

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, JULY 19, 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 [June 21, 2022 Minutes](#) and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize the Permanent [Absent Voter Ballot Application List Mailer](#) for 2022
2. Prosecuting Attorney's Office – Resolution to Reclassify Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to [Victim/Witness Assistant](#) UAW G
3. Health Department – Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a [Health Analyst](#) Position
4. Innovation and Technology Department
 - a. Notice of Emergency Purchase Order to Obtain [Security Cameras and Licenses](#) for New Visiting Judge Building
 - b. Resolution to Renew Internet and Voice Service Provided by [Everstream](#)
5. Facilities Department
 - a. Resolution to Authorize a Three-Year Contract Extension with [Capitol Walk Parking LLC](#). for the Parking Spaces Located at Lenawee and Chestnut in Lansing
 - b. Resolution to Authorize an Agreement with [Safety Systems Inc.](#), for Building Alarm, Hold Up Buttons, and Monitoring at the 30th Circuit Court Annex Building
 - c. Resolution to Authorize an Agreement with [Seelye Group LTD](#), to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building
 - d. Resolution to Authorize an Agreement with [Fishbeck](#) for Architectural and Engineering Services to Assess the Ingham County Youth Center
6. Road Department – Resolution to Authorize an Agreement with [Leroy Township](#) and to Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program
7. Human Resources Department – Resolution to Approve Letters of Understanding for [Onsite Employees](#) During an Alternate Work Site Directive

8. Controller's Office
 - a. Resolution to Approve an Ingham County [IT Security Policy](#)
 - b. Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the [Walter French Residential Renovation](#)
 - c. Resolution to Approve an Agreement with [ICMA TV](#) to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference

9. Board of Commissioners – Resolution Congratulating [Harry's Place](#) on the Event of Their 100th Anniversary

10. Board Referrals
 - a. Resolution Number 2022-06-069 from the [Livingston County](#) Board of Commissioners Optimizing Election Integrity as it Pertains to the Acceptance of Unregulated Private Monies for Funding Elections
 - b. Resolution #2022-8 from the [Gogebic County](#) Board of Commissioners Opposing the Proposed Wagner-Peyser Act Rule Change

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

June 21, 2022

Draft Minutes

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

Members Absent: Stivers.

Others Present: Russel Church, Kelly Jones, Paul Pratt, Gordon Love, Brian Couci, Tim Inman, Becky Bennett, Gregg Todd, Sue Graham, Kylie Rhoades and others.

The meeting was called to order by Chairperson Sebolt 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 June 7, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 7, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.
Absent: Commissioner Stivers.

Additions to the Agenda

10. Human Resources Department – Resolution to Approve the 2022 – 2024 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local #214 Assistant Public Defenders’ Division
7. Road Department
 - c. Proposed Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Waverly Road Bridge Project

Chairperson Sebolt stated that Agenda Items Nos. 10a and 10b would be changed to 11a and 11b.

Limited Public Comment

None.

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

1. Sheriff’s Office – Resolution to Authorize Four Temporary Sheriff’s Deputy Law Enforcement Recruit Sponsorship Positions
2. Circuit Court – Notice of Emergency Purchase Order to Replace Failing Courtroom Components

3. 55th District Court – Resolution to Authorize the Reorganization of the 55th District Court
4. Drain Commissioner
 - a. Resolution to Approve Agreement for the Installation and Relocation of Nilson Drain Beneath Okemos Road and Installation of a Water Quality Control Structure
5. Innovation and Technology Department – Resolution to Approve the Purchase of a Cable Internet Connection from Comcast
6. Facilities Department – Notice of Emergency Purchase Order of Modulating Heat Valve at Animal Control
7. Road Department
 - a. Resolution to Authorize an Agreement with Leslie Township for the 2022 Local Road Program
 - b. Resolution to Update the Ingham County Road Department Permit Fee Structure
8. Potter Park Zoo – Notice of Emergency Purchase Order for Penguin Exhibit Electrical Panel Replacement
11. Board of Commissioners
 - a. A Resolution Opposing Michigan House Bills 4729, 4730, 4731, and 4732

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

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

4. Drain Commissioner
 - b. Resolution to Allocate \$1,000,000 in American Rescue Plan Funds to the Montgomery Drain Maintenance and Improvement Project

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

Commissioner Grebner stated that he wanted a spreadsheet that showed the original budget, the bids that came in, the over and under for each respectively. He further stated that he would like to see the rejected bid, as well as the modifications to the original base plan, how the additional funds intend to be used, and what the total cost of the project would end at.

Commissioner Grebner stated that he had asked for a breakdown of costs last month and had hoped to see the information presented at the meeting. He further stated that he would like to see a line-by-line breakdown that showed the deviations in the contract.

Paul Pratt, Ingham County Deputy Drain Commissioner, stated that the Drain Commission had no objection to providing such information. He further stated that he had not understood the Controller's previous request.

Mr. Pratt stated that what had been penned a week ago was the latest of the three covers that had been sent. He further stated that the budget history was simply, the 6.4 million dollars that were unspent had been obligated and that they were still trying to determine the exact amount needed.

Mr. Pratt stated that in the June 7, 2022 memo, the Drain Commission indicated that there would be approximately a 33% increase, which would be around 10 to 15 million dollars. He further stated that the Drain Commission had hoped for such funding but had yet to be successful in obtaining such funds.

Mr. Pratt stated that there were specific items that were identified as a priority, and that they had done some research which indicated that the level of overage is not out of line. He further stated that the Drain Commission could find a time to meet and review the information.

Commissioner Grebner stated that he did not want to be meet with the Drain Commission, but would rather see the information in writing. He further stated that a lot of it had been obligated in 2018 prior to the COVID-19 Pandemic and inflation.

Mr. Pratt stated that the bids were not taken in 2018, only estimates were given.

Commissioner Grebner asked for clarification on when the bids were taken.

Mr. Pratt stated that bids were taken at the end of 2019.

Commissioner Grebner stated that he would like to see the division by division and estimate.

Mr. Pratt stated that part of the problem was that as the engineering went along, the divisions were sliced and merged. He further stated that it was not clean and simple.

Commissioner Grebner stated that even if the information was vague in some places it would be better than the situation now, as he only had the totals. He further stated that he would like a clear statement of what would be the result if additional funds were received.

Commissioner Grebner stated that at some point the project would be declared the best that they could do.

Mr. Pratt stated that there had been news stories that stated the Soo Locks project was 300% over budget. He further stated that a situation like that might cause the Drain Commissioner to give up.

Mr. Pratt stated that if necessary, the Drain Commissioner would go back to the Drain Board and request an additional round of borrowing. He further stated that that would be the last resort.

Mr. Pratt stated that Lansing City and Lansing Township had charged the project entirely to the citizens. He further stated that the Drain Commission did not want to come out of a meeting with an announcement for additional assessments.

Commissioner Grebner stated that there had been some modifications on the fly. He further asked for clarification if the Drain Commission was still committed to completing the project in full including the pathways.

Mr. Pratt stated that the Drain Commission had hoped that Lansing would step up and work on obtaining State funding as they were 65% of the assessment. He further stated that Lansing had included the plans in the Park Millage and included the pathways at Ranney Park.

Mr. Pratt stated that part of the problem was scheduling, and the engineers had indicated that it would be a waste to put bids out now, as the construction would not be started until the next construction season. He further stated that the exception included the trails and the Michigan Avenue Rain Garden could be worked on during the current year.

Mr. Pratt stated that since the additional funds had not come yet, they had additional time to figure out the least painful way to increase. He further stated that County Drain Commissioner Pat Lindemann was very determined to clean up 96% of the pollution that impacted the Red Cedar River.

Mr. Pratt stated that the treatment ponds at the Red Cedar Golf Course were functioning.

Tim Inman, Spicer Group Engineer, stated that the system was driven by a recirculation system where the water is put back into the treatment ponds. He further stated that the system as it had been built could only deliver at half capacity.

Commissioner Naeyaert stated that Mr. Pratt has spoken in a circular way. She further stated that as a Commissioner she and her colleagues have been threatened to say that “if you do not do it, we will go to the Drain Board and get an assessment,” which is the last thing that individuals in the districts could afford.

Commissioner Naeyaert stated that Ingham County could not foot the bill for the City of Lansing’s portion. She further stated that she knew that the Montgomery Drain project had been an issue

Commissioner Naeyaert quoted the June 14, 2022 memo regarding the budgetary shortfalls of the project, which indicated that County Drain Commissioner Lindemann would determine how to proceed. She further stated that while she understood the authority of the Drain Commissioner, she noted that the Commissioners have an obligation to their constituents.

Commissioner Naeyaert stated that in her opinion there were too many factors to move forward with the project.

MOVED BY COMMISSIONER NAEYAERT TO TABLE THE RESOLUTION UNTIL THE INFORMATION REQUESTED BY COMMISSIONER GREBNER IS RECEIVED.

THE MOTION DIED DUE TO LACK OF SUPPORT.

Commissioner Naeyaert stated that it was frustrating that the Drain Commission could not pin down any numbers. She further asked what had not been clear when Gregg Todd, Ingham County Controller, had asked for the historical documentation of how the numbers had changed.

Mr. Pratt stated that the authorized budget had been in flux over the past year. He further stated that it took a lot of explanation and that there was nothing that the Drain Commission had to hide.

Mr. Pratt stated that the Drain Commission had a specific use for the American Rescue Plan (ARP) funds, which are necessary and well defined. He further stated that there was not a desire to absolve anyone from their responsibility, but that such increases were common in construction now.

Commissioner Maiville asked for clarification on if the original bond had allowed for some contingency and if the contingency had been eaten up already.

Mr. Pratt stated that it was a loaded question. He further stated that he believed that the funds had been committed, but not reserved in the second bond.

Mr. Pratt stated that it would be complex to show. He further stated that Drain Commissioner Lindemann had hoped to use the contingency for future maintenance, which was no longer an option.

Commissioner Maiville stated that he did not believe that it was a loaded question. He further stated that he wondered if this would be the straw that broke the camel's back for Lansing.

Commissioner Maiville stated that the project had sold many things to individuals, including new streets and curbs for those in the Frandor Hills, Ranney Park, and the trees lining Michigan Avenue. He further stated that he hoped that they would not be cutting things that had been sold to the public.

Brian Cenci, GEI Consultants, stated that the Frandor Hills portion of the project had been combined with the City of Lansing. He further stated that the City of Lansing had come in more than double for their portion and had put the brakes on it.

Mr. Cenci stated that the City of Lansing had asked the Drain Commission to rebid the project. He further stated that without the ability to say that the project has funding to move forward, they would not receive any bid.

Commissioner Grebner asked for clarification on the timetable for when the requested information could be available.

Mr. Todd stated that the next County Services meeting was in four weeks.

Commissioner Grebner stated that he did not want to hold the project up. He further stated that the Board of Commissioners should not move forward until there is a clear idea of the financial condition.

Commissioner Grebner stated that he hoped the Drain Commission had a rough budget in mind.

Chairperson Sebolt stated that he believed Commissioner Grebner's request was reasonable and would allow the Board of Commissioners to make an informed decision. He further stated that the expenditure of one million dollars could provide broadband to rural areas, or subsidized housing.

Chairperson Sebolt stated that he hoped it was clear what Commissioner Grebner had asked for.

Mr. Todd stated that Commissioner Grebner had asked for total budgetary history.

Commissioner Grebner stated that he feared that the one million dollars would not be sufficient enough funds to finish the project. He further stated that it might be a situation like Vietnam where they send one more division over.

Commissioner Grebner asked for clarification on the plan for the trails. He further asked if the Trails Millage would build all of the trails or just a portion along the western edge.

Mr. Cenci stated that it would connect the River Trail to the Red Cedar, and complete the pathways at Ranney Park. He further stated that the request was approximately one million dollars and would connect the trails to the East Lansing Trail system.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO TABLE THE RESOLUTION UNTIL JULY 19, 2022 AND REQUEST THAT THE CONTROLLER WORK TO GET A DETAILED FINANCIAL HISTORY REPORT FROM THE DRAIN COMMISSION OFFICE.

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY. Absent:
Commissioner Stivers.

7. Road Department
 - c. Proposed Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Waverly Road Bridge Project

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

COMMISSIONER CELENTINO MOVED TO AMEND THE TITLE OF THE RESOLUTION AS FOLLOWS:

~~Proposed~~ Resolution to Authorize an Engineering Consultant Services Agreement with C2AE for the Waverly Road Bridge Project

Chairperson Sebolt stated that it would be considered a friendly amendment.

Commissioner Celentino stated that in the first Whereas statement read: “Whereas the Ingham County Road Department is currently experiencing significant staffing shortages and is unable to perform the required construction inspection services for the Waverly Road over Grand River Project (SN 3871).” He further asked for clarification on the duration of the staffing shortage and if the Road Department had contacted the Controller’s Office to rectify the problem.

Kelly Jones, Ingham County Road Department Director, stated that she had not contacted the Controller’s Office. She further stated that she had one position posted for an extended amount of time and has not been able to fill it.

Ms. Jones stated that one employee recently received a promotion and a second employee had resigned. She further stated that both employees had been inspecting projects.

Ms. Jones stated that both positions had been posted, but did not have any current staff to fill the roles.

Commissioner Celentino asked if Ms. Jones felt that the staffing shortages might jeopardize any project. He further stated that the included memo made it appear as a crisis.

Ms. Jones stated that the staffing shortages might jeopardize some of the projects. She further stated that they do have some internal staff that could provide the services and cover a number of projects; however, they would not be able to cover the State and Federal projects.

Commissioner Celentino asked for clarification on if a plan was in place.

Ms. Jones stated that she hoped that this would not be a long-term solution. She further stated that she wanted to look into a salary survey and determine where Ingham County ranks among neighboring counties.

Ms. Jones stated that the Road Department has promoted the open positions via social media and word of mouth as well as reached out to other road commissions. She further stated that there were not enough people available.

