

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, OCTOBER 3, 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 [September 19, 2023](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Circuit Court – Family Division – Resolution to Convert [Position #140057](#) (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
2. 55th District Court – Resolution to Authorize the [Reorganization](#) of the 55th District Court Reorganization of the 55th District Court
3. Veterans Affairs Office
 - a. Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2024 County Veteran Service Fund Grant on Behalf of [Clinton County](#)
 - b. Resolution to Accept the 2024 County [Veteran Service Fund](#) Grant
4. Health Department – Resolution to Eliminate a .50 Public Health Nurse Position and Create a 1.0 Health Department [Accountant Position](#)
5. Farmland and Open Space Preservation Board – Resolution to Authorize [Various Contracts](#) for the Farmland and Open Space Preservation Program
6. Facilities Department – Resolution to Authorize Service Warranty Renewal with [Smiths Detection](#) for the Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building
7. Road Department – Resolution to Amend an Engineering Design Services Contract with [DLZ Michigan, Inc.](#) for the Columbia Road and Eifert Road Intersection Project
8. Human Resources Department
 - a. Resolution Clarifying the [MERS](#) Plan Adoption Agreement
 - b. Resolution to Approve UAW TOPS, and Managerial and Confidential [Reclassification](#) Requests

9. Controller's Office
 - a. Resolution to Amend the [Living Wage](#) Requirement Policy
 - b. Resolution to Approve a Letter of Understanding with Ingham County Employees' Association [Park Rangers](#) Regarding Parks Temporary and Seasonal Employees
 - c. Resolution to Amend Agreement with [BS&A](#) for Enterprise Resource Planning Software Conversion and Training

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
September 19, 2023
Draft Minutes

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

Members Absent: None.

Others Present: Judge Donald Allen Jr., Scott LeRoy, Matt Nordfjord, Nicole Noll-Williams, Glenn Canning, Becky Bennett, Gregg Todd, Sue Graham, Madison Hughes, 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 August 29, 2023 Minutes

CHAIRPERSON CELENTINO STATED, WITHOUT OBJECTION, THE MINUTES OF THE AUGUST 29, 2023 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS WRITTEN.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Treasurer's Office
 - a. Resolution to Transfer \$520,000 in Housing Trust Fund Funds Already Allocated to the Ingham County Land Bank to Provide Gap Financing for Five Organizations/Contractors for the New Construction/Rehab of Seven Single-Family Houses
 - b. Resolution to Approve a Local Support Letter Authorizing the Ingham County Housing Trust Fund to Submit a Letter of Intent to Apply for the Community Development Block Grant Housing Improving Local Livability Program Made Available through the Michigan State Housing Development Authority for Homeowner Improvement and Demolition/Reconstruction/Resale Projects in Non-Entitlement Areas of Ingham County

4. Office of the Public Defender – Resolution to Authorize the Addition of Two Assistant Public Defender Positions and One Social Worker Position within the Office of the Public Defender
6. Financial Services Department – Authorization to Start an Employee Above Step 2
7. Parks Department – Notice of Emergency Purchase for Lake Lansing North Septic Replacement
8. Purchasing Department – Resolution to Approve the Disposal of County-Owned Surplus
9. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of Cloudflare DNS Services from Sentinel Technologies
 - b. Resolution to Approve Redundancy in Phone System by Sentinel Technologies
10. Facilities Department
 - a. Resolution to Authorize an Agreement with Redguard Fire & Security, Inc., for Monitoring, Warranty and Inspection Services for the Fire Panel at the Hilliard Building
 - b. Resolution to Authorize an Agreement with Boynton Fire Safety Service LLC, for the Fire Safety Services for Multiple County Facilities
11. Road Department
 - a. Resolution to Approve Stop Sign Traffic Control Orders for Various Roads in the Okemos Square Subdivision
 - b. Resolution for Final Plat Approval for Phase 4 of Sierra Ridge Estates and Public County Road Acceptance of Fresno Lane
 - c. Resolution to Approve the Reorganization of the Road Department
12. Human Resources Department
 - a. Resolution Certifying Representatives for the MERS 2023 Retirement Conference
 - b. Resolution to Waive the Public Act 152 Health Care Requirements for 2024
 - c. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2024 and Authorizing Letters of Agreement with Bargaining Units
13. Board of Commissioners – Request for a Step Increase for Chief Public Defender
14. Controller’s Office
 - a. Resolution to Approve an Agreement with Andrews Technology HMS, Inc. for Time and Attendance Services

THE MOTION CARRIED UNANIMOUSLY.

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

3. Clerk's Office – Resolution to Authorize the Election Education Mailer for 2023

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

Commissioner Grebner stated it would be good for a mailer to go to every registered voter, but there should be a sensible way to deal with the fact that there are people who were not present in Ingham County. Commissioner Grebner further stated this would involve printing postage and paper that would essentially be thrown away.

Commissioner Grebner stated it would be nice to target the mailings at a realistic target. Commissioner Grebner further stated this issue was close to their heart because they mailed to voters for political campaigns.

Commissioner Grebner provided an example regarding the students registered to vote at Michigan State University and only one had requested an absentee ballot as of September 18, 2023 for the November 7, 2023 Election. Commissioner Grebner further stated it could not be fixed for this, but it would be nice if the Clerk's Office could come up with some sensible, workable method of targeting mailings to those that were actually in the County.

Discussion.

Commissioner Maiville expressed support for Commissioner Grebner's sentiment. Commissioner Maiville further stated they were aware of people that were trying to clean up the voter rolls and were facing opposition.

Commissioner Sebolt stated until such time that the County Clerk had the authority to clean up the voter roll, and the responsibility did not lie with the Secretary of State's Office for multiple administrations, there was a responsibility until the County could clean it up.

Commissioner Grebner clarified that they were not talking about cleaning up the voter rolls, as that was set by law and the mailing list was not. Commissioner Grebner further stated there was a larger number of people on the voter rolls who were not in the county, but they were not talking about those.

Commissioner Sebolt stated Commissioner Grebner's point was taken but conceded that they thought that Ingham County should err on the side of over-mailing to everyone rather than risk a system that could be seen as justification to eliminate certain types of voters or voters who intended to vote a certain way. Commissioner Sebolt further stated it was best to say that Ingham County was doing all they could to educate everybody.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

5. 55th District Court – Reorganization of the 55th District Court (*Discussion*)

Honorable Donald Allen Jr., 55th District Court Judge, provided an overview of the Reorganization of the 55th District Court that was provided in the agenda.

Commissioner Grebner asked how the pay scales compared with 54B and 54A District Courts.

Judge Allen Jr. stated they believed they were on par with 54A and 54B District Courts pay scales.

Discussion ensued regarding the 54A and 54B District Courts pay scales compared to 55th District Court.

Chairperson Celentino expressed their support of the reorganization and stated they would vote for this in the future. Chairperson Celentino stated this was a good reorganization to increase their efficiency.

Judge Allen stated the 55th District Court just held their 56th graduation and Commissioner Maiville had been in support of them and they hoped to have Commissioner Maiville back in the future. Judge Allen further extended an invitation to those present to attend the next graduation on November 22, 2023 and Judge Allen would contact Becky Bennett, Board of Commissioner's Director, to send a personal invitation from Judge Allen to each County Commissioner.

Judge Allen stated they would be supporting something that was really important to Ingham County. Judge Allen further stated they had over 800 graduates from the program and Commissioner Peña had been over to see what was done and they believed Commissioner Peña was impressed.

Discussion.

Commissioner Maiville thanked Judge Allen for the recognition and stated he had been to several graduations. Commissioner Maiville encouraged those present to attend the wonderful events, but also encouraged those to bring Kleenex if needed.

Discussion.

Judge Allen stated it was really hard to create the phraseology that was necessary to really explain what would be seen, but one might become emotionally drawn in to see what happened with individuals transforming their lives. Judge Allen stated the family members provided moving statements at graduations as well and they hoped they would accept the invitation to attend.

Public Comment

None.

14. Controller's Office

- b. Closed Session Consult with Counsel Pursuant to MCL 15.268 (1)(d) (*Closed Session*)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. SEBOLT, TO ENTER INTO CLOSED SESSION AT 6:15 P.M., TO CONSIDER THE PURCHASE OF REAL PROPERTY UP TO THE TIME AN OPTION TO PURCHASE THAT REAL PROPERTY IS OBTAINED PURSUANT TO MCL 15.268(1)(d).

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

CHAIRPERSON CELENTINO DECLARED THE COMMITTEE RETURNED TO OPEN SESSION AT 6:31 P.M.

1. Capital Region International Airport – Update

Nicole Noll-Williams, Capital Region Airport Authority President and CEO, provided a handout regarding the Capital Region International Airport update to the County Services Committee. Noll-Williams further provided an overview of the Capital Region Airport Authority Board of Directors, the executive summary, and the positive aspects of the Capital Region International Airport and the Mason Jewett Field Airport.

Noll-Williams provided an overview on the Lansing Community College Aviation Maintenance Technology Program and the Delta Air Lines Partnership Program, which were feeding Aeronautics and Aerospace Manufacturing opportunities in the state of Michigan. Noll-Williams further provided an update on the airline development, flight school, cargo ramp expansion, site readiness and Utility Infrastructure Development Program utilizing the EDA Grant, Foreign Trade Zone Number 275, Airport Capital Improvement Program, and the Master Plan.

Commissioner Grebner stated Ingham County had a Millage that was levied at about 0.699 mills, which would generate approximately \$7 million per year and, in the past, that money was used entirely for marketing of the Lansing Airport. Commissioner Grebner further asked if it was not being used for that now.

Noll-Williams stated there was a balance and moving forward, it was a combination of the Capital Projects and marketing and promotions receiving funding, and there was also funding to potentially provide incentives to have new carriers in the community.

Commissioner Grebner asked how much funding was provided for marketing.

Noll-Williams stated they would circle back with that information. Noll-Williams further provided an example of incentives to carriers in the community.

Commissioner Grebner stated it was good to not designate all of the funding for marketing. Commissioner Grebner further stated they noticed there was not a chart in the update regarding enplanements and they wondered if the news was so bad that was why it was not provided.

Noll-Williams denied, and stated they were down about 20 percent from the numbers before the COVID-19 Pandemic in 2019. Noll-Williams further stated that they were forecasting to exceed the 2019 numbers.

Commissioner Grebner stated that was great, but the Capital Region International Airport was overshadowed by larger airports, such as Grand Rapids, Traverse City, or Flint, and that the Lansing Airport was considered to be a fourth-tier airport. Commissioner Grebner further provided the Michigan Department of Transportation Scheduled Passenger Enplanements 2022 Airport Facility Year to Date Record, which was provided in the minutes as Attachment A.

Commissioner Grebner stated the airport was in the overflight area for the Metro Airport in Kent County and they the Lansing Airport was almost comparable to areas that almost don't have an airport. Commissioner Grebner further stated the airport was built for 1,000 people per day but only saw 200 people per day, and it was at no fault to Noll-Williams, the current Airport Authority Board, or the planners.

Noll-Williams stated they were not worried about fault but stated that Lansing provided a lot more stability in their markets than other Capital cities. Noll-Williams further provided examples as to why the Grand Rapids and Traverse City Airports might be busier and larger than the Capital Region International Airport.

Noll-Williams stated they understood the concern of marketing funding for an airline or for an airport creating awareness to services, but they could create incentives for an employee to leave one airport for the other because it showed that there was money the communities and airports were willing to put at the table to attract new services. Noll-Williams stated if the community wanted to see growth and opportunity, it would have to invest in it and decide how the void could be filled.

Noll-Williams stated they would like to hone in on the opportunities and go after the ones that were available for a market like Lansing. Noll-Williams further stated they wished the Capital Region International Airport was second in the State, but they guessed it was unlikely unless there was a significant change.

Noll-Williams stated consolidation of airline agencies was a key piece as well. Noll-Williams further explained there was a judge to decide on supporting a Spirit and JetBlue merger, which would impact their model and provide the ability to look at the Capital Region International Airport due to their proximity to a large populated airport.

Commissioner Grebner stated it was nice to ask these questions since they only saw Noll-Williams once a year and the County was the financing source for the local discretionary money. Commissioner Grebner further stated they would like to think about long-term issues, as marketing had little to do with where someone flew and incentives would go away after a while.

