

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, SEPTEMBER 20, 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 [August 30, 2022](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Create a [Deputy Elections Director](#) Position in the Clerk's Office
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
  - b. Resolution to Approve the Purchase of Consulting Hours from [Sentinel](#) to Help Implement Microsoft Teams
  - 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
  - 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*)
  
11. Board of Commissioners Office – Resolution to [Amend the Board Rules](#) to Reschedule a Meeting of the Ingham County Board of Commissioners

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  
August 30, 2022  
Draft Minutes

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

Members Absent: Naeyaert.

Others Present: Treasurer Alan Fox, Ryan Buck, Sheldon Lewis, William Fowler, Rick Terrill, Tori Myer, Sue Graham, Deb Fett, Jim Hudgins, Kelly Jones, Trish Gerring, Becky Bennett, Jared Cypher, Teri Morton, Gregg Todd, Michael Townsend, 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/ j/87805478336](https://ingham.zoom.us/j/j/87805478336).

Approval of the August 16, 2022 Minutes

MOVED BY COMM. PEÑA, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE AUGUST 16, 2022 COUNTY SERVICES COMMITTEE MINUTES.

Commissioner Peña stated that he would like the second to last paragraph on page eight of the August 16, 2022 minutes to reflect the following:

Commissioner Peña stated that from experience, standard roadway projects run about 5% of construction costs to design and when consultants were involved it commonly ran between 15 to 20% of design to be added. He further stated that the variable costs included items such as fuel, pavement and labor.

Commissioner Celentino asked for clarification on whether Commissioner Peña had stated that information previously, or if he wanted to replace what he had stated.

Commissioner Peña stated that the corrections were what he had intended to say.

Commissioner Sebolt stated that Commissioner Peña was requesting to correct the intent, and not what had been said. He further stated that the minutes reflect the accurate statements which were said at the time of the meeting.

Commissioner Sebolt stated that it was now on the record that Commissioner Peña was clarifying the statement that he had previously stated in the meeting prior. He further stated that the minutes would remain as printed.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Budget Hearings

The representatives from each of the following departments/affiliated entities indicated, by verbal acknowledgement, silence, or absence, that they were satisfied with their respective portions of the Controller's Recommended Budget:

- a. Advisory Boards
  - i. Equal Opportunity Committee
  - ii. Historical Commission
  - iii. Women's Commission
- b. Board of Commissioners
- c. Controller
- d. County Attorney
- e. County Clerk
- f. Drain Commissioner
- g. Economic Development
- h. Equalization
- i. Facilities
- j. Farmland and Open Space Preservation Millage
- k. Financial Services
- l. Hotel/Motel
- m. Human Resources
- n. Innovation and Technology
- o. Purchasing
- p. Register of Deeds
- q. Road Department
- r. Treasurer
- s. Tri-County Regional Planning
- t. Ingham Conservation District

MOVED BY COMM. STIVERS, SUPPORTED BY COMM. MAIVILLE, TO ADOPT THE FOLLOWING ITEMS ON THE CONTROLLER'S RECOMMENDED BUDGET:

- a. Advisory Boards
  - i. Equal Opportunity Committee
  - ii. Historical Commission
  - iii. Women's Commission
- b. Board of Commissioners

- c. Controller
- d. County Attorney
- e. County Clerk
- f. Drain Commissioner
- g. Economic Development
- h. Equalization
- i. Facilities
- j. Farmland and Open Space Preservation Millage
- k. Financial Services
- l. Hotel/Motel
- m. Human Resources
- n. Innovation and Technology
- o. Purchasing
- p. Register of Deeds
- q. Road Department
- r. Treasurer
- s. Tri-County Regional Planning
- t. Ingham Conservation District

Commissioner Grebner stated that there were two departments which were anomalous. He further stated that the first was the County Attorney, which were no longer Ingham County employees but instead were contracted.

Commissioner Grebner stated that in the case of the County Attorney they were appropriating funds to match the contract. He further stated that the Board of Commissioners' Office or the Controller's Office should state that they recommended and were satisfied with the contract.

Commissioner Grebner stated that the other department was Hotel/Motel. He further stated that Ingham County received the funds and then further divided it up under rules set by the County.

Commissioner Grebner stated that a good portion of the funds went to the Convention and Visitors Bureau, as well as to the Fair Board. He further stated that both received funds under the set rules, and if they had a problem it would be with the rules and not for the allocation of money.

Commissioner Grebner stated that the Board of Commissioners would never hear a request to raise the tax from the Convention and Visitors Bureau. He further stated that the only issue ever raised was in concerns to the division, which was a separate consideration.

Commissioner Maiville stated that he would like to disclose for the record that the Director of the Ingham Conservation District was his niece.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

2. Final Ranking

Chairperson Sebolt stated that there was currently \$25,000 set aside to complete a study to improve the quality technology for Board of Commissioner and Committee meetings. He further stated that he would accept a motion for an additional \$25,000 from the Z list so that equipment could be purchased or reconfigure how the study is completed.

Chairperson Sebolt stated that he enjoyed that the meetings were held both in person and virtually as it adds an element of accessibility. He further stated that the updated technology would not only improve visibility for individuals who tuned in, but also potentially allow for the Clerk's Office to simply plug in instead of running several cords.

Commissioner Peña asked for clarification on how large or small the Z list had potential to be. He further stated that he would like to avoid funding permanent positions with the Z list if at all possible as there had been some concern expressed.

Chairperson Sebolt stated that the Z list contained \$300,000 of funds that had been set aside. He further stated that the Human Services Committee had made a recommendation to allocate \$100,000 from the Z list.

Gregg Todd, Ingham County Controller, stated that the Law and Courts Committee had recommended to use \$192,000.

Commissioner Peña stated that he was a new Commissioner who was learning and gaining perspective to make better decisions. He further thanked Chairperson Sebolt for his understanding.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. PEÑA, TO ADD \$25,000 TO THE Z LIST WITH THE PURPOSE OF PROVIDING TECHNOLOGY FOR BOARD OF COMMISSIONERS AND COMMITTEE MEETINGS.

Commissioner Grebner stated that the discussion held at the Human Services Committee had left him confused. He further stated that if the Board of Commissioners were ever going to add positions that were not part of the Controller's recommendation, the Z list would be the time to do it.

Commissioner Grebner stated that the Z list was only three-tenths of Ingham County's General Fund budget. He further stated that the Board of Commissioners had yielded increased control as they have become more accepting of the Controller's guidance.

Commissioner Grebner stated that the Board of Commissioners had released their power over time. He further stated that Ingham County needed to change direction at times, and the time to do it was with the use of the Z list.

Commissioner Maiville stated that at times it was best if the Controller let the Board of Commissioners make a decision, and allow the Board of Commissioners to have discussion.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert.

Announcements

Commissioner Peña stated that the 2022 Fair had seen a total of 27,083 visitors. He further stated that the revenue generated was \$151,364.77.

Commissioner Peña stated that while the Fair had outstanding bills, they were proud of the 2022 Fair.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:48 p.m.

**SEPTEMBER 20, 2022 COUNTY SERVICES AGENDA  
STAFF REVIEW SUMMARY**

**RESOLUTION ACTION ITEMS:**

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

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

This resolution authorizes the creation of a Deputy Elections Director position in the Clerk's Office. The heightened scrutiny of elections, especially the 2024 Presidential Election, has the Clerk concerned about her ability to staff and provide management for elections at the proper level.

While it would have been beneficial to have this position as part of the 2023 budget cycle, I cannot argue against providing additional support for our election process. Total cost for the MC 9 position at Step 5 is \$144,082

See memo for details.

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

This authorization would allow the Treasurer to start the Housing Trust Fund Coordinator at a Step 5, which is less than she is currently making. The position is funded through the Housing Trust Fund.

See memo for details.

***3. Circuit Court Family Division – Notice of Emergency Agreement with Rite of Passage – Safe Passage for Residential Placement***

This emergency agreement with Safe Passage, a highly specialized residential services provider, is required due to an immediate opening in the program. The Juvenile Division does not currently have a signed agreement in place.

The per diem for the highly specialized placement is \$713.28 and the average length of stay is 30 – 60 days.

See memo for details.

***4. Financial Services Department – Resolution to Approve the Reorganization of Financial Services Department***

This reorganization, which was a discussion item at the August CS meeting (and does now include email support from the union), includes changes in Accountant position from ICEA Pro Grade 7 to 8, Payroll Administrator MC 6 to 7, and Lead Sr. Accountant from ICEA Pro Grade 9 to MC 12 with a job title change to Deputy Finance Director.

See memo for details.



**5a. Innovation and Technology Department – Notice of Emergency Purchase Order to Obtain For the Record (FTR) Software for Circuit Court Annex**

This Emergency PO is for For the Record (FTR) software for the Circuit Court Annex (visiting Judge program). FTR software is for the recording of the audio and video of the trial or hearing and we currently do not have enough licenses.

Cost is \$20,970, which is available through the CESF MSP grant.

See memo for detail.

**5b. Innovation and Technology Department – Resolution to Approve the Purchase of Consulting Hours from Sentinel for Microsoft Teams Support**

This resolution approves additional consulting hours from Sentinel to help the County implement Microsoft Teams. Teams centralizes work allowing team members to collaborate seamlessly regardless of department membership even allowing people outside the County to contribute to a team. File sharing is streamlined, and, with team conversations and instant messaging, communication is easier and more meaningful. This will not replace Zoom for the departments/offices that want to continue to utilize Zoom.

The funding for the \$26,314 plus \$2,000 potential travel expense contingency is:

- Innovation and Technology Department Fund #636-25810-802000 - \$20,000
- Innovation and Technology Department Consultants Fund #636-95800-802000 - \$8,314

See memo for details.

**5c. Innovation and Technology Department – Resolution to Approve Renewal of PACC/PAAM Licensing and Support**

This resolution approves the renewal of the PACC/PAAM licensing and support, which the Prosecutor's Office relies on for case tracking, victims' rights notifications, and warrant charging guidance information.

The funding for the \$5,566 total will come from the County's LOFT Fund.

See memo for details.

**5d. Innovation and Technology Department – Resolution to Approve the Renewal of DarkTrace**

This resolution approves the renewal of DarkTrace, a cybersecurity appliance that was inspired by the self-learning intelligence of the human immune system. The current contract expires October 1, 2022.

The funding for the \$131,000 total for the appliance and 4 years of service is budgeted and will come from the County's Innovation and Technology Department's Network Maintenance Fund.

See memo for details.

**6. Potter Park Zoo – Resolution to Authorize Converting Position #692030 from .5 FTE Level 300 to 1.0 FTE Level I**

This resolution approves the conversion of the currently vacant part-time Account Clerk position to a full-time UAW Zoo Account Clerk.

The total cost with salary and fringe benefits by \$45,079 annually at Step 8. There are sufficient funds in the Zoo budget to cover the total increase.

**7a. Health Department– Resolution to Authorize an Increase of Position #601181 (Dentist) from 0.5 FTE to 0.75 FTE**

This resolution authorizes an increase of the Dentist position #601181 from 0.50 FTE to 0.75 FTE, effective October 1, 2022 for an amount not to exceed \$62,120. The revenue generated by additional visits will cover costs.

See memo for details.

**7b. Health Department– Resolution to Convert WIC Health Program Assistant Position to Community Health Representative II Position**

This resolution authorizes converting WIC’s Health Program Assistant Position (position #601106) to a Community Health Representative II position, and shall be effective upon approval. The increased costs of \$3,875 will be absorbed by the Health Department budget.

See memo for details

**8a. Facilities Department – Resolution to Authorize a Purchase Order to Hopkins Mechanical Services, LLC., for Repairs to the Hydronic Heating System at the Hilliard Building**

This resolution authorizes a PO with Hopkins Mechanical Services for repairs to the hydronic heating system at the Hilliard Building. The hydronic heating system that heats both the Hilliard Building and Mason Courthouse has valves and pipes that are leaking, seized up, and need to be replaced. Three proposals were received and Hopkins Mechanical Services, LLC, submitted the lowest responsive and responsible proposal of \$6,100 to replace the failing valves and pipes.

Facilities is requesting a contingency of \$2,000 for any uncovered conditions for a total cost of \$8,100, which is available in the Maintenance Repair Line Item.

See memo for details.

**8b. Facilities Department – Resolution to Authorize a Purchase Order to Myers Plumbing & Heating Inc., to Rebuild the Boiler Pump and Valve Replacement at the Human Services Building**

This resolution authorizes a purchase order with Myers Plumbing & Heating to rebuild the boiler pump at HSB, which is leaking. Myers submitted the lowest responsive proposal for \$9,086.

Funds are available in the Maintenance Repair budget.

See memo for details.

**8c. Facilities Department – Resolution to Authorize a Purchase Order to Seelye Group Ltd., to Replace the Cafeteria Flooring at the Ingham County Family Center**

This resolution authorizes a PO to the Seelye Group, Ltd., for the replacement of the cafeteria flooring at the Family Center. Seelye Group Ltd., who is on the MiDeals contract and therefore does not need three quotes, submitted a proposal of \$18,472.09 which includes the flooring replacement as well as moisture mitigation and prevention services.

