

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, OCTOBER 4, 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 [September 20, 2022 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Potter Park Zoo – Notice of Emergency Purchase Order for [Tiger Den Water Line Repair](#)
2. Register of Deeds Office
  - a. Resolution to Authorize the Purchase of [ScanPro 3000 Digital Microfilm Reader](#)
  - b. Resolution to Extend the Agreement for the Records Management Software with [Fidlar Technologies](#)
3. Facilities Department – Notice of Emergency Purchase Order for [Youth Center Metal Detector](#)
4. Human Resources Department
  - a. Resolution to Accept the Recommendation of the Ingham County [Health Care Coalition](#) for Employee Benefits for 2023 and Authorizing Letters of Agreement with Bargaining Units
  - b. Resolution to Waive the Public Act 152 [Health Care Requirements](#) for 2023
  - c. Resolution to Approve [UAW TOPS Unit Reclassification Requests](#)
  - b. Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (*Closed Session*)
5. Board of Commissioners Office – Resolution Entering into an Agreement with [Granicus](#) for a FOIA Management Program

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE  
September 20, 2022  
Draft Minutes

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

Members Absent: Naeyaert.

Others Present: Clerk Barb Byrum, Treasurer Alan Fox, Rick Terrill, Drew Archibald, Becky Bennett, Sue Graham, Gregg Todd, Kylie Rhoades, Madison Hughes, 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 August 30, 2022 Minutes

CHAIRPERSON SEBOLT STATED, WITHOUT OBJECTION, THE MINUTES OF THE AUGUST 30, 2022 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN. Absent: Commissioner Naeyaert.

Additions to the Agenda

11. Board of Commissioners Office

- b. Resolution to Provide Funding to Meridian Township to Hire a Crossing Guard for the Okemos Public Montessori School Impacted by the Okemos Road Construction

Removed –

10. Human Resources Department

- b. Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (*Closed Session*)

Limited Public Comment

Rick Terrill, Ingham County Facilities Director, introduced the County Services Committee to Drew Archibald, Ingham County Facilities Project Manager.

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

- 2. Treasurer – Authorization to Start New Employee Above Step 2

3. Circuit Court – Family Division – Notice of Emergency Agreement with Rite of Passage – Safe Passage for Residential Placement
4. Financial Services Department – Resolution to Approve the Reorganization of Financial Services Department
5. Innovation and Technology Department
  - a. Notice of Emergency Purchase Order to Obtain For the Record (FTR) Software for Circuit Court Annex
  - c. Resolution to Approve Renewal of PACC/PAAM Licensing and Support
  - d. Resolution to Approve the Renewal of DarkTrace
6. Potter Park Zoo – Resolution to Authorize Converting Position #692030 from .5 FTE Level 300 to 1.0 FTE Level I
7. Health Department
  - a. Resolution to Authorize an Increase of Position #601181 (Dentist) from 0.5 FTE to 0.75 FTE
  - b. Resolution to Convert WIC Health Program Assistant Position to Community Health Representative II Position
8. Facilities Department
  - a. Resolution to Authorize a Purchase Order to Hopkins Mechanical Services, LLC., for Repairs to the Hydronic Heating System at the Hilliard Building
  - b. Resolution to Authorize a Purchase Order to Myers Plumbing & Heating Inc., to Rebuild the Boiler Pump and Valve Replacement at the Human Services Building
  - c. Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Cafeteria Flooring at the Ingham County Family Center
  - d. Resolution to Authorize a Purchase Order for Probate Court First Floor Offices Carpet Replacement at the Veterans Memorial Courthouse
  - e. Resolution to Authorize a Purchase Order for the Replacement Tractor at the Veterans Memorial Courthouse and Grady Porter Building
9. Road Department – Resolution to Authorize a Second-Party Agreement with the Michigan Department of Transportation and a Third-Party Agreement with Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1 Project
10. Human Resources Department
  - a. Resolution to Approve Modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual
11. Board of Commissioners Office
  - a. Resolution to Amend the Board Rules to Reschedule a Meeting of the Ingham County Board of Commissioners

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

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

1. Clerk's Office – Resolution to Create a Deputy Elections Director Position in the Clerk's Office

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

Commissioner Grebner stated that he intended to vote in favor of the resolution but wanted clarification on why the position had not been included in the Controller's Recommended Budget.

Gregg Todd, Controller, stated that the request for the position had been received after the Controller's Recommended Budget had been taken to the Committees.

Commissioner Grebner asked for clarification on when the request was made.

Clerk Barb Byrum, Ingham County Clerk, stated that the memo had been sent on August 23, 2022.

Commissioner Grebner stated that the Board of Commissioners would have previously fought back and questioned why the request for the new position had not been included in the Controller's Recommended Budget.

Mr. Todd stated that he fully supported the position, and that it would have been easier if the position had been included in the 2023 budget process.

Commissioner Grebner asked if the funding for the position came from the Contingency Fund.

