

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
STEVE DOUGAN

COUNTY SERVICES COMMITTEE  
DALE COPEDEGE, CHAIR  
ANDY SCHOR  
VICTOR CELENTINO  
MARK GREBNER  
BRIAN McGRAIN  
DONALD VICKERS

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 16, 2010 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [March 2, 2010](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews - Women's Commission
2. County Clerk's Office - Resolution to Authorize an [Increase in Certain Fees](#) within the Clerk's Office
3. Health Department - Resolution to Amend the Ingham Health Plan Corporation Administrative Services Agreement and Create a [Nurse Case Manager](#) Position
4. Facilities Department
  - a. Resolution to Authorize the Renewal of the Contract with [Nelson Trane](#) (Resolution #09-172) for the Air-Cooled Rotary Screw Water Chiller at the Ingham County Hilliard Building
  - b. Resolution to Authorize the Renewal of the Contract with [Teachout Security](#) Services at Various Ingham County Buildings
  - c. Resolution Authorizing Entering into a Contract with [Clark, Trombley, Randers](#) to Provide Engineering Services for the Potter Park Zoo Birdhouse Exhibit
5. Board of Commissioners
  - a. Request to Waive the Hiring Freeze for the [Controller/Administrator](#)
  - b. Resolution Designating April 1, 2010 as [Census Day](#) in Ingham County
  - c. Resolution Honoring [Taylor Hartner](#)
6. Discussion - Management Information Services Department - Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application [Developer/Business Analyst](#)

7. Board Referrals

- a. Resolution from [Wexford County](#) Calling for the Modification of State Act 312 of 1969
- b. E-mail from [Steve Hayward](#), Lansing Township, Requesting the County to Review the 2009 Allocation Resolution as it Relates to 16.4 Million Dollars of Facility Bonds

Public Comment  
Announcements  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC  
DEVICES OR SET TO MUTE OR VIBRATE TO AVOID  
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org)

COUNTY SERVICES COMMITTEE

March 2, 2010

Minutes

Members Present: Dale Copedge, Andy Schor, Victor Celentino, Mark Grebner, Brian McGrain, Donald Vickers and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Matthew Myers, Tony Lindsey, Rick Terrill, Becky Bennett, Willis Bennett, Dean Sienko, Rich McNulty, Vince Dragonetti, Tom Shewchuk, Mary Benedict, Richard Estill, Mark Ferguson, Barb Monroe, Lisa McCormick and Michelle Rutkowski

The meeting was called to order by Chairperson Copedge at 7:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the February 16, 2010 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE FEBRUARY 16, 2010 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

7b. Late – Resolution Authorizing an Amendment to the HVAC Improvements Project for the Public Safety Wireless Voice Communication System

Limited Public Comment

None

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

3. Health Department - Resolution to Authorize an Agreement with the Midland County Educational Services Agency to Implement the Great Start Central Region Child Care Quality Improvement Plan
4. Facilities Department - Resolution Authorizing Amending the Contract with Dietz Janitorial Services, Inc. (Resolutions #07-116 and #09-389) for Cleaning Services at the Human Services Building, Grady Porter Building/Veterans Memorial Courthouse, Willow Clinic/Health Department and the Family Center
6. Management Information Systems Department
  - b. Resolution to Approve the Purchase of PRI/ISDN Phone Services from AT&T

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

1. Prosecuting Attorney's Office/Management Information Services Department - Resolution Authorizing an Amendment to the Purchase of an Imaging Application for the Prosecuting Attorney's Office from ImageSoft

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE PURCHASE OF AN IMAGING APPLICATION FOR THE PROSECUTING ATTORNEY'S OFFICE FROM IMAGESOFT.

Mr. Shewchuk, MIS, informed the Committee that due to some technical issues with the project, there is an overage in the amount of \$12,000 that needs to be paid to ImageSoft. Comm. McGrain asked what changes in scope were incurred. Mr. Shewchuk answered that the personnel that were involved in the project changed; as a result, various aspects of the project changed along the way. Ms. McCormick, Prosecutor's Office, stated that the overage is not due to a change in scope; rather, it is a result of problems related to the server. Mr. Shewchuk indicated that because of the large and complex nature of the project, it is difficult to execute all the details as originally planned.

MOTION CARRIED UNANIMOUSLY.

2. Ingham County Parks and Recreation Commission - Resolution Authorizing an Adjustment to the 2010 Potter Park Zoo Operating Budget to Complete a Fundraising Source Identification Study for the Potter Park Zoo

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE 2010 POTTER PARK ZOO OPERATING BUDGET TO COMPLETE A FUNDRAISING SOURCE IDENTIFICATION STUDY FOR THE POTTER PARK ZOO.

Mr. Bennett, Parks, informed the Committee that it is the recommendation of the Ad Hoc Fundraising Committee to move forward in finding opportunities to assist in paying for the improvements listed in the master plan.

MOVED BY COMM. SCHOR, TO AMEND THE 1<sup>ST</sup> THEREFORE BE IT RESOLVED BY ADDING: (FUNDED BY POTTER PARK ZOO MILLAGE FUNDS) FOLLOWING THE FUND BALANCE LINE ITEM. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

Comm. Vickers asked if the Fundraising Committee has begun to put together the RFP. Mr. Bennett replied that they have not; they are currently discussing the issue. Comm. Vickers expressed his concern in requesting funds prior to knowing what the exact expenses are. Comm. McGrain asked what the return on the investment will be. Mr. Bennett indicated that they predict

the return to be millions of dollars. He stated that the various phases of the master plan cost multiple millions of dollars, so it is necessary for the Fundraising Committee to find funding sources that provide large amounts of money. He clarified that this will be a one-time investment used to develop a fundraising plan. Chairperson Copedge indicated that Comms. Bahar-Cook and Nolan are in agreement with the resolution.

MOTION CARRIED with Comm. Vickers voting No.