Commissioner Grebner expressed concern for the size of the Capital Region International Airport and Mason Airport based on the population and stated marketing would not change where they

were ranked and the technology had changed a little bit with flight paths and economics of running an airline. Commissioner Grebner further stated they were happy to see there was not the discussion of enplanements and it was not a major focus.

Noll-Williams clarified they were focused on enplanements, as their goal as an airport was to provide passenger services. Noll-Williams further explained they were looking at ways to diversify revenues.

Commissioner Grebner asked if the historical trends could be shown in the update in the future. Commissioner Grebner stated they should be listed in the update.

Noll-Williams stated the update was to discuss the airport moving forward in the future and they believed what happened in the past should stay in the past, though it should not be ignored.

Commissioner Grebner stated the future included bad stuff too and if the curve was going down, there should be a page providing that information.

Noll-Williams stated they believed the airport was in a growth rebound still since 2019. Noll-Williams further stated they could go back to look at that.

Discussion.

Commissioner Sebolt asked if there had been conversations from the Ex-Officio members of the Board of Directors from Clinton and Eaton Counties about providing funding, since there was an obvious economic impact from the airport.

Noll-Williams stated they were not voting members, but they have had multiple conversations with both counties regarding their involvement and was told it would require Ingham County's involvement to move forward. Noll-Williams further stated they would support that and be beside Ingham County in every way they could.

Noll-Williams stated things had shifted in Clinton County so they might be more inclined now but there was not a lot of interest from Eaton County. Noll-Williams further stated there had been great partnerships with the Clinton County Road Commission and there was hope to receive additional funding from the State to get the airport roads repaired.

Noll-Williams provided an overview on the road projects to be completed by the Clinton County Road Commission and the potential funding requested from the State.

Commissioner Sebolt stated they were more than willing to be present for the conversations, as Ingham County taxpayers were very generous in supporting the many programs that support the region and other counties were doing very little to nothing to benefit greatly from them.

Chairperson Celentino stated they remembered when they tried very hard to have Clinton and Eaton Counties cooperate. Chairperson Celentino further stated maybe the political makeup of Clinton County would be more favorable.

Commissioner Peña stated they understood the Capital Region International Airport lost utilization from the COVID-19 Pandemic, but they had rebounded very closely to the 2019 numbers, but what was not discussed was the growth of UPS, Amazon and other industries and the movement of the manufacturing has kept many people employed and put food on the tables. Commissioner Peña further stated there was an underlying story regarding how the Capital Region International Airport has kept the region alive in many ways.

Commissioner Peña stated they believed Lansing and the State of Michigan produced items that they believed could benefit the Capital Region International Airport with a duty-free zone within the airport where seasonal items could be sold by vendors. Commissioner Peña further thanked Noll-Williams all they did.

Noll-Williams stated they had discussed the idea of the duty-free zone set up as a store area with Customs and had yet to receive approval but could discuss that further.

Discussion ensued regarding potential vendors and timeframe of establishing a duty-free area.

Commissioner Maiville reminded those present that there was more to the Capital Region International Airport than just the passengers. Commissioner Maiville further stated Ingham County was not the second largest region in the State of Michigan, so it was a tall order to ask the Capital Region International Airport to be the second airport in the state.

Commissioner Maiville explained other aspects and their past experience with the Capital Region International Airport. Commissioner Maiville further stated the Capital Region International Airport was centrally located and they appreciated the efforts done at the Mason Airport as well.

Noll-Williams stated there were a lot of future opportunities for the Mason Airport and there was new leadership overseeing the Lansing Community College program that was taking steps to make things better and they would support them. Noll-Williams further stated the Mason Airport just finished hanging the new lights that ran along the entrance to make it nicer and safer for the students and faculty and Vevay Township had partnered with them to help fund that project.

Announcements

None.

Adjournment

The meeting was adjourned at 7:28 p.m.

**ATTACHMENT A: Michigan Department of Transportation Scheduled Passenger
Enplanements 2022 Airport Facility Year to Date Record**

**Michigan Department of Transportation
Scheduled Passenger Enplanements
2022 Airport Facility Year to Date Record**

Date accurate as of 9/19/23 13:58

Current year figures are draft and subject to change

Community	Airport Name	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec	YTD Total
Alpena	Alpena County Rgnl	694	723	1,005	902	973	1,062	1,676	1,621	1,043	872	1,021	706	12,388
Detroit	Detroit Metropolitan Wayne County	836,403	892,059	1,251,424	1,164,583	1,245,397	1,253,755	1,231,921	1,225,055	1,145,174	1,191,601	1,133,124	1,143,903	13,714,399
Escanaba	Delta County	1,246	1,271	1,720	1,475	1,671	1,796	2,181	2,278	1,379	1,708	1,669	776	19,170
Flint	Bishop Intl	20,288	28,631	38,565	30,108	26,834	26,714	27,291	23,856	15,315	19,134	19,936	24,656	301,329
Grand Rapids	Gerald R. Ford Intl	115,398	137,453	168,166	135,070	140,171	146,056	156,955	155,375	144,941	156,717	147,442	141,896	1,745,640
Hancock	Houghton County Memorial	1,267	1,638	1,832	1,534	1,846	1,797	2,281	2,494	2,126	2,359	2,098	1,754	23,026
I Mtri/Kingsford	Ford	1,069	1,126	1,707	1,436	1,821	2,032	2,491	2,421	1,570	1,951	1,843	1,180	20,647
Ironwood	Gogebic-Iron County Airport	515	497	619	543	630	683	950	755	515	441	363	389	6,900
Kalamazoo	Kalamazoo/Battle Creek Intl	5,738	5,719	6,582	6,310	6,762	6,985	5,885	5,528	5,477	6,151	5,734	6,393	73,264
Lansing	Capital Region International	6,128	7,937	10,258	7,170	7,387	6,958	6,646	6,139	6,332	6,792	6,809	6,856	85,312
Manistee	Manistee County - Blacker	224	224	310	278	533	314	626	805	561	618	427	265	5,185
Marquette	Sawyer Intl	3,076	3,716	4,373	3,998	3,829	3,699	4,020	1,420	3,735	2,461	2,248	3,003	39,578
Muskegon	Muskegon County	449	610	837	759	1,175	1,524	1,695	1,572	1,350	323	301	196	10,791
Pelliston	Pelliston Rgnl Airport Of Emmet County	1,289	1,282	1,634	1,299	1,879	3,083	3,971	4,128	2,148	1,968	1,564	747	24,992
Saginaw	MBS Intl	5,069	5,417	6,717	6,024	6,989	6,855	5,949	5,817	5,632	5,669	5,036	5,613	70,787
Sault Ste Marie	Sault Ste Marie Chippewa County Intl	1,214	1,455	1,838	1,626	1,925	2,052	2,648	2,713	1,806	1,845	1,493	1,191	21,806
Traverse City	Cherry Capital	15,670	15,960	21,211	16,988	17,341	30,979	46,430	45,697	28,578	20,567	16,535	17,921	293,677
State Wide Total		1,015,737	1,105,618	1,518,799	1,380,103	1,467,163	1,496,344	1,503,616	1,487,674	1,367,682	1,421,277	1,347,643	1,357,445	16,469,101
W/O Detroit Metro		179,334	213,559	267,375	215,620	221,766	242,589	271,695	262,619	222,508	228,676	214,519	213,542	2,754,702
Upper Peninsula		8,387	9,703	12,089	10,612	11,722	12,059	14,571	12,081	11,131	10,765	9,714	8,293	131,127
N Lower Peninsula		17,877	18,189	24,160	19,467	20,726	35,438	52,703	52,251	32,330	24,125	19,547	19,639	336,452
S Lower Peninsula		153,070	195,667	231,126	185,441	189,318	195,092	204,421	198,287	179,047	194,786	185,258	185,610	2,287,123
Metro Detroit Area		836,403	892,059	1,251,424	1,164,583	1,245,397	1,253,755	1,231,921	1,225,055	1,145,174	1,191,601	1,133,124	1,143,903	13,714,399

**OCTOBER 3, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. Circuit Court – Family Division – Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE

This resolution authorizes the conversion of the part-time Child Care Fund Accountant to a full-time position. The change in state reimbursement through the Juvenile Justice Reform legislation will increase reimbursement for in-home care programming from 50% to 75% resulting in a reduction of roughly \$1.7 million in transfers from the Juvenile Justice Millage and General Fund. This increase in reimbursement will also come with increased data reporting making the position change necessary. The increased reimbursement will more than offset the additional \$80,000 in salary and benefits in going from part-time to full-time.

See memo for details.

2. 55th District Court – Resolution to Authorize the Reorganization of the 55th District Court Reorganization of the 55th District Court

This resolution authorizes the following reorganization of the 55th District Court:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712	
Coll. Officer	UAW – TOPS E: \$88,680	UAW – TOPS: H: \$100,613	\$11,932	
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401	
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401	
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	\$9,204	
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	\$9,204	
TOTAL				\$156,842

See memo for details.

3a. Veterans Affairs Office – Resolution to Authorize the Ingham County Department of Veterans Affairs to Accept the 2024 County Veteran Service Fund Grant on Behalf of Clinton County

This resolution authorizes Ingham County Board of Commissioner to accept the FY24 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time UAW Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024. Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans. Therefore, Annually Ingham County has held a continuous service agreement with Clinton County since 1981. Ingham County Department of Veterans Affairs will administer the County Veteran Service Fund Grant for Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Ingham County on behalf of Clinton County will receive a base payment of \$50,000 and the remaining \$34,551 will be paid on a reimbursement basis.

See memo for details.

3b. Veterans Affairs Office – Resolution to Accept the 2024 County Veteran Service Fund Grant

This resolution authorizes Ingham County Board of Commissioners to accept the FY24 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time MC Veteran Benefits Counselor position, marketing promotional items, and secure ergonomic office space furniture, effective October 1, 2023 to September 30, 2024. The resolution authorizes Ingham County Department of Veterans Affairs to administer a grant in the amount of \$164,047.73 for the period of October 1, 2023 through September 30, 2024. Ingham County will receive a base payment of \$50,000 and the remaining \$114,047.73 will be paid on a reimbursement basis.

See memo for details.

4. Health Department – Resolution to Eliminate a .50 Public Health Nurse Position and Create a 1.0 Health Department Accountant Position

This resolution eliminates a .50 FTE Public Health Nurse position (position #601372) and creates a 1.0 FTE HD Accountant position. ICHD's budget has increased by approximately \$19,000,000 since 2016. During this period, ICHD's Finance Unit has increased by one (1) Finance & Grant Analyst position whose responsibilities are solely associated with the Ryan White (RW) clinics which is approximately \$2,500,000. This tremendous growth has strained Finance's personnel resources and has made complying with demands (both internal and external) a growing concern. The Finance Unit needs additional capacity for accounting, reporting, oversight and compliance of grants, revenue and expense forecasting, research, and implementation of more efficient operations, and subrecipient contract monitoring. ICHD has a vacant .50 FTE Public Health Nurse position and would like to eliminate this position to assist with funding the new HD Accountant position. The long-term increased annual cost as a result of this resolution is \$36,937. The additional costs will come from ICHD's Operating Budget.

See memo for details.

5. Farmland and Open Space Preservation Board – Resolution to Authorize Various Contracts for the Farmland and Open Space Preservation Program

This resolution authorizes the following contracts for survey, engineering, appraisal, title, and ecological services for the FOSP program:

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2500 - 4,000.00	Yes
Valbridge Property Advisors	\$2500-5,000.00	Yes
<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100.00/hour Dependent on position	Yes
PEA Group	\$180.00/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130.00/hour Dependent on position	Yes
<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2344.00 preliminary search \$140 for updates	Yes
<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65.00 - \$90.00/hour Dependent on Position and Farm Size	Yes

See memo for details.

6. Facilities Department – Resolution to Authorize Service Warranty Renewal with Smiths Detection for the Maintenance on Both X-Ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

This resolution authorizes warranty renewals for the x-ray machines at VMC/Grady Porter. The two-year warranty for the machines is \$19,324 and will be funded through the VMC maintenance contractual account.

See memo for details.

