

CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
MARK GREBNER, CHAIR
BRIAN McGRAIN
TODD TENNIS
KARA HOPE
SARAH ANTHONY
RANDY SCHAFFER
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, FEBRUARY 8, 2017 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 [January 18, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk 's Office – Resolution to Authorize a [\\$10.00 Fee to Accompany Approved Fees](#) for Certified Copies of State-Only Records Issued by the County Clerk's Office from the Michigan Centralized Birth Certification System (MiCBCS)
2. Sheriff's Office
 - a. Resolution to Purchase [Side Scan Sonar](#) for the Sheriff's Office Dive Team and Marine Patrol Division, Using 2017 Capital Improvement Funds
 - b. Resolution to Purchase [Portable Underwater Camera](#) for the Sheriff's Office Dive Team, Using 2017 Capital Improvement Funds
3. Prosecuting Attorney's Office – Resolution Authorizing a Contingency Fund Appropriation to Extend the Temporary [Special Assistant Prosecuting Attorney](#)
4. Health Services Millage - Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation ([IHPC](#))
5. Health Department – Resolution to Authorize [Amendment #2](#) to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
6. Innovation and Technologies
 - a. Resolution to Approve the Renewal of the [Imagesoft and Onbase](#) Annual Support
 - b. Resolution to Approve the Renewal of the [Cyfin Software](#) Licensing Agreement
 - c. Resolution to Approve the Renewal of the [Ocularis Software](#) Licensing Agreement from VidCom
 - d. Resolution to Approve the Renewal of the [VMWare](#) Support Agreement from CDWG
 - e. Resolution to Approve the Renewal of the [Seamless Docs](#) Licensing Subscription
7. Fair Office – Resolution to Authorize Purchase of Four [Pole Barn Kits](#) from the Big L Corporation

8. Parks – Resolution to Authorize an Addendum to the Residential Lease Agreement for the [Lake Lansing Park South Rental House](#)
9. Potter Park Zoo
 - a. Resolution Authorizing the [Reorganization](#) of Potter Park Zoo
 - b. Resolution Authorizing the Amendment of the [Potter Park Zoo 2017 Budget](#)
10. Controller/Administrator's Office – Resolution to Reclassify and Retitle the [Board Coordinator Position](#)

Announcements
Public Comment
Adjournment

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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
January 18, 2017
Draft Minutes

Members Present: Grebner, Hope, Anthony, McGrain, Tennis, Schafer and Case Naeyaert

Members Absent: None

Others Present: Teri Morton, Rick Terrill, Sandy Dargatz, Robin Reynolds, Justin Alexander, Maggie Fenger, Ryan Buck, and others

The meeting was called to order by Chairperson Grebner at 6:00 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the December 7, 2016 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MINUTES OF THE DECEMBER 7, 2016 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Additions to the Agenda

None.

Substitution –

6. Road Department
 - a. Resolution to Approve a Professional Engineering Services Contract for the Kerns Road Salt Storage Site Closure Project with Envirosolutions, Inc.

Limited Public Comment

None.

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

2. Big Brothers Big Sisters Michigan Capital Region - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Capital Area Mentoring Partnership Program for 2017
3. MSU Extension - Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County Approving the Annual Work Plan for 2017

5. Facilities - Emergency PO to Myers Plumbing & Heating, Inc. for Sanitary and Domestic Water Line Repairs Inside the Evidence Room at the Jail
6. Road Department
 - a. Resolution to Approve a Professional Engineering Services Contract for the Kerns Road Salt Storage Site Closure Project with Envirosolutions, Inc.
 - b. Resolution to Approve a First Party Construction Contract with Rieth-Riley Construction Co., Inc. a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Dart Container Corporation in Relation to a Road Reconstruction Project for Cedar Street from College Road to Legion Drive
 - c. Resolution to Authorize a Service Contract with Bentley Systems, Incorporated
 - d. Resolution Authorizing a Letter of Understanding between County of Ingham (Employer) and OPEIU Local #512 (Union) Regarding Initial Reclassification or Promotion Salary Step for the Ingham County Road Department
7. Fair Office - Resolution to Authorize a Memorandum of Understanding with the City of Mason Regarding Rayner Park
8. Controller/Administrator's Office - Resolution Authorizing an Agreement with the Ingham Conservation District

THE MOTION CARRIED UNANIMOUSLY.

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

1. Board of Commissioners - Appointments to the Equalization Subcommittee (No Material)

MOVED BY COMM.SCHAFFER, SUPPORTED BY COMM. TENNIS, TO APPOINT COMMISSIONERS CASE NAEYAERT AND MCGRAIN TO THE EQUALIZATION SUBCOMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

4. Health Services Millage - Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Commissioner McGrain stated that last year's contract included 10% for administrative costs on top of medical expenses. He further stated that he would support increasing it to 20% after speaking with the IHP Director and Human Services Chair. Commissioner McGrain stated that the only thing he had an issue with was that the extra money would go to IHP if it was not

otherwise billed. He further stated that he would support a change in the percentage rate and increasing the \$1 million cap to \$1.1 million.

Chairperson Grebner stated that he wanted to clarify that this was not an amendment, merely a statement.

Commissioner Tennis stated that he did not believe he read the language the same way Commissioner McGrain did. He asked why the costs referenced in the second BE IT FURTHER RESOLVED clause would not have already been billed for by the end of the year.

Robin Reynolds, IHP CEO, stated that the 20% administrative cost would not cover all administrative costs and the extra billing in December would cover the extra cost.

Commissioner Tennis stated that he felt the increase to 20% made sense, but essentially if the expenses for actual services were lower than expected, then the amount paid would go beyond the 20% cap up to the \$1 million mark.

Chairperson Grebner stated that he felt we should change this language since it was not clear.

Commissioner Case Naeyaert asked Commissioner McGrain what changed and why he wanted the resolution changed now.

Commissioner McGrain stated that he felt that they had not seen the full picture until recently. He further stated that the 10% was not a lot of income to cover the expenses. Commissioner McGrain stated that IHP was looking into other revenue but that 20% was responsible.

Commissioner Case Naeyaert stated that in the past, the Committee had not trusted the numbers presented. She further stated that she did not like the language of the resolution or the language the attorney suggested. Commissioner Case Naeyaert stated that she would be open to seeing where IHP could go or should go if changes came to fruition in the Affordable Care Act. She further stated that right now she did not support any changes.

Chairperson Grebner asked if the 10% included the total administration cost.

Ms. Reynolds answered that the 10% was billed on the medical and dental expenses.

Ms. Morton stated that their actual administrative cost was greater than that and IHP bills 10% of the services, not 10% of the cost.

Commissioner Hope stated that the paragraph in question was very dense. She further stated that it was not clear at the end of the paragraph if it was still limited to \$1 million by the end of the paragraph.

Commissioner Tennis stated that he did not believe the \$1 million cap changed from the beginning to the end of the paragraph in the resolution.

Chairperson Grebner stated that the resolution said that it included the administrative costs in the \$1 million cap.

Ms. Morton stated that the Committee could change the language of the resolution.

Commissioner Case Naeyaert asked whether it would mean less money was being spent on patient care if the administrative percentage was increased to 20% in 2017.

Ms. Morton stated that they will spend less than \$1 million anyways, so increasing the percentage to 20% would likely still keep the cost under \$1 million.

Commissioner Case Naeyaert stated that she did not see the need for this resolution.

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. MCGRAIN, TO TABLE THIS RESOLUTION TO THE NEXT HUMAN SERVICES COMMITTEE MEETING, AFTER WHICH IT MAY COME BACK TO THE FINANCE COMMITTEE FOR CONSIDERATION.

Commissioner Anthony asked if there were any time restraints or a sense of urgency related to this resolution. She further asked whether there would be any urgent needs that would not be addressed if the Finance Committee tabled the resolution.

Ms. Reynolds stated that the normal order for resolutions to be presented was Human Services first and then Finance, but because the Human Service Committee meeting was scheduled after the Finance Committee meeting due to the holiday, Finance was seeing the resolution first. She further stated that there were no urgent needs that would be affected if the resolution was tabled.

Commissioner McGrain asked whether the resolution would go straight to the Board of Commissioners meeting or would it get sent to Human Services and then Finance a second time if it was tabled.

Chairperson Grebner clarified that they were tabling the resolution to allow it to go through the Human Services Committee first and then return to the Finance Committee.

THE MOTION CARRIED UNANIMOUSLY.

Ms. Reynolds stated the correct administrative cost for IHP was 30%. She thanked the Committee for their consideration.

Chairperson Grebner stated he had grave doubts about the millage but he was thinking perhaps there will be a future to IHP after all.

Commissioner Tennis stated that he expected that the Human Services Committee would closely monitor the acts in Congress that may affect IHP. He further stated that if any changes were made to the Healthy Michigan plan, including cancellation, the millage may be inadequate as the people from the Healthy Michigan plan come back to IHP.

Announcements

Commissioner Schafer announced that Becky Bennett had provided more information about the CATA bus stop removal and requested that the commissioners read through it thoroughly.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:23 pm.

FEBRUARY 8, 2017 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Clerk's Office – Resolution to Authorize a \$10.00 Fee to Accompany Approved Fees for Certified Copies of State-Only Records Issued by the County Clerk's Office from the Michigan Centralized Birth Certification System (MiCBCS)*

The County Clerk requests approval of a fee increase for certified documents retrieved from MiCBCS. An additional fee of \$10 is proposed in order to offset costs approximately \$2,000 in expenses currently absorbed by the Clerk's budget. Fees for service are considered annually during the budget process, and the Clerk offered her assurance that "any future budgetary adjustments will be requested during the normal budget process for 2018 and beyond."

- 2a. *Sheriff's Office – Resolution to Purchase Side Scan Sonar for the Sheriff's Office Dive Team and Marine Patrol Division, Using 2017 Capital Improvement Funds*

This resolution authorizes the purchase of one side scan sonar unit including installation from Grand Pointe Marina, Inc. in the amount of \$2,580.

The funds for this purchase are available in the Sheriff's Office 2017 capital budget (see attached communication for details).

- 2b. *Sheriff's Office – Resolution to Purchase Portable Underwater Camera for the Sheriff's Office Dive Team, Using 2017 Capital Improvement Funds*

This resolution authorizes the purchase of an underwater camera system to be used by the Dive Team during Search and Rescue Operations within the Tri-County Area.

The funds for this purchase, \$2,817, are available in the Sheriff's Office 2017 capital budget (see attached communication for details).

3. *Prosecuting Attorney's Office – Resolution Authorizing a Contingency Fund Appropriation to Extend the Temporary Special Assistant Prosecuting Attorney*

This resolution authorizes extending the period of time to March 10, 2017 for a Special APA to complete the work.

Former Deputy Chief Assistant Prosecutor Catherine Emerson was brought in as a Special Assistant Prosecuting Attorney in cooperation with the Sheriff's Office and Michigan State Police to audit evidence that was missing or damaged from the Sheriff's evidence room in Mason. The Sheriff's Office is completing training to implement a new Bar Coding Evidence room automated tracking system that should be completed in the first half of 2017.

The BOC originally approved \$20,000 from the 2016 Contingency fund for this purpose in October; this resolution would authorize an additional \$12,656 from the 2017 Contingency fund to complete this process for a total project cost of up to \$32,656 (see attached communication for details).

4. *Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham Health Plan Corporation (IHPC)*

This resolution authorizes a 2017 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services.

The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2017 budget. The administrative rate increases from 10% in 2016 to 20% in 2017.

This agenda item was initially scheduled for the January 18 Finance Committee meeting and the January 23 Human Services Committee meeting. The Finance Committee tabled the item on January 18. A substitute containing some suggested changes was presented to the Human Services Committee on January 23. The Human Services Committee amended the substitute. All of the changes are reflected in the resolution. The clause allowing IHPC to request payment of additional expensed funds at the end of the contract period was removed by the Human Services Committee.

