

CHAIRPERSON
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VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

FINANCE COMMITTEE
MARK GREBNER, CHAIR
CURTIS HERTEL, JR.
TINA WEATHERWAX-GRANT
VICTOR CELENTINO
ANDY SCHOR
STEVE DOUGAN

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, JUNE 4, 2008 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 [May 21, 2008 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office - Resolution to Accept a Grant from the U.S. Justice Department for Continuation of a Gang Resistance Program, Operated by the Lansing Police Department in the [Lansing Public Schools](#)
2. Family Division - Circuit Court
 - a. Resolution to Establish the [Position of Cook](#) at the Ingham County Family Center
 - b. Resolution to Authorize [September 2008 Funds](#) for the Ingham Academy
3. Health Department
 - a. Resolution to Authorize an Amendment to [Resolution #07-179](#) for Two Lease Agreements with Sparrow Health System
 - b. Resolution to Authorize a Contract with [Baker Donora Center](#) for Outreach and Enrollment Activities
4. 911 Advisory Board - Requests to Waive the Quarterly System [Maintenance Fee](#)
5. Human Resources Department
 - a. Resolution Authorizing Contracting with [Mutual of Omaha Insurance Company](#) to Provide Life, Accidental Death and Disability (AD&D), Disability, and Voluntary Life Products for Active Employees and Life Insurance for Ingham County Retirees
 - b. Resolution to Authorize a Reorganization within the [Human Resources Department](#)
6. Board Referrals - Letters from the City of Lansing Economic Development Corporation, Forwarding Notice of Public Hearings on a) [Brownfield Plan #43](#) – 3215 S Penn LLC Brownfield Project; b) to Consider A [New Personal Property](#) Tax Exemption For Aquabiochip, LLC; and c) [Brownfield Plan #42](#) – Nu Union Credit Union [South Lansing Branch](#)

Announcements **PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC**
Public Comment **DEVICES OR SET TO MUTE OR VIBRATE TO AVOID**
Adjournment **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

May 21, 2008

Minutes

Members Present: Mark Grebner, Curtis Hertel, Victor Celentino, Andy Schor and Steve Dougan

Members Absent: Tina Weatherwax-Grant

Others Present: Teri Morton, Janeil Valentine, Jim Hudgins, Rick Terrill, Bruce Willis, Mike Bryanton, Melany Mack, John Jacobs, Maureen Winslow, Jack Restuccia, Judge Boyd and others

The meeting was called to order by Chairperson Grebner at 6:02 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the May 7, 2008 Minutes

The May 7 Minutes were approved as submitted. Absent: Comm. Weatherwax-Grant

Additions to the Agenda

2. Substitute Resolution
- 6a. County Services Committee amended the Resolution. The following language was added to the Resolution: Whereas, the necessary labor will be done by County staff and augmented by the JASP program.
- 8a. Substitute Resolution
- 9b. Human Services Committee recommended adding the second WHEREAS to read as follows: Whereas, Our Savior Lutheran Church currently operates the largest church Food Pantry in Ingham County, serving approximately 2,000 families per year, at this site; and
- 9c. Human Services Committee amended the Fee Schedule as follows:
Env. Health – Point of Sale-appl processing fee is to remain at the 2008 rate: \$155.00
Env. Health – Point of Sale-on site evaluation well & waste treatment system ICHD fee is to remain at the 2008 rate: \$300.00

The Health Department recommended other fee adjustments that are included in the Finance Blue Sheet.

11. Resolution to Appoint Bruce Bragg to the County Advisory Tax Limitation Committee
12. Resolution to Adopt the 2009 Juvenile Justice Community Agency Process Calendar
13. Resolution to Authorize a Grant from the US Environmental Protection Agency to fund a Tri-County Regional Unwanted and Expired Medicines Collection

Limited Public Comment

Teri stated Robin is the interim Director.

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

1. Sheriff's Office
 - a. Resolution to Accept the 2008 Risk Avoidance Grant (RAP) from the Michigan Municipal Risk Management Authority (MMRMA)

- b. Resolution Authorizing Participation with the Lansing Police Department Project Safe Neighborhoods Grant
- 4c. Family Division – Circuit Court - Resolution to Establish the Position of Supervisor at the Ingham County Family Center
- 5. Mid-South Substance Abuse Commission – Resolution Authorizing the Transfer of Funds to the Mid-South Substance Abuse Commission and a 2008 Contract for Accounting with Respect Thereto
- 6a. Parks and Recreation Commission – Resolution Authorizing the Replacement of Thatch Roofing at the Potter Park Zoo
- 7. Health Department – Resolution to Authorize a Contract with Linda Gail Diepenhorst
- 9a. Controller’s Office – Resolution to Authorize a Reorganization within Ingham County Financial Services Department
- 11. Resolution to Appoint Bruce Bragg to the County Advisory Tax Limitation Committee
- 12. Resolution to Adopt the 2009 Juvenile Justice Community Agency Process Calendar
- 13. Resolution to Authorize a Grant from the US Environmental Protection Agency to fund a Tri-County Regional Unwanted and Expired Medicines Collection

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

- 9c. Controller’s Office - Resolution Updating Various Fees for County Services

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Comm. Schor stated the Human Services Committee did not increase the Point of Sale fees for 2009. That Committee asked the Health Department to come up with alternate recommendations to make up for the gap in the fees. Comm. Schor then stated he spoke with Mr. Jacobs today. He asked why the food service establishment fee is not 100%. Mr. Jacobs informed him that grant levels at the State remained the same. The fees make up 50% of the food service costs. Ms. Morton explained the Board of Commissioners set the reimbursement level. Some of the levels are below 100% because of the services’ benefits to the community. Mr. Jacobs stated the County’s food service fees are not low when compared to other comparable counties.

Comm. Hertel questioned the tattoo fees. Some of those fees are at 100% and some are not. Mr. Jacobs explained the last three tattoo fees are set at 50% because they are penalties. Comm. Hertel stated if someone receives a penalty, he/she should pay the full cost. Chairperson Grebner stated the cost is the amount of the fine. Mr. Jacobs stated the \$95 fee for tattoo non-compliant with inspection fee should be recovered at 100% because an inspection is required in this matter. Mr. Morton stated the Department is

charging a penalty, they are not fines. Chairperson Grebner stated the three penalties should be set at 100%.

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SCHOR, TO AMEND THE FOLLOWING FEES:

ENV. HEALTH – TATTOOING LICENSE – LATE RENEWAL – ADDITIONAL – RAISED FROM 50% TO 100%.

ENV. HEALTH – TATTOOING W/O INITIAL LICENSE/REINSTATEMENT OF REVOKED – RAISED FROM 50% TO 100%.

ENV. HEALTH – TATTOOING NON-COMPLIANT WITH INSPECTION – RAISED FROM 50% TO 100%.

The motion was accepted as a FRIENDLY AMENDMENT.

Comm. Hertel asked about the food service establishment rates. Comm. Schor stated he would like an explanation about the benefits the community receives from the restaurant fees versus the well and septic fees. Chairperson Grebner stated food service is a public service and well and septic inspections are a private service.

Comm. Hertel stated the Committee should consider increasing fees where the State is not fully reimbursing the County. The Committee discussed this matter. Mr. Jacobs stated the Committee should consider raising the tobacco license violation penalties from \$50 to a higher amount.

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. SCHOR, TO AMEND THE FEE SCHEDULE AS FOLLOWS:

HEALTH ED. – TOBACCO LICENSE VIOLATION PENALTY – 1ST - \$50.00 WAS INCREASED TO \$100.00.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

MAIN MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

2. Ingham County Clerk's Office – Resolution to Authorize a Reorganization within the Ingham County Clerk's Office

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN THE INGHAM COUNTY CLERK'S OFFICE.

Comm. Dougan requested clarification for the last WHEREAS paragraph in the Resolution. Ms. Morton stated one position will not have overtime pay. She stated \$19,155 will be added to the salary base. Comm. Dougan then stated he would like to see the short-term cost savings as well as the long-term cost savings.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

3. Ingham County 55th District Court – Resolution Authorizing the Ingham County 55th District Court to Submit a Grant Application and for the County to Accept a Grant Award from the State Court Administrators Office/Office Highway Safety Planning (SCAO/OHSP) for the Sobriety Court Program

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT TO SUBMIT A GRANT APPLICATION AND FOR THE COUNTY TO ACCEPT A GRANT AWARD FROM THE STATE COURT ADMINISTRATORS OFFICE/OFFICE HIGHWAY SAFETY PLANNING (SCAO/OHSP) FOR THE SOBRIETY COURT PROGRAM.

Judge Boyd explained the need for the grant. He stated an audit was conducted on the Sobriety Court. It has been determined there is a need for more Sobriety Court positions. The County will be the incumbent for the grant funds for the second year. This money will allow the hiring of a clerical position for the Court. Judge Boyd stated the funds will also allow the Court to add a Probation Officer which is already included in the budget. The \$40,000 in grant funds are to be spent by September 30, 2008.

