

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
ROBERT PEÑA
MARK GREBNER
RYAN SEBOLT
GABRIELLE LAWRENCE
RANDY MAIVILLE
KARLA RUEST

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 18, 2023 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [June 20, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office – Resolution to Authorize Contract with [Catalyst for Action, LLC](#)
2. Friend of the Court – Resolution to Authorize a [Reorganization](#) of the 30th Circuit Court/Friend of the Court
3. Office of the Public Defender
 - a. Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the [Compliance Plan and Cost Analysis](#) Approved by MIDC
 - b. Authorization to Start an [Assistant Public Defender](#) Above Step 2
4. 9-1-1 Center Dispatch – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center [Background Investigator](#) Positions
5. Animal Control and Shelter – Authorization to Start an Employee Above [Step 2](#)
6. Facilities Department – Resolution to Authorize an Agreement with [Teachout Security Solutions](#) for Unarmed Security Guard Services at Multiple Ingham County Facilities
7. Road Department
 - a. Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the [Mount Hope Road](#) Project from Hagadorn Road to Okemos Road
 - b. Resolution to Amend Agreements with [Wheatfield and Williamstown Townships](#) for the 2023 Local Road Program
 - c. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the [Columbia Road](#) and Eifert Road Intersection Project
 - d. Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the [Hagadorn Road](#) and Sandhill Road Intersection Project

8. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential [Reclassification](#) Requests
9. Diversity, Equity, and Inclusion Office – Resolution to Approve \$10,000 in [Funding](#) to the Racial Equity Taskforce
10. Controller’s Office
 - a. Resolution to Approve an Agreement with [Kolt Communications](#) for Public Relations Services
 - b. Resolution to Approve an Agreement with [Urban Wireless Solutions](#) for Broadband Consulting Services
 - c. Resolution to Amend Agreement with [Maner Costerisan](#) for Accounting Services
 - d. Financial Impact [Reclasses/Reorganizations](#) (*Discussion*)
11. Board of Commissioners – Resolution Directing Ingham County [Advisory Boards](#) and Commissions to Forward Agendas and Minutes to the Board of Commissioners’ Office

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
June 20, 2023
Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Lawrence, Ruest, and Maiville.

Members Absent: None.

Others Present: Treasurer Alan Fox, Becky Bennett, Gregg Todd, Sue Graham, Rosemary Anger, Helen Walker, Madison Hughes, Deanna LaBrenz and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the June 6, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE JUNE 6, 2023 COUNTY SERVICES COMMITTEE OPEN AND CLOSED SESSION MEETINGS WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

Alan Fox, Ingham County Treasurer, stated that he would like to speak on Agenda Item number one, which was the recommendations of the Housing Trust Fund (HFT) Committee for the Competitive Grant Awards. He further stated that the HFT Committee took the comments that were made during previous County Services meetings and other meetings very seriously regarding the need to emphasize value for dollars spent.

Treasurer Fox stated that since the start of the project, housing had increased in price. He further stated that it was discovered that a lot of the single-family construction projects had been referred to the Ingham County Land Bank, which had already received funds from the HFT Committee.

Treasurer Fox stated that all of these single-family construction projects required some work to figure out the numbers and that kind of one-on-one work was better done by the Land Bank than through a Competitive Grant process, which was a little more fixed. He further stated that each of the six projects that were recommended to be funded were larger in scale, none of which were owner-occupied housing initially.

Treasurer Fox stated that the projects were the most cost effective, such as taking existing buildings and repurposing those for housing. He further listed some examples of projects that

had started with existing buildings that had not been used for housing and turned them into housing.

Treasurer Fox stated that the new developments had different ownership models with different complications. He further stated he would answer any questions that anyone had during discussion and thanked the County Services Committee.

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

1. Treasurer's Office – Resolution to Authorize Contracts for Housing Trust Fund Competitive Grants

2. Sheriff's Office
 - a. Resolution to Authorize Transition of Part-Time Court Deputy Positions to Part-Time Road Deputy Positions within the Sheriff's Office
 - b. Resolution to Authorize the Creation of a Front-Load Position Option within the Sheriff's Office

5. Health Department
 - a. Resolution to Authorize an Agreement with the Michigan Health Endowment Fund for the Ingham County Black Doula Cohort
 - b. Resolution to Accept Ryan White Part C Early Intervention Services Funds from the Health Resources and Services Administration and to Authorize Contractual Infectious Disease Physician Services and to Create an Outreach and Linkage Specialist Position

6. Innovation & Technology Department – Resolution to Approve the Purchase of Network Hardware from Sentinel Technologies

7. Facilities Department
 - a. Resolution to Authorize an Agreement with Elevator Service LLC. for the Full-Service Elevator Repair and Maintenance at Multiple County Buildings
 - b. Resolution to Authorize a Purchase Order to Seelye Group Ltd. to Replace the Flooring in the Conference Rooms, First Floor Offices and Breakrooms at the Hilliard Building

9. Controller's Office – Authorization to Start an Employee Above Step 2

THE MOTION CARRIED UNANIMOUSLY.

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

3. Friend of the Court – 30th Circuit Court/Friend of the Court Reorganization (*Discussion*)

Helen Walker, Ingham County Deputy Court Administrator/Friend of the Court Director, respectfully requested that the Friend of Court may have a reorganization of two Casework Supervisor positions. She further provided an overview of the 30th Circuit Court/Friend of the Court (FOC) Reorganization.

Ms. Walker respectfully asked that the reorganization be moved forward, as it was essentially a reclassification.

Chairperson Celentino confirmed that this reorganization request had gone before the Law & Courts Committee on June 15, 2023.

Ms. Walker confirmed.

Chairperson Celentino asked if Ms. Walker had documentation reflecting that the Collective Bargaining Units that were involved approved of this reorganization.

Ms. Walker indicated she had documentation.

Commissioner Grebner asked if the numbers reflected in the request were salary plus other benefits.

Gregg Todd, Ingham County Controller, stated that he believed it was just salary.

Commissioner Grebner stated that the actual out-of-pocket expense was an additional 20%.

Mr. Todd stated that it was a range between 20% and 25% for additional expense.

Commissioner Grebner stated that he just wanted to point out that this was a stand-in for the actual numbers, which were somewhat higher.

Ms. Walker stated that this was correct and thanked Commissioner Grebner.

Chairperson Celentino stated this would come back at the next County Services Committee meeting held on July 18, 2023 for the approval.

Ms. Walker stated she would submit a resolution.

Chairperson Celentino thanked Ms. Walker and stated that like he said at Law & Courts, he saw no problems with this going through.

4. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
 - b. Resolution to Award Contracts for Peer Review Group Members
 - c. Resolution to Award Contracts for Remonumentation Project Surveyors
 - d. Resolution Appointing Rosemary Anger as County Grant Administrator for the 2023 Ingham County Remonumentation Project

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

Rosemary Anger, Ingham County Equalization Director, stated that she would normally provide a presentation with maps and other items, but she was ten days in to a new job with a new county and was not ready to do a slide show presentation.

Ms. Anger stated that the State of Michigan required Ingham County to appoint a Public Land Surveyor as the County Representative for the Remonumentation project. She further stated that in other counties, this position was an elected position, whereas in Ingham County it was an appointed position.

Ms. Anger stated that with this position, there came responsibilities. She further stated that those responsibilities gave that representative a contract and reimbursement for the work that was going to be done.

Ms. Anger stated that Ronnie Lester had been the County Representative since 1992 and had been responsible for investigating the background paperwork for all the work that had been completed by the County's contract surveyors. She further stated Mr. Lester received certain remuneration based on the number of corners that he would look at.

Ms. Anger stated that the Resolution to Award Contracts for Peer Review Group Members went along with the Remonumentation Project surveyors. She further stated that the State of Michigan Survey and Remonumentation Act stated that a group of surveyors would be convened and the surveyors would go out and look at all the corners and section corners that were originally set by the General Land Office (GLO).

Ms. Anger stated protracted corners were centers and closing corners that were not set by the GLO, but that it was the intent that they would be done at a later date. She further stated this was a group of experienced surveyors who had experience investigating corners, and served as peer review.

Ms. Anger stated surveyors would have to survey their corners and then take their work to a table and defend their work to the other surveyors in the room. She further stated if the peer review found the work to be insufficient, they would send the surveyor back out to get more information.

Ms. Anger stated there was one contract to do the work and one contract to review the corners. She further stated that by statute, those two contracts operated separately.

Ms. Anger stated it was possible to have more members of the peer review than there were surveyors, as well as it is possible to have non-surveyors on the peer review, which was an interesting hiccup. She further stated that a relatively competent engineer could volunteer to be in the peer review.

Ms. Anger stated Agenda Item No. 4b was a resolution to appoint her as the Equalization Director and stated she was the Grant Administrator at Barry County for over six years. She further stated that she had been a part of two Qualification-Based Selections, six contracts, and the rewrite of the County plan.

Chairperson Celentino asked if the surveyors were a part of the peer review.

Ms. Anger stated confirmation, and clarified that the contract was written to allow the surveyors to have alternates if wanted. She further stated that in the event the surveyor has a conflict that could provide an issue with quorum at the peer review, the surveyor could send an alternate.

She further stated that the good thing about this was that the Remonumentation Project surveyors were usually done by a firm so they were usually out in the field with another surveyor or a survey assistant.

Commissioner Grebner welcomed Ms. Anger aboard. He further stated that he would give a little history of the Ingham County Remonumentation.

Commissioner Grebner stated Ingham County had a huge remonumentation project in the 1970's that was funded by the Comprehensive Employment and Training Act (CETA) that other counties were not doing at the time. He further stated that Ingham County used a huge amount of federal funding to locate all section corners that were easily available, using extremely unskilled labor and spending millions of dollars.

Commissioner Grebner stated other counties were not doing what Ingham County was at that time and were using their CETA money in other ways. He further stated Ingham County corners were better established and documented than peer counties on average.

Commissioner Grebner stated the basic work of finding all of the corners has been largely completed. He further stated that the amount of money from the State of Michigan was based on a fraction of the Register of Deeds fee, which would come back as a grant to each county; however, he was unsure of accuracy.

Commissioner Grebner stated Ingham County received a fixed amount of money. He further stated that it did not matter that Ingham County was in a different location as far as completion because the counties of Michigan get the same amount of money per recorded instrument.

Commissioner Grebner stated, in the past, professions did not compete against one another and that contracts were handed out to each surveyor with exactly the same fee for the same work. He further stated he insisted for the contracts to be bid out at that time.

Commissioner Grebner stated that the office went out, contacted people and told them what bids to make to rig them. He further stated they also had the surveyors deliver identical bids to Ingham County for exactly the same price and hours.

Commissioner Grebner stated he was told this process was required by law, which he believed to not be true. He further stated it was criminal activity to arrange bidding.

Commissioner Grebner stated that Mr. Lester threatened to resign and not participate in contract bidding. He further stated he was told he was told that this was Mr. Lester's last year, but he was unsure.

Commissioner Grebner stated that Ingham County had four different firms that had all been given exactly the same amount of work at the same price. He further stated he had found that if this was pushed hard enough, it would be found that each firm was limited in their ability to do the work and that they could not furnish more staff than exactly \$20,000 worth.

Commissioner Grebner stated that there must be a more efficient way to do this work. He further stated it was too late in 2023 to do anything but asked if the process could be a real competitive process.

Ms. Anger stated that the bidding process was handled through the Purchasing Department. She further stated that the Qualification-Based Selection required the surveyors to give their hourly rates and an itemized bill.

Ms. Anger stated when billed, Ingham County was billed based on the surveyor's fee schedule. She further stated that she did invoicing for remonumentation for six or seven years and never had anyone use all of the money, unless the surveyor absorbed the costs due to being over budget.

Ms. Anger stated that there was a certain amount of pride from surveyors that they would get the project done, even if they might have to eat the cost. She further stated that sometimes the surveyors would come in under the proposed budget and the County could ask if the surveyors could complete an additional corner.

Ms. Anger stated the notion that the surveyors spend up to a certain dollar amount was true, if the fact was ignored that the invoice might be higher than what they had been reimbursed for.

Commissioner Grebner asked if the County could select the single best firm to the project for \$80,000 instead of four firms for \$20,000 each.

Ms. Anger stated the response was multifaceted. She further stated the intent of the legislation was to have multiple surveyors because a representation of surveyors with experience with their

own personal library that were not available to other surveyors was needed to come together to discuss the corners. She further stated that if there was only one surveyor, then all of the eggs would be in one basket.

Ms. Anger explained if a surveyor who held all of the contracts suddenly became deceased, all of those contracts would pass with them. She further stated this situation had happened in Eaton, Calhoun and Barry Counties. She further stated that after the surveyor in Calhoun County had passed away, the three corners he had been assigned to were able to be reassigned to other surveyors with a contract amendment to change the dollar amount.

Ms. Anger stated the final reason was that Licensing and Regulatory Affairs (LARA) would not allow this to happen. She further stated Ionia County had attempted to go down to two surveyors, and LARA denied them.

