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VICE-CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
SARAH ANTHONY, CHAIR
REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSEBNOGLOU
BRIAN McGRAIN
RANDY SCHAFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 4, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [February 18, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Community Corrections Advisory Board - Resolution Authorizing the Community [Corrections Advisory Board](#) (CCAB) to Continue a Contract for Staff Consultant Services for FY2015
2. Health Department
 - a. Resolution to Authorize Amendment #1 to the 2014-2015 Comprehensive Agreement with the [Michigan Department of Community Health](#)
 - b. Resolution to Amend Resolution #14-451 to Subcontract with [South Lansing Community Development Association](#)
3. Human Resources
 - a. Resolution Approving an Amendment Agreement Regarding [Salary Placement](#) for Original Hires and Promotions with Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
 - b. Resolution Approving a Collective Bargaining Agreement 2015 Wage Reopener with Local 512 Office and [Professional Employees International Union](#) - Supervisory Unit
4. Innovation & Technology Department - Resolution Authorizing the Engagement of Conway, Dierking & Hillman, Inc. d/b/a C/D/H in a Time and Material Agreement for the Implementation of [Microsoft's System Center](#) Configuration Manager (SCCM)
5. Road Department
 - a. Resolution Authorizing the Purchase of 2015 [Seasonal Requirement](#) of Sand and Gravel for the Ingham County Road Department
 - b. Resolution Authorizing the Purchase of [2015 Seasonal Requirement](#) of 29A Aggregate for the Ingham County Road Department
 - c. Resolution to Authorize a [Professional Services Contract](#) with Great Lakes Engineering Group, LLC

6. Board of Commissioners - Appointments to the Equalization Subcommittee (*No Materials*)
7. Controller/Administrator's Office - Resolution Establishing the [Budget Calendar](#) for 2016

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.

FINANCE COMMITTEE
February 18, 2015
Draft Minutes

Members Present: Anthony, Bahar-Cook, Tennis, Tsernoglou, McGrain, Schafer and Naeyaert

Members Absent: None

Others Present: Teri Morton, Rick Terrill, Linda Vail, Bob Sheehan, Shauna Dunnings, Ryan Buck, Angela Waters Austin, Cameo King, Mark Stevens, Chris McDaniel, and others

The meeting was called to order by Chairperson Anthony at 6:03 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 4, 2015 Minutes.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE FEBRUARY 4, 2015 FINANCE COMMITTEE MINUTES AS PRESENTED.

The minutes were amended to reflect that Commissioner Schafer was not present at the meeting.

This was considered a friendly amendment.

Commissioner Bahar-Cook noted that the formatting of the minutes needed to be amended, the paragraph to be adjusted being:

Stacy Byers, Farmland and Open Space Preservation Board Coordinator, addressed the Committee. She stated that the Farmland and Open Space Preservation Board was a millage funded program that was created in 2008 and runs through 2018. She further stated that through 2014 5,000 acres had been protected and the goal through 2018 was 10,000 acres.

The adjustment being:

Stacy Byers, Farmland and Open Space Preservation Board Coordinator, addressed the Committee. She stated that the Farmland and Open Space Preservation Board was a millage funded program that was created in 2008 and runs through 2018. She further stated that through 2014 5,000 acres had been protected and the goal through 2018 was 10,000 acres.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Substitute –

11. Controller/Administrator's Office
 - a. Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff

Limited Public Comment

None.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

3. Circuit Court - Resolution to Enter into a Service Agreement with Document Restoration Services to Restore Damaged Files for the 30th Circuit Court
4. Innovation & Technology Department - Resolution to Authorize the Purchase of Twenty-Seven (27) in Car Computer Systems Using the Equipment Revolving Fund for the Ingham County Sheriff's Office
5. Facilities Department - Resolution Amending the Agreement with I.COMM Corporation to Provide Access Control Improvements at the Mason Courthouse
6. Potter Park Zoo - Resolution Authorizing the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
7. Human Resources
 - a. Resolution Approving a One Year Extension of the Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
9. Health Department
 - a. Resolution to Authorize an Agreement with Eaton Regional Education Service Agency (RESA) to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

1. Presentation - Angela Waters Austin: MY Lansing - My Brother's Keeper Challenge

Angela Waters Austin, CEO of One Love Global, addressed the Committee regarding “My Brother’s Keeper,” a national challenge posed by US President Barack Obama. She stated that the challenge must have been accepted by a municipal leader and not a group. Ms. Austin further stated that Lansing was the second municipality to accept the challenge nationwide.

Commissioner Bahar-Cook asked which municipality was the first to accept the challenge.

Ms. Austin answered that she did not know.

Ms. Austin stated that there were six milestones to choose from, of which Virg Bernero, Lansing Mayor, chose all six. She listed the milestones as:

1. Entering school ready to learn
2. Reading at grade level by third grade
3. Graduating from high school ready for college or career
4. Completing post-secondary education or training
5. Successfully entering the workforce
6. Reducing youth violence and providing a second chance

Cameo King, COO of One Love Global, addressed the Committee. She described what My Brother’s Keeper (MBK) looked like specifically in Lansing. Ms. King stated that there were more than 100 partners and that One Love Global served as the “MBK Convener.”

Ms. Austin stated the six pathways of the program were: Power, Policy, Philanthropy, Programs, Practices, and Perceptions.

Ms. Austin asked if the Ingham County Board of Commissioners would accept the challenge.

Ms. Austin explained that for the Board, that meant:

1. Authentic Youth and Community Engagement
2. Data Collection and Sharing
3. Leverage Existing Assets
4. Systems and Policy Alignment
5. Scaling What Works
6. Eliminating What Did Not Work

Commissioner Bahar-Cook suggested that MY Lansing apply for grant funding from the Juvenile Justice Millage.

Ms. Austin stated that they would look into grant funding.

Commissioner Naeyaert asked if Ms. Austin could discuss more about apprenticeships and policy review teams.

Ms. Austin stated that apprenticeships involved the Lansing Board of Water and Light, Lansing, Lansing Community College (LCC), among others. She further stated that the goal was to create and retain home-grown talent. Ms. Austin stated that they were developing a mentoring pathway. She further stated that the County could get involved by creating apprenticeships at the County.

Ms. Austin stated that it was important to analyze the data in policy review.

Commissioner Tsernoglou asked whether they received funding from Lansing.

Ms. Austin stated that primarily they were funded by community sponsorships, including Lansing, United Autoworkers, Board of Water and Light, LCC, among others. She further stated that they were hoping to be included as a line item in Lansing's next budget.

Chairperson Anthony noted that Community Mental Health (CMH) and the Health Department were already involved in this opportunity. She asked what role CMH and the Health Department filled.

