

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, MARCH 7, 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 [February 21, 2023](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Potter Park Zoo – Resolution to Authorize a [Reorganization](#) of Potter Park Zoo Zookeeper Positions
3. Health Department – Resolution to Authorize Creating a Community Health, Planning, and Partnership [Programs Assistant](#) Position
4. Innovation & Technology Department – Resolution to Approve Renewal of Training from [Wizer](#)
5. Road Department
 - a. Resolution to Authorize a Purchase Order for As-Needed [Guardrail Construction](#) Services for 2023-2024
 - b. Resolution to Authorize an Extension of Resolution #22-094 with [Bit-Mat Products](#) of Michigan for the Purchase of CRS-2M
 - c. Resolution to Authorize the Purchase of [Hot Mix Asphalt](#) Mixtures
 - d. Resolution to Authorize the Purchase of [Emulsified Asphalts](#)
6. Controller's Office – Resolution to Amend the Business [Travel and Reimbursement Policy](#)

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
February 21, 2023
Draft Minutes

Members Present: Celentino, Peña, Grebner, Sebolt, Lawrence (Arrived at 6:01 p.m.), Maiville and Ruest.

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Sue Graham, Glenn Canning, Cynthia Wagner, Madison Hughes, Kaitlyn Hetfield, 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 February 7, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE FEBRUARY 7, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED.
Absent: Commissioner Lawrence.

Additions to the Agenda

None.

Limited Public Comment

None.

Gregg Todd, Ingham County Controller, introduced and welcomed Glenn Canning, Ingham County Facilities Department Director, as he would be taking over for Rick Terrill, who retired last week. He further stated that Mr. Canning came from the Upper Peninsula.

Commissioner Lawrence arrived at 6:01 p.m.

Mr. Canning stated he hoped to keep up the good work that Mr. Terrill and Mr. Todd had been doing. He further stated he would help in any way he could to make a better facility and organization and would help in any way that he could.

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

1. Circuit Court – Jury Administration – Resolution to Approve the Reorganization of the 30th Circuit Court Jury Administration Office

2. 9-1-1 Dispatch Center – Resolution to Approve the Creation of a Full-Time Administrative Analyst for Quality Assurance and Freedom of Information Act Requests for the Ingham County 9-1-1 Center
4. Facilities Department – Resolution to Authorize a Purchase Order to MacAllister Machinery Co. Inc., for the Purchase of Scissor Lifts at the Ingham County Justice Complex
5. Road Department – Authorization to Start a Managerial and Confidential Ingham County Road Department Project Engineer-Design Above Step 2
6. Board of Commissioners
 - a. Resolution to Recognize March 2023 as Women's History Month in Ingham County
 - b. Resolution Honoring the Michigan Association of Counties on the Event of Their 125th Anniversary Year

THE MOTION CARRIED UNANIMOUSLY.

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

7. Controller's Office
 - a. Resolution to Approve the Scoring Criteria and Process for the Housing Trust Fund Competitive Grant RFP

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

Commissioner Grebner stated the scoring criteria for the proposal did not include the things that he thought would have been fundamental, such as price or amount. He further stated the proposal was to provide low income housing and if two units provided the same amount of housing but cost less, it would not necessarily mean it was a better option.

Commissioner Grebner stated what was important was that the proposal had the correct structure and credentials, but costing half as much did not help in anyway. He further stated if two structures cost the same amount of money and one housed twice as many people, did not necessarily mean the proposal was better than the other.

Commissioner Grebner stated he had received confirmation that his understanding was accurate. He further stated he would have thought that the idea would have been to provide as much housing with the money as possible.

Commissioner Grebner stated the phrase that came to mind was virtue signaling. He further stated they were not really trying to provide housing but were virtue signaling.

Commissioner Sebolt raised a point of order. He further stated that Commissioner Grebner was impugning the motives of Commissioners in this body.

Commissioner Grebner asked if he was ruled out of order.

Chairperson Celentino stated he had not ruled Commissioner Grebner out of order.

Commissioner Grebner stated he had not mentioned specific names or titles of individuals. He further stated if it had impugned the dignity of the Board of Commissioners, or the Administrators, or the system, that was a public policy matter that should have been brought before the Board of Commissioners and the public.

Commissioner Sebolt stated to the point of order as a member of the Housing Trust Fund and of this body, and Commissioner Grebner was stating that they were not really trying to build houses and only virtue signaling was indeed impugning his motivation and it was out of order.

Chairperson Celentino asked Commissioner Grebner to continue and come to a conclusion.

Commissioner Grebner stated he did not want to amend the criteria because the criteria expressed the Board of Commissioners' intentions. He further stated if the same argument were to be taken to the housing or economic world, they would not believe it would be true.

Commissioner Peña stated he read that the area median income (AMI) had taken into consideration that 30% of an individual's income would be used for housing. He further stated that this presentation was amenable to him.

Commissioner Maiville stated in the essence of Commissioner Grebner's comments, he wondered where the cost versus benefit came into play. He further stated they were trying to support a lot of things on both the developer/builder side and the housing side but asked where it was implicit that the financial consideration would be considered.

Commissioner Sebolt stated the resolution properly noted that this was exactly in line with what the Board of Commissioners set out for the Housing Trust Fund to do. He further stated there were multiple meetings of the Housing Trust Fund in which the members came together to discuss and had received input from members of the public.

Commissioner Sebolt stated that the Housing Trust Fund would not make any final decision but would make recommendations to the Board of Commissioners in the same manner that the Parks Commission would make recommendations to the Board of Commissioners for the Parks & Trails Millage. He further stated that if Commissioner Grebner had issues with the way funds were allocated, he would be more than able to make amendments.

Commissioner Grebner stated the Parks & Trails Millage had to be specially amended to make it so the Board of Commissioners could intervene. He further stated he did not see any opportunity for the Board of Commissioners to intervene with this resolution since they were not being presented with the necessary information to make the necessary cost-benefit comparison.

Commissioner Grebner stated the point of the proposal was to build dozens of units and it turned out the purpose of the proposal was to make sure the checklist items were all covered. He further stated that it was outside of his expectation.

Chairperson Celentino stated the resolution stated that applications for new construction for affordable family housing were being accepted. He further stated that it looked as if they were taking the housing situation into consideration.

Commissioner Grebner stated there would be ranking according to the criteria and points would be assigned for community support and leverage of other funds, but they would not consider that one building would create ten units and the other would create five units because they were both low-income housing.

Commissioner Sebolt stated he did not believe the Parks & Trails Millage had to be specially amended for the Board of Commissioners to make consideration, but had added language that Commissioner Grebner felt needed to be made clear. He further stated the final Be It Further Resolved clause stated the Housing Trust Fund Committee would make funding recommendations to the Board of Commissioners once the applications had been received and reviewed.

Commissioner Sebolt stated that Commissioner Grebner was welcome to attend any of the meetings or request any of the documentation presented to that body if he felt he needed more information to make a final decision. He further stated an amendment to the resolution could be made to say all the information about what was received was made eligible to the Board of Commissioners as well.

Commissioner Grebner stated the Parks & Trails Millage resolution was amended at his request to say that the Parks Department would bring every proposal before the Board of Commissioners and they would not just forward the proposals that they preferred. He further stated the Parks Department would include their rankings and it was understood that the Board of Commissioners would make their own determination on what proposals would be funded.

Commissioner Grebner stated the Board of Commissioners had repeatedly overruled the Parks Department on prioritization of spending the funds. He further stated he did not expect the Board of Commissioners would overrule the Housing Trust Fund since they had not told them to present every proposal to the Board of Commissioners.

Commissioner Grebner stated he supposed he could conduct his own purchasing analysis but he did not intend to do that. He further stated he was waiting for someone to say that they should be taking efficiency into account.

THE MOTION CARRIED. Yeas: Celentino, Peña, Sebolt, Lawrence **Nays:** Grebner, Maiville, Ruest **Absent:** None.

3. Potter Park Zoo – Potter Park Zoo Reorganization (Discussion)

Cynthia Wagner, Director of Potter Park Zoo, provided a presentation and brief overview on the Potter Park Zoo Reorganization.

Commissioner Peña asked for clarification on the definition of SSP.

Ms. Wagner stated SSP stood for Species Survival Plan, which was a coordinated plan that managed the genetics for that species.

Commissioner Grebner stated there was no trace of the Lansing salary schedule.

Sue Graham, Human Resources Director, confirmed that everyone was on the Ingham County salary system.

Commissioner Grebner asked how the wages compared to other similar sized zoos in Michigan.

Ms. Wagner stated the Association of Zoos and Aquariums (AZA) performs a compensation survey every other year where they break it down by budget and location. She further stated the Potter Park Zoo used to be in the 75th percentile instead of the average but had decreased.

Ms. Wagner stated, with the reorganization, they were back to the 75th percentile, per the last survey.

Commissioner Lawrence asked if Potter Park Zoo had ever lost their accreditation since first becoming accredited in 1986.

Ms. Wagner stated she did not believe so.

Commissioner Lawrence asked if Ms. Wagner thought the chances were high that Potter Park Zoo would become accredited again.

Ms. Wagner stated she thought the chances were high. She further stated there was a third option for accreditation called provisional accreditation, which meant the zoo would be accredited for one-year and would have to be re-inspected after that year.

Ms. Wagner stated that typically happened if there were projects in the process that were not finished yet but could be accomplished in one year. She further stated for Potter Park Zoo, that could be the hospital.

Ms. Wagner stated in 2017, there was a major concern that there had not been a hospital built. She further stated that it was possible Potter Park Zoo could receive provisional accreditation if there needed to be reassurance that the hospital was going to be built, and they were moving forward in that process.

Ms. Wagner stated a significant amount of the funds had been raised for the hospital. She further stated the policies were in place, everything that had been submitted was exactly what was done, the staff was aware, and she felt Potter Park Zoo was in a much better place than in 2017.

Commissioner Lawrence asked what it would mean if Potter Park Zoo lost accreditation.

Ms. Wagner stated accreditation would be lost for a minimum of one year, and they would be unable to apply until after that year. She further stated not much would change in the first year, but over time it would require certain species to be removed, and not have as many resources.

Ms. Wagner stated there would be long-term effects such as losing the ability to attend conferences that are through organizations that are a part of AZA, as well as the ability to participate in research studies.

Commissioner Sebolt asked for confirmation that multi-level positions were something that was implemented in other departments as well.

Ms. Graham confirmed.

Commissioner Peña commended Commissioners Tennis and Trubac for their hard work with the Zoo Board. He further stated that Commissioner Cahill had been very thoughtful with tree plantings and wanted to recognize them all for their work behind the scenes.

Commissioner Grebner expressed his pleasure with the Potter Park Zoo. He further stated that years ago, the Potter Park Zoo had struggled and the County ended up taking it over from the City of Lansing to ensure it was not closed.