Mr. Todd stated that they would utilize the General Fund to the extent possible. He further stated that throughout the course of the year, there would be changes in the budget and it would all balance out.

Commissioner Grebner stated that there always tended to be an overage. He further stated that he at least hoped that Mr. Todd scowled at Department Heads when they submitted late requests.

Mr. Todd stated that he scowled at most, but never at Clerk Byrum.

Commissioner Grebner stated that he did not want departments to believe that it was proper practice to submit position requests after the Controller's Recommended Budget.

Mr. Todd stated that the concern was understood, and that he would not have done so for a typical position. He further stated that it was a unique position.

Commissioner Celentino stated that he believed the reason that the position had not been included in the 2023 Budget was due to Clerk Byrum being proactive, and needing the position filled before January 2023.

Clerk Byrum stated that Commissioner Celentino was correct, and that her Office had seen a significant increase in demand. She further stated that individuals have been keeping her Staff on the phone for 45 minutes to discuss previous elections.

Clerk Byrum stated that the number of Freedom of Information Act (FOIA) requests had also increased, which required her to work closely with the County Attorney and the FOIA Coordinator, Director Becky Bennett. She further stated that individuals could not view the election system and in order to obtain the information she had to work with the County Attorney and the Secretary of State to ensure that the information provided for FOIA requests does not expose an individual's vote.

Clerk Byrum stated that Ingham County anticipated a high turnout for the Midterm election, and that it would be a perfect time to introduce an individual to a high turnout election rather than the next Presidential Election. She further stated that there was anticipation that the Statewide proposal would pass, and her Office was working to prepare the local clerks if they wanted to contract with Ingham County for the nine day early voting period.

Clerk Byrum stated that her Office has been more involved with the local clerks, and that it would behoove Ingham County if her Office could provide additional training and resources. She further stated that there were additional legislative proposals that would increase the duties of the County Clerks, including updating voter registrations and training challengers.

Clerk Byrum stated that elections were deemed critical infrastructure years ago. She further noted that September 20, 2022 was National Voter Registration Day, and encouraged those present to check their registration and encourage others to vote.

Commissioner Stivers stated that the addition of the position sounded of the utmost urgency. She further asked for clarification on how quickly the position was expected to be filled.

Clerk Byrum stated that she knew Meridian Township recently received few applications for their Deputy Clerk position. She further stated that she was hopeful that the position would be filled as soon as possible.

Clerk Byrum stated that the ballots had begun to arrive to the local clerks.

Commissioner Stivers asked if Clerk Byrum felt that the salary was competitive enough to attract the right kind of talent.

Clerk Byrum stated that she believed that the salary was good. She further stated that most individuals do not work election administration for the high pay.

Commissioner Grebner stated that he believed that the whole election world had recently become a focus of many National concerns. He further stated that he was certain that the ballot proposal would pass, and that election law would be very different.

Commissioner Grebner stated that he did not believe that there would be a significant increase in voter turnout when compared to the 2018 numbers. He further stated that he expected other city and township municipalities would shed their work and give it to the counties.

Commissioner Grebner stated that the local city and townships should not be running the elections. He further asked how Clerk Byrum expected the position to be much use for the November Election, as it would take time to post the position and hire.

Clerk Byrum stated that the position was Managerial Confidential, which meant that the position was not required to be posted for two weeks.

Commissioner Grebner stated that it would be mid-October by time an individual gave their two weeks notice to their current employer.

Clerk Byrum stated that the November election was 49 days out, and that there was a lot of work to be done in her Office.

Commissioner Grebner stated that when posting the position, Clerk Byrum should look into a former Meridian Township and Windsor Township Clerk.

Clerk Byrum stated that she appreciated Commissioner Grebner's input.

Chairperson Sebolt stated that the County Services Committee wanted to make sure that the elections were secure and ran smoothly.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

5. Innovation and Technology Department

- b. Resolution to Approve the Purchase of Consulting Hours from Sentinel to Help Implement Microsoft Teams

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

Commissioner Celentino stated that he has not had a positive experience with Microsoft Teams. He further asked why Ingham County had not considered Zoom.

Mr. Todd stated that Zoom was still an option, and that departments could continue to use Zoom. He further stated that Microsoft Teams was part of the Office 365 group that had been purchased, and that it was a more interactive way for departments to work together.

Mr. Todd stated that the resolution was to ensure that they were well-trained on the system to be a resource.

Commissioner Celentino asked if Microsoft Teams was in use already.

Mr. Todd stated that there were a few departments that used Microsoft Teams already.

Commissioner Celentino asked if anyone had provided feedback on the system.

Mr. Todd stated that he had not received any feedback about the system.

Commissioner Maiville stated that his workplace used Microsoft Teams, and that the system worked well. He further stated that the chat function did provide for interruptions throughout the day.