Ms. Austin stated that it allowed many different people to come to the table to assess and rectify situations that their group would identify. She provided the example that it was often difficult for young men of color to find employment due to pre-employment drug screening.

Commissioner Schafer stated that it was often too late for vocational training to be effective for individuals who were already out of high school.

2. Sheriff's Office - Resolution Authorizing Contract Amendment Four with Securus Technologies for Inmate Debit Service for the Inmate Telephone Calls

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACT AMENDMENT FOUR WITH SECURUS TECHNOLOGIES FOR INMATE DEBIT SERVICE FOR THE INMATE TELEPHONE CALLS.

Commissioner Tennis asked what the current rates were.

Ms. Morton stated that no one from the Sheriff's Office was present at the meeting tonight.

Discussion.

Commissioner Bahar-Cook stated that one of the reasons the cost was higher was that law enforcement had to screen calls. She further stated that it was her understanding that the County charged less than most entities, but it was still a large amount.

Commissioner Tennis stated that he believed we charged too much and the County should reassess the cost structure.

There was a discussion about whether the Federal Communications Commission would begin to regulate intrastate phone calls.

Commissioner Tsernoglou stated that she agreed with Commissioner Tennis that the County charged too much.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

7. Human Resources
 - b. Resolution Authorizing Entering into a Contract with Hay Group for the Purpose of Conducting a Comprehensive Countywide Compensation and Classification Study

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH HAY GROUP FOR THE PURPOSE OF CONDUCTING A COMPREHENSIVE COUNTYWIDE COMPENSATION AND CLASSIFICATION STUDY.

Commissioner McGrain asked for information on all the bidders.

Ms. Morton provided a spreadsheet of the bids.

There was a discussion about timelines and budgetary issues.

Commissioner Tsernoglou asked why the lowest bidder was not chosen.

Ms. Morton stated that it was her understanding that the lowest bidder was a one-person operation and would have to subcontract out to fulfill a contract with the County. She further stated that the Hay Group had received favorable references.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

8. Ingham County Medical Care Facility - Resolution Authorizing an Expansion and Renovation of the Ingham County Medical Care Facility

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING AN EXPANSION AND RENOVATION OF THE INGHAM COUNTY MEDICAL CARE FACILITY.

Commissioner Bahar-Cook asked for information about the \$20 million funding question.

Mark Stevens, Ingham County Medical Care Facility Director, stated that he wanted to take a conservative approach to making financial calculations and they were exploring bonding and/or taking out a line of credit.

Mr. Stevens stated that they were looking into finding the most economical way to finance the project.

Commissioner Bahar-Cook asked about whether there would be additional staffing and increased revenue upon the completion of the project.

Mr. Stevens stated that they expected a 5-6% profit margin during construction. He further stated that they expected to have approximately 26 more full-time employees. Mr. Stevens stated that they expected additional annual revenue of \$2-3 million.

Mr. Stevens stated that he would provide data to the commissioners.

Discussion.

Commissioner McGrain stated the Human Services Committee had had an opportunity to review the financials and they were impressive.

THE MOTION CARRIED UNANIMOUSLY.

9. Health Department
 - b. Resolution to Appoint Medical Examiners and Authorize an Agreement with Sparrow Hospital for Medical Examiner Services

MOVED BY COMM. TSENOGLOU, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO APPOINT MEDICAL EXAMINERS AND AUTHORIZE AN AGREEMENT WITH SPARROW HOSPITAL FOR MEDICAL EXAMINER SERVICES.

Commissioner Bahar-Cook asked why there were annual increases.

Linda Vail, Health Officer, stated that there was an annual 10% increase. She further stated that Sparrow Hospital, the original medical examiner provider, had been giving the County a good deal.

There was a discussion about the financial increases.

Commissioner McGrain stated that perhaps the County could approach other providers.

Ms. Vail stated that was always an option. She further stated that there were few nationally accredited medical examiners in the state. Ms. Vail stated that Sparrow had a premier team. She further stated that there would be a large transportation expense involved if we used a medical examiner outside the county.

Commissioner Bahar-Cook stated that the Sheriff's Office did not support the idea of shipping bodies out of county. She further stated that families had addressed the Law & Courts Committee in the past and expressed concern with transporting bodies out of the county.

Discussion.

Commissioner McGrain asked whether there was an out-clause included in this contract.

Ms. Vail answered yes, however she did not know the exact language this evening.

Discussion.

Commissioner Bahar-Cook suggested that we look at like-size counties to assess costs others pay out.

Ms. Vail stated that she could get that information to the commissioners.

THE MOTION CARRIED UNANIMOUSLY.

10. Community Agencies - Resolution Amending Resolution #14-471 to Authorize a 2015 Community Agency Agreement with Habitat for Humanity of Greater Ingham County

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AMENDING RESOLUTION #14-471 TO AUTHORIZE A 2015

COMMUNITY AGENCY AGREEMENT WITH HABITAT FOR HUMANITY OF GREATER INGHAM COUNTY.

Commissioner McGrain requested the option to abstain from voting on this resolution. He stated that it was suggested that he acted in an unethical manner in supporting this agency when it originally applied for funding.

Commissioner Schafer stated that the Committee Chair had discretion to allow a commissioner to abstain.

Commissioner Bahar-Cook asked whether approving this resolution would open the County to a lawsuit by other community agencies.

Ms. Morton stated that there were no other agencies who had applied for funding and were denied because their application did not comport with the County's requirements.

Discussion.

Chairperson Anthony disclosed that she did invite the agency to attend tonight's meeting.

Commissioner Naeyaert stated that she would be uncomfortable voting for this without more information.

Commissioner Bahar-Cook stated that she would be interested how the Human Services Committee addresses this resolution. She further stated that she was not comfortable supporting the resolution without more information.

Commissioner Tsernoglou stated that she was uncomfortable voting on this resolution without more information.

Discussion.

Chairperson Anthony stated that Commissioner McGrain would have the option to abstain from voting on this motion.

COMMISSIONER TSERNOGLOU WITHDREW HER SUPPORT FOR COMMISSIONER SCHAFFER'S MOTION TO APPROVE THE RESOLUTION AMENDING RESOLUTION #14-471 TO AUTHORIZE A 2015 COMMUNITY AGENCY AGREEMENT WITH HABITAT FOR HUMANITY OF GREATER INGHAM COUNTY.

COMMISSIONER SCHAFER WITHDREW HIS MOTION.

11. Controller/Administrator's Office

- a. Resolution Establishing Priorities to Guide the Development of the 2016 Budget and Activities of County Staff

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2016 BUDGET AND ACTIVITIES OF COUNTY STAFF.

Commissioner McGrain asked whether the male group home was no longer an option.

Ms. Morton stated that there was millage funding issues.