Commissioner Naeyaert asked if Ms. Jones had spoken with Human Resources regarding the salary survey.

Ms. Jones stated that the salary survey had been suggested to her at a recent budget meeting by Mr. Todd and Chairperson Sebolt. She further stated that she was out of town for a few weeks but intended to look into it further when she returned.

Commissioner Naeyaert stated she believed it would be in the Road Department's best interest if she reached out to the Controller's Office.

THE MOTION TO ADOPT THE RESOLUTION AS AMENDED CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

10. Human Resources Department – Resolution to Approve the 2022 – 2024 Collective Bargaining Agreement with the International Brotherhood of Teamsters Local #214 Assistant Public Defenders' Division

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

Discussion.

Commissioner Grebner stated that there had previously been a glitch with the at-will collective bargaining agreement. He further asked for clarification on what came of it.

Russel Church, Ingham County Chief Public Defender, stated that the result was a hybrid. He further stated that termination for immediate performance problems would be just cause.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

Discussion.

9. Controller's Office – Resolution to Establish an MC 20 Grade and to Reclassify the County Controller, Health Officer, and Budget Director Positions

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

COMMISSIONER CELENTINO REQUESTED A DIVISION OF THE QUESTION.

THE MOTION TO APPROVE THE RECLASSIFICATION OF THE BUDGET DIRECTOR POSITION CARRIED UNANIMOUSLY. Absent: Commissioner Stivers.

Commissioner Maiville asked for clarification if it was intentional to include the Health Officer in the reclassification as well.

Commissioner Grebner stated that it was his intention, but the County Services Committee might have a different view. He further stated that Ingham County paid the Controller little based on the Market Study.

Commissioner Grebner stated that after the last year, anything that Ingham County pays the Health Officer and her successor is not nearly enough.

Commissioner Celentino stated that he believed the MC 20 should be part of a reorganization coming from the Controller's Office. He further stated that when this first started, he wanted the Budget Director to be included.

Commissioner Celentino stated that there could be retirements coming in the future, which would give the Controller the opportunity to look at a reorganization.

Commissioner Grebner stated that he was in favor of proceeding. He further stated that Ingham County paid significantly less than counties that were roughly the same size.

THE MOTION TO APPROVE THE RECLASSIFICATION OF THE HEALTH OFFICER AND THE CONTROLLER CARRIED. **Yeas:** Grebner, Maiville, Naeyaert, Peña, Sebolt
Nays: Celentino **Absent:** Stivers

Commissioner Grebner stated the motion had been divided into two motions, and both motions passed. He further stated that the Chairperson could ask the administrative staff to put them back together so that they go to the Finance Committee together.

Chairperson Sebolt stated that the separate votes should be noted. He further stated that the original motion should proceed to the Finance Committee, and that they can choose to divide the question if they would like.

Commissioner Celentino asked if the question could be divided if it comes before the Board of Commissioners on June 28, 2022. He further asked if a member of the Finance Committee could chose to divide the question as well.

Chairperson Sebolt confirmed that both instances could occur if the Chairperson determined it was a reasonable request to divide the question.

Public Comment

None.

11. Board of Commissioners

- b. Written Attorney/Client Privileged Letter from the County Attorney as Permitted by MCL 15.268(h) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, AT APPROXIMATELY 7:26 P.M., TO ENTER CLOSED SESSION TO DISCUSS WRITTEN ATTORNEY/CLIENT PRIVILEGED LETTER FROM THE COUNTY ATTORNEY AS PERMITTED BY MCL 15.268(H)

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

CHAIRPERSON SEBOLT DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT APPROXIMATELY 7:34 P.M.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO RATIFY AND APPROVE THE SETTLEMENT WITH AMY PRIESKORN DATED OCTOBER 22, 2021.

Announcements

Commissioner Grebner stated that he was convinced that some money should be spent to improve the acoustics in Conference Room A of the Human Services Building. He further stated that he would like a couple of displays so that the Commissioners could see the public online as well.

Commissioner Grebner stated that he believed virtual meetings were here to stay, and upgrades should be made to accommodate them.

Commissioner Maiville stated that the air handler in Conference Room A has been noisy.

Commissioner Peña stated that the 40th annual Tournament of Friendship would be held on July 15, 2022 at Wheatfield Valley Golf Course in Williamston. He further stated that the funds earned at the event would go towards scholarships for individuals pursuing careers as police officers, first responders, and firefighters.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:38 p.m.

**JULY 19, 2022 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Clerk's Office – Resolution to Authorize the Permanent Absent Voter Ballot Application List Mailer for 2022

This resolution authorizes an agreement with Detroit Legal News., D/B/A: Inland Press for the printing and mailing of Permanent Absent Voter Ballot Application List sign up forms to all registered Ingham County voters. The \$35,000 fee is available in the Clerk's Elections Supplies line item.

See memo for details.

2. Prosecuting Attorney's Office – Resolution to Reclassify Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to Victim/Witness Assistant UAW G

This resolution will authorize the reclassification of vacant Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to Victim/Witness Assistant UAW G (\$43,185.09-\$51,501.53). In 2019, the Ingham County Prosecutor's Office (ICPO) received a support dog donated by the Crime Victim Foundation and Leader Dogs for the Blind. The dog provided emotional support for children and adults involved in the criminal justice system. Last month the advocate handler, who occupied county position number 229059, Victim/Witness Assistant (Courtroom Dog Handler), took a position with the State of Michigan, so ICPO no longer has a support dog and does not anticipate acquiring one in the near future. ICPO is requesting to reclassify position number 229059 to a standard Victim/Witness Assistant position, as was the case before the dog was obtained. The UAW is in support of this reclassification.

See memo for details.

3. Health Department – Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a Health Analyst Position

This resolution converts the vacant position #601022 from "Health Analyst-Healthy Communities" to a "Health Analyst" position. Both positions are ICEA Grade 7, so the conversion is cost neutral.

See memo for details.

4a. Innovation and Technology Department – Notice of Emergency Purchase Order to Obtain Security Cameras and Licenses for New Visiting Judge Building

With the Circuit Court opening up the new Circuit Court Annex (visiting judge courtroom) on September 1, and a 3-6 week order time for security cameras, this Emergency PO was required to ensure the cameras are installed on time.

See memo for details.

4b. Innovation and Technology Department – Resolution to Renew Internet and Voice Service Provided by Everstream

This resolution approves the renewal of our current agreement with Everstream for primary internet and phone service. The existing contract expired June 30th. By working with Everstream and the State of Michigan MiDeal contract, Innovation and Technology has been able to reduce our monthly charges by approximately 15% for this contract term.

Funding for the \$120,000 annual funding for this three-year agreement (\$7,000/month recurring charges and estimated \$3,000/month usage charges for an annualized cost of \$120,000) is budgeted and will come from the County's Communication Fund – Telephone (#636-26600-921050).

See memo for details.

5a. Facilities Department – Resolution to Authorize a Three-Year Contract Extension with Capitol Walk Parking LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing

This resolution authorizes a three-year contract extension with Capitol Walk Parking LLC for the leasing of 111 parking spaces at the corner of Lenawee and Chestnut in Lansing for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse. The current monthly rate of \$6,660 will remain in effect for the three-year agreement.

Funding is available in the Facilities Parking Lot budget.

See memo for details.

5b. Facilities Department – Resolution to Authorize an Agreement with Safety Systems Inc., for Building Alarm, Hold Up Buttons, and Monitoring at the 30th Circuit Court Annex Building

This resolution authorizes an agreement with Safety Systems Inc., for building alarm and hold up buttons for the safety and security of the staff for the 30th Circuit Court Annex (visiting judge) building. Safety Systems, Inc., submitted a proposal of \$2,791 for equipment and installation, and monitoring services will be \$660 annually for a three-year term.

Funding is through the ARP dollars for the Visiting Judge program.

See memo for details.

5c. Facilities Department – Resolution to Authorize an Agreement with Seelye Group LTD, to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building

This resolution authorizes an agreement with Seelye Group LTD, for the replacement of carpets in the commons areas and Financial Services office in the Hilliard Building. Group LTD, who is on the MiDeals contract, submitted a proposal of \$32,071.04 for the common areas and \$26,156.11 for Financial Services. Facilities is requesting a contingency of \$2,000 for any uncovered conditions. The grand total is \$60,227.15.

Funding is available in the 2022 CIPs.

See memo for details.

5d. Facilities Department – Resolution to Authorize an Agreement with Fishbeck for Architectural and Engineering Services to Assess the Ingham County Youth Center

This resolution will authorize an agreement with Fishbeck for architectural and engineering services to assess the Ingham County Youth Center for an amount not to exceed \$24,950. The Youth Center building was built in 1986 and is not meeting operational requirements. An assessment of the building is needed to determine whether the County should invest in renovating the existing building or build a new one. Fishbeck, a local vendor with youth center experience, submitted a responsive and responsible proposal of \$24,950 for the assessment of the Youth Center. Funds for this project are included in the 2022 capital budget.

See memo for details.

6. Road Department – Resolution to Authorize an Agreement with Leroy Township and to Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program

This resolution authorizes the Local Road Program agreement with Leroy Township and amends the previously approved agreement with Bunkerhill Township to update an outdated scope of work and project cost.

The Road Department's match for these two townships is \$66,600 which is included in the 2022 Road Fund Budget.

See memo for details.

7. Human Resources Department – Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive

This resolution approves letters of understanding with collective bargaining units to provide for compensating employees working onsite during an alternate work site directive based upon the Suspension of Operations Policy.

This past winter we had a snow day where we directed County staff to work remotely if possible which had the same effect on staff that had to report to work as a Suspension of Operations would have. This will allow those employees that reported to work to accrue one hour of vacation for each hour they worked, subject to contractual vacation caps.

See memo for details.

8a. Controller's Office – Resolution to Approve an Ingham County IT Security Policy

This resolution approves an IT Security Policy for all Ingham County employees.

See memo for details.

8b. Controller's Office – Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the Walter French Residential Renovation

This resolution would approve \$1.5 million of the \$9 million in ARP funds allocated to the Housing Trust Fund to cover a majority of the funding gap for Capital Area Housing Partnership's (CAHP) renovation of the Historic Walter French building.

CAHP has secured the majority of the funding for the \$31,747,281 redevelopment which would yield 76 affording housing units (60% Area Median Income [AMI]) with set aside units designed to include supportive services for certain residents and 26,300 square feet of commercial and community spaces located in the existing gyms, locker rooms, and auditorium. The funding includes Low Income Housing Tax Credits, Housing Tax Credits, Michigan State Housing Development Authority (MSHDA) funding, City of Lansing funding, Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) grant funding, and other sources. The current gap funding need is \$1,772,846.

See memo for details.

8c. Controller's Office – Resolution to Approve an Agreement with ICMA TV to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference

This resolution approves an agreement with the International City/County Management Association (ICMA) TV for the filming and development of Ingham County as a featured county at their 2022 Annual Conference in Columbus, OH, September 17-21, 2022.

ICMA TV does the filming/production of the five-minute video spot which will run on a loop at the conference and will also be on YouTube. In addition, they develop a 15-second social media piece and provide us with the 2+ hours of content that they will film onsite. They are interested in our use of ARP dollars, especially the LEAP program and the challenges facing downtown Lansing with the loss of State employees. To that end, we did discuss sharing the \$24,300 cost with Greater Lansing Convention and Visitor's Bureau (GLCVB) and the City of Lansing and have gotten a commitment from GLCVB Executive Director Julie Pinkston to fund a portion of the project. We have not heard back from Lansing but will continue to pursue any interest they may have in the project.

This resolution will also transfer \$133,100 in Jail Medical consulting costs from the Contingency Fund to Jail Medical.

See memo for details.

9. Board of Commissioners – Resolution Congratulating Harry's Place on the Event of Their 100th Anniversary

Agenda Item 1

TO: Ingham County Board of Commissioners

FROM: Chief Deputy County Clerk Scott Hendrickson

DATE: June 27, 2022

SUBJECT: Resolution to Authorize the Permanent Absent Voter Ballot Application List Mailer for 2022

BACKGROUND

In 2018, voters in Michigan passed proposal 2018-03 which gave Michigan’s qualified registered voters the ability to sign up for their local Clerk’s Permanent Absent Voter Ballot Application List (PAVBAL). In Ingham County, all 21 municipalities have opted to offer this list to their voters. An unforeseen issue is that the law does not allow for transfer of membership in that list from one jurisdiction to another. So, if a voter who has previously opted to be on the PAVBAL in their community moves to a new city or township, they would have to reapply to join the PAVBAL in their new community.

Clerk Byrum, with the blessing of the Board, has sent a mailer to qualified, registered voters in Ingham County who were not currently on the PAVBAL list before, to great success. With the impending state election in November, Clerk Byrum seeks to do so again. Due to the anticipated costs under the County’s purchasing policy, an RFP was required. That process was completed and five vendors responded with proposals. The bid information is below for reference.