Commissioner Grebner stated he was strongly in favor of maintaining a second-class zoo, which he felt Potter Park Zoo was.

Commissioner Lawrence stated she considered Potter Park Zoo to be a first-class zoo and visited at least once a week. She further thanked Ms. Wagner for the work that she did.

Commissioner Peña disclosed that he did know residents of Stockbridge that visited the Potter Park Zoo.

Commissioner Maiville stated he could remember when the millage first came out and he had been surprised that there were very few, if any, that had turned the millage down.

Ms. Wagner stated they had allowed Michigan State University (MSU) students and staff entry with no cost of admission following the February 13, 2023 incident. She further stated that there was a resolution that had allowed them to give passes for marketing purposes and, although it was not the heart of the reason, it was part of the outcome.

M. Wagner stated 1,545 students and staff visited the Potter Park Zoo, most of them stopped and thanked a staff member. She further stated their social media post reached over 1 million people,

and was one of the top posts they had ever had with over 1,700 comments, 6,600 shares and over 30,000 likes.

Chairperson Celentino thanked Ms. Wagner for reaching out and providing that service to the community during that time. He further stated he was Chairperson of the Board of Commissioners in 2006 when the County took over the operations of the Potter Park Zoo.

Chairperson Celentino stated that he would never forget the experience in working with the Mayor of the City of Lansing and the City of Lansing City Council and he appreciated the work that was done to make it successful. He further stated the community supported it and did not want it to close.

Chairperson Celentino asked if the Teen Volunteer program was still operating from 2007.

Ms. Wagner confirmed it was still operating but had changed slightly over the years. She further stated after one year the volunteers are able to move up to animal keeping.

Chairperson Celentino thanked Ms. Wagner for keeping that program operating. He further stated that there would be a resolution to approve the reorganization request at the next County Services meeting on March 7, 2023.

7. Controller's Office

- b. Consideration of the Purchase of Real Property as Permitted by MCL 15.268(d) and to Discuss a Written Attorney/Client Privileged Legal Opinion from the County's Corporation Counsel as Permitted by MCL 15.268(h) (Closed Session)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. PEÑA, AT 6:45 P.M., TO ENTER CLOSED SESSION TO CONSIDER THE PURCHASE OF REAL PROPERTY AND TO DISCUSS A WRITTEN ATTORNEY/CLIENT PRIVILEGED LEGAL OPINION FROM THE COUNTY'S CORPORATION COUNSEL.

THE MOTION CARRIED UNANIMOUSLY BY A ROLL CALL VOTE.

CHAIRPERSON CELENTINO DECLARED, WITHOUT OBJECTION, THE MEETING RETURN TO OPEN SESSION AT 7:14 P.M.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO APPROVE THE RECOMMENDATION OF LEGAL COUNSEL AND AUTHORIZE ADMINISTRATOR TODD TO SIGN THE NECESSARY AGREEMENTS ON BEHALF OF THE FUNDING UNIT.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Peña stated that the Cristo Rey Church, located at 201 West Miller Road Lansing, Michigan, would begin their Fish Fry on February 24, 2023 and invited those present to attend.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:17 p.m.

**MARCH 7, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Potter Park Zoo – Resolution to Authorize a Reorganization of Potter Park Zoo Zookeeper Positions

This resolution authorizes a reorganization for Potter Park Zoo’s fifteen full-time Zookeepers, three of which are Zookeeper Area Leads. Reorganizing these fifteen positions as well as updating the job descriptions would be beneficial to Zoo operations. The twelve Zookeeper level 400 positions will become twelve multiple level positions, Zookeeper I/II/III and the three Zookeeper Area Lead level 500 positions will become Zookeeper Area Lead IV. As the twelve Zookeeper I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level. The total cost increase is \$136,371 for the twelve Zookeeper positions at Step 8 of level III and the three Area Leads at Step 8 of level IV. There are sufficient funds in the Zoo budget to cover the total increase.

See memo for details.

3. Health Department – Resolution to Authorize Creating a Community Health, Planning, and Partnership Programs Assistant Position

This resolution authorizes the hire of a temporary Community Health, Planning, and Partnerships (CHPP) Program Assistant to provide administrative support for grant-funded work and strategic initiatives identified by ICHD’s CHPP branch, including Advance Peace and the Health Equity Council. This temporary UAW employee will schedule meetings and training sessions, gather materials, draft correspondence and resolutions, and maintain confidential information. Additionally, this employee will ensure that appropriate actions and deadlines are met for all CHPP grant-funded work. Ingham County’s Human Resources Department has approved this position description.

All costs for this temporary position were included in grant funding from the Health Equity and Social Justice Council, and from Department of Justice funding for the Advance Peace project. The position is fully grant funded and will not exceed \$18,000.

See memo for details.

4. Innovation & Technology Department – Resolution to Approve Renewal of Training from Wizer

This resolution authorizes the renewal of security training programs from Wizer. Wizer has updated topics and relevant courses that are beneficial to the County’s security training.

The funding for the \$8,400 total is budgeted and will come from the County’s Innovation and Technology Department Development and Training Fund. This price has not increased over the past 3 years.

See memo for details.

5a. Road Department – Resolution to Authorize a Purchase Order for As-Needed Guardrail Construction Services for 2023-2024

This resolution authorizes a purchase order to Action Traffic Maintenance for as-needed guardrail construction services for 2023-2024.

Funding is included to the Road Department budget.

See memo for details.

5b. Road Department – Resolution to Authorize an Extension of Resolution #22-094 with Bit-Mat Products of Michigan for the Purchase of CRS-2M

This resolution authorizes an extension of Resolution #22-094 with Bit-Mat Products of Michigan for emulsified asphalts for the Road Departments chip seal program, which results in approximately 800,000 gallons purchased annually. Given the unstable oil markets, inflation, and the trucking/supply issues experienced with some of the 2022 vendors, it is the recommendation of the Road Department to extend the terms of Resolution #22-094 with Bit-Mat Products for CRS-2M in the 2023 calendar year.

Funding is included to the Road Department budget.

See memo for details.

5c. Road Department – Resolution to Authorize the Purchase of Hot Mix Asphalt Mixtures

This resolution authorizes purchase orders with the following companies for 2023 hot mix asphalt road maintenance and construction operations:

- Rieth-Riley Construction located at 4150 South Creyts Road, Lansing, Michigan 48917
- Michigan Paving and Materials located at 1600 North Elm Street, Jackson, Michigan 49202
- Capital Asphalt LLC located at 3888 South Canal Road, Lansing, Michigan 48917

Funding is included to the Road Department budget.

See memo for details.

5d. Road Department – Resolution to Authorize the Purchase of Emulsified Asphalts

This resolution authorizes purchase orders with the following companies for 2023 approximately 70,000 gallons of emulsified asphalt for road maintenance and construction operations:

- Asphalt Materials, Inc., located at 8720 Robbins Road, Indianapolis, Indiana 46268
- Michigan Paving and Materials located at 1950 Williams Street, Alma, Michigan 48801
- Bit-Mat Products of Michigan located at PO box 428, Ashley, Indiana 46705

Funding is included to the Road Department budget.

See memo for details.

6. Controller's Office – Resolution to Amend the Business Travel and Reimbursement Policy

This resolution amends the Business Travel and Reimbursement Policy via the Policy Review Committee's suggested changes. Changes include, among others, travel documentation and reporting, use of pronouns, and clarification of per diem reimbursement rates.

See memo for details.

Agenda Item 2

TO: Board of Commissioners County Services, Human Services, and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: February 21, 2023
SUBJECT: Potter Park Zoo Zookeeper Reorganization
For the meeting agendas of March 6, 7, and 8, 2023

BACKGROUND

Potter Park Zoo employs fifteen full time Zookeepers, three of which are Zookeeper Area Leads. Reorganizing these fifteen positions as well as updating the job descriptions would be beneficial to Zoo operations. The twelve Zookeeper level 400 positions will become twelve multiple level positions, Zookeeper I/II/III and the three Zookeeper Area Lead level 500 positions will become Zookeeper Area Lead IV. As the twelve Zookeeper I/II/III employees meet the required qualifications, they are able to advance levels without requiring a position to become vacant at a higher level.

This reorganization takes into consideration budgetary constraints, as well as, employee recruitment, retention, and satisfaction.

ALTERNATIVES

The current structure could remain which is twelve Zookeeper positions at the 400 level and three Area Leads at the 500 level.

FINANCIAL IMPACT

Funds for this reorganization were approved in the 2023 Zoo Budget.

The 2023 budget office wage projections show the total cost increase is \$136,371 for the twelve Zookeeper positions at Step 8 of level III and the three Area Leads at Step 8 of level IV. There are sufficient funds in the Zoo budget to cover the total increase.

Current Positions	F/T Step 8
(12) Zookeeper 400	\$88,060 per
(3) Zookeeper 500	\$92,685 per
TOTAL	\$1,334,775

New Positions	F/T Step 8
(12) Zookeeper I/II/III	\$97,178 per
(3) Zookeeper IV	\$101,670 per
TOTAL	\$1,471,146

OTHER CONSIDERATIONS

The Potter Park Zoo Advisory Board and the UAW Zoo Unit are in support of the proposed reorganization and job description update. This reorganization would be effective as of January 1, 2023.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for the reorganization of the Potter Park Zoo Zookeeper and Zookeeper Area Lead positions.

Agenda Item 2

TO: Cynthia Wagner, PPZ Director
FROM: Joan Clous, Human Resources Specialist
DATE: January 5, 2023
RE: Memo of Analysis for reorganization of the Zookeepers and Zookeeper Lead

The Potter Park Zoo is reorganizing the Zookeepers and Zookeeper Lead to enhance their ability to serve residents of Ingham County.

1. Potter Park Zoo will create Zookeeper I, II, III and a Zookeeper Lead IV position, which will allow the zoo to hire at any level and promote as employees reach the requirements for the next level of worker.

I have sent the UAW Zoo chair notice regarding this change and they support the reorganization. I have attached their response.

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

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

From: [Joan Clous](#)
To: [Cynthia Wagner](#); [Elisabeth Bliesener](#)
Subject: FW: Zookeeper I,II,II/Area Lead
Date: Thursday, January 05, 2023 7:53:41 AM

As requested.

From: Kyle Hensley <KHensley@ingham.org>
Sent: Friday, May 27, 2022 1:55 PM
To: Joan Clous <JClous@ingham.org>
Subject: Re: Zookeeper I,II,II/Area Lead

Joan

The Union approves of these new job descriptions.

Kyle Hensley
UAW Zoo Unit Chair

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From: Joan Clous <JClous@ingham.org>
Sent: Wednesday, May 25, 2022 3:05 PM
To: Kyle Hensley <KHensley@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead

Kyle,

Attached are the two new JDs for the zoo as well as the salary scale. Can you review and provide your union approval?