Commissioner Tsernoglou stated that the Annex was evaluated as potential replacement for the Animal Control Shelter. She further stated that while the report had not been formally submitted to the Board, the Annex was determined to be unsuitable. Commissioner Tsernoglou stated that John Neilsen, Chief Deputy Controller, and Andrew Seltz, Animal Control Director, were investigating other options.

Commissioner McGrain asked whether a new building would be funded by the general fund.

Commissioner Tsernoglou stated that perhaps we could find outside partners and outside funding and thus avoid the general fund partially or entirely.

Discussion.

Commissioner Tsernoglou stated that the National Animal Control Association would be evaluating the entire Animal Control Department.

Commissioner Bahar-Cook stated that the Animal Control Shelter was woefully inadequate due to the lack of space.

MOVED BY COMM. SCHAFER TO AMEND THE RESOLUTION BY ADDING AN ADDITIONAL PRIORITY, STATED AS:

4(b)(4) Staffing at the Sheriff's Office would be increased so that there would be at least three road patrol deputies available at any given time.

Commissioner Naeyaert stated that there was a need for additional law enforcement. She further stated that she would defer to the Sheriff's Office's assessment of their need.

Commissioner McGrain stated that he would oppose this amendment. He further stated that Williamstown Township created its own law enforcement agency, which showed that the residents of the municipality were willing to pay for law enforcement.

Commissioner Schafer stated that Williamstown Township was a relatively wealthy township so it could afford its own law enforcement. He further stated that other townships could not afford to hire even a part-time law enforcement officer.

Commissioner Tsernoglou asked whether there were any opportunities for the Sheriff's Office and the Animal Control Department to work together to address emergency situations.

Commissioner Tennis stated that his constituents paid higher taxes than the out-county areas, and these higher taxes included funding for law enforcement. He further stated that it was hard to justify paying for law enforcement for the out-county if out-county residents there were not willing to pay for the same services on their own.

Commissioner Naeyaert stated that she would prefer a Sheriff's Deputy respond to an emergency, not an Animal Control officer. She further stated that there were many out-county residents who paid taxes for services they did not receive. Commissioner Naeyaert stated that she did not know whether it should be a Board priority.

Commissioner Bahar-Cook asked how the Sheriff's Office staffing had changed in the last budget cycle.

Ms. Morton stated that the Sheriff sought funding for a Road Patrol Sergeant and a Corrections Officer in the last budget cycle.

Discussion.

Commissioner Tsernoglou stated that she wanted to clarify that human emergencies were more important than animal emergencies. She further stated that Animal Control did respond to dangerous animal emergencies that were interrelated with the human emergencies.

Commissioner Schafer stated that the Sheriff's Office had lost 36 Sheriff's Deputies, which was huge. He further stated that it would never be possible for the out-county townships to come together to contract for law enforcement. Commissioner Schafer stated that it was a sad state for the County to have lost this service.

Commissioner Naeyaert stated that out-county residents were very quiet about the services they did not receive. She further stated that she would be vocal on these type issues.

THE AMENDMENT FAILED FOR LACK OF SUPPORT.

THE MOTION TO APPROVE THE RESOLUTION IN ITS ORIGINALLY PRESENTED FORM CARRIED UNANIMOUSLY.

11. Controller/Administrator's Office
 - b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) for Health Services Millage Eligible Services

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) FOR HEALTH SERVICES MILLAGE ELIGIBLE SERVICES.

Commissioner McGrain asked why this resolution was coming separate from a larger plan for the usage of the millage funds.

Ms. Morton stated that CMH was facing state-level budget cuts and this resolution was seen as a way to address those cuts. She further stated that it did not appear that the Ingham Health Plan would need the full amount of the millage funding.

Bob Sheehan, CMH Director, stated that this funding would be reviewed annually. He further stated that CMH would request the funding annually because the state cuts were permanent.

Discussion.

Mr. Sheehan stated that this resolution came down to an issue of timing. He further stated that Ms. Vail, Tim Dolehanty, Controller/Administrator, and Jared Cypher, Deputy Controller, supported this resolution.

There was a discussion about whether the Committee should vote on this resolution.

Commissioner Tsernoglou stated that while she would vote in favor of this resolution, she did not want her vote to reflect any intent that this funding should be continuous from year to year. She further stated that she preferred that CMH come back to the Board of Commissioners each year to seek funding.

Commissioner Schafer asked whether the millage would have been approved if the voters had known the full story of the Ingham Health Plan's financial situation.

Commissioner McGrain stated that he would support the resolution, however he wanted details on a larger plan for the usage of the millage funds.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Ms. Morton stated that in context of the Juvenile Justice Millage, in closing the 2014 books, the Court has more than exceeded their budget reduction goals and keeping placement costs down.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 7:41 p.m.

MARCH 4, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office is recommending approval of the following resolutions:

1. *Community Corrections Advisory Board - Resolution Authorizing the Community Corrections Advisory Board to Continue a Contract for Staff Consultant Services for FY2015*

This resolution would authorize entering into a continuation contract with Westaff for CCAB Staff Consultant services from January 1, 2015 through December 31, 2015 in an amount not to exceed \$45,411.

The Staff Consultant services provide the CCAB Manager with assistance to carry out daily operations of the Community Corrections Office. This includes direct gatekeeper services for all PA511 funded residential services, assistance with residential placements from the District Courts, and managing the COMPUS database for PA511 programs. This position also collects, maintains, and distributes a variety of criminal justice system data to more effectively manage local corrections resources.

Staff Consultant services also make possible the undertaking of projects designed to enhance and monitor CCAB funded service and treatment programs, providing the in-jail CBT education programming, and Women Achieving Success Workshops for probationers and parolees. Sufficient funds are available for this purpose in the 2015 approved Community Corrections budget. (See attached memo for details)

- 2a. *Health Department - Resolution to Authorize Amendment #1 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #1 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2014-2015 Agreement in Resolution #14-451.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from \$4,732,654 to \$5,201,277, an increase of \$468,623. The amendment makes the following specific changes in the budget:

1. Nurse Family Partnership, \$510,300 – new funding
2. Tobacco Use Reduction in People with HIV/AIDS, \$50,000 – new funding
3. WIC Resident Services, an increase of \$10,508 to \$1,205,640
4. HIV Ryan White Part B, an increase of \$10,492 to \$285,492

5. Breast & Cervical Cancer Control Program (BCCCP), a decrease of \$96,380 to \$255,625. This was an expected decrease in funding as we no longer provide case management services to Oakland County
6. TB Control, a decrease of \$12,547 to \$13,721
7. Bioterrorism Regional EPI Support, decrease of \$3,750 to \$0

Further details can be found in the attached memorandum.