5. Human Resources Department - Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic Nurses *(Referred back to County Services and Finance Committees from the January 26, 2010 Board of Commissioners' Meeting - Material will be Sent Electronically)*

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE MICHIGAN NURSES ASSOCIATION NURSE PRACTITIONERS/CLINIC NURSES.

Dr. Myers stated that the original resolution and contract were approved and presented to the full Board; however, it was referred back to County Services to be re-negotiated. He indicated that initially, four Nurse Practitioner positions (grant funded) were exempted from the furlough policy. Mr. McNulty went back to the bargaining table and negotiated that the four positions will still work the three furlough days in order to keep the clinic open; however, they will instead sell back 24 hours of their comp/vacation time. Thus, they too will in some way participate in a furlough plan. Mr. McNulty stated that the employees will have to choose between the two options of taking the furlough days or selling back 24 hours. He indicated that the furlough days may not be taken during the week between Christmas and New Year.

Comm. Vickers expressed his concern of offering this option to some employees and not others. Mr. McNulty indicated that following a meeting he had with representatives from UAW and ICEA, both units had expressed their approval of this agreement.

MOTION CARRIED with Comm. Vickers voting No.

7. Controller Office/Administrator's Office
  - a. Resolution to Approve the Legacy Cost Agreements between Ingham County and the Cities of East Lansing and Lansing and to Authorize an RFP for the Design of an Ingham County 911 Consolidated Dispatch Center Facility

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO APPROVE THE LEGACY COST AGREEMENTS BETWEEN INGHAM COUNTY AND THE CITIES OF EAST LANSING AND LANSING AND TO AUTHORIZE AN RFP FOR THE DESIGN OF AN INGHAM COUNTY 911 CONSOLIDATED DISPATCH CENTER FACILITY.

Dr. Myers informed the Committee that the County will pay 100% of the legacy costs for all current employees. He stated that East Lansing and Lansing are receiving a good deal. In

addition, some employees that are coming to the County have significant sick and vacation banks that they are able to retain up to the County's limits. He also indicated that Meridian Township and MSU have agreed to contribute a total of \$19,000 per year for the next ten years in order to assist East Lansing with their legacy costs.

MOVED BY COMM. MCGRAIN, TO AMEND SECTION IIIC OF THE AGREEMENT TO READ "...THE MERIDIAN TOWNSHIP AND MICHIGAN STATE UNIVERSITY HAVE AGREED TO CONTRIBUTE TO THE COUNTY \$9,000 PER YEAR, AND \$10,000 PER YEAR, RESPECTIVELY FOR A PERIOD OF 10 YEARS..." THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing an Amendment to the HVAC Improvements Project for the Public Safety Wireless Voice Communication System

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE HVAC IMPROVEMENTS PROJECT FOR THE PUBLIC SAFETY WIRELESS VOICE COMMUNICATION SYSTEM.

Mr. Terrill, Facilities, informed the Committee that his County electrician became injured and could not finish the project. Therefore, the work had to be contracted out. He stated that the vendor, Centennial Electric gave the lowest quote.

MOTION CARRIED UNANIMOUSLY.

- 6. Management Information Systems Department
  - a. Presentation - MIS Cost Savings Strategies and Discussion for Re-organization  
(No Materials)

Mr. Shewchuk provided the Committee with an update on MIS cost savings, their continuous improvement strategy, and reorganization. He indicated that he plans to replace the current Deputy Director with an Application Developer/Business Analyst position. He stated that the new employee would match IT with the business needs of a department in order to be more efficient and save money. He indicated that if the right person is found, he or she will more than pay for their position through streamlining operations and reducing costs.

Comm. Grebner asked if the new employee will receive a higher salary than the current Deputy Director. Mr. Shewchuk answered that the new employee will receive a lower salary.

Comm. Celentino suggested training an employee within the department to assume the responsibilities of the new position rather than hiring a new employee. Mr. Shewchuk stated that no one in his department could be trained, due to the fact that the training would be far too extensive and time-consuming. He indicated that he does not believe the current staff is qualified to do the type of work required of the new position. Comm. Schor stated that the specialized skill sets required for this position involve an educational degree as opposed to training.

Chairperson Copeedge asked if the reorganization would displace any current staff members. Mr. Shewchuk replied that at this point it would not.

8. County Services Committee - Discussion: Rules of the Board (*Pages 8 and 9*)

Comm. Schor suggested adding an item to the Full Board Agenda to provide an opportunity for the Committee Chair to respond to public comment. He clarified that this would not be a chance for debate, rather a time for clarification or response to something heard in public comment. He also stated that on multiple occasions, the public have come before the Board to raise passionate concerns; however because the Committee does not reply, it makes the Board seem unresponsive.

Comm. Celentino expressed his concern that although the Board does not plan to engage in a debate, one may develop unintentionally.

Comm. Grebner suggested the following language for Agenda Item #8: "Opportunity for Committee Chair Response to Public Comment." He stated that he will write a detailed rule, including examples as a guideline, and email it to the Committee.

Comm. McGrain suggested noting that the response is optional, and only if there is public comment to respond to.

Comm. Grebner indicated that it is important to understand that in order to prevent a debate from occurring, the response must take place after public comment has closed, not during.

9. Board Referrals

- a. Resolution from Charlevoix County Regarding the Gems Election Management Systems
- b. Report from the Capital Region Airport Authority Entitled A Decade in Review

The Board Referrals were received and placed on file.

Public Comment

None

Announcements

None

The meeting adjourned at approximately 8:36 p.m.

Respectfully submitted,

Karsha Sathianathan

RESOLUTION STAFF REVIEW

DATE March 2, 2010

Agenda Item Title: Resolution to Authorize an Increase in Certain Fees within the Clerk's Office

Submitted by: County Clerk's Office

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_\_X\_\_, Finance\_\_X\_\_

**Summary of Proposed Action:**

This resolution will authorize the Clerk's Office to increase fees for expedited service for vital records and marriage ceremonies officiated by the County Clerk. The resolution also authorizes that expedited service fees will increase each time the postal services raises its rates.