5. *Health Department – Resolution to Authorize Amendment #2 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution will increase the agreement for Comprehensive Local Health Services from \$5,256,609 to \$5,336,177, an increase of \$79,568. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care \$5,000 - new funding
- Breast & Cervical Cancer Control Coordination; increase of \$55,000 from \$225,000 to \$280,000
- Public Health Emergency Preparedness (PHEP); increase of \$20,473 from \$128,846 to \$149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of \$14,095 from \$29,884 to \$43,979
- Local Maternal & Child Health Grant; increase of \$15,000 from \$224,611 to \$239,611
- Wise Choices Grant; decrease of \$30,000 from \$52,500 to \$22,500

This resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the \$55,000 in funding provided by the agreement.

6a. *Innovation and Technology* – *Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support*

OnBase is a comprehensive document imaging and workflow platform heavily utilized by the courts and a few other departments. It is a key document management system and several new projects will increase its streamlining of our processes. When Imagesoft sent notice of an 18% increase in support pricing, the Innovation and Technology (IT) Department successfully negotiated a reduced renewal rate. As a result, licensing support will be provided directly through Hyland for OnBase items. The IT Department recommends approval of a resolution to renew the OnBase and Imagesoft annual support agreements at a negotiated amount not to exceed \$153,500.

6b. *Innovation and Technology* – *Resolution to Approve the Renewal of the Cyfin Software Licensing Agreement*

Ingham County utilizes Cyfin to generate Web usage reports through licensing provided by Wavecrest Computing. Renewal of support licensing will allow for uninterrupted use of the product in the future. The IT Department recommends approval of a resolution to renew the Cyfin annual support agreement through Wavecrest Computing at a cost not to exceed \$7,308.

6c. *Innovation and Technology* – *Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from VidCom*

Camera management and video recording services have been provided by Ocularis for many years, with associated licensing provided through Vidcom. Renewal of support licensing will allow for uninterrupted service in acquisition of the most up to date software for camera equipment. The IT Department recommends approval of a resolution to renew the Ocularis annual support agreement through Vidcom at a cost not to exceed \$10,730.

6d. *Innovation and Technology* – *Resolution to Approve the Renewal of the VMWare Support Agreement from CDWG*

Ingham County currently utilizes VMWare for virtualizing phone system servers and network servers at the datacenter and at the 911 center. These licenses require an annual support agreement that must be renewed each year, and CDWG has provided national contract pricing for ongoing support and upgrades. The IT Department offers a resolution to authorize purchase of a support agreement from CDWG for 12 months in the amount not to exceed \$26,795.72.

6e. *Innovation and Technology* – *Resolution to Approve the Renewal of the Seamless Docs Licensing Subscription*

SeamlessDocs is a comprehensive document forms engine and eSignature platform dedicated to government solutions currently utilized primarily by the Controller's Office, Board of Commissioners office, Human Resources Department, and Health Department. Other departments are able to access SeamlessDocs for their use as well. This renewal changes our subscription from the 75 document plan to the unlimited document plan. The subscription change provides the most cost effective solution for moving forward that will allow continued efficiency improvements. The Innovation and Technology Department recommends approval of a resolution to renew the annual licensing agreement with SeamlossDocs at a cost of \$24,000.

7. Fair Office – Resolution to Authorize Purchase of Four Pole Barn Kits from the Big L Corporation

Four existing horse barns at the south end of the fairgrounds have reached the end of their useful life. Height limitations of barn entrances and fixed interior horse stalls limit their utilization to horse events. Replacement of these structures with pole barns will annually produce up to \$17,000 in additional revenue from RV/vehicle storage. The Fair Office recommends approval of a resolution to enter into an agreement for purchase of four pole barn kits from the Big L Corporation at a cost not to exceed \$110,242.60.

8. Parks Department – Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House

The Parks Department manages a rental home located within the boundaries of Lake Lansing Park-South. The house was once used as a caretaker's home when the park was an amusement park. It has been used as a rental home ever since the County purchased the property in the 1970s. The Parks Department recommends approval of a resolution to authorize a lease extension through December 31, 2017.

9a. Potter Park Zoo – Resolution Authorizing the Reorganization of Potter Park Zoo

Potter Park Zoo, as a department of County government, will assume management of several operational functions previously contracted to the Potter Park Zoological Society. These changes necessitate reassignment of responsibilities to County employees. As required under the Reorganization Procedure Policy, the reorganization plan was discussed at the County Services Committee meeting held on January 17. Potter Park Zoo recommends approval of a resolution to authorize the reorganization plan.

9b. Potter Park Zoo – Resolution Authorizing the Amendment of the Potter Park Zoo 2017 Budget

Potter Park Zoo, as a department of County government, will assume management of several operational functions previously contracted to the Potter Park Zoological Society. The 2017 budget for the Zoo was approved during a period of transition. Potter Park Zoo recommends approval of a resolution to amend the 2017 budget to reflect changes associated with the department reorganization.

10. Controller/Administrator's Office – Resolution to Reclassify and Retitle the Board Coordinator Position

Individual reclassification requests are considered when an established position description is changed because of significant and permanent changes in assigned responsibilities as the result of long-term adjustments to work assignments. Duties of the Board Coordinator position were adjusted to include statutory responsibility for processing requests under the Michigan Freedom of Information Act. Following extensive evaluation, the Human Resources Department recommends approval of a resolution to recommend a pay grade adjustment for the Board Coordinator position from MCF 11 to MCF 12, and to retitle the position as Director of the Board of Commissioners Office.



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Barb Byrum
INGHAM COUNTY CLERK

BRANCH OFFICE
Veterans Memorial Courthouse
Lansing, MI 48933
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MEMORANDUM

January 23, 2017

TO: County Services and Finance Committees

FROM: Ingham County Clerk Barb Byrum 

RE: Resolution to authorize a \$10.00 increase to the fee for certified copies of state-only records issued by the County Clerk's Office from the Michigan Centralized Birth Certification System (MiCBCS)

It is requested that the Board of Commissioners approve the attached resolution which, if approved, would authorize the County Clerk to increase the fee to process requests for certified copies of state-only records issued by the County Clerk's Office from \$34 to \$44 for the first copy and from \$14 to \$24 for the first copy issued to a senior citizen.

Attached, please also find Resolution #16-387, which was adopted by the Board of Commissioners on September 27, 2016. This resolution authorized entering into a three-year contract with the State of Michigan Department of Health and Human Services (MDHHS) for the use of the Michigan Centralized Birth Certification System (MiCBCS) and adding applicable fees to established certified copy fees to cover the system-access cost.

Currently, all of the revenue from the fees approved in Resolution #16-387 is remitted to the State of Michigan. However, there are costs taken on by my office to process the requests for state-only records.

In the course of setting up this new service, my office learned that the State of Michigan charges an additional \$12.00 fee to process same-day, in-person requests for certified copies of state-only records. We are able to charge a fee to process these requests, of which would be deposited to the General Fund of Ingham County, and not the State of Michigan.

I recommend that the Board of Commissioners authorize the collection of a \$10.00 fee to process requests for certified copies of state-only records. This fee would be collection on a transaction basis, not per copy. The resulting increase in fees would be:

	County Clerk's Fee	State's Fee	Customer's Cost
1 st Copy – State Paper (State-only record)	\$10.00* (Proposed Fee)	\$34.00	\$44.00
1 st Copy – State Paper (State-only record) <i>Senior Citizen</i>	\$10.00* (Proposed Fee)	\$14.00	\$24.00
Additional Copies – State Paper (State- record only)		\$16.00	\$16.00 (each additional copy, regardless if senior)

At this time, I estimate that the County Clerk's Office will issue 200 certified copies of state-only records in 2017. There are costs associated to providing this convenient service. Therefore, I request that the 2017 Supplies Budget (10121500 726010) for the County Clerk's Office be increased by \$2,000.

Any future budgetary adjustments will be requested during the normal budget process for 2018 and beyond.

Please feel free to contact me with any questions or concerns you may have.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO A THREE-YEAR CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) FOR THE USE OF THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MiCBCS) AND ADDING APPLICABLE FEES TO ESTABLISHED CERTIFIED COPY FEES TO COVER THE SYSTEM-ACCESS COST

RESOLUTION # 16 – 387

WHEREAS, the Ingham County Clerk has determined that contracting with MDHHS for the use of the MiCBCS is the best solution to be able to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, the County Clerk has met with State Registrar Glenn Copeland who advised that other county clerks were currently accessing the MiCBCS and encouraged the Ingham County Clerk to do the same; and

WHEREAS, the fees for using the MiCBCS are as follows: non-state-only records are \$4 for the first copy and \$1 for each additional copy; state-only records are \$34 for the first copy and \$16 for each additional copy; and state-only senior citizen records are \$14 for the first copy and \$16 for each additional copy; and

WHEREAS, the MiCBCS fees, if applicable, would be added to the already-established fees set by the Board of Commissioners; and

WHEREAS, it has been determined that it is prudent to implement access immediately to the MiCBCS, so that Ingham County Clerk's Office staff may begin training on MiCBCS; and

WHEREAS, the MDHHS shall provide quarterly reports and invoices to the Ingham County Clerk's Office for reimbursement for MiCBCS services used that are outlined in the fee schedule.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, in conjunction with the Ingham County Clerk, hereby authorizes entering into a three-year contract with the MDHHS for the access to and usage of the MiCBCS.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize the collection of fees for using the MiCBCS by the Ingham County Clerk in the amounts contemplated in Attachment 1 over and above the current fee schedule the Ingham County Clerk is authorized to collect.

BE IT FURTHER RESOLVED, collected MiCBCS fees shall be transferred to the MDHHS pursuant to the agreement.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any transfers or adjustments to the 2016, 2017, 2018 and 2019 budgets necessary to properly budget and account for these revenues, expenditures, and transfers.

BE IT FURTHER RESOLVED, that the applicable MiCBCS fees to be collected and transferred shall not exceed \$8,000 for the first year; \$8,800 for the second year and \$9,680 for the third year.

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

COUNTY SERVICES: Yeas: Nolan, Koenig, Celentino, Bahar-Cook, Tsernoglou, Maiville
Nays: None **Absent:** Hope **Approved 9/20/2016**

FINANCE: Yeas: Bahar-Cook, Tennis, McGrain, Crenshaw, Anthony, Schafer, Case Nacyart
Nays: None **Absent:** None **Approved 9/21/2016**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A \$10.00 FEE TO ACCOMPANY APPROVED FEES FOR CERTIFIED COPIES OF STATE-ONLY RECORDS ISSUED BY THE COUNTY CLERK'S OFFICE FROM THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MiCBCS)

WHEREAS, the Ingham County Clerk has contracted with the State of Michigan for the use of the Michigan Centralized Birth Certification System (MiCBCS) to be able to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, in Resolution #16-387, the Ingham County Board of Commissioners approved fees for using the MiCBCS; and

WHEREAS, all of the revenue from the fees approved in Resolution #16-387 are remitted to the State of Michigan; and

WHEREAS, the State charges an additional \$12 fee to process same-day, in-person requests for certified copies; and

WHEREAS, the Ingham County Clerk recommends that the current fees be increased from \$34 to \$44 for the first copy and from \$14 to \$24 for the first copy issued to a senior citizen for certified copies of state-only records; and

WHEREAS, the funds generated from the recommended \$10 fee would be deposited into the General Fund for Ingham County; and

WHEREAS, if the Board of Commissioners approves the fee increase, the Ingham County Clerk requests the 2017 Supplies Budget (10121500 726010) for the County Clerk's Office be increased by \$2,000 to cover costs generated from processing requests for certified copies of state-only records.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the collection of a fee of \$10 for requests in addition to the fees authorized in Resolution #16-387 irrespective of the number of copies requested in the transaction.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a \$2,000 increase to the County Clerk's 2017 Supplies Budget to cover costs generated from processing requests for certified copies of state-only records.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any transfers or adjustments to the 2016, 2017, 2018 and 2019 budgets necessary to properly budget and account for these revenues, expenditures, and transfers.