2b. Health Department - Resolution to Amend Resolution #14-451 to Subcontract with South Lansing Community Development Association

This resolution amends Resolution #14-451 to authorize a subcontract with South Lansing Community Development Association (SLCDA) in the amount of \$24,952 to support outreach activities in FY 2015, for the period of October 1, 2014 through September 30, 2015. SLCDA was inadvertently left out of the original resolution because they had not accepted funding by responding to the department's request for a FY 2015 work plan and budget. The Health Department has since received and approved SLCDA's work plan and budget. The purpose of this subcontract is to address the social determinants of health by engaging and mobilizing neighborhood residents and community organizations in activities that will promote healthy neighborhoods, all with the intent of improving health outcomes. This subcontract was anticipated in the FY 2015 budget and there is no increase in General Fund dollars.

3a. Human Resources - Resolution Approving an Amendment Agreement Regarding Salary Placement for Original Hires and Promotions with Fraternal Order of Police, Capital City Lodge No. 141 – Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

Language in a current collective bargaining agreement with the Fraternal Order of Police (FOP) did not allow advance step placement for employees promoted within the unit. As a result, employees promoted to a higher pay grade might actually earn a *lower* wage because they are required to start at step 1 of the new pay grade.

Most of the other collective bargaining agreements provide for step placement above step 1 upon recommendation of the Director and approval of the Human Resources Director. The FOP bargaining unit agreed to amend their contract to correct this situation with language similar to other collective bargaining agreements.

3b. Human Resources – Resolution Approving a Collective Bargaining Agreement 2015 Wage Reopener with Local 512 Office and Professional Employees International Union - Supervisory Unit

The Office and Professional Employees International Union (OPEIU) Local 512 membership ratified the terms and conditions of the 2015 wage reopener to accept a 2.5% wage increase. Unit members also agreed to support and actively participate in a Compensation and Classification Study. Changes in health insurance coverage recommended by the Joint Health Care Cost Containment Committee and approved by the Ingham County Board of Commissioners for 2015 were also recognized through an amended Letter of Understanding.

4. *Innovation & Technology Department - Resolution Authorizing the Engagement of Conway, Dierking and Hillman, Inc. d/b/a C/D/H in a Time and Material Agreement for the Implementation of Microsoft's System Center Configuration Manager(SCCM)*

The Innovation and Technology Department (IT) would like to engage Conway, Dierking and Hillman, Inc. (C/D/H) in an agreement to implement a System Center Configuration Manager plan. The proposed agreement would entail review of our current environment and creation of a deployment plan to move the first 200 workstations. C/D/H was the chosen vendor at the recommendation of Microsoft consistent with the County's Enterprise Agreement with Microsoft. The total engagement cost is \$29,800. Microsoft will cover the first \$16,000 if the total cost with the balance (\$13,800) paid by the County.

5a. *Road Department – Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department*

An agreement between Ingham County and Sunrise Aggregates, LLC sets forth terms and conditions for the purchase of process road gravel and 2NS sand on an as-needed basis. Similarly, an agreement between Ingham County and Carrick Trucking, Inc. sets forth terms and conditions for the purchase of processed road gravel picked up on an as-needed basis. Sunrise Aggregates and Carrick Trucking have agreed to hold their prices for another year. The Road Department recommends extending these contracts for one year at unit prices quoted in response to proposal#39-14.

5b. *Road Department – Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department*

An agreement between Ingham County and Edward C. Levy Company sets forth terms and conditions for the purchase 29A Slag on an as-needed basis. Similarly, an agreement between Ingham County and Sunrise Aggregates, LLC sets forth terms and conditions for the purchase of 29A Crushed Natural Aggregate on an as-needed basis. Edward C. Levy Company and Sunrise Aggregates have agreed to hold their prices for another year. The Road Department recommends extending these contracts for one year at unit prices quoted in response to proposal#38-14.

5c. *Road Department – Resolution to Authorize a Professional Services Contract with Great Lakes Engineering Group, LLC*

The Ingham County Road Department (ICRD) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI) and MDOT standards. ICRD and Purchasing Department staff reviewed seven proposals submitted in response to a request for proposals (RFP) and agreed to recommend the County enter into a professional services contract with Great Lakes Engineering Group, LLC to provide the requested bridge inspections at a cost of \$25,735.00.

7. Controller/Administrator - *Resolution Establishing the Budget Calendar for 2016*

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2016 budget. The only change of note is the adoption of the Strategic Planning Resolution earlier in the budget process.

OTHER ACTION ITEM:

6. Board of Commissioners - Appointments to the Equalization Subcommittee (*No Materials*)

Agenda Item 1

TO: Law & Courts and Finance Committees
FROM: Mary Sabaj, Community Corrections Manager
DATE: February 17, 2015
RE: CCAB Staff Consultant Services for FY 2015

This resolution approves entering a contract with the current vendor, Westaff, to provide contract services for the CCAB Staff Consultant position for FY2015. This position is a 30 hour per week position with 3 weeks of unpaid vacation and no paid holidays. The hourly rate reflects a 1% negotiated increase for Westaff contract services.

The calculation for the contract is as follows:

49 weeks x 30 hours/week less 54 holidays = 1,416 total hours
2014 hourly pay rate of \$31.19 + 2.8% (1.028) = \$32.07 per hour
Westaff Rate: \$6.82 per hour + Consultant Rate: \$25.25/hour = \$32.07
\$32.07 x 1,416 = \$45,411

CCAB staff services are supplemented by State of Michigan – Office of Community Alternatives and City of Lansing grant funds that amount to \$18,240, resulting in the actual cost of staff consultant services to the County of \$27,171.

The total cost of the contract will not exceed \$45,411. Funds are in the approved 2015 Community Corrections budget.

Staff Consultant services provide the CCAB Manager with assistance to carry out daily operations of the Community Corrections Office. The Staff Consultant position directly provides gatekeeper services for all PA511 funded residential services, assists with residential placement the District Courts and manages the COMPUS database for PA511 programs and collects, maintains and distributes a variety of criminal justice system data. This data makes it possible to more effectively manage local corrections resources.