Facilities is requesting a \$2,000 contingency for any uncovered conditions for a total of 20,472.09. Funding is available in the approved 2022 CIP.

See memo for details.

**8d. Facilities Department – Resolution to Authorize a Purchase Order for Probate Court First Floor Offices Carpet Replacement at the Veterans Memorial Courthouse**

This resolution authorizes a PO with the Seelye, Group, Ltd., for the carpet replacement in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse. The carpets are worn, faded, pulling apart and becoming a trip hazard and past its life expectancy. Seelye Group, Ltd., who is on the MiDeals contract and therefore does not need three quotes, submitted a proposal of \$17,604.96 to replace the carpet.

Facilities is requesting a \$2,000 contingency for any uncovered conditions for a total of 19,604.96. Funding is available in the approved 2022 CIP.

See memo for details.

**8e. Facilities Department – Resolution to Authorize a Purchase Order for the Replacement Tractor at the Veterans Memorial Courthouse and Grady Porter Building**

This resolution authorizes a PO with Hutson Inc., for a replacement John Deere tractor for the grounds at the VMC and Grady Porter Building. This tractor is used year-round for both mowing and snow removal. Electric mowers were looked at but could none that are equivalent to what Facilities' needs could be found.

Deere & Company via Hutson Inc., who is on the MiDeals Contract and therefore does not need three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$34,478.90 for the replacement tractor. Funding is available in the approved 2022 CIP.

See memo for details.

**9. Road Department– Resolution to Authorize a 2<sup>nd</sup> Party Agreement with the Michigan Department of Transportation and a 3<sup>rd</sup> Party Agreement with Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1 Project**

This resolution approves a Second-Party Agreement between Ingham County and Michigan Department of transportation (MDOT) and a Third-Party Agreement between Ingham County and Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1. Meridian Township received Trails and Parks Millage funds for this project; there is no cost to Ingham County.

See memo for details.

**10. Human Resources Department – Resolution to Approve Modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual**

This resolution approves modifications to the 2022-2024 Managerial and Confidential employee manual. On August 30<sup>th</sup>, the MC Steering Committee met and proposed the following changes/updates to the manual:

- Update language in Section C. Compensation Levels: Employees may submit a request for reclassification of their position not more than once every 12 months to the Human Resources Department. Reclassification resulting in an upward movement in grade will apply back to the first full pay period on or after the date the higher classified functions were submitted for reclassification unless prohibited by law. Reclassification resulting in a downward movement in grade will not result in a decrease in pay for the incumbent.
- Update language in Section F. Dental Insurance: Dental insurance coverage shall start the first day of the month following date of hire.
- Update language in Section G. Vision Insurance: Vision insurance coverage shall start the first day of the month following date of hire.
- Update language in Section J. Leaves of Absence – Funeral Leave: include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, and grandchild in the definition of family contained in paragraph 4(a), eliminating paragraph 4(b) (up to 5 days leave, three of which are with pay).
- Update language in Section Q. Travel Allowance: delete paragraph 2 referencing repayment of travel costs upon voluntary separation within 6 months of the travel.
- Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
- Delete references to Assistant Public Defenders throughout the document.

See memo for details.

**11. Board Office– Resolution to Amend the Board Rules to Reschedule a Meeting of the Ingham County Board of Commissioners**

This resolution changes the November 8, 2022 Board meeting (Election Day) to Monday, November 7, 2022 at 6:30 p.m.

**ADDITION ITEMS:**

**10c. 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: Ingham County Board of Commissioners  
FROM: Chief Deputy County Clerk Scott Hendrickson  
DATE: August 23, 2022  
SUBJECT: Create A Deputy Elections Director Position in the County Clerk’s Office

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**BACKGROUND**

The adjoining resolution would create a Deputy Elections Director within the County Clerk’s office. This position will fulfill several critical duties for the County Clerk, including acting as a backup in the case of an absence of the Elections Director.

Elections were deemed critical infrastructure by the United States Department of Homeland Security in 2017 and yet they are primarily a people-driven process. As such, it is critical to have adequate staff and ensure that they are well-trained in order to continue to provide safe and secure elections to the voters of Ingham County.

With the 2024 Presidential election on the horizon, it is more important than ever to ensure that the elections division of the Clerk’s office is prepared to handle the unique challenges that that year will bring. The County Clerk’s office will need to prepare for increased voter communications, responding to mis- and dis-information, increased turnout, and the possibility of recounts and other post-election activities.

This position creation takes budgetary restraints, employee recruitment and retention, and ongoing future needs into consideration.

**FINANCIAL IMPACT**

The Human Resources/Clerk repointing results were sent to Director Townsend in the Budget Office, who calculated the financial impact of each change. The total maximum cost at the top of the wage scale would be \$144,082 for salary, benefits, and incidental expenses.

<b>Current Position</b>	<b>MC 09 Step 1 Total Cost</b>	<b>MC 09 Step 5 Total Cost</b>
Deputy Elections Director	\$123,982	\$144,082
<b>TOTAL</b>	<b>\$123,982</b>	<b>\$144,082</b>

**RECOMMENDATIONS**

I respectfully recommend approval of the creation of this position.

**Agenda Item 1**

TO: Clerk Byrum

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
Joan Clout, Human Resources Generalist – Labor Relations

DATE: August 22, 2022

RE: Memo of Analysis for New Classification

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Human Resources can confirm the following information:

Per your request, Human Resources has created a new classification titled Deputy Elections Director – County Clerk.

After analysis, the classification has a community of interest with the Managerial and Confidential group and is appropriately compensated at an MC 09.

I have attached the job description.

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

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

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY ELECTIONS DIRECTOR – COUNTY CLERK**

**General Summary:**

Under the broad administrative direction of the County Clerk and the Elections Director, serves as a confidential assistant to the County Clerk and serves as the Deputy to the Elections Director in the Clerk's office with responsibilities that include the review of filing and petitions, ballot preparation and distribution, computer tabulation, order and providing election supplies, training election workers, certifying election results, and coordinating all other aspects of elections. Review and determine compliance with campaign finance laws, notify candidates of violations and fines owed. Implements Election web-based initiatives. Assists the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners. Assists with vital records transactions.

**Essential Functions:**

1. Coordinates voting activities with cities and townships by providing officials with information concerning the voting process and campaign financing and notifies them of requirements as set forth by law, rules and Secretary of State notices and guidelines.
2. Develops procedures, policies and standard operating procedures based on current laws and rules to accept election filings, voter registration applications, absent voter ballot applications, and campaign finance documents and ensures timely and accurate processing and review.
3. Drafts and issues notices of violations, fines, and various other letters and electronic communications regarding elections and campaign finance. Assists with the management of online Campaign Finance database. Completes mailings of proof ballots, certificates of nomination, canvasses, permanent absent voter list applications, etc. Processes incoming permanent absent voter ballot application list applications and distributes information pertaining to those applications as well as deceased individuals to local clerks in a timely fashion.
4. Collects and assimilates information needed for ballot preparation and assists in completion of the preparation, editing and proofing of ballots generated on ballot printing software.
5. Acts as backup for all Recording Secretary duties in the absence or vacancy of the Recording Secretary.
6. Assists in the supervision of temporary elections staff, which includes the hiring, and oversight of dozens of individuals, and assigns and reviews tasks relating to data entry, correspondence, filing, record retention, and election supply fulfillment.
7. Programs necessary technology to conduct election and coordinates election web-based services, ensures that ADA-compliant voting machines are properly programmed, creates and proofs paper ballots, requests supplies and the printing of created ballots.
8. Discusses problems, concerns and election law requirements with local clerks, candidates, and the general public.
9. Consults with the State Elections Bureau regarding election matters. Aids in the planning and organization of the duties and activities of the County Board of Canvassers and the County Election Commission. Staffs the Ingham County Board of Canvassers on the Clerk's behalf, as necessary.

10. Compiles orders for all election, voter registration, and campaign finance supplies, including supplies for voting machines. Verifies billings, distributes supplies to local jurisdictions and maintains inventory. Creates and maintains election materials to be produced in-house for use by local and County Clerks.
11. Develops forms, documents, informational brochures, and training materials and provides training for election inspectors and candidates. Organizes distribution of materials and supports the hosting of web-based and in-person training opportunities.
12. Generates educational content for the public regarding voting rights, elections, and other informational subject matter that may include written newsletters, press releases, mailings, email notifications, social media content and associated infographics, videos, and images.
13. Responsible for inventory management of confidential election programming materials with local clerks. Also responsible for election records retention per state retention schedule.
14. Performs post-election procedural audits and hand tallies for prescribed elections for local clerks in jurisdictions within Ingham County. as directed.
15. Compiles costs and bills local jurisdictions for items relating to elections. Maintains an invoice log and records payments as they are received.
16. Provides assistance to the County Clerk and Chief Deputy County Clerk in fulfilling their statutory duties as Clerk of the Board of Commissioners and other relevant boards and commissions. Assures timely and accurate preparation of minutes. Assures staffing to meetings and records processing, record votes and actions on agenda items. Directs preparation and maintenance of files for all Board actions, including minutes, resolutions, indexing, and completion of special requests as directed by the County Clerk. Maintains resolutions of continuing effect original contracts and resolution files.
17. Drafts training manuals for election equipment and assists in training poll workers and local election staff on election procedures and equipment.
18. Trains candidates and campaign treasurers in campaign finance laws and procedures to encourage compliance with the Michigan Campaign Finance Act. Creates and distributes materials and supports hosting of web-based and in-person training opportunities. Attends all necessary trainings and conferences relating to elections as directed by the County Clerk or Elections Director.
19. In the absence of the County Clerk, Chief Deputy County Clerk, and Elections Director, represents the County Clerk's Office to the media on election issues and at election-related meetings of various boards and commissions.
20. Responds to constituent and election official inquiries and determines the best solutions within rules, regulations and County procedures. Coordinates with County Clerk, Chief Deputy County Clerk, and Elections Director on election-related communications.
21. Receives, analyzes for errors and if applicable, processes various documents relating to the processing of concealed weapon license applications, for proper documentation and completeness. These include new applications, renewal applications, and emergency applications. Assist customers with completing the Concealed Pistol License application process by taking and submitting fingerprints to the Michigan State Police.



22. Reviews proposed legislative bills, ballot initiatives, and administrative rules at the County, State and Federal levels. Advises the Elections Director and County Clerk regarding their effects on election administration.
23. Prepares and organizes data into reports for use in the Clerk's office and dissemination to officials and general public. Contributes County data to state and national reports.
24. Supports the Elections Director and Recording Secretary to oversee the technological aspects of meetings for which the County Clerk must maintain the record, including but not limited to software to allow for hybrid meeting availability and audio recordings.
25. Serves as a backup for the Deputy County Clerk position for some vital records transactions and functions.

**Other Functions:**

- Performs other duties as directed and/or delegated by the County Clerk, Elections Director, and Chief Deputy County Clerk.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in their job description
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis
- Ability to maintain excellent customer service during stressful situations.

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

**Employment Qualifications:**

**Education:** Bachelor Degree required.

**Experience:** One to Three years of experience providing a familiarity with the State election laws and election procedures. Experience preferred with computer systems related to that used in the elections process.

**Other Requirements:**

- Must be able to work intermittent evenings and extended hours.
- Must be able to obtain State of Michigan Election Certification within 6 months of hire date.
- Must have excellent interpersonal and communication skills with an emphasis on customer service.
- Must be able to resolve disagreements, disputes, or conflicts that assist the customer yet stay within the confines of law and policy. Leads training and educational sessions involving new policies and changes as a result of law.
- Must be able to perform high quality and complex managerial and bookkeeping functions.
- Must have excellent computer skills and the ability to learn new systems quickly.
- Must have excellent time management skills.
- Must have possession of a valid Michigan driver's license.
- Must be free of Federal or State felony conviction as well as any misdemeanors relating to breach of trust, fraud, embezzlement, or dishonesty in carrying out a responsibility involving public trust.

- Must be able to be commissioned as a Notary Public. Employer would be responsible for the cost of acquiring commission, including the surety bond fee.