**Financial Implications:**

Fees collected will be deposited in the General Fund as follows:

Marriage Ceremony Officiated by the County Clerk	\$50.00
Expedited Service for Vital Records	\$20.00

**Other Implications:**

Resolution #07-020 authorized a fee for each marriage solemnized by the County Clerk, with revenues to be deposited in the County's General Fund

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees:

**RESOLUTION TO AUTHORIZE AN INCREASE IN  
CERTAIN FEES WITHIN THE CLERK'S OFFICE**

WHEREAS, House Bill 4086, Public Act 419 of 2006, provides for County Clerks to solemnize marriages within the County in which they are elected as County Clerk; and

WHEREAS, Resolution #07-020 authorized a fee of \$25.00 for each marriage solemnized by the County Clerk, with such revenues to be deposited in the County's General Fund; and

WHEREAS, the Clerk now desires to increase the fee to more closely reflect the costs involved in scheduling the wedding, preparing the vows and performing the ceremony; and

WHEREAS, the Clerk offers expedited service of mailed or faxed requests for certified copies of vital records which need to be returned for immediate use; and

WHEREAS, the fee for this service covers the cost of a United States Postal Services Express Mail stamp, plus a slight additional fee for staff time, which is currently \$19.00; and

WHEREAS, the postal service recently increased express mail postage to \$18.30; and

WHEREAS, the Clerk desires to increase the expedite fee to \$20.00 to cover the increase in postage fees.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the following fee increases within the Clerk's office, effective with the adoption of this resolution:

Marriage Ceremony Officiated by the County Clerk	\$50.00
Expedited Service for Vital Records	\$20.00

BE IT FURTHER RESOLVED, that the Clerk is authorized to increase the expedited service fee equal to the amount of the increase in postage each time the postal services raises its rates.

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

**RESOLUTION STAFF REVIEW**

**DATE** March 5, 2010

**Agenda Item Title:** Resolution to Amend the Ingham Health Plan Corporation Administrative Services Agreement and Create a Nurse Case Manager Position

**Submitted by:** Health Department

**Committees:** LE\_\_\_\_, JD\_\_\_\_, HS\_ X\_, CS\_ X\_, Finance\_ X\_

**Summary of Proposed Action:**

This resolution authorizes the amendment of the Ingham Health Plan Corporation Administrative Services contract and the creation of a Nurse Case Manager (ICEA PHN Grade 3) position. This position will be completely funded by administrative service fees paid by Ingham Health Plan Corporation to the Health Department. This position requires no General Fund support.

This position will provide additional service in care and case management of members to increase the quality of care. These services include intervention with members who use the emergency room for non-emergent diagnoses and prior authorization of high cost radiology services.

**Financial Implications:**

This position will require no General Fund support and will be funded through an increased rate for services to provide the additional revenue to cover the cost for this new position. The total annual cost of this position at Step 5 is included below:

**Personnel Cost Projection**

**Nurse Case Manager**

<b>ICEA PHN03</b>	<b>Step 5</b>
Salary	\$64,641
Longevity	<u>1,800</u>
<b>Wages</b>	<b><u>\$66,441</u></b>
FICA&med	5,083
Hlth Wvr&Surchrg	13,868
Dental	789
Vision	108
Life Insurance	76
Retirement	8,803
Workers Comp	1,767
Liability	1,364
CARES	33
Unemployment	664
Health Ins Trust	<u>664</u>
<b>Total</b>	<b><u>\$99,661</u></b>

**Other Implications:**

None.

**Staff Recommendation:** MJM \_\_\_ JN \_\_\_ TL \_\_\_ TM \_\_\_ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee  
County Services  
Finance Committee

From: Dean Sienko, M.S., M.D., Health Officer

Date: March 4, 2010

Subject: Recommendation to amend the Ingham Health Plan Corporation service contract and create a Nurse Case Manager position

This is a recommendation to authorize the amendment of the Ingham Health Plan Corporation Administrative Services contract and the creation of a Nurse Case Manager (ICEA PHN Grade 3) position. This position will be completely funded by administrative service fees paid by Ingham Health Plan Corporation to the Health Department. Therefore, this position requires no general fund support.

The Ingham Health Plan Corporation contracts with the Health Department for Administrative Services. Over the past year, the Ingham Health Plan Board of Directors has been interested in care and case management of members to increase the quality of care while also reducing cost. In July 2009, Ingham Health Plan requested the Health Department propose new services which may achieve the requested goals of the Corporation. In August 2009, the Health Department responded to this request with a comprehensive proposal. The Corporation has now selected some of the proposed services to implement which include intervention with members who use the emergency room for non-emergent diagnoses and prior authorization of high cost radiology services.

Currently, the Health Department does not have the expertise and available staff to perform these additional services. Therefore, I am recommending the creation of a Nurse Case Manager position (ICEA PHN Grade 3) to perform these services. This new position will also require the use of a computer. The Corporation and the Health Department have agreed on an increased rate for services to provide the additional revenue to cover the additional cost for this new position.

I recommend the Board of Commissioners adopt the attached resolution to amend the Ingham Health Plan Corporation service agreement and create a Nurse Case Manager position.

Attachment

c: John Jacobs w/attachment  
Laura Peterson w/attachment  
Jayson Welter w/attachment  
Janet Bowen w/attachment

**Agenda Item 3**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND THE INGHAM HEALTH PLAN CORPORATION ADMINISTRATIVE SERVICES AGREEMENT AND CREATE A NURSE CASE MANAGER POSITION**

WHEREAS, the Ingham Health Plan Corporation contracts with the Health Department for Administrative Services for Ingham Health Plan's coverage programs; and

WHEREAS, the Ingham Health Plan Corporation Board of Directors has requested the Health Department provide additional services to increase quality and decrease cost; and

WHEREAS, the provision of these additional services requires the creation of a Nurse Case Manager position (ICEA PHN Grade 3); and

WHEREAS, this position will not require General Fund support as the Ingham Health Plan Corporation has agreed to an increased rate for these additional services; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the amendment to the Ingham Health Plan Service Agreement to include these additional services and increase the rate; and

WHEREAS, the Health Officer, recommends that the Board of Commissioners authorize the creation of a Nurse Case Manager position (ICEA PHN Grade 3) and the purchase of a computer for this position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the amendment of the Ingham Health Plan Corporation Administrative Services Agreement and the creation of a Nurse Case Manager position (ICEA PHN Grade 3), effective upon the passage of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of a computer for the Nurse Case Manager position.

