

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 17, 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 [October 3, 2023](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews – Economic Development Corporation Board of Directors
2. Lansing Area Economic Development Partnership – Resolution to Authorize Grant Application for [EPA Brownfield](#) Assessment Coalition Grant
3. Treasurer’s Office – Resolution to Approve an Agreement with [BS&A](#) to Upgrade Property Tax Modules from an On-Premise to a Cloud Based Solution
4. Parks Department – Notice of Emergency Purchase Order of Rental Equipment for [Tree Clean-Up](#) After Storm
5. Health Department – Resolution to Convert a Temporary [Project Specialist](#) to 1.0 FTE Permanent Project Specialist
6. Innovation & Technology Department
 - a. Resolution to Approve Extension of an Agreement with the [FD Hayes Electric](#) Company for Data and Voice Wiring Services
 - b. Resolution to Approve Fiber Engineering from [Western Tel-Com](#)
 - c. Resolution to Approve Fiber Engineering and Construction from [Western Tel-Com](#)
7. Facilities Department – Resolution to Authorize an Agreement with [Laux Construction LLC](#), for the Design Services for the Remodel of Forest Community Health Center
8. Human Resources Department
 - a. Resolution to Authorize a Contract with [Mgt Consulting of America, LLC](#). for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study
 - b. Resolution to Approve UAW TOPS, and Managerial and Confidential [Reclassification](#) Requests

9. County Services Committee – Road Department Subcommittee (*Discussion*)

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
October 3, 2023
Draft Minutes

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

Members Absent: None.

Others Present: Becky Bennett, Gregg Todd, Tim Morgan, 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 September 19, 2023 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE SEPTEMBER 19, 2023 COUNTY SERVICES OPEN AND CLOSED SESSION MINUTES AS WRITTEN.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Substitute

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

Commissioner Grebner asked if there should be an addition to discuss a stand-alone committee for the Road Department.

Chairperson Celentino stated it would be on the next County Services Committee agenda.

Limited Public Comment

None.

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

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

THE MOTION CARRIED UNANIMOUSLY.

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

9. Controller’s Office
 - a. Resolution to Amend the Living Wage Requirement Policy

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

Commissioner Sebolt stated they understood what they were trying to get at with this, but one concern they had would be redefining what it meant to be a “seasonal worker” to an employee that worked 12 months. Commissioner Sebolt further stated their concern was that they were misclassifying employees by misnaming the position and asked for further clarification.

Gregg Todd, Ingham County Controller, stated they had discussed this with the County Attorneys and the definition of “seasonal employees” was to perform jobs related to seasonal work at the facilities. Todd further stated they understood the concern and they could name the

position something else, but there were Collective Bargaining Units in place that might require it to be visited at a later time.

Todd stated they were comfortable with naming the position something else, but the real goal was to avoid part-time employment for these positions since that would require a certain number of hours per week and some benefits. Todd further stated majority of these employees were high school students that utilized these positions and would work in the summer months.

Todd explained the hours and schedules for seasonal employees. Todd further stated they were trying to maintain the employees year-round but not working them part-time, as part-time employment came with benefits and the employees did not want to work part-time.

Discussion.

Commissioner Sebolt stated there was a Letter of Understanding (LOU) related to this, which was one thing needed to change the title.

Todd stated there were other seasonal employees in other Departments and areas within the County, so it would have to be specific for this Bargaining Unit. Todd further stated that it might be a little more difficult but they were happy to revisit it in July of 2024.

Commissioner Grebner stated the real problem here was that they needed to be at a level below part-time, not seasonal.

Todd stated confirmation.

Commissioner Grebner stated there used to be a special part-time employment option and asked if that was gone.

Sue Graham, Human Resources (HR) Director, stated it was in the UAW contract.

Todd stated it was contract-dependent.

Commissioner Grebner asked if it was limited to working under 20 hours per week.

Graham stated they believed it was limited to 19 hours.

Commissioner Grebner asked if these positions could be transitioned to special part-time or something else in the attempt to have them work less. Commissioner Grebner further suggested ways for how the position could be renamed.

Commissioner Grebner stated it could make sense to have words that were consistent with what was done, especially if there was already a job type. Commissioner Grebner further stated they believed special part-time had almost no benefits, but did have some leave accruals.

Todd stated they would have to look that up.

Tim Morgan, Parks Department Director, stated confirmation and clarified that their seasonal employees would accrue sick time.

Discussion ensued regarding special part-time.

Commissioner Sebolt stated they were still mildly uncomfortable with this but would be willing to support this with the caveat that when it was revisited in 2024, there would be a better title for the position and a subsequent resolution would come forward for the amendments.

Commissioner Grebner stated they thought special part-time employment was represented by the Collective Bargaining Unit and this was a mandatory subject of Collective Bargaining, but seasonal employees were not represented. Commissioner Grebner stated they should be sure it was consistent with the contract.

Todd stated confirmation that seasonal employees were not represented by the Collective Bargaining Unit, but stated the tasks they perform at parks were performed by the Ingham County Employees' Association (ICEA) Park Rangers. Todd further explained how seasonal employees could be represented.

Discussion.

Commissioner Grebner stated they thought special part-time positions were represented because they were permanent positions. Commissioner Grebner stated if the seasonal employees were changed to special part-time, they would also be making them represented since they would be permanent employees.