Vendor Name	Local Preference	Item 1			Item 2			Item 3			Item 4			Item 5 Cost to include warranties for maintenance of confidentiality for this project	Item 6 Is your firm a union shop?
		128,000 mailers/brochures/leaflets			128,000 mailers/brochures/leaflets			128,000 mailers/brochures/leaflets			128,000 mailers/brochures/leaflets				
		8.5" x 11", folding to 5.5", with one (1) color	Postage Price/Piece (Estimated)	Postage Price/128,000 (Estimated)	8.5" x 11", folding to 5.5", with two (2) colors	Postage Price (Estimated)	Postage Price/128,000 (Estimated)	8.5" x 9", folding to 4 1/8" x 9", with one (1) color	Postage Price (Estimated)	Postage Price/128,000 (Estimated)	8.5" x 9", folding to 4 1/8" x 9", with two (2) colors	Postage Price (Estimated)	Postage Price/128,000 (Estimated)		
Allegra - Lansing Office	Yes, Lansing MI	\$7,260.27	<i>(as low as) \$0.154 5-digit Non-profit</i>	\$19,712.00	\$7,260.27	<i>(as low as) \$0.154 5-digit Non-profit</i>	\$19,712.00	\$7,260.27	<i>(as low as) \$0.154 5-digit Non-profit</i>	\$19,712.00	\$7,260.27	<i>(as low as) \$0.154 5-digit Non-profit</i>	\$19,712.00	\$0.00	No
Foresight Group	Yes, Lansing MI	\$8,394.40	\$0.175	\$22,400.00	9,300.34	\$0.175	\$22,400.00	8,205.51	\$0.175	\$22,400.00	8,970.13	\$0.175	\$22,400.00	\$0.00	No
Detroit Legal News Co., D/B/A: Inland Press	No, Detroit MI	\$14,432.00	\$0.151	\$19,328.00	\$15,229.00	\$0.151	\$19,328.00	\$13,270.00	\$0.151	\$19,328.00	\$14,008.00	\$0.151	\$19,328.00	\$0.00	Yes
Lawson Printers Inc.	No, Battle Creek MI	\$10,835.00	\$0.300	\$38,400.00	\$10,990.00	\$0.300	\$38,400.00	\$10,850.00	\$0.300	\$38,400.00	\$11,025.00	\$0.300	\$38,400.00	\$0.00	Yes
Kent Communications Inc.	No, Grand Rapids MI	\$15,204.69	\$0.146	\$18,688.00	\$15,419.00	\$0.146	\$18,688.00	\$13,583.70	\$0.146	\$18,688.00	\$13,890.19	\$0.146	\$18,688.00	\$0.00	No

Clerk Byrum prefers to work with union print shops for all of her mailers and unfortunately there are no local vendors who responded that were union shops. Of the two union print shops, Detroit Legal News Co., D/B/A: Inland Press is the lowest cost bidder. Clerk Byrum has a working relationship with this vendor, as they have completed a similar mailing several times before and have done excellent work. The working relationship is important because Clerk Byrum is assured that they pay diligent attention to detail, something that is very important given the sensitive nature of the election-related mail.

As such, Clerk Byrum recommends selection of the bid from Detroit Legal News Co., D/B/A: Inland Press for the completion of the work related to this project.

FINANCIAL IMPACT

The projected cost of this purchase is not to exceed \$35,000.

There is sufficient funding available in the County Clerk's Office budget, specifically Election Supplies (101-19100-726010) and Election Postage (101-19100-729000).

RECOMMENDATIONS

Approval is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PERMANENT ABSENT VOTER BALLOT
APPLICATION LIST MAILER FOR 2022**

WHEREAS, voters in Michigan passed proposal 2018-03, allowing for the creation of a Permanent Absent Voter Ballot Application List; and

WHEREAS, voting by absent voter ballot was essential to providing a safe and secure way for voters to exercise their right to vote during the COVID-19 pandemic; and

WHEREAS, all 21 jurisdictions in Ingham County have a Permanent Absent Voter Ballot Application List; and

WHEREAS, a voter's enrollment in the Permanent Absent Voter Ballot Application list does not follow that voter when they move between jurisdictions; and

WHEREAS, voters may not be aware of how to join their local clerk's Permanent Absent Voter Ballot Application List; and

WHEREAS, Clerk Byrum believes that every qualified, registered voter should be empowered to vote in any way that they choose; and

WHEREAS, Clerk Byrum wishes to make signing up for the Permanent Absent Voter Ballot Application List as easy as possible for qualified, registered voters in Ingham County; and

WHEREAS, Clerk Byrum solicited bids to print and mail a sign-up form to send to all qualified, registered voters not already on the Permanent Absent Voter Ballot Application List through RFP #149-22; and

WHEREAS, several bids were received and considered to complete that work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Clerk Byrum to enter into a contract with Detroit Legal News Co., D/B/A: Inland Press in an amount not to exceed \$35,000.

BE IT FURTHER RESOLVED, that this agreement shall be funded by the Ingham County Clerk's Elections Supplies line item (101-19100-726010) and the Ingham County Clerk's Election postage line item (101-19100-729000).

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

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

Agenda Item 2

TO: Law & Courts, County Services, and Finance Committees

FROM: Mike Cheltenham, Chief Assistant Prosecuting Attorney

DATE: July 5, 2022

SUBJECT: Resolution to Reclassify Vacant Ingham County Prosecutor's Office Victim/Witness Assistant (Courtroom Dog Handler) Position No. 229059 UAW H to Victim/Witness Assistant UAW G

BACKGROUND

In 2019, the Ingham County Prosecutor's Office (ICPO) received a support dog donated by the Crime Victim Foundation and Leader Dogs for the Blind. The dog provided emotional support for children and adults involved in the criminal justice system. In Resolution #19-127, the Board of Commissioners authorized a sales agreement to transfer ownership of the dog to the advocate handler. Last month the advocate handler, who occupied county position number 229059, Victim/Witness Assistant (Courtroom Dog Handler), took a position with the State of Michigan. As a result, ICPO no longer has a support dog nor do we anticipate acquiring one in the near future. ICPO is requesting to reclassify position number 229059 to a standard Victim/Witness Assistant position. This was the previous title for position number 229059 before ICPO obtained a dog.

ALTERNATIVES

If the position is not reclassified, the Human Resources Department (HR) will post the vacant position as a Victim/Witness Assistant Courtroom Dog Handler. HR advised that a resolution would be necessary to post the position as a non-dog victim/witness advocate.

FINANCIAL IMPACT

The reclassification would have no financial impact as the Crime Victim Rights Act Grant, which covers both salary and fringe benefits for the position, funds position number 229059.

OTHER CONSIDERATIONS

The UAW union supports the reclassification of position number 229059, which is compensated on the UAW H salary scale, to a Victim/Witness Assistant UAW G salary scale. See attached.

RECOMMENDATION

Based on the information provided, I respectfully request approval of the attached resolution.

Michael Cheltenham

From: Cathy Haskins
Sent: Tuesday, July 5, 2022 2:09 PM
To: Michael Cheltenham
Subject: FW: Reclassification of Victim Advocate/Support Dog Handler

From: Teresa Carter <TCarter@ingham.org>
Sent: Friday, July 1, 2022 2:26 PM
To: Michael Cheltenham <MCheltenham@ingham.org>; Erin Gallaway <EGallaway@ingham.org>
Cc: Cathy Haskins <CHaskins@ingham.org>
Subject: Re: Reclassification of Victim Advocate/Support Dog Handler

Yes Mike I am in agreement with the change I also recall the conversation at the reclass meeting stating that the position will convert back to a G if this position becomes vacant and there is no longer a dog available, however I believe this was also a email conversation with Brad and Elisabeth Bliesener but I don't have access to that email and I am not able to locate any supporting documents.
UAW is in agreement with reverting the victim witness position back to its original G level prior to reclass

I hope this helps Mike
Let me know if you need anything Else

Teresa Carter
Unit Chair Local 2256

Teresa Carter
Office Coordinator
517-676-8374 desk
517-676-8380 fax

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECLASSIFY THE VACANT INGHAM COUNTY PROSECUTOR'S OFFICE
VICTIM/WITNESS ASSISTANT (COURTROOM DOG HANDLER) POSITION NO. 229059 UAW H
TO VICTIM/WITNESS ASSISTANT UAW G**

WHEREAS, Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) is currently vacant; and

WHEREAS, the Ingham County Prosecutor's Office (ICPO) no longer has a courtroom support dog; and

WHEREAS, ICPO seeks to convert Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to a Victim/Witness Assistant UAW G (\$43,185.09-\$51,50.53) to better address operational needs; and

WHEREAS, the Human Resources Department is aware of ICPO's request and suggested the resolution process as the proper mechanism to fill the vacant position without a support dog; and

WHEREAS, the UAW Union has been notified and supports the reclassification; and

WHEREAS, the reclassification would have no financial impact as Position No. 229059 is funded through the Crime Victim Rights Act Grant which covers both salary and fringe benefits for the position; and

WHEREAS, ICPO recommends that the Board of Commissioners authorize the proposed reclassification of vacant Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to Victim/Witness Assistant UAW G (\$43,185.09-\$51,501.53).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the conversion of vacant Position No. 229059, Victim/Witness Assistant (Courtroom Dog Handler) UAW H (\$45,704.24-\$54,513.63) to Victim/Witness Assistant UAW G (\$43,185.09-\$51,50.53).

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

Agenda Item 3

TO: Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 5, 2022
SUBJECT: Resolution to Authorize the Conversion of the Vacant Health Analyst-Healthy Communities Position to a Health Analyst Position

For the meeting agendas of June 18, 2022 and June 20, 2022

BACKGROUND

Ingham County Health Department (ICHHD) wishes to convert vacant position #601022, from “Health Analyst-Healthy Communities” to a “Health Analyst” position. The Health Analyst position description, being more general, will allow for greater flexibility within the position and will be in closer alignment to the needs of the Community Health Assessment team.

ALTERNATIVES

ICHHD could fill the “Health Analyst-Healthy Communities” position, but multiple needs of the health department would go unmet. The current title also does not describe the totality of the functions performed in this role.

FINANCIAL IMPACT

The “Health Analyst-Healthy Communities” and “Health Analyst” positions are both part of the Ingham County Employees’ Association (ICEA) Professional Employees bargaining unit and are Grade 7 positions, which makes the change budget neutral.

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 the vacant position #601022 from “Health Analyst-Healthy Communities” to a “Health Analyst” position.

INGHAM COUNTY JOB DESCRIPTION

HEALTH ANALYST, HEALTHY COMMUNITIES

General Summary:

Under the leadership of the Senior Community Epidemiologist and in collaboration with planners, agencies, organizations, institutions and representatives of community-based coalitions, facilitates and directs processes and policies that impact the built environment, health and chronic disease outcomes, and quality of life for county residents. Provides leadership to government entities, coalitions and projects charged with addressing and improving the overall health and well-being of the community including the Land Use and Health Resource Team, Capital Area Health Alliance, ACHIEVE assessment and methodology, the Mid-Michigan Health in All Project, Food Systems Workgroup, Complete Streets and Walk/Bike Lansing initiatives. Provides expertise to local governments and agencies wishing to utilize Health Impact Assessments (HIA) in their decision making process to bring together data and public input, ultimately impacting health outcomes. Implements processes that build on past health equity and healthy communities work to create Health in All Policies which lead to conditions conducive to healthier behavior and good health outcomes.

Essential Functions:

1. Provides technical assistance and guidance to local coalitions, task forces, and non-profit organizations on development of policy and environment change related to building healthy communities including food access, transportation, and land use which impact individual and community health.
2. Establishes and maintains effective working relationships with professionals from agencies, organizations, institutions, and representatives of community-based coalitions by attending meetings, working on projects as a team leader or member, coordinating communication between team members, and participating in various functions and activities sponsored by agencies and organizations
3. Develops evidence-based programs, strategies, and activities designed to improve health outcomes and quality of life for residents of the County in collaboration with professionals from agencies, organizations, institutions, and representatives of community-based coalitions.
4. Acts as a liaison between coalitions, the Health Department, and a variety of agencies, organizations, institutions, and community-based coalitions in development of Health in All Policy implementation, and evaluation. Assists coalitions in resource development, establishing linkages to appropriate resources and resolving problem issues.
5. Translates health related research findings to write articles that communicate preventive health information targeted to the general public and at-risk populations. Analyzes data using various statistical and mapping programs to produce charts, graphs, tables, and maps which summarize research findings.
6. Interprets and synthesizes large amounts of written materials such as research reports and journal articles and prepares clear, concise reports, proposals, and articles for professional audiences.
7. Conducts literature searches and reviews research findings to be included in technical and non-technical publications and reports. Develops materials and facilitates trainings, conference presentations, and symposiums focused on Building Healthy Communities, Health Impact Assessment and Health in All Policy development and provides consultation and technical assistance as requested.

8. Prepares grant proposals to support the work of building healthy communities. Administers awarded grants by developing scope of work for subcontracts, budget development and reporting, and adhering to grant reporting deadlines and requirements.
9. Encourages the use of Health Impact Assessments to improve health outcomes by municipalities, developers and organizations in their planning and implementation of policies, projects and activities. Provides expertise and technical assistance as requested.
10. Researches and disseminates Healthy Community research findings to policy makers, stake holders, the general public and at-risk populations.
11. Facilitates a comprehensive approach to building healthy communities by working collaboratively with the Health Department's environmental justice, health equity/social justice activities, and other initiatives in the community.

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: A minimum of a Bachelor's Degree in a Social Science, Business Administration, Public Administration or Public Health is required.

Experience: A minimum of two years of experience as a program facilitator or policy developer/advocate 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.
- 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.)

Working Conditions:

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

*ICEA PRO 7
November 2013*

**INGHAM COUNTY
JOB DESCRIPTION**

HEALTH ANALYST

General Summary:

Under the supervision of the Senior Epidemiologist, conducts behavioral health-related research and outreach activities with various individuals and organizations in the community to determine community health status in relation to public health services and determine areas of unmet needs. Performs analytical research, reviews vital records, statistics and other related health data and prepares reports, proposals, articles, and presentations on existing or anticipated health issues in the County. Directs community-based research projects designed to improve the health and quality of life for residents of the County.