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

This resolution authorizes an amendment to an existing engineering contract with DLZ Michigan, Inc. for the Columbia Road and Eifert Road roundabout project. The amendment is to add \$16,824 to hire a subconsultant to conduct an archeological survey.

Funding for the additional archeological work is available in the 2023 Road Fund Budget.

See memo for details.

8a. Human Resources – Resolution Clarifying the MERS Plan Adoption Agreement

This resolution amends the existing MERS Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan to clarify that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

See memo for details.

8b. Human Resources – Resolution to Approve UAW TOPS, and Managerial and Confidential Reclassification Requests

This resolution approves the following UAW TOPS and MC reclasses:

<u>Position Title</u>	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	<u>Difference</u>
Bookkeeping Coordinator	UAW F: 49,652.19	UAW H: 55,603.90	5,951.71
Health & Res. Nav. Prog. Sp.	UAW E: 46,971.90	UAW F: 49,652.19	2,680.29
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
TOTAL:			72,475.96

See memo for details.

9a. Controller's Office – Resolution to Amend the Living Wage Requirement Policy

This resolution amends the Living Wage Requirement Policy to clarify exemptions specific to those approved by collective bargaining unit agreements. Specifically the change states (changes in bold):

Temporary or seasonal employees hired by a contractor **or utilized by Ingham County**. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee. **For temporary or seasonal employees utilized by Ingham County, the same definition applies unless such is otherwise defined in a collective bargaining agreement.**

See memo for details.

9b. Controller's Office – Resolution to Approve a Letter of Understanding with Ingham County Employees' Association Park Rangers Regarding Parks Temporary and Seasonal Employees

This resolution approves an LOU with the ICEA Park Rangers collective bargaining unit to define the hours of work allowed per year by Temporary and Seasonal Employees and to remove the nine months on, three months off rule.

See memo for details.

9c. Controller's Office – Resolution to Amend Agreement with BS&A for Enterprise Resource Planning Software Conversion and Training

This resolution amends the agreement with BS&A to add in the first year Software Service (SaaS) fees and hosting fees. Total cost is \$190,205 and is included in the 2024 CIP.

See memo for details.

Agenda Item 1

TO: Law & Courts, County Services, and Finance Committees
FROM: Scott LeRoy, Circuit Court Administrator
DATE: September 19, 2023
SUBJECT: Memo and Resolution to Convert Position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE
For the meeting agendas of Law and Courts Committee, September 28; County Services Committee, October 3; Finance Committee, October 4, 2023

BACKGROUND

The Juvenile Division has a \$15 million Child Care Fund Annual Plan and Budget. Of the \$15 million, the Juvenile Division receives over \$8.5 million in Child Care Fund reimbursement from the Department of Health and Human Services (DHHS). With the addition of Raise the Age legislation in 2021 and tie bar funding, the Juvenile Division was required to collect additional data which increased the role of the sole Child Care Fund Accountant position. As a result, the Juvenile Division requested funds, which were later approved by the Controller's Office and Board of Commissioners, to increase the hours of the Child Care Fund Accountant position from 20 hours to 28 hours per week. Now, with recent Juvenile Justice Reform legislation, the Juvenile Division will be receiving 75% reimbursement for in-home care programming, resulting in reduction of roughly \$1.7 million in transfer in from the Juvenile Justice Millage and General Fund. However, with the additional reimbursement, in order to be eligible, the Juvenile Division is required to report more data.

The Juvenile Division and Controller's Office have discussed shifting duties related to the Child Care Fund from Financial Services to the Juvenile Division in order to leverage the reimbursement from the DHHS. This will result in increased hours for the Child Care Fund Accountant position but reduce hours for Accountants in Financial Services.

Although on paper the difference between the Child Care Fund Accountant position as part-time to full-time is \$80,000, the net impact of moving the position full-time is much less when you consider the existing position is currently budgeted at 28 hours per week, the Child Care Fund reimbursement received for the position will be between 50% - 75%, and the reduction in non-reimbursed accounting duties for Financial Services.

ALTERNATIVES

Continue the position part-time but shift the new Child Care Fund reporting duties to Financial Services. The duties will not be reimbursed as they are not supervised by the Juvenile Division.

FINANCIAL IMPACT

The difference between the Child Care Fund Accountant position from part-time to full-time is \$80,654.00; however, the net impact of moving the position full-time is much less when you consider the existing position is currently budgeted at 28 hours per week, the Child Care Fund reimbursement received for the position and the reduction in non-reimbursed accounting duties for Financial Services. Additionally, due to the increased Child Care Fund reimbursement, no additional transfer in from the General Fund or Child Care Fund is being requested.

STRATEGIC PLANNING IMPACT

Supporting public safety and assuring fair and efficient judicial processing.

Provide appropriate evidence-based treatment and sanctions for at-risk youth and juveniles.

OTHER CONSIDERATIONS

None

RECOMMENDATION

Convert position #140057 (Child Care Fund Accountant) from .5 FTE to 1.0 FTE.

From: [Lisa Theis](#)
To: [Scott Leroy](#)
Cc: staylor@local459.org; [Debbie Jones](#)
Subject: Child Fund Accountant position
Date: Thursday, September 21, 2023 3:45:54 PM

Scott,

The OPEIU Local 459 supports moving the Child Care Fund Accountant position from half-time to full-time.

Please let me know if you need anything further-

Thank You-

Lisa Theis
Sr. Juvenile Court Officer
Office: 517.483.6306
Cell: 517.449-9520
Fax: 517.483.6158

Full Time		Step 1	Step 6
OPEIU Grade 6		51,943	77,129
715000	1000 FICA	3,974	5,900
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
716020	2820 PHP MED	19,003	19,003
718000	7114 MERS 1414	22,974	34,114
715050	8841 LIABILITYC	443	658
717100	8941 DISABIL 60	68	100
714000	8951 UNEMPLYMT	260	386
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	1,039	1,543
716040	8955 RET/HLTH/T	2,337	3,471
717000	8985 LIFE 40K	120	120
Total		106,817	147,080

Part Time		Step 1	Step 6
OPEIU Grade 6		25,972	38,565
715000	1000 FICA	1,987	2,950
716100	2700 DENTAL	936	936
716200	2710 VISION	135	135
718000	7114 MERS 1414	11,487	17,057
715050	8841 LIABILITYC	222	329
717100	8941 DISABIL 60	34	50
714000	8951 UNEMPLYMT	130	193
716035	8952 RTEE CHG B	3,585	3,585
716450	8953 SEPARATE	519	771
716040	8955 RET/HLTH/T	1,169	1,735
717000	8985 LIFE 40K	120	120
Total		46,295	66,426

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT POSITION #140057 (CHILD CARE FUND ACCOUNTANT)
FROM .5 FTE TO 1.0 FTE**

WHEREAS, the Juvenile Division wishes to increase a .5 FTE Child Care Fund Accountant Position (Position #140057) from .5 FTE to 1.0 FTE; and

WHEREAS, the existing Child Care Fund Accountant position is budget at 28 hours per week; and

WHEREAS, increasing the Child Care Fund Accountant position from .5 FTE to 1.0 FTE will allow the Juvenile Division to meet the increasing reporting requirements in order to receive additional Child Care Fund reimbursement from the Department of Health and Human Services Child Care Fund; and

WHEREAS, increasing the Child Care Fund Accountant position from .5 FTE to 1.0 FTE will allow the Financial Services Department to shift Child Care Fund related accounting duties to the Juvenile Division; and

WHEREAS, the Juvenile Division will be able to leverage reimbursement from the Child Care Fund to offset the cost of the position; and

WHEREAS, the financial impact of the change from .5 FTE to 1.0 FTE with benefits would be:

.5 FTE OPEIU Grade 6, Step 6	\$66,426
1.0 FTE OPEIU Grade 6, Step 6	<u>\$147,080</u>
Difference	\$80,654

WHEREAS, the net impact of moving the Child Care Fund Accountant position from .5 FTE to 1.0 FTE is much less when considering the Child Care Fund reimbursement received for the position and the reduction in non-reimbursed accounting duties for Financial Services; and

WHEREAS, no additional General Fund or Juvenile Justice Millage Funds are being requested to support the increase from .5 FTE to 1.0 FTE.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes increasing position #140057 Child Care Fund Accountant from .5 FTE to 1.0 FTE effective upon approval of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2023 Circuit Court Juvenile Division budget and the position allocation list.

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

Agenda Item 2

TO: Law & Courts Committee
County Services Committee
Finance Committee

FROM: Michael J. Dillon, Court Administrator

DATE: August 23, 2023

SUBJECT: Reorganization Plan – 55th District Court

NEED FOR THE REORGANIZATION PLAN

Change is necessary for organizations to succeed and grow. Sometimes, change occurs due to a transformational event, like navigating a pandemic or moving an organization into a new justice complex. Most often, change is adaptive, being minor incremental changes that organizations adopt to address operational needs that evolve over time. A good example of adaptive change is small changes in job duties and responsibilities. Over the past 15 years, we have adapted to numerous changes by implementing strategies to adjust to changes in the law, court rules, work culture, and operational needs. Cumulatively, the changes have significantly changed how our jobs look and how we perform them.

As a result of the adaptive changes we have made, our current job descriptions do not accurately reflect the duties and responsibilities being performed. Several of our job descriptions have not been updated in years:

Court Clerk - 1998
Court Officer – 2014
Court Enforcement Officer (Collection Officer) – 2014

Because of changes brought about by the pandemic, moving into a new, larger complex, and the adaptive changes over the years, we've worked with Ingham County's Human Resources Department (ICHRD) to update our job descriptions. Because of the significant changes in job duties and responsibilities and number of positions affected, ICHRD recommended that the court submit a request for reorganization.

REORGANIZATION PLAN

The plan affects UAW positions and calls for the following:

- Change the court clerk position from Grade Level D to Grade Level G.
- Change the court officer position from Grade Level E to Grade Level I.
- Change the name of the enforcement officer position to collection officer and the Grade Level from E to H.
- Change the chief clerk position from Grade Level H to Grade Level J.

FISCAL IMPACT

The cost of the reorganization plan is \$156,842. The cost increase results from the difference between the wages and fringes in UAW grade levels. Wages and fringes were calculated using the highest pay step for the affected positions. Ingham County's Budget Office provided the financial data.

CURRENT ORGANIZATION

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW D-5	\$ 84,653
137016	Court Clerk	UAW D-5	\$ 84,653
137017	Court Clerk	UAW D-5	\$ 84,653
137019	Court Clerk	UAW D-5	\$ 84,653
137020	Court Clerk	UAW D-5	\$ 84,653
137022	Court Clerk	UAW D-5	\$ 84,653
137024	Court Clerk	UAW D-5	\$ 84,653
137025	Court Clerk	UAW D-5	\$ 84,653
			\$ 677,226
137033	Court Officer	UAW E-5	\$ 88,680
137035	Court Officer	UAW E-5	\$ 88,680
137030	Court Enforcement Officer	UAW E-5	\$ 88,680
			\$ 266,071
137006	Chief Clerk	UAW H-5	\$ 100,613
137008	Chief Clerk	UAW H-5	\$ 100,613
			\$ 201,225
		TOTAL	\$ 1,144,491

REORGANIZATION PLAN

<u>Position #</u>	<u>Job Title</u>	<u>Unit</u>	<u>Wage/Fringes</u>
137015	Court Clerk	UAW G-5	\$ 96,336
137016	Court Clerk	UAW G-5	\$ 96,336
137017	Court Clerk	UAW G-5	\$ 96,336
137019	Court Clerk	UAW G-5	\$ 96,336
137020	Court Clerk	UAW G-5	\$ 96,336
137022	Court Clerk	UAW G-5	\$ 96,336
137024	Court Clerk	UAW G-5	\$ 96,336
137025	Court Clerk	UAW G-5	\$ 96,336
			\$ 770,924
137033	Court Officer	UAW I-5	\$ 105,081
137035	Court Officer	UAW I-5	\$ 105,081
137030	Court Enforcement Officer	UAW H-5	\$ 100,613
			\$ 310,775
137006	Chief Clerk	UAW J-5	\$ 109,817
137008	Chief Clerk	UAW J-5	\$ 109,817
			\$ 219,634
		TOTAL	\$ 1,301,333
	REORGANIZATION COSTS		\$ 156,842

HUMAN RESOURCES ANALYSIS & SUPPORT OF REORGANIZATION

The Ingham County Human Resources Department conducted an analysis of the proposed reorganization. Attached is the August 17, 2023 memorandum, Support for Reorganization of the District Court Office.