Thanks,
Joan

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, May 23, 2022 9:53 AM
To: Joan Clous <JClous@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead
Importance: High

Joan –

I have attached the mark-up copies and clean version of the two new JD's. You should have the new salary scale for the Area Lead as you worked on that.

On Tuesday can you email Kyle - Union president and get his approval of these changes and send Cindy the email with the Union approval.

(I gave Cindy copies the JD's already as budget was due today)

Thanks
Beth

From: Cynthia Wagner
Sent: Friday, May 20, 2022 9:46 AM
To: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: FW: Zookeeper I,II,II/Area Lead
Importance: High

Hello,

The attached JD's have been reviewed by Pat Fountain, myself, Kyle and the all of the keepers. Kyle has not formally received them for a statement/letter of approval from the Union, but I do not anticipate any concerns when he does. Could you please finalize these two job descriptions including the correct physical requirement at the end. I attached the budget analysis from the budget office that includes the new 700 Area Lead level.

Other than the memo and the finalized JD, do I need anything else to submit with the budget?

Thank you,

Cynthia Wagner
Potter Park Zoo Director
1301 S. Pennsylvania Ave.
Lansing, MI 48912
517-342-2715 (office)
cwagner@ingham.org

From: Cynthia Wagner
Sent: Thursday, April 28, 2022 12:50 PM
To: Joan Clous <JClous@ingham.org>
Cc: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: RE: Zookeeper I,II,II

Hello,

Here are both the Area Lead and I,II,II. Please let me know if you have any questions or additional edits. One of the physical requirements still needs to be changed towards the end and I had a question about whether they had to have a Michigan Driver's License or just a Driver's License. I

think there was something else Sue had requested be updated in the template language when we had our meeting.

Thank you,
Cindy

From: Cynthia Wagner
Sent: Thursday, April 28, 2022 12:25 PM
To: Joan Clous <JClous@ingham.org>
Cc: Elisabeth Bliesener <EBliesener@ingham.org>
Subject: Zookeeper I,II,II

Hello,
Please see the attached JD for the Zookeeper I,II,III position. I made a few more small revisions since our meeting. I am going to review the Area Lead JD next and send that to you. Once you are both good with them I am ready to have them sent to the Union.

Thank you,
Cindy

**INGHAM COUNTY
JOB DESCRIPTION
Zookeeper Area Lead**

General Summary:

Under the supervision of the Zoo Director and Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Plans, organizes and assigns work to Zoo employees in the corresponding animal area. Leads area meetings and sits on committees as assigned. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to restrain and move animals when required. Provides positive visitor experiences at the facility and educates zoo guests. Cleans animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Plans, organizes, and assigns work to animal husbandry employees such as Zookeeper I,II,III, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zookeeper I,II,III, seasonals, interns and teen keepers verbally and/or in writing and provides feedback to employee(s). Frequently communicates inspection findings to the Animal Care Supervisor.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, exhibit inspections, safe animal restraint, transportation, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the Animal Care Supervisor and mediating conflict resolution within work area.
5. Assists animal health staff and Animal Care Supervisor in the planning of animal births, care of newborns, animal holding, capture, restraint, and transportation as necessary.
6. Leads area meetings for Zookeeper I,II,III on a regular basis and communicates results of meetings to the Animal Care Supervisor in writing.
7. Attends meeting with other Zookeeper Area Leads, Animal Care Supervisor, Animal Programs Manager, and Veterinarian as scheduled.
8. Serves on committees as assigned by the Animal Care Supervisor.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stays current in knowledge of areas pertaining to animal husbandry and welfare in order to maintain best husbandry and welfare practices as required by AZA. This may be accomplished through text books, online, AZA animal care professionals, and seeking out professional development courses, workshops and job shadows.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Adheres to work rules and behavioral expectations stated in the employee manual.
- Must adhere to departmental standards in regards to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer service during stressful situations.

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required.

Experience: A minimum of five (5) years of experience in the care of animals and the maintenance of facilities; or an equivalent combination of training and experience is required. Some AZA accredited facility experience required.

Other Requirements:

- Must possess and maintain a valid Michigan driver's license.
- Comprehensive knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively including conflict resolution and follow verbal and written instructions.
- Must complete CPR training and other required trainings.
- Must be able to work weekends and holidays.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.

5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require continuous stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

UAW ZOO – Zookeeper Area Lead
Salary pay scale 4
April 2022

INGHAM COUNTY
JOB DESCRIPTION
Zookeeper I/II/III

General Summary:

Under the supervision of the Zoo Director and Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides positive visitor experiences and educates the public. Cleans animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Performs a wide range of skilled work for the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, safe animal restraint, transportation, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.) and administering medicine.
2. Provides daily assessment of health and behavior of animals in assigned animal area. All concerns regarding animal care and zoo policies reported to a supervisor immediately.
3. Maintains detailed, hand written and electronic records regarding the care of animals and work assignment progress as directed.
4. Interacts positively with the public, co-workers, and volunteers including responding to animal inquiries verbally and in writing, and leading educational talks and tours as scheduled by the Animal Care Supervisor.
5. Assists animal health staff and Area Lead in the planning of animal births, care of newborns, animal holding set-up, capture, restraint, and transportation as necessary.
6. Serves on committees as assigned by the Animal Care Supervisor.
7. Responds to emergency situations as necessary, keeps up to date on all facility protocols and procedures, and participates in all assigned trainings.
8. Stays current in best practices pertaining to animal husbandry and welfare in order to maintain high standards of animal care and welfare as required by AZA. This may be accomplished through textbooks, online media, AZA animal care professionals and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Adheres to work rules and behavioral expectations stated in the employee manual.
- Must adhere to departmental standards in regards to confidentiality and other privacy issues.
- Ability to meet deadlines in a timely manner, change focus on projects as needed and multitask.
- Dependable and regular attendance required.
- Ability to handle stressful situations on an occasional basis.
- Ability to maintain excellent customer services during stressful situations.

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

Employment Qualifications

Zookeeper I:

Education: A minimum of a High School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of two (2) years of experience in the care of exotic animals and the maintenance of exhibits is required. AZA accredited facility experience preferred.

Zookeeper II: All of the above qualifications plus:

- Minimum three (3) years of PPZ Zookeeper I experience or three (3) years full time experience at an AZA facility and one (1) year Zookeeper I at PPZ.
- Comprehensive understanding of animal care operations for all four seasons and all life stages.
- Knowledgeable of USDA and AZA standards and able to demonstrate how these guidelines are applied to animal care and welfare.
- Demonstrate the skill set to assist in the training of other animal care employees including cleaning, diet preparation and distribution, operant conditioning, enrichment planning and implementation, safe animal restraint and transport, keeper talks, encounters, and record keeping/communication.
- Ability to mentor less experienced Zookeeper I and seasonals in a wide range of skills including behavior observations, animal welfare evaluations, and time management.
- Must have experience as a primary animal trainer for three (3) established behaviors for exotic species.
- Must have participated in 40 hours of professional development related to animal care within the previous three (3) years.

Zookeeper III: All of the above qualifications plus:

- Minimum five (5) years of PPZ Zookeeper I/II experience or five (5) years full time experience at an AZA facility and two (2) years Zookeeper I/II at PPZ.
- Advanced ability in animal welfare evaluations, equipment operation pertaining to animal care, and project management with little or no guidance.
- Ability to mentor less experienced level I & II zookeepers in a wide range of skills including safe animal restraint, behavior observations, animal welfare evaluations, project management, education presentations, and time management.
- Must have experience as a primary animal trainer for five (5) established behaviors with two (2) or more exotic species and have successfully passed on those behaviors to other trained staff.
- Must be trained in at least two (2) of the following: venomous, large cat, and rhino.
- Must have participated in 80 hours of professional development related to animal care in the previous five (5) years and maintain eight (8) hours annually thereafter.
- Must have completed a breeding and birth plan or similar animal care research planning document approved by the Animal Care Supervisor.

Other Requirements:

- Must possess and maintain a valid Michigan driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must complete CPR training and other required trainings.

- Must be able to work weekends and holidays.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require continuous stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

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

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

UAW ZOO – Zookeeper I,II,III

Pay scale I,II,III

APRIL 2022

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF POTTER PARK ZOO
ZOOKEEPER POSITIONS**

WHEREAS, the Zoo has twelve UAW Zoo Zookeeper level 400 positions; and

WHEREAS, the Zoo has three UAW Zoo Zookeeper Area Lead level 500 positions; and

WHEREAS, updated job descriptions and a reorganization of these positions provides a more effective structure for employee recruitment, retention, and satisfaction; and

WHEREAS, the twelve new UAW Zoo Zookeeper I/II/III positions have a salary range of \$40,961 to \$51,031 at level I, \$44,661 to \$54,702 at level II, and \$48,123 to \$58,269 at level III; and

WHEREAS, the three new UAW Zoo Zookeeper Area Lead IV positions have a salary range of \$51,584 to \$61,835; and

WHEREAS, the 2023 personnel cost projections provided by the budget department show a total (wage and fringe) annual cost increase of \$136,371 at Step 8 for the proposed three Zookeeper Area Lead IV positions and twelve Zookeeper I/II/III positions at level III; and

WHEREAS, there are sufficient funds in the Zoo Fund, #25869200, for the proposed reorganization as approved in the 2023 budget process; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and the Potter Park Zoo Advisory Board are in support of the proposed updated job descriptions and reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a reorganization of the following Potter Park Zoo Zookeeper positions:

Twelve existing UAW Zoo Zookeeper level 400 positions to twelve UAW Zoo Zookeeper I/II/III positions.

Three existing UAW Zoo Zookeeper Area Lead level 500 positions to three UAW Zoo Zookeeper Area Lead IV positions.

BE IT FURTHER RESOLVED, that the reorganization is effective as of January 1, 2023.

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

Agenda Item 3

TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: February 16, 2023
SUBJECT: Authorization to Create a Community Health, Planning and Partnership Programs Assistant Position
For the meeting agendas of March 6, March 7 and March 8, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to hire a temporary Community Health, Planning and Partnerships (CHPP) Program Assistant to provide administrative support for grant-funded work and strategic initiatives identified by ICHHD's CHPP branch, including Advance Peace and the Health Equity Council. This temporary UAW employee will schedule meetings and training sessions, gather materials, draft correspondence and resolutions, and maintain confidential information. Additionally, this employee will ensure that appropriate actions and deadlines are met for all CHPP grant-funded work. Ingham County's Human Resources Department has approved this position description. This agreement will be effective upon approval through 52 weeks in an amount not to exceed \$18,000.

ALTERNATIVES

Not creating this position could result in a loss of critical support needed to ensure that grant-funded work is completed in a timely and efficient manner.