Agenda Item 2a

TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Robert Earle, Sheriff's Office, Capitol Area Dive Team Supervisor

DATE: January 25, 2017

RE: RESOLUTION TO PURCHASE SIDE SCAN SONAR FOR THE SHERIFF'S OFFICE DIVE TEAM AND UNDERWATER RESCUE UNIT USING 2017 CAPITAL IMPROVEMENT FUNDS.

This resolution is for the approval to purchase one Side Scan Sonar for the Sheriff's Office Dive Team and Marine Patrol Division, using 2017 Capital Improvement funds.

Specifically, The Sheriff's Office Dive Team is a multi-jurisdictional team comprised of Officer's and Deputies from Eaton County Sheriff's Department, Clinton County Sheriff's Office and Lansing Police Department. The Dive Team is the only unit capable of sub-surface search, rescue and recovery within the Tri-County Area, and they are often called upon to assist local Fire Departments on surface rescues. The Capital Area Dive Team also provides security and law enforcement at special events in and around local waterways, provides water safety presentations and works closely with the ICSO Marine Division. This side scan sonar would be dual use and be used for Dive Team as well as Marine Patrol. Currently, we have no depth finder to tell the depth of the water when out on patrol or while on a search and/or recovery. In many cases, by not knowing the depth of the water during operations, we are destroying boat propellers when boat operators go into shallow water or hit obstructions. This depth finder is built for search and rescue which can give us a visible image of the bottom saving us time in a search and recovery operation.

Grand Pointe Marina is a local County vendor for the previous 20 years.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE SIDE SCAN SONAR FOR THE SHERIFF'S OFFICE DIVE TEAM AND MARINE PATROL DIVISION, USING 2017 CAPITAL IMPROVEMENT FUNDS

WHEREAS, the Ingham County Sheriff's Office is responsible for Underwater Search and Rescue for Ingham County; and

WHEREAS, the Ingham County Sheriff's Office is a partner in the Regional – Capitol Area Dive Team; and

WHEREAS, the Capitol Area Dive Team is comprised of full time Deputies from Ingham, Clinton and Eaton County as well as full time Police Officers from the Lansing Police Department; and

WHEREAS, each participating Department of the Capitol Area Dive Team is responsible for providing their own members and equipment; and

WHEREAS, the Sheriff's Office has determined the need to purchase a side scan sonar to be installed on the Sheriff's Office Marine Patrol Boat; and

WHEREAS, the purchase order also includes installation by Grand Pointe Marina; and

WHEREAS, Grand Pointe Marina is a single source company for this equipment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase one side scan sonar unit and installation from Grand Pointe Marina, Inc. in the amount of \$2,580 using 2017 Capital Improvement Funds.

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

Agenda Item 2b

TO: Law & Courts Committee
Finance Committee

FROM: Sergeant Robert Earle, Sheriff's Office, Capitol Area Dive Team Supervisor

DATE: January 25, 2017

RE: RESOLUTION TO PURCHASE PORTABLE UNDERWATER CAMERA FOR THE SHERIFF'S OFFICE DIVE TEAM AND UNDERWATER RESCUE UNIT USING 2017 CAPITAL IMPROVEMENT FUNDS.

This resolution is for the approval to purchase one Portable Underwater Camera for the Sheriff's Office Dive Team using 2017 Capital Improvement funds.

Specifically, The Sheriff's Office Dive Team is a multi-jurisdictional team comprised of Officer's and Deputies from Eaton County Sheriff's Department, Clinton County Sheriff's Office and Lansing Police Department. The Dive Team is the only unit capable of sub-surface search, rescue and recovery within the Tri-County Area, and they are often called upon to assist local Fire Departments on surface rescues. The Capital Area Dive Team also provides security and law enforcement at special events in and around local waterways, provides water safety presentations and works closely with the ICSO Marine Division. This underwater camera system will be used by the Dive Team during Search and Rescue Operations within the Tri-County Area. This camera will be deployed into area waterways to search for evidence and human bodies before and during dive recovery operations. The camera will allow divers to see obstructions and locate evidence before team members enter the water. The camera is designed and built for search and rescue operations, and is easy to operate.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO PURCHASE PORTABLE UNDERWATER CAMERA FOR THE
SHERIFF'S OFFICE DIVE TEAM, USING 2017 CAPITAL IMPROVEMENT FUNDS**

WHEREAS, the Ingham County Sheriff's Office is responsible for Underwater Search and Rescue for Ingham County; and

WHEREAS, the Ingham County Sheriff's Office is a partner in the Regional – Capitol Area Dive Team; and

WHEREAS, the Capitol Area Dive Team is comprised of full time Deputies from Ingham, Clinton and Eaton County as well as full time Police Officers from the Lansing Police Department; and

WHEREAS, each participating Department of the Capitol Area Dive Team is responsible for providing their own members and equipment; and

WHEREAS, the Sheriff's Office has determined the need to purchase a portable underwater camera to aid in search and recovery operations; and

WHEREAS, AquaBotix Technology Corporation, Incorporated is a single source company for this equipment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff's Office to purchase one AquaLens PRO portable underwater camera from AquaBotix Technology Corporation, Inc. in the amount of \$2,817 using 2017 Capital Improvement Funds.

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

Agenda Item 3

TO: Law & Courts and Finance Committee
From: Lisa McCormick, Chief Assistant Prosecutor
Date: January 24, 2017
Re: Extension of Temporary Appointment of Assistant Prosecutor

Catherine Emerson was appointed Special Prosecutor to review and audit the evidence room pursuant to Resolution # 16-421. The \$20,000 that was allocated has been exhausted. Ms. Emerson is currently reviewing cases from 2010 to the present. We believe her review will be complete and report generated no later than March 10, 2017. Based on my calculations we would need 12,656 to finish the review and present her findings. We are requesting the funds be transferred from the Contingency Fund to cover the costs.

Introduced by the Law & Courts and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTINGENCY FUND APPROPRIATION TO EXTEND THE
TEMPORARY SPECIAL ASSISTANT PROSECUTING ATTORNEY**

WHEREAS, Carol Siemon, Ingham County Prosecuting Attorney has appointed Catherine Emerson as a Special Assistant Prosecutor to continue the audit of the property room at the Ingham County Sheriff's Office for the sole purpose to review criminal cases in light of the issues in the property room at the Ingham County Sheriff's Office; and

WHEREAS, it is necessary for a Special Assistant Prosecuting Attorney to continue to review our records to determine what, if any, action needs to be take on specific cases; and

WHEREAS, the money allotted to this project under Resolution # 16-421 has been exhausted; and

WHEREAS, in order to finish the project and present the findings additional time is needed; and

WHEREAS, the project will be completed no later than March 10, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorize a transfer of up to \$12,656 from the 2017 Contingency Fund to the Prosecutor's temporary salaries account to continue to fund an Assistant Prosecutor, on a temporary basis, to finish the review of the cases.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments to the 2017 budget.

Agenda Item 4

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: January 3, 2017
SUBJECT: Resolution Authorizing a Health Services Millage Contract with IHPC
For the meeting agendas of January 18 and January 23

BACKGROUND

This resolution authorizes a 2017 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

Update: This agenda item was initially scheduled for the January 18 Finance Committee meeting and the January 23 Human Services Committee meeting. The Finance Committee tabled the item on January 18. A substitute containing some suggested changes was presented to the Human Services Committee on January 23. The Human Services Committee amended the substitute. All of the changes are reflected in the resolution.

ALTERNATIVES

Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Since that time, millage eligible membership has run roughly between 1,000 and 1,100 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

FINANCIAL IMPACT

The contract will not exceed \$1,000,000 from the Health Services Millage, and funds are included in the 2017 budget. The administrative rate increases from 10% in 2016 to 20% in 2017. If at the end of the contract period the total amount paid by the County is less than \$1,000,000 IHPC may request payment from the County on the December invoice of additional expensed funds. In 2015 millage expenditures on the IHPC contract were \$765,937 and 2016 expenditures are projected to be between \$850,000 and \$900,000.

Update: the clause allowing IHPC to request payment of additional expensed funds at the end of the contract period was removed by the Human Services Committee.

OTHER CONSIDERATIONS

The 2017 contract will be nearly identical to the 2016 contract with the major exception being the amount paid for administration, as detailed above.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE
INGHAM HEALTH PLAN CORPORATION (IHPC)**

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed \$1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2017 through December 31, 2017 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of \$1,000,000 includes administrative costs, which will be capped at 20% of reimbursements paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice. ~~and~~

~~BE IT FURTHER RESOLVED, if at the end of the contract period the total amount paid by the County is less than \$1,000,000 IHPC may request payment seek approval from the County Board of Commissioners on the December invoice of additional expensed funds millage eligible administrative costs that might exceed the 20% cap.~~

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.

BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

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



COVERED SERVICES

PLAN B MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services

Office visit Copay: \$5.00

Covered when provided by the member's Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

Outpatient Hospital Services

Copay: \$0.00

Covered when ordered by the member's PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)

Urgent Care Services**Copay: \$5.00**

Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled

- Urgent care visits (facility charged not covered)
- Administration of immunizations (serum not covered- exception flu vaccine)
- Administration of injections (serum not covered- exception antibiotics)

Laboratory Services**Copay: \$0.00**

Covered when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

Radiology Services**Copay: \$0.00**

Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee's PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

Medical Supplies**Copay: \$0.00**

Covered with a valid prescription when ordered by the member's PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non covered durable medical equipment item
- Syringes, test strips, and lancets Available through member's Pharmacy Benefit.
- Limited wrist and knee orthotics

Pharmacy**Copay: \$5.00 (Generic)/\$10.00 (Brand)**

- IHP formulary medications filled at a IHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)

PLAN B DENTAL COVERAGE

Covered Services*	Member Copay**
Cleanings	No
Preventative Exams	No
X-rays	No
Fillings	Yes, for some fillings (See Member Copayment Schedule for amount)
Crowns	Yes (See Member Copayment Schedule for amount)
Root Canals	Yes (See Member Copayment Schedule for amount)
Bridges & Dentures	Yes (See Member Copayment Schedule for amount)

* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.

Agenda Item 5

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: January 17, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment #2
For the meeting agenda of February 14, 2017

BACKGROUND

The Ingham County Health Department (ICHHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339 and Amendment #1 in Resolution 16-494

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from \$5,256,609 to \$5,336,177 an increase of \$79,568. The amendment makes the following specific changes in the budget:

Nutrition & Physical Activity Self-Assessment for Child Care \$5,000 - new funding
Breast & Cervical Cancer Control Coordination; increase of \$55,000 from \$225,000 to \$280,000
Public Health Emergency Preparedness (PHEP); increase of \$20,473 from \$128,846 to \$149,319
Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of \$14,095 from \$29,884 to \$43,979
Local Maternal & Child Health Grant; increase of \$15,000 from \$224,611 to \$239,611
Wise Choices Grant: decrease of \$30,000 from \$52,500 to \$22,500

This resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the \$55,000 in funding provided by the agreement.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 2 with Michigan Department of Health & Human Services (MDHSS).

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #2 TO THE 2016-2017 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 Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County Health Department (ICHHD) have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and

WHEREAS, the MDHHS has proposed amendment #2 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 #2 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,256,609 to \$5,336,177, an increase of \$79,568.

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

- Nutrition & Physical Activity Self-Assessment for Child Care \$5,000 - new funding.
- Breast & Cervical Cancer Control Coordination; increase of \$55,000 from \$225,000 to \$280,000
- Public Health Emergency Preparedness (PHEP); increase of \$20,473 from \$128,846 to \$149,319
- Public Health Emergency Preparedness Ebola Virus Disease (EVD); increase of \$14,095 from \$29,884 to \$43,979
- Local Maternal & Child Health Grant; increase of \$15,000 from \$224,611 to \$239,611
- Wise Choices Grant; decrease of \$30,000 from \$52,500 to \$22,500.