Essential Functions:

1. Provides technical assistance and guidance to local coalitions including program development, implementation, and evaluation to meet goals and objectives of coalition action plans.
2. Establishes and maintain effective working relationships with professionals from agencies, organizations, institutions and representatives of community-based coalitions by attending meetings, working on projects as a team member, coordinating communication between team members, and participating in various functions and activities sponsored by agencies and organizations.
3. Develops evidence-based programs, strategies and activities designed to improve the health and quality of life for residents of the County in collaboration with professionals from agencies, organizations, institutions and representatives of community-based coalitions.
4. Acts as a liaison between coalitions, the Health Department, and a variety of agencies, organizations, institutions, and community-based coalitions regarding program development, implementation and evaluation issues. Assists coalitions in resource development, establishing linkages to appropriate resources and resolving problem issues.
5. Translates health related research findings to write articles that communicate preventive health information targeted to the general public and at-risk populations. Analyzes data using various statistical and mapping programs to produce charts, graphs, tables, and maps which summarize research findings.
6. Interprets and synthesizes large amounts of written materials such as research reports and journal articles and prepares clear, concise reports, proposals, and articles for professional audiences.
7. Conducts literature searches and reviews research findings to be included in technical and non-technical publications and reports. Develops materials and facilitates trainings, conference presentations, and symposiums.
8. Assists coalitions in grant writing activities such as locating and compiling data, survey results, writing proposals, and attending meetings.
9. Encourages the use of Health Impact Assessments to improve health outcomes by municipalities, developers and organizations in their planning and implementation of policies, projects and activities. Provides expertise and technical assistance as requested.
10. Performs a variety of administrative functions such as preparing memoranda, publishing meeting minutes, and disseminating project-related information among appropriate persons using telephone, e-mail, fax, and in person.
11. Convenes and facilitate meetings by sending out meeting notices, calling meeting to order, ensuring objectives of the meeting are accomplished, and coordinating planning of future meetings.

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: A minimum of a Bachelor's Degree in a Social Science, Business Administration, Public Administration or Public Health is required.

Experience: A minimum of two years of experience as a program facilitator or policy developer/advocate 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.
- 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.)

Working Conditions:

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF THE VACANT HEALTH ANALYST-HEALTHY COMMUNITIES POSITION TO A HEALTH ANALYST POSITION

WHEREAS, Ingham County Health Department (ICHHD) wishes to convert vacant position #601022 from “Health Analyst-Healthy Communities” to a “Health Analyst” position; and

WHEREAS, the Health Analyst position description, being more general, will allow for greater flexibility within the position and will be in closer alignment to the needs of the Community Health Assessment team; and

WHEREAS, the Health Analyst-Healthy Communities” and “Health Analyst” positions are both part of the Ingham County Employees’ Association (ICEA) Professional Employees bargaining unit, Grade 7 (\$58,458.33-\$70,195.50) positions, making the change budget neutral; and

WHEREAS, the current title also does not describe the totality of the functions performed in this role; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes a resolution to convert vacant position #601022 from “Health Analyst-Healthy Communities” to a “Health Analyst” position effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the conversion of vacant position #601022, ICEA Pro Grade 7 (\$58,458.33-\$70,195.50), from “Health Analyst-Healthy Communities” to a “Health Analyst” position effective upon approval.

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

Agenda Item 4a

TO: County Services Committee

FROM: Deb Fett, CIO

DATE: July 6, 2022

SUBJECT: Emergency Purchase Order to Obtain Security Cameras and Licenses for New Visiting Judge Building

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

As you know, Ingham County will be opening a location for a visiting Judge to assist with the backlog of cases that our 30th Circuit Court is facing. This building is scheduled to be operational on September 1st, 2022. As this building will be serving the public, it is crucial to have proper security to ensure the safety of all those in the building: judges, staff, lawyers, clients, and the public.

The Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and licenses needed to provide a level of security for the building but the lead time for said equipment is 3-6 weeks. In order to meet the anticipated September 1st opening date, we needed to place an order as soon as possible.

Knight Watch quoted \$29,142 for the necessary cameras and licenses. ITD will handle the installation of this equipment to ensure we have the fastest possible scheduling.

Funds for the purchase are available through American Rescue Plan Funds as per Resolution #22-212 approved April 26th, 2022.

Both the Controller and Facility Director approved this purchase.

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

FROM: Deb Fett, CIO

DATE: 7/05/2022

SUBJECT: Internet and Voice Connectivity Renewal from Everstream
For the meeting agendas of July 19th, 20th and 26th, 2022

BACKGROUND

Ingham County currently has an agreement with Everstream for our primary internet and phone service. The service has been satisfactory and the company has been responsive to any issues or needs we may have. This contract expired June 30th and needs to be renewed to continue our connections. By working with Everstream and the State of Michigan MiDeal contract, Innovation and Technology has been able to reduce our monthly charges by approximately 15% for this contract term.

ALTERNATIVES

Although we could go to bid for other providers, Everstream is on the State of Michigan's MiDeal contract, which normally gives us better pricing than we could obtain on our own.

FINANCIAL IMPACT

The funding for the 36 months of \$7,000/month recurring charges and estimated \$3,000/month usage charges for an annualized cost of \$120,000 is budgeted and will come from the County's Communication Fund – Telephone (#636-26600-921050).

OTHER CONSIDERATIONS

As articulated in the Strategic Plan, Ingham County is continually working on making our processes more efficient which drives our technological needs. As we continue to interact with more outside agencies and work cooperatively between departments and organizations, it requires connections that remain usable. This proposal addresses those needs.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Internet and Voice Connectivity provided by Everstream in an amount not to exceed \$120,000 per year for the next 3 years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RENEW INTERNET AND VOICE SERVICE PROVIDED BY EVERSTREAM

WHEREAS, Ingham County relies heavily on our connectivity - be it internet, connectivity between sites, or main voice services; and

WHEREAS, our contract with Everstream expired on June 30th and needs to be renewed to continue receiving service; and

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

WHEREAS, the Innovation & Technology Department has utilized the State of Michigan MiDeal contract to obtain the most cost-effective pricing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes renewing our internet and voice services from Everstream in an amount not to exceed \$120,000 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Communication Fund Telephone account (636-26600-921050).

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 5a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize a Three-Year Contract Extension with Capitol Walk Parking, LLC. for the Parking Spaces Located at Lenawee and Chestnut in Lansing

For the meeting agendas of: July 19 & 20

BACKGROUND

We currently lease 111 parking spaces at the corner of Lenawee and Chestnut in Lansing for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse. The current agreement expired on June 30, 2022. The Facilities Department would like to extend the contract with Capitol Walk Parking thru June of 2025. They have agreed to hold their current monthly bill rate of \$6,660 for the three-year agreement.

ALTERNATIVES

The alternative would be to pay for spaces at the south parking ramp at a cost of \$115 per space per month versus \$60 per space per month.

FINANCIAL IMPACT

Funds are available in the appropriate 861001 parking lot line items.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of for this agreement.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a three-year contract extension with Capitol Walk Parking LLC for the 111 parking spaces located at Lenawee and Chestnut in Lansing.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE-YEAR CONTRACT EXTENSION WITH
CAPITOL WALK PARKING LLC. FOR THE PARKING SPACES LOCATED AT LENAWEЕ AND
CHESTNUT IN LANSING**

WHEREAS, Ingham County currently leases 111 parking spaces located at the corner of Lenawee and Chestnut in Lansing; and

WHEREAS, parking spaces are needed for Ingham County employees who work at the Grady Porter Building and Veterans Memorial Courthouse; and

WHEREAS, the Facilities Department would like to exercise a three-year contract extension with Capitol Walk Parking LLC, through June of 2025; and

WHEREAS, Capitol Walk Parking LLC, has agreed to hold their current monthly bill rate of \$6,660; and

WHEREAS, funds are available in the appropriate 861001 parking lot line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a three-year contract extension with Capitol Walk Parking LLC., 2152 Commons Parkway, Okemos, Michigan 48864 for the 111 parking spaces located at Lenawee and Chestnut in Lansing at a cost not to exceed \$6,660 per month.

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 5b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize an Agreement with Safety Systems, Inc., for Building Alarm, Hold Up Buttons and Monitoring at the 30th Circuit Court Annex Building

For the meeting agendas of: July 19 & 20

BACKGROUND

The 30th Circuit Court Annex building, located at 426 S. Walnut Street in Lansing, will be used for the visiting judge; it will need building alarm and hold up buttons for the safety and security of the staff. Safety Systems, Inc., submitted a proposal of \$2,791 for equipment and installation, and monitoring services will be \$660 annually for a three-year term.

ALTERNATIVES

The alternative would be to forego building alarms and hold up buttons putting staff and equipment at risk.

FINANCIAL IMPACT

Funds are available in the American Rescue Plan 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 Safety Systems Inc., for the building alarm, panic buttons, and monitoring services for the 30th Circuit Court Annex building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SAFETY SYSTEMS INC., FOR BUILDING ALARM, HOLD UP BUTTONS, AND MONITORING AT THE 30TH CIRCUIT COURT ANNEX BUILDING

WHEREAS, the 30th Circuit Court Annex Building located at 426 Walnut Street in Lansing will be used for the visiting judge; and

WHEREAS, the building needs an alarm and hold up buttons for safety; and

WHEREAS, the Facilities Department recommends entering into an agreement with Safety Systems Inc., for equipment and installation for \$2,791 and \$660 per year for three years for annual monitoring at the 30th Circuit Court Annex building; and

WHEREAS, funds are available in the American Rescue Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Safety Systems Inc., 2075 Glenn Street, Lansing, Michigan 48906, for equipment and installation for \$2,791 and \$660 per year for three years for annual monitoring at the 30th Circuit Court Annex 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.

Agenda Item 5c

TO: Board of Commissioners, County Services & Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: July 5, 2022
RE: Resolution to Authorize an Agreement with Seelye Group LTD, to Replace the Carpet in the Common Areas and Financial Services at the Hilliard Building

For the meeting agendas of: July 19 and 20

BACKGROUND

The carpets in the common areas and Financial Services in the Hilliard Building are worn, faded, and have outlived their life expectancy and need to be replaced. Seelye Group LTD, who is on the MiDeals contract, submitted a proposal of \$32,071.04 for the common areas and \$26,156.11 for Financial Services. We are requesting a contingency of \$2,000 for any uncovered conditions. The grand total is \$60,227.15.

ALTERNATIVES

The alternative would be to place this on hold, risking higher prices.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP's. In line item #245-66299-931000-22F24 for Financial Services, the funding falls short by \$13,587.11; we are requesting to use the remaining funds from the Hilliard Building Common Area Carpet replacement line item #245-90210-976000-22F17.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Amount
245-90210-976000-22F17	\$50,000	\$50,000	\$47,658.15	\$2,341.85
General Fund				
245-66299-931000-22F24	\$12,569	\$12,569	\$12,569	\$0
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 Seelye Group LTD, to replace the carpet in the common areas and Financial Services at the Hilliard Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SEELYE GROUP LTD, TO REPLACE THE CARPET IN THE COMMON AREAS AND FINANCIAL SERVICES AT THE HILLIARD BUILDING

WHEREAS, the carpets in the common areas and Financial Services in the Hilliard Building are worn, faded, and have outlived their life expectancy; and

WHEREAS, the carpets need 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 an agreement with Seelye Group LTD, who submitted a proposal of \$32,071.04 for the common areas and \$26,156.11 for Financial services at the Hilliard Building for a total of \$58,227.15; and

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

WHEREAS, funds for Financial Services carpet in the 2022 approved CIP General Fund line item #245-66299-931000-22F24 has a balance of \$12,569, which falls short by \$13,587.11; and

WHEREAS, the Facilities Department is requesting the short fall amount come from the common areas carpet line item #245-90210-76000-22F17; and

WHEREAS, funds for the common areas are available in the approved 2022 CIP General Fund line item #245-90210-976000-22F17, which has a current balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Seelye Group LTD, 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in the common areas and Financial Services at the Hilliard Building for an amount not to exceed \$60,277.15 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.

TO: Law and Courts, County Services, & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 5, 2022

RE: Resolution to Authorize an Agreement with Fishbeck for Architectural and Engineering Services to assess the Ingham County Youth Center Building

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

BACKGROUND

The Ingham County Youth Center building was built in 1986 and is not meeting operational requirements. An assessment of the building is needed to determine whether the County should invest in renovating or building a new one. Fishbeck, a local vendor with youth center experience, submitted a responsive and responsible proposal of \$24,950 for the assessment of the Youth Center.

ALTERNATIVES

The alternative would be to forego the assessment and make a determination of how to proceed which may not be in the best interest of the County.

FINANCIAL IMPACT

Funds are available in the approved 2022 CIP line item # 264-66400-802000-22F22.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
264-66400-802000-22F22	\$50,000	\$50,000	\$24,950	\$25,050
Juvenile Justice Millage				

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 Fishbeck for the Architectural and Engineering Services to assess the Ingham County Youth Center.

Agenda Item 5d

TO: Rick Terrill, Facilities Director

CC: Scott Leroy, Deputy Circuit Court Administrator – Juvenile Division
Annette Ellison, Youth Center Director

FROM: James Hudgins, Director of Purchasing

DATE: June 21, 2022

RE: Memorandum of Performance for RFP No. 78-22: Architectural and Engineering Assessment Services for the Ingham County Youth Center

Per your request, the Purchasing Department sought written proposals from experienced and qualified firms for entering into a contract to provide professional architectural and engineering services for performing an assessment of the Ingham County Youth Center. The assessment will focus on whether renovating the Youth Center or building a new Center is in the best interest of the County.