Todd stated they were not sure that was right and would have to talk with the County Attorneys more regarding this. Todd further stated this resolution was an attempt to do what the Parks Department wanted, what the Union approved, and to keep employees on for 12 months, which was what they wanted.

Morgan stated they wanted a better schedule than what they had now, as they had college kids employed and, due to the mandatory three-month layoff required for this position, many of those college kids were finding new employment. Morgan further stated they were lucky to fill the positions they did and were always hiring.

Todd stated Scott LeRoy, Circuit Court Administrator, had texted him stating that special part-time employment was anything below 20 hours, accrue one hour of leave per pay period and there were no benefits for the Courts.

Morgan stated they were asking for a minimum of 29 hours per week, or 1,508 hours a year, which would be right under the minimum for the Affordable Care Act and paid benefits. Morgan further stated seasonal employees accrued sick time to use.

Morgan stated the problem now was the struggle they were having to keep part-time employees when they were required to lay them off for three months after nine months. Morgan further explained how useful those employees could be during the winter seasons, which last as early as November and go until March for the Parks Department.

Morgan stated the schedule for the seasonal employees did not work and they had a difficult time retaining them. Morgan further stated they were willing to work with the Board of Commissioners and stated the sooner this was done, the better, as they did not want to wait until bargaining time next year.

Commissioner Sebolt clarified that they were not saying that it had to be called special part-time or add them to a Collective Bargaining Unit, as there was a LOU for special circumstances, at least in one department with the Collective Bargaining Unit. Commissioner Sebolt further suggested other ways it could be defined and stated some sort of definition should be presented so they did not mislead the public or any future employees.

Commissioner Sebolt further stated they wished for it to be clear and if they had to wait until the bargaining time to fix the title, so be it. Commissioner Sebolt further stated they wanted this to be a temporary title to fix the issue and have a long-term solution when it was appropriate.

Commissioner Grebner stated they believed they were all on the same page and this was a kludge and they should go ahead with the kludge and allow staff to figure this out for the future. Commissioner Grebner stated that instead of stretching the definition of seasonal, they should acknowledge that they were regular, permanent employees with a low number of hours.

Commissioner Grebner stated there could be further discussions on how the positions could be benefitted, but stated the County Services Committee was approving this as a kludge.

THE MOTION CARRIED UNANIMOUSLY.

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

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

THE MOTION CARRIED UNANIMOUSLY.

Morgan thanked the Board of Commissioners on behalf of their staff and stated they would work with the Board of Commissioners and the Controller moving forward with whatever needed to get done.

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

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

Commissioner Maiville disclosed that their daughter and nephew were employed by BS&A.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Maiville asked if there was an update on the Road Commission discussion.

Chairperson Celentino stated they attended a meeting on October 2, 2023 with Todd, Graham, Commissioner Sebolt, Becky Bennett, Board of Commissioners Director, and Kelly Jones, Road Department Director, to discuss the issues brought forward. Chairperson Celentino stated an investigation through HR on the hiring process would be conducted based on the concerns that were discussed at the Board of Commissioners meeting.

Chairperson Celentino stated Graham had scheduled a meeting with Gregg Allgeier, Police Officers Association of Michigan Business Agent, and were hoping to have more information about the investigation by the next County Services Committee meeting. Chairperson Celentino further stated, to comply with Commissioner Grebner's comments earlier, this would come for discussion on October 17, 2023, but there was not much to say due to the personnel issues.

Discussion ensued regarding the sub-committee.

Chairperson Celentino stated there was a lot of information gathered based on the comments discussed at the Board of Commissioners meeting and some findings from the investigation.

Commissioner Peña stated Jack-O-Lantern's Unleashed was open every weekend in October from sunset until about 10:00 p.m. Commissioner Peña further invited those present to attend.

Public Comment

None.

Adjournment

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

**OCTOBER 17, 2023 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

2. Lansing Area Economic Development Partnership – Resolution to Authorize Grant Application for EPA Brownfield Assessment Coalition Grant

This resolution authorizes LEAP to apply for a 2023 EPA Brownfield Assessment Coalition Grant. The Lansing Region was previously awarded a \$600K grant in 2019 that funded environmental assessment activities at 27 brownfield sites in Ingham County.

There is no fiscal impact to this grant application and if awarded, LEAP will administer on behalf of Ingham County.

See memo for details.

3. Treasurer's Office – Resolution to Approve an Agreement with BS&A to Upgrade Property Tax Modules from an On-Premise to a Cloud Based Solution

This resolution approves an agreement with BS&A to upgrade various property tax modules utilized by the Treasurer's Office and the Equalization Department. BS&A is moving away from on-premise software to cloud-based and will no longer be providing support for on-premise. Total cost for modules, implementation, training, and year one fees is \$198,945.

Funding will be split between the Treasurer's Office (Delinquent Tax Revolving Fund) and the Equalization Department (annual operating budget).

See memo for details.

4. Parks Department – Notice of Emergency Purchase Order of Rental Equipment for Tree Clean-Up After Storm

This authorizes an emergency PO for storm-related rental equipment to clean up Burchfield Park after the tornado. Total cost is \$46,486.85 and is available in the Parks Department fund balance.

See memo for details.