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

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

RESOLUTION STAFF REVIEW

DATE March 3, 2010

Agenda Item Title: Resolution to Authorize the Renewal of the Contract with Nelson Trane (Resolution #09-172) for the Air-Cooled Rotary Screw Water Chiller at the Ingham County Hilliard Building

Submitted by: Facilities Department

Committees: LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS X\_\_, Finance X\_\_

Summary of Proposed Action:

This resolution will authorize extending a contract to Nelson Trane for the purpose of performing an annual inspection, maintenance and/or repair services and maintenance of the air-cooled rotary screw water chiller at the Hilliard Building.

Financial Implications:

The contract is for \$5,189.00, for the period from April 1, 2010 to March 31, 2011. The funds for this service are available within the Facilities Maintenance Contractual line item 101-23303-931100.

Other Implications: None.

Staff Recommendation: MJM X JN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_

Staff recommends approval of the resolution.

**MEMORANDUM**

TO: County Services and Finance Committees  
FROM: Rick Terrill, Facilities Director  
DATE: March 3, 2010  
SUBJECT: Resolution Authorizing to Renew the Contract with Nelson Trane

The resolution before you authorizes extending a contract to Nelson Trane, for the purpose of performing annual inspection and maintenance of the air-cooled rotary screw water chiller at the Hilliard Building.

Nelson Trane shall be paid \$5,189.00 for the period from April 1, 2010 to March 31, 2011. The funds for this service are available within the Facilities Maintenance Contractual line item 101-23303-931100.

I recommend approval of this resolution.

RT/dda

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE RENEWAL OF THE CONTRACT WITH NELSON TRANE  
(RESOLUTION #09-172) FOR THE AIR-COOLED ROTARY SCREW WATER CHILLER AT THE  
INGHAM COUNTY HILLIARD BUILDING**

WHEREAS, Resolution #09-172 approved entering into a contract with Nelson Trane, which is due to expire March 31, 2010, for the Hilliard Building; and

WHEREAS, this contract needs to be renewed and the new contract would run from April 1, 2010 through March 31, 2011; and

WHEREAS, Nelson Trane shall perform inspection, maintenance and/or repair services; and

WHEREAS, the funds for this service are available within the Facilities Maintenance Contractual line item 101-23303-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Nelson Trane, 5335 Hill Drive, Flint, MI 48507-3906, for the comprehensive annual inspection service, for a total cost not to exceed \$5,344.00, payable at \$1,336.00 per quarter.

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

RESOLUTION STAFF REVIEW

DATE March 3, 2010

Agenda Item Title: Resolution to Authorize the Renewal of the Contract with Teachout Security Services at Various Ingham County Buildings

Submitted by: Facilities Department

Committees: LE\_\_\_\_, JD\_\_\_\_, HS\_\_\_\_, CS\_X\_\_, Finance\_X\_\_

Summary of Proposed Action:

This resolution authorizes the contract’s option to extend a contract for one year with Teachout Security Services for security at the Human Services Building, Veterans Memorial Courthouse, Ingham County Courthouse, 55<sup>th</sup> District Court and the Ingham County Family Center per Resolution #07-088.

Financial Implications:

The contract requires the payment of living wages and fees will increase concurrently based on the living wage rate. The current billing rate is \$17.14 per hour, plus the living wage increase and \$0.25 per hour, with a projected hourly wage of \$17.92. The amount of the contract will have an amount not to exceed \$340,000. The extended contract would run from June 1, 2010 through May 31, 2011.

Other Implications:

Teachout Security Services provides qualified private security guards.

Staff Recommendation: MJM\_X\_\_ JN \_\_ TL \_\_ TM\_\_ JC \_\_

Staff recommends approval of the resolution.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: March 3, 2010

SUBJECT: Resolution Authorizing to Renew the Contract with Teachout Security Services at Various Ingham County Buildings

The resolution before you authorizes extending the Agreement with Teachout Security Services for the purpose of providing qualified private security guards to monitor the entry to the following locations: Human Services Building at 5303 S. Cedar St., Lansing, Michigan, the Veterans Memorial Courthouse at 313 W. Kalamazoo St., Lansing, Michigan, the Ingham County Courthouse at 341 S. Jefferson, Mason, Michigan, the 55<sup>th</sup> District Court at 700 Buhl St., Mason, Michigan, and the Ingham County Family Center at 1601 W. Holmes Rd., Lansing, Michigan.

Renewal of services will fall under the current terms and conditions under the existing agreement and will run from June 1, 2010 to May 31, 2011.

Funds for this contract are available within the appropriate 818000 contractual accounts.

I recommend approval of this resolution.

March 4, 2010

James C. Hudgins, Jr.  
Director of Purchasing  
PO Box 319  
121 E Maple Street  
Mason, Michigan 48854

Dear Mr. Hudgins,

I want to thank you for the offer of a contract extension. Teachout Security Solutions has enjoyed our experience in working with Ingham County, and looks forward to continuing this relationship.

Please forward the contract extension documentation to us at your earliest convenience.