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

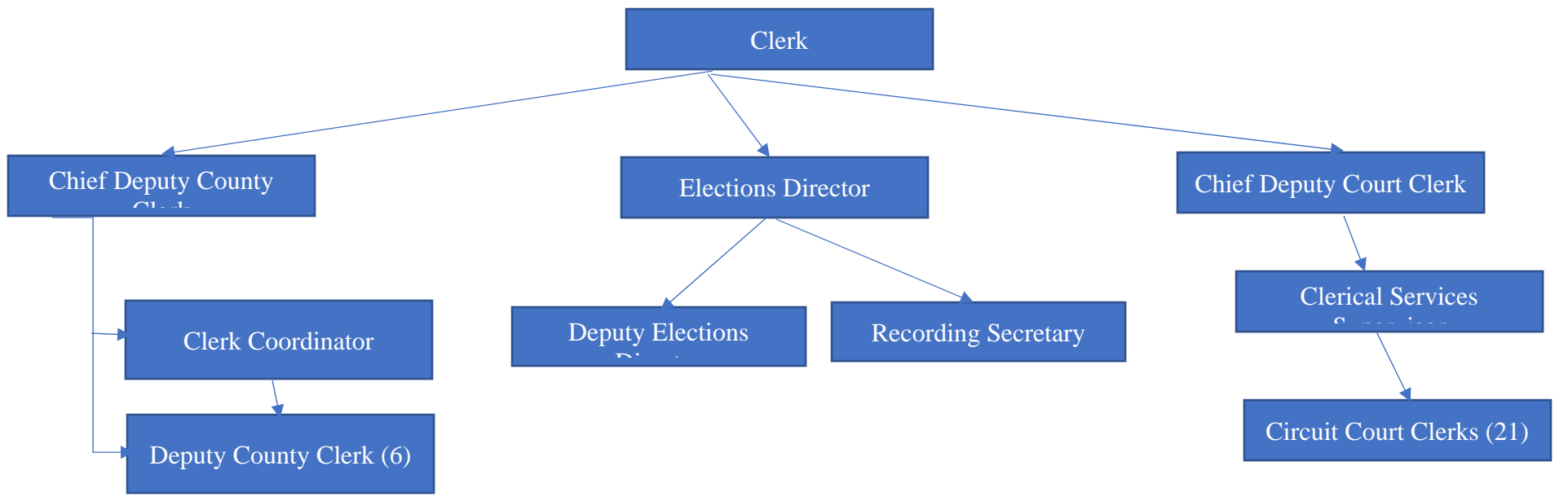
**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling and pinching
- This position's physical requirements require continuous stamina in sitting, standing, walking, typing and enduring repetitive movements of the wrists, hands or fingers
- This position requires the ability to use a step ladder to access files, supplies and office equipment.
- This position requires the ability to work in confined spaces with cramped body positions.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

August 2022  
MC 09

	<u>MCF 9 Step 1</u>	<u>MCF 9 Step 5</u>
Wages	<u>\$63,830</u>	<u>\$76,638</u>
Unemployment	319	383
FICA	4,883	5,863
Health	19,002	19,002
Dental	936	936
Vision	135	135
Retirement	21,881	26,271
Retirement	1,596	1,916
Future Retiree Health	2,872	3,449
Life	150	150
Work Comp	2,553	3,066
Disability	83	100
Current Retiree Health	3,585	3,585
Liability	880	1,056
Separation	1,277	1,533
Total Cost	<u>\$123,982</u>	<u>\$144,082</u>



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CREATE A DEPUTY ELECTIONS DIRECTOR POSITION  
IN THE CLERK'S OFFICE**

WHEREAS, the roles and responsibilities of the County Clerk's office staff change periodically due to a myriad of reasons; and

WHEREAS, elections have been deemed critical infrastructure by the United States Department of Homeland Security in January 2017; and

WHEREAS, elections have become increasingly more involved to prepare for and have required additional time to effectively administer; and

WHEREAS, it is the assessment of the County Clerk that a Deputy Elections Director will allow her office to better facilitate smooth, safe, and secure elections including the 2024 Presidential election; and

WHEREAS, the Human Resources Department was consulted and the proposed job description for the proposed position was reviewed and pointed; and

WHEREAS, employee recruitment and retention are of paramount importance in a tight job market and creating this position now will provide adequate time to hire and train an employee in this position to be prepared for the 2024 election cycle.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the creation of the proposed position within the County Clerk's office.

BE IT FURTHER RESOLVED, that the financial impact associated with the added salary is as follows:

<u>Position Title</u>	<u>2022 Salary Grade, Step 1</u>	<u>2022 Salary Grade, Step 5</u>
Deputy Elections Director	MC 9: \$63,830	\$76,638

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and changes to the Approved Positions List as authorized by this resolution.

## Agenda Item 2

**TO:** County Services Committee  
**FROM:** Alan Fox, Treasurer  
**DATE:** September 6, 2022  
**SUBJECT:** Authorization to Start New Employee Above Step 2

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### **BACKGROUND**

The Housing Trust Fund was created by the Board of Commissioners and a new position of Housing Trust Fund Coordinator was established by Board Resolution #22-345 to administer the Fund. Five candidates for the position were interviewed and one was unanimously selected for the position.

The chosen candidate brings extensive experience in state and local government that includes grant administration, budget analysis, advocacy, training, and supervision. The candidate accepted the position when offered although the Step 5 pay represents a reduction in pay from their current position with the State of Michigan.

A new employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

### **FINANCIAL IMPACT**

The position is funded from American Rescue Plan (ARPA) funds allocated to the Housing Trust Fund. Employment of a Coordinator at Step 5 has been anticipated as a possibility in planning.

### **OTHER CONSIDERATIONS**

The position has funding guaranteed only for the duration of ARPA funding. The proposed employee is fully aware that continuation of the position relies on their ability to secure longer term funding for supported programs and for their own pay.

### **RECOMMENDATION**

Based on the knowledge, skills, and responsibilities of the selected candidate and in recognition of local market demands, the Treasurer recommends that the County Services Committee allow the selected Housing Trust Fund Coordinator to begin at ICEA PRO Grade 7, Step 5.

**Agenda Item 3**

TO: County Services Committee  
FROM: Scott LeRoy, Deputy Court Administrator  
DATE: September 2, 2022  
SUBJECT: Emergency Agreement with Rite of Passage – Safe Passage for Residential Placement

This memo is to inform the County Services Committee that the Juvenile Division entered into an emergency agreement with Rite of Passage – Safe Passage for highly specialized residential services. The youth requiring the placement has a unique set of needs. The program has an immediate opening; however, the Juvenile Division does not have a signed agreement in place.

The per diem for the highly specialized placement is \$713.28 and the average length of stay is 30 – 60 days. Funds for this placement are available in the Juvenile Division’s Budget Line Item 29266203 818000.

The Controller’s Office and Purchasing Director approved the emergency agreement. The County Attorney reviewed the proposed agreement and approved as to form prior to the Chief Judge signing.

Respectfully,

Scott LeRoy  
Deputy Court Administrator

## Agenda Item 4

**TO:** Board of Commissioners, County Services Committee, and Finance Committee  
**FROM:** Tori Meyer, Director Financial Services  
**DATE:** August 8, 2022  
**SUBJECT:** Approval of Reorganization for the Financial Services Department  
**MEETINGS:** August 16 and August 17, 2022

### **BACKGROUND**

Financial Services has in the past and continues to have difficulty in attracting quality employees and retaining them. Job positions have not been reassessed for more than ten years. Financial staff compensation does not appear to be competitive with the local job market. Demands for the job responsibilities have become more complex with changes in federal and state regulations and increased audit requirements.

### **ALTERNATIVES**

1. Approve the reorganization to aid in the hiring and retention of quality staff.
2. Disapprove the reorganization and continue to struggle with employee hiring and retention.

### **FINANCIAL IMPACT**

Annual cost in wages and fringe benefits will amount to \$64,785.

### **STRATEGIC PLANNING IMPACT**

Maintain the County's financial reserves at adequate levels.

### **RECOMMENDATION**

I respectfully request the approval of the reorganization in the Financial Services Department.



**Agenda Item 4**

TO: Tori Meyer, Financial Services Director  
FROM: Joan Clous, Human Resources Specialist  
DATE: 3/09/2022  
RE: Support for Reorganization for the Financial Services Department

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Per your request, Human Resources has reviewed the following positions:

Accounts Payable – UAW G no change.

Sr. Lead Accountant - ICEA Pro 9 title change to Senior Accountant no level change.

Accountant ICEA Pro 7 (\$58,458.33 to \$70,195.50) will now be Accountant ICEA Pro 8 (\$63,763.66 to \$76,564.20).

Payroll Coordinator MC 6 (\$49,372.03 to \$59,276.88) will now be Payroll Administrator MC 7 (\$53,476.64 to \$64,208.34).

Deputy Finance Director will be placed within the MC group at a MC 12 (\$80,939.25 to \$97,177.46)

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

***If I can be of further assistance, please email or call me 887-4374.***

**From:** [Desiree Cook](#)  
**To:** [Joan Clous](#)  
**Subject:** RE: Accountant FS  
**Date:** Friday, April 08, 2022 7:28:00 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image004.png](#)

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I approve. Thank you. Was waiting for response back from them.

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**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, April 7, 2022 8:45 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** RE: Accountant FS

Here are the changes

---

**From:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Sent:** Thursday, April 7, 2022 8:44 AM  
**To:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Subject:** RE: Accountant FS

Did the JD change?

---

**From:** Joan Clous <[JClous@ingham.org](mailto:JClous@ingham.org)>  
**Sent:** Thursday, April 7, 2022 8:39 AM  
**To:** Desiree Cook <[DCook@ingham.org](mailto:DCook@ingham.org)>  
**Subject:** Accountant FS

Desiree,

The Accountant FS has been reclassified as part of a reorganization in the Financial Services Department from an ICEA Pro 7 to an ICEA Pro 8. Is the union in support?

Joan

## **Joan Clous MPA, SHRM-CP**

Human Resources Specialist

## **Ingham County**

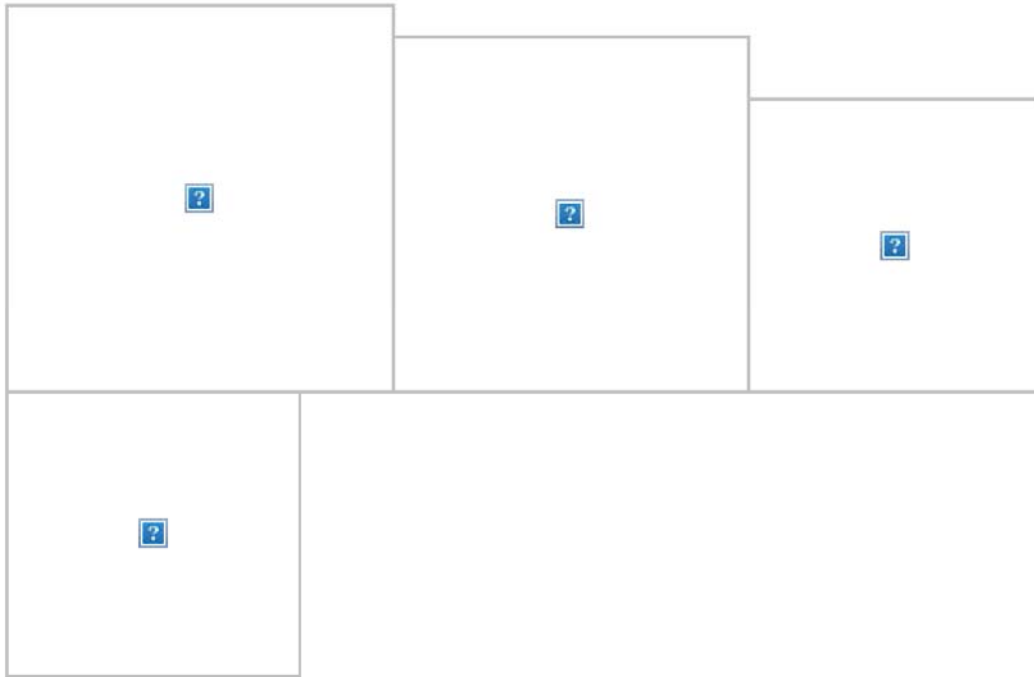
5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax



“Success is a project that is always under construction.” ~ Pat Summitt

**INGHAM COUNTY  
JOB DESCRIPTION**

**SENIOR ACCOUNTANT Financial Services**

**General Summary:**

Under the supervision of the Director of Financial Services, the Lead Senior Accountant backs up the Deputy Finance Director for financial reporting to MERS (Michigan Employees Retirement System) and providing security access/permissions within the financial software. Responsible for all financial reporting requirements of the American Rescue Plan Act grant program. Takes a lead role in preparing footnotes for the annual audit. Monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Performs all staff accountant functions, grant accounting, and provides technical assistance to other county departments.

**Essential Functions:**

1. Acts as back –up to Deputy Finance Director in financial reporting to MERS.
2. Acts as back-up to the Deputy Finance Director for providing security/permissions within the financial software.
3. Responsible for financial reporting of the American Rescue Plan Act (ARPA) grant program.
4. Responsible for fiduciary grant accounting of the Homeland Security Grant program.
5. Works daily in the general ledger system reviewing, analyzing, preparing and posting journal entries from multiple departments within the County.
6. Prepares and enters journal entry account corrections and performs various general ledger reconciliations, and detailed spreadsheets to departments to support account balances. Communicates and follows-up with department questions and issues.
7. Summarizes year-end accruals for revenues and expenses. Provides technical assistance to operating departments. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
8. Responsible for preparation of grant reports other than ARPA and HSG grants. Establishes procedure to maintain compliance with grant requirements-
9. Prepares accounting work, including year-end adjustments, audit work papers, financial statements, and preparation of the footnotes for the annual audit.
10. Analyzes budget variances and provides budget adjustments to the Budget Department.
11. Serves as a liaison to external auditors and grantor agencies. Provides information, documentation and reports as requested-
12. Sets up and maintains payroll codes for departments, charging distributions, payment codes, fringe benefit rates and accounts payable for the payroll system.
13. Ability to void checks in the general ledger software.