5. Health Department – Resolution to Convert a Temporary Project Specialist to 1.0 FTE Permanent Project Specialist

This resolution converts a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval in an amount not to exceed \$76,650.68. This position is currently a temporary position which has remained vacant for several years and, after an operational assessment, can be repurposed. The Project Specialist/CAN Coordinator role is essential to ICHD's Maternal and Child Health (MCH) Division operations and ensures that the Infant Mortality Coalition is successful and sustainable. The financial impact for converting this position to a 1.0 FTE Project Specialist position will be \$76,650.68.

All costs for this agreement will be covered by the Strong Start Healthy Start grant H4924118.

See memo for details.

6a. Innovation and Technology Department – Resolution to Approve Extension of an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services

This resolution approves an extension with FD Hayes Electric for the County’s data and voice wiring services. The current contract expired in September 2020 and failed to get renewed. FD Hayes has been honoring their previous contract pricing during that time.

See memo for details.

6b. Innovation and Technology Department – Resolution to Approve Fiber Engineering from Western Tel-Com

This resolution approves a contract for fiber engineering to the Fairgrounds with Western Tel-Com. The Fairgrounds is currently served by a subpar connection and the needs of vendors and visitors during the fair and other events make this a critical community anchor site.

The funding for the \$5,500 total will come from the Ingham County Network Fund Miscellaneous account.

See memo for details.

6c. Innovation and Technology Department – Resolution to Approve Fiber Engineering and Construction from Western Tel-Com

This resolution approves a contract for fiber engineering and construction to the Ingham County Family Academy, Forest Community Health Center, and Potter Park Zoo with Western Tel-Com under the State of Michigan MiDeal contract.

The funding for the \$321,685 total and \$28,315 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds.

See memo for details.

7. Facilities Department – Resolution to Authorize an Agreement with Laux Construction LLC, for the Design Services for the Remodel of Forest Community Health Center

This resolution authorizes an agreement with Laux Construction for security-related design services to the Forest Community Health Center including card swipe access for staff, dental privacy improvements in compliance with HIPPA for patients, and front monument sign.

The funding for the \$65,634 project is available in the Forest operational line item.

See memo for details.

8a. Human Resources – Resolution to Authorize a Contract with MGT Consulting of America, LLC. for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study

This resolution authorizes a contract with MGT Consulting of America, LLC for a comprehensive countywide compensation and classification study. This agreement will include all bargaining units, with the MC group being the first.

Funding for the \$550,880 study is available in the 2023 Human Resources budget (\$500,000) and the 2024 Human Resources budget through a Z list item of \$51,000.

See memo for details.

8b. Human Resources – Resolution to Approve UAW TOPS Reclassification Requests

This resolution approves the reclassification of 37 Community Health Rep IIs (UAW D: 44,058.77) to Community Health Rep IIIs (UAW E: 46,971.90). Total salary impact at top step is \$107,785.81.

See memo for details.

Additional Items:

1. Interviews – Economic Development Corporation Board of Directors

9. County Services Committee – Road Department Subcommittee (Discussion)

Agenda Item 2

TO: Board of Commissioners, County Services Committee

FROM: Dillon Rush, Lansing Economic Area Partnership (LEAP) – Economic Development Contractor

DATE: October 3, 2023

SUBJECT: Proposed Application to Apply for U.S. EPA Assessment Coalition Grant

BACKGROUND

U.S. Environmental Protection Agency (EPA) offers various funding opportunities to communities to assist in efforts to remediate environmental contamination across brownfield sites. Brownfields are properties such as former industrial sites, closed gas stations, dumps, or other sites that are vacant or underutilized due to contamination, functional obsolescence, or blight. The cleanup and revitalization of brownfields can provide many community benefits, including protection of public health and the environment, opportunities for economic development, advanced manufacturing, job creation, neighborhood improvement, creation of parks and community spaces, shared water resource protection, and other benefits.

In 2019, the Lansing region, via a coalition model, received \$600,000 from the EPA's Assessment Coalition Grant program, for which the funds were mobilized across 33 brownfield sites in the form of Phase I & Phase II environmental assessments, hazardous materials assessments, reuse plans, and more. 27 of these sites were in Ingham County, naturally where most brownfields exist in the Lansing region.

EPA's Fiscal Year 2024 grant cycle opened in September 2023, with applications due in mid-November 2023. EPA's Assessment Coalition Grant is bigger than ever, with awards up to \$1,500,000. To potentially access these funds and ultimately better serve the region's communities, a coalition model will once again afford the Lansing region the best opportunity to succeed. EPA's Fiscal Year 2024 Assessment Coalition Grant application requires a lead applicant, as it did in 2019, to apply for funding on behalf of a Coalition. Ingham County is an eligible lead applicant as a county entity. Coalition members, which are determined formally after award, include counties of Eaton and Clinton as traditional partners, and up to two community-based organizations. LEAP, under its contract with Ingham County for economic development services, which includes managing brownfield grants, would lead all application efforts and grant administration, if awarded.

ALTERNATIVES

Ingham County technically could apply for its own EPA grant funding without a coalition; however, it is not recommended as the coalition model affords our region the best chance of receiving funds, as experienced over the past decade. Also, via a coalition, Ingham County essentially maintains no administrative lift (as LEAP manages the grant) but accesses a much larger pot of federal resources.

FINANCIAL IMPACT

No matching funds would be required of Ingham County. LEAP would manage the grant as a contractor. Ingham County would act as a fiduciary with full reimbursement from the grant regularly.