**Corporate Office**  
2348 Stone Bridge Drive  
Building H  
Flint, MI 48532

**Saginaw Regional Office**  
3240 Christy Way  
Suite 1  
Saginaw, MI 48603

**Lansing Regional Office**  
416 Frandor Avenue  
Suite 103  
Lansing, MI 48912

**Flint Regional Office**  
2348 Stone Bridge Drive  
Building H  
Flint, MI 48532

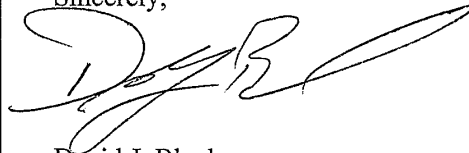
**Detroit Regional Office**  
16250 Northland Drive  
Suite 204  
Southfield, MI 48075

810.732.4849 Office

800.747.0755 24 Hour Access

810.732.6070 Fax

Sincerely,



David J. Blank  
Director of Business Development



[www.teachoutsecurity.com](http://www.teachoutsecurity.com)

PLR 03/08/10 AM10:32

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE RENEWAL OF THE CONTRACT WITH TEACHOUT SECURITY SERVICES AT VARIOUS INGHAM COUNTY BUILDINGS**

WHEREAS, Resolution #07-088 approved entering into a contract with Teachout Security Services which is due to expire May 31, 2010; and

WHEREAS, the Facilities Department is requesting to extend the contract for one year under the same terms and conditions as the original agreement, and the extended contract would run from June 1, 2010 through May 31, 2011; and

WHEREAS, Teachout Security Services provides qualified private security guards to monitor the following locations: Human Services Building at 5303 S. Cedar St., Lansing, Michigan, the Veterans Memorial Courthouse at 313 W. Kalamazoo St., Lansing, Michigan, the Ingham County Courthouse at 341 S. Jefferson, Mason, Michigan, the 55<sup>th</sup> District Court at 700 Buhl St., Mason, Michigan, and the Ingham County Family Center at 1601 W. Holmes Rd., Lansing, Michigan; and

WHEREAS, the funds for this contract are available within the appropriate 931100 contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes extending the contract Agreement with Teachout Security Services, 416 Frandor Ave., Suite 103, Lansing, Michigan 48912, for one year under the same terms and conditions as the original agreement, with an amount not to exceed \$340,000.

BE IT FURTHER RESOLVED, the contract requires the payment of living wages, and fees will increase concurrently based on the living wage rate.

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

**RESOLUTION STAFF REVIEW**                      **DATE**

**Agenda Item Title:**                      Resolution Authorizing Entering into a Contract with Clark, Trombley, Randers to Provide Engineering Services for the Potter Park Zoo Birdhouse Exhibit

**Submitted by:**                              Facilities Department

**Committees:**                              LE \_\_\_\_, JD \_\_\_\_, HS \_\_\_\_, CS X \_\_\_\_, Finance X \_\_

**Summary of Proposed Action:**

This resolution will authorize entering into a contract with Clark, Trombley, Randers to provide engineering services to design a ventilation system at the Potter Park Zoo in the Birdhouse Exhibit.

**Financial Implications:**

The contract will be for an amount not to exceed \$5,700.00; the funds for this project are available in 2010 CIP line item 258-69900-978000-1013Z.

**Other Implications:**

The Purchasing Department solicited bids for the engineering services for the purpose of providing and installing an acoustical sound-dampening system in the Safari Room at the Potter Park Zoo. The quote given by Clark, Trombley, Randers was the lowest of all three quotes obtained and they are a local vendor.

**Staff Recommendation:**    MJM X   JN   TL   TM   JC       

Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 4, 2010

SUBJECT: Resolution Authorizing entering into a Contract with Clark, Trombley, Randers to Provide Engineering Services for the Potter Park Zoo Birdhouse Exhibit

The resolution before you authorizes awarding a contract to Clark, Trombley, Randers for an amount not to exceed \$5,700.00, for the purpose of providing engineering services needed to design a ventilation system for the Birdhouse Exhibit at the Potter Park Zoo.

The birdhouse at the Potter Park Zoo does not currently have any ventilation and as such, there is no way to introduce fresh air into the building. The lack of fresh air intake has been determined by the Zoo's Veterinarian to be the primary cause of several health issues with some of the bird species housed in the building.

The funds for this project are available in 2010 CIP line item 258-69900-978000-1013Z.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees  
FROM: Jim Hudgins, Purchasing Director  
DATE: March 4, 2010  
SUBJECT: Proposal Summary – Engineering Services for the Bird and Reptile House

Project Description:

This project involves soliciting proposals for the design, engineering and construction oversight services of a professional engineering firm to upgrade the ventilation system for the Bird and Reptile House at Potter Park Zoo.

Proposal Summary:

Vendors Contacted: 3                      Local: 1  
Vendors Responding: 3                    Local: 1

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Clark Trombley Randers	\$5,700	N – Lansing (Eaton)
Century A&E	\$6,400	N – Grand Rapids
Matrix Consulting Engineers	\$9,000	Y – Lansing

Recommendation:

Award a contract to Clark Trombley Randers in an amount not to exceed \$5,700.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH CLARK, TROMBLEY,  
RANDERS TO PROVIDE ENGINEERING SERVICES FOR THE POTTER PARK ZOO  
BIRDHOUSE EXHIBIT**

WHEREAS, the birdhouse at the Potter Park Zoo does not currently have any ventilation and as such, there is no way to introduce fresh air into the building; and

WHEREAS, the lack of fresh air intake has been determined by the Zoo's Veterinarian to be the primary cause of several health issues with some of the bird species housed in the building; and

WHEREAS, the funds for these services are available in the 2010 CIP line item 258-69900-977000-1013Z; and

WHEREAS, the Purchasing Department solicited bids for this project, after review, it is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to Clark, Trombley, Randers, for a not to exceed amount of \$5,700.00, this quote was the lowest of all three quotes obtained.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Clark, Trombley, Randers, 6105 W. St. Joseph, Suite 200, Lansing, Michigan 48917, for a not to exceed cost of \$5,700.00, for engineering services to design a ventilation system at the Potter Park Zoo in the Birdhouse Exhibit.

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

March 4, 2010

TO: County Services Committee

FROM: Becky Bennett  
Board Coordinator

RE: Request to Waive the Hiring Freeze for the Controller/Administrator

As you know, Matthew Myers will be retiring from his position as Controller/Administrator on April 16, 2010. Beginning April 1, 2010 a hiring freeze will be in effect for all general fund positions. The Board of Commissioners is hereby requesting that the hiring freeze be waived so that the Controller/Administrator position can be filled.