Comm. Schor asked if the difference between the State's fiscal year and the County's fiscal year should be clarified in the Resolution. Judge Boyd stated some of the funds will be spent in 2009.

FRIENDLY AMENDMENT to the second BE IT FURTHER RESOLVED paragraph: "through the remainder of the 2008 fiscal year" was deleted.

MOTION CARRIED with Comm. Dougan voting NO. Absent: Comm. Weatherwax-Grant

4. Family Division – Circuit Court
 - a. Resolution to Appropriate Funds for the Ingham Academy Summer 2008 Program

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION TO APPROPRIATE FUNDS FOR THE INGHAM ACADEMY SUMMER 2008 PROGRAM.

Comm. Dougan asked what the Academy students will do between July 25 and Labor Day. Ms. Winslow explained the students will attend a Camp Highfield's program during that period. This program will be five days per week through Labor Day.

Ms. Winslow informed the Committee that she received a verbal commitment from the State that a \$40,000 grant will be awarded to the Court to offset the costs of the summer school program. The Committee will receive this information once she receives the written commitment from the State.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

- b. Resolution to Appropriate Funds for the Equipment and Furniture for the Ingham County Family Center

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION TO APPROPRIATE FUNDS FOR THE EQUIPMENT AND FURNITURE FOR THE INGHAM COUNTY FAMILY CENTER.

Ms. Winslow informed the Committee that if the Court leases a vehicle, the cost will not be reimbursed through the Child Care Fund. The mileage is reimbursable through that Fund. Chairperson Grebner stated he thought the vehicles would be reimbursed if they were leased. That is not the case. The vehicles will be a capital purchase.

Comm. Dougan asked about the \$73,000 IT purchases. He stated everyone should have an opportunity to bid on this package. Mr. Hudgins stated the equipment will be purchased through the State's system. Chairperson Grebner clarified that a bulk of the equipment will be purchased through the State's system.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

6. Parks and Recreation Commission

- b. Resolution Authorizing a Weekly Discounted Entrance Rate and an Annual Free Day at the Potter Park Zoo for Residents of Ingham County and the City of Lansing

MOVED BY COMM CELENTINO, SUPPORTED BY COMM. HERTEL, TO APPROVE THE RESOLUTION AUTHORIZING A WEEKLY DISCOUNTED ENTRANCE RATE AND AN ANNUAL FREE DAY AT THE POTTER PARK ZOO FOR RESIDENTS OF INGHAM COUNTY AND THE CITY OF LANSING.

MOVED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BY REMOVING "AND THE CITY OF LANSING" AND "AND/OR CITY OF LANSING."

Comm. Dougan stated Eaton County residents are not paying for the Parks Millage. Comm. Hertel stated the contract with the City of Lansing was to recognize that entrance discounts should be offered to the residents of the City of Lansing and Ingham County.

Comm. Schor stated the County should honor the contract. He then stated he agrees with Comm. Dougan's position.

The Committee continued this discussion. Chairperson Grebner suggested the Zoo should have a laminated map for residents to show where they live.

MOTION TO AMEND DIED DUE TO LACK OF SUPPORT. Absent: Comm. Weatherwax-Grant

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

8. Facilities Department

- a. Resolution Authorizing a Contract with Laux Construction, LLC to Provide Renovations at the Ingham County Family Center for the Ingham Academy

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION, LLC TO PROVIDE RENOVATIONS AT THE INGHAM COUNTY FAMILY CENTER FOR THE INGHAM ACADEMY.

Comm. Dougan asked about Lansing Tile & Mosaic. Mr. Terrill stated it is a subcontractor on this project. Chairperson Grebner stated this business received a violation in the past for not paying the prevailing wage. Comm. Hertel asked if the subcontractor is located within Ingham County. Mr. Hudgins stated the subcontractor is in the County. He also stated the County monitors the location of all subcontractors.

Comm. Hertel asked if the County Services Committee is addressing the Policy for evaluating bids and proposals. Ms. Morton stated the Committee will discuss that matter at their next meeting. Comm. Hertel stated he will support this matter tonight, but he would like additional information regarding the subcontractor.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

- b. Resolution Authorizing the Boiler Replacement at the Hilliard Building to be Performed by William E. Walter, Inc.

MOVED BY COMM. HERTEL, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING THE BOILER REPLACEMENT AT THE HILLIARD BUILDING TO BE PERFORMED BY WILLIAM E. WALTER, INC.

Comm. Celentino requested clarification regarding the cost discrepancy between the vendors. Mr. Terrill stated he could not explain the discrepancy; however, the costs may depend on the vendors' work load.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

9. Controller's Office

- b. Resolution Authorizing a Contract and Lease Agreement with Our Savior Lutheran Church for the Operation of the Food Pantry Located at 1515 West Holmes Road, Lansing, Michigan

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT AND LEASE AGREEMENT WITH OUR SAVIOR LUTHERAN CHURCH FOR THE OPERATION OF THE FOOD PANTRY LOCATED AT 1515 WEST HOLMES ROAD, LANSING, MICHIGAN.

Comm. Schor stated Comm. De Leon would like the Resolution to be amended as follows: an additional WHEREAS, that Our Savior Lutheran Church currently operates the largest church food pantry in Ingham County, serving approximately 2,000 families per year, at this site.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DOUGAN, TO AMEND THE RESOLUTION BY ADDING THE FOLLOWING LANGUAGE:

WHEREAS, OUR SAVIOR LUTHERAN CHURCH CURRENTLY OPERATES THE LARGEST CHURCH FOOD PANTRY IN INGHAM COUNTY, SERVING APPROXIMATELY 2,000 FAMILIES PER YEAR, AT THIS SITE; AND

THE MOTION WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Weatherwax-Grant

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Weatherwax-Grant

10. Board Referrals

- a. Letter from the Michigan Department of Treasury Announcing Revocation of the Personal Property Component of the Industrial Facilities Exemption Certificate #2002-2-1 Issued to Datapak Services Corporation

- b. Letter from the Michigan Department of Treasury Announcing Revocation of the Personal Property Component of the Industrial Facilities Exemption Certificate #1997-529 Issued to Datapak Services Corporation

The Board Referrals were received and placed on file.

Announcements

Mr. Morton stated the Agricultural Board's Millage language will be submitted to the next Board of Commissioner's meeting.

Public Comment: None

The meeting adjourned at 6:58 p.m.

Respectfully submitted,

Debra Neff

RESOLUTION STAFF REVIEW

DATE: May 19, 2008

Agenda Item Title: Resolution to Accept a Grant from the U.S. Justice Department for Continuation of a Gang Resistance Program, Operated by the Lansing Police Department in the Lansing Public Schools

Submitted by: Prosecuting Attorney's Office

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

Summary of Proposed Action:

This resolution will authorize accepting a continuation grant from the U.S. Justice Department, the Office of Justice Programs for the continuation of a Gang Resistance Program; a collaborative effort involving the City of Lansing, the Lansing Police Department, the Lansing Public Schools and the Ingham County Prosecutor's Office. The program is operated by the Lansing Police Department in the Lansing Public Schools.

This award primarily provides for two full-time police officers to teach the GREAT gang resistance curriculum in the Lansing Public Schools. It also authorizes extending the 2006/07 Grant through June 30, 2008.

Financial Implications:

The grant award is for \$112,142, with a 10% local match requirement which is being provided by the Lansing Police Department with City funds contributing at least \$12,460 towards the salaries of two police officers assigned to the Gang Resistance Enforcement and Training (GREAT) program at the Lansing School District. This continuation grant covers the time period from June 1, 2007 through November 30, 2008 (the original grant was extended through June of 2008).

The grant will pay for:

A continuation sub-contract with the City of Lansing for \$109,391 to provide for two full-time police officers to teach the GREAT gang resistance curriculum in the Lansing Public Schools and associated costs.

A continuation sub-contract with the Boys and Girls Club of Lansing is authorized for \$2,751 to provide for rent for building space, supervision of interns, and scholarships for students and associated costs.

Other:

The original grant was awarded for the period of July 1, 2006 - June 30, 2007; however, the actual programming did not begin until January 2007, and funding was authorized to continue through June of 2008.

Staff Recommendation: MM JN X TL TM JC

Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A GRANT FROM THE U.S. JUSTICE DEPARTMENT FOR CONTINUATION OF A GANG RESISTANCE PROGRAM, OPERATED BY THE LANSING POLICE DEPARTMENT IN THE LANSING PUBLIC SCHOOLS

WHEREAS, the Ingham County Prosecutor's Office applied for and has been approved to receive a "Gang Resistance Enforcement and Training (GREAT)" grant from the United States Department of Justice, Office of Justice Programs; and

WHEREAS, the amount of the grant is \$112,142, with a 90%-10% match requirement. Lansing Police Department will pay the matching amount by paying at least \$12,460 towards the salaries of two police officers who will continue to be assigned to the GREAT program; and

WHEREAS, the City of Lansing, the Lansing Police Department, and the Ingham County Prosecutor's Office have agreed to administer the program, with the County serving as the fiduciary agent, and the Lansing Police Department acting as a sub-contractor.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the acceptance of the "Grants to Encourage Arrest Policies" grant from the office of the United States Department of Justice, Office of Justice Programs for \$112,142 for the time period June 1, 2007 through November 30, 2008.