The scope of work includes, but is not limited to, assessing the current conditions of the building’s interior and exterior, and making recommendations for the project; subsequently, providing a comprehensive facility assessment report that contains, at a minimum, an estimated construction budget for renovating the center, and an estimated construction budget for building a new center.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	131	37
Vendors attending pre-bid/proposal meeting	9	6
Vendors responding	7	4

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	Reimbursable Expense	Reimbursable Expense	Reimbursable Expense	Total Not-to-Exceed Cost
Straub Pettitt Yaste Architects	No, Clawson MI	None listed	None listed	None listed	\$22,060.00
Fishbeck	Yes, Lansing MI	\$350.00 Included in NTE			\$24,950.00
PEA Group	Yes, Lansing MI	\$7,500 Included in the NTE			\$30,620.00
DLZ	Yes, Lansing MI	None listed	None listed	None listed	\$38,000.00
Redstone Architects Inc.	No, Bloomfield Hills MI	\$2,000.00 not included in the NTE			\$39,500.00
DiClemente Siegel Design Inc.	No, Southfield MI	None listed	None listed	None listed	\$46,000.00
Studio Intrigue	Yes, Lansing MI	\$4,500.00 Included in NTE			\$97,275.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH FISHBECK FOR ARCHITECTURAL AND ENGINEERING SERVICES TO ASSESS THE INGHAM COUNTY YOUTH CENTER

WHEREAS, the Ingham County Youth Center building was built in 1986 and is not meeting operational requirements; and

WHEREAS, an assessment of the building is needed to determine whether the County should invest in renovating or building a new one; and

WHEREAS, the Facilities Department recommends entering into an agreement with Fishbeck, a local vendor with youth center experience, for \$24,950 for architectural and engineering services to assess the Ingham County Youth Center; and

WHEREAS, funds are available in the approved 2022 CIP Juvenile Justice Millage Fund line item #264-66400-802000-22F22 which has a current balance of \$50,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Fishbeck, 5913 Executive Drive, Suite 100, Lansing, Michigan 48911, for architectural and engineering services to assess the Ingham County Youth Center for an amount not to exceed \$24,950.

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

TO: County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 5, 2022

SUBJECT: Resolution to Authorize an Agreement with Leroy Township and Amend an Agreement with Bunkerhill Township for the 2022 Local Road Program

For the meeting agendas of July 19, 20, and 26

BACKGROUND

As provided in Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as by the township, millage, or special assessment district. Only Lansing and Meridian Townships have a millage for road improvements.

Each year, a portion of the Road Department’s budget is allocated toward the shared 50% match with each township for road work occurring on local roads within their boundaries. The annual allocation of funding from the Road Department to each of the 16 townships is called the “Local Road Program” and is based on the local road miles and population within each township. The Road Department coordinates with each township to determine the priority of road projects included in the annual program. Project costs exceeding the annually allocated 50% capped funding match by the Road Department become the full financial responsibility of the township.

Most of the projects included in the Local Road Program can be performed by the Road Department. As the Road Department only charges for materials and vendor expenses, this further increases the value of the Local Road Program funding. However, certain projects require a higher level of service than what the Road Department is able to provide, necessitating the use of outside contractors.

Leroy and Bunkerhill Townships have coordinated with the Road Department to schedule work for the 2022 construction season. The attached table provides details regarding the 2022 funding allocation available from the Road Department, the project scope, the estimated project costs, the funding responsibility for the townships, and the funding responsibility of the Road Department.

The Bunkerhill Township agreement, previously approved per Board Resolution #22-255, included an outdated scope of work and associated project cost. The attached spreadsheet has been updated to reflect the currently proposed work.

Final discussions are occurring with one remaining township, so another resolution will be requested in the future as their priorities are determined.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department match contribution for the Local Road Program in the amount of \$66,600 for these two townships are included in the adopted 2022 Road Fund Budget. The work listed in the attached table is proposed to be done by the Road Department. Any project costs exceeding the capped match amounts from the Road Department will be the township's financial responsibility.

OTHER CONSIDERATIONS

This is the fifth group of Township Local Road Program agreements. One more township needs to confirm the roads to be included in their program, so one more agreement will be forthcoming in the near future.

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to authorize a Local Road Program Agreement with Leroy Township and to amend the Local Road Program Agreement with Bunkerhill Township.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LEROY TOWNSHIP AND TO AMEND AN AGREEMENT WITH BUNKERHILL TOWNSHIP FOR THE 2022 LOCAL ROAD PROGRAM

WHEREAS, per Act 51 of 1951 as amended, the cost of improvements on local roads must be funded at least 50% by sources other than the Road Department, such as by township, millage, or special assessment district; and

WHEREAS, a portion of the Road Department's budget is annually allocated toward the capped 50% match with each township, based on population and local road mileage, for road work occurring on local roads within their boundaries; and

WHEREAS, the Road Department coordinated with each township to determine the priority of road projects included in the annual Local Road Program; and

WHEREAS, Leroy Township and Bunkerhill Township have coordinated with the Road Department to schedule work for the 2022 construction season, as detailed in the attached table; and

WHEREAS, the 2022 Local Road Program Agreement approved for Bunkerhill Township per Board Resolution #22-255 needs to be amended due to outdated information included in the original resolution, which has been updated in the attached table; and

WHEREAS, the Road Department is willing to perform the road improvements for the 2022 construction season; and

WHEREAS, the Road Department shall provide labor without charge on the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

WHEREAS, the project costs exceeding the annually allocated 50% capped funding match by the Road Department becomes the full financial responsibility of the township; and

WHEREAS, the Road Department's capped match contribution in the total amount of \$66,600 for these two Townships is included in the adopted 2022 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leroy Township and amending the agreement with Bunkerhill Township for the 2022 Local Road Program.

BE IT FURTHER RESOLVED, that the Road Department is authorized to match up to 50% of the costs for the township projects up to the capped allocation amount of \$66,600 as shown in the attached table.

BE IT FURTHER RESOLVED, that the Road Department shall invoice Leroy Township and Bunkerhill Township for their portion of the project costs at the conclusion of the construction season.

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

2022 Local Road Program (LRP)

Township	Match Balance Thru 2021	2022 ICRD Match Allocation	Total 2022 Match Available	Proposed 2022 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Bunkerhill	\$0.00	\$33,300.00	\$33,300.00	Skip paving of Hayes Rd (Catholic Church Rd to Fitchburg Rd)	\$109,312.50	\$76,012.50	\$33,300.00
Leroy	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Frost Rd (M-52 to House Rd) and Noble Rd (Meech Rd to M-52)	\$98,073.00	\$64,773.00	\$33,300.00

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: July 11, 2022
SUBJECT: Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive
For the meeting agendas of July 19 and July 20

BACKGROUND

There are occasions where conditions may necessitate directing employees who are able to work from an alternate work site to do so, as opposed to utilizing the current County Suspension of Operations Policy. In these circumstances, there are other employees who are unable to work remotely due to the nature of their onsite work as essential employees. Ingham County and Union representatives wish to recognize the contributions of these onsite essential employees in such situations and to promote retention of these employees by compensating these employees for working onsite based upon the Suspension of Operations Policy.

ALTERNATIVES

The Ingham County Board of Commissioners may elect to not approve entering into letters of understanding with County collective bargaining units for this purpose.

FINANCIAL IMPACT

The financial impact will vary based upon both the number of occurrences of these circumstances and the number of onsite essential employees per occurrence.

STRATEGIC PLAN CONSIDERATIONS

Approving entering into letters of understanding for this benefit will contribute to attracting and retaining exceptional employees who value public service.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to Approve Letters of Understanding for Onsite Employees During an Alternate Work Site Directive.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LETTERS OF UNDERSTANDING FOR ONSITE EMPLOYEES
DURING AN ALTERNATE WORK SITE DIRECTIVE**

WHEREAS, there are occasions where conditions may necessitate directing employees who are able to work from an alternate work site to do so, as opposed to utilizing the current County Suspension of Operations Policy; and

WHEREAS, in these circumstances, there are other employees who are unable to work remotely due to the nature of their onsite work as essential employees; and

WHEREAS, Ingham County and Union representatives wish to recognize the contributions of these onsite essential employees in such situations and to promote retention of these employees by compensating these employees for working onsite based upon the Suspension of Operations Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into letters of understanding with Ingham County collective bargaining units to provide for compensating employees working onsite during an alternate work site directive based upon the Suspension of Operations Policy.

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.

Agenda Item 8a

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: July 6, 2022
SUBJECT: Resolution to Approve an Ingham County IT Security Policy
For the meeting agenda of July 19

BACKGROUND

The Controller's Office has established a Policy Review Committee consisting of representatives from the Board of Commissioners Office, Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office, and Human Resources to review current policies and recommend changes.

The Ingham County IT Department recently approached the Policy Review Committee about formalizing their in-house IT Security Policy into a County-wide policy which is attached.

ALTERNATIVES

Leave as an IT in-house policy only.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN INGHAM COUNTY IT SECURITY POLICY

WHEREAS, the Ingham County IT Department recognizes the importance of maintaining a safe and secure County Network; and

WHEREAS, the Ingham County IT Department, in cooperation with the Ingham County Policy Review Committee recommend the attached Ingham County IT Security Policy; and

WHEREAS, the policy will aim to ensure:

- The provision of uninterrupted IT services
- The integrity and validity of data
- An ability to recover effectively and efficiently from disruption
- The protection of all Ingham County IT Department assets, data, networks, software, and hardware
- Defined security standards for users, IT Department staff, and vendors
- Compliance with identified items required by HIPAA, LEIN, or other state or federal agencies; and

WHEREAS, all computer and communications security measures should be simple and easy to use, administer, and audit within the constraints of industry-standard security practices.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the attached Ingham County IT Security Policy, which shall take effect upon approval of this resolution.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County.

Information Technology Security Policy

Approved:
Resolution No.

A. Introduction

1. Aim of the Policy

The Ingham County security policy covers computer services and associated devices, networks, and communications facilities; this supplements the existing Ingham County resource policy (Use of County Resources, Resolution No. 01-200). This document means to provide more detail concerning the security of Ingham County resources.

This policy states the conditions of use of Ingham County resources and facilities, the rights and responsibilities of users and administrators, and the methods used to implement the policy.

This policy aims to ensure:

- The provision of uninterrupted IT services.
- The integrity and validity of data.
- An ability to recover effectively and efficiently from disruption.
- The protection of all Ingham County ITD assets, data, networks, software, and hardware.
- Defined security standards for users, Innovation & Technology Department (ITD) staff, and vendors.
- Compliance with identified items required by HIPAA, LEIN, or other state or federal agencies.

All computer and communications security measures should be simple and easy to use, administer, and audit within the constraints of industry-standard security practices.

2. Scope of the Policy

Security generally gets defined as “the state of being free from unacceptable risk.” Risk for the Ingham County ITDD concerns the following categories of losses:

- Confidentiality of Information/ Personally Identifiable Information (PII)
- Data integrity
- Assets
- Efficient and Appropriate Use
- System/Network Availability

Confidentiality refers to private County information or electronic private health information.

Integrity refers to the accuracy of data. Loss of data integrity may be gross and evident, as when

a computer disk fails, or subtle, as when a character in a file gets altered inappropriately.

The assets that require protection include:

- Computer and Peripheral Equipment.
- Communications Equipment.
- Computing and Communications Hardware, Computer Programs, and Documentation.
- Application Computer Programs and Documentation, Information Data (HIPAA, LEIN, and other data resources protected by local, state, and federal statute.)
- Supplies and Data Storage Media.

Efficient and appropriate use ensures that Ingham County ITD resources get used for the purposes they were intended, in a manner that does not interfere with the rights of others.

Availability is concerned with the full functionality of a system (e.g., finance or payroll) and its components or the networks used to provide these systems.

The term for the potential causes of these losses is “threats.” These threats may be human or non-human, natural, accidental, or deliberate.

3. Risk Assessment

Periodically Ingham County ITDD or an approved third-party vendor shall carry out a risk assessment. Such an assessment aims to estimate Ingham County ITDD’s potential vulnerability, to ensure that current security measures are sufficient to reduce the risk to acceptable levels and determine the costs associated with achieving an appropriate level of security.

The potential risks include:

- Users with higher than necessary levels of access.
- Unsupervised end-user devices that are left logged in.
- Shared user-ids and passwords.
- Errors.
- Disaffected employees.
- Lack of security awareness.
- Unauthorized access.
- Viruses/Malware/Ransomware
- Any form of access.
- Lack of control over changes made to services or data.
- Legal consequences of security breaches.
- Fire.
- Water.
- Sabotage.
- Public embarrassment.

4. Dependent Facilities

Some of the facilities that are dependent on the Ingham County ITD Department, directly and indirectly, provided technical resources that relate to IT security are:

- Mason West: Sheriff/Jail, District Court, Animal Control, Parks Department, Drain Commission, and Delhi office
- Mason East: Courthouse, Fair Board, Hilliard Building
- Human Services Building and remote clinics.
- 9-1-1 Dispatch Center
- Consolidated Court Facility and campuses: Veteran's Memorial Court House, Grady Porter Building, Youth Center, Family Center, Public Defenders Office.
- Non-county facilities: Ingham County Housing Commission, Mason Police, Land Bank, and others to a lesser degree
- General Public: Board of Commissioners, elected officials, other groups requiring access to authorized Ingham County network resources.

B. Definitions

Terms and phrases used throughout this policy are defined as follows.

1. Account – the login identifier and associated resources for a computer system or application system. Note that in implementations, an account may be used by a person for a particular purpose even if the person has not gone through the login process.
2. Computer System – any device that utilizes a central processing unit and the operating system associated with that device. This includes computer networking and remote management equipment as well as traditional computer services.
3. CIO – the Chief Information Officer of the Information Technology Department an agent of the CIO.
4. DMZ – short for Demilitarized Zone, a computer or small subnetwork that sits between a trusted internal network, such as a corporate private LAN and an untrusted external network, such as the public internet.
5. DNS – Domain Name System (or Service), an internet service that translates domain names into IP addresses.
6. External User – a user who is not an Ingham County Employee.
7. Filter – a logical or physical device used to selectively permit or deny communications between particular computer services.
8. Firewall – a device interconnecting computer services or networks to provide the capability to filter network traffic between those computer services or networks.
9. FTP – File Transfer Protocol, the protocol used on the internet for exchanging files.
10. General Access – the availability of a resource to any user.
11. General Purpose Computer System – any computer system made available for the use of the general Ingham County Information Technology Department community for an approved activity

12. HTTP – Hyper Text Transfer Protocol, the underlying protocol used by the World Wide Web. HTTP defines how messages are formatted and transmitted, and what action web servers and browsers should take in response to various commands.
13. Login – the act of accessing a computer system or its associated application services.
14. Login Directory – the directory owned by an account on a computer system for initial access immediately following the login procedure to access that computer system.
15. PCI Data – Payment Card Industry Data, any information that contains partial or complete data from the front or back of any bank/debit/credit card.
16. PII – Personal Identifiable Information, any information that contains names, phone numbers, partial or full social security numbers, or any other type of information that could be used to identify an individual.
17. Privileged Account – an account that is capable of carrying out operations that affect the working environment of other accounts. It is normally authorized for use by a restricted group of people who are responsible for computer system administration.
18. Resource – any computer system, associated networking infrastructure, or service offered by these.
19. Security Breach – any incident that results in unauthorized access of data, applications, services, networks, and/or devices by bypassing their underlying security mechanisms.
20. SMTP – Simple Mail Transfer Protocol, a protocol for sending email messages between servers.
21. System Administrator – any person who is authorized as being responsible for the configuration, maintenance, and operation of a computer system.
22. Threat – an event or outcome that may potentially occur as a result of the configuration, maintenance, and operation of a computer system.
23. User – a person using a computer system. A user is normally the account holder of the account being used, but not necessarily so. A person using an account that they are not a holder of and without authority is still classed as a user of the computer system.
24. User Account – an unprivileged account provided for the use of one authorized person to access a computer system.
25. VPN – Virtual Private Network, a private data network that makes use of a public network, such as the internet, by encrypting data at one node and using security procedures that provide a “tunnel” through which the data can pass to another code.