Discussion.

Ms. Anger stated she had asked around pertaining to a reduction of surveyors, especially with going into a maintenance phase and seeing a reduction of money since all of the corners had been found. She further stated she had found that LARA would not allow this, as they wanted a list of surveyors that represented the size of the community.

Commissioner Grebner stated that not all counties have multiple surveyors, and some counties have a single surveyor to do the work.

Ms. Anger stated she estimated that one surveyor could potentially be found in the Upper Peninsula (UP) in areas with low population. She further stated that the county surveyor and the hired surveyor were different, and the peer review would include multiple people.

Ms. Anger stated LARA might consider that situation representative of that area. She further stated if there is only one surveyor in a three-county area in the UP, LARA may allow it.

Ms. Anger stated there were too many firms to drop below something that represented approximately 25%. She further stated not all surveyors do remonumentation and not all do boundary surveys.

Commissioner Peña stated he appreciated the level of intensity in the surveyor's work. He further stated it was difficult to relocate or establish a monument in a cornfield versus one in a busy intersection.

Commissioner Peña thanked Ms. Anger for performing the headache work, as it required double fact checking prior to peer review.

Ms. Anger stated that, even as someone who prepared certificates for reporting, she caught errors as a non-surveyor.

Commissioner Peña asked for presence in the process, either at the gathering and initial establishment of the monument or at the peer review of it.

Ms. Anger stated an individual must be a surveyor to do this work. She further stated surveyors have technicians that perform the excavation tasks and the surveyor would present the work.

Commissioner Peña stated there was a declining number of Licensed Surveyors, but thanked them for searching for the dinosaurs.

Commissioner Maiville thanked Ms. Anger for her explanation, as this topic was brought up whenever a discussion of surveying took place. He further stated that she was the third Equalization Director within his tenure.

Ms. Anger stated the surveyors would be finishing the initial project in 2023. She further stated half of the corners had never been looked at and are intersecting centers or closing corners, and the other half of the corners have been obliterated from road construction.

Ms. Anger stated that the 2024 cohort will have a new batch of obliterated corners. She further stated this could be because of road construction or there were enough witnesses that the corners can no longer be established.

Chairperson Celentino clarified there would never be a resolution with only one surveyor.

Ms. Anger stated confirmation, unless LARA changed legislation. She further stated she would still advise against having only one surveyor.

Commissioner Grebner stated he was not asking for a single firm, but that the County should award the contract as if Ingham County was trying to spend the money wisely. He further stated that different pay should be awarded to those of different skill levels.

Commissioner Grebner stated dividing into fourths and handing out equal parts was suspicious, as there was nothing else the County does that was similar.

THE MOTION CARRIED UNANIMOUSLY.

8. Human Resources Department – Resolution to Approve UAW TOPS, ICEA County Professional, and ICEA Court Professional Reclassification Requests

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

Commissioner Sebolt disclosed that the UAW TOPS was a local unit of an International Union that was affiliated with his employer, the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO).

Commissioner Ruest stated concern about Ingham County's budget deficit and the number of reclassifications. She further stated Ingham County was looking at \$200,000 in reclassifications for 2024, plus an additional 20% that the County would pay, which would take the County over \$250,000.

Commissioner Ruest stated with being \$4,000,000 over the budget, the reclassifications were increasing the amount that Ingham County would need to be within budget for 2024. She further asked if the County had the money in the 2023 budget to absorb the cost of the reclassifications, as Ingham County would be over \$100,000 and what the plan was for the 2024 budget since there was not funding.

Mr. Todd stated as part of the budget process, they budgeted for attrition, which was essentially a deduction from the budget because it would take unfilled positions into account. He further stated that Ingham County budgets at 100%, which would be approximately 1,200 employees paid if fully employed.

Mr. Todd stated that Ingham County is never at full employment and was approximately 90-100 employees short at this time. He further stated that these potential employees would most likely not be paid a full year if hired in and new employees are typically brought in at a lower rate.

Mr. Todd stated this was built into the budget, as yearly budget was looked at, there was a mechanism to address the multiple reclassifications. He further stated the 2024 budget will be a tougher budget so reclassifications were going through this year that might not typically go through.

Mr. Todd stated Ingham County has not completed a salary survey for decades and had no current structure for evaluating employee work. He further stated the reclassification system was the only system to get an increase in pay to reflect job requirements, through the Collective Bargaining Units and Human Resources.

Mr. Todd stated he recognized this was a big number, but that there were upcoming budget discussions where this would be addressed in the 2024 budget. He further stated that as they have been completing reclassifications and reorganizations through 2023, it was not fair that they halt those processes now.

Commissioner Ruest stated she did not disagree with Mr. Todd. She further asked why the Board of Commissioners did not get the reclassification of positions before the next year's budget.

Mr. Todd stated it had been done that way in the past; however, it was such a process to review, that the Board of Commissioners was running into the same situation. He further stated that it was a multiple step process.

Mr. Todd stated first the managers would look at the job description and amend to reflect the updated duties. He further stated that then it had to go to Human Resources, followed by the Unions for review.

Mr. Todd stated that ending the process would be to meet with managers, Human Resources, and the Unions to review. He further stated it was still past budget time by the time they had reached the Board of Commissioners in the past.

Commissioner Ruest inquired about the timeline of review of reorganizations and reclassifications given to Human Resources, as the compensation of reclassified or reorganized employees would be retroactive to when the requests were submitted to Human Resources.

Sue Graham, Ingham County Human Resources Director, stated the reorganizations and reclassifications were received at various times, served on a first-come, first-served basis.

Mr. Todd stated they could provide a list in the future.

Commissioner Ruest stated she assumed there was a major process Ingham County went through prior to being brought to Committee. She further asked about the timeline for a review.

Mr. Todd stated a position can be requested to be reclassified once every 12 months.

Commissioner Ruest requested the total cost of reclassifications in 2023 and 2024. She further clarified it would be what has been reclassified for 2023 so far and what was coming through 2024.

Commissioner Ruest stated she felt that the budget deficit was being added to every time the Board met for committee. She further clarified that she felt people deserved the reclassifications, but ultimately it felt irresponsible.

Chairperson Celentino requested a list of when reclassifications and reorganizations were submitted to Human Resources and a total cost of what the reclassifications and reorganizations that have been approved for 2023 and 2024 and what else was coming.

Commissioner Celentino asked Ms. Graham what was on the horizon for Human Resources and reclassifications for the rest of 2023.

Ms. Graham stated the number has slowed down, but she was unsure what was currently in the works if it had not yet been submitted to Human Resources. She further stated that Human Resources cost everything at the highest number, not just by step.

Ms. Graham stated the results of reclassification were at the top step, but the individual was limited to between a 5% and 10% increase, if they go up.

Commissioner Ruest stated these were people who would eventually get to the highest level, which still built in a huge cost to the County.

Chairperson Celentino asked if there were discussions regarding changing the reclassification timeline.

Mr. Todd stated 2024 was the last contract year with the Unions and internal talks had taken place to meet with the Unions to discuss not doing reclassifications or reorganizations in 2024 based on the County's budget. He further stated it could become a negotiation item for contracts going forward.

Commissioner Grebner stated Ingham County cost estimates everything at the top step due to the fact the cost in 2023 was much lower than the long-term cost. He further stated that it is an accrued method and was not exactly accurate.

Commissioner Grebner stated that Mr. Todd mentioned the way the positions were budgeted as if everyone would stay in their current position for the entire year of 2023. He further stated that as people retire, move jobs, transfer within the County, and go on unpaid leave, and this would go into a separate fund, previously called the Fund Balance.

Commissioner Grebner stated funding could be used for temporary hires, overtime, and other necessities from this fund. He further stated that this money was roughly the amount needed for employee compensation for each department.

Commissioner Grebner stated the rule of thumb was to pretend that everyone would stay in their current position throughout the year. He further stated that this money could not be used in other ways, such as on vehicles or office space, and it must be used on personnel costs.

Commissioner Grebner stated Ingham County reclassified about 5% of all positions every year. He further stated every 15 to 20 years, a position would get reclassified.

Commissioner Grebner stated in an unlikely event, a position could be reclassified lower; however, it would have to be a reorganization of the department in which the position no longer was reflected accurately. He further stated as positions were evaluated, the responsibilities that were accurate 10 to 20 years ago are no longer accurate as each position gets more skill and responsibility.

Commissioner Grebner stated the net impact on the budget was 1%. He further stated that Ingham County did not raise stated salaries as rapidly as inflation increased.

Commissioner Grebner stated one way to get more compensation was general increases in pay across the County. He further stated another way to get more compensation was to go up a step, following which would be reclassification.

Commissioner Grebner stated another way to increase compensation would be to transfer across departments within the County. He further stated that reclassifications, in theory, were only to recognize that the position was no longer adequately described.

Commissioner Grebner stated, in the past, the Board of Commissioners would listen to hearings where employees would state a reasoning for reclassifications. He further stated they approved all appeals, but that it was a terrible experience.

Commissioner Maiville stated, to follow up with Commissioner Grebner’s comment, the practice of presenting reclassifications at the highest step was informally known as the “Grebner Rule.”

Commissioner Ruest stated she would vote in favor of this resolution because it was only fair, as other positions have been approved for reclassification. She further stated she believed this was a horrible thing to do as the County was facing a \$4,000,000 deficit.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Grebner stated the alternative to the current system would be to conduct a salary study, which would cost Ingham County more in the long run. He further stated eventually it would have to happen as Ingham County became less connected to market rates.

Discussion.

Chairperson Celentino stated that the next County Services Committee would be held on Tuesday, July 18, 2023.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:47 p.m.

**JULY 18, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Treasurer's Office – Resolution to Authorize Contract with Catalyst for Action, LLC

This resolution approves a contract with Catalyst for Action, LLC to create and administer appropriate processes and draft appropriate documents to meet the expressed goals of the Housing Trust Fund Committee and of ARPA in providing funds for housing construction and rehabilitation.

The not-to-exceed \$75,000 funding will be provided through housing contracts already approved.

See memo for details.

2. Friend of the Court – Resolution to Authorize a Re-Organization of the 30th Circuit Court/Friend of Court

This resolution approves a reorganization of the 30th Circuit Court/Friend of Court to reflect current job duties of two positions. One position of Casework Supervisor moved from ICEA Court Pro 9 to Records Supervisor ICEA Court Pro 10 and one position of Casework Supervisor moved from ICEA Court Pro 9 to Support Enforcement Supervisor ICEA Pro 10.

See memo for details.

3a. Office of the Public Defender – Resolution to Authorize a Grant Between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs, and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC and Creating Three New Grant Funded Positions

This resolution authorizes a grant for the funding of the Public Defender's Office for 2024. You will see in the memo that included in the grant is funding for three new positions, two Assistant Public Defenders and a Social Worker. The County contributes roughly 13% and as the 2024 budget has not been balanced, approving positions in the resolution is not recommended so we removed any reference to them from the resolution. The resolution will approve an "up to" amount in grant and local match so the positions can be added later if the 2024 budget allows.

See memo for details.

3b. Office of the Public Defender – Authorization to Start an Assistant Public Defender Above Step 2

This authorizes starting an Assistant Public Defender at a Step 6. The successful candidate is highly qualified and has 24 years relevant experience in criminal defense, juvenile delinquency, immigration, and abuse and neglect. The Human Resources Department reviewed the candidate's resume against the requested salary and it is in support of the compensation level.

See memo for details.

4. 9-1-1 Dispatch Center – Resolution for Approval to Increase the Wage of the Special Part-Time 9-1-1 Central Dispatch Center Background Investigator Positions

This resolution increases the special part-time 9-1-1 Background Investigator positions from \$25/hour to \$27.50/hour, a 10% increase. Their rate of pay has not increased since 2012. This increase reflects the average COLA increase for other County employees.

See memo for details.

5. Animal Control and Shelter – Authorization to Start an Employee Above Step 2

This resolution authorizes starting a Veterinarian at Step 3. The successful candidate has one-year of combined veterinarian experience caring for large and small animals and exotic animals. In addition to this, Dr. Garrett has a Masters of Public Health Degree. The Human Resources Department reviewed the candidate's resume against the requested salary and it is in support of the compensation level.

See memo for details.

6. Facilities Department – Resolution to Authorize an Agreement with Teachout Security Solutions for Unarmed Security Guard Services at Multiple Ingham County Facilities

This resolution authorizes an agreement with Teachout Security Solutions for unarmed security guards at multiple County facilities. Teachout was the lowest responsible bidder. The contract term is three (3) years with a two (2) year renewal option at an hourly bill rate of \$25.76 for Year One and 2% increase plus the living wage increase for each subsequent year thereafter for the three-year term.

See memo for details.

7a. Road Department – Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Mount Hope Road Project from Hagadorn Road to Okemos Road

This resolution approves an agreement with MDOT for preliminary engineering of the Mount Hope Road project, which includes a 4-to-3 lane conversion and traffic signal modernization. MDOT will fund 50% of the \$90,000 project, with the 50% Road Department match coming from the 2023 Road Fund budget.