UAW SUPPORT OF REORGANIZATION

On August 17, 2023, the UAW advised the ICHRD of their support of the reorganization.

REORGANIZATION REQUEST

Our employees have worked incredibly hard over the years, handling both transformational and adaptive changes professionally and with little complaint about wages. The reorganization request involves 13 employees who deserve to be paid adequately and commensurate with like jobs within the county.

The current job market lends support to our request to reorganize. We have struggled for the past several years trying to find candidates to fill open positions. When recruiting or interviewing qualified candidates, we often hear, "You don't pay enough." Hence, because of our pay structure, we are losing good employee candidates to other jobs.

In summary, our job descriptions have been updated to reflect the duties and responsibilities of the work being performed. The ICHRD has reviewed each position and point factored the positions. As a result of their review and analysis of the positions, the ICHRD has justly placed the positions on the Ingham County Wage Schedule for UAW TOPS employees. We respectfully request that the Ingham County Board of Commissioners adopt our reorganization plan so that our employees are paid what they deserve. Also, by increasing the wages for the affected positions, we are confident we can be competitive in the job market.

DATE: August 17, 2023
TO: Michael Dillon, District Court Administrator
FROM: Joan Clous, Human Resources Generalist- Labor & Employee Specialist
SUBJECT: Support for reorganization of the District Court Office

Per your request, Human Resources has reviewed the information that was provided by the District Court to reorganize.

Chief District Court Clerk (137006 & 137008) UAW G (\$44,048.79 to \$52,531.56) will be reclassified a UAW J (\$52,169.43 - \$62,262.46).

District Court Clerk (137015,137016, 137017, 137019,137020,137022, 137024, & 137025) UAW D (\$36,992.45 to \$44,058.77) will be reclassified to a UAW G (\$44,048.79 to \$52,531.56).

Enforcement Officer – District Court (137030) UAW E (\$39,407.29 to \$46,971.90) will now be titled Collections Officer – District Court and placed at UAW H (\$46,618.32 to \$55,603.90).

Court Officer – District Court (137033 & 137035) UAW E (\$39,407.29 to \$46,971.90) will be reclassified to a UAW I (\$49,311.78 - \$58,836.68).

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

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

From: Joan.Clous
To: Michael.Dillon
Subject: FW: District Court Reorg
Date: Thursday, August 17, 2023 1:21:27 PM
Attachments: [image004.png](#)
[image001.png](#)
[image005.png](#)

Please include in your packet to the board.

From: Teresa Carter <TCarter@ingham.org>
Sent: Thursday, August 17, 2023 8:50 AM
To: Joan Clous <JClous@ingham.org>
Subject: RE: District Court Reorg

My apologies yes Joan the UAW supports the Reorg as stated below for the District Court.

Thank you

Teresa Carter
Unit Chair
Local 2256

From: Joan Clous <JClous@ingham.org>
Sent: Thursday, August 17, 2023 8:06 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: FW: District Court Reorg

Hi,

Are these reclasses go to move forward?

Thanks,
Joan

From: Joan Clous
Sent: Thursday, August 10, 2023 10:59 AM
To: Teresa Carter <TCarter@ingham.org>
Subject: District Court Reorg

Teresa,

The District Court is putting through a reorg of 4 positions (Attached JDs) the points for the positions are as follows

Court Officer UAW E

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
65	90	150	100	50	90	110	35	140	45	25
80	980	UAW I								

Enforcement Officer UAW E changing title to Collection Officer

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
45	65	130	100	50	90	90	85	85	45	25
80	890	UAW H								

Chief District Court Clerk UAW G

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	180	115	120	75	90	110	85	115	10	10
25	1075	UAW J								

District Court Clerk UAW D

1	2	3	4	5	6	7	8a	8b	9	10
11	total									
140	135	100	100	50	70	70	60	85	10	10
25	855	UAW G								

Please review and let me know if the union is in support.

Thanks,
Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-930-2075 - Cell

517-887-4396 – Fax

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"Success is a project that is always under construction." ~ Pat Summit

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service, which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact for procedural questions and provides input on new procedures.
3. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
4. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
5. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
6. Performs complex case and record processing functions of the division.
7. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
8. Assists in maintaining the court's accounting system, including balancing register at the end of the day, posting daily receipts, processing bond account records, and performing related bookkeeping duties.
9. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
10. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
11. Serves as a liaison with the Court's case management system vendor for system related issues.
12. May design and revise forms used by the court.
13. Manages the inventory of office supplies, furnishings, and equipment.
14. May serve as a backup jury clerk.

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations.

Other Functions:

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

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

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment.

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies, or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

(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 J
September 2023***

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, serves as a lead District Court Clerk. Regularly performs all of the functions of a District Court Clerk, performing a variety of tasks to assist in the processing of traffic, civil, criminal, and probation cases. Provides counter service, which includes receiving and receipting money and providing assistance on court matters to attorneys, law enforcement officers, jurors, and the public. Prepares and processes a variety of court documents and enters case information into the computer systems. Performs some of the more complex case processing functions of the designated division of the Court. This position serves as a lead worker to the District Court Clerks.

Essential Functions:

1. Serves as a lead worker to District Court Clerks. Responsible for training employees in clerical, computer, and minor accounting tasks.
2. Serves as primary contact for procedural questions and provides input on new procedures.
3. Assists Deputy Clerks by dealing with difficult or belligerent individuals.
4. Provides input to the Court Administrator on the development/revision of procedures impacting the designated area of responsibility.
5. Ensures the proper maintenance and processing of case records from initiation to disposition and post-judgment actions.
6. Performs complex case and record processing functions of the division.
7. Provides counter and telephone assistance to attorneys and the public regarding fines and costs due, court procedures, schedules, and specific case information.
8. Assists in maintaining the court's accounting system, including balancing register at the end of the day, posting daily receipts, processing bond account records, and performing related bookkeeping duties.
9. Assists the Court Administrator with the collection of data and creates case management reports from the court's case management system.
10. Submits and monitors ticket requests sent to the Facilities Department and Information Technology Department.
11. Serves as a liaison with the Court's case management system vendor for system related issues.
12. May design and revise forms used by the court.
13. Manages the inventory of office supplies, furnishings, and equipment.
14. May serve as a backup jury clerk.

15. Serves as backup Court Recorder.
16. Participates in the interviewing and selection of new court clerks.
17. Counsels employees concerning work product.
18. Prepares summary analysis of employee work rule violations.

Other Functions:

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

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

Employment Qualifications:

Education: An Associate's Degree in paralegal studies, legal studies, criminal justice, or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: A minimum of three years' experience in a court setting, preferably as a court clerk or similar capacity.

Other Requirements:

- Required to be certified as an Electronic Operator within one year of employment.

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies, or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, pushing, pulling, reaching, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in sitting, typing, and enduring repetitive movements of the wrists, hands, or fingers.

- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach, such as viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries in person and over the phone.
- This position requires operating a PC/laptop and entering & retrieving information from a computer.
- This position requires the ability to handle varying and often high stress levels.

(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 J
September 2023

**INGHAM COUNTY
JOB DESCRIPTION**

COURT OFFICER, DISTRICT COURT

General Summary:

Under the supervision of the District Court Administrator, provides and maintains courtroom security. Performs administrative and clerical support as needed by the Court. Provides general assistance to Court participants on scheduling and procedural information.

Essential Functions:

1. Provides and maintains security in the courtroom as needed. Monitors activity in and around the courtroom to ensure appropriate behavior and a safe environment.
2. Inspect court premises and courtrooms before, during, and after proceedings to ensure it is free from contraband, hazards, or any weapon.
3. Accepts and takes into custody inmates from the county jail.
4. Transports inmates to and from the county jail. Transport inmates from holding cells to attorney/client interview rooms and the courtrooms. Maintains custody and security of prisoners in court. Escorts prisoners to other areas of the court as appropriate.
5. Takes into custody defendants remanded to the sheriff by order of the court.
6. Arrests and takes into custody individuals violating the law within the courthouse.
7. Arrests and takes into custody individuals who have a warrant for their arrest.
8. Arrests and takes into custody defendants who have committed probation violations.
9. Escorts and removes individuals from the courthouse who are creating a disturbance within the courthouse.
10. Conducts a physical search of individuals taken into custody or inmates returning to jail.
11. Provides security for witnesses/victims.
12. Takes charge of jurors during jury trials and provides for their security and needs.
13. Administers preliminary breath tests as directed by judges, the magistrate, or probation officers.
14. Maintains a log of all apprehension orders and bench warrants issued by the Court. Ensures they are entered into LEIN and are recalled as needed.
15. Provides related administrative and clerical support tasks for the Court.
16. Provides courier service as needed, including the delivery of deposits to the bank.
17. May perform special projects, such as researching & compiling statistics, researching new products & services, and preparing court reports.

18. Performs the duties of the Court Bailiff as needed and directed.

Other Functions:

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

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

Employment Qualifications:

Education: A high school diploma or its equivalent is required. Some college-level coursework in police administration, criminal justice, or related areas is preferred.

Experience: One year experience as a law enforcement officer or closely related capacity is required.

Other Requirements: Must be able to be deputized and to make arrests. Must have a valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms, Electro muscular Disruption Devices (Taser), and Chemical Irritant spray.

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

Physical Requirements:

- Sitting, walking, standing, bending over, and lifting/holding/carrying objects found in an office environment.
- Ability to lift, hold, and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to effectively communicate and interact with various types of people.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.
- Ability to perform tasks requiring physical endurance and agility under adverse conditions.

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

Working Conditions:

- Work environment varies.
- Regular contact with people charged and/or convicted of criminal offenses.
- Traveling to or spending time tracking delinquent persons.
- Exposure to unusual elements such as smoke, unpleasant odors, loud noises, and extreme temperature increases.
- May encounter physical altercations in the course of providing security or making an arrest.

**INGHAM COUNTY
JOB DESCRIPTION**

DISTRICT COURT CLERK

General Summary:

Under the supervision of the District Court Administrator, performs a variety of District Court Clerk's Office functions related to the processing of District Court cases. Assists attorneys, parties, and others by providing counter assistance and responding to telephone inquiries. Opens District Court cases, enters case information into the case management system. Receipts costs, fines, and fees. Conducts court record image management. Issues subpoenas and writs. Opens and processes mail. Enter warrants and bond conditions into the Law Enforcement Information Network. Types a variety of court documents, Processes and maintains all legal documents according to the court rules and statutes.

Essential Functions:

1. Responds to inquiries at the counters, on the telephone, by email, or by facsimile, and other communication mediums. Provides information on court procedures, researches case activity for internal and external stakeholders, and directs people to the proper locations
2. Opens and closes criminal, civil, traffic, and probation cases before the District Court. Records party, attorney, and other case information. Creates, intakes, revises, destroys, transmits, and maintains records of District Court cases consisting of the case history (known as the register of actions) and case file operating electronic case management solutions, electronic document management solutions (including workflow), electronic filing solutions, and other systems. Record mediums include but are not limited to paper and electronic. Maintains legacy case histories and files
3. Programs costs, fines, and fees into case management system and receipts them by various payment methods, including but not limited to cash, check, money order, credit/debit card, and electronic funds transfer.
4. Assesses and determines the acceptability of new filings and the accessibility to and release of records in the custody of the District Court Clerk, including records of a highly confidential or sensitive nature.
5. Performs data entry, where accuracy is essential. Investigates and corrects errors, including researching issues, engages in problem solving, and communicates with internal and external stakeholders. Coordinates expedient processing of urgent matters such as jail commitments and protective bond conditions.
6. Conducts record searches and compiles and releases data from records in response to inquiries. Regularly reviews data inputs and reports of others to resolve discrepancies or errors and communicates with the appropriate agencies to correct records, including but not limited to validations of Law Enforcement Information Network data.
7. Processes incoming and outgoing changes of venues, case transfers, and removals to other courts. Prepares and sends court records or copies thereof to other courts utilizing various methods of transit, including operating an electronic record transfer system as deployed by other courts. Compares case history and docket entries with the pleadings and other filings to ensure a complete and accurate file.
8. Reviews and verifies the accuracy of District Court records, and transmits said records to the Circuit Court for appellate. Transmits records or copies thereof by means requested by the Circuit court, including operating electronic file management solutions. Schedules court proceedings and hearings and enters the outcome into the computer.