FINANCIAL IMPACT

All costs for this temporary position were included in grant funding from the Health Equity and Social Justice Council, and from Department Of Justice funding for the Advance Peace project. The position is fully grant funded and will not exceed \$18,000.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to hire a temporary CHPP Program Assistant to fill the position within ICHHD's Innovation and Planning team, effective upon approval through 52 weeks in an amount not to exceed \$18,000.

Agenda Item 3

TO: Amanda Darche, Innovation and Planning Manager

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

DATE: February 21, 2023

RE: Memo of Analysis for New Classification

Human Resources can confirm the following information:

Per your request, Human Resources has created a new classification titled CHPP (Community Health, Planning, and Partnerships) Programs Assistant. This will be a temporary position.

After analysis, the classification has a community of interest with the UAW and is appropriately compensated at an UAW E. The UAW has been notified. They support the classification, salary placement and that it will be a temporary position.

I have attached the UAW response. I have also attached the job description.

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

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

From: [Teresa Carter](#)
To: [Elisabeth Bliesener](#)
Cc: [Joan Clous](#)
Subject: RE: Union Support needed
Date: Tuesday, February 21, 2023 1:35:40 PM

My apologies I meant to reply after reading the job description – Yes the Union supports the Health Dept. temporary position using grand funded money, Graded as an E.

Teresa Carter
Unit Chair
Local 2256

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Tuesday, February 21, 2023 1:30 PM
To: Teresa Carter <TCarter@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Union Support needed

Hi Teresa,
Just wanted to check to make sure you received this email to review? Thanks

From: Elisabeth Bliesener
Sent: Thursday, February 16, 2023 2:56 PM
To: Teresa Carter <TCarter@ingham.org>
Cc: Joan Clous <JClous@ingham.org>; Imelda Maloney <IMaloney@ingham.org>
Subject: Union Support needed

Hi Teresa,
The Health Department would like to create this temporary position, using grant funded money. The hourly wage for this temporary position would be UAW E step 1 and all rules per the contract regarding temporaries would be followed.

Does the Union support this temporary job description and hourly wage placement?

Thanks
Beth

Beth Bliesener
Ingham County
Human Resources
517-887-4375

Transmission is Privileged and Confidential.

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

INGHAM COUNTY JOB DESCRIPTION

CHPP(Community Health, Planning and Partnerships) Programs Assistant

General Summary:

Under the supervision of the Innovation and Planning Manager, provides support for the Health Equity & Social Justice Coordinator and the Policy Analyst. The CHPP Programs Assistant works to provide administrative support for grant-funded and strategic initiatives identified by the department's Community Health, Planning, and Partnerships (CHPP) branch, including Advance Peace and the Health Equity Council. This position schedules meetings and training sessions, gathers materials, types correspondence, drafts resolutions, and maintains confidential information. Assists with ensuring appropriate actions and deadlines are met.

Essential Functions:

1. Provides a variety of administrative support services for the CHPP Branch including typing letters, reports, and other documents, scheduling appointments, and preparing and maintaining files; including confidential information.
2. Prepares and organizes agendas for various meetings.
3. Tracks and assists with monitoring contracts and invoices for payment associated with contracts, including reviewing invoices for scope of service and accurate dollar amount.
4. Attends meetings and takes and transcribes minutes.
5. Will collaborate with community members, neighborhood organizations, providers, faith-based organizations, and key stakeholders to improve partnerships and achieve collective impact.
6. Plans, organizes, coordinates and completes projects as assigned.
7. Works with staff to implement, and report on project activities.
8. Maintains project records and files.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a high school diploma or equivalent is required. Some college-level course work in Administrative Skills, Business, Data Processing, Public Health, Human Services, Political Science, or a related field is preferred.

Experience: A minimum of one year of experience related to the job description essential functions is required.

Other Requirements:

- Must possess good writing, analytical and communication skills

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

Working Conditions:

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

Physical Requirements:

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

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

February 2023, UAW E

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CREATING A COMMUNITY HEALTH, PLANNING AND PARTNERSHIP PROGRAMS ASSISTANT POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to hire a temporary Community Health, Planning and Partnerships (CHPP) Program Assistant to provide administrative support for grant-funded work and strategic initiatives identified by ICHD's CHPP branch, including Advance Peace and the Health Equity Council; and

WHEREAS, this temporary United Auto Workers Union (UAW) employee will schedule meetings and training sessions, gather materials, draft correspondence and resolutions, and maintain confidential information; and

WHEREAS, additionally, this employee will ensure that appropriate actions and deadlines are met for all CHPP grant-funded work; and

WHEREAS, the Human Resources Department has approved of the position description; and

WHEREAS, this agreement will be effective upon approval through 52 weeks in an amount not to exceed \$18,000; and

WHEREAS, this temporary UAW position is included in ICHD's proposed budget for 2023; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize hiring a temporary CHPP Program Assistant to fill the position within ICHD's Innovation and Planning team, effective upon approval through 52 weeks in an amount not to exceed \$18,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes hiring a temporary CHPP Program Assistant to fill the position within ICHD's Innovation and Planning team, effective upon approval through 52 weeks in an amount not to exceed \$18,000.

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

Agenda Item 4

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: February 21, 2023
SUBJECT: Security Training for County employees
For the meeting agendas of March 7th, 8th, and 14th, 2023

BACKGROUND

Ingham County has used several security training programs in the past, each with its own strengths and weaknesses. Currently we use a package that was originally provided free of charge to government agencies, and have since purchased. It seems to have updated topics and relevant courses more often as compared to other services. Innovation and Technology would like to continue with this package to help train our County employees to be safe.

ALTERNATIVES

All pricing is at our current 1400 user level:

KnowBe4	\$ 16,380
Ninjio	\$ 18,900
Wizer	\$ 8,400

FINANCIAL IMPACT

The funding for the \$8,400 total is budgeted and will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080. This price has not increased over the past 3 years which is remarkable for a technology company.

OTHER CONSIDERATIONS

As we have seen with all of the cyber incidents around the area and in our past, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

Wizer also provides Ingham County with a publicly accessible County branded training site for our citizens to ensure that they also receive cyber security training free of charge. This is included in our training from them.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Security Training in the amount not to exceed \$8,400.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM WIZER

WHEREAS, Ingham County needs to continue to offer quality cybersecurity training to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems are secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff has been quoted at \$8,400 for a package that has been well received by County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of training from Wizer in the amount not to exceed \$8,400.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Development and Training Fund #63695800-960080.

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

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

TO: County Services and Finance Committees

FROM: Thomas C Husby, Sign & Signal Shop Supervisor
Road Department

DATE: February 21, 2023

SUBJECT: Proposed Resolution Authorizing a Purchase Order for As-Needed Guardrail Construction Services for 2023-2024

For the agendas on March 7 and 8

BACKGROUND

The Purchasing Department solicited bids for the Road Department to provide as-needed guardrail construction services per Request for Proposal (RFP) #14-23 from Michigan Department of Transportation prequalified vendors. The scope of work, similar to prior years, is to provide all necessary machinery, tools, labor, apparatus and other means of construction to perform all work including furnishing all the materials for as-needed guardrail construction services for the 2023 and 2024 calendar years. The RFP also includes a provision to extend the contract for the 2025 & 2026 calendar years if deemed acceptable to all parties.

While only one vendor responded to the RFP, as shown in the attached Memorandum of Performance, both the Purchasing Department and the Road Department are in concurrence to award the contract to Action Traffic Maintenance based on positive past experience with this vendor and reasonable unit prices for the requested as-needed services.

The purpose of this memorandum is to request the approval of a purchase order with Action Traffic Maintenance for as-needed guardrail construction services for the 2023 and 2024 calendar years.

ALTERNATIVES

N/A – The Road Department does not have the ability to provide these services.

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost of this work.

OTHER CONSIDERATIONS

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

RECOMMENDATION

I recommend that the approval of the attached resolution to authorize a purchase order with Action Traffic Maintenance for as-needed guardrail construction services for 2023-2024.

Agenda Item 5a

TO: Kelly Jones, Managing Director of Road Department
FROM: James Hudgins, Director of Purchasing
DATE: January 31, 2023
RE: Memorandum of Performance for RFP No. 14-23: 2023-2024 As-Needed Guardrail Construction Services

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation (MDOT) prequalified and experienced guardrail contractors for the purpose of entering into a two-year contract to provide as-needed guardrail construction services for the Ingham County Road Department, with a possible 2-year contract extension for 2025-2026.

The scope of work, includes but is not limited to, providing all necessary machinery, tools, labor, apparatus and other means of construction to perform all work including furnishing all the materials for the unit prices named in the itemized unit price bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	80	5
Vendors responding	1	0

Summary of the vendors' costs:

Vendor Name	Location	Cost
Action Traffic Maintenance	No, Grand Blanc, MI	See Packet

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 AUTHORIZE A PURCHASE ORDER FOR AS-NEEDED
GUARDRAIL CONSTRUCTION SERVICES FOR 2023-2024**

WHEREAS, the Road Department occasionally requires the installation or repair of guardrail throughout the County on an as-needed basis; and

WHEREAS, the Purchasing Department solicited bids per Request for Proposal #14-23 from Michigan Department of Transportation prequalified vendors to provide as-needed guardrail construction services for the 2023 and 2024 calendar years, with the option to extend the term for the 2025 and 2026 calendar years; and

WHEREAS, the responsive bid was evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of the Road Department staff, to award this contract to Action Traffic Maintenance; and

WHEREAS, the Road Department budget includes sufficient funds for this contract for the 2023 and 2024 calendar years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bid and authorizes a purchase order with Action Traffic Maintenance, located at 5182 South Saginaw, Flint, Michigan 48507 for guardrail construction services on an as-needed, unit price basis for the 2023 and 2024 calendar years and according to their proposal response to the Request for Proposal #14-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Action Traffic Maintenance for guardrail construction services on behalf of the Road Department.

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

Agenda Item 5b

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 20, 2023

SUBJECT: Proposed Resolution Authorizing an Extension of Resolution #22-094 with Bit-Mat Products of Michigan for the purchase of CRS-2M

For the agendas on March 7 and 8

BACKGROUND

In 2022, The Purchasing Department received bids for Invitation to Bid (ITB) #31-22 to provide emulsified asphalts to the Road Department and the Board approved the purchase orders for these products through Resolution #22-094.

The current authorization for the purchase of emulsified asphalts ended as of December 31, 2022. However, Bit-Mat Products offered to extend their 2022 emulsified asphalt unit prices for the 2023 calendar year, with the potential for price reductions at the time of shipment, as detailed in the attached letter.

Both the Purchasing Department and the Road Department evaluated the extension offer from Bit-Mat Products and agreed it was beneficial to extend the authorization for the CRS-2M product for the 2023 season. The CRS-2M emulsified asphalt is used in the chip seal program, which results in approximately 800,000 gallons purchased annually. Given the unstable oil markets, inflation, and the trucking/supply issues experienced with some of the 2022 vendors, it is the recommendation of the Road Department to extend the terms of Resolution #22-094 with Bit-Mat Products for CRS-2M in the 2023 calendar year.