RECOMMENDATION

Based on the information provided, LEAP respectfully requests the following resolution be approved to authorize submission of an Ingham County application for EPA's Assessment Coalition Grant.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE GRANT APPLICATION FOR
EPA BROWNFIELD ASSESSMENT COALITION GRANT**

WHEREAS, brownfields are properties such as former industrial sites, closed gas stations, dumps, or other sites that are vacant or underutilized due to contamination, functional obsolescence, or blight; and

WHEREAS, the cleanup and revitalization of brownfields can provide many community benefits, including protection of public health and the environment, opportunities for economic development, advanced manufacturing, job creation, neighborhood improvement, creation of parks and community spaces, shared water resource protection, and other benefits; and

WHEREAS, Ingham County faces the challenge of redeveloping brownfields at many sites throughout the community; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) opened solicitations in September 2023 for its Fiscal Year 2024 brownfield grants, notably including its Assessment Coalition Grant program; and

WHEREAS, the Lansing Region has received grant funding from EPA's Assessment Coalition grant previously, most recently in its Fiscal Year 2019, providing \$600,000 for environmental assessments and reuse planning to enable contamination remediation and redevelopment, managed by the Lansing Economic Area Partnership (LEAP) via the city of Lansing as the lead grant awardee; and

WHEREAS, the Fiscal Year 2019 grant, now completed, funded vital assessment activities at 33 brownfield sites throughout the region, of which 27 are in Ingham County, such as the TechSmith Project; REO Gateway Apartments, and Stadium North Lofts; and

WHEREAS, the EPA's Fiscal Year 2024 Assessment Coalition Grant will award up to \$1,500,000 and forming a regional Coalition empowers the Lansing region to apply for these large federal resources and ultimately better serve its communities; and

WHEREAS, upon potential grant award, the Lansing Region's Coalition will be made formal during later public meetings and will include the counties of Ingham, Eaton, and Clinton, along with up to two community-based organizations; and

WHEREAS, the EPA's Fiscal Year 2024 Assessment Coalition Grant application requires a lead applicant to apply for funding on behalf of a Coalition; and

WHEREAS, Ingham County is an eligible lead applicant as a county entity; and

WHEREAS, LEAP, under its contract with Ingham County for economic development services, which includes managing brownfield grants, will lead all application efforts and grant administration if awarded, with no matching funds required of Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby affirms Ingham County to be the lead applicant for a U.S. EPA's Fiscal Year 2024 Assessment Coalition Grant application.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to act as the grant's Authorized Organization Representative to officially carry out, execute and submit an application for U.S. EPA's Fiscal Year 2024 Assessment Coalition Grant.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to execute any documents required to carry out and complete the application and accept a potential grant award consistent with this resolution after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator, if awarded, to make the necessary budget adjustments to receive the funds, create the necessary accounts, make necessary transfers, and complete other administrative actions in accordance with the requirements of the grantor.

BE IT FURTHER RESOLVED, that should any section, clause or phrase of this resolution be declared by the Courts to be invalid, the same shall not affect the validity of this resolution as a whole nor any part thereof other than the part so declared to be invalid and all resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

Agenda Item 3

TO: Board of Commissioners County Services and Finance Committees
FROM: Alan Fox, Treasurer
DATE: September 28, 2023
SUBJECT: Resolution to Approve an Agreement with BS&A to Upgrade Property Tax Modules from an On-Premise to Cloud Based Solution
For the meeting agendas of October 17 and 18

BACKGROUND

The Ingham County Treasurer’s Office and Equalization Office has been utilizing BS&A equalization/assessing/tax software since 1999 (Resolution #99-166), with an upgrade in 2011 to the .NET version of their software. BS&A is currently moving all of its on-premise software modules to cloud-based modules and have proposed the following upgrade costs:

• Assessing Module	\$23,985
• Tax Module	\$20,410
• Delinquent Tax Module	\$24,490
• Principal Residence Exemption Audit Module	\$3,575
• Project Management & Implementation	\$7,200
• Training	\$19,200
• Hosting Fees (annual)	\$23,000
• Cloud Service Fees (annual)	\$76,385
• Travel	<u>\$700</u>
Total	\$198,945

ALTERNATIVES

N/A, on-premise support will not be available to continue with the current software configuration.

FINANCIAL IMPACT

Funding will be split between the Treasurer’s Office (Delinquent Tax Revolving Fund) and the Equalization Department (annual operating budget).

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN AGREEMENT WITH BS&A TO UPGRADE PROPERTY TAX MODULES FROM AN ON-PREMISE TO A CLOUD BASED SOLUTION

WHEREAS, the Equalization/Tax Mapping Department and the Treasurer’s Office purchased Equalizer software from BS&A of Bath, Michigan, in 1999 – Resolution #99-166; and

WHEREAS, BS&A equalization/assessing/tax software is the standard in Michigan for treasurer and equalization offices; and

WHEREAS, BS&A is moving away from on-premise software solutions to cloud-based solutions; and

WHEREAS, BS&A has proposed upgrading Ingham County’s existing equalization/assessing/tax software modules from on-premise to cloud-based and providing training and hosting fees for the following costs:

• Assessing Module	\$23,985
• Tax Module	\$20,410
• Delinquent Tax Module	\$24,490
• Principal Residence Exemption Audit Module	\$3,575
• Project Management & Implementation	\$7,200
• Training	\$19,200
• Hosting Fees (annual)	\$23,000
• Cloud Service Fees (annual)	\$76,385
• Travel	<u>\$700</u>
Total	\$198,945; and

WHEREAS, funding for the upgrade and first year hosting and service fees will be split between the Treasurer’s Office Delinquent Tax Revolving Fund and the Equalization Office operating budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an agreement with BS&A to upgrade property tax modules from an on-premise to cloud-based solution, to provide training for the software, and first-year service and housing fees in an amount not to exceed \$198,945.