Staff Consultant services also makes possible the undertaking of projects designed to enhance and monitor CCAB funded service and treatment programs, provide the in-jail CBT Education program, Women Achieving Success Workshops for probationers and parolees.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS
ADVISORY BOARD (CCAB) TO CONTINUE A CONTRACT FOR
STAFF CONSULTANT SERVICES FOR FY2015**

WHEREAS, the Ingham County Commissioners authorized funds in the FY2015 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2014; and

WHEREAS, the Westaff has agreed to serve as the contractor for these services at the negotiated rate of 21.3%; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2015 hourly rate of \$32.07 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of \$45,411 for 2015; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds also reduce the cost of Staff Consultant services to the County by \$18,240 resulting in an actual cost to the County of \$27,171 for 2015.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2015 through December 31, 2015 in an amount not to exceed \$45,411.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2015 approved Community Corrections budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 9, 2015

RE: Resolution to Authorize Amendment #1 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #1 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2014-2015 Agreement in Resolution #14-451.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from \$4,732,654 to \$5,201,277, an increase of \$468,623. The amendment makes the following specific changes in the budget:

Amendment # 1

1. Nurse Family Partnership, \$510,300 – new funding.
2. Tobacco Use Reduction in People with HIV/AIDS, \$50,000 – new funding
3. WIC Resident Services, an increase of \$10,508 to \$1,205,640.
4. HIV Ryan White Part B, an increase of \$10,492 to \$285,492.
5. Breast & Cervical Cancer Control Program (BCCCP), a decrease of \$96,380 to \$255,625. This was an expected decrease in funding as we no longer provide case management services to Oakland County.
6. TB Control, a decrease of \$12,547 to \$13,721.
7. Bioterrorism Regional EPI Support, decrease of \$3,750 to 0.

Regarding Items #1 and #2 -- the State is providing funds to support the Nurse Family Partnership and Tobacco Use Reduction in People with HIV/AIDS program. Items # 3 and #4 increases funding to provide services in the WIC Resident Services and HIV Ryan White Part B program respectively. Items #5, #6, and #7 decreases State support for the Breast & Cervical Cancer Program, TB Control and the Bioterrorism Regional EPI Support.

I recommend that the Board of Commissioners adopt the attached resolution.

c: Eric Thelen w/attachment
Debbie Edokpolo w/attachment
Barb Mastin w/attachment
Joel Murr w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #1 TO THE 2014-2015 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Community Health (MDCH) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2014-2015 Agreement authorized in Resolution #14-451; and

WHEREAS, the MDCH has proposed Amendment #1 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #1 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$4,732,654 to \$5,201,277, an increase of \$468,623.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

- Nurse Family Partnership \$510,300 – new funding
- Tobacco Use Reduction in People with HIV/AIDS \$50,000 – new funding
- WIC Resident Services, an increase of \$10,508 to \$1,205,640
- HIV Ryan White Part B, an increase of \$10,492 to \$285,492
- Breast & Cervical Cancer Control Program (BCCCP), a decrease of \$96,380 to \$255,625
- TB-Control, a decrease of \$12,547 to \$13,721
- Bioterrorism Regional EPI Support, a decrease of \$3,750 to \$0

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #1 of the 2014-2015 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2015 Budget in order to implement this resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 12, 2015

RE: Resolution to Amend Resolution #14-451 to Subcontract with South Lansing Community Development Association

This is a request to amend Resolution #14-451 to authorize a subcontract with South Lansing Community Development Association (SLCDA) in the amount of \$24,952 to support outreach activities in FY 2015, for the period of October 1, 2014 through September 30, 2015.

Resolution #14-451 authorized subcontracts to support outreach activities. SLCDA was inadvertently left out of the original Resolution because they had not accepted funding by responding to the department's request for an FY 2015 work plan and budget. We have since received and approved SLCDA's work plan and budget. The purpose of this subcontract is to address the social determinants of health by engaging and mobilizing neighborhood residents and community organizations in activities that will promote healthy neighborhoods, all with the intent of improving health outcomes. This subcontract was anticipated in the FY 2015 budget and there is no increase in General Fund dollars.

I recommend that the Board of Commissioners Amend Resolution #14-451 and subcontract with South Lansing Community Development Association in the amount of \$24,952.

c: Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #14-451 TO SUBCONTRACT WITH
SOUTH LANSING COMMUNITY DEVELOPMENT ASSOCIATION**

WHEREAS, Ingham County seeks to promote healthy neighborhoods by addressing the social determinants of health through outreach services; and

WHEREAS, Resolution #14-451 authorized service contracts with providers to support outreach activities; and

WHEREAS, South Lansing Community Development Association is one of the providers engaged in outreach activities; and

WHEREAS, this subcontract was anticipated in the FY 2015 budget and there will be no increase in General Fund dollars.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract with South Lansing Community Development Association in the amount of \$24,952 to provide the above services.

BE IT FURTHER RESOLVED, the period of this agreement is October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

MEMORANDUM

February 17, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Cc: Andy Seltz, Animal Control Director
John Neilsen, Chief Deputy Controller

Re: Fraternal Order of Police, Capital City Lodge No. 141 – Animal Control Officers,
License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer
Amendment Agreement – Article 16, Rates of Pay

During the recent recruitment and hiring process for the newly created Veterinary Technician – Animal Control position in the Animal Control Department, we discovered the language in the current collective bargaining agreement did not allow advance step placement for potential promotional opportunities for employees within the unit. The result of the existing language was employees could compete for a promotional opportunity and with the step 1 placement in the new higher pay grade; they would be making a lower wage.

Ingham County strives to provide opportunities for internal advancement and most of the other collective bargaining agreements provide for wage advancement upon promotion.

In addition, the current collective bargaining agreement did not allow the Animal Control Director any discretion for step placement upon initial hire. In some cases, there are exceptions to an initial step 1 placement based on unique experience and abilities over and above the desired qualifications. Most of the other collective bargaining agreements provide for step placement above step 1 upon recommendation of the Director and approval of the Human Resources Director.

These concerns were discussed with the FOP Capital City Lodge and the unit agreed these needed to be corrected. The attached Amendment Agreement addresses these issues in a consistent manner as the other collective bargaining agreements.

Thank you for your consideration of this amendment.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING AN AMENDMENT AGREEMENT REGARDING SALARY PLACEMENT FOR ORIGINAL HIRES AND PROMOTIONS WITH FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 – ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, ANIMAL SHELTER OPERATORS AND FIELD SUPERVISORY OFFICER UNIT

WHEREAS, an agreement was reached between representatives of Ingham County and the FOP Capital City Lodge No. 141 for the period January 1, 2015 through December 31, 2015; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Human Resources Department and the Animal Control Office have discussed with the FOP Capital City Lodge No. 141 the changes to Article 16, Rate of Pay for salary placement upon original hire or promotion within the unit and have prepared the attached Amendment Agreement between Ingham County and the FOP Capital City Lodge No. 141; and

WHEREAS, the provisions of this Amendment Agreement have been approved by County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Amendment Agreement with respect to salary placement for original hires and promotions between Ingham County and the FOP Capital City Lodge No. 141.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Amendment Agreement on behalf of the County, subject to the approval as to form by the County Attorney.