BE IT FURTHER RESOLVED, the resolution authorizes a .75 FTE Program Coordinator (ICEA PRO Grade 9) for the remainder of FY 2017 to provide required program coordination for all services under the Breast & Cervical Cancer Control Navigation program with compensation for the position not to exceed the \$55,000 in funding provided by the agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #2 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

FROM: Deb Fett, CIO

DATE: 1/24/2017

SUBJECT: Renewal of the Imagesoft and OnBase Annual Support

BACKGROUND

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and several new projects will increase its streamlining of our processes. Since its implementation, we have been utilizing Imagesoft for our annual support. Our current agreement with Imagesoft expired on 12/31/16. Since Imagesoft had passed on an 18% increase in their support pricing from Hyland, ITD asked Imagesoft to work with us to get our renewal price to a Board approved level. Our solution is to switch to the GSA licensing support directly through Hyland for OnBase items and split off our Imagesoft direct support resulting in a net savings instead of an increase.

ALTERNATIVES

By working through Imagesoft and Hyland for our support, we have the following results;

2015 support costs paid	\$160,380.66
2016 support costs paid	\$168117.16
2017 support costs proposed 1 st	\$194,841.60
2017 support costs as negotiated	\$153,498.68
Net savings to Ingham	\$41,342.92

FINANCIAL IMPACT

The funding for the \$74,473.40 invoice for Imagesoft and the \$79,025.28 invoice from Hyland (total of \$153,498.68) will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

OTHER CONSIDERATIONS

There will be an additional cost in July for support on the licenses added by the Circuit Court project in July of 2016. This will be approximately \$30,000.00. A resolution will be put through when we know the exact amount.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and Imagesoft support renewals in the amount not to exceed \$153,500.00.



Hyland Software, Inc.
28500 Clemens Road Westlake, OH 44145
Phone: (440) 788 - 5000 Internet: www.onbase.com

Customer:

Ingham County - Michigan
Attention: Accounts Payable
121 East Maple St.
MASON, MI 48854
United States

Primary Support Provided By:

Hyland Software, Inc.
Attention: Accounts Payable
28500 Clemens Rd
Westlake, OH 44145
United States

Software Maintenance Invoice

Account#: 10289
Invoice#: 331655
Date: 01/18/2017
Territory: US
Status: Not Paid
Bill No.: 10289

Billing Period	OnBase Version	Terms
Maintenance from: 01/01/2017 to 12/31/2017	12.0.1	DUE: 12/31/2016

Module Code	Description	Rate	Quantity	Extended Rate
AEMPI2	Enterprise Application Enabler Maintenance	\$ 8,060.45	1	\$ 8,060.45
CMMP1	Configuration Migration Utility Maintenance	\$ 0.00	1	\$ 0.00
CTMPC1	Concurrent Client (1-100) Maintenance	\$ 225.69	24	\$ 5,416.56
CTMPN1	Named User Client (1-100) Maintenance	\$ 112.85	100	\$ 11,285.00
CTMPN2	Named User Client (101-200) Maintenance	\$ 96.73	30	\$ 2,901.90
CTMPW1	Workstation Client (1-100) Maintenance	\$ 112.85	3	\$ 338.55
DIMPW2	Production Document Imaging (Kofax or Twain) (2+) Maintenance	\$ 483.63	1	\$ 483.63
DMMP1	EDM Services Maintenance	\$ 806.05	1	\$ 806.05
DPMPW1	Document Import Processor Maintenance	\$ 806.05	1	\$ 806.05
DSMP1	Distributed Disk Services Maintenance	\$ 806.05	1	\$ 806.05
IAMPW1	Advanced Capture Maintenance	\$ 4,030.23	1	\$ 4,030.23
ICMP1	Integration for CourtView Maintenance	\$ 2,418.14	1	\$ 2,418.14
OBMPW1	Multi-User Server Maintenance	\$ 1,289.67	1	\$ 1,289.67
OCMPW1	Batch OCR Maintenance	\$ 241.81	1	\$ 241.81
OLMP1-10	Integration for Microsoft Outlook 2010 Maintenance	\$ 806.05	1	\$ 806.05
PTMPC1	Virtual Print Driver Maintenance	\$ 806.05	1	\$ 806.05
SALESTAX	Tax (Type : Maintenance) : MI	\$ 0.00	1	\$ 0.00
TIMPW2	Production Document Imaging (TWIN) Maintenance	\$ 483.63	19	\$ 9,188.97
UFMP1	Unity Forms Maintenance	\$ 0.00	1	\$ 0.00
UNMP1	Unity Client Server Maintenance	\$ 1,612.09	1	\$ 1,612.09
WLMPC1	Workflow Concurrent Client SL (1-20) Maintenance	\$ 354.66	20	\$ 7,093.20
WLMPC2	Workflow Concurrent Client SL (21-50) Maintenance	\$ 290.18	1	\$ 290.18
WLMPN1	Workflow Named User Client SL (1-20) Maintenance	\$ 225.69	20	\$ 4,513.80
WLMPN2	Workflow Named User Client SL (21-50) Maintenance	\$ 177.33	30	\$ 5,319.90
WLMPN3	Workflow Named User Client SL (51-100) Maintenance	\$ 145.09	50	\$ 7,254.50
WLMPN4	Workflow Named User Client SL (101-300) Maintenance	\$ 128.97	11	\$ 1,418.67
WLMPW1	Workflow Workstation Client SL (1-20) Maintenance	\$ 225.69	1	\$ 225.69

Payment by Wire Transfer:
Keybank, N.A.
Swift Code: KEYBUS33
Routing #: 041001039
Hyland Software, Inc.
Acct. #: 359681326518

This pro forma invoice has been generated based upon either the pending renewal of the annual maintenance contract or the beginning of the first annual maintenance contract. If maintenance coverage is not desired, please make a note on the invoice and mail or fax this invoice back to the Hyland Software Inc. accounting department. If annual maintenance is desired, please pay off this invoice. If this invoice is premature or the dates are incorrect, please notify us of the correct installation date. All renewal maintenance agreements are prorated to a calendar year unless otherwise agreed. The maintenance fee includes all major releases and bug fixes and must be paid retroactive to the initial date if not contracted with the original installation. A 10% reinstatement fee will be charged if maintenance fees are not paid on time. Please call us with any questions. We will be happy to assist you.

EAR 758.6: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.



Hyland Software, Inc.
28500 Clemens Road Westlake, OH 44145
Phone: (440) 788 - 5000 Internet: www.onbase.com

Software Maintenance Invoice

Account#: 10289
Invoice#: 331655
Date: 01/18/2017
Territory: US
Status: Not Paid
Bill No.: 10289

Primary Support Provided By:

Hyland Software, Inc.
Attention: Accounts Payable
28500 Clemens Rd
Westlake, OH 44145
United States

Customer:

Ingham County - Michigan
Attention: Accounts Payable
121 East Maple St
MASON, MI 48854
United States

Billing Period	OnBase Version	Terms
Maintenance from: 01/01/2017 to 12/31/2017	12.0.1	DUE: 12/31/2016

Module Code	Description	Rate	Quantity	Extended Rate
WTMPW1	Web Server Maintenance	\$ 1,612.09	1	\$ 1,612.09

Total: \$ **79,025.28**
This amount is in USD

Payment by Wire Transfer:
Keybank, N.A.
Swift Code: KEYBUS33
Routing #: 041001039
Hyland Software, Inc.
Acct. #: 359681326518

This pro forma invoice has been generated based upon either the pending renewal of the annual maintenance contract or the beginning of the first annual maintenance contract. If maintenance coverage is not desired, please make a note on the invoice and mail or fax this invoice back to the Hyland Software Inc. accounting department. If annual maintenance is desired, please pay off this invoice. If this invoice is premature or the dates are incorrect, please notify us of the correct installation date. All renewal maintenance agreements are prorated to a calendar year unless otherwise agreed. The maintenance fee includes all major releases and bug fixes and must be paid retroactive to the install date if not contracted with the original installation. A 10% reinstatement fee will be charged if maintenance fees are not paid on time. Please call us with any questions. We will be happy to assist you.

EAR 758.6: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law is prohibited.



ImageSoft, Inc.
 25900 W. 11 Mile Rd
 Suite 100
 Southfield, MI 48034

248 948-8100
 accounting@imagesoftinc.com

Maintenance Invoice

Date	Maintenance
11/15/2016	MAIN3919

Ingham County 121 E. Maple St 3Rd Floor Mason, MI 48854 United States

Maintenance Period:
01/01/2017 - 12/31/2017

P. O. No.	Due Date	Rep
PROFORMA	12/15/2016	TZ

Item	Description	Qty	Serial #	Maint. End Date	Cost	Total
Ingham Cty - FOC						
ImageSoft Software						
IS-AEBC-M-R	ImageSoft Barcode Label Printer Software Maintenance	1		12/31/2017	400.00	400.00
IS-TSIGN-CAL1-M-R	ImageSoft TrueSign (Integrated Electronic Signature) - addit	8		12/31/2017	20.00	160.00
IS-TSIGN-CAL2-M-R	ImageSoft TrueSign (Integrated Electronic Signature) - addit	4		12/31/2017	9.00	36.00
Canon Hardware						
CA-5353B001-R	Canon 1 Yr. eCarePak DR6050/7550/9050/7090/9080/7580/G1130	1	EX301160	02/14/2018	1,275.00	1,275.00
Prorated 02/16/2017 - 08/31/2017						
CA-5353B001-R	Canon DR5010C Scanner Service - END OF LIFE	1	DD313084	08/31/2017	892.50	892.50
CA-5353B001-R	Canon DR5010C Scanner Service - END OF LIFE	1	DD313090	08/31/2017	892.50	892.50
Services						
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1		12/31/2017	3,960.00	3,960.00
Not Renewed						
KF-AE#T024-001U-M-R	Kofax Capture (8.x) 1 Concurrent Station Maintenance - DECLINED	3	TE56154	12/31/2016	0.00	0.00
KF-AE#T026-0000-M-R	Kofax Virtual Rescan (VRS V4.x) Software Maintenance - DECLINED	3	TE56154	12/31/2016	0.00	0.00

Sales Tax has been calculated based on rates current as of invoice date.
 Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.

KF-AE#Y024-300K-M-R	Kofax Capture (8.x) Image Volume 300K/yr. Maintenance - DECLINED	1	TE56154	12/31/2016	0.00	0.00
KF-UE#T027-0000-M-R	Kofax VRS Elite Production Upgrade from Workgroup Maint. - DECLINED	1	TE56154	12/31/2016	0.00	0.00
Ingham Cty - FSU						
ImageSoft Software						
IS-ICAP10P-M-R	ImageSoft iCap 10+ Maintenance	10		12/31/2017	200.00	2,000.00
IS-TSIGN-CAL1-M-R	ImageSoft TrueSign (Integrated Electronic Signature) - addit	10		12/31/2017	20.00	200.00
IS-TSIGN-CAL2-M-R	ImageSoft TrueSign (Integrated Electronic Signature) - addit	2		12/31/2017	9.00	18.00
Fujitsu Hardware						
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152170	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152240	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152250	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152258	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152260	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152264	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152265	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152269	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152625	02/15/2018	99.00	99.00
FJ-S6130-AEPWNBD-1-R	Fujitsu 6130 Advance Exchange 1 Yr. - 8x5x24	1	152629	02/15/2018	99.00	99.00
Services						
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1		12/31/2017	1,386.00	1,386.00
Ingham Cty - MIS						
Fujitsu Hardware						
Not Expiring this period						
FJ-S7160-AEPWNBD-1-R	Fujitsu fi-7160 1 Year Advance Exchange	1	A36DC39204	10/07/2018	0.00	0.00
Ingham Cty - PA						
ImageSoft Software						
IS-ICST-M-R	ImageSoft iContentStamper Maintenance - No Charge	1		12/31/2017	0.00	0.00

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.

