SUBJECT: Resolution to Authorize Renewing a Subscription with GovernmentJobs.Com, Inc. DBA NEOGOV for Human Resources Software
For the meeting agendas of December 6 and December 7

BACKGROUND

The current GovernmentJobs.com, Inc. DBA NEOGOV subscription for human resources software expires on December 31, 2022. The Human Resources Department recommends renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV to continue utilizing human resources software for recruiting, hiring, onboarding and learning management effective January 1 through December 31, 2023.

ALTERNATIVES

If the subscription were not to be renewed, the use of the human resources software products for recruiting, hiring, onboarding, and learning management would discontinue, resulting in reverting to ineffective and inefficient recruiting, hiring, onboarding, and learning management methodology.

FINANCIAL IMPACT

The cost to renew the subscription is in the amount of \$91,646.64, for which funds are available in the General Fund.

STRATEGIC PLAN CONSIDERATIONS

Renewing the subscription would allow for continuing to provide effective and efficient human resources services to County employees and County residents, including recruitment of employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize renewing a subscription with GovernmentJobs.Com, Inc. DBA NEOGOV for human resources software.

Introduced by the County Services & Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RENEWING A SUBSCRIPTION WITH
GOVERNMENTJOBS.COM, INC. DBA NEOGOV FOR HUMAN RESOURCES SOFTWARE**

WHEREAS, the current GovernmentJobs.com, Inc. DBA NEOGOV subscription for human resources software expires on December 31, 2022; and

WHEREAS, the Human Resources Department recommends renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV to continue utilizing human resources software for recruiting, hiring, onboarding, and learning management effective January 1, 2023 through December 31, 2023 in the amount of \$91,646.64; and

WHEREAS, funds are available in the appropriate General Fund line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes renewing the subscription with GovernmentJobs.com, Inc. DBA NEOGOV, 2120 Park Pl, Suite 100, El Segundo, CA 90245, for human resources software for one year, effective January 1, 2023 through December 31, 2023 in the amount of \$91,646.64.

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 17, 2022
SUBJECT: Resolution Authorizing the Establishment of the Teamsters Local 214 Assistant Public Defenders' Division as a Division within the MERS Hybrid Pension Plan

For the meeting agendas of December 6 and December 7

BACKGROUND

Teamsters Local 214 was certified as the exclusive representative for the purposes of collective bargaining for all Assistant Public Defenders by the Michigan Employment Relations Commission on November 12, 2019. As of November 12, 2019, Teamsters Local 214 Assistant Public Defenders' Division bargaining unit employees were included in the Municipal Employees' Retirement System (MERS) Hybrid Benefit Pension Plan Division for Managerial and Confidential Employees.

The Teamsters Local 214 Assistant Public Defenders' Division subsequently ratified a new collective bargaining agreement effective March 10, 2022 (the date of ratification) through December 31, 2024. The terms of the ratified collective bargaining agreement include the establishment of a MERS Hybrid Benefit Pension Plan for Teamsters Local 214 Assistant Public Defenders' Division bargaining unit employees and pension benefits will be provided in accordance with the ratified collective bargaining agreement. Accordingly, it is necessary to establish a Teamsters Local 214 Assistant Public Defenders' Division as a division within the MERS Hybrid Pension Plan effective April 1, 2022.

ALTERNATIVES

None.

FINANCIAL IMPACT

There are no financial impacts.

STRATEGIC PLAN CONSIDERATIONS

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the establishment of the Teamsters Local 214 Assistant Public Defenders' Division as a division within the MERS Hybrid Pension Plan, effective April 1, 2022.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF THE TEAMSTERS LOCAL 214
ASSISTANT PUBLIC DEFENDERS' DIVISION AS A DIVISION WITHIN THE
MERS HYBRID PENSION PLAN**

WHEREAS, Teamsters Local 214 was certified as the exclusive representative for the purposes of collective bargaining for all Assistant Public Defenders by the Michigan Employment Relations Commission on November 12, 2019; and

WHEREAS, as of November 12, 2019, Teamsters Local 214 Assistant Public Defenders' Division bargaining unit employees were included in the Municipal Employees' Retirement System (MERS) Hybrid Benefit Pension Plan Division for Managerial and Confidential Employees; and

WHEREAS, the Teamsters Local 214 Assistant Public Defenders' Division on March 10, 2022 subsequently ratified a new collective bargaining agreement effective March 10, 2022 through December 31, 2024; and

WHEREAS, the terms of the ratified collective bargaining agreement include the establishment of a MERS Hybrid Benefit Pension Plan for Teamsters Local 214 Assistant Public Defenders' Division bargaining unit employees.