C. IT Security Procedures

1. Physical Security

Access to secure areas, including computer rooms and MDFs, shall be restricted to authorized staff using passwords, locks, and/or access-control devices. Visitors to these areas shall be

permitted only under ITD supervision and as authorized by ITD staff. ITD keeps a log of all visitors, including name, time in, time out, and reason for entry.

During non-working hours, secure areas shall be protected against intrusion by appropriate building surveillance services or security staff.

When the Facilities Department or contractors enter an area for repair and building maintenance, the Facilities Department will escort contractors when required, log all work done, time and date, and the people who performed the maintenance.

2. Environmental Security

Protecting mission-critical services from the effect of electrical power outages and fluctuations shall be done by installing an uninterrupted power supply (UPS), Power Generator, and/or surge protection devices. IT facilities shall have adequate protection against fire and water damage.

The following standards of physical security of strategic platforms are required:

- Premises must be physically strong and free from unacceptable risk from flooding, vibration, dust, etc.
- Keep air temperature and humidity within acceptable limits.

3. Data Security

Using ITD computer equipment supplies users with information about the computer system and about Ingham County ITDD. This information is essentially private to Ingham County ITDD and, in some cases, essential for users to know to carry out their work. Therefore, a trust relationship exists between authorized users and Ingham County ITDD.

A user will not attempt to gain unauthorized access to any information. No user has the authorization to use a computer system or otherwise attempt to access any file or device to disclose information that they are not authorized to possess.

It is the responsibility of Ingham County ITDD to manage county network resources. Therefore, Ingham County ITDD must have full access to all application/system data. ITD has both an ethical and professional responsibility not to access, view, distribute, or use any data not required to complete an assigned job function.

All administrative privileges go to designated Ingham County ITDD staff. Any others who seek elevated privileges shall have their request evaluated on a case-by-case basis with approval only to those whom ITD has determined are both trained and unable to fulfill their duties without such rights.

4. Internet Security

The Internet represents an insecure channel for exchanging information leading to a high risk of intrusion or fraud, such as phishing. Ingham County treats the Internet as a hostile environment. To protect Ingham County resources and data:

- Installed firewall(s) to control all data packets and connection requests.
- Only explicitly permitted traffic is allowed by the firewall.
- All traffic that passes through the firewall will get logged and audited.

- Implemented packet filtering with rules keeps the risk to a minimum.
- Access by outside users will be restricted.
- Any publicly available computing devices accessible to internet traffic (Web (HTTP) servers, FTP servers, SMTP (email) servers, and DNS servers); are located within an established demilitarized zone (DMZ) - a computer or small subnetwork that sits between a trusted internal network, such as a corporate private LAN, and an untrusted external network, such as the public Internet).

5. Intrusion Detection

Intrusion protection within the boundaries of the Ingham County Network is required to prevent:

- Unauthorized individuals from indiscriminately connecting any computing devices into any access point of the network.
- Unauthorized access of staff and external hostile threats to the Ingham County Technology Resources.

Only devices belonging to Ingham County or managed by Ingham County are permitted to function when connected to the Ingham County Network. Visiting personnel wishing to access the network must have authorization from the ITD CIO and must apply to ITD for temporary access rights; other than predefined public PCs.

6. Remote Access & VPN

Employees approved for Alternate Work Site (AWS) and other approved employees may remotely connect to Ingham County Network resources through a Virtual Private Network (VPN). The VPN will provide an encrypted tunnel over a public network. Information transmitted through the VPN to Ingham County systems is not easily accessible by unauthorized parties.

VPN is accessed using multi-factor authentication methods consisting of username and password, followed by verification through the multi-factor authentication system.

The VPN gateway is set up and managed by the Ingham County ITD department.

Unauthorized individuals and equipment are not allowed to connect to the VPN.

VPN software installed on an employee's assigned equipment is required to connect to Ingham County resources.

Only Ingham County ITD-approved computers and mobile devices can have the VPN software installed.

If a vendor requires remote access, they will use the approved remote access service provided by Ingham County ITD.

Ingham County ITD will monitor all activity while users are signed into the VPN remote access service. These logs include but are not limited to log-on, log-off, time connected, user information, equipment connected, software used, websites visited, and any activity that transpires across the VPN or remote access service while connected.

Employees and vendors are responsible for ensuring that their computers are running current anti-virus protection on any computing device before establishing a remote access connection to Ingham County technology resources. The IT Department will enforce this by using Network Access Control. Network Access Control (NAC), also called Network Admission Control, is a method of bolstering the security of a proprietary network by restricting the availability of network resources to endpoint devices that comply with a defined security policy.

The use of remote access applications requires Ingham County ITD approval, a VPN connection, and a strong password. The application shall only be active when needed and terminated upon disconnection. Furthermore, the County employee responsible for the PC running the remote connection software shall not leave any remote access connection running unattended.

Unless the prior approval of Ingham County ITD is obtained, employees may not establish wireless, internet, or other external network connections that could allow access to Ingham County technology resources.

Any deviations to the remote access policy must be approved by and are at the discretion of the Ingham County CIO.

Unauthorized use of the VPN will result in disciplinary action, up to and including termination of employment.

7. Endpoint Protection

Endpoint protection is a policy-based approach to network security that requires endpoint devices to comply with specific criteria before getting access to network resources.

To protect County resources:

- Any computing device internal/external connecting to the county network will have current Anti-Virus protection.
- Only ITD or an approved vendor will install approved software.
- If end-users suspect an active virus, they shall immediately disconnect and shut down their device and contact the Helpdesk.
- End-users will immediately delete any suspicious emails, and if appropriate, request that the sender resend the message again.
- All inbound and outbound email messages will be scanned and quarantined if suspicious.

8. Wireless Networking

All wireless infrastructure devices that intend to connect to an Ingham County secured network or provide access to information classified as Ingham County Confidential or above must:

- Abide by the standards specified by ITD.
- Be installed, supported, and maintained by ITD.
- Use ITD approved authentication protocols and infrastructure.
- Use ITD approved encryption protocols.
- Maintain a hardware address (MAC address) that can be registered and tracked.

D. Users

1. Conduct and Acceptable Use

All persons authorized to access Ingham County information assets will comply with applicable laws, regulations, and standards of conduct when using Ingham County information systems. A user intentionally violating IT policy will be subject to County disciplinary action and, if warranted, legal action.

County systems should provide a display banner upon logon requiring authorized users to accept the terms displayed before allowing access. The displayed banner should cover privacy, acceptable use, standards of conduct, the potential for activity monitoring, and user acceptance of the terms.

All use of email must be consistent with Ingham County policies and procedures of ethical conduct, safety, compliance with applicable laws, and proper business practices. Ingham County email accounts are used for Ingham County-related business only. Creating dating, shopping, or another personal account with an Ingham County email address is strictly prohibited. Social Media accounts shall only be created once authorization is obtained through the process defined in the Social Media Policy.

The critical components of Ingham County information security infrastructure must not be disabled, bypassed, turned off, or disconnected without prior approval from ITD management. A risk assessment is required for all production information systems to ensure that critical systems have received at minimum a rudimentary level of security attention. Periodic reviews of these measures by ITD would affirm an acceptable level of risk.

Information is a vital asset, and all access to, uses of, and processing of Ingham County information must be consistent with policies, standards, and guidelines. Information is defined as an Ingham County asset and must be protected. Ingham County information is considered both a product and a resource that is time-intensive to recreate. It, therefore, constitutes a financial investment on the part of Ingham County.

Only management authorized business purposes are allowed with Ingham County information. All non-approved uses of Ingham County information are prohibited. For example, an employee may want to use his employer's customer database for a non-approved announcement. To prevent secondary dissemination problems, marking sensitive information is advised. Users shall take steps to ensure that dissemination of Ingham County information is done so within acceptable avenues. For example, per LEIN rules, encryption must be used when sharing CJIS data, and recipients of said data must be authorized recipients.

Authorized users must not use Ingham County resources to engage in hacking activities. Including gaining unauthorized access, doing damage to, altering, or disrupting the operations of any other information systems, and capturing or otherwise obtaining passwords, encryption keys, or any other access control mechanism that could permit unauthorized access.

Management not enforcing any policy requirement does not constitute its consent, nor does it mean out-of-compliance conditions will continue.

2. Responsibilities

Users' responsibilities include:

- Ensuring that confidentiality and privacy of data are maintained.
- Ensuring that electronic Private Health Information is only on devices listed by Ingham County ITD to be acceptable to contain electronic Private Health Information.
- Safekeeping of their user-id and password by not providing to anyone, including ITD and Management.
- Ensuring the security of their computer by logging off or locking it when it is left unattended. All ITD controlled workstation screens will lock after 20 minutes of inactivity.
- Compliance with all relevant Local, State, and Federal laws and regulations, such as HIPAA, LEIN, or other regulatory statutes.
- Compliance with the provisions of this policy, Ingham County Resource policy, and other Ingham County policies and procedures.

3. Confidentiality and non-disclosure Statement

Before performing any work on County IT equipment or the County Network, vendors must sign the Confidentiality and Non-disclosure agreement. Vendors must ensure that all personnel involved with any project get advised of the confidential nature of the information contained within Ingham County Network resources.

Vendors must have a Business Associate Agreement before they are allowed to work on hardware or software that may contain Private Health Information (ePHI).

4. Password Management

Passwords are a primary defense mechanism on many computer services. Careful selection of passwords improves security. Individual users are responsible for the robustness and maintenance of their passwords. To change a password, the user can call the ITD Helpdesk or use the self-help web app. Individual users are responsible for the defense of any accounts held by them. The following rules for use of passwords shall apply:

- Passwords must follow the ITD password policy.
- Newly issued passwords are to be changed as soon as possible after issuance.
- Passwords must not be displayed next to the computer, under the keyboard, or any other place other than stored in a secure, locked area.
- Users when logging on must not permit anyone to see their password.
- Password disclosure is not allowed, including giving a password to ITD or management.
- Users will not save passwords electronically within applications. Ingham County ITD authorized software password safes are an exception to this rule.
- A user who realizes that their password is compromised shall change the password, if possible. Users must report all details of a breach to ITD support staff upon discovery.
- Changing system-level passwords require updating the global password list held by the ITD administration.
- The use of automatic logins is not permitted

5. Account Security

Department heads are required to notify ITD as soon as feasible via the Personnel Action Request (PAR) or Security Action Request (SAR) process when a user account or security profile needs to be disabled or deleted. User accounts will be disabled immediately when an employee leaves or in situations where the employee will be gone for an extended time.

Accounts of employees who have left will be deleted 30 days from the date the account is disabled. Deleted accounts are irretrievable.

User accounts or security profiles are not to be shared. If an employee leaves or a temporary employee needs access to the County Network, a supervisor will notify ITD via the PAR process for an account to be created or deleted. All temporary employee accounts expire on the date provided by the department.

Creating email rules to forward Ingham County email to any non-County, outside email address is strictly prohibited.

Department heads should use the Security Access Request (SAR) system to notify ITD to implement any security changes for employees in their department.

6. Data Backup

ITD performs regular backups of data stored on the servers and databases. This data is also replicated to our secondary data center to ensure data redundancy.

Data on each user's workstation is not part of the backup. Users should save all valuable information to their provided network storage area on the servers as part of the Backup Policy.

7. Disciplinary Actions

County resources generally, and specifically IT resources, may be provided to employees exclusively to assist in the efficient and effective day-to-day operations of offices, departments, and agencies. Misuse of County resources may result in discipline, up to and including immediate discharge and, where appropriate, civil and(or) criminal liability.

E. Alternate Work Site (AWS)/Remote Work

1. Remote Access Requirements

All remote connections to Ingham County require approved ITD controlled access points.

All AWS employees must lock their computers when they are not in the line of sight. All AWS employees must disconnect from VPN and log out or shut down their computers when they will be away for any length of time greater than 30 minutes.

Display screens require positioning in a way that cannot be easily read by unauthorized persons through a window, over the shoulder, or similar means.

AWS employees must not share any electronic devices that access Ingham County resources in any way, including computers, computer peripherals, access cards, identification, or keys. Family members or friends are not permitted to use any equipment that has access to County resources.

AWS employees must follow all current software licensing restrictions already in place in Ingham County. No software installed on work machines can be removed or installed on home computers. Unapproved software is not allowed on work computers.

AWS employees must follow all Ingham County policies at remote work locations, including Use of Social Media and Use of County Resources.

Employees are responsible for purchasing any required items to do their work remotely. This includes, cross-cut shredders, locking furniture, safes, privacy screens, etc.

Only Ingham County ITD provided or approved computer and networking equipment can connect to the VPN for remote access.