ALTERNATIVES

Request new Invitation for Bids for CRS-2M only.

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with the purchase of CRS-2M for chip seal operations.

OTHER CONSIDERATIONS

Materials for CRS-2M shall meet the specifications originally detailed in Invitation for Bid #31-22. Unit prices may be subject to cost decreases at the time of shipment as detailed in the attached letter.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize a purchase order for CRS-2M with Bit-Mat Products of Michigan.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION OF
RESOLUTION #22-094 WITH BIT-MAT PRODUCTS OF MICHIGAN
FOR THE PURCHASE OF CRS-2M**

WHEREAS, in 2022, the Purchasing Department received bids for the Invitation to Bid #31-22 to provide emulsified asphalts to the Road Department; and

WHEREAS, the Board of Commissioners passed Resolution #22-094 authorizing the purchase of emulsified asphalts from multiple vendors for the 2022 calendar year; and

WHEREAS, the sole vendor providing the CRS-2M emulsified asphalt has offered to extend their 2022 unit price for the 2023 calendar year, with the potential for price reductions at the time of shipment; and

WHEREAS, the Road Department annually purchases approximately 800,000 gallons of CRS-2M for chip seal operations; and

WHEREAS, the extension offer was evaluated by the Purchasing Department and it is their recommendation, together with the concurrence of Road Department staff, to extend the pricing for CRS-2M through the 2023 season and purchase materials on an as-needed basis from Bit-Mat Products of Michigan; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to purchase CRS-2M for chip seal operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the extension of Resolution #22-094 for the Road Department to purchase CRS-2M from Bit-Mat Products of Michigan located at PO Box 428, Ashley, Indiana 46705 on an as-needed, unit price basis for the 2023 calendar year, at the rates detailed in the attached letter and according to the terms detailed in the Invitation of Bid #31-22.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute a purchase order with Bit-Mat Products of Michigan to purchase CRS-2M on an as-needed, unit price basis on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 20, 2023

SUBJECT: Proposed Resolution Authorizing the Purchase of Hot Mix Asphalt (HMA) Mixtures

For the agendas on March 7 and 8

BACKGROUND

The Road Department purchases approximately 50,000 tons of Hot Mix Asphalt annually. Trucking of the Hot Mix Asphalt during paving operations may be provided by the supplier at an hourly rate.

The purpose of this memorandum is to request approval to purchase Hot Mix Asphalt Mixtures 13A and 36A, with the option of trucking from Rieth-Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC.

Bids for Hot Mix Asphalt and trucking were solicited and evaluated by the Ingham County Purchasing Department for Invitation for Bid #54-23 as shown per the Memorandum of Performance. Materials will be purchased on an as-needed, unit price basis for a period of one-year. Materials will be purchased based on unit price, supplier proximity to the project site, and material availability.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with this contract.

OTHER CONSIDERATIONS

The Hot Mix Asphalt mixtures shall meet or exceed the specifications as detailed in the Invitation for Bid #54-23.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Rieth-Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC for the purchase of Hot Mix Asphalt with optional trucking.

TO: Andrew Dunn, Director of Operations, Ingham County Road Department

FROM: James Hudgins, Director of Purchasing

DATE: February 16, 2023

RE: Memorandum of Performance for IFB No. 54-23 Hot Mix Asphalt (HMA) Mixtures

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2023 seasonal requirement of Hot Mix Asphalt (HMA) Mixtures No. 13A, 36A and winter mix to the Ingham County Road Department. Bids were also requested for furnishing flow boys and quad axle trucks, and related trucking services to the Road Department crews on jobsites.

In accordance with Resolution #13-119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors
Vendors invited to propose	44
Vendors responding	3

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: Capital Asphalt

Local Preference: N/A Resolution 13-119

	Unit of Measure	Est. Quantity	HMA per ton	Total Amount	Plant Location
HMA 13A Top	Ton	30,000 ±	\$72.50	\$2,175,000.00	Lansing
HMA 36A	Ton	10,000 ±	\$76.00	\$760,000.00	Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	\$210.00	\$42,000.00	Lansing
TOTAL BID PRICE				\$2,977,000.00	
Flowboy & Driver Trucking		Rental Rate/Hour	\$195.00		
Quad-axle & Driver Trucking		Rental Rate/Hour	\$150.00		
Hours in Advance to Rent			24		
*Proposed upgrade to "PG6422" at - no additional cost, as proposed in addendum #2					

Vendor: Reith-Riley

Local Preference: N/A Resolution 13-119

	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location
HMA 13A	Ton	30,000 ±	\$51.00	\$1,530,000.00	Lansing or Mason
HMA 36A	Ton	10,000 ±	\$63.50	\$635,000.00	Lansing or Mason
Batch Plant 36A (Winter grade)	Ton	200 ±	No Bid	No Bid	No Bid
TOTAL BID PRICE				\$2,165,000.00	
Flowboy & Driver Trucking		Rental Rate/Hour	\$205.00	6 hour minimum	
Quad-axle & Driver Trucking		Rental Rate/Hour	\$155.00	6 hour minimum	
Hours in Advance to Rent			18		

Vendor: Michigan Paving & Materials

Local Preference: N/A Resolution 13-119

	Unit of Measure	Est. Quantity	Unit Price	Total Amount	Plant Location*
HMA 13A Top	Ton	30,000 ±	\$62.50	\$1,875,000.00	Lansing
HMA 36A	Ton	10,000 ±	\$66.50	\$665,000.00	Lansing
Batch Plant 36A (Winter grade)	Ton	200 ±	No bid	No bid	No bid
TOTAL BID PRICE				\$2,540,000.00	
Flowboy & Driver Trucking	Rental Rate/Hour		\$210.00	Subject to fuel surcharge	
Quad-axle & Driver Trucking	Rental Rate/Hour		\$150.00	Subject to fuel surcharge	
Hours in Advance to Rent			48		
*HMA materials may also be purchased at MPM Jackson, MI location.					

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF
HOT MIX ASPHALT MIXTURES**

WHEREAS, the Road Department annually purchases approximately 50,000 tons of hot mix asphalt for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #54-23 and received competitive bid proposals for the purchase of hot mix asphalt with a trucking option for a period of one (1) year; and

WHEREAS, bids for Hot Mix Asphalt Mixtures 13A and 36A were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to execute purchase orders with Rieth-Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to cover the cost associated with the purchase of hot mix asphalt.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes purchase orders with the following:

Rieth-Riley Construction located at 4150 South Creyts Road, Lansing, Michigan 48917

Michigan Paving and Materials located at 1600 North Elm Street, Jackson, Michigan 49202

Capital Asphalt LLC located at 3888 South Canal Road, Lansing, Michigan 48917

for furnishing Hot Mix Asphalt Mixtures 13A and 36A to the Road Department on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #54-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Rieth Riley Construction, Michigan Paving and Materials, and Capital Asphalt LLC to purchase these above-named materials as needed and budgeted, on behalf of the Road Department.

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

TO: County Services and Finance Committees

FROM: Andrew Dunn, Director of Operations ICRD

DATE: February 20, 2023

SUBJECT: Proposed Resolution Authorizing the purchase of Emulsified Asphalts

For the agendas on March 7 and 8

BACKGROUND

The purpose of this correspondence is to support the attached resolution to purchase Emulsified Asphalts. The Road Department annually purchases these Emulsified Asphalts for various road maintenance operations. The following are estimated quantities of the Emulsified Asphalts:

- AE-90 for spray-patching cracks and potholes. +/- 30,000 gallons
- Low Tracking bond coat for asphalt pavement tac +/- 50,000 gallons
- CM-300 for on-site manufacturing of cold patch. +/- 15,000 gallons.
- Pug Mill – for on-site manufacturing of cold patch.

Bids were sought from experienced and qualified vendors for the purpose of supplying Emulsified Asphalts to the Road Department for a period of one (1) year. The bids were received and evaluated by the Purchasing Department as detailed in the attached Memo of Performance. The Purchasing Department and Road Department are in concurrence to purchase Low-Track Bond Coat from Bit-Mat Products of Michigan, Inc and Michigan Paving and Materials; Fog Seal from Asphalt Materials, Inc and Bit-Mat Products of Michigan; AE-90 from Asphalt Materials, Inc, Michigan Paving and Materials, and Bit-Mat Products of Michigan; CM-300 and Pug Mill Cold Patch manufacturing from Asphalt Materials, Inc.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department budget includes sufficient funds to cover the cost associated with the purchase of Emulsified Asphalts.

OTHER CONSIDERATIONS

The Emulsified Asphalts shall meet or exceed the specifications as detailed in the Invitation for Bid #55-23.

RECOMMENDATION

I recommend that the Committees approve the attached resolution to authorize purchase orders with Bit-Mat Products of Michigan, Michigan Paving and Materials, and Asphalt Materials, Inc.

Agenda Item 5d

TO: Andrew Dunn, Director of Operations, Ingham County Road Department
FROM: James Hudgins, Director of Purchasing
DATE: February 16, 2023
RE: Memorandum of Performance for RFP No. 55-23 Emulsified Asphalts

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing its 2023 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	28	6
Vendors responding	3	0

A summary of the vendors' costs is located on following pages.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the IFB; 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.

Vendor Name: Bit-Mat Products

Local Preference: No, Bay City MI & Ashley, IN

Emulsified Asphalt Designation	Plant Pickup or Delivery to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	<u>Plant Pickup</u>	N/A	\$2.35	10,000 (+ or -) Gallons	\$23,500.00	Bay City MI
Fog Seal	Delivery to <u>Job Site</u>	3 hours free, \$125.00	\$1.75	9,000 (+ or -) Gallons	\$15,750.00	Bay City MI
Fog Seal	<u>Plant Pickup</u>	N/A	\$1.65	5,000 (+ or -) Gallons	\$8,250.00	Bay City MI
AE-90 (or qualified equivalent)	Delivery to <u>Job Site</u>	3 hours free, \$125.00	\$2.58	2,500 (+ or -) Gallons	\$6,450.00	Bay City MI
AE-90 (or qualified equivalent)	<u>Plant Pickup</u>	N/A	\$2.20	5,000 (+ or -) Gallons	\$11,000.00	Bay City MI
CM-300 (or qualified equivalent)	Delivery to <u>Metro Garage</u>	N/A	No bid	15,000 (+ or -) Gallons	No Bid	
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
<p style="text-align: center;">*Pug Mill Mobilization Cost: No Bid</p> <p style="text-align: center;">*Cold Patch Production Cost per Ton: No Bid</p> <p style="text-align: center;">*Freight Cost: No Bid</p>						

Vendor Name: Michigan Paving & Materials / Stoneco of MI

Local Preference: No, Alma MI

Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	<u>Plant Pickup</u>	N/A	\$2.86	10,000 (+ or -) Gallons	\$28,600.00	Alma MI
Fog Seal	<u>Delivery to Job Site</u>	\$100/Hour	\$1.91	9,000 (+ or -) Gallons	\$17,190.00	Alma MI
Fog Seal	<u>Plant Pickup</u>	N/A	\$1.80	5,000 (+ or -) Gallons	\$9,000.00	Alma MI
AE-90 (or qualified equivalent)	<u>Delivery to Job Site</u>	\$100/Hour	\$2.41	2,500 (+ or -) Gallons	\$6,025.00	Alma MI
AE-90 (or qualified equivalent)	<u>Plant Pickup</u>	N/A	\$2.30	5,000 (+ or -) Gallons	\$11,500.00	Alma MI
CM-300 (or qualified equivalent)	<u>Delivery to Metro Garage</u>	N/A	No Bid	15,000 (+ or -) Gallons	No Bid	
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
<p style="text-align: center;">*Pug Mill Mobilization Cost: No Bid</p> <p style="text-align: center;">*Cold Patch Production Cost per Ton: No Bid</p> <p style="text-align: center;">*Freight Cost: No Bid</p>						

Vendor Name: Asphalt Materials Inc.