**AMENDMENT AGREEMENT
BETWEEN
INGHAM COUNTY (Employer)
AND
FRATERNAL ORDER OF POLICE,
CAPITOL CITY LODGE NO. 141 (Union)**

**ANIMAL CONTROL OFFICERS, LICENSE
ENFORCEMENT OFFICERS, ANIMAL SHELTER
OPERATORS AND FIELD SUPERVISORY OFFICER**

WHEREAS, the Employer and the Union have entered a collective bargaining agreement with a term running from January 1, 2012, through December 31, 2014; and

WHEREAS, the parties agreed to extend the agreement for a one (1) year period, being through December 31, 2015; and

WHEREAS, the parties are agreeable to amending the contract regarding original and promotional appointments.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. **ARTICLE 16, Rates of Pay, Section 1. Wages**, shall be amended to read:

A. The wages for the employees covered by this Agreement shall be paid in accordance with the Salary Schedule in Appendix A.

1. Original and Promotional Appointments.

(a) Original appointment to any position shall be made at the entrance rate of the classification. Upon recommendation of the Director Animal Control Department, the Human Resources Director may approve initial compensation through Step 3 in the Salary Schedule when the needs for the service make such action necessary; provided that any such exception is based on the outstanding and unusual character of the individual employee's experience and ability over and above the desirable qualifications specified for the classification.

(b) Promotional appointments to any position shall be made at the step in the new classification so that the employee shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than his/her current annual wage, except in the event that step one of the new classification is ten percent (10%) or more above the current annual wage said employee shall be placed in step one of the new classification.

(c) This Amendment Agreement shall modify the parties' labor contract only to the extent expressly provided herein.

(d) All other terms of the parties' labor contract not in conflict with this Agreement shall continue in full force and effect.

COUNTY OF INGHAM

FRATERNAL ORDER OF POLICE
CAPITOL CITY LODGE NO.141

Brian McGrain, Chairperson
Board of Commissioners

John Good, President

Thomas Krug, Executive Director

MEMORANDUM

February 18, 2015

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: LOCAL 512, OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION - SUPERVISORY UNIT: 2015 WAGE
REOPENER

On Wednesday, February 18, 2015, we were advised by the OPEIU Local 512 that the membership ratified the terms and conditions of the 2015 Wage Reopener.

Highlights of the agreement include the following:

WAGES:

1. A 2.5% wage increase to the existing salary schedule effective the first full pay period after the effective date of ratification by both parties.
2. The Union will support and actively participate in a Compensation and Classification Study, if approved by the Board of Commissioners, for possible bargaining and implementation in 2016 and thereafter.

HEALTH CARE:

Amending the agreement through "Letter of Understanding" to implement the changes as recommended by the Joint Health Care Cost Containment Committee and approved by the Ingham County Board of Commissioners for 2015.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT 2015 WAGE
REOPENER WITH LOCAL 512 OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION - SUPERVISORY UNIT**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Local 512 Office and Professional Employees International Union for the period January 1, 2014 through December 31, 2015; and

WHEREAS, the agreement included a wage reopener for 2015; and

WHEREAS, an agreement regarding the 2015 wage reopener for a 2.5% increase to the current salary schedule has been reached between representatives of Ingham County and Local 512 Office and Professional Employees International Union; and

WHEREAS, the wage reopener agreement has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2015 wage reopener agreement between Ingham County and Local 512 Office and Professional Employees International Union – Supervisory Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2015 wage reopener, subject to the approval as to form by the County Attorney.

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: February 12, 2015
Re: Ingham County Service Center Configuration Manager project

Dear Commissioners,

In an effort to improve efficiencies and full utilize the Ingham County Enterprise agreement with Microsoft we will be implementing the components of System Center the county is licensed. As part of the Microsoft Agreement the county has services available via select vendors for these services. Conway, Dierking & Hillman, Inc. d/b/a C/D/H.

The Innovation and Technology Department would like to engage C/D/H for a System Center Configuration Manager (SCCM) Project. C/D/H will review our environment and create a deployment plan to move the first 200 workstations. The will allow the Innovation and Technology Department to expedite the deployment of workstations to users and place the county into a managed PC environment.

C/D/H was the chosen vendor of choice at the recommendation of Microsoft and the County's Enterprise Agreement with Microsoft. The total engagement cost is \$29,800. Microsoft will provide credit as part of the Enterprise Agreement to cover the first \$16,000. The total cost to the County is expected to be \$13,800.

I have also conferred with Gartner on this project and after review feel this is a good value and a project that will help improve efficiencies with the department.

The funds for this project will be paid from the Innovation and Technology Departments Network Maintenance fund 636-25810-818000

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ENGAGEMENT OF CONWAY, DIERKING & HILLMAN, INC. d/b/a C/D/H IN A TIME AND MATERIAL AGREEMENT FOR THE IMPLEMENTATION OF MICROSOFT'S SYSTEM CENTER CONFIGURATION MANAGER (SCCM)

WHEREAS, the Innovation and Technology Department recommends C/D/H to implement Microsoft's System Center Configuration Manager; and

WHEREAS, the Innovation and Technology Department will use the preferred Microsoft vendor as part of their Enterprise Agreement; and

WHEREAS, the cost of the implementation will be reduced by services available as part of the Microsoft Enterprise Agreement; and

WHEREAS, the cost to the county is not to exceed \$13,800 for development, design, and assistance with the implementation; and

WHEREAS, funds for these services will be paid out of the Innovation and Technology Department's Network Maintenance fund (636-25810-818000); and

WHEREAS, the Chief Information Officer has also consulted with Gartner and recommends moving forward with this initiative.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Chairperson of the Ingham County Board of Commissioners to sign any contract or purchase order documents necessary to engage Conway, Dierking & Hillman, Inc. d/b/a C/D/H in a time and material agreement for the implementation of Microsoft's System Center Configuration Manager for a not to exceed total of \$13,800.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 12, 2015

SUBJECT: Proposal Summary to Extend the Contract with Sunrise Aggregates for Processed Road Gravel and 2NS Sand as well as a contract with Carrick Trucking for Processed Road Gravel picked up.

Project Description:

Sunrise Aggregates has a contract with the Ingham County Road Department for the purchase of process road gravel and 2NS sand on an as-needed basis at the unit prices quoted in the bid proposal; additionally Carrick Trucking has a contract with the Ingham County Road Department for the purchase of processed road gravel picked up on an as-needed basis at the unit prices quoted in their proposal.