See memo for details.

7b. Road Department – Resolution to Amend Agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program

This resolution amends the agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program. Wheatfield has requested additional work on Burkley Road, Apple Blossom Land, and Noble Road and Williamstown has requested additional work on Barry Road, Milton Road, Wilgus Road, and North Branch Road. The Road Department's share of the work is included in the 2023 Road Fund budget.

See memo for details.

7c. Road Department – Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

This resolution revises an engineering design services contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection project to include MDOT required language, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project

See memo for details.

7d. Road Department – Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

This resolution revises an engineering design services contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection project to include MDOT required language, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project

See memo for details.

8. Human Resources – Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential Reclassification Requests

This resolution approves reclassifications of UAW TOPS, ICEA County Professional, and Manager and Confidential employee positions as follows:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Judicial Asst. – D.Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Judicial Asst. – D. Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Bookkeeping Coord. AR	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Purchasing Clerk	UAW E: 46,971.90	UAW G: 52,531.56	5,559.66
Lead Sr. Accountant	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
Clinic Info. Trng. Coord.	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
Program Coordinator	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Finance Coordinator	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
TOTAL:			57,676.74

See memo for details.

9. Diversity, Equity, and Inclusion Office – Resolution to Approve \$10,000 in Funding to the Racial Equity Taskforce

This resolution approves \$10,000 in funding for the Racial Equity Taskforce for taskforce specific activities; funding surveys, training for members, etc. The funding request for the 2023 budget was misplaced by your Controller, so, we are requesting it out of Contingency for this year and it will be a budget item in subsequent years.

See memo for details.

10a. Controller's Office – Resolution to Approve an Agreement with Kolt Communications for Public Relations Services

This resolution approves an agreement with Kolt Communications for public relations services. By bidding it out, we saved \$1,500 (\$34,500 down from \$36,000). Here's to following proper procedures!

See memo for details.

10b. Controller's Office – Resolution to Approve an Agreement with Urban Wireless Solutions for Broadband Consulting Services

This resolution approves an agreement with Urban Wireless Solutions for broadband consulting services. With the State receiving \$1.56 billion in federal Broadband Equity, Access, and Deployment (BEAD) Program funding to go toward providing broadband service to unserved/underserved citizens in the state, this service will help position Ingham County to receive funding.

Funding for the \$24,500 proposed fee for broadband consulting services from Urban Wireless Solutions is available through allocated ARPA broadband development dollars.

See memo for details.

10c. Controller's Office – Resolution to Amend Agreement with Maner Costerisan for Accounting Services

This resolution amends the existing agreement with Maner Costerisan by \$60,000 due to the lack of audit preparation with the departure of the previous Financial Services Director, the complexity and length of the audit process, and the additional requirements on Maner Costerisan to help with the completion of the audit.

Funding is available through the Contingency Fund.

See memo for details.

11. Board of Commissioners – Resolution Directing Ingham County Advisory Boards and Commissions to Forward Agendas and Minutes to the Board of Commissioners' Office

This resolution directs advisory boards and commissions to forward meeting agendas and minutes to the Board Office to help track attendance and per diem.

ADDITIONAL ITEMS:

10d. Controller's Office – Financial Impact Reclasses/Reorganizations (Discussion)

Agenda Item 1

TO: County Services and Finance Committees

FROM: Alan Fox, Ingham County Treasurer and Housing Trust Fund Committee Chair

DATE: July 5, 2023

SUBJECT: Proposed Contract With Catalyst For Action LLC for Housing Trust Fund Services

BACKGROUND

The Board of Commissioners created the Ingham County Housing Trust Fund (HTF) and allocated \$9 million of American Rescue Plan (ARP) funds to the HTF to promote construction and rehabilitation of affordable housing in Ingham County. The Board of Commissioners has, by recommendation of the HTF, allocated funds to specific projects for construction of owner-occupied housing and rehabilitation of both owner-occupied and rental housing. Some of these projects will also utilize funds from various State of Michigan programs.

In every case, the amount of public investment requires that safeguards guarantee that future owners not enrich themselves from those investments. There are a variety of means with which to accomplish this, and some specific methods may be mandated by the programs providing other public funds. In addition, buyers of owner-occupied housing will require assistance with down payments and with mortgage loan applications. The HTF has already identified and is working with a growing number of local financial institutions to provide those services.

FINANCIAL IMPACT

The proposed contract will be for services at \$75 per hour and a maximum of \$75,000 for one year. Funds for these services will be a part of some of the contracts already approved.

RECOMMENDATION

The HTF has identified Catalyst for Action, LLC as fully capable of designing the necessary safeguards and of working with lending institutions to provide the best outcomes for prospective buyers. The principal of Catalyst for Action, LLC has over forty years of experience working for local banks, credit unions and nonprofits, primarily to promote attainable housing. A competitive bidding process would likely result in the same recommendation with any lower bid unlikely, and in any event outweighed by the extent of experience brought by this individual.

The first projects for which these services are required will be started in the next few months. It is important to start the necessary processes immediately to ensure that the money expended goes to the purposes intended and that the county's interests and federal requirements are both met.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONTRACT WITH CATALYST FOR ACTION, LLC

WHEREAS, the Ingham County Board of Commissioners, through Resolution #22-211, has allocated \$9,000,000 of the second tranche of American Rescue Plan funds received by Ingham County for affordable housing opportunities through the Ingham County Housing Trust Fund; and

WHEREAS, the Ingham County Board of Commissioners has by resolution allocated funds from the American Rescue Plan Act (ARPA) for a variety of projects to construct new housing units in Ingham County; and

WHEREAS, these resolutions include Resolution #22-383 (Row House Construction), Resolution #23-047 (Scattered Single-Family Construction/Rehabilitation), and Resolution #23-276 (Competitive Grant Awards); and

WHEREAS, it is necessary when publicly funding housing construction and rehabilitation for housing that will be privately owned for Ingham County to ensure that the goals of the Housing Trust Fund are met and that later owners of such housing are not unduly enriched; and

WHEREAS, it is also necessary to ensure that such funding meets the requirements of ARPA; and

WHEREAS, ARPA contains a variety of means designed to ensure that publicly funded housing construction projects meet both Ingham County's needs and requirements and ARPA's requirements; and

WHEREAS, it is beneficial to Ingham County and to the future residents of such housing to design the specifics of such requirements with the specific needs of the county and its residents in mind; and

WHEREAS, the Housing Trust Fund Committee recommends that the Ingham County Board of Commissioners authorize a contract with Catalyst for Action, LLC to provide these services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Catalyst for Action, LLC to create and administer appropriate processes and draft appropriate documents to meet the expressed goals of the Housing Trust Fund Committee and of ARPA in providing funds for housing construction and rehabilitation.

BE IT FURTHER RESOLVED, that the contract shall be for a period of one year from the effective date of the contract.

BE IT FURTHER RESOLVED, that the contract shall provide for payment for services not to exceed \$75 per hour and a total not to exceed \$75,000 for the period of the contract.

BE IT FURTHER RESOLVED, that the Ingham County Housing Trust Fund Coordinator, under the supervision of the Ingham County Treasurer, is authorized to review services provided and authorize payment from funds allocated by the Board of Commissioners to the Housing Trust Fund, including, where appropriate, funds allocated for specific projects.

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

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

FROM: Helen Walker, Deputy Court Administrator/Family Division/FOC Director

DATE: May 17, 2023

SUBJECT: Discussion item regarding proposed reorganization of the 30th Circuit Court/Friend of the Court. For meeting agendas of Law and Courts Committee on June 15, 2023, County Services Committee on June 20, 2023 and Finance Committee on June 21, 2023.

BACKGROUND

The current job description for two “Casework Supervisor” positions has not been updated since 2001 and is outdated. The two Casework Supervisor positions (142017 & 142018) are in the ICEA Court Professionals Bargaining Unit. When the job description was last updated in 2001, the duties listed in the job description were the same for both positions. Over the last twenty years, the two supervisory positions branched out by performing different responsibilities and overseeing different employees within the Friend of Court office. One of the supervisory positions (142017) oversees the records unit, which consists of 14 employees. This supervisor also supervises all records pertaining to intergovernmental cases. The other supervisory position (142018) oversees the support enforcement unit, which consists of 16 employees. The overlap between the two supervisory positions consists of two shared Enforcement Specialist positions, who are assigned to handle support enforcement on intergovernmental cases. Lastly, the current job description no longer reflects that the responsibilities associated with each position have increased and become more complex over time. A reorganization is necessary to properly align the job responsibilities associated with each supervisory position and the positions each supervisor is responsible for overseeing.

The reorganization was approved by the following: Ingham County Human Resources, ICEA – Court Professionals Bargaining Unit, Circuit Court Chief Judge Joyce Draganchuk, Chief Circuit Court Judge Pro Tempore Shauna Dunnings and Presiding Judge of the Family Division Lisa McCormick.

ALTERNATIVES

Keep the current job description of Casework Supervisor for both positions despite the fact that the job description is no longer accurate.

FINANCIAL IMPACT

The reorganization request for both Casework Supervisor positions has been analyzed by Human Resources. Human Resources supports a reorganization to create two separate job descriptions, one for the position of Records Supervisor and the other for the position of Support Enforcement Supervisor. The new classifications place each position at a higher pay, with an increase of \$6,835 per position or \$13,670 for both positions. However, the Friend of Court office receives most of its funding through the Federal Cooperative Reimbursement Program (CRP) administered by the Michigan Office of Child Support, which provides for 66% direct reimbursement of most IV-D (child support enforcement) expenditures. As a result, the General Fund cost of the increase is 34%, which amounts to \$2,319 per position or \$4,639 for both positions.

STRATEGIC PLANNING IMPACT

Provide appropriate enforcement of child support with an accurate and up to date job description from which to do so. Provide appropriate record keeping with an accurate and up to date job description from which to do so.

OTHER CONSIDERATIONS:

The last job description, which combined the functions of both positions, is dated January 22, 2001.

RECOMMENDATIONS:

Based on the information presented, the Friend of Court respectfully recommends approval of a resolution to reorganize both positions.

Agenda Item 2

TO: Helen Walker, Deputy Court Administrator Family Court
FROM: Joan Clous, Human Resource Specialist
DATE: March 31, 2023
RE: Memo of Analysis for reorganization of Family Division

The Family Division of the Circuit Court is reorganizing to enhance their ability to serve the residents of Ingham County. As such the following positions will change to:

Casework Supervisor (142018) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Support Enforcement Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).

Casework Supervisor (142017) ICEA Court Pro 9 (\$71,136.89 to \$85,419.71) to Records Supervisor ICEA Court Pro 10 (\$76,833.06 to \$92,254.72).

The effective date will be December 31,2022.

Please use this memo as acknowledgement of Human Resources' participation. You are now ready to complete the next 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).

5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

FW: Reorg FOC

Joan Clous <JClous@ingham.org>

Mon 5/15/2023 12:22 PM

To: Helen Walker <hwalker@ingham.org>

Helen,

Here is the union's approval of the reorg for FOC.

Joan

From: Luke Cloud <LCloud@ingham.org>

Sent: Monday, May 15, 2023 12:14 PM

To: Joan Clous <JClous@ingham.org>

Cc: Chadwick Phillips <CPhillips@ingham.org>; Stacey Craig <SCraig@ingham.org>; Jeffrey Donahue <JDonahue@WhiteSchneider.com>

Subject: RE: Reorg FOC

This is acceptable to the people in these positions and the ICEA Court Professional Union.

From: Joan Clous <JClous@ingham.org>

Sent: Monday, May 15, 2023 11:14 AM

To: Luke Cloud <LCloud@ingham.org>

Subject: Reorg FOC

Luke

We have evaluated Stacey Craig's and Chadwick Phillips' positions.

Stacey will now be an Enforcement Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Chadwick will now be a Records Supervisor going from an ICEA Court 9 to an ICEA Court 10

1	2	3	4	5	6	7	8a	8b	9	10	11	total
190	180	155	160	155	90	150	115	140	10	10	15	1370

Please review and let me know if you are in agreement.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient,

5/15/23, 1:04 PM

FW: Reorg FOC - Helen Walker - Outlook

you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.



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

**INGHAM COUNTY
JOB DESCRIPTION**

RECORDS SUPERVISOR

General Summary:

Under the supervision of the Friend of the Court and Assistant Friend of the Court, supervises and directs the work activities of records staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Prepares case transfer orders and notices of administrative case consolidations. Reviews and tracks completion of Office of Child support mandated staff training. Creates and generates reports to update MICSES to ensure Friend of the Court compliance for Office of Child Support performance incentive factors and contract performance standards. Generates reports and updates MICSES to ensure full child support case closures. Reviews existing court orders. Responds to inquiries from public officials, clients and other agencies. Intercedes with difficult clients and assists the staff in resolving problem cases.