AWS employees must not use personal mobile, computer, computer peripheral, or computer software for Ingham County-related remote work without prior authorization from their supervisor and the IT department.

All systems that access the Ingham County Network for remote work must have up-to-date, ITD approved malware protection software.

All systems that access the Ingham County Network remotely must have an Ingham County ITD approved endpoint protection software package installed.

Whenever possible, remote work should be in a separate room or workspace that is secure from the rest of the house or co-working space.

Any County equipment should be located and protected to reduce the risk of environmental hazards and opportunities for unauthorized access or theft.

2. Data Protection

All computers used for remote work (including portables, laptops, notebooks, mobile devices, and any other transportable computing devices) which contain Ingham County proprietary information must use ITD approved data encryption and password protection.

AWS employees that make local backups must store them in a secure location. AWS employees cannot keep backups of sensitive Ingham County data at their remote location unless otherwise required. Backups contained on any removable media must be encrypted, password-protected, and marked appropriately.

3. Information Disposal

All reasonable precautions are required to protect Ingham County hardware, software, and information from damage, theft, or misuse at alternate work sites.

AWS employees requiring secret or confidential Ingham County information at their homes to do their work must have lockable heavy furniture or safes.

AWS employees must have a shredder to appropriately dispose of printed versions of sensitive information. Shredders that make strips of paper are not acceptable for the disposal of Ingham County's sensitive information. Shredders must make cross-cut confetti or smaller particles.

AWS employees must not throw away Ingham County's sensitive information in wastebaskets or other accessible trash containers. All sensitive information must be shredded or securely retained until the user has access to proper disposal methods.

4. Remote Systems Management

On Ingham County supplied computer hardware, AWS employees must not make any changes to the operating system or install new software. Any changes require ITD technicians on-site or using remote system software.

AWS employees are not allowed to alter Ingham County supplied hardware in any way without prior knowledge and authorization from the Ingham County ITD.

5. System Ownership and Return

Any Ingham County supplied hardware, software, information, or other materials, must be returned when an employee separates from Ingham County; or when requested by the ITD or the employee's supervisor.

Ingham County assumes no risk of loss or damage to supplied hardware, software, information, or other materials required to perform work remotely. Ingham County expressly disclaims any responsibility for loss or damage to persons or property caused by or arising out of the usage of such items.

6. Violations

Any violation of this policy may result in disciplinary action, up to and including termination or prosecution. Ingham County reserves the right to notify law enforcement of any unlawful activity conducted with Ingham County equipment or information.

F. Security Management

Security events commonly occur within an IT environment and require day-to-day management to detect potential problems before becoming cyber incidents. The overall responsibility for managing the security of data and systems rests with the CIO. As part of security procedures, all applications required by law or business necessity shall require an audit trail. Ingham County ITD negating or minimizing any potential or actual security breaches is in the interest of all account holders. Specific personnel get assigned responsibilities for the administration of information security policy so that procedures get implemented and monitored while still guaranteeing that the overall security of Ingham County ITD computing facilities and systems are not compromised.

To that effect, Ingham County ITDD may disable an account without notice, regardless of suspected misuse. Ingham County ITDD decides the nature and period of account suspension.

Mission-critical applications should require additional user authentication and provide intruder lockout after failed login attempts.

Department heads shall review any application with electronic Protected Health Information (ePHI) and the level of security assigned to their employees.

1. Security Breaches

When appropriate, Ingham County ITDD will refer any incident involving a possible breach to State, Federal or International law enforcement for investigation. Ingham County ITDD will give that authority all reasonable assistance requested.

If a security breach occurs and a person or organization external to Ingham County ITDD is a potential victim, Ingham County ITDD will refer details specific to that party.

If a security breach involves facilities strictly internal to Ingham County ITDD, Ingham County ITDD may follow the appropriate Ingham County ITDD disciplinary procedures.

a. Security Incident Reviews

The person who carries out the technical investigation of a security breach shall submit a report to the CIO outlining the following details (where possible):

- The general nature of the security breach.
- The general classification of people involved in the security breach (such as external clients, privileged staff members).
- The computer services involved in the security breach.
- The details of the security breach.
- The impact of the security breach.
- Unrealized potential consequences of the security breach.
- Possible courses of action to prevent a repetition of the security breach.
- Side-effects of those courses of action.

Remedial action should be taken, based on this report, when appropriate.

2. Security Audits

Regular auditing procedures shall be carried out on all computer services to check for policy conformance and to satisfy the requirements of Ingham County ITDD internal and external auditors.

Audit procedures, of any level, may be carried out on any computer system at the discretion of Ingham County ITDD.

In the course of the auditing procedure, Ingham County ITDD may delete or otherwise modify any data on any computer system that promotes an infringement of this policy or the host configuration guidelines covered by the ITD system standards to re-establish system security.

Routine access logs checks get performed to look for unusual events that may indicate security breaches.

3. Disaster Recovery

A disaster recovery plan, which accounts for the risk assessment, Ingham County ITD needs, and vulnerabilities, will be implemented. The disaster recovery plan will get documented and tested periodically.

4. Review and Amendment of Security Policy

This policy shall be reviewed periodically and may get amended as required by the ITD. All former copies of the policy get replaced by a copy of the new, amended policy.

5. Training

The level of security that can be implemented within Ingham County ITD depends to a large extent on the understanding and cooperation of all staff. The key to good security is based on staff awareness and training.

Personnel who have been granted access to computer services have a responsibility for the safekeeping of data within their area of work. Users must be aware of how the security of data can be enhanced.

To assist staff to gain an understanding of how system security can be enhanced it is necessary to:

- Define personnel policies and procedures.
- Provide education and appropriate supervision.
- Ensure an understanding of confidentiality requirements.

A copy of the Ingham County Resource Policy and this Information Security Policy shall be provided to new employees at the time of their new employee orientation. Each employee, on commencement of employment, should be made aware that they must not divulge any information that they may have access to in the normal course of their employment. Staff must also be made aware that they should not seek access to data that is not required as part of their normal duties.

G. Asset Management

Asset management involves receiving, tagging, documenting, and disposing of equipment. Maintaining up-to-date inventory and asset control ensures computer equipment locations and dispositions are known. Non-ITD controlled hardware and software present a substantial risk to the integrity and security of the entire Ingham County network, the devices on it, and the data those devices contain. Lost or stolen assets store sensitive, proprietary data; proper asset management procedures provide documentation that aids in maintenance, recovery, replacement, criminal prosecution, and insurance activities.

This policy provides procedures and protocols that support effective asset management and focuses specifically on electronic devices and software that ITD supports and maintains.

ITD will not be responsible for supporting and maintaining any hardware, equipment, or software purchased outside of the ITD. Any hardware or software purchased without the ITD will not be allowed access to the Ingham County Network or contain any proprietary Ingham County data.

1. Hardware

The following asset classes are subject to tracking and asset tagging (this list is not an exhaustive list and can adapt over time):

- Desktop workstations
- Laptop computers
- Tablet devices
- Printers, copiers, fax machines, and multifunction print devices
- Scanners
- Server equipment
- Network appliances (routers, switches, UPS, storage, etc.)
- PBX, VOIP telephony systems and components
- IP enabled video and security devices

Certain assets like cables, adapters, keyboards, mice, empty USB flash drives, other inexpensive electronics that do not have network access, etc., are generally not tracked.

a. Asset Tracking Requirements

The following procedures and protocols apply to asset management activities:

- All assets must have an asset number assigned and mapped to the device serial number
- An asset tracking database. It includes the purchase and device information as well as:
 - Date of purchase
 - PO number
 - Type of asset
 - Make, model
 - Serial number
 - Location
 - Department
 - User (if applicable)

Before deployment, ITD staff shall assign an Ingham County ID tag to the asset and enter the required information into the database.

b. Asset assignment

Each additional device on the network increases the risk of data loss or intrusion. Therefore, every employee will be allowed one asset unless additional devices are required to complete their work and are expressly authorized by their supervisor and ITD.

c. Data destruction

ITD staff shall determine whether data destruction is required before repurposing an asset. Assets about to be removed from service shall have all data destroyed according to the current data destruction requirements. Data destruction shall be performed by ITD or a 3rd party that adheres to the data destruction protocols required.

2. Software

All materials associated with any computer system, including software and printed materials not in the public domain, must be treated following applicable copyright agreements and restrictions. Such material must be licensed (if required) appropriately and may be obtained only from a legal source. ITD shall maintain an inventory of all licensed software and periodically informs departmental managers of any licensing violations.

ITD shall be involved in all software systems purchases that will interact with Ingham County systems or infrastructure to ensure the compatibility and security of the desired software and that it meets specified County requirements. The installation of software that has not been approved by ITD on Ingham County computers is strictly prohibited.

Users will not use the facilities of any computer system for storing, accessing, or otherwise using any material which in any way infringes a copyright agreement. Users are prohibited from installing personal software on Ingham County computer systems.

End-of-life software should be removed from computers and destroyed.

H. PCI/PII Data Protection Policy

Securing sensitive personal data is paramount in ensuring compliance and protecting against data breaches. It is, therefore, the policy of Ingham County to protect Personally Identifiable Information (PII) and Payment Card Industry (PCI) data. This policy will be in addition to any Local, State, or Federal policies a department already follows. ITD must be involved in the collection, storage, and transport of any PCI/PII data.

1. Storage

Any portable computing device (laptop, phone, etc.) that stores PII or PCI data must have its storage drive(s) encrypted, and login must be password protected. Any transportable storage medium (USB drive, CD, DVD, Blu-ray, etc.) must have all stored data encrypted and password protected. Only Ingham County ITD approved cloud storage solutions can store PCI and PII data. Physically securing paper copies in locking heavy furniture or safes is required. Users cannot store PCI/PII data of any kind, including but not limited to any payment card information, personal user data, website login info, or passwords used to sign in to any online or local services, in any unencrypted file format.

2. Transport & Electronic Transmission

Any medium (paper, USB drive, CD, DVD, Blu-ray, etc.) that requires transport will be done only by authorized personnel. PCI and PII data require encryption in transit. Any email or message that contains PCI or PII data will be encrypted. Transmission over SMS, messaging apps like Facebook, Twitter, Signal, etc., is not allowed. Under no circumstance can PCI and PII data be posted on forums, comment sites, Pastebin, or any other form of data sharing site.

3. Disposal & Destruction

All PCI and PII data require secure erasure from a reusable storage medium (USB drives, portable hard drives, etc.) or computing devices when the data is no longer needed. Physical media such as CDs, DVDs, Blu-rays, etc., must be irrevocably destroyed. Use of a cross-cut shredder is required to destroy paper copies.

APPENDIX A

Computer Virus Prevention and Response

Tips to avoid being infected through email:

1. DO NOT open attachments from anyone, unless it is normal and typical for you to receive this particular type of attachment from the sender and it is not unusual timing.
2. If you are unsure about an attachment, contact the listed sender and verify that they intentionally sent you the file.
3. As a last resort, you can ask ITD to scan the file for viruses. Just call the helpdesk (676-7385)

Please understand that, like a flu vaccine, there is no 100% effective method for preventing virus infections. Any questions that you might have can be answered by calling the ITD helpdesk at 676-7385.

Remember, the single most important step that you can take to prevent virus infections is: **DO NOT open attachments from anyone, unless it is normal and typical for you to receive this particular type of attachment from the sender and it is not unusual timing.**

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: July 6, 2022
SUBJECT: Resolution to Approve \$1.5 Million of Housing Trust Fund Dollars for the Walter French Residential Renovation

For the meeting agendas of July 19 and 20

BACKGROUND

The County Commissioners funded the Ingham County Housing Trust Fund with \$9 million in American Rescue Plan (ARP) funds through Resolution #22-211. At the June 14th Housing Trust Fund Committee, the Committee voted unanimously to support \$1.5 million in Housing Trust Fund dollars to go toward the Walter French Residential Renovation, which is a Capital Area Housing Partnership (CAHP) project.

The Walter French Academy was built in 1925 to serve as an elementary/junior high school for the Lansing School District and closed in 1981. In 1996, it reopened as the Walter French Academy of Business & Technology Charter School but lost Central Michigan University sponsorship in 2006 and closed.

In 2010, the building was added to the National Register of Historic Places, and in 2017 the potential developer, Eyde, donated the property to CAHP after a permit to demolish the building was denied by the City of Lansing.

CAHP has secured the majority of the funding for the \$31,747,281 redevelopment of the Walter French project which would yield 76 affording housing units (60% Area Median Income [AMI]) with set aside units designed to include supportive services for certain residents and 26,300 square feet of commercial and community spaces located in the existing gyms, locker rooms, and auditorium. The funding includes Low Income Housing Tax Credits, Housing Tax Credits, Michigan State Housing Development Authority (MSHDA) funding, City of Lansing funding, Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) grant funding, and other sources. The current gap funding need is \$1,772,846.

The requested \$1.5 million in Housing Trust Fund dollars would cover the majority of the funding gap.

ALTERNATIVES

Do not approve the funding and require CAHP to find the gap funding elsewhere.