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	Stockpiled 2NS Sand	21AA Delivered /Spread	22A Delivered /Spread	23A Delivered /Spread	21AA Delivered Gravel	22A Delivered Gravel	23A Delivered Gravel	2NS Sand Delivered	Pit Location
Sunrise Aggregates	Yes - Dansville	\$9.80	\$4.35	\$4.35	\$2.95	\$13.65	\$8.10	\$8.10	\$12.55	\$7.30	\$7.30	\$5.80	Ives Rd for Gravel/Stockbridge for 2NS
E. T. MacKenzie Co.	No - Grand Ledge	\$12.75	\$7.40	No Bid	\$4.00	\$18.00	\$12.75	No Bid	\$16.75	\$11.40	No Bid	\$8.00	Chamberlain Drive, Lansing/Clark Rd, Dewitt
Gerken Materials	No - Ohio	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	*\$13.70	*\$12.20	*\$12.95	*\$10.05	Round Lake sand and Gravel
									*Above pricing is for Metro & Eastern. Western is \$.20 /ton less. See Below				
									\$13.50	\$12.00	\$12.75	\$9.85	
Carrick Trucking	No - Houghton Lake	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	
Stoneco	No - Monroe	No Bid	\$4.25	\$4.65	\$5.25	No Bid	No Bid	No Bid	\$23.50	\$11.40	\$11.40	\$10.70	Chicago Rd, Horton/Patterson Rd, Middleville
Carr Brothers	No - Albion	\$10.93	\$4.73	\$4.73	\$4.44	No Bid	No Bid	No Bid	\$16.00	\$9.00	\$9.00	\$10.38	Elm Row Rd, Albion

*Prices per Ton

Vendor	Local	21AA Stockpiled Gravel	22A Stockpiled Gravel	23A Stockpiled Gravel	Stockpiled 2NS Sand	21AA Delivered /Spread	22A Delivered /Spread	23A Delivered /Spread	21AA Delivered Gravel	22A Delivered Gravel	23A Delivered Gravel	2NS Sand Delivered	Pit Location
Sunrise Aggregates	Yes - Dansville	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	
E. T. MacKenzie Co.	No - Grand Ledge	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	
Gerken Materials	No - Ohio	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	
Carrick Trucking	No - Houghton Lake	No Bid	\$5.65	\$5.65	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	Hoskins Pit
Stoneco	No - Monroe	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	
Carr Brothers	No - Albion	\$15.30	\$7.10	\$7.10	\$6.00	No Bid	No Bid	No Bid	\$22.40	\$13.50	\$13.50	\$14.00	Elm Row Rd, Albion

*Price per Cubic Yard

Recommendations:

It is the recommendation of the Evaluation Committee to extend the current contract with Carrick Trucking and Sunrise Aggregates for material for another year at unit prices quoted in their 2014 response to proposal#39-14. Carrick Trucking and Sunrise Aggregates have agreed in writing to hold their prices for another year with no increase in cost.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2015 SEASONAL REQUIREMENT OF SAND AND GRAVEL
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations; and

WHEREAS, the Road Department adopted 2015 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for various types of processed road gravel and sand were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #39-14 and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of sand and gravel, with associated delivery methods, on an as-needed, unit price basis from the two bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method; and

WHEREAS, both companies listed below have offered to extend 2014 pricing to 2015 for the products listed below.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from the two respondents to RFP #39-14 shown in the table below with the various delivery options also shown, based on Road Department staff’s judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

****Prices per Ton***

Vendor	21AA	22A	23A	2NS Sand	21AA	22A	23A	21AA	22A	23A	2NS Sand	Local
	Stockpiled Gravel			Stockpiled	Delivered/Spread			Delivered Gravel			Delivered	
Carrick Trucking Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No - Houghton Lake
Sunrise Aggregates LLC.	\$9.80	\$4.25	\$4.35	\$2.95	\$13.65	\$8.10	\$8.10	\$12.55	\$7.30	\$7.30	\$5.80	Yes - Dansville

****Price per Cubic Yard***

Vendor	22A	23A
	Stockpiled Gravel	
Carrick Trucking Inc.	\$5.65	\$5.65

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with both above listed suppliers and purchase the various types of sand and gravel material as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 12, 2015
SUBJECT: Proposal Summary to Extend the Contract with Edw. C. Levy Co, for 29A Slag as well as a contract with Sunrise Aggregates for 29A Crushed Natural Aggregate.

Project Description:

Edw. C. Levy has a contract with the Ingham County Road Department for the purchase of 29A Slag on an as-needed basis at the unit prices quoted in the bid proposal; additionally Sunrise Aggregate has a contract with the Ingham County Road Department for the purchase of 29A Crushed Natural Aggregate on an as-needed basis at the unit prices quoted in their proposal.

Vendor	Local	Slag 29A delivered to Western Garage price per ton	Slag 29A delivered to Eastern Garage price per ton	Slag 29A delivered to Metro Garage price per ton	29A Crushed Natural Aggregate delivered to Western Garage price per ton	29A Crushed Natural Aggregate delivered to Eastern Garage price per ton	29A Crushed Natural Aggregate delivered to Metro Garage price per ton
Gerken Materials	No - Ohio	No Bid	No Bid	No Bid	\$17.40	\$17.60	\$17.40
EDW Levy	No - Detroit	\$25.79	\$24.11	\$24.95	No Bid	No Bid	No Bid
Stoneco	No - Monroe	No Bid	No Bid	No Bid	\$21.50	\$21.50	\$21.75
Verplank Trucking	No - Ferrysburg	\$46.05	\$46.05	\$44.35	No Bid	No Bid	No Bid
Sunrise Aggregates	Yes - Dansville	No Bid	No Bid	No Bid	\$17.40	\$17.40	\$17.40

All prices are in dollar/ton

Recommendations:

It is the recommendation of the Evaluation Committee to extend the current contract with Edw. C. Levy and Sunrise Aggregates for material for another year at unit prices quoted in their 2014 response to proposal#38-14. Edw. C. Levy and Sunrise Aggregates have agreed in writing to hold their prices for another year with no increase in costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS
RESOLUTION AUTHORIZING THE PURCHASE OF
2015 SEASONAL REQUIREMENT OF 29A AGGREGATE
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2015 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #38-14 and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the next two bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price; and

WHEREAS, all three companies listed below have offered to extend 2014 pricing to 2015 for the products listed below.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase on an as-needed, unit price basis of 29A slag from Edw. C. Levy Co., and of 29A crushed natural aggregate from the next two bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price and quality of material.

**Prices per Ton*

Vendor	29A Slag delivered to Western Garage	29A Slag delivered to Eastern Garage \$21.91	29A Slag delivered to Metro Garage	29A Crushed Natural Aggregate delivered to Western Garage	29A Crushed Natural Aggregate delivered to Eastern Garage	29A Crushed Natural Aggregate delivered to Metro Garage	Local
Edw. C. Levy Co.	\$25.79	\$24.11	\$24.95	No Bid	No Bid	No Bid	No - Dearborn
Sunrise Aggregates LLC.	No Bid	No Bid	No Bid	\$17.40	\$17.60	\$17.40	Yes - Dansville
Gerken Materials Inc.	No Bid	No Bid	No Bid	\$17.40	\$17.60	\$17.40	No - Adrian

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase the 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the next two bidders shown in the table above as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: February 12, 2015

SUBJECT: 2015 & 2016 Biennial Bridge Inspection Contract

The Ingham County Road Department (ICRD) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). MDOT uses biennial bridge inspection reports from all over the Michigan (state, county, city, and village) to compile a report that is submitted to the Federal Highway Administration (FHWA). Ultimately, the federal government uses the inspection data to guide decisions about federal transportation funding levels and program requirements.