BE IT FURTHER RESOLVED, that a sub-contract with the City of Lansing is authorized for \$109,391 to provide for two full-time police officers to teach the GREAT gang resistance curriculum in the Lansing Public Schools, as well as other eligible program costs.

BE IT FURTHER RESOLVED, that a sub-contract with the Boys and Girls Club of Lansing is authorized for \$2,751 to provide for rent for building space, supervision of interns, and scholarships for students as well as other eligible program costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the extension of the 2006/07 "Grants to Encourage Arrest Policies" grant and subcontracts through June 30, 2008.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments to the 2007 and 2008 Prosecutor's Office Budget.

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

RESOLUTION STAFF REVIEW **DATE** May 16, 2008

Agenda Item Title: Resolution to Establish the Position of Cook at the Ingham County Family Center

Submitted by: 30th Judicial Circuit Court-Family Division

Committees: LE ___ , JD X , HS ___ , CS X , Finance X

Summary of Proposed Action:

This resolution supports an authorization to create the position of Cook at the Ingham County Family Center. This is the second of three (3) occupational classifications to be implemented at the new Ingham County Family Center for the Family Division of Circuit Court (*formerly known as Our Savior Lutheran Church*). A Supervisor at the Ingham County Family Center was created previously and a Compliance Officer part-time position (2) will be requested in the Child Care Fund Budget 2008/2009 budget process, to begin October 1, 2008. To facilitate the process and project implementation, the Cook position must be filled by September 15, 2008.

Financial Implications: The **Cook** position factored at 460 job evaluation points; the Human Resources Department has determined that UAW C is the appropriate grade placement. For 2008, the annual compensation range for UAW C is \$27,321 – \$32,795 over a five (5) step range.

Consistent with the Commissioners’ request, the total annual cost should be calculated using the top compensation step \$32,795 and include the fringe benefit cost of \$23,054 for a total cost of \$55,849.

The Cook will start around September 15. The cost range for the Cook through the end of the Child Care Budget year (September 30, 2008) is \$2,102 at Step 1 through \$2,416 at Step 5.

JJM Funds - \$1,208 plus CCF Funds - \$1,208 equals \$2,416 – Total.

Other Implications: The **Compliance Officer** position factored at 695 job evaluation points; Human Resources has determined that UAW F is the appropriate grade placement. For 2008, the annual compensation range for UAW F is \$33,084 – \$39,706 over a five (5) step range; this reflects full-time compensation. Two part-time Compliance Officers will be requested during the 2008/09 Child Care Fund budget process, with a salary range of \$16,542 - \$19,853.

Staff Recommendation: MM ___ JN ___ TL X TM ___ JC ___

Staff recommends approval of the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH THE POSITION OF COOK
AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the voters of Ingham County passed a Juvenile Justice Millage generating funds for the expansion of Ingham County's juvenile justice programs; and

WHEREAS, the Ingham County Action Plan for Juvenile Continuum of Care Report, prepared by Chinn Planning, Inc., specified as one of the recommendations, the creation of a Day Treatment/Evening Reporting Program; and

WHEREAS, the Ingham County Board of Commissioners have authorized the purchase of the facility located at 1601 W. Holmes Rd., Lansing, for the purpose of housing the Ingham Academy and an evening reporting program for court youth; and

WHEREAS, there is a need to establish a Cook position for the Ingham County Family Center; and

WHEREAS, the Cook will be responsible to coordinate the meals provided by the Lansing School District; and

WHEREAS, the Cook will develop menus, order food and prepare meals for after school snack and evening supper for the youth attending the Evening Reporting Program; and

WHEREAS, the Cook will oversee and train youth assigned to assist in the kitchen, thereby learning life skills; and

WHEREAS, this position has been determined by Human Resources to be UAW C as the appropriate grade placement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the establishment of the position of Cook (UAW C is \$27,321 – \$32,795) at the Ingham County Family Center, effective the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending the 2007/08 Child Care Fund Budget and an appropriation of up to \$1,208 from the Juvenile Justice Millage Fund, to be matched with up to \$1,208 from the State Child Care Fund, for a total budget of up to \$2,416.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2007/08 Family Court Child Care Fund Budget and Position Allocation List.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any budget amendment/contract documents as prepared by or approved as to form by the County Attorney consistent with this resolution.

RESOLUTION STAFF REVIEW

DATE: May 19, 2008

Agenda Item Title: Resolution to Authorize September 2008 Funds for the Ingham Academy

Submitted by: Family Division of Circuit Court

Committees: LE ____, JD X, HS ____, CS ____, Finance X

Summary of Proposed Action:

This resolution would authorize transitional funding for the operation of the Ingham Academy located at the Ingham County Family Center, for the last month of the Child Care Fund Budget year (October 1, 2007 – September 30, 2008). The remainder of the school year funds will be requested as part of the Court’s 2008/09 Child Care Fund Budget year (October 1, 2008 – September 30, 2009). This includes the Ingham Intermediate School District, Liability Insurance, incidental food and supplies, and MIS technology needs in order to allow the Family Division of Circuit Court to begin operations at the Ingham County Family Center, effective September of 2008.

Financial Implications:

Ingham Intermediate School District	\$36,073
Liability Insurance	1,834
MIS	8,025
Incidental food and supplies	<u>500</u>
	\$46,432

The appropriation will come from the Juvenile Justice Millage Fund (JJM) up to \$23,216, to be matched by Child Care Funds (CCF) up to \$23,216, for a total budget of \$46,432.

Other Implications: There will be another resolution brought forth by the Circuit Court Family Division to amend the Child Care Fund 2007/08 Budget to operate the Ingham County Family Center programming budget at a later time. Annual budgets for the Court, Facilities, MIS, and Purchasing Departments will be worked into the normal budget process for the 2008/09 fiscal year.

Staff Recommendation: MM ____, JN X, TL ____, TM ____, JC ____,
Staff recommends this resolution for approval.

Introduced by the Judiciary and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE SEPTEMBER 2008 FUNDS
FOR THE INGHAM ACADEMY**

WHEREAS, the voters of Ingham County passed a Juvenile Justice Millage generating funds for the expansion of Ingham County's juvenile justice programs; and

WHEREAS, the Ingham County Action Plan for Juvenile Continuum of Care Report prepared by Chinn Planning, Inc., specified as one of the recommendations, the creation of a Day Treatment/ Evening Reporting Program; and

WHEREAS, the Ingham County Board of Commissioners have authorized the purchase of the facility located at 1601 W. Holmes Rd., Lansing, for the purpose of housing the Ingham Academy and an Evening Reporting Program for court youth; and

WHEREAS, there is a need to establish funding for the month of September for the school year 2008/2009, amending the 2007/2008 Child Care Fund Budget; and

WHEREAS, the Ingham Academy will serve up to 40 adjudicated court youth during the 2008/2009 school year, with academic services provided by the Ingham Intermediate School District, at a cost of \$36,073 for the month of September; and

WHEREAS, adequate funding was established for Highfields, Inc. in the contract dated September 2007 through August 2008, such that Highfields, Inc. will provide behavioral support and transportation for the 40 youth assigned to the Academy without requiring additional funding for the month of September; and

WHEREAS, funding the Ingham Academy for the month of September in the Ingham County Family Center will require 1/12 of the annual operational costs for Liability Insurance, MIS related costs, and for the purchase of incidental food and supplies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a contract extension with Ingham Intermediate School District through the end of September 2008, in the amount of \$36,073 to provide services for the Ingham Academy Program.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes no cost extensions of the contract with Highfields, Inc. through September 2008.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners amends the 2008/09 Child Care Fund Budget and an appropriation up to \$23,216 from the Juvenile Justice

Millage Fund to be matched with \$23,216 from the State Child Care Fund, for a total budget of \$46,432 to operate the Ingham Academy in September 2008.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2007/08 Family Court Child Care Fund Budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any budget amendment/contract documents as prepared by or approved as to form by the County Attorney consistent with this resolution.

RESOLUTION STAFF REVIEW

DATE May 23, 2008

Agenda Item Title: Resolution to Authorize an Amendment to Resolution #07-179 for Two Lease Agreements with Sparrow Health System

Submitted by: Health Department

Committees: LE ____, JD ____, HS X__, CS ____, Finance X__

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution authorizes an amendment and clarification to Resolution #07-179 which authorized two lease agreements with Sparrow Health System.

As a matter of practice, Sparrow Health System does not typically execute lease agreements with termination clauses. Following further negotiations, Sparrow has agreed to permit Ingham County to terminate one or both of these lease agreements if there is a loss of Board of Commissioners funding supporting the operations specific to each lease agreement. This loss of funding must be a result of a public vote of the Ingham County Board of Commissioners.