IS-IJPA-IDA1-M-R	ImageSoft JusticeTech PA - IDocArchive for PACC Maintenance	1		12/31/2017	1,500.00	1,500.00
IS-IJPA-IDP1-M-R	ImageSoft JusticeTech PA IDocArchive Print Driver 10pk Maint	1		12/31/2017	70.00	70.00
IS-IJPA-PP11-M-R	ImageSoft JusticeTech PA - PACC Integrator Maintenance	1		12/31/2017	1,500.00	1,500.00
IS-IJPA-PWM1-M-R	ImageSoft JusticeTech PA Warrant Manual Integration Maint.	1		12/31/2017	1,500.00	1,500.00
IS-IJSM-LEAP	TrueFiling for Law Enforcement One Year Sub- Small Agency	12		12/31/2017	1,500.00	18,000.00
IS-TSIGN-M-R	ImageSoft TrueSign Custom Signature Module Maintenance	1		12/31/2017	2,000.00	2,000.00
IS-TSIGN-CAL2-M-R	ImageSoft TrueSign (Integrated Electronic Signature) - addit	24		12/31/2017	9.00	216.00
Canon Hardware						
Prorated 04/25/2017 - 12/31/2017						
CA-5352B001-R	Canon DR4010C/6010C/6030C 1 Year Advance Unit Replacement	1	FL306206	12/31/2017	267.20	267.20
Prorated 04/26/2017 - 12/31/2017						
CA-5352B001-R	Canon DR4010C/6010C/6030C 1 Year Advance Unit Replacement	1	FL305891	12/31/2017	267.20	267.20
Prorated 10/30/2017 - 12/31/2017						
CA-5353B001-R	Canon 1 Yr. eCarePak DR6050/7550/9050/7090/9080/7580/G1130	1	EX300513	12/31/2017	255.00	255.00
CA-5353B001-R	Canon 1 Yr. eCarePak DR6050/7550/9050/7090/9080/7580/G1130	1	EX300514	12/31/2017	255.00	255.00
Fujitsu Hardware						
FJ-S7480-BAPW4HR-1-R	Fujitsu fi-7480 1 Yr. Basic SBD, 4Hr On-Site Service	1	APSD000049	09/01/2018	1,295.00	1,295.00
Services						
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1		12/31/2017	21,423.00	21,423.00
IS-IMAGESOFT TRUECERTIFY SAAS	ImageSoft TrueCertify Annual Subscription	1		12/31/2017	4,500.00	4,500.00
Not Renewed						
KF-AE#T024-001U-M-R	Kofax Capture (8.x) 1 Concurrent Station Maintenance - DECLINED	7	TE56154	12/31/2016	0.00	0.00
KF-AE#T026-0000-M-R	Kofax Virtual Rescan (VRS V4.x) Software Maintenance - DECLINED	2	TE56154	12/31/2016	0.00	0.00
KF-AE#Y024-600K-M-R	Kofax Capture (8.x) Image Volume 600K/yr. Maintenance - DECLINED	1	TE56154	12/31/2016	0.00	0.00
Ingham Cty - Probate						
Fujitsu Hardware						
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	400541	11/14/2018	99.00	99.00

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.

FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	400549	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	400554	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	400650	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	406657	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	406659	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	406744	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	406745	11/14/2018	99.00	99.00
FJ-S6140Z-AEPWNBD-1-R	Fujitsu 6140Z Advance Exchange Service 1 Yr.	1	406839	11/14/2018	99.00	99.00
Services						
IS-CUSTOMER CARE-R	ImageSoft Customer Care Package	1		12/31/2017	5,324.00	5,324.00
Ingham Cty - System						
ImageSoft Software						
IS-IDC-M-R	ImageSoft iDocCreator Maintenance	1		12/31/2017	2,000.00	2,000.00
IS-ITFREN-M-R	ImageSoft iTiffRender Maintenance	1		12/31/2017	1,000.00	1,000.00
Note: A 10% reinstatement fee will be charged by Hyland if maintenance fees are not paid on time.					Total \$74,473.40	

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE IMAGESOFT AND ONBASE
ANNUAL SUPPORT**

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement expired on December 31st, 2016; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, ITD has negotiated a substantial price decrease by using the GSA contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and Imagesoft annual support in the amount not to exceed \$153,500.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Imaging Fund (636-25870-932050).

BE IT FURTHER RESOLVED, that the Controller 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, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 1/23/2017

SUBJECT: Resolution – Cyfin Licensing Renewal

BACKGROUND

Ingham County has been using Cyfin for our web usage reporting for many years. Wavecrest Computing has been providing our licensing in the past. This support licensing renewal will let us continue to use the product in the future as it deactivates if not renewed. Our contract expires on 1/30/17.

ALTERNATIVES

None.

FINANCIAL IMPACT

The funding for the \$7,308.00 total for a 3 year contract will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

The renewal is quoted under the GSA contract #GS-35F-0212L.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached contract for Cyfin software license renewal from Wavecrest Computing.

Wavecrest Computing Sales Quote

Quote Number: 53302

Date Created: Jan 10, 2017

This Quote is valid for the following organization

Ingham County
 Chris Hosler
 121 East Maple Street
 Mason, MI 48854
 chosler@ingham.org

Current License Expiration Date: January 30, 2017

This Quote is valid for the following item(s)

Code	Description	Price (USD)
CR-2500	Cyfin 1500 Users - Renewal Subscription License 3 Years	\$9,135.00

Discount: \$1827.00

Tax: \$0.00

Total (USD): \$7,308.00

[Buy Now](#)

The following is included during your subscription

Cyfin

- Cyfin [software download](#) including all updates and new versions
- Continuous updates to the comprehensive Wavecrest URL List.
- No-charge, U.S.-based Wavecrest Technical Support by phone, e-mail, WebEx, and live chat.

Notes

- This quote reflects GSA Pricing, per GSA Contract Number GS-35F-0212L

This quote also reflects an additional 20% discount on a 3 year renewal, plus an additional 3 month license at no charge, ie a 39 month license term for the price of a 36 month.

Payment and License Information

This quote is valid for 60 days from date of issue, for the organization listed above. Payment terms are Net 30 Days after receipt of order. Wavecrest accepts the following three payment methods:

- **Credit Card.** Click on the above button to buy now or provide credit card information by fax or telephone.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE CYFIN SOFTWARE
LICENSING AGREEMENT**

WHEREAS, Ingham County has been using Cyfin for web reporting for many years; and

WHEREAS, Wavecrest Computing is the company that provides licensing for Cyfin; and

WHEREAS, the renewal quote is provided under GSA contract pricing; and

WHEREAS, our current existing agreement expires on January 30, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Wavecrest Computing in the amount not to exceed \$7,308.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

BE IT FURTHER RESOLVED, that the Controller 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 6c

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 1/18/2017
SUBJECT: Resolution – Ocularis Licensing Renewal

BACKGROUND

Ingham County has been using Ocularis for our camera management and video recording for many years. Vidcom has been providing our licensing in the past and ITD is very pleased with their service thus far. This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money.

ALTERNATIVES

Following due process requirements, bids for 1 year of software license renewal were obtained from the following vendors:

- Vidcom Solutions \$ 10,730.00
- Anixter \$ 10,226.00
- Presidio \$ 12,575.00

FINANCIAL IMPACT

The funding for the renewed \$10,730.00 year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached contract for software license renewal from Vidcom.



Lansing (517) 372-1130 • Detroit (248) 342-2109 • Fax (517) 372-5209

QUOTE

Number AAAQ5441

Date Jan 12, 2017

Sold To
Ingham County IT Nick Thomas 121 E. Maple St. Mason, MI 48854 United States Phone (517) 676-7386 Fax

Ship To
Ingham County IT Nick Thomas 121 E. Maple St. Mason, MI 48854 United States Phone (517) 676-7386 Fax

OnSSI System License Renewals

Salesperson	P.O. Number	Ship Via	Terms
BThroop			Net 30

Line	Qty	Description	Unit Price	Ext. Price
1	1	Ocularis Enterprise Base 1 Year StayCURRENT	\$170.00	\$170.00
2	330	Ocularis Enterprise Camera 1 Year StayCURRENT SC-OC-ENT-1C-1Y	\$32.00	\$10,560.00

Renewal Quote for Enterprise System which should have 354 Camera licenses.
 Nick Thomas of Ingham County Requests 330 StayCURRENT camera licenses.
 Renewal due date 1-4-2017.

SubTotal	\$10,730.00
Tax	\$0.00
Shipping	\$0.00
Total	\$10,730.00

Customer Signature

Date

PRICES SUBJECT TO CHANGE - Prices based upon total purchase - All delivery, training or consulting services to be billed at published rates for each activity involved - Generally all hardware computer components proposed above are covered by a limited one year warranty, covering parts and labor for hardware only and on a depot basis - We specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products - We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose damages related to this agreement - Minimum 20% restocking fee with original packaging - A service charge of 18% per annum will be charged on all amounts overdue on regular statement dates. This Agreement is governed in accordance with the laws of Michigan, United States. Customer is responsible for all court and legal fees for collection. Pricing valid for 30 days

01/12/17 11:44:56

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE
LICENSING AGREEMENT FROM VIDCOM**

WHEREAS, Ingham County has been using Ocularis for our camera management and video recording for many years; and

WHEREAS, Vidcom has been providing our licensing in the past and the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors pricing and recommend continuing with Vidcom for software licensing renewal; and

WHEREAS, our current existing agreement expired on January 4, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Vidcom in the amount not to exceed \$10,730.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

BE IT FURTHER RESOLVED, that the Controller 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 6d

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

FROM: Deb Fett, CIO

DATE: 1/20/2017

SUBJECT: Resolution – VmWare Software Support Renewal

BACKGROUND

Resolution #16-249 was for the annual support renewal in 2016 for our VmWare. This software is used not only to virtualize our Cisco phone system but also to virtualize our network servers at our datacenter and at the 911 center. These licenses have an annual support that must be renewed each year. This renewal is under the State of Michigan MiDeal contract with CDWG.

ALTERNATIVES

The alternative would be to not renew our support, risk failure of our systems, and not be able to upgrade to newer versions as our version becomes obsolete.

FINANCIAL IMPACT

The funding for the \$26,795.72 total will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

Even though last year's cost was \$13,662.00, overall the cost is slightly less per unit/month than last year. Last year's cost reflected partial year support on several items done to align our ending date. It also did not include the 8 additional licenses we added over the past year. Paying for the full year and adding the additional licenses increased the invoice amount.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached quote for VmWare support renewal from CDWG.