### **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.
- Computer literacy, including thorough working knowledge of spreadsheets, presentation, database, and accounting management applications software.
- Strong organizational skills.
- Thorough knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB, as well as OMB A-87 and A-133.

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

### **Employment Qualifications:**

#### **Education & Experience:**

Bachelor's degree in Accounting, Business Administration or Finance combined with three (3) years professional experience in governmental accounting.

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

#### **Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

#### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in crawling.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***December 16, 2021  
ICEA Pro 9***

**INGHAM COUNTY  
JOB DESCRIPTION  
DEPUTY FINANCE DIRECTOR**

**General Summary:**

Under the supervision of the Director of Financial Services, performs managerial and administrative duties to assist the Director of Financial Services in supervising the day-to-day operations of the Financial Services Department. Participates in the design, development and implementation of policies and practices to maintain industry best practices. Takes the lead in preparing the Schedule of Expenditures Federal Awards (SEFA) and plays a key role in preparing, supervising and reviewing the annual audit. Must have a strong understanding of the GASB (Governmental Accounting Standards Board). Responsible for the financial reporting to MERS (Michigan Employees Retirement System) and for grant accounting programs. Trains accounting staff, and provides technical assistance to other county departments.

**Essential Functions:**

1. Acts on behalf of the Director of Financial Services in his/her absence.
2. Participates in the hiring process, orients and trains staff, makes work assignments and reviews work products for accuracy.
3. Provides oversight for managers, professional staff, and support staff in accordance with established County policies and procedures, Governmental Accounting Standards, and applicable statutes and regulations.
4. Assists Director of Financial Services in specific state, federal and debt reporting requirements.
5. Responsible for preparation of grant reports. Establishes procedure to maintain compliance with grant requirements.
6. Prepares accounting work, including year-end adjustments, audit work papers, financial statements, and preparation of the footnotes for the annual audit.
7. Participates in the establishment, implementation and revision of policies, procedures and practices.
8. Analyzes budget variances and provides budget adjustments to the Budget Department.
9. Responsible for security access/permissions within financial software product.
10. Balances and monitors the general ledger on a monthly basis.
11. Responsible for closing the year in the financial software, making sure that the general ledger is balanced and accurate.
12. Maintains accounting structure within the financial software in accordance with the Michigan State Uniform Chart of Accounts.
13. Serves as a liaison to external auditors and grantor agencies. Provides information, documentation and reports as requested.

**Other Functions:**

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

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

## **Employment Qualifications:**

### **Education & Experience:**

Bachelor's degree in Accounting, Business Administration or Finance combined with five (5) years professional experience in governmental accounting.

### **Other Requirements:**

- Computer literacy, including thorough working knowledge of spreadsheet, presentation, database, and accounting management applications software.
- Strong organizational and managerial skills.
- Thorough knowledge of statutory and other legally mandated standards governing public sector accounting and auditing practices and financial accountability, including GAAP and GASB, as well as OMB A-87 and A-133.

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

### **Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, and crawling.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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



**INGHAM COUNTY  
JOB DESCRIPTION**

**PAYROLL ADMINISTRATOR**

**General Summary:**

Under the direct supervision of the Director of Financial Services, is responsible for the biweekly payroll. The duties also include scheduling special pays such as longevity and sick payouts; determining eligibility; and incorporating special pays into the bi-weekly payroll. The Payroll Administrator is primarily responsible for finding and correcting payroll data entry errors; researching payroll tax questions; testing payroll software upgrades and new programs and resolving payroll software malfunctions. Provide training and back up support for timesheet entry personnel. Monthly, quarterly, and year-end reports required by Federal, State, and other agencies, including W-2s and retirement reports, are prepared by the Payroll Administrator. This position serves as the MUNIS payroll function leader.

**Essential Functions:**

- 1) Receives times cards from County departments after data entry and balancing have been performed. Performs timesheet entry and balancing of timesheets cards for several small County Departments and occasionally for selected larger departments.
- 2) Prepares special pay, including longevity, sick leave payments, per diem, retirement, and salary adjustments. Enters unusual exceptions, reconciles key payroll balances, sets parameters, and process pay runs. Verifies special pay, salary adjustments, retirement deductions, garnishments, levies, and other types of compensation and deductions.
- 3) Runs payroll edit report, balances, and ensures accuracy of payroll. Runs vacation and sick leave accumulations, and creates check and direct deposit print files.
- 4) Verifies withholdings and creates wire forms for Treasurer's Office subject to review and approval of the Director of Financial Services. Requests monthly wire for State withholding.
- 5) Enters tax information to spreadsheet for quarterly 941 reporting. Reconciles with software and creates 941 reports.
- 6) Runs payroll related reports as needed and balances to excel spreadsheet. Researches and rectifies any balance errors.
- 7) Creates and submits quarterly reports to governmental agencies.
- 8) Enters changes to W-4 elections.
- 9) Trains and provides back-up support for timesheet entry personnel. Provides technical assistance and troubleshoots for system problems relating to payroll processing.
- 10) Responds to employee payroll inquiries, including wage assignments, levies, garnishments, accruals, change of address, timesheet discrepancies and other deductions.

- 11) Calculates and distributes wage verification forms, garnishments documents and related reports. Maintains withholding records.
- 12) Notifies Treasurer's Office to stop payment and reissue payroll checks as needed.
- 13) Tests new releases and attends software training.
- 14) Balances yearly and quarterly reports for W-2s for mailing. Manage requests to replace W-2s upon request through the year.
- 15) Processes garnishments and calculates maximum legal deductions and levies within time constraints.
- 16) Calculate County's payroll based monthly liabilities as requested.
- 17) Must stay current with federal and state payroll regulations and ensure that County payroll system is in compliance with all requirements.
- 18) Works closely with HR Employee Data Analyst.
- 19) Prepares and reports Judges monthly and annual information to State and Retirement vendor.
- 20) Compile and prepare payroll remittances for Accounts Payable.
- 21) Resolve returned ACH notices from Treasurer's Office.
- 22) Process pay runs in urgent situations, outside of the bi-weekly pay runs.
- 23) Must have an analytical mind with good math skills, excellent attention to detail and strong communication skills.

**Other Functions:**

1. None listed.

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

**Employment Qualifications:**

**Education:** Associate's degree in Accounting with Bachelor's degree preferred.

**Experience:** Three to five years of payroll administration with progressively more responsibility in payroll software systems.

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

**Working Conditions:**

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

2. This position is required to travel for meetings and appointments.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, and reaching.
- This position's physical requirements require continuous stamina in sitting, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***January 27, 2022  
MC 7***

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCOUNTS PAYABLE COORDINATOR - FS**

**General Summary:**

Under the supervision of the Director of Financial Services, maintains the accounts payable function. Prints and distributes checks and maintains records of payments to vendors and employees. Responds to inquiries from vendors regarding payment. Prepares activity reports as required. Provides administrative support such as answering and screening calls, and preparing and maintaining a variety of record systems and documents. Responsible for auditing all invoices for payments as to accuracy and compliance with Ingham County policy. Enters invoices for payment processing.

**Essential Functions**

1. Prepares vouchers and invoices for payment. Verifies accuracy and propriety of invoices, including ensuring invoices are signed and approved by appropriate department head. Verifies that account coding is accurate and that attached documentation supports the voucher amount. Responsible for solving discrepancies.
2. Processes travel expense reimbursements in accordance with the board Travel Policy. Ensures correct mileage rate is applied, ensures documentation in purpose of the audit.
3. Inputs information from vouchers into the proper accounts utilizing financial software. Processes two check runs per week. Responds to calls from vendors regarding payment of invoices and statements.
4. Assists county departments with questions regarding vendors, invoices, and related concerns.
5. Processes and generates 1099 forms annually.
6. Responsible for training new hires on invoice entry and journal voucher preparation in accordance with Board policies.
7. Responsible for preparing and submitting claims paid to County Clerk for approval by the Board of Commissioners.
8. Responsible for maintaining contracts and ensuring monthly payments against contracts are accurate and comply with the terms in the contract.
9. Investigate checks returned by postal system and responsible for resolving address updates to ensure payment.
10. Prepare slips and mailing of checks for our mailing service vendor.
11. Works with Treasurers office to request stop payments on checks.
12. Responsible for communicating transfer requests for utility bank accounts with Treasurers office.
13. Responsible for communicating transfer request for Retainage bank accounts with Treasurers office.
14. Notifies purchasing department to request new vendors.
15. Responsible for updating vendor database with current and accurate information.

16. Ensures compliance with board policy regarding P card purchases.
17. Responsible for filing of vouchers after each check run.
18. Responsible for pulling/refiling of vouchers and documentation for annual audit as requested by external audit firm.
19. Maintains vouchers in accordance with statutory record retention schedule and responsible for disposal of said vouchers.
20. Process payments for county wide building utilities and maintains record of monthly payments with company credit card and responsible for activity on all utility websites.
21. Responsible for trouble-shooting software glitches that occur in Accounts Payable module.

**Other Functions:**

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality 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:** High school graduation required with Associate's degree preferred.

**Experience:** Two to three years of accounts payable administrations with progressively more responsibility in software systems.

**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)*

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

**Physical Requirements:**

- This position requires the ability to sit, stand, traverse, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, handling, grasping, typing and enduring repetitive movements of the wrists, hands or fingers. This position's physical requirements require regular stamina (21-50% of the time) in carrying, pushing, and pulling. This position's physical requirements require periodic stamina (5-20% of the time) in standing and traversing.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**January 27, 2022**  
**UAW G**

**INGHAM COUNTY  
JOB DESCRIPTION**

**ACCOUNTANT, FINANCIAL SERVICES**

**General Summary**

Under the supervision of the Director of Financial Services, monitors and balances the general ledger monthly as well as analyzes various accounts and prepares journal entries. Prepares monthly billings and financial reporting for the different grant programs, and assists with annual audited financial statements through the responsibility of their assigned funds. Provides technical assistance to other departments with regards to accounting problems and projects. Each Financial Accountant position will encompass most of the job functions listed below, no one position will encompass 100% of the functions listed.

**Essential Functions**

1. Works daily in the general ledger financial software. Balances and monitors the general ledger on a monthly basis. Reviews internally generated reports for accuracy. Reviews general ledger for compliance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
2. Accesses information from general ledger, fixed assets, payroll, human resources, accounts payable and accounts receivable.
3. Responsible for voiding checks in financial software, ensuring proper documentation and authorization.
4. Responsible for grant program financial reporting and deadlines. May perform complex, specialized grant accounting functions, prepares expense spreadsheets, comparing grant expenditures to the annual grant budget and complies with periodic financial reporting and reimbursement submittal requirements.
5. Performs monthly bank reconciliations in a timely manner.
6. Prepares monthly sales and use tax returns for the County. Enters into Michigan Treasury Online. Prepares vouchers for payment of sales and use tax for remittance to State.
7. Communicate and follow-up with department questions and issues.
8. Prepares accounting work, including year-end adjustments, audit work papers, financial statements, and preparation of the footnotes for the annual audit.
9. Analyzed budget variances and provides budget adjustments to the Budget Department.
10. Serves as a liaison to external auditors and grantor agencies. Provides information, documentation and reports as requested.
11. Serves as a backup Payroll Administrator and can process payroll, when needed.
12. Maintains spreadsheet for current tax collections and delinquent tax collections. Reconciles tax collection records to the general ledger. Prepares and enters journal entries to properly allocate summer and winter tax collections to the general ledger.
13. Maintains fixed asset system, accounting for disposal of fixed assets, conducting physical inventories of fixed assets and recording monthly depreciation. Reconciles fixed asset records with general ledger.
14. Responsible for Act-51 reporting for the Road Department.
15. Responsible for statistical data reported in annual audited financial statements.
16. Maintains receivable for retiree healthcare collections. Reconciles health insurance Premium invoices to employee database.

**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.
- Computer literacy, including thorough working knowledge of spreadsheet, presentations, database, and accounting management applications software.
- Strong organizational skills.

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

## **Employment Qualifications**

### **Education & Experience:**

Bachelor's degree in Accounting, Business Administration or Finance combined with two (2) years professional experience in governmental accounting.

**Other Requirements:** None listed.

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

**Physical Requirements:** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]*

### **Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

### **Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in crawling.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, lifting, carrying, pushing, pulling reaching, grasping and handling.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands, or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.