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

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

Agenda Item 4

TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: October 3, 2023
SUBJECT: Emergency Purchase of rental equipment for tree clean-up after storm
For the meeting agenda of October 17, 2023 County Services

This memo is to inform you of an emergency purchase approved by the Controller's Office and Purchasing that was made prior to receiving approval from the County Services Committee.

Burchfield Park needed to rent heavy pieces of equipment to assist with the clean-up after the storm that came through the area on August 24, 2023. The cost of the rental equipment was \$10,169.25 and the cost of professional services for tree removal was \$36,317.60 for a total of \$46,486.85.

Funds for the rental equipment are available in the Ingham County Parks 208 fund balance.

The Budget Department will need to transfer:

- \$9,073.25 from parks fund balance into Burchfield Rental Equipment 208-75300-942000 for Macallister invoices
- \$1,096.00 from parks fund balance into Burchfield Maintenance Supplies 208-75300-740000 for Superior Saw invoices
- \$36,317.60 from parks fund balance into Burchfield Contractual Services 208-75300-818000 for Tree Fellas invoice

We are working with the Office of Emergency Management for the County/Parks to be reimbursed for their work from the Storm Assistance Program.

The Controller, Purchasing Director, and I approved this purchase.

Agenda Item 5

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Adenike Shoyinka, MD, MPH, Medical Health Officer
DATE: August 28, 2023
SUBJECT: Authorization to Convert a Temporary Project Specialist position to a Permanent 1.0 FTE Project Specialist
For the Meeting Agendas of October 31, November 1, and November 2, 2022.

BACKGROUND

Ingham County Health Department (ICHHD) wishes to convert a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval in an amount not to exceed \$76,650.68. This position is currently a temporary position which has remained vacant for several years and, after an operational assessment, can be repurposed. The Project Specialist/CAN Coordinator role is essential to ICHHD’s Maternal and Child Health (MCH) Division operations and ensures that our Infant Mortality Coalition is successful and sustainable. This conversion will also allow health department staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across the county. Without this conversion, the temporary position is not sustainable and causes delays in operations when needing to turnover staffing after each six month contract term. Converting this position to full-time will improve recruitment and retention of an incumbent, will allow extra capacity and staffing hours to further develop the Infant Mortality Coalition, and will provide coordination for the Fetal Infant Mortality Review program.

ALTERNATIVES

Choosing not to convert this position could jeopardize ICHHD’s continuing efforts to ensure best practices and the highest standards of care.

FINANCIAL IMPACT

The financial impact for converting this position to a 1.0 FTE Project Specialist position will be \$76,650.68. All costs for this agreement will be covered by the Strong Start Healthy Start grant H4924118.

FY2023
ICEA CO Prof Grade 5/ Step 5
1 FTE

Salary	\$60,395	29.04 Hourly Rate
Unemployment	302	
FICA	4,620	
Health Insurance	21,879	
Dental Insurance	936	
Vision Insurance	134	
Retiree Chargeback	3,585	
Retiree Trust	2,718	
Separation Buyout	1,208	
Retirement	18,445	

Retirement – hybrid	604	
Worker’s Comp	296	
Disability	79	
Life	120	
Total Fringe	54,925	26.41 Fringe Rate
Total Salaries and Fringe	115,319	

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize converting a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, to a 1.0 FTE Project Specialist Position, effective upon approval in an amount not to exceed \$76,650.68.

Agenda Item 5

TO: Sally Meyer, Maternal and Child Health Division Director

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

DATE: 10-2-2023

RE: Memo of Analysis converting a temporary position into a full-time position

Human Resources can confirm the following information:

1. The Health Department would like to convert a temporary Project Specialist, Community Action Network Coordinator position to a full-time position with an established job description. The Health Department and HR have reviewed the job description and it is still accurate of the duties that need to be performed. The job description will remain an ICEA County Pro 05.

I have sent the ICEA County Pro chair notice and they support. I have attached the Unions response.

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

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

From: [Desiree Cook](#)
To: [Elisabeth Bliesener](#)
Subject: RE: Converting a position
Date: Monday, October 2, 2023 1:09:34 PM

Beth,

We do, thank you.

Desiree

From: Elisabeth Bliesener <EBliesener@ingham.org>
Sent: Monday, October 2, 2023 1:00 PM
To: Desiree Cook <DCook@ingham.org>
Cc: Joan Clous <JClous@ingham.org>
Subject: Converting a position

Hi Desiree,

The Health Department would like to convert the temporary Project Specialist, Community Action Network Coordinator position (vacant currently) to a full-time, permanent role with the same existing job description that was already established. Does the Union support this?

Thanks,
Beth

INGHAM COUNTY JOB DESCRIPTION

Project Specialist, Community Action Network (CAN)

General Summary:

Under the supervision of the Healthy Start Supervisor, the Project Specialist, Community Action Network, will coordinate the relationship and activities of the Community Action Network. Plans, organizes, coordinates and completes special projects, as assigned, for the Strong Start. Healthy Start Grant. Will collaborate with community members, neighborhood organizations, providers and other key stakeholders to improve partnerships and achieve collective impact in order to eliminate infant mortality disparities in Ingham County.