Essential Functions:

1. Supervises the work activities of records and support staff, including participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Oversees interstate case activities which includes but is not limited to registration of foreign out-of-state orders for enforcement of child support in Michigan; initiates registration of orders originated in Michigan for enforcement in other states and countries; utilizes specialized applications and websites focused on intergovernmental communication and enforcement. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges. Prepares transfer orders. Communicates with other local, state and foreign agencies regarding interstate cases.
3. Maintains case assignment and functionality of cases within the Michigan Child Support Enforcement System. Generates and analyzes reports to view case assignment, case functionality and transfer of cases. Resolves issues pertaining to assignment of cases to staff, moving functionality of cases from establishment and/or support specialist to the FOC, moving cases to or from another county, updating assignment to and from intergovernmental status, and maintains the Judge/Referee assignment in MICSES.
4. Oversees and updates the FOC's imaging/virtual filing system to ensure up to date office workflow and functionality. Manages routing codes within electronic filing system, oversees the addition and deletion of employee queues to accommodate staffing changes, ensures proper suppression of files and documents to address conflicts of interest or confidential matters. Conducts extensive testing to ensure the office electronic file and work queues are operating appropriately.
5. Represents the FOC on various workgroups pertaining to Family Court/FOC/Court Clerk office integration, state and local computer development projects and other state or national projects. Acts as a liaison with other departments and vendors regarding hardware, software and application development projects for FOC.
6. Monitors mandatory training requirements for FOC staff. Generates and analyzes reports to assist in ensuring employees complete training requirements mandated by the Office of child Support. Assigns specific trainings for staff to complete as needed to ensure IV-D requirements are met. Notifies the Deputy Court Administrator/FOC Director of the hours and types of training that have been completed by staff.

7. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for support order percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
8. Generate and analyze reports to ensure proper case closure within the Michigan Child Support Enforcement System.
9. Generate and analyze reports to ensure accuracy of paternity establishment information within the Michigan Child Support Enforcement System. Reviews legal pleadings, court orders, and affidavits of parentage to assist in executing any needed updates to paternity information. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
10. Generates and analyzes the Child Support Contract Performances Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locate case members to ensure benchmarks are met.
11. Oversees cash handling and controls, operations and procedures for FOC staff.
12. Ensures adequate office coverage for switchboard, front desk receptionist, cashier, bank deposit, and scanning.
13. Access information needed for FOC operations through confidential online data systems and technologies. Requires and in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, Self-Service Reports, Business Objects, Data Visualizations, OnBase, CourtView, Learning Management System, Child Support Portal, Accurant and Right-Fax, Zoom, and Microsoft teams.
14. Reviews court orders to determine if amendments are needed.
15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, and Friend of Court offices statewide.
16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
17. Serves as a backup for some administrative duties, supervisory staff and/or other support staff as necessary.
18. Reviews and drafts standard operating policies and procedures pertaining to records section including interstate cases/enforcement and oversees implementation of the policies and procedures by staff.
19. Participates in various training to ensure compliance with continuing education requirements as well as to ensure adherence with any developments or changes within the field.
20. Performs other duties as assigned.

Other Functions:

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 employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

Experience: Three or more years of directly related casework, order entry, and court work experience, with at least one year of prior supervisory 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:

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the courts.

[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 an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

RECORDS SUPERVISOR

**INGHAM COUNTY
JOB DESCRIPTION**

SUPPORT ENFORCEMENT SUPERVISOR

General Summary:

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Creates, analyzes and disseminates numerous specialized reports to aid in enforcement activities. Updates various fields in the Michigan Child Support Enforcement System. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares enforcement orders and reviews existing court orders. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

Essential Functions:

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff coverage, reviewing timecards, reviewing and evaluating performance, and dealing with employee relations matters in the early stages of the disciplinary process.
2. Supervises, oversees and assists in the monitoring of incarcerated payers to ensure support is abated and a child support review is initiated in compliance with the law. Generates and analyzes multiple reports and data sources to maintain an accurate record to be utilized when monitoring incarcerated payers. Oversees abatement process and request for child support review whenever a payer has been released from incarceration after an abatement has occurred.
3. Oversees the discharge of state-owed debt policy and procedures implemented by the State of Michigan Office of Child Support. Creates and generates reports targeted at identifying payers who may qualify for discharge, assigns tasks to the enforcement section, reviews requests for state owed discharge and conducts an in depth analysis of the file when determining whether to approve or deny the request. Maintains records pertaining to discharge of state owed debt.
4. Creates and maintains the County Location Availability Schedule within the Michigan Child Support Enforcement System.
5. Performs locate searches targeted at finding case members who are deceased and updates the Michigan Child Support Enforcement System, assigns tasks to staff, and oversees the process to clear any balances owed to or by a deceased member.
6. Creates and generates reports for enforcement staff to utilize when conducting an “ability to pay” analysis to assist in determining which dockets should be scheduled for show cause hearings or when other enforcement remedies may be needed.
7. Oversees enforcement staff who are responsible for the execution and cancellation of bench warrants for support and custody/parenting time related issues. Oversees enforcement staff who are responsible for locating, surveying, arresting and transporting clients to a correctional facility.

8. Oversees various enforcement remedies as permitted by law, which includes but is not limited to the following: placement of liens on specific types of property, suspension of driver's licenses, occupational licenses and recreational licenses, as well as credit bureau reporting.
9. Oversees enforcement staff who interpret, investigate and enforce orders pertaining to medical coverage and the reimbursement of uninsured medical expenses.
10. Monitors case members bankruptcy status to ensure FOC enforcement remedies comply with state and federal law, as well as requirements outlined by the State of Michigan Office of Child Support.
11. Generates and analyzes the Child Support Contract Performance Standard Improvement Report to ensure the Friend of the Court meets performance standard measures per the Cooperative Reimbursement Program (CRP) agreement with the Office of Child Support. Completes and assigns various tasks pertaining to locating case members as well as executing timely medical and support enforcement measures to remedy any deficiencies in these areas.
12. Collects and coordinates statistical information for state and federal reports. Generates and analyzes multiple reports to ensure that the Friend of Court is in compliance with the requirements for current support percentage and arrears case percentage per the IV-D funding requirements. Tracks and reviews data and office procedures to ensure that the FOC is meeting or exceeding performance measures to qualify for state/federal funding.
13. Access information needed for FOC operations through confidential online data systems and technologies. Requires an in depth understanding of multiple platforms. Sources include but are not limited to the Michigan Child Support Enforcement System, MiSDU Kidstar, Business Objects, Self-Service Reporting, Data Visualizations, Federal Child Support Portal, Learning Management System, OnBase, CourtView, Public Access to Court Electronic Records, Internet Criminal History Access Tool, Judicial Data Warehouse, Clear, Accurant, Right-Fax, Zoom, OneSpan and Microsoft Teams.
14. Review problematic orders to ensure ordered amounts can be properly entered into the Michigan Child Support System and that case specific language is enforceable. Refer to appropriate staff for resolution.
15. Communicates with the following: clients, attorneys, employers, judges/judicial staff, prosecutor's office, court clerk's office, local, state, and federal courts, local and state agencies including the Michigan Office of Child Support and Michigan State Disbursement Unit, police agencies, and Friend of Court offices statewide.
16. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
17. Conducts Show Cause conferences to address delinquency in payments pertaining to child support, child care, medical and spousal support.
18. May be required to appear and testify in hearings.
19. Serves as backup for some administrative duties, supervisory staff and/or other support staff as necessary.
20. Reviews and drafts standard operating policies and procedures pertaining to enforcement of support and oversees implementation of the policies and procedures by staff.
21. Participates in various training to ensure compliance with continuing education requirements as well as to

ensure adherence with any developments or changes within the field.

22. May assist in conducting community outreach as requested.

23. Performs other duties as assigned.

Other Functions:

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 employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

Experience: Three or more years of directly related casework and court work experience, with at least one year of prior supervisory 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:

Ability to access department files.

Ability to enter and retrieve information from computer systems.

Ability to lift and carry folders and files.

Ability to access all areas of the office and the courts.

[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 an office setting.

Exposure to clients in various emotional states who may be verbally abusive or hostile.

ENFORCEMENT SUPERVISOR

**INGHAM COUNTY
JOB DESCRIPTION**

CASEWORK SUPERVISOR

General Summary:

Under the supervision of the Friend of the Court or Assistant Friend of the Court, supervises and directs the work activities of enforcement and support staff in carrying out the Friend of the Court activities. Initiates and recommends revisions in office policy and procedure to reflect new and updated state and federal laws and regulations. Coordinates FOC functions with other local and state offices and agencies. Prepares specialized orders for the referees and staff attorneys. Responds to inquiries from public officials, clients and others. Intercedes with difficult clients and assists the staff in resolving problem cases.

Essential Functions:

1. Supervises the work activities of enforcement and support staff, includes participating in employment interviewing and selection, ongoing training, assigning work, scheduling staff, reviewing and evaluating performance, and dealing with employee relations matters in the early stages.
2. Oversees and coordinates the functions of the various units of the Friend of the Court, including parenting time and child custody disputes, medical coverage and reimbursement of uninsured medical expenses, and child and spousal support issues.
3. Monitors the referrals to the Michigan Works agencies. Insures that caseworkers maintain awareness of the status of referred clients.
4. Intercedes with difficult clients, in person and by telephone, and attempts to prevent and resolve issues.
5. Conducts show cause conferences as necessary.
6. Represents the FOC on various committees addressing all aspects of Family Court integration, state and local computer development projects and other state or national projects.
7. Serves as a liaison/witness for in-state felony and federal criminal warrants for non-support cases with local, state, and federal courts, attorneys, and police agencies.
8. Coordinates the docketing of interstate and transferred cases with the County Clerks and the reassignment of multiple cases to the correct judges.
9. Writes and administers Michigan Works grants and the related budgets.
10. Authorizes the cancellation of bench warrants and the sending of LEIN messages.
11. Collects and coordinates statistical information for state and federal reports.
12. Serves as backup for some administrative duties and for enforcement and support staff as necessary.

Other Functions:

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 employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in the Human Services, Business, Legal Studies, or a closely related field.

Experience: Three or more years of directly related casework and court work experience, with at least one year of prior supervisory 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:

- Ability to access department files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the courts.

[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 an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.

CASEWORK SUPERVISOR
(1/22/01)
CourtPro-09

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE 30TH CIRCUIT COURT/
FRIEND OF THE COURT**

WHEREAS, the proposed reorganization effects two Casework Supervisor positions with the Ingham County Friend of the Court; and

WHEREAS, both positions are within the ICEA Court Professionals Bargaining Unit, specifically position number 142017 & 142018; and

WHEREAS, the job description for the two Casework Supervisor positions has not been updated since 2001; and

WHEREAS, the job responsibilities associated with each position have changed and the responsibilities associated with each position have increased and become more complex over time; and

WHEREAS, the two positions no longer perform the same duties, such that one supervisor (position 142017) is responsible for overseeing positions within the records unit and the other supervisor (position 142018) is responsible for overseeing positions within the support enforcement unit; and

WHEREAS, a reorganization will properly align the job responsibilities associated with each supervisory position with the positions each supervisor is responsible for overseeing; and

WHEREAS, Human Resources, the ICEA Court Professionals Bargaining Unit and the Chief Judge of the 30th Circuit Court all support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 30th Circuit Court Family Division/Friend of the Court with the following changes:

<u>Position Number</u>	<u>Position Title</u>	<u>Action</u>
142017	Casework Supervisor to Records Supervisor	Move from ICEA Court Pro 9 to ICEA Court Pro 10
142018	Casework Supervisor to Support Enforcement Supervisor	Move from ICEA Court Pro 9 to ICEA Court Pro 10

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

<u>Position Title</u>	<u>2023 Current Grade, Step 5</u>	<u>2023 Proposed Grade, Step</u>	<u>Difference</u>
-----------------------	---------------------------------------	--------------------------------------	-------------------

Casework Supervisor to Records Supervisor	ICEA-Ct Pro 9: \$85,419.71	ICEA-Ct Pro 10: \$92,254.72	\$6,835.01
Support Enforcement Supervisor	ICEA-Ct Pro 9: \$85,419.71	ICEA-Ct Pro 10: \$92,254.72	\$6,835.01

TOTAL: \$13,670.02

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

BE IT FURTHER RESOLVED, that the effective date for the reclassification as part of the reorganization for ICEA Court Pro position 142017 and 142018 will be December 31, 2022.

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

FROM: Keith Watson, Chief Public Defender

DATE: June 29, 2023

SUBJECT: Resolution to Authorize a Grant between State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA) and Ingham County to Provide Funding to Assist the County in Complying with the Compliance Plan and Cost Analysis Approved by MIDC

BACKGROUND

The Michigan Indigent Defense Commission (MIDC) has approved Ingham County’s FY24 Compliance Plan Renewal for funding the Ingham County Office of the Public Defender, which provides indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. This will be the sixth year of grant funding from the State of Michigan for the compliance plan, and it will cover the time period of October 1, 2023 through September 30, 2024.

The major changes in this year’s grant over last year’s is the addition of two Assistant Public Defender positions and one Social Worker position and increased funding for experts and investigators, as well as increased funding for Conflict Counsel.