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

ICEA Pro 8  
March 2022

**Finance**

	<u>ICEA 7 Step 1</u>	<u>ICEA 7 Step 5</u>	<u>ICEA 9 Step 1</u>	<u>ICEA 9 Step 5</u>
Wages	<u>\$58,458</u>	<u>\$70,196</u>	<u>\$63,764</u>	<u>\$76,564</u>
Unemployment	292	351	319	383
FICA	4,472	5,370	4,878	5,857
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	20,238	24,302	22,075	26,507
Retirement	1,461	1,755	1,594	1,914
Future Retiree Health	2,631	3,159	2,869	3,445
Life	118	118	118	118
Work Comp	2,017	2,422	2,200	2,641
Disability	76	91	83	100
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	798	958	870	1,045
Separation	1,023	1,228	1,116	1,340
Total Cost	<u>\$115,242</u>	<u>\$133,607</u>	<u>\$123,543</u>	<u>\$143,572</u>

	<u>MCF 5 Step 1</u>	<u>MCF 5 Step 5</u>	<u>MCF 7 Step 1</u>	<u>MCF 7 Step 5</u>
Wages	<u>\$45,856</u>	<u>\$55,058</u>	<u>\$53,477</u>	<u>\$64,208</u>
Unemployment	229	275	267	321
FICA	3,508	4,212	4,091	4,912
Health	19,002	19,002	19,002	19,002
Dental	936	936	936	936
Vision	135	135	135	135
Retirement	14,147	16,985	16,498	19,808
Retirement	1,146	1,376	1,337	1,605
Future Retiree Health	2,064	2,478	2,406	2,889
Life	144	144	144	144
Work Comp	1,582	1,899	1,845	2,215
Disability	60	72	70	83
Current Retiree Health	3,585	3,585	3,585	3,585
Liability	626	751	730	876
Separation	802	964	936	1,124
Total Cost	<u>\$93,821</u>	<u>\$107,872</u>	<u>\$105,457</u>	<u>\$121,845</u>

	<u>MCF 12 Step 1</u>	<u>MCF 12 Step 5</u>
Wages	<u>\$80,939</u>	<u>\$97,177</u>
Unemployment	405	486
FICA	6,192	7,434
Health	19,002	19,002
Dental	936	936
Vision	135	135
Retirement	24,970	29,979
Retirement	2,023	2,429
Future Retiree Health	3,642	4,373
Life	144	144
Work Comp	2,792	3,353
Disability	105	126
Current Retiree Health	3,585	3,585
Liability	1,104	1,326
Separation	1,416	1,701
Total Cost	<u>\$147,391</u>	<u>\$172,187</u>

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE REORGANIZATION OF  
FINANCIAL SERVICES DEPARTMENT**

WHEREAS, employee recruitment and retention are of paramount importance; and

WHEREAS, the positions in the Financial Services Department have not been re-evaluated for more than ten years; and

WHEREAS, the responsibilities for the positions have expanded to include the Affordable Care Act, Sarbanes-Oxley Act, increased audit requirements, and other federal and state regulations; and

WHEREAS, the ICEA Professional union organization was consulted and provided their support for the reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the Financial Services Department.

BE IT FURTHER RESOLVED, that this reorganization includes the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
201009	Payroll Administrator	MC 06 to MC 07 and update current job description
253010	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201006	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201005	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201004	Accountant – FS	Prof Grade 07 to Prof Grade 08 and update current job description
201002	Lead Sr Accountant to Deputy Finance Director	Prof Grade 09 to MC 12, change job title, and update current job description

The financial impact associated with the proposed reorganization (including wages and fringe benefits) is as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Payroll Administrator	MC 06: \$114,314	MC 07: \$121,845	\$7,531.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00
Accountant – FS	PROF 07: \$133,607	PROF 08: \$143,572	\$9,965.00

Deputy Finance Director	PROF 09: \$154,793	MC 12: \$172,187	\$17,394.00
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Total Cost of this Reorganization:			\$64,785.00
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BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary amendments to the budget.

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

**TO:** County Services Committee

**FROM:** Deb Fett, CIO

**DATE:** September 2, 2022

**SUBJECT:** Emergency Purchase Order to Obtain For the Record (FTR) Software for Circuit Court Annex

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

As you know, the Circuit Court Annex has trials and/or hearings scheduled for the week of September 12<sup>th</sup>. In reviewing the checklist of items to be used at the new location, it was discovered that we do not have enough licenses for the FTR software that serves as a record of the activities in the courtroom during trials and hearings. This is not security camera software, but rather the recording of the audio and video of the actual trial or hearing proceedings.

In order to receive the license and support in time for the upcoming scheduled proceedings it was necessary to request an emergency PO be done for this purchase.

For The Record quoted \$20,970 for the necessary licensing and support.

Funds for the purchase are available through the CESF MSP grant (101 13004 726010) and account 26466400 – 735000.

Both the Controller and Purchasing Director approved this purchase.

**TO:** Board of Commissioners

**FROM:** Deb Fett, CIO

**DATE:** September 1, 2022

**SUBJECT:** A Project to Implement Microsoft Teams through Sentinel  
For the agendas of September 20, September 21, and September 27

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### **BACKGROUND**

In 2021, Ingham County successfully completed a migration to the Microsoft Exchange Online platform for email. The next step in our initiative to further utilize our investment in Office 365 cloud products is to fully implement Microsoft Teams. Teams is a business communication and collaboration platform that excels in environments where employees in differing business units need to work together on projects without the limitations common to traditional siloed information architecture. Teams also centralizes work allowing team members to collaborate seamlessly regardless of department membership even allowing people outside the County to contribute to a team. File sharing is streamlined and, with team conversations and instant messaging, communication is easier and more meaningful. When implementing Teams, a robust well thought out design is critical to adoption and ultimate project success. Due to the importance of building on a strong foundation, the Innovation and Technology Department (IT) needs a partner with extensive experience in deploying Teams in a large enterprise. Anticipating this need, consulting time was budgeted for the purpose of ensuring a transition that is as smooth as possible. We have worked with Sentinel to determine how to do this efficiently and in a cost-effective manner under the National Cooperative Purchasing Alliance (NCPA) contract of which Ingham County is a member.

### **ALTERNATIVES**

We could attempt to do this without consultants, but the process would take longer and potentially have configuration errors that could leave us with performance or security problems.

### **FINANCIAL IMPACT**

The funding for the \$26,314 plus \$2,000 potential travel expense contingency will be divided as follows:

- Innovation and Technology Department Fund #636-25810-802000 - \$20,000
- Innovation and Technology Department Consultants Fund #636-95800-802000 - \$8,314

### **STRATEGIC PLANNING IMPACT**

This authorization supports Goal D – Information Technology, specifically Strategy 1 – Support well-trained IT managers and staff current with emerging trends and best practices.

### **OTHER CONSIDERATIONS**

Sentinel has worked with IT successfully over the years and has experts in the implementation of Microsoft Teams. Their assistance will save our team many hours of trial and error and make the official project much smoother and more secure. Although unlikely, a travel expense contingency is requested just in case.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached scope of work from Sentinel in the amount of \$26,314 with a contingency of \$2,000 for potential travel expense.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF CONSULTING HOURS FROM SENTINEL  
TO HELP IMPLEMENT MICROSOFT TEAMS**

WHEREAS, Ingham County has a need for assistance in the implementation of Microsoft Teams that may be beyond the County's in-house expertise; and

WHEREAS, the Innovation and Technology Department has worked with Sentinel in the past and is pleased with their support, finding them to be the most reasonable and efficient option; and

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

WHEREAS, Sentinel is a participant in the National Cooperative Purchasing Alliance Contract which provides the best pricing available to Ingham County and is the vendor of choice for providing these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize purchasing consulting hours from Sentinel in the amount not to exceed \$26,314 with a contingency of \$2,000 for any unavoidable travel expense.

BE IT FURTHER RESOLVED, that \$20,000 of the cost will be paid from the Innovation and Technology Fund account (636-25810-802000) and the remaining \$8,314 cost will be paid from the Innovation and Technology's Network Fund Consulting account (636-95800-802000).

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

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

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

**FROM:** Deb Fett, CIO

**DATE:** August 30, 2022

**SUBJECT:** PACC/PAAM Licensing and Support Renewal  
For the Agendas of September 20<sup>th</sup>, September 21<sup>st</sup>, and September 27<sup>th</sup>

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**BACKGROUND**

The Prosecuting Attorneys Coordinating Council/Prosecuting Attorneys Association of Michigan (PACC/PAAM) is the software that our Ingham County Prosecutor’s Office relies on for case tracking, victims’ rights notifications and warrant charging guidance information. It is a creation of the Prosecuting Attorneys Association of Michigan.

Last year’s licensing and support costs were \$28,083. This year the cost will be \$5,566 as they have realigned costs with services. The major portion is now paid as dues and not as support, thus changing what IT is charged for service.

**ALTERNATIVES**

Ingham County could choose not to use the software.

**FINANCIAL IMPACT**

The funding for the \$5,566 total will come from the County’s LOFT Fund 636-25820-932050.

**STRATEGIC PLANNING IMPACT**

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

**OTHER CONSIDERATIONS**

The PACC/PAAM system has been used by our Prosecutor’s Office for many years and is used by many of the counties in Michigan. It serves as a hub for the creation of a statewide network between prosecuting attorneys and state agencies, such as the Michigan State Police, Department of Human Services, and the Department of Corrections.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for PACC/PAAM Licensing and Support renewal in the amount of \$5,566.



Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF PACC/PAAM LICENSING AND SUPPORT**

WHEREAS, Ingham County Prosecutor's Office relies on our The Prosecuting Attorneys Coordinating Council/Prosecuting Attorneys Association of Michigan (PAAC/PAAM) system; and

WHEREAS, the software has been in use for many years; and

WHEREAS, the renewal for licensing and support will be \$5,566.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the renewal of licensing and support from PACC/PAAM in an amount not to exceed \$5,566.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's LOFT Fund #63625820-932050.

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

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

## Agenda Item 5d

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

**FROM:** Deb Fett, CIO

**DATE:** September 5, 2022

**SUBJECT:** Resolution – DarkTrace Renewal  
For the Agendas of September 20<sup>th</sup>, September 21<sup>st</sup>, and September 27<sup>th</sup>.

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### **BACKGROUND**

Resolution #16-390 initially approved (renewed on Resolution #18-370 for 4 years) a contract with DarkTrace for a cybersecurity appliance that was inspired by the self-learning intelligence of the human immune system. This new approach is delivered by cutting-edge technology that is capable of learning ‘self’ within an organization in real time – enabling it to detect emerging threats that bypass other security controls. This self-learning process makes it unique among the various cybersecurity devices and software out in the marketplace. The Innovation and Technology Department has been very happy with this tool and it has been instrumental in alerting and monitoring our network for issues. Our current contract expires on October 1<sup>st</sup>, 2022.

### **ALTERNATIVES**

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

### **FINANCIAL IMPACT**

The funding for the \$131,000 total for the appliance and 4 years of service is budgeted and will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

### **STRATEGIC PLANNING IMPACT**

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

### **OTHER CONSIDERATIONS**

This is the tool that allowed us to know for a certainty key details about the cybersecurity incident in 2017.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the renewal of our contract with DarkTrace for \$131,000 total for 48 months.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF DARKTRACE**

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

WHEREAS, Darktrace has been a valuable tool as it identifies indicators of potential compromise, alerting staff to take the appropriate actions to mitigate the perceived threats; and

WHEREAS, our current contract expires on October 1<sup>st</sup>, 2022; and

WHEREAS, the renewal price of said appliance and service is currently budgeted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners do hereby authorize the purchase of DarkTrace in the amount not to exceed \$131,000 total for 4 years.

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

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

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

**Agenda Item 6**

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Cynthia Wagner, Potter Park Zoo Director  
**DATE:** September 6, 2022  
**SUBJECT:** Authorization to Convert Position #692030 (Account Clerk) from .5 FTE Level 300 to 1.0 FTE Level I  
For the meeting agendas of September 19, 20, and 21, 2022

**BACKGROUND**

The current part-time Account Clerk position will become vacant soon. Potter Park Zoo wishes to increase the UAW Zoo Account Clerk position (#692020) from .5 FTE Level 300 to 1.0 FTE Level I. Increasing the position from part-time to full-time will provide the additional resources necessary to oversee and maintain the revenue management system.

This position conversion takes into consideration operational needs, budgetary constraints, and employee recruitment and retention.

**ALTERNATIVES**

The position could remain .5 FTE Level 300, however this would decrease the Zoo’s capacity to fully utilize the revenue management system.

**FINANCIAL IMPACT**

Converting position #692030 from .5 FTE Level 300 to 1.0 FTE Level I will increase the total cost with salary and fringe benefits by \$45,079 annually at Step 8. There are sufficient funds in the Zoo budget to cover the total increase.

<b>Current Position</b>	<b>P/T Step 8</b>
Account Clerk Level 300 .5 FTE	\$42,981
<b>TOTAL</b>	<b>\$42,981</b>

<b>New Position</b>	<b>F/T Step 8</b>
Account Clerk Level I 1.0 FTE	\$88,060
<b>TOTAL</b>	<b>\$88,060</b>

**STRATEGIC PLANNING IMPACT**

This resolution supports the overarching long-term objective of maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

**OTHER CONSIDERATIONS**

The UAW Zoo Unit is in support of the proposed position conversion from part-time to full-time and job description update increasing the position from Level 300 to Level I. The Potter Park Zoo Board is in support of the proposed position conversion.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize position #692030 UAW Zoo Account Clerk to be increased from .5 FTE Level 300 to 1.0 FTE Level I.