9. Prepares and issues conformed copies, true copies, certified copies, and attested copies of court records after careful review of original records. Prepares and issues copies of court records and other documents.
10. Assesses requests to place litigants into default. Enters defaults or rejects default requests as appropriate.
11. Assists with training new employees in all duties, including explaining procedures or providing guidance to employees in other divisions, offices, or judicial offices. Adapts trainings and creates/revises training documents/manuals to remain in alignment with changing laws, court rules, and policies
12. Performs a variety of related general office functions, including but not limited to typing, copying, scanning, faxing, filing, inventorying, indexing, sorting, taking and delivering messages, answering phones, and picking up and transporting materials. Processes incoming or outgoing mail and packages from/to postal service, State of Michigan interdepartmental mail, Ingham County courier, drop boxes, or other delivery services. Prepares mailings for transmission.
13. Creates orders, notices, proofs, and other necessary documents. Converts, edits, deletes, and creates images, such as electronic court records, using approved computer software, to align case history and case file with approved case record management practices
14. Sends notices, prepares bench warrants, and suspends driver licenses as authorized. Notifies agency issuing warrant after defendant appears.
15. Prepares and runs inquiries through the Law Enforcement Information Network (LEIN) for court hearings and probation appointments,
16. Enters and recalls warrants and protective bond conditions in LEIN
24. May perform court recording duties as required.
25. Assists and backs up other court staff.

Other Functions:

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

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

Employment Qualifications:

Education: Two years of coursework in paralegal studies, legal studies, criminal justice or a related field or advanced training such as that acquired in the first two or three years of college/university, technical school, or business school.

Experience: Two years of progressively more responsible or expansive experience in a court clerk, court, law firm, or related field is required.

Other Requirements:

- May be required to meet requirements for a Certified Electronic Operator within one year after employment.
- May be subject to criminal history and driving record checks.

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

Physical Requirements:

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

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

Working Conditions:

- Works in office conditions.
- Regular contact with persons charged with and/or convicted of criminal offenses.
- Possible exposure to persons with various communicable diseases.

UAW G
September 2023

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE REORGANIZATION OF
THE 55th DISTRICT COURT**

WHEREAS, the proposed reorganization affects eight Court Clerk positions, two Court Officer positions, two Chief Clerk positions, and the Court Enforcement Officer position with the 55th District Court; and

WHEREAS, all of the positions are within the UAW – Technical, Office, Paraprofessional and Service Employees Union (UAW – TOPS); and

WHEREAS, the job description for the Court Clerk position has not been updated since 1998; and

WHEREAS, the job descriptions for the Court Officer position and Court Enforcement Officer position have not been updated since 2014; and

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

WHEREAS, the Ingham County Human Resources Department and the UAW – TOPS Union both support this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the proposed reorganization of the 55th District Court with the following changes:

<u>Position Number</u>		<u>Position Title</u>	<u>Action</u>
137015	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137016	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137017	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137019	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137020	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137022	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137024	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137025	Court Clerk	Move from UAW -TOPS D to UAW – TOPS G	
137030	Court Enforcement Officer	Move from UAW -TOPS E to UAW – TOPS H Change position title to Collection Officer	
137033	Court Officer	Move from UAW -TOPS E to UAW – TOPS I	
137035	Court Officer	Move from UAW -TOPS E to UAW – TOPS I	
137006	Chief Clerk	Move from UAW -TOPS H to UAW – TOPS J	
137008	Chief Clerk	Move from UAW -TOPS H to UAW – TOPS J	

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

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Court Clerk	UAW – TOPS D: \$84,653	UAW – TOPS: G: \$96,336	\$11,712
Collection Officer	UAW – TOPS E: \$88,680	UAW – TOPS: H: \$100,613	\$11,932
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401
Court Officer	UAW – TOPS E: \$88,680	UAW – TOPS: I: \$105,081	\$16,401
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	\$9,204
Chief Clerk	UAW – TOPS H: \$100,613	UAW – TOPS: J: \$109,817	<u>\$9,204</u>
TOTAL			\$156,842

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

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

Agenda Item 3a

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Amy Poca, Director

DATE: September 15, 2023

SUBJECT: Resolution to Authorize Ingham County Department of Veterans Affairs to Accept the Fiscal Year 2024 County Veteran Service Fund Grant on Behalf of Clinton County

For the meeting agendas of October 2nd, 3rd, and 4th

BACKGROUND

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the Fiscal Year 2024 (FY24) grant application for Clinton County.

This resolution authorizes Ingham County Board of Commissioner to accept the FY24 County Veteran Service Fund Grant on behalf of Clinton County from the Michigan Veteran Affairs Agency for Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time UAW Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024.

Clinton County does not have a Veterans Affairs Department to render proper services to its residents who are veterans. Therefore, annually, Ingham County has held a continuous service agreement with Clinton County since 1981.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to administer the County Veteran Service Fund Grant for Clinton County in the amount of \$84,551 for the period of October 1, 2023 through September 30, 2024. Ingham County on behalf of Clinton County will receive a base payment of \$50,000 and the remaining \$34,551 will be paid on a reimbursement basis.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY24 County Veteran Service Fund Grant for Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF THE 2024 COUNTY VETERAN SERVICE
FUND GRANT ON BEHALF OF CLINTON COUNTY**

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency, has accepted the 2024 County Veteran Service Fund Grant for Clinton County; and

WHEREAS, a grant award will be funded for up to \$84,551 of approved costs during the grant period; and

WHEREAS, Ingham County, on behalf of Clinton County, will receive a direct payment of \$50,000 and the remaining \$34,551 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2024 County Veteran Service Fund Grant on behalf of Clinton County in an amount of \$84,551.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant for Clinton County will be used for the purpose of continuing a grant funded UAW Benefits Support Specialist position, effective October 1, 2023 to September 30, 2024.

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

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

Agenda Item 3b

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Amy Poca, Director

DATE: September 15, 2023

SUBJECT: Resolution to Accept the 2024 County Veteran Service Fund Grant

For the meeting agendas of October 2nd, 3rd, and 4th

BACKGROUND

Under Michigan Public Act 192 of 1953, Section 35.623a, County Veteran Service Fund Grant Program, the Michigan Veteran Affairs Agency has accepted the Fiscal Year 2024 (FY24) grant application for Ingham County Department of Veterans Affairs.

This resolution authorizes Ingham County Board of Commissioners to accept the FY24 County Veteran Service Fund Grant from the Michigan Veteran Affairs Agency for the Ingham County Department of Veterans Affairs. The 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded full-time MC Veteran Benefits Counselor position, marketing promotional items, and secure ergonomic office space furniture, effective October 1, 2023 to September 30, 2024.

ALTERNATIVES

None.

FINANCIAL IMPACT

The resolution authorizes Ingham County Department of Veterans Affairs to administer a grant in the amount of \$164,047.73 for the period of October 1, 2023 through September 30, 2024. Ingham County will receive a base payment of \$50,000 and the remaining \$114,047.73 will be paid on a reimbursement basis.

STRATEGIC PLANNING IMPACT

This resolution supports the county's strategic planning by providing direct services to the veteran population.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the application and administration of the FY24 County Veteran Service Fund Grant for Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2024 COUNTY VETERAN SERVICE FUND GRANT

WHEREAS, Michigan Public Act 192 of 1953, Section 35.623a, under the Michigan Veteran Affairs Agency has accepted the 2024 County Veteran Service Fund Grant application for Ingham County; and

WHEREAS, the grant award will be funded for up to \$164,047.73 of approved costs during the grant period; and

WHEREAS, Ingham County will receive a direct payment of \$50,000 and the remaining \$114,047.73 will be paid on a reimbursement basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the 2024 County Veteran Service Fund Grant in the amount of \$164,047.73.

BE IT FURTHER RESOLVED, that the 2024 County Veteran Service Fund Grant will be used for the purpose of continuing a grant funded MC Veteran Benefits Counselor position, marketing promotional items, and secure ergonomic office space furniture effective October 1, 2023 to September 30, 2023.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents with the resolution upon approval as to form by the County Attorney.

Agenda Item 4

TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Dr. Adenike Shoyinka, MD, MPH, Medical Health Officer

DATE: August 02, 2023

SUBJECT: Authorization to eliminate a .50 FTE Public Health Nurse position and create a 1.0 HD Accountant Position
For the meeting agendas of October 2, and October 4, 2023

BACKGROUND

Ingham County Health Department (ICHHD) wishes to eliminate a .50 FTE Public Health Nurse position (position #601372) and create a 1.0 FTE HD Accountant position. ICHHD's budget has increased by approximately \$19,000,000 since 2016. During this period, ICHHD's Finance Unit has increased by one (1) Finance & Grant Analyst position whose responsibilities are solely associated with the Ryan White (RW) clinics which is approximately \$2,500,000. This tremendous growth has strained Finance's personnel resources and has made complying with demands (both internal and external) a growing concern. The Finance Unit needs additional capacity for accounting, reporting, oversight and compliance of grants, revenue and expense forecasting, research, and implementation of more efficient operations, and subrecipient contract monitoring. ICHHD has a vacant .50 FTE Public Health Nurse position and would like to eliminate this position to assist with funding the new HD Accountant position.

ALTERNATIVES

Not creating a HD Accountant position would continue to leave ICHHD's Finance unit unable to comply with the increasing accounting demands.

FINANCIAL IMPACT

The cost of the HD Accountant position (ICEA Prof. 8) is (\$121,196) at Step 1 to (\$140,176) at Step 5. The FY '23 personnel projection for the ICEA MNA Public Health Nurse position is \$103,239 (this was included in the FY '23 budget at a Step 3). The increased cost of this position is between \$17,957 (Step 1) and \$36,937 (Step 5). The additional costs will be covered by ICHHD's Operating Budget.

STRATEGIC PLANNING IMPACT

This resolution supports the long-term objective of human resources and staffing, specifically section F.1 of the Action Plan – Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of eliminating the .50 FTE Public Health Nurse position (601372) and creating a 1.0 FTE HD Accountant position effective upon approval in an amount not to exceed \$36,937.

Eric Thelen

From: Joan Clous
Sent: Wednesday, August 2, 2023 11:39 AM
To: Eric Thelen
Subject: FW: PHN Position

Eric,

For the packet to the

BOC. Joan

From: Shajuana Tyson
<STyson@ingham.org> **Sent:**
Wednesday, August 2, 2023 8:48 AM
To: Joan Clous <JClous@ingham.org>
Cc: Jeffrey Donahue <jdonahue@whiteschneider.com>
Subject: RE: PHN Position

I apologize for the lack of response. The union would prefer not to lose the position, however, is not aware of how it could be maintained within our unit.

Shajuana Tyson BSN, RN

(a)Nurse-Family Partnership Maternal Child Health Division Ingham County Health Department
5303 S. Cedar St. P.O. Box 30161
Lansing, MI 48909

517-512-0330 (Cell)
517-887-4384 (Fax)



From: Joan Clous <JClous@ingham.org>

Sent: Wednesday, August 2, 2023 8:45 AM

To: Shajuana Tyson <STyson@ingham.org>; Jeffrey Donahue (JDonahue@WhiteSchneider.com)
<JDonahue@WhiteSchneider.com>

Subject: FW: PHN

Position Hi,

I never got a response on this email.

Joan

From: Joan Clous
Sent: Wednesday, June 28, 2023 11:03 AM

To: Shajuana Tyson <STyson@ingham.org>

Cc: Jeffrey Donahue (JDonahue@WhiteSchneider.com) <JDonahue@WhiteSchneider.com>

Subject: PHN

Position Good

Morning,

ICHHD is planning on eliminating position # 601372 (ICEA – PHN) .50 FTE and replacing it with the new Accountant – HD position (ICEA – Prof). Does the union have thoughts on this change.