FINANCIAL IMPACT

The 2023-2024 grant budget is \$8,065,828.26, including a local share of \$1,120,201. The local share will be split among Ingham County (\$1,073,152.56), the City of Lansing (\$26,884.82), and the City of East Lansing (\$20,163.62).

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC).

OTHER CONSIDERATIONS

The two proposed newly-created positions of Assistant Public Defender, classified as Teamsters Assistant Public Defenders (salary range \$67,869.65-\$116,316.68) and one proposed newly created position of Social Worker, classified as Ingham County Employee’s Association, Professional Grade 8 (salary range \$65,038.93-\$78,095.48).

The Cities of Lansing and East Lansing will continue to contribute their local share to the grant. Memoranda of Understanding between the County and the Cities will be brought before the Board of Commissioners for approval at a future round of committee meetings.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A GRANT BETWEEN STATE OF MICHIGAN,
MICHIGAN INDIGENT DEFENSE COMMISSION (MIDC), DEPARTMENT OF LICENSING AND
REGULATORY AFFAIRS, AND INGHAM COUNTY TO PROVIDE FUNDING TO ASSIST THE
COUNTY IN COMPLYING WITH THE COMPLIANCE PLAN AND COST ANALYSIS
APPROVED BY MIDC**

WHEREAS, the Michigan Indigent Defense Commission (MIDC) approved Ingham County's Compliance Plan and Cost Analysis, which creates an Office of the Public Defender administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, this plan was accepted and approved by Ingham County Board Resolution #17-445; and

WHEREAS, the Ingham County Office of the Public Defender submitted a FY24 grant request which was accepted and approved by the State of Michigan, the Michigan Indigent Defense Commission (MIDC), and the Department of Licensing and Regulatory Affairs (LARA).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant between the State of Michigan, Michigan Indigent Defense Commission (MIDC), Department of Licensing and Regulatory Affairs (LARA), and Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court.

BE IT FURTHER RESOLVED, that the grant period is October 1, 2023 through September 30, 2024, and the budget is approved for an amount of up to \$8,065,828.26, including a local share of \$1,120,201.

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

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

TO: County Services Committee
FROM: Keith Watson, Chief Public Defender
DATE: July 5, 2023
SUBJECT: Authorization to Start an Employee Above Step 2
For the Meeting Agenda of July 18, 2023

BACKGROUND

The Office recently interviewed a candidate to fill a vacant Assistant Public Defender position. The successful candidate is highly qualified and has 24 years relevant experience in criminal defense, juvenile delinquency, immigration, and abuse and neglect. The Office is called upon to address all of these areas presently, save for abuse and neglect; and it is anticipated the Office will soon be called upon to address parent representation. The candidate has requested compensation at Grade 801, Step 6. The Human Resources Department reviewed the candidate’s resume against the requested salary and it is in support of the compensation level.

Public Defender Teamsters 2023 Salary Range for Grade 801:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$66,538.87	\$71,861.99	\$77,610.95	\$83,819.83	\$90,525.42	\$97,767.45
Step 7					
\$105,588.85					

ALTERNATIVES

The candidate has indicated a willingness to accept the offer to fill the position at Grade 801, Step 6. If no agreement regarding salary is reached, then the existing posting will remain open.

FINANCIAL IMPACT

The requested salary is within the budget amount.

RECOMMENDATION

Based upon the qualifications of the candidate, the Office of the Public Defender recommends the County Services Committee authorize placement of the candidate at Grade 801, Step 6 of the Public Defender Teamsters 2023 salary schedule.

Agenda Item 4

TO: Board of Commissioners Law & Courts, County Services, and Finance Committees
FROM: Barb Davidson, Director 9-1-1
DATE: July 3, 2023
SUBJECT: Approval to increase the wage of the special part-time 9-1-1 Central Dispatch Center background investigator positions
For the meeting agendas of Law & Courts on July 13, 2023, and Finance on July 19, 2023

BACKGROUND

Ongoing staffing challenges in the 9-1-1 Center were identified as early as 2012. It was identified that the hiring process needed to be streamlined. We needed to reduce the time it took from receiving the applications to bringing a new employee on board. One of the most time-consuming parts of our hiring process is the law enforcement-level background check. Options were explored and with Resolution #12-437, we created and hired 3 special part-time employees to complete our background investigations at a rate of pay of \$25.00 per hour. With Resolution #16-455, we were authorized to hire 3 more special part-time investigators to keep up with the workload at the rate of \$25.00 per hour. This group of investigators continues to be essential in our hiring process. Their rate of pay has not changed since the creation of the position in 2012. Their work and thoroughness are crucial to continuing to find, evaluate, and onboard employees at the 9-1-1 Center in the shortest time possible.

ALTERNATIVES

We can continue to pay their current rate of pay.

FINANCIAL IMPACT

I reached out to the Human Resource Department for assistance on appropriate considerations for a wage increase for this group. After consulting with the Human Resource Department and Director, we evaluated the costs of living increases other Ingham County employees have received over the last 10 years. It was determined that would equate to a 10% increase in their current rate of pay. That would make the new rate \$27.50. The Human Resource Director agreed with this assessment and recommended increase.

OTHER CONSIDERATIONS

This request was not initiated by the investigators. Their work is excellent and invaluable to the operation of the Center. Having thorough information about our hires is essential to ensure the confidentiality of the information our staff is privy to. This background information also helps us streamline a new employee's training process which can be quite lengthy. Having information to build that plan will ultimately reduce training time which could then reduce overtime and reduce some of the stress on our current staff.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to increase the special part-time background investigators' hourly rate to \$27.50.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR APPROVAL TO INCREASE THE WAGE OF THE SPECIAL PART-TIME
9-1-1 CENTRAL DISPATCH CENTER BACKGROUND INVESTIGATOR POSITIONS**

WHEREAS, the Ingham County Board of Commissioners has established the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the current staffing level requires the hiring of new employees to fill currently open positions as well as future positions that become available; and

WHEREAS, the 9-1-1 Center requires a law enforcement level background investigation to be completed on each new employee, and currently has six special part-time 9-1-1 Central Dispatch Background Investigator positions, established under Resolutions #12-437 and #16-455; and

WHEREAS, the 9-1-1 Center's special part-time 9-1-1 Central Dispatch Background Investigators are essential in the 9-1-1 Center's hiring process and their excellent work continues to help keep it as streamlined as possible which positively affects the Center; and

WHEREAS, the wage for this position has not changed since its creation in 2012; and

WHEREAS, with the consultation and approval of the Human Resource Director, an increase from \$25.00 hourly to \$27.50 is recommended.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the wage adjustment of the special part-time 9-1-1 Dispatch Center Background Investigator position from \$25.00 per hour to \$27.50 per hour, effective the first full pay period following the approval of this resolution.

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

Agenda Item 5

TO: Board of Commissioners County Services Committee
FROM: Heidi Williams, Director, Ingham County Animal Control & Shelter
DATE: June 27, 2023
SUBJECT: Authorization to Start an Employee Above Step 2

Recruitment of a second Veterinarian has recently concluded with the selection of Dr. Diamond Garrett, DVM to fill the vacant position. Dr. Garrett has one-year of combined veterinarian experience caring for large and small animals and exotic animals. In addition to this, Dr. Garrett has a Masters of Public Health Degree.

Dr. Garrett has requested consideration for placement at Step 3 of the applicable Managerial and Confidential salary scale. With the support of Human Resources and in recognition of her experience and education, I am requesting that the County Services Committee approve the hiring of Dr. Diamond Garrett at pay grade MC 13, Step 3(\$96,760.77) of the Managerial and Confidential employee salary schedule.

Agenda Item 6

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: July 5th, 2023

RE: Resolution to Authorize an Agreement with Teachout Security Solutions for Unarmed Security Guard Services at Multiple Ingham County Facilities

For the meeting agendas of: July 18 & 19

BACKGROUND

The current agreement for unarmed security will expire on July 31st, 2023. The Purchasing Department solicited proposals from interested and qualified vendors for a three-year contract term with a two-year renewal option. Teachout Security Solutions, who is a local vendor, submitted the lowest responsive and responsible proposal. The proposal is broken down by the hourly bill rate which is \$25.76 per hour for Year One and each additional year will increase by 2% plus the living wage increase.

ALTERNATIVES

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

FINANCIAL IMPACT

Funds are available in the appropriate maintenance contractual line items.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Teachout Security for unarmed security services at multiple Ingham County facilities.

Agenda Item 6

TO: Glenn Canning, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: June 5, 2023
RE: Memorandum of Performance for RFP #33-23 Unarmed Security Services

Per your request, the Purchasing Department sought proposals from qualified and experienced security firms for the purpose of entering into a contract to provide unarmed security guard services at various County facilities for a period of three years with an option to renew for two additional years.

The scope of work includes, but is not limited to, providing all supervision, labor, materials, supplies and equipment, together with planning, scheduling and coordinating the number of guards at various County locations during the prescribed hours as detailed in the RFP to ensure the effective performance of security services. No subcontracting shall be allowed under the terms of this contract.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	35	8
Vendors responding	6	2

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Preference	YEAR 1 - 2023 Supervisor Rate/Hour	YEAR 1 - 2023 Security Guard Rate/Hour	YEAR 1 - 2023 Total Cost	YEAR 2 - 2024 Supervisor Rate/Hour +L.W. Increase	YEAR 2 - 2024 Security Guard Rate/Hour +L.W. Increase	YEAR 3 - 2025 Supervisor Rate/Hour +L.W. Increase	YEAR 3 - 2025 Security Guard Rate/Hour +L.W. Increase
Teachout Security Solutions	Yes, Lansing MI	\$25.76	\$25.76	\$693,047.04	\$26.27	\$26.27	\$26.79	\$26.79
Allied Universal	No, Wyoming MI	\$28.98* <small>*based on 1 supervisor in Mason and 1 in Lansing</small>	\$26.00	\$871,894.00 - 636.5 HPW	\$29.12	\$26.35	\$29.47	\$26.70
Charles Brook Protection	No, Grand Rapids MI	\$29.50	\$29.50	\$893,366.70	\$30.38	\$30.38	\$31.29	\$31.29
Securitas	Yes, Lansing MI	\$30.04	\$27.31	\$895,958.00	\$30.94	\$28.13	\$31.87	\$28.97
Xpressguards	No, Florida	\$29.00	\$27.00	\$943,230.00	\$30.45	\$28.35	\$31.97	\$29.76
American Guard Services Inc. (AGS)	No, Southfield MI	\$31.34	\$29.34	\$993,077.80	\$32.53	\$30.45	\$33.77	\$31.61
L.W. = Living Wage								

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH TEACHOUT SECURITY SOLUTIONS FOR UNARMED SECURITY GUARD SERVICES AT MULTIPLE INGHAM COUNTY FACILITIES

WHEREAS, the current agreement for unarmed security will expire on July 31, 2023; and

WHEREAS, unarmed security is a necessity for the safety of staff and the public; and

WHEREAS, the Purchasing Department solicited proposals from interested and qualified vendors for a contract term of three (3) years with a two (2) year renewal option; and

WHEREAS, the Facilities Department recommends an agreement with Teachout Security Solutions, a local vendor, who submitted the lowest responsive and responsible proposal for unarmed security services at multiple Ingham County facilities; and

WHEREAS, the proposal is broken down by the hourly bill rate which is \$25.76 per hour for Year One and each additional year will increase by 2% plus the living wage increase; and

WHEREAS, funds are available in the appropriate maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Teachout Security Solutions, 209 N. Walnut Street, Lansing, Michigan 48933, for unarmed security guard services at multiple Ingham County facilities for an hourly bill rate of \$25.76 for Year One and 2% increase plus the living wage increase for each subsequent year thereafter for the three year term.

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

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 5, 2023

SUBJECT: Proposed Resolution to Authorize an Agreement with the Michigan Department of Transportation for Preliminary Engineering Activities on the Mount Hope Road Project from Hagadorn Road to Okemos Road

For the Meeting Agendas of July 18, 19 and 25

BACKGROUND

The Ingham County Road Department has received federal funding for the design and construction of the safety improvement project located at Mount Hope Road from Hagadorn Road to Okemos Road in Meridian Township. The scope of work includes a 4-to-3 lane conversion and traffic signal modernization.

The design phase of the project requires an agreement (Contract #23-5246) between the Michigan Department of Transportation (MDOT) and Ingham County, on behalf of the Road Department. The estimated costs eligible for the preliminary engineering phase of the project is \$90,000, of which the federal participation ratio is 50%, resulting in \$45,000 in federal aid and \$45,000 in Road Department costs. This agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and obligations for the federal funding.