**Agenda Item 6**

TO: Cynthia Wagner, Zoo Director

FROM: Beth Bliesener, Human Resources Generalist – Employment Specialist  
Joan Clous, Human Resources Generalist – Labor Relations

DATE: August 25, 2022

RE: Memo of Analysis for Position number 692030

---

Human Resources can confirm the following information:

1. Position number 692030 is currently an Account Clerk – PPZ – Part-Time position. The position will soon become vacant. The Zoo Director has updated the job description to accurately reflect the duties that are being performed. After analysis, the salary would move from a UAW 300 to UAW Zoo 1. The position will also be converted from a Part-Time position to a Full-Time position. I have attached a copy of the job description.

I have sent the UAW-Zoo chair notice and they support the changes.

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

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

**From:** [Kyle Hensley](#)  
**To:** [Elisabeth Bliesener](#)  
**Cc:** [Cynthia Wagner](#); [Joan Clous](#)  
**Subject:** RE: Account Clerk - PPZ  
**Date:** Thursday, August 25, 2022 6:26:05 AM

---

The Union agrees with the changes.

Thanks  
Kyle Hensley  
UAW Zoo Unit Chair

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**From:** Elisabeth Bliesener <EBliesener@ingham.org>  
**Sent:** Wednesday, August 24, 2022 5:22 PM  
**To:** Kyle Hensley <KHensley@ingham.org>  
**Cc:** Cynthia Wagner <CWagner@ingham.org>; Joan Clous <JClous@ingham.org>  
**Subject:** Account Clerk - PPZ

Hi Kyle

Cindy has updated the job description for the Account Clerk position – see attached, track changes and a clean copy. She would like to convert this position from a part-time position to a full-time position. After analysis, the position did change salary from a UAW Zoo 300 to a UAW Zoo 1 (previously named as 400)

Does the Union agree to the updated JD and the salary placement.

Let me know if you have any questions.

Thanks,

Beth Bliesener  
Ingham County  
Human Resources  
517-887-4375

Transmission is Privileged and Confidential.

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## INGHAM COUNTY JOB DESCRIPTION

### ACCOUNT CLERK - Potter Park Zoo

#### **General Summary:**

Under the supervision of the Customer Services Manager and Zoo Director, performs a variety of bookkeeping, accounting, payroll, clerical and administrative support. Coordinates accounts payables. Complies and analyzes information for the department's accounting activities and budget. Processes payroll and Personnel Action Request forms using a computerized system. Oversees all aspects of the point of sale system. Responds to inquiries from employees and the public.

#### **Essential Functions:**

1. Coordinates the accounts payable function of the department. Researches and responds to questions regarding payments.
2. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices and verifying that they have been approved by authorized personnel and have adequate support documentation.
3. Processes payroll and Personnel Action Request forms using a computerized system. Reviews and processes time cards and enters data to the County payroll system and handles payroll matters and questions for the office.
4. Processes Procurement-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
5. Oversees all aspects of the point of sale system including equipment, software updates, data entry, reporting, and vendor billings & communication. Works as liaison between internal and external stakeholders responsible for day to day functionality of point of sale in matters pertaining to hardware, support, and training.
6. Performs data entry of invoices, contract entry, purchase order requisitions, and reports. Initiates various reports from data entry such as budget status and attendance reports.
7. Provides clerical support to staff. Example includes, but not limited to, data entry, proofreading, faxing, copying, processing outgoing mail, distributing incoming mail, maintaining office supplies and equipment and other administrative duties.
8. Assists in maintaining office filing systems. Assists in the scanning, indexing and maintenance of electronic files.

#### **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 High School Diploma or equivalent is required.

Experience: A minimum of 2 years' experience in accounting, bookkeeping, finance, or a related field is required. Possesses intermediate computer skills and ability to provide necessary visualizations.

### Other Requirements:

- Skill in preparing and maintaining records and reports.
- Ability to demonstrate technical knowledge and proficiency with computer hardware and software specific to the point of sale systems in use.
- Ability to communicate effectively and follow verbal and written instructions.
- Must possess and maintain a valid driver's license.

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

### Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

### Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, reach, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, and reaching.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 30 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.



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

**August 2022**  
**UAW ZOO**  
**Salary Scale: UAW Zoo 1 (400)**

**Agenda Item 6**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE CONVERTING POSITION #692030 FROM .5 FTE LEVEL 300 TO 1.0 FTE LEVEL I**

WHEREAS, Potter Park Zoo wishes to convert a .5 FTE Level 300 Account Clerk position (#692030) from .5 FTE Level 300 to 1.0 FTE Level I; and

WHEREAS, increasing position #692030 from .5 FTE to 1.0 FTE will allow Potter Park Zoo to provide effective oversight of the point of sale system daily operations; and

WHEREAS, updating the job description to accurately reflect duties was determined by the Ingham County Human Resources Department to raise position #692030 from Level 300 to Level I; and

WHEREAS, the current UAW Zoo Level 300 .5 FTE Account Clerk position has a salary range of \$20,501 to \$24,035 and \$40,961 to \$51,031 at Level I 1.0 FTE; and

WHEREAS, the 2022 personnel cost projections provided by the Budget Office show a total (wage and fringe) annual cost increase of \$45,079 at Step 8 of Level I; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed position conversion; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and the Potter Park Zoo Advisory Board support the proposed updated job description and position conversion.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the updated job description, and authorizes a conversion of the following Potter Park Zoo Account Clerk position #692030:

UAW Zoo Level 300 .5 FTE Account Clerk position to UAW Zoo Level I 1.0 FTE Account Clerk position

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

**TO:** Human Services, County Services and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** August 3, 2022  
**SUBJECT:** Authorization to Increase Position #601181 from 0.5 FTE to 0.75 FTE  
For the Meeting Agendas of September 19, September 20 and September 21, 2022

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**BACKGROUND**

Ingham County Health Department's (ICHD) Community Health Centers (CHCs) wish to increase the status of the Dentist position #601181 at Forest Dental Center (FCHC) from a .50 FTE to a 0.75 FTE, effective October 1, 2022 in an amount not to exceed \$62,120. Dentists are essential healthcare clinicians who provide trusted and needed integrated dental care to Ingham County's most vulnerable populations. This position will be primarily responsible for diagnosing dental disease or injury, establishing treatment plans, and performing fillings, extractions, and related procedures. An increase in dental FTE translates to an increase in access to dental care.

**ALTERNATIVES**

ICHD's CHCs could choose not to increase the FTE for this position, which would result in an increasing number of patients without essential dental care.

**FINANCIAL IMPACT**

The increased cost related to increasing this position from .50 FTE to 0.75 FTE is \$62,120.00 (.50 FTE MC Grade D Step 5 is \$129,967; .75 FTE MC Grade D Step 5 is \$192,087. The additional costs will be covered by additional visits and revenue associated with the increase in FTE.

**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 that the Ingham County Board of Commissioners authorizes increasing position #601181 from .50 FTE to 0.75 FTE, effective October 1, 2022 for an amount not to exceed \$62,120.

Personnel cost analysis -K Drake request 8/05/22 Position #: 601181

	.50 FTE	.75 FTE	
	MC	MC	
	Grade D	Grade D	
	Step 5	Step 5	Difference
70400 SALARY 0	81,680	122,520	40,840
71400 UNEMPLYMT 0	424	609	185
71500 FICA/MEDICARE 0	6,478	9,315	2,837
71610 DENTAL 0	936	936	0
71620 VISION 0	135	135	0
71603 HLTH WAIVER 0	2,996	4,494	1,498
71800 MERS 0101H 0	28,000	42,000	14,000
71603 RTEE CHG B 5	3,586	3,586	0
71645 SEPARATE 0	1,694	2,435	741
71604 RET/HLTH/T 0	3,811	5,717	1,906
71700 LIFE 30K 0	150	225	75
72200 WORKERS' COMP 0	77	115	38
	129,967	192,087	62,120
Salary	81,680	122,520	40,840
Fringes	<u>48,287</u>	<u>69,567</u>	<u>21,280</u>
	129,967	192,087	62,120

**Notes:**

Calculation based on FY '23 wages and fringe documents

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN INCREASE OF POSITION #601181 (DENTIST)  
FROM 0.5 FTE TO 0.75 FTE**

WHEREAS, Ingham County Health Department's (ICHHD) Community Health Centers (CHCs) wish to increase the status of the Dentist position #601181 at Forest Dental Center (FCHC) from a .50 FTE to a 0.75 FTE, effective October 1, 2022; and

WHEREAS, dentists are essential healthcare clinicians who provide trusted and needed, integrated dental care to Ingham County's most vulnerable populations; and

WHEREAS, this position will be primarily responsible for diagnosing dental disease or injury, establishing treatment plans, and performing fillings, extractions, and related procedures; and

WHEREAS, an increase in dental FTE translates to an increase in access to dental care; and

WHEREAS, the increased cost related to increasing this position from .50 FTE to 0.75 FTE is \$62,120 (.50 FTE MC Grade D Step 5 is \$129,967; .75 FTE MC Grade D Step 5 is \$192,087); and

WHEREAS, the additional costs will be covered by additional visits and revenue associated with the increase in FTE; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Health Officer recommend that the Ingham County Board of Commissioners authorizes an increase of the Dentist position #601181 from .50 FTE to 0.75 FTE, effective October 1, 2022.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase of the Dentist position #601181 (MC Grade D) from 0.50 FTE to 0.75 FTE, effective October 1, 2022.

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

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

**TO:** Human Services, County Services, and Finance Committees  
**FROM:** Linda S. Vail, MPA, Health Officer  
**DATE:** August 5, 2022  
**SUBJECT:** Authorization to Convert Women Infant and Children's Health Program Assistant Position to a Community Health Representative II Position

For the Meeting Agendas of September 19, September 20, and September 21, 2022

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**BACKGROUND**

Ingham County Health Department's (ICHD) Women Infants & Children's (WIC) Division wishes to convert the current Health Program Assistant position to a Community Health Representative II position, effective upon approval. The Health Program Assistant position (position #601106), as currently defined, limits the duties of the position to exclude what is fully needed to efficiently operationalize and maintain the client caseload of the WIC Program. The Health Program Assistant position is outdated and no longer serves the needs of the WIC Program which has modernized, and is operationalized using an electronic medical record system which requires a support role capable of a higher degree of complexity than the Health Program Assistant position is designed for. The role of the Community Health Representative II better suits the needs of the WIC clinic. Converting the Health Program Assistant position to a Community Health Representative II, better fits the needs of the clinic and enhances the program's ability to meet policies set forth by the State and Federal government. As this position is currently vacant, ICHD wishes to use this vacancy period to make these changes.

**ALTERNATIVES**

There are no alternatives that will allow ICHD's WIC to remain compliant with State WIC Policies and operate efficiently.

**FINANCIAL IMPACT**

The financial impact to make this change will total 3,875 per year. The Health Program Assistant position is a UAW Technical, Office, Paraprofessional Service Grade C, and the Community Health Representative II position is UAW-Technical, Office, Paraprofessional Service Grade D position. The increased costs related to this position conversion will be covered by the FY '23 WIC budget.

**STRATEGIC PLANNING IMPACT**

This position change 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.

**OTHER CONSIDERATIONS**

There are no other considerations.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing a conversion of position #601106 for the WIC's Health Program Assistant position to a Community Health Representative II position effective upon approval.

**Agenda Item 7b**

TO: Tracie Bolton, WIC Program Coordinator  
FROM: Joan Clous, Human Resources Specialist  
DATE: August 5, 2022  
RE: Support for conversion of Health Program Assistant (UAW-C) to a Community Health Representative II (UAW-D)

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Per your request, Human Resources has reviewed the position conversion request and is in support of the change.

After analysis, the position of Health Program Assistant with a salary range of UAW C (\$33,991.30 to \$40,505.60) and will be converted to a Community Health Representative UAW D (\$36,267.11 to \$43,194.87) The UAW has been notified. They support the conversion.

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

***If I can be of further assistance, please email or call me 887-4374.***

**INGHAM COUNTY  
JOB DESCRIPTION**

**HEALTH PROGRAMS ASSISTANT**

**General Summary :**

Performs a variety of clerical tasks to assist in the processing of a variety of health department records and providing clerical support to other staff. Answers questions on departmental procedures, scheduling, and related matters. Types a variety of forms and documents, completes various documents with information from the client or from file documentation and assists in maintaining record keeping systems. Performs data entry. Performs a variety of clerical support tasks.

**Essential Functions :**

1. Answers questions in person and by telephone regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for other staff, testing, and for programs or clinics. May serve as receptionist and greet the public in person as well as by telephone. Assists clients in filling out forms and reviews documents for proper completion.
2. Types various correspondence, reports, forms and other documents, using word processing software, following established procedures or specific instructions. Proofs documents. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, flyers, newsletters, training materials and other documents.
3. Prepares and types a variety of forms and other documents such as health charts, case notes, program outlines, and various other documents.
4. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
5. Operates computer terminal for entry of data such as service activity data, billing information, supplies used, client records, case notes, payments, vouchers, client information, changes and deletions of demographic information, and other data.
6. Processes various transactions that are unique to the program of assignment, includes reviewing documentation for completeness and accuracy, entering data to computer, completing forms or transactions, collecting fees and issuing receipts, and following up as required.
7. Opens and distributes incoming mail. Sorts, weighs, and meters out-going mail and records postage charges to the proper account. Assists with processing bulk mailings.
8. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, and related tasks.