THEREFORE BE IT RESOLVED, that pension benefits shall be provided in accordance with the ratified collective bargaining agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the establishment of the Teamsters Local 214 Assistant Public Defenders' Division as a division within the MERS Hybrid Pension Plan effective April 1, 2022.

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

DATE: November 17, 2022
TO: Finance and Liaison Committees
FROM: Jill Bauer, Budget Analyst
RE: Resolution Approving Various Contracts for the 2023 Budget Year

This resolution will approve the attached list of contracts for the 2023 budget year. The list consists only of contracts that are included in the 2023 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over \$5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index's Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners' Guidelines. Expenditure contracts with a 2023 increase of 7.9% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2023 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2023 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2022 COST	2023 PROJECTED	Proj. Increase over 2022	% Increase over 2022	Funding Source
Board of Commissioners	CAPCOG	Agreement w/Lansing Chamber	01/01/23	12/31/23	\$ 5,000	\$ 5,000	\$0	0.00%	General Fund
Financial Services	MGT of America, LLC	Annual Cost Plan (Indirect Costs)	01/01/23	12/31/23	\$ 12,000	\$ 12,000	\$0	0.00%	General Fund
IT	BOSS	Annual Maintenance for Help Desk Software	01/01/23	12/31/23	\$ 14,425	\$ 14,450	\$25	0.17%	Network Fund
IT	Calero Software	Verismart Software Maintenance for Phone System	08/30/23	07/31/24	\$ 2,405	\$ 2,595	\$190	7.90%	Network Fund
IT	NetBrain	Network Documentation Software Maintenance and Support	3/30/2023	03/30/24	\$ 6,028	\$ 6,504	\$476	7.90%	Network Fund
IT	DLT	Solarwinds Network Monitoring	03/31/23	03/31/24	\$ 1,866	\$ 2,014	\$147	7.90%	Network Fund
IT	Wavecrest	Web Reporting Software	02/20/23	02/20/24	\$ 9,694	\$ 10,460	\$766	7.90%	Network Fund
IT	CDWG	Backup Software	04/30/23	04/30/24	\$ 20,000	\$ 21,580	\$1,580	7.90%	Network Fund
IT	CDWG	VMWare Renewal	03/31/23	03/31/24	\$ 37,274	\$ 40,218	\$2,945	7.90%	Network Fund
IT	Sentinel	Redsky e911 software support renewal	05/28/23	05/27/24	\$ 3,410	\$ 3,679	\$269	7.90%	Network Fund
IT	CDWG	Network Monitoring Software	10/01/23	09/30/24	\$ 2,845	\$ 3,070	\$225	7.90%	Network Fund
IT	ESRI	Annual Maintenance for ArcView & ArcGIS Server	10/01/23	09/30/24	\$ 4,083	\$ 4,405	\$323	7.90%	Network Fund
IT	Zayo	Dark Fiber & equipment	01/01/22	12/31/22	\$ 6,431	\$ 6,939	\$508	7.90%	Network Fund
IT	Revize	Website Licensing/Support	06/01/22	11/30/23	\$ 10,200	\$ 11,006	\$806	7.90%	Network Fund
IT	KnightWatch	Ocularis Renewal for cameras	01/04/22	01/04/23	\$ 18,645	\$ 20,118	\$1,473	7.90%	Network Fund
IT	CDWG	Remote Access Software	01/01/23	12/31/24	\$ 16,524	\$ 17,829	\$1,305	7.90%	Network Fund
IT	CDWG	Multifactor Authentication Software	10/01/23	09/30/24	\$ 54,060	\$ 58,331	\$4,271	7.90%	Network Fund
IT	CDWG	Asset Monitoring Software	05/01/23	04/30/24	\$ 3,290	\$ 3,550	\$260	7.90%	Network Fund
IT	CDWG	Network Security Tool	10/01/23	09/30/24	\$ 2,184	\$ 2,357	\$173	7.90%	Network Fund