THE MOTION CARRIED. **Yeas:** Grebner, Maiville, Peña, Stivers, Sebolt  
**Nays:** Celentino **Absent:** Naeyaert

11. Board of Commissioners Office

- b. Resolution to Provide Funding to Meridian Township to Hire a Crossing Guard for the Okemos Public Montessori School Impacted by the Okemos Road Construction

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

Commissioner Maiville asked for clarification on why the funds came from the County's Contingency Fund and not from the Road Department's Contingency Fund.

Mr. Todd stated that he had spoken with Kelly Jones, Ingham County Road Department Managing Director, and she indicated that the Contingency Fund had been depleted. He further stated that there had been a change made to replace a plastic drain.

Mr. Todd stated that he had offered for the funds to come from Ingham County's Contingency Fund.

Commissioner Maiville asked if the Drain Commissioner's Contingency Fund had been expended as well.

Mr. Todd stated that from his understanding the project had only included the Road Department, and that they had offered to make the repairs to the existing drain while in the process. He further stated that in the process of the good deed, they spent more.

Commissioner Maiville stated that he would support the resolution in the end. He further stated that the township in which he lived had come before the Board of Commissioners previously over a hardship following a bridge project and had been turned down.



Commissioner Peña stated that the Okemos and Grand River Road project was ongoing, and that Okemos Road was completely closed to Mount Hope Road. He further stated that it would be an opportune time to complete such embellishments.

Commissioner Stivers stated that there was a lot of animosity in Meridian Township towards the road projects. She further stated that she strongly encouraged the County Services Committee to support the resolution, as the intersection was potentially dangerous for students.

Commissioner Grebner stated that the Road Department was not limited to the funds available to the predicted project. He further stated that the Road Department could continue to spend the funds for the project and cut something else out.

Commissioner Grebner stated that the question was if the Road Department was as valuable to Ingham County as much as the General Fund. He further stated that in the past the Board of Commissioners had felt that any amount spent on the Road Department was money saved.

Commissioner Grebner stated that a decision had been made by someone who did not have the technical knowledge to make it, which raised the cost of the project and raised the project by six figures. He further stated that the whole project had been redesigned around the concrete pipes.

Commissioner Stivers stated that the Road Department had experienced a difficult summer with ruptured pipes and poor weather conditions. She further stated that she believed Director Jones and the need for funds.

Commissioner Maiville stated that from what had been described, it did not sound like there was an option for the funds to come from the Road Department's budget.

Chairperson Sebolt stated that the Road Department had come to the Board of Commissioners and stated that they were low on funds. He further stated that as a reminder, the gas tax was cents per gallon and not a percentage of sales.

Chairperson Sebolt stated that he believed it was a wise use of funds that provided safety and allowed for the Road Department's existing funds to address additional potholes.

Commissioner Grebner stated that the Board of Commissioners could direct that the funds came from the Road Department. He further stated that the Road Department could do less work and delay projects.

Commissioner Grebner stated that the Road Department had funds available and that there was liquidity. He further stated that it was only \$13,000 and not enough to fuss over.

Commissioner Stivers stated that the attitude expressed by Commissioner Grebner was what created the crumbling infrastructure. She further stated that the Road Department needed greater funding and more priority, to avoid greater infrastructure disasters.

Commissioner Maiville stated that if the responsibility was pushed onto the Road Department, it would mean that more potholes and projects would not be fixed. He further stated that he was in support of the resolution.

Commissioner Grebner stated that the decision to squander a couple hundred thousand dollars in the project was a bad idea. He further stated that twenty times the amount had been squandered, by a foolish decision on an engineering basis, which had been made based on the opinion of an official who was not qualified to impose.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

#### Announcements

Commissioner Peña stated that the citizens were very appreciative of the completion of Kalamazoo Street project. He further stated that it was a stellar project, and expressed his thanks to the Road Department.

Commissioner Peña stated that the City of Lansing had participated in a very complex project that included many phone lines and underground sanitation separation. He further encouraged those present to stop by Bake N' Cakes and admire the completed project.

Commissioner Stivers expressed her thanks to Kelly Jones and the Road Department. She further stated that intersection of Haslett and Park Lake Road was recently finished, and now included smooth pavement and turn lanes to get to Costco.

#### Public Comment

None.

#### Adjournment

The meeting was adjourned at 7:00 p.m.

**OCTOBER 4, 2022 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

***1a. Potter Park Zoo – Notice of Emergency Purchase Order for Tiger Den Water Line Repair***

This Emergency PO is for a water main repair at the Zoo that provides water to the Tiger Den, public bathrooms, and maintenance service building. Total cost was \$5,591.53, with funds available in the Zoo Budget.

See memo for details.

***2a. Register of Deeds Office – Resolution to Authorize the Purchase of ScanPro 3000 Digital Microfilm Reader***

This resolution authorizes the purchase of a new ScanPro 3000 digital microfilm reader for the Register of Deeds Office. They currently have two, one of which has not worked in five years.

Cost for a new ScanPro 3000 is \$10,265; they are getting \$1,000 on trade-in for both existing units for a total cost of \$9,265. Funding is available in the Register of Deeds Automation/Technology Fund.