Financial Implications:

The financial terms of the agreements remain as originally authorized in Resolution #07-179:

1. \$19.13 per square foot for 4,508 square feet of space in the Medical Arts Building, 1322 East Michigan Avenue, Lansing, Michigan with an annual increase of three percent authorized for years two and three of this agreement.
2. \$18.57 per square foot for 3,878 square feet of space in the Medical Center West Building, 1100 West Saginaw, and Lansing, Michigan with an annual increase of three percent authorized for years two and three of this agreement.

Other Implications: Resolution #07-179 and #08-102 are attached for your reference.

Staff Recommendation: MM __ JN __ TL __ TM __ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: May 22, 2008

Subject: Authorization to Amend Resolution Authorizing Lease Agreements with Sparrow Health System

This is a recommendation to authorize an amendment to Resolution 07-179 which authorized two lease agreements with Sparrow Health System. Resolution 07-179 was adopted by the Board of Commissioners on July 24, 2007 and authorized the execution of two lease agreements for the Health Department's Sparrow and St. Lawrence Community Health Centers. This resolution was amended on April 15, 2008 by the Board of Commissioners (Resolution 08-102) changing notification for termination from 90 days to 120 days.

As a matter of practice, Sparrow Health System does not typically execute lease agreements with termination clauses. Following further negotiations, Sparrow has agreed to permit Ingham County to terminate one or both of these lease agreements if there is a loss of Board of Commissioners funding supporting the operations specific to each lease agreement. This loss of funding must be a result of a public vote of the Ingham County Board of Commissioners.

Consequently, I am recommending that the Board authorize the attached resolution which amends Resolution 07-179.

Attachment

c: Jaeson Fournier, DC, MPH, w/attachment, Deputy Health Officer
John Jacobs, CPA, w/attachment, Chief Financial Officer
Barbara W. Mastin, MA, Chief Operating Officer
Phil Wilkinson, MSW, Health Center Administrator, Health Department

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #07-179 FOR
TWO LEASE AGREEMENTS WITH SPARROW HEALTH SYSTEM**

RESOLUTION #08-102

WHEREAS, the Ingham County Board of Commissioners has authorized two lease agreements with Sparrow Health System to house community health centers operated by the Health Department; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners amend Resolution #07-179 changing the termination clause from 90 days to 120 days prior written notification by either party.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #07-179 that will replace the following original resolution language “that either or both lease agreements can be terminated by either party upon 90 days prior written notice” with “that either or both lease agreements can be terminated by either party upon 120 days prior written notice”.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the lease documents as amended after review by the County Attorney.

HUMAN SERVICES: Yeas: Schor, Bahar-Cook, Soule, Severino, Dougan

Nays: None **Absent:** Hertel **Approved 4/7/08**

FINANCE: Yeas: Grebner, Weatherwax-Grant, Celentino, Schor, Dougan

Nays: None **Absent:** Hertel **Approved 4/9/09**

**ADOPTED - JULY 24, 2007
AGENDA ITEM NO. 30**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AMENDMENTS TO TWO LEASE AGREEMENTS
WITH SPARROW HEALTH SYSTEM**

RESOLUTION #07-179

WHEREAS, Ingham County leases space in two Sparrow Health System buildings to house community health centers operated by the Health Department; and

WHEREAS, both lease agreements expire August 31, 2007; and

WHEREAS, the Health Department has requested that the lease agreements be renewed for a three year period; and

WHEREAS, Sparrow Health System is in agreement and has proposed lease agreements that will not increase the square foot lease rate in year one and proposes an increase of three percent in years two and three; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners renew the lease agreements with Sparrow Health System to extend them through August 31, 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an Office Lease Agreement with Sparrow Health System for 4,508 square feet of space in the Medical Arts Building, 1322 East Michigan Avenue, Lansing, Michigan at the rate of \$19.13 per square foot, with an annual increase of three percent authorized for years two and three of this agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes execution of an Office Lease Agreement with Sparrow Health System for 3,878 square feet of space in the Medical Center West Building, 1100 West Saginaw, Lansing, Michigan at a rate of \$18.57 per square foot, with an annual increase of three percent authorized for years two and three of this agreement.

BE IT FURTHER RESOLVED, that the period of the agreement for both leases shall begin September 1, 2007 through August 31, 2010, and that either or both lease agreements can be terminated by either party upon 90 days prior written notice.

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

HUMAN SERVICES: Yeas: Hertel, Grebner, Bahar-Cook, Schor, Soule, Severino
Nays: None **Absent:** None **Approved 7/16/07**

FINANCE: Celentino, Weatherwax-Grant, Grebner, Hertel, Tennis, Dougan
Nays: None **Absent:** None **Approved 7/18/07**

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION #07-179 FOR
TWO LEASE AGREEMENTS WITH SPARROW HEALTH SYSTEM**

WHEREAS, the Ingham County Board of Commissioners has authorized two lease agreements with Sparrow Health System to house community health centers operated by the Health Department; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners amend Resolution #07-179 changing the termination clause to require a vote of the Ingham County Board of Commissioners authorizing closure of the leased spaced program/services due to a loss of funding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to Resolution #07-179 that replaces the following resolution language “that either or both lease agreements can be terminated by either party upon 120 days prior written notice” *with* “that either or both lease agreements can be terminated by Ingham County upon 120 days prior written notice to Sparrow Health System of the public vote of the Ingham County Board of Commissioners to terminate one or both of these lease agreements due to a loss of funding by the Board of Commissioners .”

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the lease documents as amended after review by the County Attorney.

RESOLUTION STAFF REVIEW

DATE May 23, 2008

Agenda Item Title: Resolution to Authorize a Contract with Baker Donora Center for Outreach and Enrollment Activities

Submitted by: Health Department

Committees: LE____, JD____, HS_ X_, CS____, Finance X__

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution authorizes a contract with Mt. Hope United Methodist Church, Fiduciary Agent for Baker Donora Center for outreach and enrollment activities. The Center will hire and oversee community health workers who will engage in vigorous outreach and enrollment activities in several neighborhoods in its service area including Neighbors United in Action, Fabulous Acres, and Potter Walsh. They will also assist residents with establishing medical homes as well as linking them to supportive resources and services.

Financial Implications:

The contract with Baker Donora Center will be for the period May 1, 2008 through September 30, 2008 in the amount of \$30,000.

Other Implications:

The original work plan submitted by Baker Donora for outreach and enrollment activities did not meet expectations for specificity and accountability, and the Health Department requested that it be revised. Staff has met with the Center's director, a board member, and the fiduciary to adjust the proposed Scope of Services so that it is realistic and achievable in the remaining months of the fiscal year. The budget has likewise been adjusted

Staff Recommendation: MM__ JN__ TL__ TM__ JC X

Staff recommends approval of the resolution, provided that the contract is closely monitored to ensure that the expectations outlined in the scope of services are being met.

MEMORANDUM

To: Human Services Committee
Finance Committee

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

Date: May 29, 2008

Subject: Authorization for a Contract with Mt. Hope United Methodist Church,
Fiduciary Agent for Baker Donora Center

Baker Donora Center serves several low income neighborhoods in central Lansing which are home to many residents who are uninsured and who have difficulty meeting basic needs. The Health Department has worked with Baker Donora Center in the past, with Ingham County MSU Extension serving as fiduciary agent. MSU Extension is no longer serving in this capacity.

Baker Donora Center's Board of Directors formed about a year ago and recently filed for 501c3 status. Until 501c3 status is achieved, Mt. Hope United Methodist Church has agreed to serve as fiduciary agent for Baker Donora Center. The church is currently serving in this capacity on Baker Donora Center's behalf for a contract with the City of Lansing.

Baker Donora Center submitted a proposed work plan and budget for outreach and enrollment activities to the Health Department late last fall, and it was our intention to contract with the organization for these activities. However, the work plan and budget submitted did not meet expectations for specificity and accountability, and we requested that it be revised. The Center was delayed in revising the work plan and budget, but an acceptable plan has been submitted. We are confident that the Scope of Services proposed in it will provide residents in the Baker Donora Center's service area with much-needed outreach activities. Staff has met with the Center's director, a board member, and the fiduciary to adjust the proposed Scope of Services so that it is realistic and achievable in the remaining months of the fiscal year. The budget has likewise been adjusted. Baker Donora Center's Board of Directors has reviewed and approved the Scope of Services and budget as amended.

We intend to contract with Baker Donora Center for the period May 1, 2008 through September 30, 2008 for \$30,000.00. This is the prime period for canvassing and outreach activities. The Center will hire and oversee community health workers who will engage in vigorous outreach and enrollment activities in several neighborhoods in its service area including Neighbors United in Action, Fabulous Acres, and Potter Walsh. They will also assist residents with establishing medical homes as well as linking them to supportive resources and services.