Essential Functions:

1. Identifies and recruits Strong Start. Healthy Start participants to participate as active decision makers in the Community Action Network.
2. Cultivates community relationships with units of government, neighborhoods, community foundations, faith based organizations, community agencies and area businesses. Convenes community stakeholders around issues and needs of Strong Start. Healthy start participants and infant mortality.
3. Plans and implements monthly Community Action Network meetings to inform and encourage dialogue on issues significant to improving perinatal system coordination, including Fetal Infant Mortality Review (FIMR) findings and recommendations.
4. Works with staff to implement, evaluate and report on project activities. Assists with training and technical support to implement and complete project activities.
5. Collects and analyzes project data. Creates and distributes reports, graphs, and charts. Maintains project records and files.
6. Develops project-related materials that are culturally appropriate and at the appropriate literacy level of the intended audience. Creates e-bulletins and provides updates to the Community Action Network Facebook page and Healthy Start website.
7. Ensures compliance and attainment of project goals and objectives in a timely manner. Reviews and implements project assessment tools.
8. Tracks status for and completion of special projects and the contract management process.
9. Prepares written reports, minutes, memos, agendas and other project-related correspondence for internal and external distribution.
10. Attends and coordinates internal and external meetings and community events. Includes scheduling of meetings, preparing agendas, securing meeting location, and securing speakers.

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 Public Administration, Human Services, Business Administration or related field is required.

Experience: A minimum of one year experience in community building or working with community based agencies is required

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:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. 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.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA PRO 05
September 2014***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONVERT A TEMPORARY PROJECT SPECIALIST TO
1.0 FTE PERMANENT PROJECT SPECIALIST**

WHEREAS, Ingham County Health Department (ICHD) wishes to convert a temporary, part-time Project Specialist Community Action Network (CAN) position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval; and

WHEREAS, this position is currently a temporary position, which has remained vacant for several years and, after an operational assessment, can be repurposed; and

WHEREAS, the Project Specialist/CAN Coordinator role is essential to ICHD's Maternal and Child Health (MCH) Division operations and ensures that our Infant Mortality Coalition is successful and sustainable; and

WHEREAS, this conversion will also allow ICHD's staff to propose and implement projects that can lead to healthier birth outcomes and lower infant mortality rates across the county; and

WHEREAS, without this conversion, the temporary position is not sustainable and causes delays in operations when needing to turnover staffing after each six month contract term; and

WHEREAS, converting this position to full-time will improve recruitment and retention of an incumbent, will allow extra capacity and staffing hours to further develop the Infant Mortality Coalition, and will provide coordination for the Fetal Infant Mortality Review program; and

WHEREAS, the financial impact for converting this position to a 1.0 FTE Project Specialist position will be \$76,650.68; and

WHEREAS, the cost increase will be charged to the Strong Start Healthy Start grant H4924118; and

WHEREAS, the Ingham Community Health Centers Board of Directors and the Medical Health Officer recommend that Ingham County Board of Commissioners authorize converting a temporary, part-time Project Specialist position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting a temporary, part-time Project Specialist position #601534, into a permanent 1.0 FTE Project Specialist with benefits, effective upon approval.

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.

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: October 3, 2013
SUBJECT: Resolution – FD Hayes Wiring Contract Extension
For the Agendas of October 17th, October 18th, and October 24th

BACKGROUND

Ingham County has been utilizing FD-Hayes for all county wiring projects since January 2010. The contract approved under Resolution #09-415 was for three years with an option to extend for two (2) additional years. In 2013, Resolution #13-260 was approved to extend the contract for two years. Resolution #15-259 resulted from RFP 55-15 done in May, 2015 for Voice/Data Wiring Services where FD Hayes was the only company to submit a bid proposal. That RFP and bid proposal had an option to extend for two (2) additional years. The latest renewal for two (2) years happened on Resolution #18-412 in 2018 and the renewal was overlooked during the pandemic. The current contract expired on September 3rd, 2020. FD Hayes has graciously allowed us to continue at the previous pricing during that timeframe and only now seeks to extend our contract.

The Innovation and Technology Department has been pleased with the workmanship completed by FD Hayes under the past contract. FD Hayes has extensive knowledge of Ingham County facilities and has completed many projects during the past thirteen years of this and the previous contract.

ALTERNATIVES

As always, the option to put out a new Request for Proposal is available. Due to the upcoming needs for various projects and our expired contract, ITD would like to extend the current contract for an additional two (2) more years to allow us to properly exercise that option.