See memo for details.

***2b. Register of Deeds Office – Resolution to Extend the Agreement for the Records Management Software with Fidlar Technologies***

This resolution extends the existing agreement with Fidlar Technologies for records management software. The agreement extension will be effective from September 1, 2022 through August 31, 2025.

Funding will come from the Register of Deeds Automation Fund.

2022-2025 Annual LifeCycle Payment (AVID)	\$91,560/year
2022-2025 Direct Search – county website index search portal	\$6,000/year

See memo for details.

***3. Facilities Department – Notice of Emergency Purchase Order for Youth Center Metal Detector***

This Emergency PO is for the metal detector at the Ingham County Youth Center, which has failed and is no longer able to be repaired. Due to the safety concerns, an emergency purchase order was issued to RSD Security Scanners in the amount of \$3,662.79 for the new metal detector.

See memo for details.

**4a. Human Resources Department – Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2023 and Authorizing Letters of Agreement with Bargaining Units**

This resolution approves the recommended changes to the 2023 healthcare benefits based on the Health Care Coalition’s recommendations, which include:

- No change to base plan with slight increases to PHP High and Standard Plans
- Increase in HSA contributions to \$750 single/\$1,500 2-person/family
- Increase in waiver or +/--\$30 per group (full family, two-person, single)
- Upgraded vision plan to VSP Enhanced Plan (lowers co-pay on lens enhancements)
- Removal of six-month waiting period for newly hired employees to have vision and dental plan coverage

See memo for details.

**4b. Human Resources Department – Resolution to Waive the Public Act 152 Health Care Requirements for 2023**

This resolution waives the County from complying with Public Health Act 152, which requires the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps). The County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost. The uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements.

See memo for details.

**4c. Human Resources Department – Resolution to Approve UAW TOPS Unit Reclassification Requests**

This resolution approves the UAW TOPS unit reclassification requests per the following:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130053	Pretrial Services Bindover Specialist – Cir. Ct.	Move from UAW D to UAW J
142054	Court Records Coordinator	Move from UAW G to UAW H
142033	Enforcement Specialist – FOC	Move from UAW G to UAW I
142030	Enforcement Specialist – FOC	Move from UAW G to UAW I
142043	Enforcement Specialist – FOC	Move from UAW G to UAW I
142036	Enforcement Specialist – FOC	Move from UAW G to UAW I
142038	Enforcement Specialist – FOC	Move from UAW G to UAW I
142031	Enforcement Specialist – FOC	Move from UAW G to UAW I
142040	Enforcement Specialist – FOC	Move from UAW G to UAW I
142034	Enforcement Specialist – FOC	Move from UAW G to UAW I
142037	Enforcement Specialist – FOC	Move from UAW G to UAW I
601179	Dental Assistant	Move from UAW D to UAW G
601172	Dental Assistant	Move from UAW D to UAW G
601171	Dental Assistant	Move from UAW D to UAW G
601180	Dental Assistant	Move from UAW D to UAW G
601182	Dental Assistant	Move from UAW D to UAW G

601060

Program Spec. to Program Coordinator  
reclass in #21 – 518 omitted title change)

Title Change Only (previously approved

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

<u>Position Title</u>	<u>2022 Current Grade, Step 5</u>	<u>2022 Proposed Grade, Step 5</u>	<u>Difference</u>
Pre-Tr. Svc. Bindover Spec.	UAW D: 43,194.87	UAW J: 61,041.63	17,846.76
Ct. Records Coord.	UAW G: 51,501.53	UAW H: 54,513.63	3,012.10
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
<b>TOTAL:</b>			<b>109,718.91</b>

See memo for details.

**5. Board Office– Resolution Entering into an Agreement with Granicus for a FOIA Management Program**

This resolution approves an agreement with Granicus (formerly WebQA) for a three-year agreement for a web-based FOIA management program.

Funding for the following costs will be through the Board of Commissioners budget:

- 2022 Contract Amount \$21,382
- 2023 Contract Amount \$22,879
- 2024 Contract Amount \$24,480
- 2025 Contract Amount \$26,194

**ADDITION ITEMS:**

**4d. Human Resources Department – Negotiation Session Connected with the Negotiation of a Collective Bargaining Agreement as Requested by the Employer Pursuant to MCL 15.268 (1)(c) (Closed Session)**

**Agenda Item 1**

TO: County Services Committee  
FROM: Cynthia Wagner, Potter Park Zoo Director  
DATE: September 20, 2022  
SUBJECT: Emergency Purchase Order: Tiger Den Water Line Repair

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services and Finance Committees.

A water main which provides water service to the Tiger Den broke under the roadway in Potter Park. Myers Plumbing excavated and made repairs to the line on August 17, 2022, restoring water to the Tiger Den, which includes public bathrooms and the maintenance service building.

The total cost for repair of the water line was \$5,591.53.