The construction phase of the project will require an MDOT agreement at a later date.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 90,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 45,000</u>
Road Department Responsibility:	\$ 45,000

These costs are included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, I respectfully recommend approval of the attached resolution to enter into an agreement with MDOT as described in Contract #23-5246.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR PRELIMINARY ENGINEERING ACTIVITIES ON THE MOUNT HOPE ROAD PROJECT FROM HAGADORN ROAD TO OKEMOS ROAD

WHEREAS, the Road Department received federal funding for the design and construction of a safety improvement project at Mount Hope Road from Hagadorn Road to Okemos Road in Meridian Township; and

WHEREAS, both the design phase and the construction phase of the project will require individual contracts with the Michigan Department of Transportation (MDOT); and

WHEREAS, the MDOT contract for the construction phase of the project is anticipated in early 2024; and

WHEREAS, the design phase of the project requires the execution of MDOT Contract #23-5246 to define the Road Department's responsibilities and obligations to utilize federal funding for preliminary engineering activities on the project; and

WHEREAS, the County, on behalf of the Road Department, must enter into an agreement with MDOT consistent with state and federal funding requirements; and

WHEREAS, the estimated funding costs for the preliminary engineering activities are as follows, with the Local Costs being the responsibility of the Road Department:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 90,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 45,000</u>
Local Costs, Road Department Responsibility:	\$ 45,000; and

WHEREAS, the local costs for preliminary engineering activities are included in the 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract #23-5246 with the Michigan Department of Transportation for the preliminary engineering activities related to the safety improvement project located at Mount Hope Road from Hagadorn Road to Okemos Road in Meridian Township, for a total funding award of \$90,000 consisting of \$45,000 in federal Highway Safety Improvement Program funds and \$45,000 in Road Department funds, which have been included in the 2023 Road Fund Budget.

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.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 6, 2023

SUBJECT: Proposed Resolution to Amend Agreements with Wheatfield and Williamstown Townships for the 2023 Local Road Program

For the Meeting Agendas of July 18, 19 and 25

BACKGROUND

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

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

Both Wheatfield and Williamstown Townships coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreements were authorized per Resolution #23-147. Both townships have since requested additional work to be performed as part of the 2023 program, requiring an amendment to their executed agreements. The attached table provides details regarding the 2023 funding allocations available from the Road Department, the project scope, the estimated project cost, the funding responsibility for the township and the funding responsibility of the Road Department.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department does not have a match contribution for the additional work requested as part of the 2023 Local Road Program, as each township’s annual allocation was previously expended in the original scope of work detailed in Resolution #23-147. Therefore, the additional project costs that exceed the capped match amounts from the Road Department will be each township’s financial responsibility.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information provided, the Road Department respectfully requests the following resolution be approved to amend the Local Road Program Agreements with Wheatfield and Williamstown Townships.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENTS WITH WHEATFIELD AND WILLIAMSTOWN TOWNSHIPS FOR THE 2023 LOCAL ROAD PROGRAM

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

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

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

WHEREAS, Wheatfield and Williamstown Townships coordinated with the Road Department to schedule work for the 2023 construction season and the associated agreements were authorized per Resolution #23-147; and

WHEREAS, both Wheatfield and Williamstown Townships have requested additional road work to be included in the 2023 construction season, as detailed in the attached table; and

WHEREAS, the Road Department is willing to perform the additional road improvements for the 2023 construction season; and

WHEREAS, the Road Department shall only charge for materials and vendor expenses for the projects performed by Road Department staff, and will pay 50% of the project costs up to the capped allocation for each township; and

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

WHEREAS, the Road Department's capped match contribution in the total amount of \$93,300 combined for these two townships is included in the adopted 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreements with Wheatfield and Williamstown Townships to include additional road work for the 2023 Local Road Program, as detailed in the attached table.

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

BE IT FURTHER RESOLVED, that the Road Department shall invoice each respective township for their portion of the project costs at the conclusion of the construction season.

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

2023 Local Road Program (LRP)

Township	Match Balance Thru 2022	2023 ICRD Match Allocation	Total 2023 Match Available	Proposed 2023 Local Road Projects	Estimated Total LRP Cost	Estimated Township Cost	ICRD LRP Contribution
Wheatfield	\$0.00	\$33,300.00	\$33,300.00	Asphalt wedging and overlay of Burkley Road (Linn Road to the north Township line) and asphalt pads with a double chipseal on Apple Blossom Lane (Meridian Rd to dead end) Amended to include asphalt pads on Noble Road (Williamston Road to Meech Road).	\$118,752.50	\$85,452.50	\$33,300.00
Williamstown	\$0.00	\$60,000.00	\$60,000.00	Asphalt wedging and overlay of Barry Road (Lounsbury Rd to Williamston Rd) and Milton Road (Williamston Rd to the east Township line). Crush & shape and add gravel to Wilgus Road (Williamston Rd to dead end). Amended to include gravel resurfacing of N Branch Road (Germany Road to Sherwood Road).	\$206,454.97	\$146,454.97	\$60,000.00

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 6, 2023

RE: Proposed Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project

For the July 18, 19 and 25 meeting agendas

BACKGROUND

The Ingham County Road Department has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3, 4, 9, and 10 of Aurelius Township. The HSIP provides federal funding for 90% of the construction costs up to the capped amount of \$750,000 and 50% of the preliminary engineering costs up to the capped amount of \$73,000. The Road Department is responsible for the 10% construction match, 50% preliminary engineering match, 100% of the construction engineering and 100% of the right of way costs.

Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT), per Resolution #23-249, to define the preliminary engineering funding responsibilities for this project. Per the MDOT Contract, the estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 73,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 36,500</u>
Road Department Responsibility:	\$ 36,500

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #23-171) with DLZ Michigan, Inc. to perform the design work necessary for the Columbia Road and Eifert Road Intersection Project for a fee of \$62,314.01. A contingency in the amount of \$18,685.99 was also authorized per Resolution #23-171, for a maximum project budget of \$81,000.

The Road Department has since been informed that the DLZ agreement must be revised to meet the MDOT template for third-party agreements in order to receive federal aid reimbursement for the consultant's preliminary engineering costs. Additionally, the federal aid funding award of \$73,000 (as detailed in the executed MDOT Contract #23-5245) is to be referenced in the modified third-party agreement, noting the consultant shall only be paid for the preliminary engineering contract amount authorized by Ingham County, regardless of the funding available for the project. It is also noted, if the consultant fee exceeds the federal funding award, any costs exceeding the capped HSIP funding award of \$73,000 shall be the full responsibility of the Road Department.

ALTERNATIVES

None. This contract revision is required for the Road Department to be reimbursed for 50% of the preliminary engineering design costs through obligated federal aid funds.

FINANCIAL IMPACT

By revising the current DLZ agreement to meet the language requirements provided in the MDOT template for third-party agreements, it will allow for the Road Department to be reimbursed for 50% of the actual costs related to preliminary engineering, up to the capped reimbursement amount of \$36,500. As the maximum authorized DLZ budget is \$81,000 (including the \$18,685.99 contingency), the Road Department expects to be reimbursed the capped amount of \$36,500, with any overages being the full responsibility of the Road Department.

The cost for the preliminary engineering services are included in the 2023 Road Fund Budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to revise the engineering services agreement with DLZ Michigan, Inc. for the Columbia Road and Eifert Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REVISE AN ENGINEERING DESIGN SERVICES CONTRACT
WITH DLZ MICHIGAN, INC. FOR THE
COLUMBIA ROAD AND EIFERT ROAD INTERSECTION PROJECT**

WHEREAS, the Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3, 4, 9, and 10 of Aurelius Township, which funds the preliminary engineering costs up to a capped funding amount of \$73,000.00, of which the federal participation ratio is 50%, resulting in \$36,500 in federal aid and \$36,500 in Road Department costs; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT) per Resolution #23-249 to define the design engineering funding responsibilities for this project; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into an agreement with DLZ Michigan, Inc. to perform the preliminary engineering work necessary for the Columbia Road and Eifert Road Intersection Project per Resolution #23-171, for a total preliminary engineering budget of \$81,000, which includes a \$18,685.99 contingency; and

WHEREAS, MDOT requires specific language to be included in the consultant services contract, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project; and

WHEREAS, as the current engineering services agreement does not include the necessary MDOT language to receive federal aid reimbursement, the Road Department recommends that the Board of Commissioners authorize a revised engineering services agreement with DLZ Michigan, Inc. to include the missing contract language, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #23-5245 of \$73,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised engineering design services contract for the Columbia Road and Eifert Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, to include the required language from MDOT's third-party agreement template, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #23-5245 of \$73,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department and that any preliminary engineering costs exceeding the capped funding award shall be the responsibility of the Road Department.

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.

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: July 5, 2023

RE: Proposed Resolution to Revise an Engineering Design Services Contract with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project

For the July 18, 19 and 25 meeting agendas

BACKGROUND

The Ingham County Road Department has been awarded Highway Safety Improvement Program (HSIP) funds to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township. The HSIP provides federal funding for 90% of the construction costs and 50% of the design engineering costs. The Road Department is responsible for the 10% construction match, 50% preliminary engineering match, 100% of the construction engineering, and 100% of the right of way costs.

Ingham County, on behalf of the Road Department, entered into Contract #22-5199 with the Michigan Department of Transportation (MDOT) per Resolution #22-257 to define the preliminary engineering funding responsibilities for this project. Per the MDOT Contract, the estimated costs for the preliminary engineering phase of the project are as follows:

Highway Safety Improvement Program (HSIP) Funding Award:	\$ 160,000
<u>HSIP Funding Participation (50%):</u>	<u>\$ 80,000</u>
Road Department Responsibility:	\$ 80,000

Ingham County, on behalf of the Road Department, entered into an agreement (Resolution #22-166) with DLZ Michigan, Inc. to perform the design work necessary for the Hagadorn Road and Sandhill Road Intersection Project for a fee of \$56,271.26. A contingency in the amount of \$17,728.74 was also authorized per Resolution #22-166. Subsequently, a contract amendment was authorized per Resolution #23-252 to increase the budget to \$83,175 with a contingency amount of \$25,000.00 to accommodate unplanned archeological survey expenses. The total authorized budget for DLZ (if the current contingency is exhausted) is \$108,175, which is less than the \$160,000 federal funding award for this project.

The Road Department has since been informed that the DLZ agreement must be modified to meet the MDOT template for third-party agreements in order to receive federal aid reimbursement for the consultant’s preliminary engineering costs. Additionally, the federal aid funding award of \$160,000 (as detailed in the executed MDOT Contract #22-5199) is to be referenced in the modified third-party agreement, noting the consultant shall only be paid for the preliminary engineering contract amount authorized by Ingham County, regardless of the funding available for the project. It is also noted, if the consultant fee exceeds the federal funding award, any costs exceeding the capped HSIP funding award of \$160,000 shall be the full responsibility of the Road Department. Fortunately, as the project is nearing completion, no other major preliminary engineering costs are anticipated.

ALTERNATIVES

None. This contract revision is required for the Road Department to be reimbursed for 50% of the preliminary engineering design costs through obligated federal aid funds.

FINANCIAL IMPACT

By revising the current DLZ agreement to meet the language requirements provided in the MDOT template for third-party agreements, it will allow for the Road Department to be reimbursed for 50% of the actual costs related to preliminary engineering, up to the capped amount of \$80,000. As the maximum authorized DLZ budget is \$108,175 (including the \$25,000 contingency), the Road Department expects to be reimbursed up to \$54,087.50, which is less than the capped funding budget of \$80,000.

For the 2022-2023 fiscal years, the Road Department budgeted \$80,000 for the preliminary engineering phase, so the actual design costs are still below the anticipated budget.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

I respectfully recommend the Board of Commissioners adopt the attached resolution to revise the engineering services agreement with DLZ Michigan, Inc. for the Hagadorn Road and Sandhill Road Intersection Project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REVISE AN ENGINEERING DESIGN SERVICES CONTRACT
WITH DLZ MICHIGAN, INC. FOR THE
HAGADORN ROAD AND SANDHILL ROAD INTERSECTION PROJECT**

WHEREAS, the Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Hagadorn Road and Sandhill Road in Sections 5-8 of Alaiedon Township, which funds 50% of the preliminary engineering costs up to a capped funding amount of \$80,000, for a total preliminary engineering project cost of \$160,000, with the 50% match being the responsibility of the Road Department; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into Contract #22-5199 with the Michigan Department of Transportation (MDOT) per Resolution #22-257 to define the design engineering funding responsibilities for this project; and

WHEREAS, Ingham County, on behalf of the Road Department, entered into an agreement with DLZ Michigan, Inc. to perform the preliminary engineering work necessary for the Hagadorn Road and Sandhill Road Intersection Project per Resolution #22-166 and as amended per Resolution #23-252, for a total preliminary engineering budget of \$108,175, which includes a \$25,000 contingency; and

WHEREAS, MDOT requires specific language to be included in the consultant services contract, consistent with their third-party agreement template, in order for the Road Department to be reimbursed with federal funds for the preliminary engineering costs on this project; and

WHEREAS, as the current engineering services agreement does not include the necessary MDOT language to receive federal aid reimbursement, the Road Department recommends that the Board of Commissioners authorize a revised engineering services agreement with DLZ Michigan, Inc. to include the missing contract language, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #22-257 of \$160,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a revised engineering design services contract for the Hagadorn Road and Sandhill Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, to include the required language from MDOT's third-party agreement template, referencing the authorized Highway Safety Improvement Program funding detailed in MDOT Contract #22-257 of \$160,000 (i.e. 50% federal funds and 50% County match) as the maximum preliminary engineering budget, acknowledging the consultant shall only be paid for actual costs authorized by Ingham County on behalf of the Road Department.