Local Preference: No, Oregon OH

Emulsified Asphalt Designation	Plant <u>Pickup</u> or <u>Delivery</u> to Job Site, F.O.B.	Detention Rates for Unloading	Price per Gallon	Approx. # of Gallons	Approx. Total Cost	Plant or Refinery Location:
Low-Tracking Bond Coat	<u>Plant Pickup</u>	N/A	No bid	10,000 (+ or -) Gallons	No Bid	
Fog Seal	<u>Delivery to Job Site</u>	\$150.00	\$1.70	9,000 (+ or -) Gallons	\$15,300.00	Oregon OH
Fog Seal	<u>Plant Pickup</u>	N/A	No Bid	5,000 (+ or -) Gallons	No Bid	
AE-90 (or qualified equivalent)	<u>Delivery to Job Site</u>	\$150.00	\$2.20	2,500 (+ or -) Gallons	\$5,500.00	Oregon OH
AE-90 (or qualified equivalent)	<u>Plant Pickup</u>	N/A	No Bid	5,000 (+ or -) Gallons	No Bid	
CM-300 (or qualified equivalent)	<u>Delivery to Metro Garage</u>	N/A	\$3.70	15,000 (+ or -) Gallons	\$55,500.00	Oregon OH
Furnish Pug Mill Services for the Production of Cold Patch at the Ingham County Road Department Metro Garage						
*Pug Mill Mobilization Cost: \$1,750.00						
*Cold Patch Production Cost per Ton: \$3.00						
*Freight Cost: \$0.20 / gallon						

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE
THE PURCHASE OF EMULSIFIED ASPHALTS**

WHEREAS, the Road Department annually purchases approximately 70,000 gallons of emulsified asphalt for road maintenance and construction operations; and

WHEREAS, the Purchasing Department recently released Invitation for Bid #55-23 and received competitive bid proposals for the purchase of emulsified asphalts for a period of one (1) year; and

WHEREAS, bids for emulsified asphalts were solicited and evaluated by the Purchasing Department, and it is their recommendation, together with the concurrence of Road Department staff, to purchase materials on an as needed basis from Bit-Mat Products of Michigan, Michigan Paving and Materials, and Asphalt Materials, Inc; and

WHEREAS, the Road Department 2023 budget includes sufficient funds to purchase the emulsified asphalts.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid and authorizes the purchase of emulsified asphalts from the following:

Asphalt Materials, Inc located at 8720 Robbins Road, Indianapolis, Indiana 46268

Michigan Paving and Materials located at 1950 Williams Street, Alma, Michigan 48801

Bit-Mat Products of Michigan located at PO box 428, Ashley, Indiana 46705

on an as-needed, unit price basis for a one-year period, at the rates detailed in the proposal responses to Invitation for Bid #55-23.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute purchase orders with Asphalt Materials, Inc, Michigan Paving and Materials, and Bit-Mat Products of Michigan to purchase emulsified asphalt as needed and budgeted, on behalf of the Road Department.

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

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: February 23, 2023
SUBJECT: RESOLUTION TO AMEND THE BUSINESS TRAVEL AND REIMBURSEMENT POLICY
For the meeting agenda of March 7, 2023

BACKGROUND

The Controller's Office has established a Policy Review Committee consisting of representatives from the Board of Commissioners Office, Clerk's Office, Treasurer's Office, Sheriff's Office, Circuit Court, Health Department, Controller's Office (including DEI) and Human Resources to review current policies and recommend changes. The Policy Review Committee recently suggested changes to the Business Travel and Reimbursement Policy to address, among other issues, travel documentation and reporting, use of pronouns, and clarification of per diem reimbursement rates.

ALTERNATIVES

Leave the policy as it is.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services approve the resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE BUSINESS TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, the Financial Services Department requested the Committee review suggested changes to the Business Travel and Reimbursement Policy; and

WHEREAS, the Committee reviewed and agreed with suggested changes, which included but were not limited to:

- Travel documentation and reporting
- Use of gender specific pronouns
- Clarification of per diem reimbursement rates.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the changes to the Business Travel and Reimbursement Policy suggested by the Financial Services Department and supported by the Policy Review Committee, which shall take effect upon approval of this resolution.

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

Business Travel and Reimbursement

Approved: October 5, 2010
Resolution No. 10-327

A. Introduction

This policy pertains to all employees, elected officials and Commissioners. Compliance with these regulations is the responsibility of the department head or elected official. Vouchers that appear to be in violation of this policy will be returned unpaid to the department with an explanation.

B. Local Travel

1. County employees and elected officials that use a privately-owned vehicle for County business may be reimbursed. The amount to be reimbursed ~~shall will be determined by reference to~~ **in accordance with** the Internal Revenue Service (IRS) Standard Mileage Rate Method. The Human Resources Department will notify department heads and elected officials of changes in the Standard Mileage Rate.
2. ~~Departments shall establish regulations regarding the designation of~~ **Department Heads and elected officials will designate employees'** official work stations as assigned. This work station will be used in determining mileage reimbursement. No mileage will be allowed for travel between an employee's home and ~~his or her~~ their official work station (commuting expenses). Examples to assist in calculating allowable travel expenses are presented in Appendix A.
3. ~~Only allowable auto expenses as~~ **mileage** determined by IRS guidelines will be reimbursed. ~~Adequate documentation is required.~~ The charge should be supported by a listing of the ~~vicinity itinerary~~ **addresses traveled** in sufficient detail to justify the mileage claimed.
4. Charges for vehicle maintenance such as oil, antifreeze, towing ~~gasoline, lubrication, repairs, antifreeze, towage,~~ and other similar expenditures will not be allowed as reimbursable ~~items when~~ **when privately owned cars are used vehicles.**

C. Computation of Mileage

Mileage must be computed based on the shortest available route between the point of departure and the destination. A mileage grid showing distances between County facilities is provided in Appendix B. This grid may be used in place of actual odometer readings.

D. Parking Fees

If an employee is required to have a motor vehicle available for County business purposes, a monthly parking allowance may be provided. The department head or elected official must request approval from the County Services Committee. If approved, a reimbursement will be provided monthly upon receipt of a statement of the parking charge in ~~an~~ the amount specified in labor contracts or managerial compensation plan. Intermittent parking charges for meter, lots, etc., will be reimbursed monthly as incurred. Parking reimbursement requests should be included on the travel reimbursement requests. Meter parking should be identified on the reimbursement form as meter parking.

E. Parking or Traffic Violations

Under no condition will parking or traffic violation tickets be reimbursed. They are the full responsibility of the employee operating the vehicle.

F. Automobile Insurance

Employees who use their vehicles as a requirement of their job shall be reimbursed for automobile insurance as established by collective bargaining agreements and/or compensation plans. This payment will be made by December 15 of the contract year providing that prior to December 1 the employee shall submit proof of the additional automobile insurance and payment of same to the Human Resources Department.

G. Temporary Assignments

An employee temporarily working at another location that requires driving less distance than that from home to the regular work site and back will not be reimbursed for such travel in his or her own vehicle, but, if the temporary work assignment requires driving more distance than normal, the employee will be reimbursed for the difference in miles driven.

~~H. Attendance at Funerals~~

~~Employees designated as official representatives of the County for attendance at a funeral may claim reimbursement for travel expenses subject to the limitations of these regulations.~~

~~I-H. Use of County-Owned Vehicle~~

~~An employee using a County-owned vehicle on County business shall be reimbursed for gasoline and other operating expenses incurred while using the vehicle, provided that appropriate. The employee must provide receipts for all such the expenses and are submitted submit with the travel reimbursement request.~~

~~J. I. Meal Allowance~~

~~Meal reimbursement calculations are provided in Section N.9.~~

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015

~~K.~~ J. Travel Reimbursement

1. All travel expense claims ~~shall~~ **must** be prepared **itemized, signed,** and submitted on a Travel Expense Voucher, ~~and must be itemized and stated in accordance with these regulations-form.~~ Failure to use the specified **Travel Expense Voucher** form could delay the processing. ~~The form must be signed by~~ **of the employee.** Each traveler **reimbursement.** **Employees** should keep a ~~memorandum~~ **documentation of receipts and** expenditures properly chargeable to the County so that the accumulated information will be available for preparation of the travel voucher at the end of each travel period **submit with Travel Expense Form.**
2. Expense reports ~~shall not~~ **should** be submitted ~~until the total requested exceeds \$15.00~~ **monthly and are due within 10 working days after** the fiscal year end ~~report end~~ **which must be submitted no later than the fifth work day of the new fiscal year.** Another exception would be when an employee is leaving employment with the County **ends.**
3. ~~The official work station shall be shown on the voucher.~~
4. 3. Supporting receipts must be attached for all items of expense, unless exempt by these regulations. **Conference agendas/itineraries should be included, where applicable.**
5. 4. All items on the travel voucher should appear in chronological order and all expenses for the period must be included.
6. 5. Each day's expense shall be shown separately and totaled.
7. 6. The certification on each voucher ~~shall~~ **must** be attested to by the ~~manual~~ signature of the employee. An authorized agent may not approve his or her own voucher.

~~L.~~ K. Several People Attending the Same Out of Town Event

It is strongly recommended that if several people are attending the same out-of-town event that they travel together to reduce costs. This recommendation applies to employees within the same Department or from different Departments.