If you have any questions, please feel free to contact me.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING APRIL 1, 2010 AS  
CENSUS DAY IN INGHAM COUNTY**

WHEREAS, the kick off day for the 2010 Census is April 1, 2010; and

WHEREAS, an accurate census count is vital to our community and residents' well-being by helping planners determine where to locate schools, day care centers, roads and public transportation, hospitals and other facilities and is also used to make decisions concerning business growth and housing needs; and

WHEREAS, more than \$300 billion dollars per year in federal and state funding is allocated to states and communities based on census data; and

WHEREAS, census data ensures fair Congressional representation by determining how many seats each state will have in the U.S. House of Representatives, as well as the redistricting of state legislatures, county and city councils, and voting districts; and

WHEREAS, the 2010 Census creates jobs that stimulate economic growth and increase employment opportunities in our community and information collected by the census is protected by law and remains confidential for seventy-two years; and

WHEREAS, as a 2010 Census partner Ingham County, through its Complete County Committee, strived to support the goals and ideals for the 2010 Census and disseminated 2010 Census information to encourage community participation; encouraged people in Ingham County to place an emphasis on the 2010 Census and to participate in events that will raise overall awareness of the 2010 Census to ensure a full and accurate count; and supported census takers as they helped our community complete an accurate count.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates April 1, 2010 as Census Day in Ingham County and urges all Ingham County citizens to complete and return their census forms in a timely manner.

BE IT FURTHER RESOLVED, that the Board extends its sincere appreciation to members of Ingham County's Complete Count Committee for their commitment and dedication as they worked diligently to inform the community of the importance of the census and how vital it is for every individual to be counted.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING TAYLOR HARTNER**

WHEREAS, Taylor Hartner is currently a senior at Waverly High School where he is taking advanced placement classes in Biology, US History and English as well as plays guitar in the Jazz Band; and

WHEREAS, Taylor began his scouting career with Pack 498 from Lewton Elementary School, where he earned the Arrow of Light in 2003; and

WHEREAS, he joined Troup #411 in the spring of 2003, his scouting leadership history includes holding the positions of Quartermaster, Senior Patrol Leader and most recently Instructor; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship, while earning 21 merit badges before reaching the age of 18 and must also complete a service project for the benefit of his community, school or religious institution; and

WHEREAS, Taylor's service project entailed designing and building an 8 foot fire ring at Potter Park Zoo, supervising over 16 youths and adults who spent a total of 89 hours completing the project as well as 65 hours planning and organizing the construction; and

WHEREAS, Taylor has earned the highest rank attainable in Scouting, the Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Taylor Hartner for achieving the Eagle Scout rank and serving as a positive role model for the youth in our community.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.

RESOLUTION STAFF REVIEW

DATE March 4, 2010

Agenda Item Title: Resolution to Authorize the Conversion of the Vacant MIS Deputy Director Position to that of Application Developer/Business Analyst

Submitted by: Management Information Services Department and T. A. Lindsey, Human Resource Director

Committees: LE\_\_\_ JD\_\_\_, HS\_\_\_, CS\_ X Finance\_ X

Summary of Proposed Action:

**Objective(s):** To increased efficiency and staff utilization.

**Convert** the following vacant position:

MIS Deputy Director (#958002) MCF "A" (1.0 FTE) \$72,376 - \$86,870 FY2010

**To the following position:**

Applications Developer / Business Analyst MCF 12 (1.0 FTE) \$67,654 - \$81,203 FY2010

Financial Implications:

The Department of Budget reports a total cost reduction of \$7,205 (includes salary and benefits).

Other Implications: Greater organizational efficiency and effectiveness.

Staff Recommendation: MJM\_\_\_ JN \_\_\_ TL\_ X TM\_\_\_ JC\_\_\_

Staff recommends approval of the resolution.

**MEMORANDUM**

To: County Services Committee / Finance Committee

From: Tom Shewchuk, MIS Director

Date: March 4, 2010

Subject: Resolution to Authorize Reorganization in the Management Information Services (MIS) Department

The MIS department Deputy Director retired at the end of February 2010. The MIS department is requesting an Application Developer/Business Analyst be hired to replace this position because there are some technical gaps left by the previous Deputy Director. The new position is a leadership position that will enhance our ability to serve our customers and continue to reduce costs and streamline our operations for Ingham County.

Following are some key essential areas that the new position will satisfy:

- **Aligning Information Technology with Business Needs:**
  - Information Technology (IT) can greatly enhance staff productivity and reduce costs, but IT alone cannot accomplish this. The MIS department has been actively working with departments to aligning IT with the processes. I feel this service will provide the greatest value to the county not only in the short-term but also the long-term.
- **Application Development and Web Development Platform:**
  - Developing applications both internally and on the Web can significantly increase productivity of the Ingham County staff and allow a better customer interaction via the Internet. Many applications have already been developed that reduce the amount labor spent by Ingham County staff, such as Tobacco Licensing. Many more applications are currently in the process of being developed and many more need to be developed.
- **Application Integration:**
  - Ingham County current hosts over 100 applications in our Data Center. Information often times flows from department to department through separate applications. Integrating these applications so departments can share data is a high priority for MIS and can streamline operations and reduce duplicate systems.

I am confident a strong Application Developer/Business Analyst will be more productive, reduce our cost and add greater value to the county by enabling us to do more with less. The efficiencies and cost savings this position can bring to the county will more than justify their salary.

cc: Matthew Myers, County Controller \ Administrator  
T. A. Lindsey, Human Resources Director

File

**MEMORANDUM**

**DATE:** March 1, 2010  
**TO:** T. A. Lindsey, Human Resources Director  
**FROM:** Michelle Rutkowski, H.R. Analyst  
 517-887-4374 or [mrutkowski@ingham.org](mailto:mrutkowski@ingham.org)  
**SUBJECT:** 2010 MIS Reorganization of MIS Deputy Director position

**Background**

On February 26, 2010, George Vernon retired as the Deputy Director of the MIS Department. In an effort to gain efficiencies and reduce costs, MIS Director Tom Shewchuk has developed a plan to reorganize the now vacant Deputy Director position. Mr. Shewchuk’s plan would eliminate the MIS Deputy Director position; replace it with an Application Developer/Business Analyst. The result would be a departmental savings of \$7,205.