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 8

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: July 3, 2023
SUBJECT: Resolution to Approve UAW TOPS, ICEA County Professional, and Managerial & Confidential
Reclassification Requests

For the meeting agendas of July 18 and July 19

BACKGROUND

The UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the Managerial & Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024. Each includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in these groups. Accordingly, it is proposed that the Ingham County Board of Commissioners approve the changes as set forth in the attached resolution.

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS, ICEA COUNTY PROFESSIONAL, AND MANAGERIAL & CONFIDENTIAL RECLASSIFICATION REQUESTS

WHEREAS, the UAW Technical, Office, Paraprofessional & Service Employees collective bargaining agreement, the ICEA County Professional Employees collective bargaining agreement, and the Managerial & Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024; and

WHEREAS, the Human Resources Department has executed the approved process for reclassification requests for employees in these groups.

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
137013	Judicial Assistant – District Court	Move from MC 6 to MC 8
137014	Judicial Assistant – District Court	Move from MC 6 to MC 8
601008	Bookkeeping Coordinator AR	Move from UAW F to UAW G
601009	Purchasing Clerk	Move from UAW E to UAW G
601035	Lead Sr. Accountant	Move from County Pro 9 to County Pro 10
601040	Clinic Information Training Coord. (vacant)	Move from UAW H to UAW J
601060	Program Coordinator	Move from County Pro 7 to County Pro 8
601435	Finance Coordinator	Move from County Pro 9 to County Pro 10

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Judicial Asst. – D.Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Judicial Asst. – D. Ct.	MC 6: 60,462.42	MC 8: 71,669.51	11,207.09
Bookkeeping Coord. AR	UAW F: 49,652.19	UAW G: 52,531.56	2,879.37
Purchasing Clerk	UAW E: 46,971.90	UAW G: 52,531.56	5,559.66
Lead Sr. Accountant	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45
Clinic Info. Trng. Coord.	UAW H: 55,603.90	UAW J: 62,262.46	6,658.56
Program Coordinator	Co Pro 7: 71,599.41	Co Pro 8: 78,095.48	6,496.07
Finance Coordinator	Co Pro 9: 85,410.98	Co Pro 10: 92,245.43	6,834.45

TOTAL: 57,676.74

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

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: July 6, 2023
SUBJECT: RESOLUTION TO APPROVE \$10,000 IN FUNDING TO THE RACIAL EQUITY TASKFORCE
For the meeting agendas of July 18, 19, 2023

BACKGROUND

The Racial Equity Taskforce voted at their July 7, 2022 meeting to request \$10,000 in the 2023 County budget for taskforce specific activities; funding surveys, training for members, etc. Due to an oversight, the funds were not included in the 2023 budget. We are requesting \$10,000 out of the Contingency Fund for 2023 and funding will be included in the DEI budget in 2024 and beyond.

ALTERNATIVES

Do not provide funding for 2023.

FINANCIAL IMPACT

Funding to be provided through Contingency Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Agenda Item 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE \$10,000 IN FUNDING TO THE RACIAL EQUITY TASKFORCE

WHEREAS, the Racial Equity Taskforce was established through Resolution #20-271 to support an overarching goal of achieving equitable outcomes in wealth accumulation and income, education, safety, health, and other measures of well-being among all Black Ingham County residents; and

WHEREAS, the Racial Equity Taskforce voted unanimously to request \$10,000 in annual funding to help achieve these goals; and

WHEREAS, this funding request was not included in the FY 2023 budget, but will be included in future budgets; and

WHEREAS, funding for 2023 is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves \$10,000 in 2023 funding through the Contingency Fund to the Racial Equity Taskforce.

BE IT FURTHER RESOLVED, that future annual funding requests will be part of the annual budget cycle.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary contract documents 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 Committees
FROM: Gregg Todd, Controller
DATE: June 28, 2023
SUBJECT: Resolution to Approve an Agreement with Kolt Communications for Public Relations Services
For the meeting agendas of July 18, 19

BACKGROUND

The Board of Commissioners has shown interest in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events. Due to the Financial Services/Controller's Office reorganization, approximately \$50,000 in annual savings will be available for such a service.

An RFP was issued for Communications and Public Relations Consulting Services with seven vendors responding. Kolt Communications was the lowest responsive bidder with a yearly fee of \$34,500. Kolt Communications has a number of clients including: Lansing School District, Haslett Public Schools, Capital Region International Airport, Consumers Energy, Lansing Regional Chamber of Commerce, Bekum America, Olivet College, Mid-Michigan Travel Coalition, Institute for Leadership Fitness, and Greenstone Farm Credit Services.

ALTERNATIVES

Go without the services of a PR/Consulting firm.

FINANCIAL IMPACT

The fee for this service will be provided through the savings generated from the Financial Services/Controller's Office reorganizations.

RECOMMENDATION

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

TO: Gregg Todd, Controller

FROM: James Hudgins, Director of Purchasing

DATE: June 15, 2023

RE: Memorandum of Performance for RFP No. 115-23 Communications and Public Relations Consulting Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for facilitating an unlimited number of hours of communications and public relations consulting services on a retainer basis for a period of one (1) year.

The scope of services includes, but is not limited to, the following: 1) assisting in designing and implementing strategies for customer service and communications with citizens; 2) providing creative, design and art production services related to print electronic and computer assisted media presentations; 3) advising on strategies and processes for presentation of County positions, roles and responsibilities to various and specific stakeholders; 4) copywriting services for public education, editorial and news media communication; 5) developing bill inserts, brochures, handouts, booklets and newsletters; 6) advising and participate in issues management; 7) art direction, scripting and production of public service announcements and advertisements; 8) preparing statistically valid sampling, field research and analysis; 9) development, administration and evaluation of focus groups; 10) fostering community participation activities and events; and, 11) providing public speaking and media training.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	64	36
Vendors responding	7	7

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

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN AGREEMENT WITH KOLT COMMUNICATIONS FOR
PUBLIC RELATIONS SERVICES**

WHEREAS, the Ingham County Board of Commissioners is interested in contracting with a public relations firm to help promote/advertise County initiatives and news-worthy events; and

WHEREAS, the Ingham County Purchasing Department issued an RFP for Communications and Public Consulting Services; and

WHEREAS, seven firms responded to the RFP; and

WHEREAS, Kolt Communications was the lowest responsive bidder with a one-year fee of \$34,500; and

WHEREAS, the funding for this agreement is available through the savings created by the Financial Services and Controller's Office reorganizations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the agreement with Kolt Communications for public relations services to Ingham County for a one-year term beginning August 1, 2023 for a not to exceed amount of \$34,500.

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

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

Agenda Item 10b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: June 28, 2023
SUBJECT: Resolution to Approve an Agreement with Urban Wireless Solutions for Broadband Consulting Services
For the meeting agendas of July 18, 19

BACKGROUND

Michigan was recently awarded \$1.56 billion in federal Broadband Equity, Access, and Deployment (BEAD) Program funding to go toward providing broadband service to unserved/under served citizens in the state. The State is required to develop a Five Year Action Plan that will outline how they intend to distribute these funds, based primarily on unserved/underserved areas as determined by the FCC National Broadband Map.

The mapping process, along with the process to challenge the legitimacy of the FCC generated broadband maps, is ongoing through work with Merit Network and the Michigan Highspeed Internet (MIHI) Department. The process of analyzing data collected on location/availability of broadband in the County, developing a plan for broadband distribution, and identifying solutions will require additional consulting services. Urban Wireless Solutions provides these services, and is currently working with a number of Michigan local governments and Merit on similar projects.

ALTERNATIVES

Go without the services of broadband consultant.

FINANCIAL IMPACT

Funding for the \$24,500 proposed fee for broadband consulting services from Urban Wireless Solutions is available through allocated ARPA broadband development dollars.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH URBAN WIRELESS SOLUTIONS FOR BROADBAND CONSULTING SERVICES

WHEREAS, the State of Michigan was allocated \$1.56 billion in federal Broadband Equity, Access, and Deployment (BEAD) Program funding to go toward providing broadband service to unserved/underserved citizens in the state; and

WHEREAS, the State of Michigan is required to develop a Five-Year Action Plan outlining how the process with which the funds will be distributed to provide broadband service to unserved/underserved citizens; and

WHEREAS, Ingham County has a number of unserved/underserved areas that will be eligible for BEAD funding; and

WHEREAS, the BEAD funding will be highly competitive so it will be crucial that Ingham County analyze the data generated from the Merit Network Broadband Survey conducted in 2022 and the Michigan High Speed Internet Office (MIHI) state-wide broadband infrastructure survey to determine eligible communities and locations within Ingham County, and develop a plan to identify solutions for broadband distribution; and

WHEREAS, Urban Wireless Solutions, a Canton, Michigan-based consulting firm, is currently working with a number of Michigan local governments and Merit Network on a number of similar projects, has proposed providing Ingham County broadband consulting services for \$24,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an agreement with Urban Wireless Solutions, 6175 Courtland Drive, Canton, Michigan for broadband consulting services to Ingham County for a not to exceed amount of \$24,500.

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

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

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: July 6, 2023
SUBJECT: Resolution to Amend Agreement with Maner Costerisan for Accounting Services
For the meeting agendas of July 18, 19, 2023

BACKGROUND

Maner Costerisan, has provided us with excellence service to our Financial Services Department during the interim process from Tori Meyer to Eric Smith. The audit process was quite time consuming and difficult this year as Tori historically did a majority of the audit preparation work herself and, in her absence, Maner Costerisan had to take on additional duties.

To that end, an additional not to exceed amount of \$60,000 is requested to complete their work at Financial Services. This will get us through all of the audit work and provide a transition to Mr. Smith who began with us on July 10.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

Funding to be provided through Contingency Fund.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND AGREEMENT WITH
MANER COSTERISAN FOR ACCOUNTING SERVICES**

WHEREAS, the unexpected departure of the Financial Services Director left the department with a dearth of financial management and oversight; and

WHEREAS, Resolution #23-153 approved a not-to-exceed agreement of \$75,000 with Maner Costerisan for interim Financial Services management and 2022 audit preparation; and

WHEREAS, due to the lack of audit preparation with the departure of the previous Financial Services Director, the complexity and length of the audit process, and the additional requirements on Maner Costerisan to help with the completion of the audit, a contract amendment in the amount of \$60,000 is required; and

WHEREAS, funding is available through the Contingency Fund.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves an amendment to the agreement with Maner Costerisan for accounting services and 2022 audit preparation for an additional fee not to exceed \$60,000.

BE IT FURTHER RESOLVED, that the agreement will be funded through the Contingency Fund.

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

Agenda Item 10d

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: July 11, 2023
SUBJECT: Financial Impacts of 2023 Reclassifications and Reorganizations (Discussion)
For the meeting agenda of July 18

BACKGROUND

The County Services Committee requested the financial impacts of the 2023 reclassifications/reorganizations, when they were submitted, the 2024 fiscal impact and the additional reclassification requests that were pending. The attached information provides this.

For the highlights, we have completed 70 reclassifications with a 2023 fiscal impact (determined by current highest Step to proposed highest Step with a 20% benefit premium) of \$655,703 and a 2024 impact of \$688,315 (the 2024 impact is not in addition to the revised 2023 with the reclassifications, but the original budgeted 2023), seven departmental reorganizations (following same guidelines) with a 2023 impact of \$297,592 and 2024 impact of \$303,544, and there are 113 reclassification requests still in the process.

Although a 20% benefit premium is less than the average cost of benefits (35%-40%), utilizing the top Step to top Step approach does not take in to count County policy that restricts a reclass/reorg to a not less than 5% and not more than 10% salary increase. The majority of the reclassifications and about half of the reorganizations fall above that threshold (the gray highlighted percentages are those that fall within that range) and not all of the positions are entirely general fund funded. Therefore, we utilized a lower benefit percentage to offset.

As discussed at the last meeting, we would like to place a hold on the 2024 reclassification/reorganization process due to budget restraints. We are also proposing pausing the 2023 approved Wage Study, which was budgeted at \$500,000. We will utilize this funding to help offset the 2023 personnel cost increases and we are not in a position financially to implement a wage study at this time.