~~M.~~ L. Overnight Travel

1. General. ~~This policy pertains to all employees, elected officials and Commissioners.~~ County representatives traveling on official business are expected to exercise the same care incurring expenses that a prudent person would exercise if traveling on personal business. Compliance with these regulations is the responsibility of the department head or elected official. The Controller/Administrator and the Financial Services Department will refuse to pay any travel vouchers that appear to violate the intent of these regulations.
2. Authorization. All travel must be authorized and approved by the department head, elected official or ~~his or her~~ **their** designated representative. No designated representative may approve their own vouchers. The Ingham County Board of Commissioners encourages

County employees and County-wide elected officials to participate in professional self-improvement and continuing education efforts, and to seek out innovative and cost-effective programs and technologies for potential utilization in Ingham County. Department heads, elected officials and the presiding judges of the various courts may authorize the expenditure of budgeted funds for professional development of County employees, and to seek innovative programs and technologies for use in Ingham County. No out-of-state travel will be authorized without approval of the Controller/Administrator and the Chairperson of the Board of Commissioners.

Any ~~trip~~ **travel** needed as part of an employees' essential job duty (such as transporting a prisoner or escorting a child for out-of-state placement) is not subject to this requirement. **History:** 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2019, Resolution 19-540, Effective December 11, 2019

N. M. Travel Arrangements.

1. General. The County will be liable for the employee's travel expense and the direct billing for the County will be for the employee only. These provisions will apply only to traveling employees and will not apply to air travel required for other functions such as witnesses required by the Prosecuting Attorney. **History:** 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015; -- Amended 2019, Resolution 19-540, Effective December 11, 2019
2. Air Travel. The policy of Ingham County is that airline travel by County employees on official business ~~shall will~~, whenever financially prudent, originate from **the** Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight may be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than \$200 for an individual or \$400 for a group, the flight may be booked from the neighboring airport. The \$200 or \$400 difference is for the inclusive cost of the flight including mileage and parking.

The use of commercial airlines is permitted when it is to the advantage of the County as measured by both comparative travel costs and the time of the traveler. Travelers should purchase the least expensive accommodations available on any one flight with approval of the Department Head. Persons choosing to use first class transportation when ~~tourist~~ **economy** class is available. ~~shall will~~ be responsible for the additional cost of first class accommodations. First class fare will be allowable only when a ticket agency certifies that less expensive accommodations are not available. Such certification must accompany the reimbursement voucher.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2015, Resolution 15-173, Effective May 12, 2015; -- Amended 2015, Resolution 15-276, Effective July 28, 2015; -- Amended 2019, Resolution 19-540, Effective December 11, 2019

3. Round-Trip Tickets. Round-trip tickets ~~shall will~~ be secured whenever economical and practicable.
4. Changes. Once an airline ticket or hotel room has been booked, it can only be changed with

Department Head's approval. If the change is the result of an employee's personal non-emergency issue (such as having to attend a child's social event), the employee will be responsible for any additional cost incurred by the County. If a disagreement occurs, the County Controller/Administrator will determine if the change was the result of an emergency.

5. Insurance. Insurance coverage for persons traveling by common carrier is not allowable as a reimbursable expense.
6. Transportation by Private Owned Car. Employees or commissioners, who elect to drive a privately- owned car ~~in lieu of common carrier, shall~~ **will** be reimbursed at rates established in labor contracts or as provided by Board resolutions. Reimbursement for out-of-state travel by a privately- owned car ~~in lieu of common carrier~~ (mileage plus lodging, per diem, and toll charges) is limited to the cost associated with ~~tourist~~ **economy** class air fare.

An employee using a County owned vehicle on County business is reimbursed for gasoline and other operating expense incurred while using the vehicle. Appropriate documentation for all such expenses must be submitted with the travel reimbursement **request form**.

7. Computation of Mileage. Mileage must be computed based on the shortest available route between the point of departure and the destination, plus road and bridge tolls. The per diem allowance will be limited to the number of days required to complete the travel at that rate. Documentation is required for toll roads and bridges and the like.
History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2019, Resolution 19-540, Effective December 11, 2019
8. Rental Cars. A car may be rented at a conference site with prior approval of the department head. Only the cost for a compact vehicle will be reimbursed. The cost for any upgrade from a compact vehicle will be the responsibility of the employee. There is no need to purchase insurance when renting a vehicle since it is covered under the County's insurance policy. Reimbursement for a rental vehicle precludes any reimbursement for local travel costs at the conference site.
9. Meal Reimbursement. The cost of meals while traveling is an allowable expense. If a meal is provided at the hotel or as part of the conference, no additional amount will be allowed. The actual cost of any meal will be reimbursed up to the cost of the U.S. General Services Administration Meals and Incidental Expense (M&IE) rate posted on the GSA Web page (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) Incidental Expenses are included in the M&IE rate and will not be reimbursed separately. Meal receipts are not required when using the M&IE rate. ~~However, within 60 calendar days of the date, employees must file a County Travel Expense Voucher including:~~
 - i. ~~The business purpose of the trip;~~
 - ii. ~~The date and place of the trip; and~~
 - iii. ~~Receipts for lodging (if using the M&IE meals only per diem rate).~~

If any of these requirements are not met, the payment may be deemed taxable to the employee. No reimbursement for alcoholic beverages will be allowed.

Maximum per diem allowance will be prorated as shown on the table below:

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

The table below is to be used on the first day of travel, the last day of travel, OR when travel occurs in a.m. a single day.

<u>Departure Time</u>	<u>Return Time</u>	<u>Maximum Allowance</u>
Before 8:00 a.m.	After 6:00 p.m.	100%
After 8:00 a.m.	After 6:00 p.m.	80%
Before 8:00 a.m.	Before 5:00 p.m.	50%
After 8:00 a.m.	Before 5:00 p.m.	30%
Before 12:00 Noon	Before 12:00 Noon	0%
After 12:00 Noon	After 12:00 Noon	0%

The cost for any additional activities provided outside the conference will not be allowed. The above schedule is allowable only during the day of departure or return.

History: 2010, Resolution 10-327, Effective October 5, 2010; -- Amended 2019, Resolution 19-540, Effective December 11, 2019

10. Documentation. Receipts are required for all other transactions in excess of \$25.00 claimed on the travel voucher as reimbursable items.
11. Foreign Travel. Travel expenses incurred while traveling in a foreign country will be reimbursed at the rate charged by the employee's credit card or the published exchange rate at the time of the expenditure. A copy of the credit card statement or an exchange rate table from any financial publication should be provided to support the rate claimed. Daily and weekly exchange rate data is also available on the Federal Reserve Board website.
12. Lodging Charges and Meals. Sales, Hotel and use taxes, applicable to lodging charges are reimbursable in addition to the regular lodging allowance. Only actual lodging expenses paid, plus tax, is allowable. **This does not include State of Michigan Sales Tax.** Receipts for lodging expenses are required. Any change in hotel location during continuous occupancy by an employee must be explained on the voucher. Reimbursement for hotel or

motel room expense will be made for a standard single room. Any cost for the upgrade of a room will be the responsibility of the employee.

13. Lodging Charges for Multiple Occupancy. When a County employee in travel status shares hotel or other lodging with other County employees, reimbursement to the traveler will be as follows:
 - a. If hotel or other lodging is shared with a person other than a County employee, reimbursement to the County employees will be at the single rate. Documentation supporting the single rate must be available.
 - b. If hotel or other lodging is shared with two or more County employees or Commissioners and they all occupy the same room, reimbursement to the County employee or Commissioner will be based on the amount paid.

14. Guidelines. The following rules are established as guides for the employee and the approving officials:
 - a. It is expected that expenses incidental to official County travel will be held to the minimum amount required for essential and efficient conduct of County business. **The department head, elected official or his/her their authorized representative approving the travel voucher will be held responsible in his/her certification their approval for all items of expense as being necessary and correct.**
 - b. Expenditures for hospitality expenses and/or alcoholic beverages will not be reimbursed under any circumstances.
 - c. When travel expense vouchers are supported by receipts that show signs of erasures or alterations, ~~the voucher will be returned to the employing department for a statement of facts explaining the reason for the alteration before the travel voucher will be approved for payment~~ **reimbursement shall be denied.**
 - d. No employee shall travel as the guest of any current or potential private (non-grantor) vendor who could reasonably be expected to offer service to the County in the future unless authorized by the Department's Liaison Committee.
 - e. Employees may take annual leave during a tour of travel with approval of the department head or elected official, provided, that in no case shall travel expenses be allowed while in annual leave status. Whenever an employee in travel status becomes incapacitated due to illness or injury certified by a licensed physician that is allowable as sick leave, he may continue in travel status for a period not to exceed seven calendar days at rates not to exceed ~~M&IE~~ **meal per diems** and lodging charges as provided in these regulations.
 - f. An employee will be considered to be in travel status on non-work days unless the employee can return to his/her **their** official work station or home prior to a non-work day. Employees may be entitled to compensation for work performed on non-workdays pursuant to applicable collective bargaining agreements. Every effort should

be made to find an alternative to paying the employee overtime for traveling or attending a conference during a non-workday.

- g. Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of Ingham County. Advance registration is preferred. Receipts must be attached for reimbursement.

Ø. N. Accounting for Travel Advances and Advances for Travel

1. Requisition for Travel Advance. Departments are authorized to make travel advances for specific trips of employees and Commissioners traveling on County business, subject to approval by the County Controller/Administrator. Requests for such advances should be made at least ten days prior to departure, but no more than 30 days before departure. An employee or Commissioner taking a trip with the appropriate prior approval, which would involve personal cash outlay for travel expenses, shall furnish the Controller/ Administrator a statement setting forth the purpose of the trip, expected travel period, method of transportation, itinerary, and an estimate of cash outlay for travel showing individually the estimated costs to be borne by the County.

Travel advances will not be issued for less than \$50.00. Such de minimis expenditures will be reimbursed on a standard Travel Expense Voucher.

2. Issuing Advances. The official or employee shall request a travel advance by submitting a travel advance form. The preparer must retain a copy of the form. Receipt of a travel advance is conditional upon agreement to a payroll deduction to settle any unsubstantiated expenses (See Failure to Comply, below). Financial Services shall issue travel advances to employees with the concurrence of the employee's department head.
3. Travel Advance Settlement: A travel advance should be settled within five working days subsequent to the final date of expenses listed on the travel advance form. Actual expenditures shall be reconciled to the amount of advances on the copy of the travel advance form. This completed and signed form shall be submitted to Financial Services along with any required documentation.

A check must be submitted to the Ingham County Treasurer for any excess travel advance.

4. Failure to Comply: IRS regulations require substantiation of expenses and the return of any excess travel advance within a reasonable period of time (60 days). Any portion of a travel advance not settled within 60 days shall be recovered through payroll deductions.
5. Travel Reimbursements: Overnight travel expenses incurred without benefit of a travel advance will be reimbursed on a travel voucher. Such reimbursement claims will be prepared and submitted on the standard Travel Expense Voucher, itemized and stated by these regulations.