COUNTY SERVICES COMMITTEE

DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2022 COST	2023 PROJECTED	Proj. Increase over 2022	% Increase over 2022	Funding Source
IT	CDWG	Zoom	03/31/23	03/31/24	\$ 14,500	\$ 15,646	\$1,146	7.90%	Network Fund
IT	Toshiba	Xmedius Fax Solution	05/01/23	04/30/24	\$ 7,500	\$ 8,093	\$593	7.90%	Network Fund
IT	I.D. Networks	Finger Roll Livescan System	01/01/23	12/31/23	\$ 8,291	\$ 8,946	\$655	7.90%	Network Fund
IT	CDWG	Password Reset Software	01/01/23	12/31/23	\$ 2,550	\$ 2,751	\$201	7.90%	Network Fund

Agenda Item 12a

TO: County Services Committee

FROM: Becky Bennett, Director
Board of Commissioners' Office

DATE: November 22, 2022

SUBJECT: Resolution Amending the Board Rules

BACKGROUND

The Board Rules determine the number of members serving on each Standing Committee. Effective January 1, 2023, the number of Commissioners will increase from 14 to 15 making it necessary to change the number of members on the Standing Committees.

FINANCIAL IMPACT

No financial impact.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATIONS

I recommend approval of the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE BOARD RULES

WHEREAS, the Board Rules determine how many Commissioners serve on each Standing Committee; and

WHEREAS, effective January 1, 2023, the number of Commissioners will increase from 14 to 15; and

WHEREAS, it is necessary to amend the Board Rules to change the number of Commissioners serving on the Standing Committees to include an additional member.

THEREFORE BE IT RESOLVED, that the Ingham County Board Rules are hereby amended to read as follows:

A. STANDING COMMITTEES.

The Board of Commissioners shall have the following standing Committees with the following number of members:

COMMITTEES

MEMBERS

County Services

7

Finance

8

Human Services

7

Law & Courts

8

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING ALPHA KAPPA ALPHA SORORITY, INCORPORATED
ON THE EVENT OF THEIR 75TH ANNIVERSARY**

WHEREAS, Alpha Kappa Alpha Sorority, Incorporated, is the oldest African American Greek Sorority, founded on January 15, 1908 and incorporated on January 29, 1913 at Howard University in Washington D.C.; and

WHEREAS, Alpha Kappa Alpha has evolved into an organization that has grown into a force of nearly 300,000 collegiate members and alumnae, constituting over 1,000 chapters in 42 states, the District of Columbia, the US Virgin Islands, the Bahamas, Germany, Africa, South Korea, Japan, Canada, and on the continent of Africa; and

WHEREAS, Alpha Kappa Alpha has provided inspirational leadership, enduring services, and unifying sisterhood for over a century and will continue to strengthen local communities, the nation, and the world; and

WHEREAS, the Alpha Chapter of Alpha Kappa Alpha Sorority, Incorporated gave rise to Delta Tau Omega Chapter of Lansing, Michigan, hereafter, "Delta Tau Omega Chapter," chartered on December 17, 1947 by Rose Toomer Brunson, Mildred Biggs, Ivory Johnson Clinton, Marguerite Gooden, L. Margaret Groves, Violet Burch Johnson, Julia Milner, Maxine McConnell Edwards, Mary Martha Lynch, Yvette Pittman, Dorothy Kennedy, Mattie Russell Willis, and Ann Collins Surratt; and

WHEREAS, the Delta Tau Omega Chapter sponsors numerous political action forums, clothing and coat drives for disadvantaged families, mentoring activities for girls in the Greater Lansing school districts, community fundraisers, social functions, and donates to organizations, such as The College Fund/UNCF, NAACP, American Red Cross, and the Lansing Food Bank; and

WHEREAS, the chapter was the catalyst behind the naming of the Vivian Riddle Elementary School in Lansing in 1976; and

WHEREAS, the presence of Delta Tau Omega has enhanced the climate and enriched the culture for African Americans in the Greater Lansing community; Delta Tau Omega has decades of service and participation in various civic, religious, political, and educational endeavors in the Lansing community and beyond.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Delta Tau Omega Chapter of Alpha Kappa Alpha Sorority, Incorporated on the event of their 75th anniversary.

BE IT FURTHER RESOLVED, that the Board appreciates the contributions Delta Tau Omega Chapter has made to community and their commitment toward improving the quality of life of the citizens of Ingham County and wishes them continued success in their future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

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

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

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

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

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

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

WHEREAS, the 16th of January, 2023 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

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

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