FINANCIAL IMPACT

The funding for an annual amount for services is budgeted and will come from the County’s Innovation and Technology Department’s Network Contracted Services Fund #636-25810-818000.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the extension of our contract with FD Hayes for fixed hourly rate for labor and fixed rate for materials for two (2) additional years.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE EXTENSION OF AN AGREEMENT WITH THE
FD HAYES ELECTRIC COMPANY FOR DATA AND VOICE WIRING SERVICES**

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, FD Hayes was awarded a contract for such under Resolution #15-259 which was extended under Resolution #18-412; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials, with the fixed hourly labor rate of:

Regular Time	\$78.50
Overtime	\$103.50
Holiday	\$128.50

; and

WHEREAS, the current contract expired on September 3rd, 2020 during the pandemic.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize extending the contract with the FD Hayes Electric Company for the purpose of on-going Telecommunications Data and Voice wiring for an additional two (2) years with the fixed hourly labor rates of:

Regular Time	\$78.50
Overtime	\$103.50
Holiday	\$128.50

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

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

Agenda Item 6b

TO: Board of Commissioners, Law & Courts Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: October 3, 2023

SUBJECT: Fiber Engineering from Western Tel-com
For the Agendas of October 17th, October 18th, and October 24th

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. During this process, it became clear that although our Fairgrounds does not have a large number of employees working at the location, it is a venue that brings in revenue from exhibitors and events that more and more require Internet access for credit card transactions. This request is for the engineering phase prior to fiber broadband installation to the Ingham County Fairgrounds, which is currently served by a subpar connection. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

ALTERNATIVES

In exploring the options, it was clear that the option chosen must be extremely reliable and robust to ensure that the County cannot only remain operational but be able to support both the exhibitors and events that occur regularly at the Fairgrounds.

FINANCIAL IMPACT

The funding for the \$5,500 total will come from the Ingham County Network Fund Miscellaneous account. MiDeal contract #071B3200106.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By installing our own fiber to connect our parks and facilities, it will allow us to provide better service to not only our departments who serve the community, but also to the public via our guest wireless access. This engineering is a prerequisite to the installation.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$5,500.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE FIBER ENGINEERING FROM WESTERN TEL-COM

WHEREAS, Ingham County is working on a project for strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements; and

WHEREAS, an additional location was identified that requires engineering for fiber broadband installation to the Ingham County Fairgrounds which is currently served by a subpar connection; and

WHEREAS, the funds have been budgeted in the current fiscal year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber engineering from Western Tel-com in the amount not to exceed \$5,500.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Ingham County Network Fund Miscellaneous Account,

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

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

TO: Board of Commissioners, Law & Courts Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: October 3, 2023

SUBJECT: Fiber Engineering and Construction from Western Tel-com
For the Agendas of October 17th, October 18th, and October 24th

BACKGROUND

Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements. This is the third round which would include engineering and construction for fiber broadband installation to several locations currently served by subpar connections. The locations would be Ingham County Family Academy, Forest Community Health Center, and Potter Park Zoo. Innovation & Technology has been working with Western Tel-com (#43137) under the State of Michigan MiDeal contract.

ALTERNATIVES

In exploring the options it was clear that the option chosen must be extremely reliable and robust to ensure that the County can not only remain operational but be able to support any number of remote workers as it is needed.

FINANCIAL IMPACT

The funding for the \$321,685 total and \$28,315 contingency amount if approved will come from the \$2,000,000 recommended second Tranche ARP funds. MiDeal contract #071B3200106.

STRATEGIC PLANNING IMPACT

This authorization supports Goal B – Communication: Improve service by enhancing the quality of external and internal communication as well as Goal D – Information Technology, specifically Strategy 2 – Annually budget for countywide IT projects including updates to existing software applications.

OTHER CONSIDERATIONS

By installing our own fiber to connect our parks and facilities, it will allow us to provide better service to not only our departments who serve the community, but also to the public via our guest wireless access.

RECOMMENDATION

Based on the information presented, we respectfully recommend approval of the attached resolution for fiber installation from Western Tel-com in the amount not to exceed \$350,000.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE FIBER ENGINEERING AND CONSTRUCTION
FROM WESTERN TEL-COM**

WHEREAS, Ingham County is working on strengthening our County network in accordance with the American Rescue Plan (ARP) funding requirements, which include servicing Community Anchor Institutions; and

WHEREAS, this third round includes engineering and construction for fiber broadband installation to additional Ingham County locations currently served by subpar connections which are directly serving the public; and

WHEREAS, the locations include the following Community Anchor Institutions of Potter Park Zoo, Ingham County Family Academy and Forest Community Health Center; and

WHEREAS, the funds have been recommended to be allocated from the American Rescue Plan funds received in the budgeted year and include \$321,685 for engineering and construction with a \$28,315 contingency, for a total not to exceed amount of \$350,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of fiber engineering from Western Tel-com in the amount not to exceed \$350,000.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the American Rescue Plan funds.

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

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

Agenda Item 7

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: October 3, 2023

RE: Resolution to Authorize an Agreement with Laux Construction for Design Services for the Remodel at Forest Community Health Center

For the meeting agendas of: October 17 & 18

BACKGROUND

The Health Department has requested remodel services for Forest Community Health Center for the health and safety of both staff and patients. This will include the front reception area to have card swipe access for staff, the dental area to provide privacy in compliance with HIPPA for patients and front monument sign.

Laux Construction, a local vendor who is on the MiDeals contract, therefore three quotes are not required per the Ingham County Purchasing Policy, submitted a proposal of \$65,624 for the design services.

ALTERNATIVES

The alternative would be to not approve leaving staff and patients vulnerable.