P. O. Use of County-Owned Vehicles

1. This policy ~~shall cover~~ **covers** and ~~apply~~ **applies** to all official's and employee's use of any vehicle owned by Ingham County, except that this policy may be considered modified, but only to the extent that provisions of a collective bargaining agreement expressly provide for vehicle use in a manner inconsistent with this policy.
2. All vehicles acquired by Ingham County are for the use and purpose of County business only, and all officials and employees of the County operating vehicles are subject to and required to adhere to the terms of this policy
3. Except as otherwise specifically provided in this policy, no official and no employee may use a County-owned vehicle for personal use. County-owned vehicles shall be used for County business.
4. County employees may use County-owned vehicles for commuting to and from employment only if specifically required to do so for the purposes of on-call duty, or if specifically authorized by the employee's department head or elected official, as being necessary and in the best interest of the County. Except as permitted herein, there shall be no commuting with County-owned vehicles and there shall be no other personal use of County-owned vehicles by County employees. Employees shall report in writing bi-weekly the number of "commuting days" to the employee's department head or elected official.
5. ~~Personal use of County owned vehicles by an employee may be subject to taxation to that employee by the Internal Revenue Service.~~

Q-P. Other Reimbursement

1. Miscellaneous Expenditures: County funds may be expended for supplies to the extent that such supplies are consumed by the general public or used in the conduct of normal business. Whenever possible, supplies should be billed to Ingham County by the vendor. If direct billing is not possible, an employee may be reimbursed for such expenses.
2. Charges not Reimbursable: In general, the County is not liable for any loss or damage to an employee's property.
3. Sales Tax: As a governmental entity, Ingham County is not subject to state sales tax. Sales tax should not be paid on any item purchased for the exclusive use of Ingham County. Ingham County's tax-exempt number is **38-6005629**. An exemption certificate is available from the Purchasing Department, if required.
4. Registration Fees: Enrollment or registration fees for approved conventions and meetings of associations or organizations are allowable for employees attending as official representatives of the County. Documentation must be attached.
5. Retiree Recognition Policy: County funds may be utilized to recognize and honor retirees to a maximum of \$75.00 for employees who have a minimum of ten years and

\$150.00 for employees who have a minimum of 25 years. A completed Retiree Recognition Expense Form is required to be submitted with the invoice for payment. This amount must be used to purchase an actual gift or fund a party. Gifts of cash or gift cards are not allowed.

6. Guests: The cost of guest meals is allowable when incurred by department heads only if it can be shown that such cost was incidental and necessary to the conduct of official County business. In no cases will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the voucher, including the name of the guest. Tips are limited to ~~15~~**20**%.
7. Food and Beverages for Meetings: Food and beverages purchased for staff meetings and staff lunches are **not an allowable expense**. Only meetings which include community members, vendors or other outside parties will be allowed to serve food and beverages at the County's expense. ~~The Business Meal Expense Form or Meeting Supplies Expense Form must accompany all requests for reimbursement or submittal of the Procurement Card documentation.~~
8. Rental of Rooms: Expenses for rental of special rooms for meetings will be approved only when County owned facilities are not available. Approval from the Controller/Administrator is required. Receipts are required.
9. Dues and Subscriptions: Professional dues and subscriptions will only be allowable expenses if they are required for an employee's essential job duty or are necessary to provide a Department's primary service.
10. Documentation and Processing: All requests for reimbursement must have adequate documentation. Employees are encouraged to order items with per unit cost of \$100 or more through the Purchasing Department. A purchase order should be issued to the vendor for such purchases.

An employee may request reimbursement by including the expense on a standard Travel Expense Voucher with their mileage (NOTE: The correct charging distribution number should be indicated.) Alternately, a reimbursement voucher may be submitted. The voucher should be made payable to the employee. The description should read "employee reimbursement" and should also indicate the employee's department.

11. Enforcement: The Director of Financial Services has the authority to reject any expenditure which ~~he or she~~ **they believe** believes is not in accordance with this policy. Any employee disagreeing with this decision can appeal the decision to the County Controller/Administrator.

APPENDIX A TRAVEL SCENARIOS

Following are examples to assist in calculating allowable travel expenses:

EXAMPLE 1

One staff person lives in Mason.

~~Is she~~ **Are they** entitled to mileage from ~~her~~ **their** home in Mason to the Mason Courthouse (which is not her assigned location) or ~~is she~~ **are they** entitled to mileage from the VMC (where ~~she~~ **they** did not report but is their assigned location) to the Mason Courthouse?

*If ~~she is~~ **they are** going to mason for the entire day, ~~she~~ **they** would not be entitled to any mileage since it is closer than ~~her~~ **their** typical commuting miles. But, if ~~she~~ **they** drove to Lansing at 8:00 and then needed to go to Mason for a two-hour 11:00 a.m. meeting and then returns to Lansing for the rest of the day, ~~she~~ **they** would be entitled to the mileage from Lansing to Mason and back to Lansing.*

EXAMPLE 2

If this staff person reports from ~~her~~ **their** home in Mason to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon, ~~is she~~ **are they** entitled to mileage from the Mason Courthouse to the VMC building?

~~She~~ **They** would not be entitled to any mileage since ~~she is~~ **they are** not traveling any farther than they would on a typical day.

EXAMPLE 3

One staff person lives in Lansing.

~~Is she~~ **Are they** entitled to mileage from ~~her~~ **their** home in Lansing to the Mason Courthouse (when ~~she~~ **they** reported directly to the Mason location instead of ~~her~~ **their** assigned location of VMC) or ~~is she~~ **are they** entitled to mileage from the VMC to the Mason location?

~~She~~ **They** would be entitled to the difference between ~~her~~ **their** normal commute and the commute to Mason. If ~~she lives~~ **they live** five miles from downtown but needs to drive 20 miles to Mason instead, ~~she~~ **they** would be entitled to reimbursement for 15 miles driven.

EXAMPLE 4

If this staff person reports from ~~her~~ **their** home in Lansing to the Mason Courthouse in the morning and then reports to the VMC location in the afternoon ~~her~~ **their** entitled to mileage from the Mason Courthouse to the VMC building?

Same as Example 3

APPENDIX B

MILEAGE TABLES

	County Attorney	Road Department	Drain Commissioner / Animal Control / District Court / Sheriff's Office	Medical Care Facility / Housing Commission	Grady Porter Building / Veteran's Memorial	Hilliard Building/ Courthouse	Human Services Building	Ingham County Family Center (Ingham Academy)	Potter Park Zoo
County Attorney	--	15	14	14	1	16	5	4	3
Road Department	15	---	1	10	14	1	9	11	13
Drain Commissioner / Animal Control / District Court / Sheriff's Office	14	1	---	11	14	1	9	10.5	12.5
Medical Care Facility / Housing Commission	14	10	11	---	12	9	8	10	11
Grady Porter Building / Veteran's Memorial Courthouse	1	14	14	12	---	15	3	3	2
Hilliard Building/ Courthouse	15	1	1	9	15	---	9	12	14
Human Services Building	5	9	9	8	3	9	---	2.5	3
Ingham County Family Center (Ingham Academy)	4	11	10.5	10	3	12	2.5	---	3
Potter Park Zoo	3	13	12.5	11	2	14	3	3	---

Animal Control..... 600 Curtis, Mason
 County Attorney..... 601 N. Capitol, Lansing
 55th District Court..... 700 Buhl, Mason
 Drain Commissioner 707 Buhl, Mason
 Health Center – Sparrow..... 1322 E. Michigan, Lansing
 Health Center–St. Lawrence 1100 W. Saginaw, Lansing
 Grady Porter Building 303 W. Kalamazoo, Lansing
 Hilliard Building 121 E. Maple, Mason
 Human Services Building 5303 S. Cedar, Lansing

Housing Commission 3882 Dobie Road, Okemos
 County Courthouse..... 341 S. Jefferson, Mason
 Family Center (Academy) 1601 W. Holmes Road, Lansing
 Medical Care Facility 3860 Dobie Road, Okemos
 Potter Park Zoo 1301 S. Pennsylvania, Lansing
 Road Department 301 Bush, Mason
 Sheriff's Office..... 630 N. Cedar, Mason
 Veteran's Mem Courthouse..... 313 W. Kalamazoo, Lansing

	Human Services Building	Healthy Smiles Dental Clinic	Otto Community Health Services	Well-Child Health Center	Willow Teen Health Services	Health management Plan	St. Lawrence Health Center	Sparrow Health Center	Ingham County Jail
Human Services Building	--	2	5	3	5	0.5	5	4.5	8
Healthy Smiles Dental Clinic	2	---	4	1	4	2.5	4	2.5	11.5
Otto Community Health Clinic	5	2	---	4	1.5	6	2	2.5	15
Well-Child Health Center	3	1	4	---	3	3	3.5	3	13
Willow Teen Health Services	5	4	1.5	3	---	5.5	1	2	14.5
Health Plan Management	0.5	2.5	6	3	5.5	---	5.5	4.5	8
St. Lawrence Health Center	5	4	2	3.5	1	5.5	---	2	14.5
Sparrow Health Center	4.5	2.5	2.5	3	2	4.5	2	---	13
Ingham County Jail	8	11.5	15	13	14.5	8	14.5	13	---

Health Plan Management5656 S. Cedar, Lansing
Healthy Smiles Dental Cl.....2815 S. Pennsylvania, Lnsq.
Jail Medical -Sheriff's Ofc... 630 N. Cedar, Mason
Health Center - Otto500 E. Thomas, Lansing

Health Center–St. Lawrence..... 1100 W. Saginaw, Lansing
Health Center – Sparrow 1322 E. Michigan, Lansing
Health Center – Well Child..... 901 E. Mount Hope, Lansing
Willow Teen Health Services ..306 W. Willow, Lansing

	Baldwin Park	Burchfield / Riverbend	Hawk Island	Parks Department	Lake Lansing North	Lake Lansing South	Rayner Park	Potter Park Zoo
Baldwin Park	--	13	21	16	37	36	15	21
Burchfield / Riverbend	13	--	9	9	25	23	10	10
Hawk Island	21	9	--	10	12	10	11	2
Parks Department	16	9	10	--	14	13	1	14
Lake Lansing North	37	25	12	14	--	2	18	10
Lake Lansing South	36	23	10	13	2	--	16	9
Rayner Park	15	10	10	2	18	16	--	13
Potter Park Zoo	21	10	2	14	10	9	13	--

Baldwin Park..... 4999 S. Onondaga, Onondaga
 Burchfield / Riverbend 881 Grovenburg, Holt
 Hawk Island 1601 E. Cavanaugh, Lansing
 Parks Department 121 E. Maple, Mason
 Lake Lansing North 6260 E. Lake Drive, Haslett
 Lake Lansing South..... 1621 Pike, Haslett
 Potter Park Zoo 1301 S. Pennsylvania, Lansing
 Rayner Park..... 730 E. Ash, Mason