Funds for this repair are available in Zoo Budget Line Item #25869200 931000 30000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Cynthia Wagner  
Potter Park Zoo Director

TO: County Services and Finance Committees

FROM: Derrick Quinney, Register of Deeds

DATE: September 15, 2022

SUBJECT: Resolution to Authorize the Purchase of ScanPro 3000 Digital Microfilm Reader

For the meeting agendas of October 4, 2022 & October 5, 2022

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**BACKGROUND**

As custodian of all of the County’s land records, the Ingham County Register of Deeds Office is statutorily required to provide proper space and equipment for the inspection and reproduction of all recorded documents. While all documents recorded between 1960 and today are available digitally, all documents recorded prior to 1960 can only be reproduced from microfilm rolls and microfiche. The Office is currently in possession of two (2) ProScan 2000 readers that were purchased in 2009. One (1) reader does not work and has not been used in at least five (5) years. The other reader is used frequently, no longer provides clean reproductions of requested documents found on microfilm and fiche, and has damaged and scratched film. It is important to note, the State Archives only recognizes microfilm for permanent, long-term storage.

**ALTERNATIVES**

Denying or non-approval of the resolution request could place the Register of Deeds Office in violation of its statutory requirement to provide proper equipment for the view and reproduction of the non-digitized documents. This could also delay the issuance of title insurance policies for the sale of properties in the County, as well as delay construction projects. Many entities rely on being able to obtain the vital information found in the Office.

**FINANCIAL IMPACT**

ScanPro 3000 Digital Microfilm Scanner/Reader	\$10,265
<i>Trade-in Allowance for two (2) ScanPro 2000 machines</i>	<u>-1,000</u>
<b>Total Investment</b>	<b>\$9,265</b>

The funding for the project will come from the Register of Deeds Automation/Technology Fund 25626800-616010.

**OTHER CONSIDERATIONS**

Approving the purchase of this equipment will allow the Register of Deeds Office to continue to fulfill its statutory responsibility to provide clear images of documents found on microfilm and fiche, as well as help prevent extensive damage to regularly used microfilm and fiche.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
SCANPRO 3000 DIGITAL MICROFILM READER**

WHEREAS, the Register of Deeds Office is the custodian of the County's land records; and

WHEREAS, the Register of Deeds Office is statutorily required to provide proper space and equipment for the inspection and reproduction of all recorded documents; and

WHEREAS, all documents recorded prior to 1960 are not available digitally, and thus are only able to be viewed and reproduced from microfilm or microfiche; and

WHEREAS, the current microfilm reader had been purchased in 2009, has damaged and scratched film; and

WHEREAS, the readers being replaced were purchased from Michigan Office Solutions, now known as Smith Imaging Solutions; and

WHEREAS, Smith Imaging Solutions was the only vendor to contact the Register of Deeds Office regarding the purchase of the new reader and trade-in of the outdated scanners.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amount not to exceed \$10,000, with the final amount to be paid from the Register of Deeds Automation Fund 25626800-616010.

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

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



**TO:** County Services and Finance Committees

**FROM:** Derrick Quinney, Register of Deeds

**DATE:** September 15, 2022

**SUBJECT:** Resolution to Extend the Agreement for the Records Management Software for the Register of Deeds Office with Fidlar Technologies

For the meeting agendas of October 4, 2022 & October 5, 2022

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**BACKGROUND**

The Register of Deeds had entered into a five (5) year agreement for a new records management software system in 2011, as authorized in Resolution #11-179. In 2016, an extension of that agreement had been authorized in Resolution #16-389 for three (3) years. The agreement was authorized for extension again in 2019 in Resolution #19-444 through August 31, 2022.

The software provided by Fidlar Technologies, currently used by the Register of Deeds Office, provides us with a more efficient and accurate process for the recordation of the County’s land records. As part of the agreement, Fidlar Technologies provides continuous support, maintenance, and multiple back-ups of the County’s digitized recorded land records. We are able to provide revenue to the County through Fidlar’s Laredo product. Laredo is a subscription-based product that provides access to our digitized recorded land records by monthly subscriptions, and is used by many title companies, abstract companies, law firms, financial institutions, etc. Through our partnership with Fidlar Technologies, we are able to provide the County’s land owners with a Property Fraud Alert (PFA) service as part of our annual LifeCycle payment.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

2022-2025 Annual LifeCycle Payment	\$91,560/year
2022-2025 Direct Search – county website index search portal	\$6,000/year

The annual LifeCycle payment includes: receipting (cashiering) and indexing functions, acceptance of electronic recordings, Property Fraud Alert (PFA) service, training on current and new features (internal & public), any State mandated or regulatory updates, system upgrades, support, as well as other various services.