Joan

Joan Clous MPA, SHRM-CP

Human Resources Specialist – Labor & Employee Relations

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 –

Office

517-930-2075 - Cell

517-887-4396 – Fax

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

Ingham County Health Department Request - Eliminate .50 FTE Public Health Nurse and create 1.0 HD Accountant

	Add Accountant - HD Position # TBD	Add Accountant - HD Position # TBD	Eliminate Nurse - PH Position 601372	Additional	Additional
	ICEA Prof 8	ICEA Prof 8	ICEA - PHN Grade 03	Cost	Cost
	Step 1 FTE = 1.0	Step 5 FTE = 1.0	FY 23 Budget FTE = .5	Step 1	Step 5
SALARY	65,039	78,095	35,638	29,400	42,457
UNEMPLYMT	325	390	178	147	212
FICA/MEDICARE	4,975	5,974	2,726	2,249	3,248
DENTAL	936	936	936	0	0
VISION	135	135	135	0	0
HLTH INSURANCE	21,880	21,880	19,003	2,877	2,877
MERS 0101H	19,863	23,850	38,689	-18,826	-14,839
RTEE CHG B	3,585	3,585	3,585	0	0
SEPARATE	1,301	1,562	713	588	849
RET/HLTH/T	2,927	3,514	1,604	1,323	1,911
DISABILITY/LIABILITY	85	102	32	53	70
LIFE 30K	120	120	0	120	120

WORKERS' COMP	26	31	0	26	31
	121,196	140,176	103,239	17,957	36,937
Salary	65,039	78,095	35,638	29,400	42,457
Fringes	<u>56,158</u>	<u>62,080</u>	<u>67,601</u>	<u>-11,443</u>	<u>-5,520</u>
	121,196	140,176	103,239	17,957	36,937

Notes:

Calculation based on FY '23 wages and fringe documents PHP Med costs is based on a two person rate.

8/2/2023
061523 et analysis ICEA Prof 7 vs 8 revised 080223

]Accountant HD

**INGHAM COUNTY
JOB DESCRIPTION**

ACCOUNTANT – HEALTH DEPARTMENT

General Summary:

Under the supervision of the Chief Financial Officer, or their designee, analyzes financial data in order to develop, monitor and report on the financial needs of the Health Department. Provides information and technical assistance needed to comply with internal and external accounting, auditing, and grant requirements. Prepares monthly billings and financial reporting for the different grant programs and assists in the preparation of documentation needed for the annual audited financial statements. Provides technical assistance to other units, within the Health Department, with regards to accounting issues, grants, and projects. Prepares interim consolidated financial statements for management purposes. This Accountant will encompass most of the job functions listed below, no one position will encompass 100% of the functions listed.

Essential Functions:

19. Works daily in the general ledger financial software. Reviews general ledger for compliance with Generally Accepted Accounting Principles. Reviews and monitors the general ledger on a continual basis. Prepares and enters account corrections to the integrated financial system, including journal entries. Also performs various general ledger reconciliations.
20. Responsible for grant program, financial reporting, and deadlines. May perform complex, specialized grant accounting functions, prepare expense spreadsheets, comparing grant expenditures to the grant budget, writing pertinent financial grant narrative and complies with periodic financial reporting and reimbursement submitted requirements.
21. Contributes to and participates in the development of the annual Health Department budget. Assists with monitoring and tracking budget outcomes including revenue and expenditure projections.
22. Monitor Health department service provider subcontracts to assure compliance with contract provisions. Review and approve financial claims for reimbursement, via desk review and/or at the subcontractor's worksite. Provide programmatic review support to Health Department managers to determine if service outcomes are being met.
23. Processes Financial Scorecard, Third Party Fee for Service accounts receivable reports using Aging reports, managed care wraparound calculations and Public Entity journal entries.
24. Provides technical assistance to operating units within the Health Department. Prepares and reviews internally generated reports for accuracy and problems and troubleshoots differences. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
25. Assists department managers and staff in development and amendment of budgets for grant proposals, assuring compliance with grantor requirements and generally accepted accounting principles.
26. Completes tasks that aid in the preparation of internal audits, external audits and grant related site visits. This includes year-end adjustments, account analysis, statistical analysis, and audit workpapers.,
27. Develops reporting mechanisms to extract data for various grants, service delivery and program requirements, analyzes data and generates related reports.

28. Coordinates the off-site storage for department records. Assist in retrieval of patient/client files. Monitors off-site storage invoices for accuracy and approve for payment.
29. Monitors information for department's contractual obligations. Ensure accuracy in invoices and prepare for payment processing.
30. Attends continuing education seminars and classes to stay current on the latest accounting standards and technology.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Accounting, Business Administration or Finance with an Accounting major.

Experience: A minimum of two (2) year experience in fund or governmental accounting.

Other Requirements:

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, handle, pinch, type, endure repetitive movements of the wrists, hands, or fingers.
- This position's physical requirements require periodic stamina in twisting, bending, stooping, squatting, kneeling, lifting, carrying, pushing, pulling, and handling.
- This position's physical requirements require regular stamina in sitting, standing, walking, typing, enduring repetitive movements of the wrists, hands, or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting, and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

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

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

2023
ICEA County Pro 8

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ELIMINATE A .50 PUBLIC HEALTH NURSE POSITION AND CREATE A 1.0 HEALTH DEPARTMENT ACCOUNTANT POSITION

WHEREAS, Ingham County Health Department (ICHD) wishes to eliminate a .50 FTE Public Health Nurse position (position #601372), and create a 1.0 FTE HD Accountant position; and

WHEREAS, ICHD's budget has increased by approximately \$19,000,000 since 2016; and

WHEREAS, ICHD created a 1.0 FTE Finance & Grant Analyst during this time period whose sole responsibility is the Ryan White (RW) program which is approximately a \$2,500,000 of the increase; and

WHEREAS, this tremendous growth has strained the Finance Unit's personnel resources and has made complying with demands (both internal and external) a growing concern; and

WHEREAS, the Finance Unit needs additional capacity for accounting, reporting, oversight and compliance with grants, revenue and expense forecasting, research, and implementation of new, more efficient processes, and subrecipient contract monitoring; and

WHEREAS, ICHD has a vacant .50 FTE Public Health Nurse (position #601372) and would like to eliminate this position to assist in funding the new Accountant position; and

WHEREAS, the cost of the 1.0 FTE HD Accountant position (ICEA Prof. 8) is \$121,196 at (Step 1) to \$140,176 at (Step 5), and the cost of the .50 FTE Public Health Nurse position is \$103,239 as projected in the FY '23 ICHD Budget; and

WHEREAS, the increase between \$17,957 and \$36,937 and will be funded through ICHD's Operating Budget; and

WHEREAS, the Medical Health Officer recommends that the Ingham County Board of Commissioners authorize eliminating a .50 FTE Public Health Nurse (position #601372) and a creating a 1.0 FTE HD Accountant effective upon approval in an amount not to exceed \$36,937.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes eliminating a .50 FTE Public Health Nurse (position #601372) and creating a 1.0 HD Accountant, effective upon approval in an amount not to exceed \$36,937.

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

Agenda Item 5

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: September 18, 2023

SUBJECT: Resolution authorizing contracts with appraisal, survey, ecological, and title company contractors for the Ingham County Farmland and Open Space Preservation program

PROJECT DESCRIPTION:

The Ingham County Farmland and Open Space Preservation Program requires the service of many servicers to effectively administer the program. The FOSP Board wishes to engage contracts with appraisal, survey, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP process and were selected based on criteria established by the Purchasing and FOSP Directors. The FOSP Board has allocated funds for these specific services in the 2023 budget.

Proposals were sought from qualified and experienced Real Estate Appraisers, Title Companies, Ecological and Engineering firms, and Survey Companies for the purpose of entering into a contract for conducting these services on an as needed basis for the Ingham County Farmland and Open Space Preservation Board. Below is the list of contractors the FOSP Board desires to enter into contracts with and their proposed fees.

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2500 - 4,000.00	Yes
Valbridge Property Advisors	\$2500-5,000.00	Yes
<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100.00/hour	Yes
	Dependent on position	
PEA Group	\$180.00/hour	Yes
	Dependent on position	
Wolverine Engineers and Surveyors, Inc.	\$130.00/hour	Yes
	Dependent on position	
<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2344.00 preliminary search \$140 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65.00 - \$90.00/hour Dependent on Position and Farm Size	Yes

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE VARIOUS CONTRACTS FOR THE FARMLAND AND OPEN SPACE PRESERVATION PROGRAM

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, appraisals, title searches, baseline reports, and surveys require due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced vendors and after review and evaluation, the evaluation team is recommending that five-year contracts be issued with the following contractors, who were determined to be the most qualified candidates:

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2,500 - 4,000	Yes
Valbridge Property Advisors	\$2,500-5,000	Yes

<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100/hour Dependent on position	Yes
PEA Group	\$180/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130/hour Dependent on position	Yes

<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2,344 preliminary search \$140 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65 - \$90/hour Dependent on Position and Farm Size	Yes

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes five-year contracts as follows, effective the date of execution for the purpose of conducting professional services on properties approved for purchase through the Ingham County Farmland and Open Space Preservation Program:

<u>Awarded Appraisal Firms</u>	<u>Summary Report</u>	<u>Local</u>
Carlson Appraisal Company	\$2,500 - 4,000	Yes
Valbridge Property Advisors	\$2,500-5,000	Yes

<u>Awarded Survey Firms</u>	<u>Stake Survey</u>	<u>Local</u>
Enger Surveying and Engineering	\$100/hour Dependent on position	Yes
PEA Group	\$180/hour Dependent on position	Yes
Wolverine Engineers and Surveyors, Inc.	\$130/hour Dependent on position	Yes

<u>Awarded Title Company's</u>	<u>Title Services</u>	<u>Local</u>
Bell Title Company	\$2,344 preliminary search \$140 for updates	Yes

<u>Awarded Ecological Services Company's</u>	<u>Services Cost</u>	<u>Local</u>
TriTerra	\$65 - \$90/hour Dependent on Position and Farm Size	Yes

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

Agenda Item 6

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: September 19, 2023

RE: Resolution to Authorize a Service Warranty Renewal with Smiths Detection for the Maintenance on Both X-ray Screening Machines at the Veterans Memorial Courthouse and Grady Porter Building

For the meeting agendas of: October 3 & 4

BACKGROUND

The x-ray machines at the Veterans Memorial Courthouse and Grady Porter Building no longer have a warranty to support any repairs the machines may need as the machines are reaching the end of their useful life. Repairs to the x-ray machines can cost thousands of dollars and these machines are necessary for the safety of the staff and public.

Smiths Detection submitted a proposal of \$19,324 for two-years to perform inspections, maintenance and/or repairs.

ALTERNATIVES

The alternative would be to not approve risking the functionality of the machines that are a necessity for the staff of those within the building.

FINANCIAL IMPACT

Funds are available in the Veterans Memorial Courthouse maintenance contractual line item #631-26720-931100.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a service warranty renewal with Smiths Detection for the maintenance on both x-ray screening machines at the Veterans Memorial Courthouse and Grady Porter Building.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SERVICE WARRANTY RENEWAL WITH SMITHS
DETECTION FOR THE MAINTENANCE ON BOTH X-RAY SCREENING MACHINES AT THE
VETERANS MEMORIAL COURTHOUSE AND GRADY PORTER BUILDING**

WHEREAS, the x-ray machines at the Veterans Memorial Courthouse and Grady Porter Building no longer have a warranty to support any repairs the machines may need as the machines are reaching the end of their useful life; and

WHEREAS, repairs to the x-ray screening machines can cost thousands of dollars; and

WHEREAS, these x-ray screening machines are necessary for the safety of the staff and public; and

WHEREAS, the Facilities Department recommends a service warranty renewal with Smiths Detection who submitted a proposal of \$19,324 for the maintenance on both x-ray screening machines at the Veterans Memorial Courthouse and Grady Porter Building for a two-year term; and

WHEREAS, funds are available in the Veterans Memorial Courthouse maintenance contractual line item #631-26720-931100 line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Smith Detection, 2202 Lakeside Blvd., Edgewood, Maryland 21040, for the service warranty on both x-ray screening machines at the Veterans Memorial Courthouse and Grady Porter Building for a two-year term in the amount of \$19,324.