QUOTE CONFIRMATION



DEAR VICKY WATSON,

Thank you for considering CDW*G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HPCS834	12/13/2016	VMWARE	6091672	\$26,795.72

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
VMware Support and Subscription Production - technical support - for VMware Mfg. Part#: VCS6-STD-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	3649012	\$1,411.26	\$1,411.26
VMware Support and Subscription Production - technical support - for VMware Mfg. Part#: VS6-ENT-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)	4	3649002	\$679.03	\$2,716.12
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part#: VU4-PR-STR-P-SSSCR UNSPSC: 86101601 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	1955140	\$587.06	\$587.06
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part#: VU4-PR-STR-P-SSSCR UNSPSC: 86101601 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	1955140	\$587.06	\$587.06
VMware Support and Subscription Production - technical support (renewal) - Mfg. Part#: VU4-PR-10-P-SSS-CR UNSPSC: 86101601 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)	1	1955146	\$587.06	\$587.06

QUOTE DETAILS (CONT.)				
VMware Support and Subscription Production - technical support (renewal) -	1	1955146	\$587.06	\$587.06
Mfg. Part#: VU4-PR-10-P-SSS-CR UNSPSC: 86101601 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
VMware Support and Subscription Production - technical support (renewal) -	1	1955146	\$587.06	\$587.06
Mfg. Part#: VU4-PR-10-P-SSS-CR UNSPSC: 86101601 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
VMware Support and Subscription Production - technical support - for VMware	8	3649015	\$822.21	\$6,577.68
Mfg. Part#: VS6-EPL-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
VMware Support and Subscription Production - technical support - for VMware	4	3649015	\$822.21	\$3,288.84
Mfg. Part#: VS6-EPL-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
VMware Support and Subscription Production - technical support - for VMware	4	3649015	\$822.21	\$3,288.84
Mfg. Part#: VS6-EPL-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
VMware Support and Subscription Production - technical support - for VMware	4	3649015	\$822.21	\$3,288.84
Mfg. Part#: VS6-EPL-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
VMware Support and Subscription Production - technical support - for VMware	4	3649015	\$822.21	\$3,288.84
Mfg. Part#: VS6-EPL-P-SSS-C-R UNSPSC: 81112201 3/31/2017 to 3/30/2018 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MIDEAL (071B6600110)				
PURCHASER BILLING INFO			SUBTOTAL	\$26,795.72

Billing Address: VICKY L WATSON INGHAM COUNTY 121 E MAPLE ST HILLIARD BLDG 3RD FL MASON, MI 48854-1655 Phone: (517) 244-8027 Payment Terms: Request Terms	SHIPPING	\$0.00
	GRAND TOTAL	\$26,795.72
DELIVER TO Shipping Address: INGHAM COUNTY 121 E MAPLE ST HILLIARD BLDG 3RD FL MASON, MI 48854-1655 Shipping Method: ELECTRONIC DISTRIBUTION	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Sean Bergquist		(877) 325-3701		seanber@cdwg.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager
© 2016 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT
FROM CDWG**

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on March 30, 2017 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VmWare support agreement from CDWG for 12 months in the amount not to exceed \$26,795.72.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

BE IT FURTHER RESOLVED, that the Controller 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 6e

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

FROM: Deb Fett, CIO

DATE: 1/09/2017

SUBJECT: Renewal of the Seamless Docs Licensing Subscription

BACKGROUND

Seamless Docs is a comprehensive forms engine and eSignature platform heavily utilized by government entities. It is currently being utilized by the County Controllers Office, Human Resources, and the Health Department since it was implemented in February, 2015. There has been great interest by other departments to use this to streamline clunky paper workflows. Our current Seamless Docs subscription expires on 2/19/17. The last renewal was done on Resolution #16-019.

ALTERNATIVES

Seamless Docs is the sole sourced provider of the Seamless Docs application.

FINANCIAL IMPACT

The funding for the \$24,000.00 will come from the County's Innovation and Technology Department Network Maintenance – Software Fund #636-25810-932030.

OTHER CONSIDERATIONS

This renewal changes our subscription from the 75 document plan to the unlimited document plan as we currently have reached the limit. This is the most cost effective solution for moving forward that will allow us to continue to increase efficiency.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Seamless Docs renewal in the amount not to exceed \$24,000.00.

seamless docs

Renewal

*SeamlessGov Online Form
Automation Platform*

FOR: Ingham County, MI

ON: December 20, 2016



Exclusive Proposal

For the intended recipient only

This proposal, and any attachments or links, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at seamlessdocs.com.

Prepared for:	Ingham County, MI
Prepared by:	Michael Fulvio Director of Customer Success
Prepared date:	December 20, 2016
Current Subscription End Date:	February 18, 2017

Your SeamlessDocs Usage Summary

Subscription Summary

CURRENT PLAN		
# of SeamlessDocs	75	INCLUDED
# of Submissions/esignatures	UNLIMITED	INCLUDED
# of Users	Up to 7	INCLUDED
Total Base Subscription Cost		\$15,950
Payment Integration	Authorize.net Payments	\$2,500
Private Labeling	http://forms.ingham.org/	\$1,500
Total Annual Subscription Costs		\$19,950

2016 Activity Stats:

The below statistics highlight how successfully Ingham County has used the SeamlessDocs platform as of December 20, 2016.

CURRENT PLAN (account lifetime totals)	
# of SeamlessDocs created	75
# of Web Forms Created	6
# of Submissions	2407
# of Users	6
# of Log Ins	535
Estimated Time Saved*	602 Hours
*based on 15 minutes saved per form submission	

Pricing Summary

Subscription Summary

Service	Choice	Cost
75 Docs		\$15,950
Unlimited Docs		\$20,000
Total Base Subscription Costs		

Add Ons		Cost
Additional Users	@ \$500	
Authorize.net Payments		\$2,500
Private Labeling		\$1,500
Total Annual Subscription Costs		

5% Optimization fee waived for 2017 renewal. All future renewals will incur this fee.

Subscription Term Details

Term	12 Months
Number of Users	Up to 7
Subscription Start Date	February 19, 2017
Subscription End Date	February 18, 2018
Payment Terms	Net 30
General Notes	

Order Form

SIGNATURE PAGE

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Date	

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Full Name	
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Date	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE SEAMLESS DOCS
LICENSING SUBSCRIPTION**

WHEREAS, Seamless Docs is a sole sourced comprehensive forms engine and eSignature platform heavily utilized by government entities; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the current licensing subscription agreement will expire on February 19th, 2017 unless renewed; and

WHEREAS, the annual contract amount is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Seamless Docs licensing subscription in the amount not to exceed \$24,000.00 per year.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology's Contract Maintenance Fund (636-25810-932030).

BE IT FURTHER RESOLVED, that the Controller 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: Sandra Dargatz, Fair

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: January 9, 2017

RE: Memo of performance for ITB No. 6-17: Pole Barn Kits for the Ingham County Fairgrounds

Per your request, the Purchasing Department sought bids for the purchase and delivery of four (4) agricultural pole barn kits to the Ingham County Fairgrounds located at 700 E. Ash Street, Mason, MI 48854.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendor invited to propose	109	35
Vendors responding	2	0

The following grid is a summary of the vendors’ costs:

VENDOR NAME	LOCAL PREF	BID TOTAL	SUBSTITUTE DEDUCT
Big L Lumber	No, Grand Ledge MI	\$110,242.60	
Carter Lumber	No, Clinton County	\$118,214.80	\$1,315.90 FOR TREADED .60 CCA

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

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

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

Memorandum

To: Ingham County Purchasing Office
Ingham County Controller's Office
Ingham County Board of Commissioners - County Service Committee, Chair
Ingham County Board of Commissioners - County Finance Committee, Chair
Ingham County Board of Commissioners, Chair

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: January 24, 2017

RE: Resolution Authorizing Entering Into A Contract with The Big L Corporation for the Purchase of Four Pole Barn Kits for the Ingham County Fairgrounds

The four existing horse barns on the south end of the fairgrounds have reached the end of their useful life and are currently only able to be utilized for horse event; due to the height limitations of the barn entrances and the fixed interior horse stalls.

Annually, the fairgrounds generate \$45,000 in off season revenue through the usage of all other buildings as RV/vehicle storage throughout the winter months. Adding the four proposed pole barns to the fairgrounds would provide an additional \$17,000 in RV/vehicle storage revenue annually.

After careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to The Big L Corporation who submitted the lowest responsible bid in the amount not to exceed \$110,242.60, for the purchase of four pole barn kits for the Ingham County Fairgrounds. The funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for \$200,000.00.

I respectfully recommend approval of the attached resolution to support the purchase of four pole barn kits for the Ingham County Fairgrounds.

Sincerely,

Sandra Dargatz
Executive Director, Ingham County Fair
(517) 676-2857

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PURCHASE OF FOUR POLE BARN KITS FROM THE
BIG L CORPORATION**

WHEREAS, the four existing horse barns on the south end of the fairgrounds have reaching the end of their useful life; and

WHEREAS, said horse barns have historically been used for only horse events on the fairgrounds due to their height limitations; and

WHEREAS, all other horse barns on the grounds are used during the winter months for RV/vehicle storage; and

WHEREAS, the usage of the horse barns during the winter months for RV/vehicle storage creates off season revenue; and

WHEREAS, the proposed pole barn kits would have the capacity to increase the collection of winter storage revenue; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to The Big L Corporation who submitted the lowest responsible bid in the amount not to exceed \$110,242.60, for the purchase of four pole barn kits for the Ingham County Fairgrounds; and

WHEREAS, the funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for \$200,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to The Big L Corporation located at 620 S Main Street, Sheridan, MI 48884 for the purchase of four pole barn kits for the Ingham County Fairgrounds, for a total cost not to exceed \$110,242.60.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel CIP funds to the 2017 Ingham County Fair CIP account # 56176900-976000.

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

Agenda Item 8

TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: January 10, 2017
SUBJECT: Addendum to the Residential Lease for the Lake Lansing Park South Rental House
For the meeting agenda of 2/7/17 County Services and 2/8/17 Finance

BACKGROUND

The Parks Department has a rental house located within Lake Lansing Park-South. The address of the rental house is 1608 Lake Lansing Rd., Haslett, MI. The house was the caretaker's home when the park was an amusement park and since Ingham County purchased the property in the early to mid 1970's, the property has been used as a rental. This resolution authorizes extending the lease through December 31, 2017.

ALTERNATIVES

If this resolution is not approved, the lease will continue month to month until either party terminates the lease.

FINANCIAL IMPACT

The existing lease is currently set month to month at a rate of \$800.00 with the tenant responsible for all utilities.

OTHER CONSIDERATIONS

The Parks & Recreation Commission supported this resolution with the passage of a motion at their December 12, 2016 meeting. Legal reviewed the lease and recommended this approach as well.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an addendum to the residential lease agreement for the Lake Lansing Park South rental house.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN ADDENDUM TO THE RESIDENTIAL LEASE AGREEMENT
FOR THE LAKE LANSING PARK SOUTH RENTAL HOUSE**

WHEREAS, the Ingham County Parks Department owns and maintains a rental house located within Lake Lansing Park-South; and

WHEREAS, Board of Commissioner Resolution 14-115 set the rental rate to \$800.00 per month for the property located at 1608 Lake Lansing Road in Haslett, Michigan; and

WHEREAS, the Parks Department and the occupants of the rental house would like to extend the lease agreement through December 31, 2017; and

WHEREAS, the rate of the lease agreement will be amended to \$800.00 per month for the renewal period per Resolution #14-115; and

WHEREAS, the Parks Department and the occupants have agreed that either party may terminate the lease upon no less than 90 days' prior notice; and

WHEREAS, all other terms of the agreement shall remain the same.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an addendum to extend the lease agreement for the property located at 1608 Lake Lansing Road in Haslett, Michigan to December 31, 2017.

BE IT FURTHER RESOLVED, that the rate of the monthly lease shall be \$800.00 per month for the renewal period.

BE IT FURTHER RESOLVED, that during the period of the renewal, the Parks Department or occupants may terminate the lease upon not less than 90 days' prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 1-23-17
SUBJECT: Potter Park Zoo Reorganization
For the meeting agenda of 2-7-17

BACKGROUND

The relationship between Potter Park Zoo and the Potter Park Zoological Society changed in 2016. These changes include the Zoo managing the gift shop, concessions, contracted encounters, admissions, parking, payables and receivables. Two new full time Zoo positions, Customer Service Manager and Lead Guest Services Worker need to be created to appropriately staff these departments previously managed by the Society. Other positions in the Zoo affected by the reorganization are the Registrar/Clerk position and the Director of Public Safety. Duties have been added to both positions resulting in the need for amended job descriptions and the need to re-title the positions to Zoo Registrar and Guest Experience Supervisor. The previous position of Veterinarian/Curator has not functioned in the capacity of Curator since April of 2013 and needs to be amended to reflect the current job duties and re-titled to Director of Animal Health. In 2016 a full time Zoo Director was appointed in place of the temporary Zoo Director position that had been combined with Director of the Zoo Society.