In general, only structures that span 20 feet or more (measured abutment to abutment) are considered bridges. There are 67 structures that fit that description within the confines of ICRD jurisdiction. Structures spanning less than 20 feet are categorized as culverts and do not require biennial bridge inspections reported to MDOT and FHWA. However, ICRD staff and our consultants inspect culverts periodically and as necessary.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI) and MDOT standards. ICRD only solicited proposals from MDOT pre-qualified consultants that have the required training and expertise. Even though all respondents are MDOT pre-qualified, qualification statements are solicited to expand upon the consultant's pre-qualified status, inspection expertise, and the individual team member's level of experience.

Due to the nature of the normal inspections and the fact that the initial inspection could lead to more detailed inspections and/or load analyses, the Request for Proposals was drafted as a unit price contract. The unit price contract format has served ICRD well for the last five inspection cycles, insures that we only pay for the services we need or want, and allows us to order additional work without having to negotiate fees after-the-fact.

The Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals. ICRD and Purchasing Department staff reviewed the proposals and agreed to recommend that Great Lakes Engineering Group, LLC, Lansing, Michigan, be retained to provide the requested bridge inspections. Based on the mandated inspections the basic service fee totals \$15,535.00. With the estimate of additional services needed to fulfill our bridge inspection obligation, their fee is estimated to total \$25,735.00. The estimated total fee from next closest proposer was \$25,768.00.

Approval of the attached resolution is recommended.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 12, 2015
SUBJECT: 2015 and 2016 Biennial Bridge Inspection Program for the Ingham County Road Department

Project Description:

Ingham County (County) solicits proposals from Michigan Department of Transportation (MDOT) prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2015 and 2016 Biennial Bridge Inspection Program.

Proposal Summary:

Vendors contacted:	34	Local: 08
Vendors responding:	07	Local: 04

The bid tabulation is located on the following page.

Vendors not bidding:

Alfred Benesch & Company, Ihab Darwish, Sr. Project Mgr., 4660 S Hagadorn Road, Ste 315, East Lansing MI 48823: Due to the current work load, we will not respond to this RFP. However, we are looking forward to submit on future RFPs.

Tetra Tech, Jayson Nault, PE, Operating Unit Vice President; 123 Brighton Lake Rd., Brighton MI 48116: Due to our present workload we are unable to submit a proposal at this time.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises website, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

			Ayres Associates Local: No (Wisconsin)		DLZ Michigan Local: Yes		FTC&H Local: Yes		Great Lakes Engineering Local: Yes		HH Engineering Local: No (Detroit)		Mannik & Smith Local: Yes		ROWE Local: No (Flint)	
Federally Mandated Inspections	Unit	Qty.		Total		Total		Total		Total		Total		Total		Total
Item I & II - Bridge Inspections:	LSum	1		\$42,600.00		\$24,980.00		\$35,250.00		\$15,535.00		\$23,600.00		\$82,700.00		\$16,976.00
Tier 3 Load Rating Requirement	Unit	Qty.	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
Item III - Load Analysis - 1 to 3 span steel	Each	4	\$1,000.00	\$4,000.00	\$700.00	\$2,800.00	\$660.00	\$2,640.00	\$350.00	\$1,400.00	\$500.00	\$2,000.00	\$1,500.00	\$6,000.00	\$199.00	\$796.00
Item IV - In-Depth Insp - 1 to 3 span steel	Each	4	\$2,000.00	\$8,000.00	\$700.00	\$2,800.00	\$750.00	\$3,000.00	\$700.00	\$2,800.00	\$750.00	\$3,000.00	\$2,300.00	\$9,200.00	\$499.00	\$1,996.00
Underwater Inspections	Unit	Qty.	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
Item V - Underwater Inspection & Report	Each	2	\$4,000.00	\$8,000.00	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	\$3,000.00	\$6,000.00	\$7,500.00	\$15,000.00	\$3,000.00	\$6,000.00
Totals representing minimum work:				\$62,600.00		\$36,580.00		\$46,890.00		\$25,735.00		* \$34,600.00		\$112,900.00		\$25,768.00

*Additional comments stated that detailed inspections and underwater inspection unit prices are "subject to change".

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH
GREAT LAKES ENGINEERING GROUP, LLC**

WHEREAS, the Ingham County Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the Road Department bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals; and

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Rowe Professional Services Company of Flint, Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan, based on its unit price proposal dated February 3, 2015, for 2015 & 2016 biennial bridge inspections and as-needed services.

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.

MEMORANDUM

February 18, 2015

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Resolution Establishing the 2016 Budget Calendar

Attached is a resolution establishing the Budget Calendar for 2016. Due to a change in scheduling this year, the strategic planning resolution has already been passed. This change will allow departments to have this information to guide them in the development of their background information, performance measures and activity indicators to be assembled in preparation for their 2016 department requests. Added to the calendar this year is the Board Leadership meeting scheduled for April 23, which will include a discussion of the 2016 budget.

A date range is given for the Controller's budget meetings, and exact dates will be released as they become available. Liaison and Finance budget hearings were set as part of the Board Calendar. Liaison Budget hearings will be held on August 24 through 31, and the Finance Budget hearing will be held on September 9. Commissioners are invited to attend all of these meetings.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2016

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2016 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

2016 BUDGET CALENDAR

Feb. 12 - 23	Liaison Committees forward recommendations for strategic goals for 2016 to the Finance Committee.
February 18	Finance Committee recommends strategic goals for 2016.
February 24	Board of Commissioners adopts strategic goals for 2016.
March 4	Finance Committee recommends 2016 budget calendar.
March 10	Board of Commissioners approves 2016 budget calendar.
Apr. 16 - 22	Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2016.
April 23	Board of Commissioners holds Board Leadership meeting to include discussion of 2016 budget.
Apr. 30 - May 6	Committees make recommendations for increases to fees for various county services to be effective January 1, 2016.
May 12	Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2016.
May 29	Department heads, agencies and community agencies submit operating and capital budgets.
June 15 - 26	Controller holds budget meetings with departments.
August 19	Controller's Recommended Budget distributed to full Board of Commissioners.
Aug. 24 – 31	Liaison Committees hold hearings on operating and capital budget recommendations.
September 9	Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
October 27	Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.