**Other Functions :**

1. May perform the duties of a Clinical assistant/Technician by conducting initial interviews, preparing clients for examinations, administering standardized tests, and recording results.
2. May attend meetings to take notes and summarize important points, decisions, and work assignments.

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

**Employment Qualifications :**

**Education:** High school graduation or equivalent.



**Experience:** Six months of clerical experience.

**Other Requirements:**

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

Ability to access office files.

Ability to enter and retrieve information from computer.

Ability to access charts and other records and documents.

Ability to operate copy machines and other office equipment.

Stooping, kneeling, and crouching to retrieve and put away supplies and materials.

May require the ability to lift and carry equipment weighing up to 30 lbs.

May require the ability to climb ladders and step stools to access shelves.

**Working Conditions:**

Works in office conditions.

*HEALTH PROGRAMS ASSISTANT (1/11/99)  
UAW-C*

## INGHAM COUNTY JOB DESCRIPTION

### COMMUNITY HEALTH REPRESENTATIVE II

#### **General Summary:**

Performs a variety of moderately complex clerical tasks to assist in the processing of a variety of health department records and providing clerical support to other staff. Enrolls clients in programs and answers questions on departmental procedures, eligibility requirements, scheduling, and related matters. Types a variety of forms and documents, completes various documents with information from the client or from file documentation, and assists in maintaining record keeping systems. Performs data entry and creates reports.

#### **Essential Functions:**

1. Greets the public in person as well as by telephone. Answers questions regarding departmental procedures and requirements, program requirements, scheduling information, and other activities. Takes messages and schedules appointments for staff and schedules clients for testing, for programs, or clinics. Assists clients in filling out forms and reviews documents for proper completion.
2. Receives clients and their families at a clinic or screening site. Coordinates initial interview, screens for insurance coverage, gathers background information, and assists in the completion of various forms and applications. May triage patients. Processes various applications to verify client information, checking data for accuracy and completeness. Contacts clients to verify and update information and verify appointments. Makes appointments, collects donations, and refers clients to other providers.
3. Monitors client folders assuring that proper documents are completed to ensure appropriate client billing of account. Adjusts and records all related documents, orders, costs for services rendered, and related fees as needed.
4. Assists in the maintenance of departmental filing systems by ensuring proper filing of documents and folders. Retrieves materials from system and conducts searches for necessary documentation.
5. Operates computer terminal for entry of data such as service activity data, billing information, supplies used, immunization records, case notes, payments, vouchers, client information, changes and deletions of demographic information, and other data.
6. Prepares, sorts, processes and files a variety of forms, applications, documents and records in accordance with departmental procedures and program guidelines.
7. Types correspondence, reports, forms and other documents, using word processing software, following established procedures or specific instructions. Proof reads documents. May type documents requiring a knowledge of medical terminology and medical transcription. Utilizes word processing and other software programs to format documents, spreadsheets, brochures, training materials and other documents.
8. May perform routine bookkeeping tasks such as reviewing invoices and receivables, receipting donations, tracking expenditures, and receipting payments for services.
9. Provides outreach and education to clients and medical staff regarding program guidelines and health department services through mailings, displays, telephone contact and in person.

10. Performs a variety of clerical support tasks such as making copies, opening, sorting and distributing mail, sending faxes, taking messages, and related tasks.

**Other Functions:**

- Performs other duties as assigned
- 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.

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

**Employment Qualifications**

**Education:** High school graduation or equivalent.

**Experience:** One year of general clerical experience is required. May require experience and training in various computer software and equipment.

**Other Requirements:**

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

**Physical Requirements:**

- Ability to access office files.
- Ability to enter and retrieve information from computer.
- Ability to access charts and other records and documents of the department.
- Ability to operate copy machines and other office equipment.
- Stooping, kneeling, and crouching to retrieve and put away supplies and materials.
- May require the ability to travel throughout the county to various clinic locations.
- May require the ability to lift and carry equipment weighing up to 35 lbs.
- May require the ability to climb stairs to access work sites.

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

**Working Conditions:**

- Works in office and clinic conditions.
- May work in various off-site locations throughout the county.
- May be exposed to communicable diseases, blood, and other bodily fluids.

Personnel cost analysis for position conversion  
 Position #: 601106

	Hlth Program Asst UAW TOPS Grade C Step 5	CHR II UAW TOPS Grade D Step 5	Difference
70400 SALARY	41,316	44,059	2,743
0			
71400 UNEMPLYMT	207	220	14
0			
71500 FICA/MEDICAR	3,161	3,370	210
0 E			
71610 DENTAL	936	936	0
0			
71620 VISION	135	135	0
0			
71602 PHP MED	21,880	21,880	0
0			
71800 MERS 0101H	10,321	11,006	685
0			
71850 MERS HYBRID	413	441	27
0			
71603 RTEE CHG B	3,585	3,585	0
5			
71645 SEPARATE	826	881	55
0			
71604 RET/HLTH/T	1,859	1,983	123
0			
71710 DISABILITY	54	57	4
0			
71700 LIFE 30K	120	120	0
0			
72200 WORKERS'	202	216	13
0 COMP			
	85,014	88,889	3,875
Salary	41,316	44,059	2,743
Fringes	<u>43,699</u>	<u>44,830</u>	<u>1,132</u>
	85,014	88,889	3,875

**Notes:**

Calculation based on FY '23 wages and fringe documents  
 PHP Med cost are based on a 2 person rate

9/6/2022

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT A WIC HEALTH PROGRAM ASSISTANT POSITION TO A  
COMMUNITY HEALTH REPRESENTATIVE II POSITION**

WHEREAS, Ingham County Health Department's (ICHD) Women, Infants & Children's (WIC) Division wishes to convert the current Health Program Assistant position (position #601106) to a Community Health Representative II position, effective upon approval; and

WHEREAS, the Health Program Assistant position, as currently defined, limits the duties of the position to exclude what is fully needed to efficiently operationalize and maintain the client caseload of the WIC Program; and

WHEREAS, the Health Program Assistant position is outdated and no longer serves the needs of the WIC Program which has modernized, and is operationalized using an electronic medical record system which requires a support role capable of a higher degree of complexity than the Health Program Assistant position is designed for; and

WHEREAS, the role of the Community Health Representative II better suits the needs of the WIC clinic; and

WHEREAS, converting the Health Program Assistant position to a Community Health Representative II, better fits the needs of the clinic and enhances the program's ability to meet policies set forth by the State and Federal government; and

WHEREAS, as this position is currently vacant, ICHD wishes to use this vacancy period to make this conversion; and

WHEREAS, the financial impact to make this change will be \$3,875 per year and will be covered by the 2023 WIC operating budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorizes converting WIC's Health Program Assistant Position to a Community Health Representative II position, and shall be effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting position #601106 - WIC's Health Program Assistant Position UAW C (\$33,991.30 to \$40,505.60) to a Community Health Representative II position UAW D (\$36,267.11 to \$43,194.87), effective upon approval of this resolution.

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

**Agenda Item 8a**

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** September 6, 2022

**RE:** Resolution to Authorize a Purchase Order to Hopkins Mechanical Services LLC., for Repairs to the Hydronic Heating System at the Hilliard Building

For the meeting agendas of: September 20 & 21

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**BACKGROUND**

The hydronic heating system that heats both the Hilliard Building and Mason Courthouse has valves and pipes that are leaking, seized up, and need to be replaced. Three proposals were received and Hopkins Mechanical Services, LLC., submitted the lowest responsive and responsible proposal of \$6,100 to replace the failing valves and pipes. We are requesting a contingency of \$2,000 for any uncovered conditions.

**ALTERNATIVES**

The alternative would be to forego the repairs needed which will cause the heating system to fail.

**FINANCIAL IMPACT**

Funds are available in the Maintenance Repair Line Item #101-23303-931000.

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Hopkins Mechanical Services LLC., for repairs to the hydronic heating system at the Hilliard Building.

**Agenda Item 8a**

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: July 29, 2022  
RE: Memorandum of Performance for Packet #176-22: Boiler System Repair at the Hilliard Building

---

The Purchasing Department can confirm that quotations were received from experienced and qualified mechanical contractors in order to perform boiler system repairs at the Hilliard Building.

The scope of work includes but is not limited to draining the heating system, removing old values and installing new values, refilling system with drained glycol, bleeding air and, returning the heating system to service.

The following grid is a summary of the vendors' costs:

<b>Company Name</b>	<b>Local Preference</b>	<b>Amount</b>
Hopkins Mechanical Services LLC	No, Ovid MI	\$6,100.00
Myers Plumbing & Heating Inc.	No, Lansing (Clinton County) MI	\$8,683.00
John E. Green Company	Yes, East Lansing MI	\$8,970.00

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO  
HOPKINS MECHANICAL SERVICES, LLC., FOR REPAIRS TO THE  
HYDRONIC HEATING SYSTEM AT THE HILLIARD BUILDING**

WHEREAS, the hydronic heating system that heats the Hilliard Building and Mason Historical Courthouse has valves and pipes that are leaking, seized up, and need to be replaced; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Hopkins Mechanical Services, LLC., who submitted the lowest responsive and responsible proposal of \$6,100 to replace the failing valves and pipes at the Hilliard Building; and

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

WHEREAS, funds are available in the Maintenance Repair line item #101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Hopkins Mechanical Services LLC, 8225 Taft Road, Ovid, Michigan 48866, for repairs to the hydronic heating system at the Hilliard Building for an amount not to exceed \$8,100, which includes a \$2,000 contingency.

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



## Agenda Item 8b

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

**FROM:** Rick Terrill, Facilities Director

**DATE:** September 6, 2022

**RE:** Resolution to Authorize a Purchase Order to Myers Plumbing & Heating, Inc., to Rebuild the Boiler Pump and Valve Replacement at the Human Services Building

For the meeting agendas of: September 20 & 21

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### **BACKGROUND**

The boiler pump, which is the primary pump for the boilers at the Human Services Building, is leaking and needs to be rebuilt. This pump is one of two that circulates the hot water to heat the building and without this pump operational, the building cannot be heated properly. The isolation valve that controls the water flow to the pump is broken and needs to be replaced. Three proposals were received and Myers Plumbing & Heating Inc., submitted the lowest responsive and responsible proposal of \$9,086 to rebuild the boiler pump and replace the broken valve.

### **ALTERNATIVES**

The alternative would be to forego the repairs which will cause the system to fail.

### **FINANCIAL IMPACT**

Funds are available in the Maintenance Repair line item #631-23304-931000.

### **OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Myers Plumbing & Heating Inc., to rebuild the boiler pump and valve replacement at the Human Services Building.

TO: Rick Terrill, Facilities Director  
FROM: James Hudgins, Director of Purchasing  
DATE: September 7, 2022  
RE: Memorandum of Performance for Packet #199-22 – Rebuilding Boiler Pump and Valve at the Human Services Building

---

The Purchasing Department can confirm that quotations were received from experienced and qualified mechanical contractors in order to rebuild the boiler pump and valve at the Human Services Building.

The scope of work includes, but is not limited to, removing the existing pump and seal kit, installing a new OEM seal kit and valve, and performing a check test and startup to verify that everything is operational.

The following grid is a summary of the vendors’ costs:

<b>Company Name</b>	<b>Local</b>	<b>Amount</b>
Myers Plumbing & Heating, Inc.	No, Lansing (Clinton County)	\$9,086
Gunthorpe Plumbing & Heating, Inc.	No, East Lansing (Clinton County)	\$9,550
Hopkins Mechanical Services	No, Ovid	\$9,900

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

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

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO  
MYERS PLUMBING & HEATING INC., TO REBUILD THE BOILER PUMP AND  
VALVE REPLACEMENT AT THE HUMAN SERVICES BUILDING**

WHEREAS, the primary boiler pump for the boilers at the Human Services Building is leaking and needs to be rebuilt; and

WHEREAS, without this pump operational, the building cannot be heated properly; and

WHEREAS, the isolation valve that controls the water flow to the pump is broken and needs to be replaced; and

WHEREAS, the Facilities Department recommends a purchase order to Myers Plumbing & Heating Inc., who submitted the lowest responsive and responsible proposal of \$9,086 to rebuild the boiler pump and replace the broken valve; and

WHEREAS, funds are available in the Maintenance Repair line item #631-23304-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Myers Plumbing & Heating Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to rebuild the boiler pump and replace the isolation valve at the Human Services Building for an amount of \$9,086.

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 8c**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** September 6, 2022  
**RE:** Resolution to Authorize a Purchase Order to Seelye Group, Ltd., to Replace the Cafeteria Flooring at the Ingham County Family Center

For the meeting agendas of: September 20 & 21

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**BACKGROUND**

The cafeteria floor at the Ingham County Family Center is displaying numerous areas of delamination from the subfloor which is creating bubbles that pose a tripping hazard and once those break open the adhesive will leak through creating a slipping hazard. Seelye Group Ltd., who is on the MiDeals contract and therefore does not require three quotes submitted a proposal of \$18,472.09 which includes the flooring replacement as well as moisture mitigation and prevention services. Facilities is requesting a \$2,000 contingency for any uncovered conditions.