ALTERNATIVES

There are no alternatives available at this time.

FINANCIAL IMPACT

The total cost increase for all the proposed changes including the addition of the full-time Zoo director is \$335,103. After revenue is applied for the gift shop, concessions and encounters areas the total cost increase is \$55,103. Zoo revenue including the millage is sufficient to fund all costs related to this reorganization and operations at the Zoo.

OTHER CONSIDERATIONS

The UAW Local 2256 – Zoo Unit and Teamster Local 243 – Potter Park Zoo Supervisory Unit Unions are in support of the proposed reorganization.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support the reorganization at Potter Park Zoo.

County of Ingham

HUMAN RESOURCES DEPARTMENT
5303 S. Cedar Street, Suite 2102
Lansing, MI 48911-3895

Administration: 517.887.4327
Employee Services: 517.887.4373
Internet: www.ingham.org

Employment: 517.887.4328
FAX Number: 517.887.4396



TO: Cynthia Wagner, Director of Potter Park Zoo
FROM: Beth Bliesener, Employment Specialist
DATE: January 9, 2017
RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for Potter Park Zoo:

1. Human Resources has created a new position titled Lead Guest Services position. The position will reside in the Zoo UAW Local 2256 unit. The position will be compensated at a newly created salary titled Lead Guest Services. The seven steps being proposed are the following:

Lead Guest Services Salary Scale (2017):

Step 1 \$ 30,088.91
Step 2 \$ 31,292.47
Step 3 \$ 32,544.16
Step 4 \$ 33,845.93
Step 6 \$ 36,607.75
Step 7 \$ 38,072.06

2. Human Resources had updated the job description titled Registrar/Principal Clerk 24. Human Resources along with the Director of the Zoo and the incumbent in the position has retitled the position to be Zoo Registrar and updated the duties to reflect what the position is doing. In doing so, Human Resources is also proposing an increase in the salary after evaluating the new duties. Below is the proposed new salary and current salary:

New Salary scale: Registrar

Step 1 \$ 38,190.12
Step 2 \$ 39,717.72
Step 3 \$ 41,306.42
Step 4 \$ 42,958.68
Step 5 \$ 44,677.03
Step 6 \$ 46,464.11
Step 7 \$ 48,322.68

Current 2017 Salary scale Registrar

Step 1 \$ 29,285.23
Step 2 \$ 30,638.25
Step 3 \$ 32,103.14
Step 4 \$ 33,632.85
Step 5 \$ 35,275.49
Step 6 \$ 36,917.10
Step 7 \$ 38,736.44

- Human Resources had updated the job description titled Zoo Curator/Veterinarian 38. Human Resources along with the Director of the Zoo and the incumbent in the position has retitled the position to be Director of Animal Health and updated the duties to reflect what the position is doing. In doing so, Human Resources is also proposing an increase in the salary after evaluating the new duties. Human Resources is proposing the salary be its own scale titled Director of Animal Health. Below is the proposed new salary and current salary:

New Salary scale: Director of Animal Health	Current 2017 Salary scale Vet/Curator
Step 1 \$ 60,819.13	Step 1 \$ 57,017.75
Step 2 \$ 63,616.82	Step 2 \$ 59,857.61
Step 3 \$ 66,543.19	Step 3 \$ 62,919.13
Step 4 \$ 69,652.81	Step 4 \$ 66,091.49
Step 5 \$ 72,904.64	Step 5 \$ 69,418.60
Step 6 \$ 76,309.13	Step 6 \$ 72,946.46
Step 7 \$ 79,897.54	Step 7 \$ 76,630.11

- Human Resources has updated the job description Potter Park Zoo Security Coordinator. Human Resources in conjunction with the Director of the Zoo has updated the duties of the position and have re-titled the position to Guest Experience Supervisor. The salary would remain the same as the Security Coordinator salary scale in the Zoo Teamster unit.
- Lastly, Human Resources has created a new position titled Customer Service Manager. The position will reside in the Managerial and Confidential unit. The position will be compensated at a MCF 10 salary range (\$61,615.26 - \$73,957.55).

I have sent the Zoo UAW and Zoo Teamsters notices regarding the above positions. Both units support all of the changes and additions. I have attached their responses. I have also attached all the job descriptions.

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

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

Hi Elisabeth,

The union supports the new classification, thanks for the email.

Kyle Hensley
UAW 2256 Zoo Unit Chair
Sent from my iPhone

On Jan 5, 2017, at 12:36 PM, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Good Afternoon,

Please see the attached memorandum regarding creating a new classification in the Zoo UAW bargaining unit – Lead Guest Services.

Potter Park Zoo would like to propose the addition of this position in the next round of Board of Commissioner sub-committee meetings. Does the union support the new classification or does the union have any concerns about this proposal, please let me know.

Thank-you.

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375

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<Notification to Zoo UAW re new classification.doc>

<Lead Guest Services Worker.pdf>

We support the changes. Please keep me updated and forward me with the finalized documents when they are complete.

Mike Parker
Recording Secretary/Business Representative
Teamsters Local 243

From: Bliesener, Elisabeth [<mailto:EBliesener@ingham.org>]
Sent: Thursday, January 5, 2017 12:57 PM
To: mikeparker@teamsters243.org
Cc: Parsons, Travis <TParsons@ingham.org>; Wagner, Cynthia <CWagner@ingham.org>
Subject: Notification to union regarding Potter Park Zoo Re-organization

Good Afternoon,

Please see the attached memorandum regarding updating 3 Zoo Teamsters job descriptions and salaries – Director of Animal Health, Guest Experience Supervisor, and Zoo Registrar.

Potter Park Zoo would like to propose the changes of these positions in the next round of Board of Commissioner sub-committee meetings. Does the union support all of the changes or does the union have any concerns about this proposal, please let me know.

Thank-you.

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375

Transmission is Privileged and Confidential.

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INGHAM COUNTY
JOB DESCRIPTION
Director of Animal Health

General Summary: Under direction from the Zoo Director, the Director of Animal Health will plan, direct and participate in all health care programs for the zoo's collection of animals. He/she will possess considerable knowledge in understanding all aspects of animal veterinary medical health practices as well as knowledge of chemical and physical immobilization of exotic animals. The Director of Animal Health will be experienced in the principles and practices of zoo operations, be an active participant in the zoo's management team and the ability to supervise, evaluate and direct zoo veterinary technicians. He/she will be able to maintain accurate health records and have the ability to write reports to various accrediting/licensing boards, state and federal regulation agencies.

Essential Functions:

1. Establish a comprehensive zoo preventive medicine program for all species included in the zoo animal collection to regularly. Performs inspections and treatment of animals depending on their medical needs, including but not limited to: births, routine physical examinations, immobilizations, surgery and special care requirements including emergency veterinary attention to sick or traumatized animals.
2. Oversees operations of the Animal Health Department performing activities such as, but not limited to, hiring, discipline, training and scheduling.
3. Works collaboratively with Michigan State University's College of Veterinary Medicine, and other Colleges – in various aspects of mentorship, teaching and research.
4. Establishes and conducts effective pre-shipment quarantine protocols for all incoming and outgoing animals to ensure health of collection, prevent spread of disease and comply with government regulations.
5. Oversee animal nutrition program and participate with other zoo personnel in planning and executing nutrition, browse, enrichment, reproduction, animal training/behavioral modification, conservation and safety programs.
6. Conducts postmortem studies and analyses.
7. Participates in Animal Management Committee meetings as well as Animal Care department and area meetings.
8. Maintains inventory for the zoo veterinary clinic, including overseeing purchases of equipment, drugs and other needed supplies, also ensures the clinic is kept in a clean, antiseptic and orderly manner. Establishes a comprehensive record keeping system for the clinic including but not limited to: medical records including anesthesia and necropsy reports, drug inventory, records for the Association of Zoos and Aquariums as well as state and federal reports.
9. Leads the Animal Welfare Committee and oversees the welfare of the entire animal collection.
10. Plays a key role in developing the zoo's mission for Conservation and Research projects both ex situ and in situ
11. Assists in the design process of exhibits to ensure habits meet each animal's unique physical and social needs, as well as the different enclosure requirements in order to protect animals, keepers and the visiting public.
12. Trains staff and volunteers in the awareness of zoonotic diseases, the spread of infectious diseases and their prevention and detection.
13. Manages relief veterinarians for coverage and works with them to maintain animal health for the zoo collection.

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: Doctor of Veterinary Medicine degree (or equivalent) from an Association of American Veterinary Medical Colleges accredited school. American College of Zoological Medicine (ACZM) board certification or board eligibility is desirable.

Experience: At least two (2) year of experience as a veterinarian in a zoo environment.

Other Requirements:

- Michigan Veterinary license in good standing.
- Current DEA license.
- Michigan Pharmacy license
- USDA accreditation.
- Michigan Driver License.
- THIS POSITION IS SUBJECT TO WORKING NIGHTS, WEEKENDS AND HOLIDAYS DUE TO CASES OF MEDICAL EMERGENCIES, ACCIDENTS, ETC.

(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 variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is exposed to vibrations and oscillating movements.
6. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.

7. This position is exposed to communicable diseases, blood, other body fluids, etc.
8. 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.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

Zoo Teamsters: Veterinarian only pay scale updated job description 2017.

JOB DESCRIPTION

GUEST EXPERIENCE SUPERVISOR

General Summary:

Under the supervision of the Guest Services Manager, the Potter Park Zoo Guest Experience Supervisor is responsible for leading the work of a group of employees engaged in security, admissions and parking activities. He/She will implement security operations, emergency procedures and staff emergency preparedness. The Potter Park Zoo Guest Experience Supervisor will maintain a safe environment for Zoo guests, employees, volunteers and others as well as a secure environment for the animals and all other assets of Potter Park Zoo.

Essential Functions:

1. In collaboration with Zoo management, responsible for planning, developing and implementing safety procedures and protocols including, but not limited to, criminal and non-criminal activity, injuries to Zoo personnel and guests, disorderly conduct, general Zoo complaints and investigations, dissatisfied guests, lost persons and property, dangerous and non-dangerous animal escapes, fire, weather related and other emergencies.
2. Ensure all Security, Parking and Admission daily responsibilities and shift specific responsibilities are completed. Monitor park operations and makes recommendations for improved park safety and guest services.
3. Provide leadership in the preparation and management of the budget for the Security, Admissions and Parking Divisions within the Zoo's master operational budget.
4. Oversees operations of the Security, Admissions and Parking Divisions and their staff, performing activities such as, but not limited to, hiring, discipline, training, scheduling.
5. Develops and manages emergency, safety and guest service procedures, policies and training including emergency drills for Zoo staff as necessary to ensure AZA standards are met. Maintains records of all training and drills
6. Coordinate and act as a liaison with city, county and state emergency preparedness organizations to assure consistency in policies and procedures.
7. Oversee department equipment ensuring all are in safe working order including vehicles, amigos and wheelchairs, credit card machines and registers.
8. Reconcile and record daily admission and parking reports and deposits. Secure cash for admissions and parking.
9. Coordinate and communicate with all divisions any safety or admissions and parking needs.
10. May assist with Zoo inventory functions in the Guest Services Division.

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 high school diploma or its equivalent with some college level coursework in Criminal Justice, Security and Risk Analysis, Emergency Management, Public Administration or related field is preferred

Experience: A minimum of 2 years Guest Services and cash handling experience and supervisory experience is required.

Other Requirements: Must have valid Michigan Driver's License. May be required to carry and be trained in the use of Firearms and Electromuscular Disruption Device (Taser).