I recommend that the contract be authorized.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH BAKER DONORA CENTER
FOR OUTREACH AND ENROLLMENT ACTIVITIES**

WHEREAS, the Health Department regularly works through neighborhood organizations to enroll uninsured residents in Medicaid or Ingham Health Plan and to assist low income residents in accessing resources to meet basic needs; and

WHEREAS, in Resolution #08-116 the Board of Commissioners affirmed its support for the efforts of the neighborhood network centers; and

WHEREAS, funds are available for outreach and enrollment activities in the Health Department budget; and

WHEREAS, Baker Donora Center's Board of Directors desires the Center to work with the Health Department to enroll uninsured residents in health coverage and link them to other supportive services; and

WHEREAS, Mt. Hope United Methodist Church has agreed to serve as the Fiduciary Agent for Baker Donora Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for up to \$30,000.00 with Mt. Hope United Methodist Church, Fiduciary Agent for Baker Donora Center to work with the Health Department to enroll uninsured residents in health coverage and link them to other supportive services

BE IT FURTHER RESOLVED, the contract period shall be May 1, 2008 through September 30, 2008.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the subcontracts after review as to form by the County Attorney.

Agenda Item 4

TO: Law Enforcement and Finance Committees

FROM: John L. Neilsen, Deputy Controller

DATE: May 20, 2008

SUBJECT: Requests to Waive the Quarterly System Maintenance Fee

The 911 Advisory Committee has reviewed requests to waive the quarterly fees from two organizations and are recommending to the Board of Commissioners to waive the fees in two instances.

1) Tri-County Emergency Medical Control Authority (TCEMCA)

The three radios that are in the TCEMCA office are only used for the purpose of recording the radio traffic between the EMS/Fire Agencies and the hospital which is required by state law under the Medcom Plan. (TCEMCA is paying the fees for the three radios being used by hospitals on the system.)

Rarely the radios are used to facilitate EMS/Fire Agencies in reaching the hospital if for some reason the hospital doesn't answer. TCEMCA then advises the agency that they are contacting the hospital by phone to have them get a nurse or doctor to answer the radio. TCEMCA estimates this only happens a couple of times a year.

2) Lansing Emergency Operations Center (EOC)

The EOC recently purchased 25 radios on the system. These are not going to be in service for day to day operations and are going to be held as spares that are available to all Public Safety Agencies in Ingham County for emergencies and for special events.

Pursuant to Resolution #07- 338 - "Resolution of the Ingham County Board of Commissioners to Adopt the Ingham County Public Safety Radio System Cost Participation Policy" effective October 1, 2007, the Board of Commissioners approved a recommendation from the 911 Advisory Board to begin a cost participation policy for local units of government that are participating members of the Ingham County Public Safety Radio System.

One of the stipulations being:

4. The participating entities shall pay their fee on a quarterly basis pursuant to the infrastructure cost sharing arrangement based on an annual fee prorated by the number of mobile and portable radios each agency has on the system. This fee shall be established by resolution of the Ingham County Board of Commissioners and may be changed from time to time by the County by Resolution.

Law Enforcement and Finance Committees
May 20, 2008
Page Two

The current fee is \$136.45 per radio, with the cost sharing proportion for the participating entities to pay \$88.69 (65 %) of this cost per radio, with the 911 Funds paying the other \$47.76 (35%) of this cost.

The first year of the System Infrastructure Maintenance Contract is for a total of \$241,650, for the time period of October 1, 2007 through September 30, 2008. With 1,771 radios on the system the cost per radio is \$136.45.

With this background information, the Law Enforcement and Finance Committees are being asked to act on the recommendation from the 911 Advisory Committee to waive the quarterly fees as established by the Ingham County Public Safety Radio System Cost Participation Policy, for the Tri-County Emergency Medical Control + Authority (TCEMCA) and the Lansing Emergency Operations Center (EOC).

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

JLN/lrs

RESOLUTION STAFF REVIEW

DATE May 15, 2008

Agenda Item Title: Resolution Authorizing Contracting with Mutual of Omaha Insurance Company to Provide Life, Accidental Death and Disability (AD&D), Disability, and Voluntary Life Products for Active Employees and Life Insurance for Ingham County Retirees

Submitted by: T. A. Lindsey, Human Resource Director
Research and Preparation Robert K. Smith, SPHR

Committees: LE ____, JD ____, HS ____, CS X, Finance X

Summary of Proposed Action: Discontinue coverage for Life and Voluntary Life Insurance for Fortis Group and Jefferson Pilot for short-term disability insurance. Contract with Mutual of Omaha (MofO) as a single provider for both product lines.

Financial Implications: Life insurance costs to Ingham County are approximately \$147,000 annually based on current enrollment. This change would result in roughly \$14,000 in annual savings. The change of carriers for short-term disability will result in around \$3,000 in annual savings. There would be no change in benefit levels.

	Life Actives			
	Group	Voluntary	Total	Disability
Total Monthly Volume	\$31,258,500.00	\$8,620,000.00	\$398,785,500	\$1,912,175.00
Premium	\$0.21 per \$1000	Age banded	-----	\$0.12 per hundred
Total Monthly Premium	\$7,502.84	\$2,952.05	\$10,454.09	\$2,294.61
New Rate	\$6,524.29	\$2,656.85	\$9,516.34.	\$2,065.15
Difference	\$978.55	\$295.20	\$1,273.75	\$229.46
Annual Savings	\$11,742.60	\$3,542.40	\$15,285.00	\$2,753.52
Total Life AD&D	\$14,496.12 Annual Savings to Ingham County for employees			\$3,542.40
Retiree Rate Unchanged	\$6,725.22	\$6,725.22	\$6,725.22	Actives only

There are also lower costs for employees who purchase voluntary life insurance.

Other Implications: This proposal from the Michigan Association for Counties Service Corporation was originally considered in 2007. Although the proposal was perceived as favorable, it was deemed appropriate to give insurance producers located in Ingham County

notice and an opportunity to compete. Jackson National, Auto Owners, and Farm Bureau insurance companies are all life insurance producers located in Ingham County. It was important that they have a chance to review the opportunity before we placed it with a national company. None of these companies submitted a response to the RFP. We confirmed that they had received it and were told by all three that they only sell their policies through agents.

Mutual of Omaha is a well known, stable national company and has undergone MAC screening and certification. They provide a higher level of guaranteed issue (\$100 Thousand versus \$30 Thousand) for voluntary life insurance and also offer spouse and dependent coverage. The Mutual of Omaha life products are portable, meaning employees continue the term life insurance coverage after they leave at the same rate that they pay while employed.

Staff Recommendation: MM___ JN___ TL_ X 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.

Agenda Item 5a

Presented To:

Ingham County

Presented By:

MAC Service Corp

Life and AD&D, Long-Term Disability

04/10/2008

LIFE AND AD&D INSURANCE

Illustration for: **Ingham County**

The following Life and AD&D plan is being proposed on a fully insured basis effective 07/01/2007. For additional information, visit www.mutualofomaha.com.

ELIGIBILITY	
Class Definition(s)	Class 1: All eligible Class 1 employees
	Class 2: All eligible County & Court Professionals employees
	Class 3: All eligible FOP Supervisors
	Class 4: All eligible Class 4 employees
	Class 5: All eligible Class 5 employees
	Class 6: All eligible Class 6 employees
	Class 7: All eligible Class 7 employees
	Class 8: All eligible Class 8 employees
	Class 9: All eligible Class 9 employees
	Class 10: All eligible Class 10 employees
	Class 11: All eligible Retirees

BENEFIT SUMMARY		
	BENEFIT AMOUNT	MAXIMUM BENEFIT
Class 1	\$50,000	\$50,000
Class 2	\$40,000	\$40,000
Class 3	\$32,000	\$32,000
Class 4	\$30,000	\$30,000
Class 5	\$25,000	\$25,000
Class 6	\$24,000	\$24,000
Class 7	\$22,000	\$22,000
Class 8	\$20,000	\$20,000
Class 9	\$15,000	\$15,000
Class 10	\$7,500	\$7,500
Class 11	\$2,000	\$2,000

BENEFIT PROVISIONS	
Definition of Disability	Waiver of Premium - Any Occ
Waiver of Premium Elimination Period	9 Months
Waiver of Premium Termination Age	65
Living Care Benefit	50% of the amount of life insurance but not to exceed \$100,000
Travel Assistance	Included
AD&D – Employee	24 hour Coverage Standard
Spouse Continuation of Coverage	We will provide free AD&D coverage for the spouse of the insured for six months after the death of the insured up to 20%/\$50,000 of the employee's AD&D principal sum.*

Conversion	Included
	* When specific conditions are met.

CRITERIA SUMMARY	
Contribution Structure	Non-Contributory
Assumed SIC Code and Situs State	9111; MI

LONG-TERM DISABILITY INSURANCE

Illustration for: **Ingham County**

The following Long-Term Disability plan is being proposed on a fully insured basis effective 07/01/2007. For additional information, visit www.mutualofomaha.com.