FINANCIAL IMPACT

Funds are available in the Forest operational line item # 511-61525-976000-02230.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction for the design services for the remodel of Forest Community Health Center.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC, FOR THE DESIGN SERVICES FOR THE REMODEL OF FOREST COMMUNITY HEALTH CENTER

WHEREAS, the Health Department has requested remodel services for Forest Community Health Center for the health and safety of both staff and patients; and

WHEREAS, the remodel will include the front reception area to have card swipe access, the dental area to provide privacy for patients in compliance with Health Insurance Portability and Accountability Act (HIPAA), and front monument signage; and

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

WHEREAS, Laux Construction LLC, is on the MiDeals contract; and

WHEREAS, both the Health Department and Facilities Department recommend an agreement with Laux Construction, a local vendor who submitted the proposal of \$65,624 for the design services for the remodel of Forest Community Health Center; and

WHEREAS, funds are available in the Forest Operational line item #511-61525-976000-02230.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Laux Construction LLC, 1018 Hogsback Rd, Mason, Michigan 48854, for design services for the remodel of Forest Community Health Center for an amount not to exceed \$65,624.

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

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: October 3, 2023
SUBJECT: Resolution to Authorize a Contract with MGT Consulting of America, LLC. for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study

For the meeting agendas of October 17 and October 18

BACKGROUND

The County’s last countywide classification and compensation study was completed by O. William Rye over twenty-three years ago. The Ingham County Board of Commissioners believes that it should seek to attract and retain highly qualified employees who will be paid currently marketable and equitable compensation including benefits. Given the economic climate over the last number of years, the Ingham County Board of Commissioners is committed to understanding the disparities, if any, in the wages of county employees as compared to other like counties and governments. The Purchasing Department advises that the County Procurement Policy allows us to forgo the competitive bidding requirement when utilizing certain cooperative purchasing agreements and the Purchasing Director has reviewed the cooperative purchasing agreement documents with MGT Consulting of America, LLC provided from Livingston County and the Michigan Association of Counties and believes that these documents comport with our Procurement Policy. Accordingly, we seek authorization to enter into a cooperative purchasing agreement with MGT Consulting of America for the purpose of conducting a comprehensive countywide compensation and classification study. If approved, a Compensation and Classification Advisory Committee comprised of staff from Human Resources, the Controller’s Office and union leadership will be established to work with the consultant during the study.

ALTERNATIVES

If the resolution is not approved, reclassification requests will continue to be processed by the Human Resourced Department in accordance with the O. William Rye study.

FINANCIAL IMPACT

The contract amount is within the 2023 approved budget for the compensation and classification study.

STRATEGIC PLAN CONSIDERATIONS

A compensation and classification study supports the county’s goal of attracting and retaining exceptional employees who are committed to the community.

OTHER CONSIDERATIONS

Union leadership has been and will be kept abreast of the compensation and classification process and has expressed support for participation in the process, which process will begin with assessment of non-union positions.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH MGT CONSULTING OF AMERICA, LLC.
FOR THE PURPOSE OF CONDUCTING A COMPREHENSIVE COUNTYWIDE
COMPENSATION AND CLASSIFICATION STUDY**

WHEREAS, the County's last countywide classification and compensation study was completed by O. William Rye over twenty-three years ago; and

WHEREAS, the Ingham County Board of Commissioners believes that it should seek to attract and retain highly qualified employees who will be paid currently marketable and equitable salaries including benefits; and

WHEREAS, given the economic climate over the last number of years, the Ingham County Board of Commissioners is committed to understanding the disparities, if any, in the wages of county employees as compared to other like counties and governments; and

WHEREAS, the Purchasing Department advises that the County Procurement Policy allows us to forgo the competitive bidding requirement when utilizing certain cooperative purchasing agreements; and

WHEREAS, the Purchasing Director has reviewed the cooperative purchasing agreement documents with MGT Consulting of America, LLC. provided from Livingston County and the Michigan Association of Counties and believes that these documents comport with our Procurement Policy; and

WHEREAS, union leadership has been and will be kept abreast of the compensation and classification process and has expressed support for participation in the process, which process will begin with assessment of non-union positions; and

WHEREAS, a Compensation and Classification Advisory Committee comprised of staff from Human Resources, the Controller's Office, and union leadership will be established to work with the consultant during the study.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to MGT Consulting of America, LLC., for a total cost not to exceed \$550,880 to conduct a countywide comprehensive compensation and classification study.

BE IT FURTHER RESOLVED, that the contract amount is within the 2023 and 2024 approved budgets for the compensation and classification study.

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 Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.

TO: Board of Commissioners County Services & Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: September 29, 2023
SUBJECT: Resolution to Approve UAW TOPS Reclassification Requests
For the meeting agendas of October 3 and October 4

BACKGROUND

The UAW TOPS collective bargaining agreement is effective January 1, 2022 through December 31, 2024. This agreement includes a process for employee submission of reclassification requests. The Human Resources Department has executed the approved process for reclassification requests for employees in this group. 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 is effective January 1, 2022 through December 31, 2024; and

WHEREAS, this agreement includes 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 this group.

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>
601043	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601049	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601053	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601092	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601095	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601106	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601149	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601175	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601176	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601177	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601183	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601186	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601191	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601200	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601211	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601238	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601239	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601249	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601252	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601263	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601267	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601286	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601336	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601337	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601352	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601375	Community Health Rep. II to CHR III	Move from UAW D to UAW E
601385	Community Health Rep. II to CHR III	Move from UAW D to UAW E

CHR III	UAW D: 44,058.77	UAW E: 46,971.90	2,913.13
CHR III	UAW D: 44,058.77	UAW E: 46,971.90	2,913.13
TOTAL:			107,785.81

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.