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, forklifts, cranes, hoists, bucket trucks, etc.
3. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
4. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
5. This position is exposed to noise levels which require shouting in order to be heard.
6. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
7. This position is exposed to communicable diseases, blood, other body fluids, etc.

8. 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.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

***Zoo Teamsters
Security Coordinator pay scale
Updated Job Description 2017***

INGHAM COUNTY
JOB DESCRIPTION
Lead Guest Services Worker

General Summary: Under the supervision of the Guest Experience Supervisor provides work direction to the parking booth and admissions booth attendants, ensures booths are stocked with supplies such as maps, tickets and parking passes. Performs duties of parking and/or admissions booth attendants as needed. Directs traffic to overflow parking as needed. Completes reports. Makes and verifies deposits.

Essential Functions:

14. Provides work direction and support to parking booth and admission booth attendants.
15. Enters school group reservations and posts weekly in admission and parking booths.
16. Verifies nightly cash counts, receipts and deposits, counts draws and sets up for next day's business.
17. Performs cash pickups throughout day, provides receipts to attendants and verifies cash drop amounts.
18. Requests needed supplies such as annual parking passes, receipt books, register tapes, etc. and resupplies booths as needed.
19. Prepares reports which provide statistical information such as daily visitors, parking passes sold, guest passes, etc.
20. Prepares and competes daily fee sheet for each attendant working each day.
21. Works as an office assistant during winter and other non-high volume visitor days.
22. Assists with traffic control for overflow parking, facilitates guest entry to Zoo for large groups, and performs duties of parking booth and admissions booth attendants as needed.

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: High School Diploma or equivalent Computer skills including spreadsheet software.

Experience: One year prior cash handling and customer service experience required.

(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:

11. 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.

12. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
13. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
14. This position is exposed to noise levels which require shouting in order to be heard.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, lift, carry, push, pull, reach, grasp, handle, pinch, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, lifting, carrying, pushing and pulling
- This position's physical requirements require continuous stamina in sitting, standing, twisting, bending, reaching, grasping, handling, pinching and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

Zoo UAW Local 2256
Lead Guest Services pay scale

INGHAM COUNTY
JOB DESCRIPTION
Zoo Registrar

General Summary: Under the Supervision of the Zoo Director manages and maintains all physical records of zoo animals. Ensures legal compliance with local, state, federal and international laws as they relate to animal transactions. Serves as secretary for the Zoo Advisory Board. Processes payroll, enters PARs and generates reports utilizing MUNIS. Provides administrative support for the Zoo Director. Processes P-card statements, work orders, orders office supplies, answer phones, processes payables for all zoo invoices, processes cash receipting of admissions, parking and shelter revenues, and processes bank reconciliations.

Essential Functions:

23. Manages and maintains both active and inactive animal physical records systems. Manages the animal census/inventory process and all data entered in ZIMS (Zoological Information Managements System). Ensures safe animal shipments.
24. Manages and monitors animal transactions and coordinates to ensure legal compliance with local, state, federal and international laws. Performs all duties associated with acquisition and management of local, federal and state wildlife permits and licenses.
25. Primary liaison with the institution and International Species Information System (ISIS). Participates in Zoological Registrars Association (ZRA) in an effort to develop and set standards for animal data management.
26. Secretary to the Zoo Advisory Board; post meeting dates, maintain member list, gather reports for packet, assist with resolutions, agendas, type minutes and email packets to the zoo board members and employees.
27. Process payroll, enter PARs, and generate reports utilizing MUNIS.
28. Processes P-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
29. Assist with work orders for any IT issues such as phone, computer, copier and printers.
30. Answers phones, orders office supplies, files and assists employees and visitors with requests.
31. Provides administrative support for the Zoo Director.
32. Uses two-way radio to maintain contact as required with employees and participates in emergency response according to zoo emergency procedures.

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: Associate's Degree in business, animal science, biology or a related field

Experience: One to two years of accounting experience

Other Requirements:

-
-

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

Working Conditions:

15. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

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

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

*Zoo Teamster
Registrar pay scale
Job Description updated 2017*

INGHAM COUNTY
JOB DESCRIPTION
Customer Service Manager

General Summary: Under the supervision of the Zoo Director will develop and implement an innovative sales plan for the gift shop and concession areas. Purchase all supplies and merchandise for the gift shop and concession areas and oversees the purchasing of supplies for the public safety, admissions and parking areas. Will conduct biannual inventory of supplies and merchandise. Works with Zoo Director to develop budget for Customer Service Division. Prepares reports related to customer service areas and presents to Zoo Director. Is responsible for hiring, training, discipline, scheduling and daily operations of the staff within the Customer Service Division.

Essential Functions:

33. In collaboration with the Zoo Director, responsible for developing and implementing an innovative sales plan for the gift shop and concession areas continually working to increase revenue.
34. Purchases all supplies and merchandise for the gift shop and concessions areas. Oversees the purchasing of supplies for the public safety and admissions and parking divisions. Performs biannual inventory of supplies and merchandise.
35. Collaborates with the marketing division to promote sales and create informational graphics.
36. Create displays and oversee the stocking of all food and retail merchandise.
37. Oversees the Guest Experience Supervisor and the operations of the security, admissions and parking divisions, contract vendors, gift shop and concessions. This includes, but is not limited to, hiring, discipline, training, scheduling and daily operations.
38. Works with the Zoo Director to develop a budget for the Guest Services Division and manages the budget in all departments under their supervision.
39. Maintains detailed accounting records of all purchases and sales and provides reports to the Zoo Director regularly.
40. Prepares deposits and verifies cash drawers are properly set up for next day's business.
41. Coordinates and communicates with divisions to provide food service when needed.
42. Maintains and exceeds the highest standards in health, safety and customer service for Federal, State and AZA guidelines including participating in all zoo drills and safety trainings.

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: Bachelor's Degree in Hospitality Services or a related field

Experience: Minimum of 3 years of experience to include supervisory experience.

Other Requirements:

- ServSafe certification is required within six months of employment.

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

Working Conditions:

16. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
17. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
18. This position is exposed to noise levels which require shouting in order to be heard.

Physical Requirements:

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

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

MCF10
December 27, 2016

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE REORGANIZATION OF POTTER PARK ZOO

WHEREAS, the Potter Park Zoo relationship with the Potter Park Zoological Society changed in 2016; and

WHEREAS, the Potter Park Zoo is now managing several operations previously managed by the Society including the gift shop, concessions, admissions, parking, contracted encounters, payables and receivables; and

WHEREAS, the Potter Park Zoo is funded by a County millage; and

WHEREAS, the zoo budget is sufficient to cover the net increase of the reorganization; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and Teamsters Local 243 – Potter Park Zoo Supervisory Unit support the proposed reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create a new Guest Services Manager and Lead Guest Services position as well as amend the following positions: Registrar/Clerk to Zoo Registrar, Director of Public Safety to Guest Experience Supervisor and Veterinarian/Curator to Director of Animal Health.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2017 budget.

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

TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 1-23-17
SUBJECT: 2017 Budget Amendment
For the meeting agenda of 2-7-17

BACKGROUND

In 2016 Potter Park Zoo had an annual budget of 3,746,706. In 2017 the Zoo is managing several operations previously managed by the Zoological Society resulting in a budget of 4,266,343 with 2,854,683 of that budget being millage revenue. The 2017 budget was created during a period of transition in 2016 and many organizational changes have been made which affect the budget. A necessary reorganization resulted in an increase in permanent staff wages. Calculating temporary wages accurately resulted in an increase and several other expenditures such as membership dues, insurance and animal shipments were not budgeted at the correct amount resulting in a necessary increase.

ALTERNATIVES

If necessary, temporary positions in the animal care and public safety department could be eliminated resulting in a savings of 42,000. Another alternative is to eliminate from the collection species of animals with expensive diets such as the red panda which would result in a 25,000 savings. Both of these alternatives would negatively impact the Zoo in both service and visitor experience.

FINANCIAL IMPACT

The recommended 2017 budget is 4,266,343. After the recommended expenses of 4,166,202 this would result in an addition of 100,141 to the Zoo fund balance.

OTHER CONSIDERATIONS

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to approve the amended 2017 budget for Potter Park Zoo.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE AMENDMENT OF THE POTTER PARK ZOO 2017 BUDGET

WHEREAS, the Potter Park Zoo relationship with the Potter Park Zoological Society changed in 2016; and

WHEREAS, the Potter Park Zoo is now managing several operations previously managed by the Society including the gift shop, concessions, admissions, parking, contracted encounters, payables and receivables; and

WHEREAS, the 2016 budget was created in a time of transition at Potter Park Zoo; and

WHEREAS, the Potter Park Zoo is funded by a County millage; and

WHEREAS, the Potter Park Zoo is requesting to increase its revenue by a total of \$509,500 and expense by \$660,124.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners approves the Controller/Administrator to make the necessary transfers to adjust revenue and expenditures in the Zoo fund, as detailed below:

Adopted Revenues	3,756,843
Add Pony Revenue from Zoo Society	32,000
Increase Donation Revenue based on committed donations	7,500
Add Gift Shop/Concession Revenue from Zoo Society	470,000
Proposed Revenues	4,266,343

Adopted Expenditures	3,506,078
Personnel Increase from proposed reorganization	335,103
Savings from filling Curator at lower step	(24,021)
Correct Temporary Budget	97,101
Add Overtime for AZA Inspection	10,000
Add on call vet fees	20,000
Computer replacement per capital budget	15,260
Correct Budget for AZA Dues	12,000
Eliminate payment to Zoo Society	(110,000)
Add funds for Rhino transport	10,000
Reduce Advertising budget	(20,000)
Add Gift Shop/Concession Expenses from Zoo Society	300,000
Correct Flood Insurance budget	25,681
Decrease Utilities budget based on current projections	(11,000)
Proposed Revenues	4,166,202

Budgeted Addition to Fund Balance	250,765
Proposed Addition to Fund Balance	100,141

TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: January 24, 2017

SUBJECT: Board Coordinator Reclassification

For the meeting agendas of February 7 and February 8

BACKGROUND

Individual reclassification requests are considered when an established position description is changed because of significant and permanent changes in assigned responsibilities as the result of long-term adjustments to work assignments. Duties of the Board Coordinator position were adjusted to include statutory responsibility for processing requests under the Michigan Freedom of Information Act (MCL 15.231 *et seq.*).

Based upon the information provided by the employee, the Human Resources Department recommended that the pay grade for position number 101001 change from MCF 11 to MCF 12. The Department also recommended a title change from Board Coordinator to a more descriptive Director of the Board of Commissioners Office.

ALTERNATIVES

Continuation of the current classification is possible, but will not result in an accurate depiction of current assigned duties.

FINANCIAL IMPACT

The classification proposal will result in an additional expense of approximately \$5,900.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the Board Coordinator reclassification request and title change to Director of the Board of Commissioners Office, as presented.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RECLASSIFY AND RETITLE THE BOARD COORDINATOR POSITION

WHEREAS, Ingham County established the position of Board Coordinator with various responsibilities and duties as defined by the Board of Commissioners; and

WHEREAS, the Michigan Legislature passed legislation, subsequently signed into law by the Governor, to require municipalities to designate a Freedom of Information Act Coordinator to receive and process requests for public documents on behalf of the municipality; and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of the Board Coordinator position, including new statutory responsibilities as defined in the Michigan Freedom of Information Act; and

WHEREAS, through re-evaluation of duties and responsibilities, it was determined that the position of Board Coordinator should be reclassified and retitled as Director of the Board of Commissioners Office.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following classification change shall be implemented effective immediately:

- Position number 101001 / Board Coordinator is retitled as Director of the Board of Commissioners Office and reclassified from MCF11 (\$66,543.05 to \$79,872.42) to MCF12 (\$71,447.16 to \$85,755.29).

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.