ELIGIBILITY	
Class Definition(s)	Class 1: All eligible Housing employees
	Class 2: All other eligible employees

	Plan 1 Class 1	Plan 1 Class 2
BENEFIT SUMMARY		
Benefit Percentage	50%	50%
Integration	Family	Family
Maximum Monthly Benefit	\$2,500	\$1,300
Minimum Monthly Benefit	\$50	\$50
Elimination Period	90 days	90 days
Benefit Duration	2 years	2 years
Pre-existing Conditions Limitations	3/12	3/12
Mental Disorders Limitation	24 months - Lifetime	24 months - Lifetime
Drug and Alcohol Limitation	24 months - Lifetime	24 months - Lifetime
Self Reported Symptoms Limitation	24 month(s)	24 month(s)

DEFINITION OF DISABILITY		
Own Occupation Period	2 year(s)	2 year(s)
Following Own Occupation Period	Any Gainful Occupation	Any Gainful Occupation
Zero Day Residual	Included	Included
Return to Work Incentive	12 month(s)	12 month(s)
Earnings Test During Own Occupation Period / Following Own Occupation Period	80/60	80/60
Indexation	CPI	CPI

BENEFIT PROVISIONS		
Partial Disability Benefits	Proportionate Loss	Proportionate Loss
Vocational Rehabilitation Incentive	5%	5%
Survivor Benefit	3 month(s)	3 month(s)
Family Care/Child Care	Child Care	Child Care
Trial Work Days	Equal to Elimination Period	Equal to Elimination Period
Recurrent Disability	6 month(s)	6 month(s)
Employer's Share of FICA	With reimbursement	With reimbursement

This illustration is only a summary of benefits and rates. A full proposal with all applicable provisions and rating criteria will be issued upon request. This is not a binding contract.

CRITERIA SUMMARY		
Contribution Structure	Non Contributory	Non Contributory
Assumed SIC Code and Situs State	9111; MI	9111; MI

COST SUMMARY	
Number of Insured Lives	1,078
Total Monthly Covered Payroll	\$2,578,560.00
Premium Rate (% of Payroll)	0.095%
Total Monthly Premium	\$2,449
Total Annual Premium	\$29,395
Rate Guarantee	2 year(s)

ADDITIONAL INFORMATION

SERVICE HIGHLIGHTS	
Web Administration	Offers plan administrators the ability to make employee adds, changes, and terminations in real time.
<i>www.mutualofomaha.com</i>	Access management reports and invoices, provide claims notification and view payment history, and obtain plan administration information and forms.
Dedicated Service Support	Clients receive personalized service from associates knowledgeable about their specific benefits plan. Customers have direct access to claims examiners.

FINANCIAL HIGHLIGHTS	
Ratings	<ul style="list-style-type: none">▪ A.M. Best – A (Excellent), 5/2005▪ Moody’s – Aa3 (Excellent), 10/2005▪ Standard & Poor’s – AA- (Very Strong), 7/2005
Stats	<ul style="list-style-type: none">▪ \$16.6 billion in assets▪ \$1.7 billion in surplus▪ \$2.5 billion in annual group revenues▪ Over \$9 million in group benefits paid each working day

REQUIREMENTS AND ASSUMPTIONS	
Acceptance	This proposal is contingent upon review and acceptance of the completed application for coverage by Mutual of Omaha's Home Office. It is recommended that current coverage is not cancelled or dropped until notification of acceptance by Mutual of Omaha is received.
Limitations	This proposal is subject to Mutual of Omaha's standard product terms, limitations and exclusions. Please refer to a sample certificate booklet or contract for additional information and detail, available upon request.
Proposal Conditions	<p>This proposal is based on Mutual of Omaha's standard product and services. Mutual of Omaha reserves the right to re-rate or withdraw this proposal prior to the effective date if any of the following changes:</p> <ul style="list-style-type: none"> ▪ SIC code ▪ Employer contributions ▪ Information regarding disabled participants ▪ For cases that are experience rated – Risk increases based on review of current carrier's claims experience, including open or pending claims ▪ Demographics (age, gender, occupation, earnings, location and size) ▪ Plan participation – Increase or decrease of ten percent or more lives ▪ Laws, regulations and judicial/administrative orders and decisions affecting: <ul style="list-style-type: none"> - Benefits - Cost of administration - Cost of health care services ▪ Proposed effective date ▪ Benefits or eligibility ▪ Premium tax <p>This proposal provides coverage for employees who are actively at work on the effective date. This proposal is good for 90 days after 05/08/2007.</p>

GROUP INSURANCE PROPOSAL



Presented To:

Ingham County

Presented By:

MAC Service Corp.

Voluntary Life

04/12/2008

VOLUNTARY LIFE INSURANCE

Illustration for: **Ingham County**

The following Voluntary Life plan is being proposed on a fully insured basis effective 07/01/2008. For additional information, visit www.mutualofomaha.com.

ELIGIBILITY	
Class Definition(s)	Class 1: All eligible VTL participating employees

BENEFIT SUMMARY		
Minimum Benefit	Employee	\$10,000
	Spouse	\$5,000
	Child(ren)	\$2,000
Maximum Benefit	Employee	5x Annual Salary, up to \$100,000 50% of Employee Benefit, up to \$25,000
	Spouse	
	Child(ren)	50% of Employee Benefit up to \$10,000
Increments	Employee	Flat Amount (10,000 Increments)
	Spouse	Flat Amount (5,000 Increments)
	Child(ren)	Flat Amount (1,000 Increments)
Guarantee Issue	Employee	5x Annual Salary, up to \$100,000
	Spouse	50% of Employee Benefit, up to \$25,000
	Child(ren)	50% of Employee Benefit, up to \$10,000
	<i>Guarantee issue amounts assume a participation rate of at least 25% of eligible employees.</i>	

BENEFIT REDUCTION SCHEDULE	
Age 70	Match Current
75	
80	
85	
90+	
Coverage terminates at retirement.	

BENEFIT PROVISIONS	
Definition of Disability	Waiver of Premium - Any Occ
Waiver of Premium Elimination Period	9 Months
Waiver of Premium Termination Age	65

Living Care Benefit	50% of the amount of life insurance but not to exceed \$100,000
Portability	Included
Travel Assistance	Included
AD&D – Employee	24 hour Coverage Standard
AD&D – Dependents	Included

CRITERIA SUMMARY	
Contribution Structure	100% employee paid
Minimum Participation	Greater of 10 lives or 25%
Assumed SIC Code and Situs State	9111; MI

COST SUMMARY			
Voluntary Life	Age	Employee Rate Per \$10,000	Spouse Rate Per \$5,000
	00 – 24	\$0.81	\$0.405
	25 – 29	\$0.81	\$0.405
	30 – 34	\$0.81	\$0.405
	35 – 39	\$1.17	\$0.585
	40 – 44	\$1.89	\$0.945
	45 – 49	\$3.33	\$1.665
	50 – 54	\$5.58	\$2.79
	55 – 59	\$9.00	\$4.50
	60 – 64	\$12.06	\$6.03
	65 – 69	\$18.63	\$9.316
	70 – 74	\$27.99	N/A
	75 – 79	\$43.38	N/A
80+	\$64.53	N/A	
	<u>Rate</u>		
All Children	\$0.20		
Voluntary AD&D	<u>Rate</u>		
Employee	\$0.26 Per \$10,000		
Spouse	\$0.13 Per \$5,000		
All Children	\$0.02 Per \$1,000		
Rate Guarantee	2 year(s)		

SERVICE HIGHLIGHTS	
Web Administration	Offers plan administrators the ability to make employee adds, changes, and terminations in real time.
<i>www.mutualofomaha.com</i>	Access management reports and invoices, provide claims notification and view payment history, and obtain plan administration information and forms.
Dedicated Service Support	Clients receive personalized service from associates knowledgeable about their specific benefits plan. Customers have direct access to claims examiners.