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

Agenda Item 7

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

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: September 18, 2023

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

For the October 3, 4 and 10 meeting agendas

BACKGROUND

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

Ingham County, on behalf of the Road Department, entered into Contract #23-5245 with the Michigan Department of Transportation (MDOT) per Resolution #23-249 to define the preliminary engineering funding responsibilities for this project. Per the MDOT Contract, the HSIP funding for design costs is capped at \$36,500, requiring a match by the Road Department, for a total available design budget of \$73,000.

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

The Road Department was recently informed by MDOT that an archeological survey was required to be performed within the road right-of-way and the grading permit areas for this project. This requirement was not anticipated when the contract was initially awarded to DLZ. Therefore, DLZ contacted several subconsultants to provide a fee proposal for this work, upon which the Road Department ultimately selected Commonwealth Heritage Group to perform the services for a not-to-exceed fee of \$16,824. The selected subconsultant for this project is the same one that performed the archeological survey for another recent Road Department project, so the consultant is very familiar with the new requirements being enforced by MDOT.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The Road Department is requesting the project budget to be amended from \$81,000 (\$62,314.01 original DLZ budget plus \$18,685.99 contingency) to \$97,824 to accommodate the \$16,824 fee for the archeological survey required by MDOT. While the existing contingency is sufficient to accommodate the additional archeological survey fee, the Road Department is requesting the contingency be maintained for any further unexpected costs, such as discovering artifacts during the archeological excavation and/or any other issues that may arise in the final stages of the design phase.

With the revised design fee and contingency, the total contract cost could be up to \$97,824. This design fee equates to 6.5% of the estimated construction costs for the project, which is still well within the anticipated budget range for these types of services.

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

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Road Department received Highway Safety Improvement Program funding to construct a roundabout at the intersection of Columbia Road and Eifert Road in Sections 3, 4, 9, and 10 of Aurelius Township, which funds the preliminary engineering costs up to a capped funding amount of \$73,000, of which the federal participation ratio is 50%, resulting in \$36,500 in federal aid and \$36,500 in Road Department costs; and

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

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

WHEREAS, MDOT recently required an archeology survey be performed at this project within the road right-of-way and grading permit limits, requiring an amendment to the engineering services agreement; and

WHEREAS, a budget amendment is requested with DLZ Michigan, Inc. in the amount of \$16,824 to hire a subconsultant to conduct an archeological survey, assuming no artifacts are discovered during the excavation, for a total revised engineering design services budget of \$79,138.01, while maintaining a project contingency in the amount of \$18,685.99, for a total project budget of \$97,824; and

WHEREAS, the proposed amended budget and contingency are included in the Road Department's 2023 Road Fund Budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending an engineering design services contract for the Columbia Road and Eifert Road Intersection Project with DLZ Michigan, Inc. located at 1425 Keystone Ave, Lansing, MI 48911, for a revised design fee of \$79,138.01, while maintaining a project contingency in the amount of \$18,685.99, for a total project budget of \$97,824.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 19, 2023
SUBJECT: Resolution Clarifying the MERS Plan Adoption Agreement
For the meeting agendas of October 3 and October 4

BACKGROUND

In 2021, MERS implemented several modifications to the way in which defined benefit, defined contribution and hybrid plans are administered. In this regard, MERS required completion of an Adoption Agreement Addendum and governing body approval for each of our plans' divisions to affirmatively document our plans' provisions on file with MERS. The Ingham County Board of Commissioners authorized the submission of such addendums for each division following review of required items and confirmation how Ingham County would like these to be administered in 2021 and forward with Resolution #21 – 090. Following review of these submissions, an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan clarifying plan eligibility is required to reflect that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

ALTERNATIVES

Unless an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan is authorized, addendum information will remain incomplete as to eligibility for participation in these plans.

FINANCIAL IMPACT

There are no funding or budget impacts.

STRATEGIC PLAN CONSIDERATIONS

N/A

OTHER CONSIDERATIONS

MERS requires complete information as to eligibility for participation in the Defined Benefit Plan and the Hybrid Plan.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to clarify the MERS Plan Adoption Agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CLARIFYING THE MERS PLAN ADOPTION AGREEMENT

WHEREAS, in 2021, Municipal Employees' Retirement System of Michigan (MERS) implemented several modifications to the way in which defined benefit, defined contribution, and hybrid plans are administered; and

WHEREAS, in this regard, MERS required completion of an Adoption Agreement Addendum and governing body approval for each plans' divisions to affirmatively document the plans' provisions on file with MERS; and

WHEREAS, the Ingham County Board of Commissioners authorized the submission of such addendums for each division following review of required items and confirmation how Ingham County would like these to be administered in 2021 and forward with Resolution #21 – 090; and

WHEREAS, following review of these submissions, an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan clarifying plan eligibility is required to reflect that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the existing Adoption Agreements for the Defined Benefit Plan and the Hybrid Plan clarifying plan eligibility to reflect that employees classified as part-time, temporary, and seasonal are not eligible for participation in these plans.

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

Agenda Item 8b

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 19, 2023
SUBJECT: Resolution to Approve UAW TOPS and Managerial and Confidential Reclassification Requests
For the meeting agendas of October 3 and October 4

BACKGROUND

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

ALTERNATIVES

None.

FINANCIAL IMPACT

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

STRATEGIC PLAN CONSIDERATIONS

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

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE UAW TOPS AND MANAGERIAL AND CONFIDENTIAL RECLASSIFICATION REQUESTS

WHEREAS, the UAW TOPS collective bargaining agreement and the Managerial and Confidential Employee Personnel Manual are effective January 1, 2022 through December 31, 2024; and

WHEREAS, these documents include a process for employee submission of reclassification requests; and

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

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

<u>Position No.</u>	<u>Position Title</u>	<u>Action</u>
601008	Bookkeeping Coordinator	Move from UAW F to UAW H
601285	Community Health Rep. III To Health & Resources Navigator Program Specialist	Move from UAW E to UAW F
140087	Family Center Supervisor	Move from MC 10 to MC 12
140088	Family Center Supervisor	Move from MC 10 to MC 12
662002	Youth Center Supervisor	Move from MC 9 to MC 10
662003	Youth Center Supervisor	Move from MC 9 to MC 10
662004	Youth Center Supervisor	Move from MC 9 to MC 10
662005	Youth Center Supervisor	Move from MC 9 to MC 10
662006	Youth Center Supervisor	Move from MC 9 to MC 10

<u>Position Title</u>	2023		<u>Difference</u>
	<u>Current Grade, Step 5</u>	<u>Proposed Grade, Step 5</u>	
Bookkeeping Coordinator	UAW F: 49,652.19	UAW H: 55,603.90	5,951.71
Health & Res. Nav. Prog. Sp.	UAW E: 46,971.90	UAW F: 49,652.19	2,680.29
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Family Center Supervisor	MC 10: 85,484.68	MC 12: 99,121.01	13,636.33
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
Youth Center Supervisor	MC 9: 78,170.42	MC 10: 85,484.68	7,314.26
TOTAL:			72,475.96

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

TO: Board of Commissioners County Services Committee
FROM: Gregg Todd, Controller
DATE: September 20, 2023
SUBJECT: RESOLUTION TO AMEND THE LIVING WAGE REQUIREMENT POLICY
For the meeting agenda of October 2, 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. At the behest of Parks Department, the Policy Review Committee recently reviewed and is suggesting changes to the Living Wage Policy primarily to address concerns with the limitations on Seasonal Employees.

Retention of Seasonal employees within the Ingham County Parks system has become increasingly difficult due to stipulations in place which requires that Seasonal employees working less than 29 hours/week may be kept on active payroll for no more than nine (9) months and be required to be laid off for three (3) consecutive months.

Park Management staff relies on workers that are under 18 years old, and as these Seasonal employees are primarily high school students, this creates a situation where the majority of the workforce leaves employment in early to Mid-August (after nine months). This leaves a void where many of the Park amenities and revenue producing areas including but not limited to boat rental, concession stands, and gatehouse are often times left unstaffed for approximately 1/3 of the summer peak visitation months.

While the Living Wage Policy is primarily focused on contractors hired by the County, it does stipulate in Section K. Effect and Application, subsection 3, that the living wage requirement applies to Ingham County employees as well. Therefore, in order to adjust the months worked for Park Seasonal employees, and to address this on a bargaining unit level (not all Seasonal employees are Parks employees), the following language was added to Section I. Exemptions, Subsection 7 (changes in bold):

*Temporary or seasonal employees hired by a contractor **or utilized by Ingham County**. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee. **For temporary or seasonal employees utilized by Ingham County, the same definition applies unless such is otherwise defined in a collective bargaining agreement.***

In addition to this change, there are also a few edits that include changing pronouns (hers/his to theirs) and minor grammatical changes.

ALTERNATIVES

Leave the policy as it is.

FINANCIAL IMPACT

No impact, the Seasonal employees will receive the same rate of pay.

OTHER CONSIDERATIONS

In order to implement this change, a Letter of Understanding (LOU) with the ICEA Park Rangers unit is required. A separate resolution is included on this agenda to approve the LOU.

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 LIVING WAGE REQUIREMENT POLICY

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

WHEREAS, the Parks Department requested the Committee review suggested changes to the Living Wage Requirement Policy to address concerns with the limitations on Seasonal Employees; and

WHEREAS, the Policy requires that Seasonal employees working less than 29 hours/week may be kept on active payroll for no more than nine (9) months, and be required to be laid off for three (3) consecutive months; and

WHEREAS, most Parks Department Seasonal employees are high school students that would like to work more than nine (9) months without being required to take off three (3) months; and

WHEREAS, the Parks Department would also prefer that the Seasonal employees not be required to take three (3) months off as this negatively effects the Department's ability to staff revenue producing areas such as boat rentals, concession stands, and gatehouses; and

WHEREAS, the recommended change to the Living Wage Requirement Policy that would address this situation with Seasonal employees would be to change the exemption language in Section I, Subsection 7 in the following manner (changes in bold):

Temporary or seasonal employees hired by a contractor **or utilized by Ingham County**. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee. **For temporary or seasonal employees utilized by Ingham County, the same definition applies unless such is otherwise defined in a collective bargaining agreement**; and

WHEREAS, this would allow the County to work with separate bargaining units to determine what length of time and hours per week worked by Seasonal employees are appropriate; and

WHEREAS, other amendments to the Policy consist of grammatical changes and eliminating gender-specific pronouns (his/hers to theirs); and

WHEREAS, Corporate Counsel has reviewed and approved the proposed changes to the Policy.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the changes to the Living Wage Requirement Policy, which shall take effect upon approval of this resolution.

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

**Financial
Policy No. 421**

Living Wage Requirement

Approved: June 24, 2003
Resolution No. 03-168

Name:		Policy #:
Category:		
Resolution:		Effective Date:
Last Reviewed:	Next Review:	Health in All Policy Reviewed: <input type="checkbox"/>
Applicable To:	All Ingham County Operations	
Approved By:	Signature:	

- A. Introduction. Economic research summarized in the Economic Policy Institute's August 2000 issue guide, *Higher Wages Lead to More Efficient Service Provision*, indicates that payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee turnover. By way of this policy, Ingham County:
1. desires to increase the quality and reliability of services procured for Ingham County or provided to Ingham County inhabitants by promoting higher productivity and retention of employees working for Ingham County on Ingham County contracts.
 2. desires to use Ingham County spending and procurement of services to require covered employers who provide services to Ingham County to pay their employees a "Living Wage" sufficient to meet their employees' basic subsistence needs;
 3. desires raise the income of low-income working people and their families employed by covered employers on Ingham County contracts;
 4. desires to use Ingham County spending to encourage the development of jobs paying wages above the poverty level;
 5. does not intend to establish any generally applicable County minimum wage, or regulate the wages paid by any business or individual that chooses not to provide services covered by this policy to the County; and
 6. desires to provide incentives for covered employers to provide health insurance to their employees.