**ALTERNATIVES**

The alternative would be to forego the flooring replacement risking higher costs as well as costs to make repairs to the existing flooring so it is not a trip or slip hazard.

**FINANCIAL IMPACT**

Funds are available in the approved 2022 CIP line item #245-13099-976000-22F15.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-13099-976000-22F15	\$32,000	\$32,000	\$20,472.09	\$11,527.91
General Fund				

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group, Ltd., to replace the cafeteria flooring at the Ingham County Family Center.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO SEELYE GROUP LTD.,  
TO REPLACE THE CAFETERIA FLOORING AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the cafeteria floor at the Ingham County Family Center is displaying numerous areas of delamination from the subfloor which is creating bubbles that pose a tripping hazard; and

WHEREAS, when the bubbles break open, the adhesive will leak through creating a slipping hazard; and

WHEREAS, the flooring needs to be replaced; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Seelye Group Ltd., who submitted a proposal of \$18,472.09 to replace the cafeteria flooring at the Ingham County Family Center; and

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

WHEREAS, funds are available in the approved 2022 CIP General Fund line item # 245-13099-976000-22F15 which has a current balance of \$32,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group Ltd., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the flooring in the cafeteria of the Ingham County Family Center for an amount not to exceed \$20,472.09 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:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** September 6, 2022  
**RE:** Resolution to Authorize a Purchase Order for Probate Court First Floor Offices Carpet Replacement at the Veterans Memorial Courthouse

For the meeting agendas of: September 20 & 21

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**BACKGROUND**

The carpet in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse are worn, faded, pulling apart becoming a trip hazard and past its life expectancy. Seelye Group, Ltd., who is on the MiDeals contract and therefore does not require three quotes, submitted a proposal of \$17,604.96 to replace the carpet. Facilities is requesting a \$2,000 contingency for any uncovered conditions.

**ALTERNATIVES**

The alternative would be to forego the replacement of the carpet risking higher costs as well as costs to make repairs to the existing carpet so it is not a trip hazard.

**FINANCIAL IMPACT**

Funds are available in the approved 2022 CIP line item # 245-26710-976000-22F23.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
245-26710-976000-22F23	\$30,000	\$30,000	19,604.96	\$10,395.04
General Fund				

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Seelye Group Ltd., for the carpet replacement in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR PROBATE COURT FIRST FLOOR OFFICES CARPET REPLACEMENT AT THE VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the carpet in the Probate Court Offices are worn, faded, and pulling apart becoming a trip hazard; and

WHEREAS, the carpet needs to be replaced; and

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

WHEREAS, Seelye Group is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Seelye Group Ltd., who submitted a proposal of \$17,604.96 to replace the carpet in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse; and

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

WHEREAS, funds are available in the approved 2022 CIP General Fund line item #245-26710-976000-22F23 which has a current balance of \$30,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Seelye Group Ltd., 1411 Lake Lansing Road, Lansing, Michigan 48912, to replace the carpet in the Probate Court Offices on the first floor of the Veterans Memorial Courthouse an amount not to exceed \$19,604.96 which includes a \$2,000 contingency.

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

**Agenda Item 8e**

**TO:** Board of Commissioners, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** September 6, 2022  
**RE:** Resolution to Authorize a Purchase Order for the Replacement Tractor at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: September 20 & 21

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**BACKGROUND**

The tractor that services the grounds of the Veterans Memorial Courthouse and Grady Porter Building has outlived its useful life and is in need of constant repairs. This tractor is used year round for both mowing and snow removal. Deere & Company via Hutson Inc., who is on the MiDeals Contract and therefore does not require three quotes per the Ingham County Purchasing Policy, submitted a proposal of \$34,478.90 for the replacement tractor. Electric mowers were looked at but could not find any that are equivalent to what Facilities needs.

**ALTERNATIVES**

The alternative would be to forego the purchase of the tractor risking higher costs later as well as the costly repairs to keep the current tractor running.

**FINANCIAL IMPACT**

Funds are available in the approved 2022 CIP line item #664-23303-978000-22F06.

Project	Beginning Balance	Current Balance	Requested Amount	Remaining Balance
664-23303-978000-22F06	\$38,000	\$38,000	\$34,478.90	\$3,521.10
General Fund				

**OTHER CONSIDERATIONS**

There are no other considerations that we are aware of at this time.

**RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a purchase order to Deere & Company via Hutson Inc., for the replacement tractor that services the Veterans Memorial courthouse and Grady Porter Building.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A PURCHASE ORDER FOR THE REPLACEMENT TRACTOR  
AT THE VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the tractor that services the grounds of the Veterans Memorial Courthouse and Grady Porter Building has outlived its useful life and is in need of constant repairs; and

WHEREAS, the tractor is used year-round for mowing and snow removal; and

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

WHEREAS, Deere & Company via Hutson Inc., is on the MiDeals contract; and

WHEREAS, the Facilities Department recommends a purchase order be issued to Deere & Company via Hutson Inc., for the replacement tractor at the Veterans Memorial Courthouse and Grady Porter Building for \$34,478.90; and

WHEREAS, funds are available in the approved 2022 CIP General Fund line item #664-23303-978000-22F06 which has a current balance of \$38,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order to Deere & Company via Hutson Inc., 2 Industrial Park Drive, Williamston, Michigan 48895, for the replacement tractor at the Veterans Memorial Courthouse and Grady Porter Building for an amount not to exceed \$34,478.90.

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 9**

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

**FROM:** Kelly R. Jones, Managing Director  
Road Department

**DATE:** August 6, 2022

**SUBJECT:** Proposed Resolution to Enter into a 2<sup>nd</sup> Party Agreement with the Michigan Department of Transportation and a 3<sup>rd</sup> Party Agreement with Meridian Township for the MSU to Lake Lansing Connector Trail, Phase 1 Project

For the Meeting Agendas of September 20, 21 and 27

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**BACKGROUND**

The federal government provides Transportation Alternatives Program (TAP) funding, which in Michigan is administered through the Michigan Department of Transportation (MDOT). Only Act 51 Agencies are eligible to apply for and receive TAP funding. MDOT, incorporated cities, some villages, and road commissions are all eligible Act 51 Agencies. Townships wishing to utilize TAP funding must find an eligible Act 51 Agency to sponsor their applications for funding.

Per MDOT Contract 22-5392, the estimated costs for the project are as follows:

Federal TAP Funds:	\$1,700,000
Matching Funds:	<u>\$1,110,000</u>
	\$2,810,000

In Resolution #22-346, Ingham County attested to the existence of matching funds through Meridian Township, which consists of \$950,000 in funding through the Trails and Parks Millage (Resolution #17-109), with the remainder of the match funding included in the Township’s 2022 Budget.

Meridian Township has prepared all necessary plans and specifications to bid the project according to MDOT standards. We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: MDOT will enter into a first party contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second-party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf. Lastly, a third-party agreement between Ingham County and Meridian Township is required to transfer much of the Road Department’s construction oversight, maintenance, and local match responsibilities to the township and secure a construction administration fee.

**ALTERNATIVES**

N/A

### **FINANCIAL IMPACT**

This is a Meridian Township project, where Ingham County is only acting as the grant recipient for the TAP funding. Meridian Township has paid for all design engineering to date and will pay for the construction engineering costs associated with the project. The Road Department's role will be to administer the project to ensure compliance with federal requirements.

Minimal financial impact will be realized by the Road Department. Typically in these types of situations, the 3<sup>rd</sup> party agreement would include a flat \$5,000 fee to cover expenses incurred by the Road Department on behalf of Meridian Township to administer the project with MDOT.

### **OTHER CONSIDERATIONS**

N/A

### **RECOMMENDATION**

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into a 2<sup>nd</sup> party agreement with MDOT and a 3<sup>rd</sup> party agreement with Meridian Township for the work proposed on Phase 1 of the MSU to Lake Lansing Connector Trail project.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO 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**

WHEREAS, the Ingham County Road Department (ICRD) received Transportation Alternatives Program (TAP) funding as the Act 51 Agency on behalf of Meridian Township to construct the first phase of a non-motorized trail from Hagadorn Road to M-43 as part of the MSU to Lake Lansing Connector Trail; and

WHEREAS, Meridian Township desires to fund, design, construct, and maintain the built infrastructure for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the ICRD; and

WHEREAS, the construction of this project will be undertaken pursuant to a contract between MDOT and the contractor; and

WHEREAS, the County, on behalf of the ICRD, must enter into an associated second-party agreement with MDOT consistent with the requirement for federal funding requirements and as detailed in MDOT Contract #22-5392; and

WHEREAS, the County on behalf of the ICRD, must enter into an associated third-party agreement with Meridian Township to define Meridian Township's responsibility to administer the construction engineering for the project, secure funds for any and all local match costs incurred by the project, plus reimburse the Road Department a flat \$5,000 fee for project administration and oversight expenses incurred by acting as the designated Act 51 Agency for federal funding; and

WHEREAS, the estimated construction costs for the project are as follows:

Federal TAP Funds:	\$1,700,000
Matching Funds:	<u>\$1,110,000</u>
	\$2,810,000

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #22-5392 with the Michigan Department of Transportation to construct Phase 1 of the MSU to Lake Lansing Connector Trail project, on behalf of Meridian Township, for a total estimated cost of \$2,810,000, consisting of \$1,700,000 in federal Transportation Alternatives Program funding and \$1,110,000 in Township matching funds, of which \$950,000 are committed through the Ingham County Parks and Trails Millage.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third-party agreement with Meridian Township to allow the township to administer the construction engineering for the project, provide funding for any and all local match costs incurred by the project, and reimburse the ICRD a flat \$5,000 fee for project administration and oversight expenses.

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

**Agenda Item 10a**

**TO:** Board of Commissioners County Services and Finance Committee  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** September 2, 2022  
**SUBJECT:** Resolution Approving Modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual

For the meeting agendas of September 20 and September 21

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**BACKGROUND**

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. The Managerial and Confidential Employee Steering Committee has met and discussed proposed changes and updates to the manual. The changes and clarifications proposed are reflected in the attached resolution.

**ALTERNATIVES**

None

**FINANCIAL IMPACT**

The manual update includes authorizing and amending the reclassification process, elimination of the 6-month waiting period for vision and dental insurance coverage for new hires, and provides for the same funeral leave benefit for all family members. The financial impact of these updates will depend upon utilization of these items.

**OTHER CONSIDERATIONS**

The changes proposed mirror provisions included in collective bargaining agreements for bargaining unit employees.

**RECOMMENDATION**

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving these modifications to the 2022-2024 Managerial and Confidential Employee Personnel Manual.

Introduced by the County Services Committee and the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE MODIFICATIONS TO THE  
2022-2024 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

WHEREAS, the Managerial and Confidential Employee Steering Committee has met and discussed the 2022-2024 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommends changes in the 2022-2024 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2022-2024 Managerial and Confidential Employee Personnel Manual (with provisions unmodified remaining unchanged):

1. Update language in Section C. Compensation Levels: Employees may submit a request for reclassification of their position not more than once every 12 months to the Human Resources Department. Reclassification resulting in an upward movement in grade will apply back to the first full pay period on or after the date the higher classified functions were submitted for reclassification unless prohibited by law. Reclassification resulting in a downward movement in grade will not result in a decrease in pay for the incumbent.
2. Update language in Section F. Dental Insurance: Dental insurance coverage shall start the first day of the month following date of hire.
3. Update language in Section G. Vision Insurance: Vision insurance coverage shall start the first day of the month following date of hire.
4. Update language in Section J. Leaves of Absence – Funeral Leave: include uncle, aunt, nephew, niece, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, and grandchild in the definition of family contained in paragraph 4(a), eliminating paragraph 4(b) (up to 5 days leave, three of which are with pay).
5. Update language in Section Q. Travel Allowance: delete paragraph 2 referencing repayment of travel costs upon voluntary separation within 6 months of the travel.
6. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade).
7. Delete references to Assistant Public Defenders throughout the document.

BE IT FURTHER RESOLVED, that the modifications to the 2022 – 2024 Managerial and Confidential Employee Personnel Manual will be effective upon approval and shall expire on December 31, 2024.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE BOARD RULES TO RESCHEDULE A MEETING OF THE INGHAM COUNTY BOARD OF COMMISSIONERS**

WHEREAS, the meetings of the Ingham County Board of Commissioners are set by the Board Rules; and

WHEREAS, the Board of Commissioners is scheduled to meet on Tuesday, November 8, 2022 which is Election Day; and

WHEREAS, the Board of Commissioners would like to reschedule the November 8, 2022 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby reschedules the November 8, 2022 meeting of the Board of Commissioners to Monday, November 7, 2022 at 6:30 pm to be held in the Board of Commissioners' Room, Third Floor, Ingham County Courthouse, Mason.

BE IT FURTHER RESOLVED, that Section I. Board Meetings Time and Place, Subsection A. Regular and Adjourned Regular Meetings, (18) will be amended to reflect the change for the year 2022.