FINANCIAL HIGHLIGHTS	
Ratings	<ul style="list-style-type: none"> ▪ A.M. Best – A (Excellent), 6/2006 ▪ Moody’s – Aa3 (Excellent), 6/2006 ▪ Standard & Poor’s – AA- (Very Strong), 6/2006
Stats	<ul style="list-style-type: none"> ▪ \$16.6 billion in assets ▪ \$1.7 billion in surplus ▪ \$2.5 billion in annual group revenues ▪ Over \$9 million in group benefits paid each working day

REQUIREMENTS AND ASSUMPTIONS	
Acceptance	This proposal is contingent upon review and acceptance of the completed application for coverage by Mutual of Omaha's Home Office. It is recommended that current coverage is not cancelled or dropped until notification of acceptance by Mutual of Omaha is received.
Limitations	This proposal is subject to Mutual of Omaha's standard product terms, limitations and exclusions. Please refer to a sample certificate booklet or contract for additional information and detail, available upon request.
Proposal Conditions	<p>This proposal is based on Mutual of Omaha's standard product and services. Mutual of Omaha reserves the right to re-rate or withdraw this proposal prior to the effective date if any of the following changes:</p> <ul style="list-style-type: none"> ▪ SIC code ▪ Employer contributions ▪ Information regarding disabled participants ▪ For cases that are experience rated – Risk increases based on review of current carrier's claims experience, including open or pending claims ▪ Demographics (age, gender, occupation, earnings, location and size) ▪ Plan participation – Increase or decrease of ten percent or more lives ▪ Laws, regulations and judicial/administrative orders and decisions affecting: <ul style="list-style-type: none"> - Benefits - Cost of administration - Cost of health care services ▪ Proposed effective date ▪ Benefits or eligibility ▪ Premium tax <p>This proposal provides coverage for employees who are actively at work on the effective date.</p> <p>Coverage for dependents is subject to non-hospital confinement.</p> <p>This proposal is good for 90 days after 06/12/2008.</p>

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTING WITH MUTUAL OF OMAHA INSURANCE COMPANY TO PROVIDE LIFE, ACCIDENTAL DEATH AND DISABILITY (AD&D), DISABILITY, AND VOLUNTARY LIFE PRODUCTS FOR ACTIVE EMPLOYEES AND LIFE INSURANCE TO INGHAM COUNTY RETIREES

WHEREAS, Ingham County provides Life, Accidental Death and Disability, and Short-term Disability Insurance to its employees and Life Insurance to its retirees; and

WHEREAS, Ingham County provides employees an option to purchase additional life insurance through payroll deduction; and

WHEREAS, the Benefits Staff has reviewed a proposal from Mutual of Omaha Insurance Company and used due diligence, providing Ingham County insurers the opportunity to bid on providing these benefits; and

WHEREAS, Mutual of Omaha was presented to Ingham County by the Michigan Association of Counties Service Corporation; and

WHEREAS, the costs to Ingham County and its employees will be reduced approximately 10% with the rates being guaranteed for two (2) years.

THEREFORE BE IT RESOLVED, Ingham County will enter into an agreement with Mutual of Omaha Insurance Company to provide life and disability insurance to its employees and life insurance to its retirees effective July 1, 2008 for a period of two (2) years.

BE IT FURTHER RESOLVED, a special open enrollment period will be held to allow employees and dependents to enroll in voluntary life insurance programs.

BE IT FURTHER RESOLVED, that the contract may be renewed annually thereafter at the discretion of the Health Coalition and with the approval of the County Controller.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign appropriate documents after review by the County Attorney.

RESOLUTION STAFF REVIEW **DATE** May 22, 2008

Agenda Item Title: Resolution to Authorize Reorganization within the Human Resources Department

Submitted by: T. A. Lindsey, Human Resources Director

Committees: LE___ , JD___, HS___, CS X, Finance X

Summary of Proposed Action: This resolution supports authorization to reorganize some functions within the Ingham County Human Resources Department.

Realign some Human Resource work activities and save money while providing services.

Financial Implications:

Reclassify the Employment Specialist	From MCF-07 to MCF- 08
Change Human Resource Analyst from PT to FT	MCF-07
Eliminated the Assistant Human Resources Director	MCF-10

Consistent with the Commissioners’ request, costs are calculated on maximum salary compensation amount.

For the Employment Specialist position, total cost is \$86,450, which includes a fringe benefit amount of \$29,457 and the \$56,993 compensation maximum for 2008. Reclassifying this position results in the total additional cost of \$6,097, which includes an additional fringe benefit amount of \$1,184 and an additional \$4,913 in compensation.

For the change of the Human Resource Analyst from a Part Time to a Full Time position, total cost is \$34,548 which includes an additional fringe benefit amount of \$8,508, and the additional \$26,040 compensation maximum for 2008.

For the elimination of the Assistant Human Resources Director, total cost savings is \$100,083, which includes a fringe benefit amount of \$32,104 and the \$67,979 compensation for 2008.

This reorganization will result in a total annual cost savings of \$59,438.

Staff Recommendation: MM ___ JN ___ TL X TM ___ JC ___
Staff recommends approval of the resolution.

MEMORANDUM

DATE: 05.22.08

TO: County Services and Finance Committees
Xc: Dr. Matthew J. Myers, Controller \ Administrator

FROM: T. A. Lindsey, Human Resources Director
 Phone 517.887.4327 * tlindsey@ingham.org * Fax 17.887.4396

RE: Human Resources Reorganization Proposal / Plan

Recommendation(s)

Eliminate the Assistant HR Director Position	Was MCF-10
Reclassify the Employment Specialist	From MCF-07 to MCF- 08
Change Human Resource Analyst PT position to FT	MCF-07

Background

In part this reorganization is prompted by: efficiency, organizational service needs, budgetary constraints, reassessment of staffing needs and capabilities given a staff resignation.

	Knowledge and Education	Work Experience	Interpersonal & Comm Skills	Guidance and Direction	Supervisory/Mangerial	Visual Concentration	Job Complexity	Job Impact - Financial	Job Impact - Well Being of Others	Physical Effort	Unpleasant Working Conditions	Accident or Health Hazards		
Job Title	1	2	3	4	5	6	7	8	8	9	10	11	Total	Grade
Employment Specialist	190	90	155	120	95	50	130	35	140	10	10	10	1035	MCF 08
H.R. Analyst - Part Time	190	90	155	120	50	50	130	35	140	10	10	10	990	MCF 07

ANALYSIS

Employment Specialist

Agenda Item 5b

This degreed professional position acquires working supervisory status and oversight responsibility for the Employment Area. By necessity some other duties are also required of the position.

Factor 5 This working supervisor role entails authority found in supervisory positions, but for limited percentages of the day-to-day work time. A working supervisor will regularly perform the same duties and responsibilities of his or her subordinates, or alternatively, a combination of his or her subordinates' duties and other distinct non-supervisory duties.

HR Reorganization Summary

1. Empower the existing **Employment Specialist** with daily oversight and working supervisory responsibility for the Employment Area. Requires a one (1) grade reclassification from MCF 7 \$43,378 -52,080 to **MCF 8 \$47,481 - \$56,993**.

2. **Eliminate** the vacant Assistant HR Director position. Change the existing TCOA (Tri-County Office on Aging) **HR Analyst part time position (20 hr. per week) to a full time position (40 hr. per week)**. This HR Analyst has demonstrated technical capabilities in a host of Human Resource areas and will provide assorted basic (non-legal) supervisory training sessions throughout the County on a monthly basis and perform other related tasks as assigned.

Recommendation(s)

Eliminate the Assistant HR Director Position	Was MCF-10
Reclassify the Employment Specialist	From MCF-07 to MCF- 08
Change Human Resource Analyst from PT to FT	MCF-07

HUMAN RESOURCES – Reorganization May 2008

Position #	Position Title	Employee #	Salary Grade
226004	Employment Specialist	3611	From MCF-07 To MCF - 08
226010	Human Resources Analyst (Part Time to Full Time)	4486	MCF-07

Location # 404
Updated May 2008

Updated job descriptions are attached.

**INGHAM COUNTY
JOB DESCRIPTION**

EMPLOYMENT SPECIALIST

General Summary:

Under the general supervision of the Human Resources Director, is responsible for oversight of the Employment Section of the Human Resources Department. Assists with implementation of County's Equal Employment Opportunity Plan. Implements work study contracts and administers the work study program for County Departments. Administers the Temporary Clerical Roster supplying temporary employees to County Departments. Supervises staff responsible for posting permanent and temporary positions and accepting, handling, and processing employment documents. As working supervisor and participates in recruiting, screening, testing, interviewing and referring applicants for County vacancies. Implements work study contracts and administers the work study program for County Departments. Administers the Temporary Clerical Roster supplying temporary employees to County Departments. Oversees Human Resources Web site, regular updates the maintenance and computation of employment statistical data. Undertakes special assignments related to the employment process.

Essential Functions:

1. Recommends appropriate recruiting strategy based upon nature of job. Recruits, screens, interviews, and refers applicants to various position vacancies in County Departments. Assists applicants, answers questions, and maintains contact with recruiting and advertising agencies. Coordinates with other interview staff on positions, and guides or advises staff on issues of strategy or scheduling. Assists in placement of temporary staff assignments.
2. Maintains contact with applicants regarding the application/interview/referral process, duties and responsibilities of positions, working conditions, available benefits, work hours, rate of pay, and promotional opportunities. Advises applicants of employment procedures, and responds to concerns of those not selected for interview or referral.
3. Prepares bi-weekly Jobs Vacancy posting and runs newspaper advertisements. Works with employment agencies and other sources for recruitment needs.
4. Assists with implementation of County's Equal Employment Opportunity Plan, and ensures adherence to the plan in recruiting and other employment functions.
5. Administers clerical skills tests to job applicants in the area of word processing, transcription, and stenography, and corrects and scores applicant examinations.
6. Serves as first line supervisor to Human Resources Clerks, includes participating in employment interviewing, assigning and reviewing work, and approving leave time. Makes work assignments to clerical support staff regarding applicant scheduling and related matters and may assist in coordinating work of support staff.