RECLASSIFICATIONS									
#	Position Title	Submitted	Approved	Action	Prev. Salary	New Salary	% Increase*	2023 Increase	2024 Increase
1	PD Office Clerk	10/17/2022	6/13/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
2	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
3	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
4	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
5	CHC Manager	10/17/2022	5/9/2023	MC 11 to 12	\$ 92,321.60	\$ 99,121.01	0.07	\$ 6,799.41	\$ 6,935.40
6	Ct Records Coord	5/7/2022	1/24/2023	UAW G to I	\$ 51,501.53	\$ 57,683.02	0.12	\$ 6,181.49	\$ 6,305.12
7	Child Spec HC Ben Rep	9/24/2022	1/24/2023	UAW D to F	\$ 43,194.87	\$ 48,678.62	0.13	\$ 5,483.75	\$ 5,593.43
8	Child Spec HC Ben Rep	9/24/2022	1/24/2023	UAW D to F	\$ 43,194.87	\$ 48,678.62	0.13	\$ 5,483.75	\$ 5,593.43
9	ADR/Case Proc. Coord	10/9/2022	1/24/2023	ICEA Ct 5 to 8	\$ 59,216.73	\$ 76,572.21	0.29	\$ 17,355.48	\$ 17,702.59
10	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
11	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
12	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
13	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
14	Dental Hygienist	2/24/2022	1/24/2023	UAW ME	\$ 66,256.08	\$ 70,564.31	0.07	\$ 4,308.23	\$ 4,394.39
15	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
16	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
17	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
18	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
19	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
20	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
21	Judicial Asst - Cir. Ct.	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
22	Judicial Asst - Probate	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
23	Judicial Asst - Probate	11/5/2022	1/24/2023	MC 6 to 8	\$ 59,276.88	\$ 70,264.23	0.19	\$ 10,987.35	\$ 11,207.10
24	Director - BOC	1/4/2023	1/24/2023	MC 13 to 14	\$ 103,959.57	\$ 112,006.15	0.08	\$ 8,046.58	\$ 8,207.51
25	Office Coord - BOC	1/4/2023	1/24/2023	MC 5 to 7	\$ 55,057.56	\$ 64,208.34	0.17	\$ 9,150.78	\$ 9,333.80
26	Health Centers Op Dir	10/17/2022	3/28/2023	MC 13 to 14	\$ 106,038.86	\$ 114,246.27	0.08	\$ 8,207.41	\$ 8,371.56
27	Signal & Radio Tech	10/24/2022	5/23/2023	OPEIU 5 to 6	\$ 70,930.84	\$ 76,572.56	0.08	\$ 5,641.72	\$ 5,754.55
28	Legal Sched Coord FOC	11/29/2022	5/23/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.06	\$ 2,879.37	\$ 2,936.96
29	Legal Sched Coord FOC	11/29/2022	5/23/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.06	\$ 2,879.37	\$ 2,936.96
30	Investigations Asst	11/23/2022	5/23/2023	UAW C to E	\$ 41,315.71	\$ 46,971.90	0.14	\$ 5,656.19	\$ 5,769.31
31	Acct/Lead/IT Liaison FOC	12/16/2022	5/23/2023	UAW F to H	\$ 49,652.19	\$ 55,603.90	0.12	\$ 5,951.71	\$ 6,070.74
32	File Clerk - FOC	12/15/2022	5/23/2023	UAW B to D	\$ 38,724.68	\$ 44,058.77	0.14	\$ 5,334.09	\$ 5,440.77
33	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
34	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
35	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
36	Clerk - PDO	10/27/2022	5/23/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
37	Investigator - PDO	11/17/2022	5/23/2023	Co Pro 5 to 8	\$ 60,394.75	\$ 78,095.48	0.29	\$ 17,700.73	\$ 18,054.74
38	Investigator - PDO	11/17/2022	5/23/2023	Co Pro 5 to 8	\$ 60,394.75	\$ 78,095.48	0.29	\$ 17,700.73	\$ 18,054.74
39	Mechanic - Sheriff's Off	1/26/2023	5/23/2023	UAW H to J	\$ 55,603.90	\$ 62,262.46	0.12	\$ 6,658.56	\$ 6,791.73
40	Family Svcs. Enf. Coord.	11/1/2022	6/27/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.05	\$ 2,628.86	\$ 2,936.96
41	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
42	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
43	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
44	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
45	Records Court Clerk- FOC	11/28/2022	6/27/2023	UAW D to F	\$ 44,058.77	\$ 49,652.19	0.13	\$ 5,593.42	\$ 5,705.29
46	Pharm Services Manager	11/28/2022	6/27/2023	Co Pro 7 to 9	\$ 71,599.41	\$ 85,410.98	0.19	\$ 13,811.57	\$ 14,087.80
47	MHC - Ct. Svcs. Coord	10/26/2022	6/27/2023	Ct Pro 5 to 7	\$ 60,401.06	\$ 71,606.08	0.19	\$ 11,205.02	\$ 11,429.12
48	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
49	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
50	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
51	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
52	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38

53	Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 6 to 8	\$ 65,426.81	\$ 78,103.65	0.19	\$ 12,676.84	\$ 12,930.38
54	Sr. Pretrial Services Inv.	10/24/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
55	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
56	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
57	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
58	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
59	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
60	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
61	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
62	Investigator/Facilitator	7/11/2022	6/27/2023	Ct Pro 8 to 9	\$ 78,103.65	\$ 85,419.71	0.09	\$ 7,316.06	\$ 7,462.38
63	Judicial Asst. - Dist Ct	5/30/2023	7/25/2023	MC 6 to 8	\$ 60,462.42	\$ 71,669.51	0.11	\$ 6,511.32	\$ 11,431.23
64	Judicial Asst. - Dist Ct	5/30/2023	7/25/2023	MC 6 to 8	\$ 60,462.42	\$ 71,669.51	0.11	\$ 6,511.32	\$ 11,431.23
65	Bookkeeping Coord. AR	2/17/2023	7/25/2023	UAW F to G	\$ 49,652.19	\$ 52,531.56	0.05	\$ 2,510.81	\$ 2,936.96
66	Purchasing Clerk	2/24/2023	7/25/2023	UAW E to G	\$ 46,971.90	\$ 52,531.56	0.10	\$ 4,848.02	\$ 5,670.85
67	Lead Sr. Acct	3/1/2023	7/25/2023	Co Pro 9 to 10	\$ 85,410.98	\$ 92,245.43	0.07	\$ 5,672.59	\$ 6,971.14
68	Clinic Training Coord	5/4/2023	7/25/2023	UAW H to J	\$ 55,603.90	\$ 62,262.46	0.08	\$ 4,421.28	\$ 6,791.73
69	Program Coord	1/12/2023	7/25/2023	Co Pro 7 to 8	\$ 71,599.41	\$ 79,095.48	0.10	\$ 7,158.75	\$ 7,645.99
70	Finance Coord	3/16/2023	7/25/2023	Co Pro 9 to 10	\$ 85,410.98	\$ 92,245.43	0.06	\$ 5,392.38	\$ 6,971.14
	TOTALS							\$ 546,448.36	\$ 573,596.11
	TOTALS +20% BENEFITS**							\$ 655,738.04	\$ 688,315.34
111	IN PROCESS								
	* Top Step for each grade reflected, reclass policy allows for move to next grade Step that is at least 5%, no more than 10%								
	** Benefit impact listed at 20% to reflect non-GF positions and 5%/10% rule - actual benefits impact 35%-40%								

REORGANIZATIONS							
Department	Existing Position	Action	Prev Salary	New Salary	% Increase*	2023 Increase	2024 Increase
Veterans Affairs	Vet Benefits Counselor MC 5	Deputy Director MC 11	\$ 76,813	\$ 92,322	0.20	\$ 15,509	\$ 15,819
	Vet Benefits Counselor MC 5	MC 9	\$ 65,106	\$ 78,171	0.20	\$ 13,065	\$ 13,326
	Vet Benefits Counselor MC 5	MC 9	\$ 65,106	\$ 78,171	0.20	\$ 13,065	\$ 13,326
	Benefits Support Spec UAW E	UAW I	\$ 49,311	\$ 58,837	0.19	\$ 9,526	\$ 9,717
	Benefits Support Spec UAW E	UAW I	\$ 49,311	\$ 58,837	0.19	\$ 9,526	\$ 9,717
	Vet Clerk/Trust Fund UAW D	Admin Assist UAW G	\$ 44,049	\$ 52,531	0.19	\$ 8,482	\$ 8,652
	Transportation Officer UAW D	UAW E	\$ 39,367	\$ 46,972	0.19	\$ 7,605	\$ 7,757
CC Jury Admin	Jury Clerk UAW H	Jury Admin Coord UAW J	\$ 46,972	\$ 62,262	0.33	\$ 15,290	\$ 15,596
	Jury Clerk UAW H	Jury Admin Coord UAW J	\$ 55,604	\$ 62,262	0.12	\$ 6,658	\$ 6,791
Potter Park Zoo	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
	Zookeeper 400	Zookeeper I/II/III	\$ 58,269	\$ 64,096	0.10	\$ 5,827	\$ 5,943
Zookeeper 500	Zookeeper IV	\$ 62,889	\$ 69,178	0.10	\$ 6,289	\$ 6,415	
Zookeeper 500	Zookeeper IV	\$ 62,889	\$ 69,178	0.10	\$ 6,289	\$ 6,415	
Zookeeper 500	Zookeeper IV	\$ 62,889	\$ 69,178	0.10	\$ 6,289	\$ 6,415	
Finance & Controllers	Financial Serv Director MC 14	Director Finance & Budget MC 16	\$ 114,246	\$ 133,235	0.17	\$ 18,989	\$ 19,369
	Budget Director MC 14	Budget Manager MC 13	\$ 114,246	\$ 106,039	-0.07	\$ (8,207)	\$ (8,371)
	FS Deputy Director MC 12	Finance Manager MC 13	\$ 99,121	\$ 106,039	0.07	\$ 6,918	\$ 7,056
	Budget Analyst MC 10	Senior Budget Analyst MC 11	\$ 78,170	\$ 92,322	0.18	\$ 14,152	\$ 14,435
	Deputy Controller MC 17	Budget Analyst MC 9	\$ 143,015	\$ 78,170	-0.45	\$ (64,845)	\$ (66,142)
ICHD Billing & Reporting	Enroll/Cred. Coord ICEA Pro 6	Cred & Privil Coord ICEA Pro 7	\$ 65,420	\$ 71,599	0.09	\$ 6,179	\$ 6,303
	Billing Specialist ICEA Pro 6	Enrollment Spec ICEA Pro 6	\$ 65,420	\$ 65,420	0.00	\$ -	\$ -
	Coding Specialist UAW H	Billing/Coding Specialist UAW I	\$ 55,604	\$ 58,837	0.06	\$ 3,233	\$ 3,298
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Reimburse Clerk UAW G	\$ 46,972	\$ 53,532	0.14	\$ 6,560	\$ 6,691
	Billing/ Reporting Clerk UAW E	Billing/Charge Entry Clerk UAW F	\$ 46,972	\$ 49,652	0.06	\$ 2,680	\$ 2,734
	Billing/ Reporting Clerk UAW E	Billing/Charge Entry Clerk UAW F	\$ 46,972	\$ 49,652	0.06	\$ 2,680	\$ 2,734
Billing/ Reporting Clerk UAW E	Billing/Charge Entry Clerk UAW F	\$ 46,972	\$ 49,652	0.06	\$ 2,680	\$ 2,734	
CC General Trial	CC Tech Liaison ICEA Ct 6	Project Manager ICEA Ct 10	\$ 65,427	\$ 92,355	0.41	\$ 26,928	\$ 27,467
	Counsel Clerk UAW F	Training Coord UAW I	\$ 49,652	\$ 58,837	0.18	\$ 9,185	\$ 9,369
Friend of Court	Casework Super ICEA Ct 9	Records Super ICEA Ct 10	\$ 85,420	\$ 92,253	0.08	\$ 6,833	\$ 6,970
	Casework Super ICEA Ct 9	Support Enfor. Super ICEA Ct 10	\$ 85,420	\$ 92,253	0.08	\$ 6,833	\$ 6,970
TOTALS						\$ 247,994	\$ 252,953
TOTALS +20% BENEFITS**						\$ 297,592	\$ 303,544

* Top Step for each grade reflected, reclass policy allows for move to next grade Step that is at least 5%, no more than 10%

** Benefit impact listed at 20% to reflect non-GF positions and 5%/10% rule - actual benefits impact 35%-40%

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DIRECTING INGHAM COUNTY ADVISORY BOARDS AND COMMISSIONS TO FORWARD AGENDAS AND MINUTES TO THE BOARD OF COMMISSIONERS' OFFICE

WHEREAS, the Board of Commissioners has created a number of boards and commissions to serve in an advisory capacity in order to advance the welfare of the citizens of Ingham County; and

WHEREAS, policies have been established to assure that citizen appointees are attending meetings fulfilling the mandates of their board or commission; and

WHEREAS, in order to monitor attendance of members of the various boards and commissions and to process necessary per diem payments for Commissioners appointed to eligible boards and commissions it is necessary for the Board of Commissioners' Office to receive agendas and minutes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Chairperson, Secretary or designated staff member of Ingham County's advisory boards and commissions to send a copy of the agendas and minutes from each meeting to the Board of Commissioners' Office.

BE IT FURTHER RESOLVED, that the Board of Commissioners' office shall forward a copy of this resolution to Ingham County advisory boards and commissions upon its adoption.