- B. **Applicability.** Each contractor shall pay its employees providing services under the contract wages which are greater than or equal to a living wage, and meets other conditions, as defined in this policy. The living wage requirement of this policy shall apply with respect to any employee of a contractor or subcontractor who is employed either part time or full time providing services directly under the contract. This policy applies to any individual, proprietorship, partnership, corporation, trust, association, or other entity that is a contractor, as defined in Section C.
- C. **Definitions.** For the purposes of this policy, the following terms and phrases are defined as follows:
1. **Contract** means an agreement to perform services, including the subcontracting of services. Contracts for the purchase of goods and contracts to lease or purchase property are excluded.
 2. **Contractor** means a party to a contract with Ingham County primarily for the furnishing of services (as opposed to purchasing or leasing of goods or property), where the total expenditure for such contract exceeds \$50,000 in a twelve-month period and employs five or more employees, or where the total value of contracts that the contractor has in effect on the effective date of the contract with Ingham County exceeds \$50,000 and where the contractor employs five (5) or more employees. It does not include contractors who pay Ingham County a commission for the right to offer their services in county facilities or in conjunction with county events.
 3. **Employer** means a person who engages employees to provide labor in exchange for payment of wages or salary.
 4. **Federal poverty line** means the official poverty line defined by the Office of Management and Budget based on Bureau of Census data for a family of four, as adjusted to reflect the percentage change in the Consumer Price Index for all urban consumers.
 5. **Health care benefits** means the right granted to an employee under a contract, certificate, or policy of insurance to have payment made by a health care insurer or health care corporation for specified medical or health care services for the employee and dependents.
 6. **Living wage** means an hourly wage rate which is equivalent to 125% of the federal poverty line on an annual basis when calculated based on 40 hours per week, 50 weeks per year; provided however, that costs paid by the employer for an employee's health care benefits may be counted toward up to one-fifth of the hourly rate payable to the employee.
 7. **Person** includes individuals, proprietorships, partnership, corporations, trusts, associations, joint ventures, and other legal entities, either incorporated or unincorporated, however operating or named, and whether acting by themselves or by a servant, agent or fiduciary, and includes all legal representatives, heirs, successors, and assigns.
 8. **Public entity** means the State of Michigan including all agencies, any public body corporate within the state, including all agencies, or any non-incorporated public body within the state of whatever nature, including all agencies.
 9. **Subcontractor** is a party to a contract with a contractor providing services to Ingham County who is required to pay a "living wage" under the terms of this policy; whose contract with the contractor is for the purpose of furnishing services to Ingham County under the terms of the contractor's contract with Ingham County; where the subcontractor employs five or more

employees and where the total value of the subcontractor's contract for that purpose exceeds \$25,000.

- D. Annual Adjustment. The County Controller shall annually adjust the living wage to incorporate changes in the federal poverty level. The Controller shall notify the Board of Commissioners of any change in the amount of the living wage and shall notify each contractor of such changes and such contractors shall, no later than 30 days after notification, adjust the hourly rates of affected employees as necessary to comply with this policy.
- E. Notification. The County Controller shall include an explanation of the requirements of this policy in all requests for proposals that may be covered by this policy.
- F. Compliance. Each contract covered by this policy shall require compliance with this policy. Each such contract shall provide that a violation of this policy shall be considered a material breach of the contract and Ingham County shall have the right to terminate the contract and disbar the contractor from future Ingham County contracts as provided below.
- G. Posting. Every contractor shall post in a conspicuous place on all job sites subject to this policy a copy of the living wage rate required under this policy. The contractor shall keep accurate records of the names and actual wages and benefits paid to each employee providing services under the contract and subcontract and provide Ingham County with such records within five business days, if requested by the County.
- H. Violation. Anyone with knowledge of a violation of this policy may file a complaint with the County Controller, who shall have thirty days to investigate and remedy the complaint. If the complaint is not resolved to the complainant's satisfaction within the thirty-day period, the complainant or their representative may bring forward their complaint to the County Services Committee of the Ingham County Board of Commissioners. The Committee shall forward its recommendation on the matter to the Board of Commissioners for final resolution.
1. Each contract shall provide that contractors who are found to be in violation of this policy shall be required to pay each affected employee the amount of deficiency for each day the violation occurs.
 2. Contractors shall be required to pay Ingham County \$100 per affected employee for each day the violation occurs beginning with the third day after the contractor receives notification of the violation. The County may withhold from payments to the contractor such amounts as are necessary to effectuate the payments or penalties provided in this Section.
 3. A contractor who is found to be in violation of this policy and is subsequently required to pay the \$100 penalty provided above for more than three incidents within a two-year period shall be barred from bidding on or entering into any contracts with the County for a period of 10 years from the date of the last violation. An incident for purposes of this paragraph is defined as a failure to pay the living wage rate in a payroll period, a payday, or numerous paydays, regardless of the number of employees affected by each incident.
 4. A contractor or subcontractor found to have retaliated in violation of federal or state law against an employee for filing a claim of non-payment of a wage rate shall be ineligible to bid on any contract involving the County for a period of five years from the date of such finding.

I. Exemptions. The following exemptions from this policy shall apply:

1. Public entities are exempt from compliance with this policy.
2. Entities with 501(c)(3) status with who have nine (9) or fewer employees are exempt from compliance with this policy.
3. Employees who are working under the terms of a collective bargaining agreement are exempt from compliance with this agreement.
4. Exempt employees working on projects where federal, state, or local law, or Ingham County policy requires payment of a prevailing wage are exempt from compliance with this policy.
5. The following programs are exempt if developed specifically for high school and/or college students by Ingham County or one of its contractors:
 - a. A bona fide training program;
 - b. A summer or youth employment program;
 - c. A work study, volunteer/public service, or internship program;
 - d. Co-op employees employed as part of a high school or college co-op program which is part of the employee's educational curricula.
6. Programs which operate to train people with disabilities, and which are designated as community rehabilitation programs, work activity centers and/or sheltered workshops.
7. Temporary or seasonal employees hired by a contractor or utilized by Ingham County. For purposes of this policy, temporary and/or seasonal employees are defined as employees hired to augment the regular workforce and are hired for three (3) months or less in the case of a temporary employee or nine (9) months or less in the case of a seasonal employee. For temporary or seasonal employees utilized by Ingham County, the same definition applies unless such is otherwise defined in a collective bargaining agreement.

J. Waiver.

1. A contractor may request a waiver of the provisions of this policy if they believe that the application of the policy to the contractor would violate federal, state, or local laws. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.
2. A non-profit human services agency may request a waiver of the provisions of this policy if they believe that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying this policy. Requests for waivers shall be made to the Controller, who shall refer such request to the County Services Committee of the Board. The Committee shall review the request and provide its recommendation to the Board of Commissioners for final action.

K. Effect and Application. This policy shall go into effect ninety (90) days after adoption by the Ingham County Board of Commissioners (September 24, 2003).

1. This policy shall apply to any contract entered into or renewed after the effective date of this policy.
2. Entering an agreement for extension of a contract for a period beyond its original term shall be considered entering a contract for purposes of this policy.
3. It is the intent of the Ingham County Board of Commissioners that the requirement for payment of a living wage as defined in this policy will apply to employees of Ingham County.

Agenda Item 9b

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 19, 2023
SUBJECT: Resolution to Approve a Letter of Understanding with Ingham County Employees' Association (ICEA) Park Rangers Regarding Parks Temporary and Seasonal Employees
For the meeting agendas of October 2 and 3

BACKGROUND

The Parks Department has worked with Corporate Counsel, Human Resources and the ICEA Park Rangers bargaining unit to allow Seasonal employees to work longer than nine (9) months without being required to take three (3) months off. This Letter of Understanding (LOU) addresses this issue by allowing a Seasonal employee to be retained for a period greater than one (1) year at the discretion of the Employer as long as the employee does not exceed 1,508 hours per year.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

No financial impact, the Parks Department has sufficient funds in its operating budget to cover the additional hours worked.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH INGHAM COUNTY EMPLOYEES' ASSOCIATION (ICEA) PARK RANGERS REGARDING PARKS TEMPORARY AND SEASONAL EMPLOYEES

WHEREAS, the Parks Department has a difficult time keeping trained Seasonal employees due to the requirement that Seasonal employees work nine (9) months than are required to take three (3) months; and

WHEREAS, the Ingham County Employees' Association (ICEA) Park Rangers, which represent Parks workers, agree that for the efficiency of operations to limit training and increase knowledge among staff in the parks, Seasonal employees should be retained for a greater duration than currently authorized in the collective bargaining agreement; and

WHEREAS, a Letter of Understanding (LOU) has been agreed upon and signed by the ICEA Park Rangers, which amends the collective bargaining agreement to change the definition of Seasonal employees to allow a Seasonal employee to be scheduled on a full-time or part-time basis, but not allowed to work in excess of 1,508 hours per year in a county position and be retained for a period greater than one (1) year at the discretion of the Employer, however, the employee shall not exceed the above prescribed annual hourly limit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into the attached letter of understanding with the ICEA Park Rangers collective bargaining unit to change the definition of Seasonal employees.

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

**LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION
PARK RANGERS**

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the “Employer”) and the INGHAM COUNTY EMPLOYEES ASSOCIATION (the “Association”) are parties to a collective bargaining agreement with a term running through December 31, 2024 (the “Agreement”); and

WHEREAS, the agreement contains Article 12, Section 1, Sub-Section C, which limits the Employer’s utilization of seasonal employees to six (6) months or less; and

WHEREAS, for the efficiency of operations to limit training and increase knowledge among staff in the parks, the Employer is in need of retaining seasonal employees to remain employed with the County for a greater duration than currently authorized in the collective bargaining agreement; and

WHEREAS, the parties are in agreement to amend Article 12, Section, Sub-Section C to allow the employer to retain seasonal employees for a period beyond six (6) months and change the definition of seasonal employees.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. Section 1 of Article 12 is amended as follows:

C. Temporary and Seasonal employees: An employee who is hired for a period of six (6) months or less will be considered a temporary employee and shall not attain seniority and shall be compensated by wages only. Temporary employees who are hired into full-time positions shall have their seniority commence on their first day of employment in the full-time position. Temporary employees shall be scheduled to work 29 hours or less per week not to exceed 1508 hours.

An employee who is hired for a position only to perform summer and/or winter work, will be considered a "seasonal employee" and shall not attain seniority in the bargaining unit and shall be compensated by wages only, and shall not be covered by the provisions of this Agreement. A seasonal employee may be scheduled on a full-time or part-time basis but must not work in excess of 1508 hours per year in a county position. A seasonal employee may be retained for a period greater than one (1) year at the discretion of the Employer, however, the employee shall not exceed the above prescribed annual hourly limit.

Calendar weeks during which an employee works twenty (20) hours or less shall not be used to calculate length of employment for purposes of this subsection.

2. All other terms of the collective bargaining agreement between the Employer and the Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

COUNTY OF INGHAM

INGHAM COUNTY EMPLOYEES ASSOCIATION

Ryan Sebolt, Chairperson
County Board of Commissioners

Chris Wascher, President

Date: _____

Date: _____

Tim Morgan, Director
Ingham County Parks Department

Jeff Donahue, Attorney

Date: _____

Date: _____

APPROVED AS TO FORM FOR
COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____
Gordon J. Love

Agenda Item 9c

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 19, 2023
SUBJECT: Resolution to Amend Agreement with BS&A for Enterprise Resource Planning (ERP) Software Conversion and Training
For the meeting agendas of October 2 and 3

BACKGROUND

The Board of Commissioners approved Resolution #23-370 approving an agreement with BS&A for enterprise software on August 22, 2023. Unfortunately, the first year Software Service (SaaS) fees and hosting fees were not included in the resolution. The cost for these services is \$172,405 annually for the SaaS fees and \$17,800 for the hosting fees.

ALTERNATIVES

N/A.

FINANCIAL IMPACT

The first year fees of \$190,205 for SaaS and hosting fees are included in the 2024 CIP, outer years will be included in yearly operating budgets.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH BS&A FOR ENTERPRISE RESOURCE PLANNING (ERP) SOFTWARE CONVERSION AND TRAINING

WHEREAS, the Ingham County Board of Commissioners approved Resolution #23-370, an agreement with BS&A for Enterprise Resource Planning (ERP) on August 22, 2023; and

WHEREAS, the fee breakdown included with Resolution #23-370 did not include the first year Software Service (SaaS) fees and hosting fees; and

WHEREAS, first year SaaS fees are \$172,405 and hosting fees are \$17,800; and

WHEREAS, funding is available in the 2024 CIP.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the agreement with BS&A for County-wide ERP software conversion and training to include \$172,405 for SaaS fees and \$17,800 for hosting fees for a not to exceed amount of \$190,205.

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

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