The agreement extension will be effective from September 1, 2022 through August 31, 2025. Funding will come from the Register of Deeds Automation Fund.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND THE AGREEMENT FOR THE RECORDS MANAGEMENT SOFTWARE FOR THE REGISTER OF DEEDS OFFICE WITH FIDLAR TECHNOLOGIES**

WHEREAS, in 2011, the Register of Deeds determined a new records management software system was needed to improve the accuracy and efficiency of the office workflow, ensure the protection of recorded documents available for purchase online and help protect citizens from property fraud; and

WHEREAS, a five (5) year agreement with Fidlar Technologies was authorized by Resolution #11-179 in 2011; and

WHEREAS, a three (3) year extension of the agreement had been authorized in 2016 by Resolution #16-389; and

WHEREAS, the most recent three (3) year extension of the agreement with Fidlar had been authorized through August 31, 2022 by Resolution #19-444; and

WHEREAS, that records management software program is called AVID; and

WHEREAS, the Register of Deeds is recommending a three (3) year extension of the agreement through August 31, 2025.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a three (3) year extension of the agreement with Fidlar Technologies from the Automation Fund for the records management software system currently used by the Register of Deeds Office, effective September 1, 2022 through August 31, 2025.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amount not to exceed \$91,560 annually for the AVID program and an amount not to exceed \$6,000 annually for the Direct Search module.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign the agreement after it has been approved as to form by the County Attorney.

**Agenda Item 3**

TO: County Service and Finance Committees  
FROM: Rick Terrill, Facilities Director  
DATE: September 20, 2022  
SUBJECT: Emergency Purchase Order: Youth Center Metal Detector

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

The metal detector at the Ingham County Youth Center has failed and is no longer able to be repaired. Due to the safety concerns an emergency purchase order was issued to RSD Security Scanners in the amount of \$3,662.79 for the new metal detector.

Funds for this purchase are available in Line Item 101-23303-931000-233YC

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill  
Facilities Director

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** September 20, 2022  
**SUBJECT:** Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2023 and Authorizing Letters of Agreement with Bargaining Units

For the meeting agendas of October 4 and October 5

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**BACKGROUND**

On October 28, 2014 the Board of Commissioners approved Resolution #14-436 which resolved, in part, to dedicate 50 percent of any net savings in health care costs to reduction of the employee premium cost share, applied to all employee groups that agree to implement a comprehensive healthcare management program.

The Ingham County Health Care Coalition has investigated options for the County’s 2023 health care plan and has agreed to changes in the premium sharing agreement for 2023. It has also been determined by the Health Care Coalition that employer contributions to employee health savings accounts (HSAs) in the amount of \$750 single/\$1,500 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option.

It has also been determined by the Health Care Coalition that the premium rates should be calculated with the same methodology as for 2022 premium rates and be established as shown on the attached sheet and that the health insurance waiver rates should be increased over 2022 rates as follows:

		<u>2022/mo.</u>	<u>2023/mo.</u>
Full Family	=	\$249.66	\$280.00
2-Person	=	\$222.22	\$250.00
Single	=	\$131.22	\$160.00

In addition, it has also been determined by the Health Care Coalition that the 2023 vision plan be upgraded to the VSP Enhanced Plan. Finally, it has been determined by the Health Care Coalition that the six-month waiting period for newly hired employees to have vision and dental plan coverage be eliminated.

**ALTERNATIVES**

The Board of Commissioners may elect to approve or not approve the Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2023 and Authorizing Letters of Agreement with Bargaining Units.

**FINANCIAL IMPACT**

The financial impact will vary dependent upon actual experience during 2023 based upon employee election of benefits.

**STRATEGIC PLAN CONSIDERATIONS**

The recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2023 is in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2023 and Authorizing Letters of Agreement with Bargaining Units.

# 2023 RATES ACTIVE EMPLOYEES

Benefit Plan	Employee Monthly	Employee Per Pay	Employer Monthly	TOTAL
<b><u>PHP BASE</u></b>				
Single FT, TQ, PT, ST	\$0.00	\$0.00	\$630.69	\$630.69
2 Person FT, TQ	\$0.00	\$0.00	\$1,513.64	\$1,513.64
Family FT	\$0.00	\$0.00	\$1,844.31	\$1,844.31
Family TQ	\$330.67	\$165.34	\$1,513.64	\$1,844.31
2 Person PT, ST	\$882.95	\$441.48	\$630.69	\$1,513.64
Family PT, ST	\$1,213.62	\$606.81	\$630.69	\$1,844.31
<b><u>PHP STANDARD</u></b>				
Single FT, TQ, PT, ST	\$108.65	\$54.33	\$724.36	\$833.01
2 Person FT, TQ	\$347.70	\$173.85	\$1,738.49	\$2,086.19
Family FT	\$434.62	\$217.31	\$2,173.08	\$2,607.70
Family TQ	\$434.62	\$217.31	\$1,738.49	\$2,173.11
2 Person PT, ST	\$1,014.15	\$507.08	\$724.36	\$1,738.51
Family PT, ST	\$1,448.75	\$724.38	\$724.36	\$2,173.11
<b><u>PHP HIGH</u></b>				
Single FT, TQ, PT, ST	\$255.70	\$127.85	\$852.33	\$1,108.03
2 Person FT, TQ	\$613.68	\$306.84	\$2,045.61	\$2,659.29
Family FT	\$767.09	\$383.55	\$2,556.98	\$3,324.07
Family TQ	\$767.09	\$383.55	\$2,045.61	\$2,812.70
2 Person PT, ST	\$1,397.85	\$698.93	\$852.33	\$2,250.18
Family PT, ST	\$1,960.37	\$980.19	\$852.33	\$2,812.70
FT= Full Time TQ= 3/4 Time PT= Part Time ST= Shared Time				
<b><u>WAIVER:</u></b>				
	2023			
Single	\$160.00			
Two Person	\$250.00			
Family	\$280.00			