7. Implements work study contracts with area colleges and universities. Administers work study program for County departments, including posting vacancies, applicant referrals, and filling of vacancies.
8. Oversees maintenance of the Human Resources Web site. Coordinates periodic updates.
9. Administers the Temporary Clerical Roster available to County Departments. Tests, screens, and selects applicants to be placed on roster. Coordinates temporary vacancy needs with Department Heads, and selects and/or refers roster participants for vacancies.
10. Serves as the Human Resources representative on the EOC and other various committees.
11. Oversees the computation, correlation, and maintenance of County statistical totals for EEO reporting, includes overseeing the production and assembly of labor force statistical information.
12. Responsible for quarterly ADA language job description updates from posted positions. Prepares, reviews and revises Quarterly Employment Statistical Report and oversees distribution of same. Prepares monthly applicant sources reports to track source utilization.
13. Assists with bi-weekly review and revision of job vacancy posting. Also assists with special projects, including surveys, special employment procedure development and implementation, and other staffing and employment issues.

Other Functions

14. Performs other duties as assigned.

An employee in this position may be required to perform 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 human resources management or business or public administration or related field.

Experience: Two years of experience providing experience in employment or related area, preferably in a public service organization.

Other Requirements: None listed.

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):

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Working Conditions:

Works in office conditions.

**INGHAM COUNTY
JOB DESCRIPTION**

HUMAN RESOURCE ANALYST - FULL TIME

General Summary:

Assist the Human Resources Director in administering classifications structure. Make recommendations for current and new positions and writes job descriptions. Conduct reorganization and job studies. Research and develop policies and procedures related to the compensation program and other Human Resources topics. Assist with training needs.

Essential Functions:

1. Perform research for job evaluations and compensation studies. Develop reorganization plans, job studies and salary surveys.
2. Assist the Director in the research of Human Resources laws and regulations to determine the implications for the County. Recommends change in County forms, procedures, and policies to ensure compliance.
3. Prepares answers for EOC, Civil Rights and other complaints, and conducts investigations as necessary. May represent the County on Civil Rights matters as assigned.
4. Serves on the Professional Development Committee and addresses administration issues regarding training. Identifies training topics and recruits staff for participation. Creates and presents seminars as needed. Solicits and evaluates vendors for workshops when appropriate.

Other Functions:

5. Performs special research projects and other duties as assigned.

An employee in this position may be required to perform 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 Human Resources Management or a related field.

Experience: Two years of experience in a multi-functional human resource position with progressively increased responsibilities, preferably in a public service organization.

Other Requirements: Ability to maintain confidentially of sensitive material and information. Excellent knowledge of business and management principles, human resources laws, government regulations and guidelines and agency rules. Excellent communication, verbal and written, presentation skills and knowledge of business correspondence and report preparation.

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):*

Sitting, walking, standing, bending over, lifting/holding/carrying objects up to 20 pounds, manual dexterity.

Reading, writing, math and analyzing.

Ability to read printed materials and information.

Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.

Ability to operate PC/laptop and read information on screen and to enter and retrieve information from computer.

Ability to handle varying levels of stress.

Working Conditions: Works in office conditions. **Work Schedule: 40 hours per week**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION
WITHIN THE HUMAN RESOURCES DEPARTMENT**

WHEREAS, the Human Resources Director desires to reorganize some functions within the Department due to realigned duties and responsibilities; and

WHEREAS, the Assistant Human Resources Director position is vacant and shall be eliminated; and

WHEREAS, the Human Resources Director desires to upgrade the Employment Specialist (position #226004) from MCF-07 to MCF-08 pay grade due to changed circumstances and working supervisor responsibilities; and

WHEREAS, the Human Resources Director desires to change the Human Resources Analyst (position #226010) from Part Time to Full time at the same MCF-07 pay grade level; and

WHEREAS, the Controller/Administrator is in agreement with the proposed reorganization; and

WHEREAS, with the vacant Assistant position, the Director has identified funds within the 2008 budget to cover the increased personnel costs associated with this reorganization.

WHEREAS, the long term effect on the position allocation list will be to decrease salaries by \$37,026 and total costs by \$59,438 on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Human Resource Department as outlined below:

<u>Position Number</u>	<u>Current Grade</u>	<u>Current Max. Salary</u>	<u>Proposed Grade</u>	<u>Proposed Max. Salary</u>
226004	MCF 07	\$52,080	MCF 08	\$56,993
226010	MCF 07	\$26,040	MCF 07	\$52,080
226003	MCF10	\$67,979	position eliminated	

BE IT FURTHER RESOLVED, that this reorganization shall become effective on the date it is adopted by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments required as a result of the reorganization.



LANSING ECONOMIC DEVELOPMENT CORPORATION

401 S. WASHINGTON SQ., SUITE 100, LANSING MI 48933, PHONE: (517) 483-4140 FAX: (517) 483-6057
www.edc.cityoflansingmi.com

Virg Bernero, Mayor

Lansing Economic Development Corporation
Lansing Tax Increment Finance Authority
Lansing Brownfield Redevelopment Authority
Lansing Regional SmartZonesm

5/13/2008

Ms. Becky Bennett
Board Coordinate
Ingham County Board of Commissioners
PO Box 319
Mason, MI 48854

City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, June 2, 2008 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #43 - 3215 S Penn LLC Brownfield Project, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property located at 3215 S. Pennsylvania Avenue in Lansing, Michigan, but more particularly described as:

LOTS 3, 4 & 5, ALSO A STRIP OF LAND 50 FT WIDE ACROSS SE ¼ OF SW ¼ SEC 27 T4N R2W LYING W OF & ADJ CON RAIL R/W & LYING N'LY OF S LINE LOT 7 & S'LY OF N LINE LOT 3 AS EXT'D E, ALSO UND 3/8 INT IN PRIVATE PARKING AREA A & B; WALTER NELLER CO'S PROFESSIONAL & BUSINESS MART SUB

Further information regarding this issue may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Square, Suite 100, Lansing, MI 48933, (517) 485-5412.



LANSING ECONOMIC DEVELOPMENT CORPORATION

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Virg Bernero, Mayor

Lansing Economic Development Corporation
Lansing Tax Increment Finance Authority
Lansing Brownfield Redevelopment Authority
Lansing Regional SmartZoneSM

5/13/2008

Ms. Becky Bennett
Board Coordinate
Ingham County Board of Commissioners
PO Box 319
Mason, MI 48854

City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, June 9, 2008 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons, including but not limited to the City Assessor and representatives of the affected taxing units, to appear and be heard on the approval of a New Personal Property Exemption (PPE-01-08) requested by the applicant indicated below:

Applicant: AquaBioChip LLC
Applicant's Address: 1012 N. Walnut Street, Lansing, MI

Location of subject property:

LOTS 4,5,6,7,8,10,11 & 12 BLOCK 39 ORIG PLAT; Commonly known as 1012 N. Walnut Street, Lansing, Michigan.

Approval of a New Personal Property Exemption (PPE-01-08) requested by AquaBioChip LLC will result in the abatement of new personal property taxes located within the subject property that is eligible for the tax exemption. Further information regarding this application for property tax abatement may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Sq., Suite 100, Lansing, Michigan, 48933, (517) 485-5412.



LANSING ECONOMIC DEVELOPMENT CORPORATION

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www.edc.cityoflansingmi.com

Virg Bernero, Mayor

Lansing Economic Development Corporation
Lansing Tax Increment Finance Authority
Lansing Brownfield Redevelopment Authority
Lansing Regional SmartZonesm

5/13/2008

Ms. Becky Bennett
Board Coordinate
Ingham County Board of Commissioners
PO Box 319
Mason, MI 48854

City of Lansing Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, June 2, 2008 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #42 - NuUnion Credit Union South Lansing Branch Office Brownfield Project, pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property located at 6501 S. Cedar Street in Lansing, Michigan, but more particularly described as:

COM AT A POINT ON W LINE S PENNSYLVANIA AVE 1167.17 FT E AND N 27DEG 58MIN W 420 FT AND N 62 DEG 02MIN E 314.3 FT AND N 00DEG 19 MIN 45SCD W 46.49 FT FROM W ¼ COR SEC 10, TH S 81DEG 15MIN 30 SCD W 209.59 FT, N 22DEG 57MIN 09SCD W 38.74 FT, N 13DEG 34MIN W 223.45, N 89DEG 37MIN 26SCD E 72.2FT, N 00DEG 22MIN 34SCD W 63.11 FT TO S LINE I-96 R/W, E 201.26 FT TO W LINE SAID AVE, S 285.94 FT TO BEG; SEC 10 T3N R2W

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue may be obtained from Mr. Ken Szymusiak, Economic Development Corporation of the City of Lansing, 401 S. Washington Square, Suite 100, Lansing, MI 48933, (517) 485-5412.