**Recommendation**

Reorganization of the MIS Deputy Director position is supported by the facts. Elimination of MIS Deputy Director and creation of Application Developer/Business Analyst is justified. Corresponding documentation and HR analysis follow.

**Job Point Evaluation Table**

POSITION	Knowledge & Education	Work Experience	Interpersonal & Comm Skills	Guidance & Direction	Supervisory/Managerial	Visual Concentration	Job Complexity	Job Impact-Financial	Job Impact--Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident for Health Hazards	TOTAL PTS	GRADE	2010 SALARY RANGE
	1	2	3	4	5	6	7	8	9	10	11	12			
MIS Dep. Director * (currently vacant)	190	225	170	160	130	50	170	195	85	10	10	10	1405	MCF 12	\$68,331-\$82,015
Application Developer/Business Analyst, MIS (proposed)	190	225	170	160	105	50	170	195	85	15	10	10	1385	MCF 12	\$68,331-\$82,015

\* The MIS Deputy Director position was treated as a Labor Market Exception, and compensated at the MCF A range of \$72,376-\$86,870 FY 2010.

**INGHAM COUNTY  
JOB DESCRIPTION**

**DEPUTY DIRECTOR MIS (Vacant 2.28.10)**

**General Summary:**

Under the general supervision of the MIS Director/Jury Coordinator, the Deputy Director / MIS is responsible for implementing the objectives of the programming service function of the department including programming related activities on the enterprise hub, wide and local area network and micro computer. The Deputy Director / MIS is also responsible for the ongoing training and assistance for county users of software that resides on the enterprise hub, wide and local area network and micro computer. He/she assists with the daily operations of the MIS Department including scheduling and assigning Technicians and operations' personnel. Under direction from the MIS Director, confers with department heads on projects and computer needs.

**Essential Functions:**

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

1. In conjunction with the MIS Director and the user groups or individual department, develop plans, project estimates, time tables, and cost benefit for the implementation of specific projects.
2. Oversee the development and implementation of approved projects--with emphasis on completing project on time and under budget.
3. Supervise the employees of the Programming Service function of the MIS Department.
4. Assist the MIS Director in the development of plans, budgets, equipment specifications for special projects and the overall departmental operations.
5. Oversee the technical support software services (help desk) available for the County users on the network.
6. Oversee the ongoing training related to software residing on the enterprise hub, wide and local area network and micro processor.
7. Oversee the creation, acquisition and implementation of appropriate software documentation for County users.
8. In conjunction with the MIS Director and the user groups and/or departmental official, coordinate and facilitate the use of new automated hardware and software throughout the County.
9. Attend user meetings, committee and vendor meetings to keep current on user concerns, needs and what is available in the marketplace.
10. Responsible for design, programming, security and maintenance of both the County Internet and Intranet web sites.
11. Assist the MIS Director with scheduling of staff in the day-to-day operations of the network and mainframe, along with programming staff.
12. In the absence of the Director, serves as manager of department.
13. Performs related duties as required.

**Other Functions:**

14. None listed.

## **Employment Qualifications:**

**Education:** Bachelor's degree in Business, Computer Sciences or related area required.

**Experience:** Must have five years of progressive work experience managing employees in a **TECHNICAL** area ( i.e., managing programmers). Extensive knowledge of project management, programming languages and client/server services required.

### **Other Requirements:**

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

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

With or without accommodations, will perform occasional lifting of computer equipment, microprocessor, terminals, etc., up to 70lbs. Must be able to sit for long periods daily. Must be able to operate, run and read software. Requires the ability to perform keyboard functions. Must be able to verbally communicate in person and over the telephone. Visually reviews computer screens. Must be able to access public facilities and walk various terrains. Must be capable of managing multiple task schedules and reading, interpreting and analyzing complex tasks and projects. Operates general office equipment. Operates personal automobile for accessing County offices.

### **Working Conditions:**

Works in office conditions.

November, 1999

## **INGHAM COUNTY JOB DESCRIPTION**

### **Application Developer / Business Analyst**

#### **Summary:**

Under the supervision of the MIS Director, leads in the design, implementation, management and maintenance of all Ingham County application systems. Provides advanced technical support and customer service for the county's Web sites, applications and database systems. This is a senior-level position and is responsible maintaining the availability, integrity, security and project management of the county's application environment.

#### **Duties and Responsibilities:**

*The Application Developer/Business Analyst performs some or all of these duties and responsibilities on a daily basis:*

- Designs, configures, manages and maintains the applications, database systems, and county's website to ensure maximum availability, integrity, and security.
- Analyzes, determines, and documents the scope of a project, customer business needs, current applications, budget, testing requirements, and the design of the solution.
- Lead architect and (or) Project Manager for application development and ensures projects are completed within budget and on-time.
- Coordinates with other technical resources, departments, vendors, and organizations.
- Lead in the development of the county Web platform utilizing existing and state-of-the-art Web development tools and concepts.
- Establishes a documented county application development standard and methodology to ensure consistency and integration.
- Contributes in the planning, leadership, and direction regarding the county's application development environment.
- Technical expert and escalation point in regards to the county's application development environment.
- Interacts with all levels of Ingham County staff.
- Performs user analysis, trouble shoots problems, and follows through to resolution.
- Proactively provides mentoring of other MIS staff.
- Escalates problems and issues to management as needed.

#### **Other Functions:**

Performs other duties as assigned

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

#### **Minimum Job Requirements:**

**Education:** Bachelor degree in Computer Science or equivalent technical certifications. Industry recognized technical certifications preferred.