Introduced by the County Service and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2023 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS**

WHEREAS, the Ingham County Health Care Coalition investigated options for the County’s health care plan and has agreed to changes in the premium sharing agreement for 2023; and

WHEREAS, on October 28, 2014 the Board of Commissioners approved Resolution #14-436 which resolved, in part, to dedicate 50 percent of any net savings in health care costs to reduction of the employee premium cost share, applied to all employee groups that agree to implement the comprehensive healthcare management program; and

WHEREAS, the Ingham County Health Care Coalition has investigated options for the County’s 2023 health care plan and has agreed to changes in the premium sharing agreement for 2023; and

WHEREAS, it has also been determined by the Health Care Coalition that employer contributions to employee health savings accounts (HSAs) in the amount of \$750 single/\$1,500 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option; and

WHEREAS, it was determined by the Health Care Coalition that the premium rates should be calculated and established as shown on the attached sheet; and

WHEREAS, it was also determined by the Health Care Coalition that the health insurance waiver rates should be increased over 2022 rates as follows:

		<u>2022/mo.</u>	<u>2023/mo.</u>
Full Family	=	\$249.66	\$280.00
2-Person	=	\$222.22	\$250.00
Single	=	\$131.22	\$160.00

;and

WHEREAS, it has also been determined by the Health Care Coalition that the 2023 vision plan be upgraded to the VSP Enhanced Plan; and

WHEREAS, it has also been determined by the Health Care Coalition that the six-month waiting period for newly hired employees to have vision and dental plan coverage be eliminated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the recommendations of the Health Care Coalition and authorizes employer contributions to employee health savings accounts (HSAs) in the amount of \$750 single/\$1,500 2-Person/Full Family coverage (prorated on a per pay basis) be made for employees enrolled in the base health insurance option.

BE IT FURTHER RESOLVED, that any funds remaining of the 50 percent net savings from 2020 and prior years after distribution to health savings accounts shall be held in reserve for future employee premium cost share reduction initiatives as recommended by the Ingham County Health Care Coalition.

BE IT FURTHER RESOLVED that, beginning on January 1, 2023 the health insurance waiver rates for all eligible employees shall be increased over 2022 rates as follows:

Full Family	=	\$280.00
2-Person	=	\$250.00
Single	=	\$160.00

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 Board Chairperson is authorized to sign the applicable bargaining unit letters of agreement and any other appropriate documents after review and approval as to form by the County Attorney.



**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** September 20, 2022  
**SUBJECT:** Resolution to Waive the Public Act 152 Health Care Requirements for 2023  
For the agendas of October 4 and October 5

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**BACKGROUND**

Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps). The requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year.

Commencing January 1, 2023, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost. As the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements, the County administration is recommending that Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2023 as permitted by MCL 15.568.

**ALTERNATIVES**

The Board of Commissioners may elect to waive or not waive the Public Act 152 health care requirements for 2023.

**FINANCIAL IMPACT**

The financial impact will vary dependent upon actual experience during 2023.

**STRATEGIC PLAN CONSIDERATIONS**

The recommendation to waive the Public Act 152 Health Care Requirements for 2023 are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Waive the Public Act 152 Health Care Requirements for 2023.

Introduced by the County Service and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO WAIVE THE PUBLIC ACT 152 HEALTH CARE REQUIREMENTS FOR 2023**

WHEREAS, Public Act 152 of 2011 places limits on public employers' contributions toward their employees' health benefits and requires that the employer cost be no more than 80% of the cost or no more than a certain dollar amount detailed in the law (hard caps); and

WHEREAS, the requirements of the act can be waived with a 2/3 vote of the governing body prior to the beginning of a medical benefit plan coverage year; and

WHEREAS, commencing January 1, 2023, the County will continue with the current plan medical benefits and will self-insure a portion of the health insurance cost; and

WHEREAS, the uncertainty associated with the savings from this makes it very difficult to determine if the County will be in compliance with the hard caps or the 80% requirements and therefore the County administration is recommending that Ingham County Board of Commissioners exempt the County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2023 as permitted by MCL 15.568.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby exempts Ingham County from the requirements of Public Act 152 of 2011 for the medical benefit plan coverage year commencing January 1, 2023 as permitted by MCL 15.568.