FINANCIAL IMPACT

\$1.5 million funding would come from the \$9 million ARP allocation to the Housing Trust Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE \$1.5 MILLION OF HOUSING TRUST FUND DOLLARS FOR THE
WALTER FRENCH RESIDENTIAL RENOVATION**

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, allocated \$9 million in American Rescue Plan funds for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, one of the purposes identified by the Board of Commissioners in that allocation is to “create partnerships to construct energy-efficient, affordable housing options including: medium-density housing, such as row houses and small apartment buildings, single-family homes, and duplexes”; and

WHEREAS, the Capital Area Housing Partnership (CAHP) has acquired the former Walter French Academy building and has developed plans to renovate the building for a mix of commercial, office, community, and residential purposes; and

WHEREAS, CAHP’s plans include 76 affordable housing units, many of which will be set aside for particularly vulnerable residents at risk of homelessness; and

WHEREAS, CAHP is joined in this project by a wide variety of community partners, including the City of Lansing, Community Mental Health, Sparrow Health, the REO Town Commercial Association, and the Baker/Donora Neighborhood Association; and

WHEREAS, CAHP has secured all but \$1,772,846 of the funding for the \$31,747,281 project including Low-Income Housing Tax Credits, Housing Tax Credits, Michigan State Housing Development Authority (MSHDA) funding, City of Lansing funding, Michigan Economic Development Corporation (MEDC) Revitalization and Placemaking (RAP) grant funding, and other sources; and

WHEREAS, at the June 14, 2022 Housing Trust Fund Committee, the Committee voted unanimously to request \$1.5 million in Housing Trust Fund dollars to go toward the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves \$1,500,000 of Housing Trust Fund dollars to help construct the 76 housing units planned by CAHP for the Walter French renovation.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: July 6, 2022
SUBJECT: Resolution to Approve an Agreement with ICMA TV to Feature Ingham County as a Featured County for the 2022 ICMA Annual Conference
 For the meeting agendas of July 19 and 20

BACKGROUND

The International City/County Management Association (ICMA) highlights municipalities for its annual conference which is in Columbus, OH September 17-21 this year. ICMA has reached out to us to ask if we would be interested in being a featured municipality this year which would include a five-minute documentary video that will be shown on a loop at the annual conference and available on YouTube as well as a 15-second social media piece. ICMA TV would film and produce the spot based on the areas we would like to highlight. The cost for the production is \$24,300 which would include up to two hours of content that we will own and can use for marketing initiatives.

ICMA TV is interested in focusing on the County’s use of ARP dollars, and Lansing’s challenges with re-imagining downtown. To that end, we did discuss sharing the cost with Greater Lansing Convention and Visitor’s Bureau (GLCVB) and the City of Lansing and have gotten a commitment from GLCVB Executive Director Julie Pinkston to fund a portion of the project. We have not heard back from Lansing but will continue to pursue any interest they may have in the project.

ALTERNATIVES

Thank them for the interest, but pass on it.

FINANCIAL IMPACT

The 2022 Contingency Fund has a non-committed balance of \$17,892. See below:

Adopted Contingency Amount	\$355,142
Resolution #21-579: Additional Community Agency Funding	(23,050)
Resolution #21-621: Funding for Consultant Jail Medical	(58,100)
Resolution #22-073: Funding for Certificate of Management	(31,900)
Resolution #22-075: Funding for Contract with Bureau Veritas for Energy Audit	(64,000)
Resolution #22-121: Funding for Contract with Resolution Services Center for Small Claims	(13,000)
Resolution #22-258: Funding for Cultural Diversity, Equity, & Inclusion Committee	(15,000)
Resolution #22-231: Funding for Jail Medical Consultants	(75,000)
Resolution #22-282: Funding for Strategic Planning	(57,200)
Current Contingency Amount	\$17,892

Two budgeted expenditures, R21- 621 - \$58,100 and R22-231 - \$75,000 are Jail Medical related expenditures and we recommend a budget transfer of these \$133,100 expenses to Prison Medical, line item 10160100-803100-02990 which has a balance of \$370,000 with no year-to-date expenditures. This would leave a balance of \$126,692 in Contingency after the \$24,300 ICMA TV expenditure and a balance of \$236,900 in Prison Medical.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH ICMA TV TO FEATURE INGHAM COUNTY AS A FEATURED COUNTY FOR THE 2022 ICMA ANNUAL CONFERENCE

WHEREAS, the International City/County Management Association (ICMA) Annual Conference is the world's largest gathering of local government management professionals and brings this community together for unparalleled leadership and professional development, networking, and best-in-class programming; and

WHEREAS, the 2022 ICMA Annual Conference will be held in Columbus, OH September 17-21, 2022; and

WHEREAS, ICMA TV annually highlights select counties and cities that are at the cutting-edge of county administration and offer them a unique opportunity to profile their key developments, initiatives, and best practices in the form of a five-minute documentary featured at the Annual Conference; and

WHEREAS, Ingham County has been selected as a featured county for the 2022 ICMA Annual Conference with a filming and production fee of \$24,300 which includes the five-minute documentary piece which will be available at the conference and on YouTube, a 15-second social media blast, and up to two hours of content that the County will own, which could be used for other marketing initiatives; and

WHEREAS, the Greater Lansing Convention and Visitors Bureau (GLCVB) has expressed a willingness to participate in the funding for the project; and

WHEREAS, the Contingency Fund balance of \$17,892 is not sufficient to cover the \$24,300 cost of this project; and

WHEREAS, two Contingency Fund expenditures relating to Jail Medical in the amount of \$133,100 may be funded by Jail Medical attrition thereby increasing the Contingency Fund balance to \$150,992.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an agreement with ICMA TV for \$24,300 from the Contingency Fund for the filming and production of Ingham County as a featured county for the ICMA Annual Conference.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves a budget amendment to transfer \$133,100 from Jail Medical attrition savings to the Contingency account.

BE IT FURTHER RESOLVED, that any participating funds received from GLCVB will be deposited in the Contingency Fund.

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

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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CONGRATULATING HARRY'S PLACE
ON THE EVENT OF THEIR 100TH ANNIVERSARY**

WHEREAS, Harry Andros, a Greek immigrant, first opened the Star Cafe in 1922 on Verlinden Street in Lansing, Michigan across the road from the Durant Motors factory; and

WHEREAS, the Star Cafe was named for one of the three signature Durant automobile brands, the restaurant was renamed to Harry's Place in 1934 following the halt in operations at the Verlinden factory site; and

WHEREAS, Harry's Place would serve the autoworkers of GM's Fisher Body division from 1935 until the plant's closing in 2005; and

WHEREAS, Art Arvanites, nephew of Harry Andros by marriage, bought and ran the business in 1965 until 2006 when his daughter Harea Bates and her family took over operations; and

WHEREAS, Harry's Place has become an unofficial gathering place for residents of the Westside Neighborhood, hosting events such as Westside Wednesdays, an impromptu celebration of Marriage Equality, and many other life events and milestones; and

WHEREAS, many local charities and school sports teams are graciously hosted by Harry's for their fund raising events; and

WHEREAS, in 2014 Harry's Place made MLive's list of Top Ten of Best Neighborhood Bars out of more than forty establishments considered for the title state-wide; and

WHEREAS, the official celebration of Harry's Place 100th Anniversary will be held on July 30th, 2022; and

WHEREAS, Harry's Place truly lives up to its motto: "Come in as a customer, leave as a friend."

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Harry's Place on the event of their 100th Anniversary and extends its sincere appreciation to their ongoing commitment to the community.

BE IT FURTHER RESOLVED, that the Board wishes them continued success for their business and in their future endeavors.

RESOLUTION NO: 2022-06-069
LIVINGSTON COUNTY DATE: June 13, 2022

Resolution Optimizing Election Integrity as it Pertains to the Acceptance of Unregulated Private Monies for Funding Elections – Board of Commissioners

WHEREAS, Livingston County through the Board of Commissioners has the authority to accept or reject a proposed donation/grant to the County in the form of cash, personal property, and real property; and

WHEREAS, funding and managing elections has always been a government function, not a private one, and for good reason. Private organizations are not subject to the laws for public employees and institutions — they are not required to hold public hearings, cannot be monitored via open-records requests and other mechanisms of administrative and financial transparency, are not subject to the normal checks and balances of the governmental process, and are not accountable to citizens if the public disapproves of their actions; and

WHEREAS, while Livingston County did not accept private funding, considering election irregularities across our nation, it is appropriate to implement a new County policy to eliminate any future possibility of private monies being used to skew elections in our County.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners affirms that funding and managing elections is a government function, not a private one.

BE IT FURTHER RESOLVED that prior to acceptance or any other action including provision of a donation/grant receipt, County Departments shall submit any proposed donation/grant of cash or personal or real property for use in, or purposes of funding and managing elections to the Board of Commissioners for consideration of whether such donation/grant shall be accepted or rejected by Livingston County. Proposed donations/grants requiring Board of Commissioner approval will be first submitted to the Finance and Asset Management Committee, and if approved by the Finance and Asset Management Committee, shall be placed on the agenda for full Board of Commissioners consideration.

BE IT FURTHER RESOLVED that it is position of the Livingston County Board of Commissioners that the Board of Commissioners shall not approve or accept the donations/grants of private monies or personal or real property to the County for use in or purposes of funding and managing elections.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners support a permanent source of state funding to directly support the local administration of elections.

RESOLUTION

NO: 2022-06-069

LIVINGSTON COUNTY

DATE: June 13, 2022

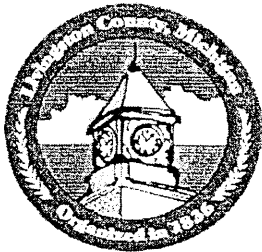
BE IT FURTHER RESOLVED that the Livingston County Board of Commissioners directs the County Clerk to send a copy of this resolution to all Michigan counties and our State Representatives, State Senator, and Members of Congress.

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MOVED:	B. Plank		
SECONDED:	D. Helzerman		
CARRIED:	8-0-1		

STATE OF MICHIGAN)
) §
COUNTY OF LIVINGSTON)

I, ELIZABETH HUNDLEY, the duly qualified and acting Clerk of Livingston County, Michigan do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the County Board of Commissioners at a regular meeting on the 13th day of June 2022, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereto affixed by official signature on this 20th day of June 2022, A. D.



Elizabeth Hundley
ELIZABETH HUNDLEY, LIVINGSTON COUNTY CLERK



BOARD OF COUNTY COMMISSIONERS

Gogebic County

200 N. Moore St.

Bessemer, Michigan 49911

GOGEBIC COUNTY BOARD OF COMMISSIONERS RESOLUTION IN OPPOSITION TO THE PROPOSED WAGNER-PEYSER ACT RULE CHANGE – RESOLUTION #2022- 8

Whereas, the US Department of Labor (USDOL) has published a Notice of Proposed Rulemaking on Wagner-Peyser Act Staffing (Docket No. ETA-2022-0003) which would require States, with no exceptions, to use State merit staff to provide Wagner-Peyser Act Employment Service (ES) services, and,

Whereas, the proposal would reverse current federal policy that allows States maximum flexibility in staffing to provide ES services, and,

Whereas, current federal policy has allowed the State of Michigan to use local merit staff employees to deliver ES services through the local network of Michigan Works! Agencies to over 86,000 job seekers in 2021, and,

Whereas, a 1998 settlement agreement (*Michigan v Herman*) has allowed the State of Michigan to use local merit staff employees to deliver ES services through the local network of Michigan Works! Agencies to over 86,000 job seekers in 2021, and,

Whereas, our primary concern is the negative impacts of this proposal to Michiganders and the primary customers of the workforce development system - both job seekers and employers, and,

Whereas, a key benefit to greater staffing flexibility is strong local strategic relationships with businesses, higher education, nonprofits, childcare, elementary and secondary education, adult education providers, and other partners which allows for more efficient customer service to connect job seekers with in-demand jobs and training opportunities and facilitates a pipeline for those students to local employers, and,

Whereas, Southeast Michigan Community Alliance Workforce Development Board, comprised of business, labor and community leaders, is currently responsible for the effective and efficient delivery of six Michigan Works American Job Centers in Wayne County using 52 ES local staff, and this rule would take away local control of Employment Services, and

Whereas, with this required staffing model, staff and service reductions are inevitable as services currently provided by over 400 Michigan Works! staff would be reduced to approximately 100 State of Michigan staff, resulting in significantly longer wait times for job seekers and delays in services for the 32,000 businesses served annually, and,

District 1	District 2	District 3	District 4	District 5	District 6	District 7
Dan Siirila	Tom Laabs	Jim Byrns Vice Chair	Jim Lorensen Chair	Joe Bonovetz	Bob Orlich	George Peterson III

Whereas, this change would risk potential loss of several of the 99 full and satellite Michigan Works! American Job Centers across the state, and would negatively impact our constituents by decreased assistance filling job openings, reduction and elimination of job fairs, cutting of industry- led collaboratives, and decreased or no access to job training programs, and,

Whereas, limiting ES staffing to State staff, would eliminate the advantage of the streamlined current staffing model in Michigan which leverages other program funding from WIOA Title II Adult Education, SNAP, TANF, TAA, and others to supplement the Wagner-Peyser state allocation, and

THEREFORE, BE IT RESOLVED that the County of Gogebic, hereby urges the USDOL to abandon this proposed rule change, and urges Michigan Governor Gretchen Whitmer and the Michigan Congressional Delegation to support local control by the Workforce Development Boards and oppose this rule and notify the USDOL Secretary that it would have an adverse impact on the Michigan "One Stop" workforce development system,

BE IT FURTHER RESOLVED that a copy of this resolution be sent to the U.S. Employment and Training Administration/U.S. Department of Labor, Governor Whitmer, our U.S. Legislators and State Legislators.

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NAYS:

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ABSENT: 2



JAMES A. LORENSON

Chairman

District 1	District 2	District 3	District 4	District 5	District 6	District 7
Dan Siirila	Tom Laabs	Jim Byrns Vice Chair	Jim Lorensen Chair	Joe Bonovetz	Bob Orlich	George Peterson III

STATE OF MICHIGAN)

) SS

COUNTY OF GOGEBIC)

I, Ramona L. Collins, Clerk of the County of Gogebic, and the Gogebic County Board of Commissioners, do hereby certify that the foregoing is a true and correct copy of the resolution adopted by the Board at a regular meeting on June 22, 2022.

In witness whereof I have hereunto set my hand and affixed the Seal of the County of Gogebic, on this 23rd day of June, 2022 at Bessemer, Michigan.



Ramona L. Collins

District 1	District 2	District 3	District 4	District 5	District 6	District 7
Dan Siirila	Tom Laabs	Jim Byrns Vice Chair	Jim Lorensen Chair	Joe Bonovetz	Bob Orlich	George Peterson III