**Experience:** A minimum five (5) years of development experience is required. Prefer experience with Business Analysis or Project Management in a multi-faceted business environment.

### **Knowledge, Skills and Abilities Required:**

- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Must be a systems thinker and have the ability to align the customer business needs to application development technology.
- Experience with full software development lifecycle and revision control system to maintain source code.
- Proven Project Management skills.
- Proficient working knowledge of many or all of the following:
  - ASP, ASP.NET, VB.NET, C#, SQL Server, Oracle, XML, XSLT, JavaScript, HTML, CSS, AJAX
- Must possess leadership qualities.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to delegate work, follow instructions, work under supervision, and multi-task.
- Ability to effectively lead a team.
- Advanced effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess excellent organizational skills.
- Must possess a valid Michigan Driver's License.

### **Working Conditions and Physical Requirements:**

- Ability to lift, move and inspect computer terminals, printers and related equipment.
- Ability to enter and access information from a computer.
- Capable of sitting for prolonged periods of time at a computer screen.
- Ability to access all areas of the department with data processing or communication equipment.
- Ability to operate general office equipment such as computers, copiers, fax, etc.
- Works in office conditions but may be required to visit other department locations with data processing and related communication equipment.

*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.*

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONVERSION OF THE  
VACANT MIS DEPUTY DIRECTOR POSITION TO THAT OF  
APPLICATION DEVELOPER/BUSINESS ANALYST**

WHEREAS, the Management Information Systems (MIS) Department is proposing a conversion of a position in their department due to the recent retirement of the MIS Deputy Director (MCF-A); and

WHEREAS, due to customer service, efficiency and technical needs the MIS Department recommends the Deputy Director position be converted to an Application Developer/Business Analyst (MCF-12); and

WHEREAS, this conversion will yield a cost savings of \$7,205; and

WHEREAS, the MIS Department is requesting the conversion of the MIS Deputy Director position #958002 to an Application Developer/Business Analyst position #958002.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the conversion as outlined below:

<b>Position#</b>	<b>Current Grade</b>	<b>Current Max Salary</b>	<b>Proposed Grade</b>	<b>Proposed Max Salary</b>
958002	MCF-A	\$86,870	MCF-12	\$81,203

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the MIS Budget and Position Allocation List in accordance with this Resolution.

BE IT FURTHER RESOLVED, that this reorganization will take effect after the current eight week hiring delay and upon approval by the Board of Commissioners.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the seventeenth day of February, 2010, at 6:00 p.m.

PRESENT: Copley, Bullock, Saari, Rabun, McKeever, Beck, and Housler;

ABSENT: Stump and Akers

The following preamble and resolution were offered by Commissioner Copley and supported by Commissioner Bullock.

**RESOLUTION NO. 10-05  
RESOLUTION CALLING FOR THE MODIFICATION OF STATE ACT 312 OF 1969**

**WHEREAS**, the Wexford County Board of Commissioners believes that the current provisions of State Act 312 of 1969 (the "Act") unreasonably removes control of personnel costs for police and fire from local control; and

**WHEREAS**, economists who have studied the impact of the Act indicate that the law adds 5 to 10 percent to the cost of police and fire labor contracts; and

**WHEREAS**, human resources can account for more than 75% of the costs of a municipality, and over 50% of that typically is for public safety; and

**WHEREAS**, the Act may only be modified by action of the State of Michigan;

**NOW, THEREFORE**, in consideration of the foregoing, **IT IS HEREBY RESOLVED THAT**

1. The Wexford County Board of Commissioners asks that the State immediately enact the following modifications to the Act;
  - a. Limit the total economic costs of an arbitrator's award to the total percentage of increase of the local units' General Fund Revenue or the Consumer Price Index, whichever is less. In cases where either the General Fund Revenue or the Consumer Price Index is decreased, mandate that the total economic affect of the award reflect those decreases.
  - b. Prohibit awards that change pensions or retiree health care that result in an increase in the unfunded accrued liability of a local unit and/or its pension system.
  - c. Prohibit arbitrators from considering unused millage or assessment capacity.
  - d. Eliminate the authority of an arbitrator to grant retroactive wage adjustments.
  - e. Eliminate the authority of an arbitrator to issue any award that extends more than eighteen months from the date of the award.
2. The County Clerk shall deliver a certified copy of this resolution to the Governor of the State, our State Senator, State Representative, Michigan Municipal League, and all 83 counties.

A ROLL CALL VOTE WAS TAKEN AS FOLLOWS;

AYES: Bullock, Copley, Saari, Rabun, McKeever, Beck, and Housler;

NAYS: None

RESOLUTION DECLARED ADOPTED.

Leslie D. Housler  
Leslie D. Housler, Chairman, Wexford County Board of Commissioners

Elaine L. Richardson  
Elaine L. Richardson, County Clerk

STATE OF MICHIGAN        )  
  )ss  
COUNTY OF WEXFORD     )

I hereby certify that the forgoing is a true and complete copy of the Resolution 10-05 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on February 17, 2010, and I further certify that public notice of such meeting was given as provided by law.

Elaine L. Richardson  
Elaine L. Richardson, County Clerk

AGENDA ITEM # 7b

**From:** <shayward@lansingtownship.org>  
**To:** "Mathew Myers" <mmyers@ingham.org>  
**CC:** "John Daher" <johndaher@lansingtownship.org>, "Debbie De Leon" <deleon25...>  
**Date:** 2/23/2010 12:02 PM  
**Subject:** Facility Bond allocation

Matthew,

Per today's LSJ article it appears that Ingham County has had \$16.4m in Facility Bonds returned to them from the Christman allocation. As you are aware, Lansing Township had applied for these funds, which we still have a need for. Although this is unfortunate for Christman, it will be a positive for the Township and County to put this allocation to work.

Therefore, please consider this E-mail a formal request for the County to review the 2009 allocation resolution to determine what steps would be necessary for Lansing Township to receive these returned funds.

Thank you.

Steve

Sent on the Sprint® Now Network from my BlackBerry®