**TO:** Board of Commissioners County Services & Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** September 20, 2022  
**SUBJECT:** Resolution to Approve Reclassification Requests  
For the meeting agendas of October 4 and October 5

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**BACKGROUND**

Agreements have been reached between Ingham County and collective bargaining units effective January 1, 2022 through December 31, 2024 for collective bargaining agreements which include a process for submission of reclassification requests. The Human Resources Department has executed the process for reclassification requests for employees in these units. The reclassification requests were processed in a manner consistent with each of the collective bargaining agreements and the Human Resources Department and representatives of the collective bargaining units have completed their review and agree upon the proposed results. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

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

**STRATEGIC PLAN CONSIDERATIONS**

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

**RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE UAW TOPS UNIT RECLASSIFICATION REQUESTS**

WHEREAS, agreements have been reached between Ingham County and its collective bargaining units for collective bargaining agreements effective January 1, 2022 through December 31, 2024, which include a process for submission of reclassification requests; and

WHEREAS, the Human Resources Department has executed the process for reclassification requests with the units; and

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

WHEREAS, the Human Resources Department and representatives of the collective bargaining units have completed their review and agree upon the proposed results.

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

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
130053	Pretrial Services Bindover Specialist – Cir. Ct.	Move from UAW D to UAW J
142054	Court Records Coordinator	Move from UAW G to UAW H
142033	Enforcement Specialist – FOC	Move from UAW G to UAW I
142030	Enforcement Specialist – FOC	Move from UAW G to UAW I
142043	Enforcement Specialist – FOC	Move from UAW G to UAW I
142036	Enforcement Specialist – FOC	Move from UAW G to UAW I
142038	Enforcement Specialist – FOC	Move from UAW G to UAW I
142031	Enforcement Specialist – FOC	Move from UAW G to UAW I
142040	Enforcement Specialist – FOC	Move from UAW G to UAW I
142034	Enforcement Specialist – FOC	Move from UAW G to UAW I
142037	Enforcement Specialist – FOC	Move from UAW G to UAW I
601179	Dental Assistant	Move from UAW D to UAW G
601172	Dental Assistant	Move from UAW D to UAW G
601171	Dental Assistant	Move from UAW D to UAW G
601180	Dental Assistant	Move from UAW D to UAW G
601182	Dental Assistant	Move from UAW D to UAW G
601060	Program Spec. to Program Coordinator	Title Change Only (previously approved reclass in #21 – 518 omitted title change)

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

<u>Position Title</u>	2022		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Pre-Tr. Svc. Bindover Spec.	UAW D: 43,194.87	UAW J: 61,041.63	17,846.76
Ct. Records Coord.	UAW G: 51,501.53	UAW H: 54,513.63	3,012.10
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Enforcement Spec.	UAW G: 51,501.53	UAW I: 57,683.02	6,181.49
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
Dental Assistant	UAW D: 43,194.87	UAW G: 51,501.53	8,306.66
TOTAL:			109,718.91

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

**Agenda Item 5**

**TO:** County Services and Finance Committees  
**FROM:** Becky Bennett, Director, Board of Commissioners' Office  
**DATE:** September 26, 2022  
**SUBJECT:** RESOLUTION ENTERING INTO AN AGREEMENT WITH GRANICUS  
FOR A FOIA MANAGEMENT PROGRAM

October 4, 2022 County Services and October 5, 2022 Finance Committee meetings

**BACKGROUND**

Due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program. Resolution #15-461 entered into a contract, renewed on an annual basis, with GovQA (now known as Granicus) for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage, and track FOIA requests.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

2022 Contract Amount	\$21,382
2023 Contract Amount	\$22,879
2024 Contract Amount	\$24,480
2025 Contract Amount	\$26,194

The period of the agreement will be January 1, 2023 through December 31, 2025.

**OTHER CONSIDERATIONS**

None

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ENTERING INTO AN AGREEMENT WITH GRANICUS  
FOR A FOIA MANAGEMENT PROGRAM**

WHEREAS, due to changes in the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976 in 2015 and the volume of FOIA requests received by Ingham County, it was necessary to purchase a FOIA Management Program; and

WHEREAS, Resolution #15-461 authorized entering into an agreement with WebQA for a web-based FOIA Management Program to provide a more efficient and manageable process to receive, complete, manage, and track FOIA requests; and

WHEREAS, this application serves as a resource for citizens to submit FOIA requests and inquire about the status of their requests on a web-based program; and

WHEREAS, the agreement expires December 31, 2022 and it is necessary to renew the agreement for 2023 through 2025.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a three (3) year agreement with Granicus (formerly GovQA), 408 Saint Peter Street, Suite 600, St. Paul, Minnesota, 55102, for the continuation of a web-based FOIA Management program at a cost of \$22,878.74 for the period of January 1, 2023 through December 31, 2023, \$24,480.25 for the period of January 1, 2024 through December 31, 2024 and \$26,193.87 for the period of January 1, 2025 through December 31, 2025.

BE IT FURTHER RESOLVED, that the funds will be appropriated from the Board of Commissioners' Budget.

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.