

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFFER

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
CAROL KOENIG  
DIANNE HOLMAN  
DALE COPEEDGE  
MARK GREBNER  
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, AUGUST 18, 2009 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 [July 21, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office – Resolution to Authorize a [Re-organization](#) in the Ingham County Clerk's Office to Eliminate a Chief Deputy Clerk Position
2. Prosecuting Attorney's Office - Resolution to Authorize a [Re-organization](#) within the Prosecuting Attorney's Office - Phase Two
3. Ingham County Treasurer - Resolution to Authorize Service Contracts for the Purpose of Conducting [Title Searches](#)
4. Economic Development Corporation - Request for Out of State [Travel](#) Approval
5. Housing Commission – Resolution Accepting 2009 Neighborhood Stabilization Program ([NSP](#)) Grant Funds from the Michigan State Housing Development Authority in the Amount of \$300,000
6. Parks Department
  - a. Resolution Restructuring Revenue Collection of Parks Vehicle [Entrance Fees](#)
  - b. Resolution Authorizing a Contract with Century Construction, LCC for the Replacement of the Lake Lansing Park-South Main [Shelter Roof](#)
  - c. Notification of Out of State [Travel](#)
7. Health Department
  - a. Resolution to Authorize a [Re-organization](#) in the Community Health Care Services Division of the Health Department
  - b. Request to [Waive Hiring Freeze](#) for Vacant Environmental Health Specialist Position
8. Integrated Justice Information Systems Group (IJIS)/MIS Department – Resolution to Approve Modifications to [On-Base Software](#) and Services for the Prosecuting Attorney's Office

9. Facilities Department – Request for Line Item Transfer - Human Services Building  
[Carpet Replacement](#)
10. Human Resources Department - Resolution Approving Implementation of a Supplemental [Internal Job Posting](#) Process
11. MIS Department - Resolution to Approve the Purchase of Cisco Routing/Switching Infrastructure for Willow and Otto Clinics and the Veterans Memorial/Grady Porter Buildings from [Analysts International](#)
12. Controller/Administrator's Office
  - a. Resolution to Establish the Position of [Jury/Pretrial Specialist](#) in the Thirtieth Judicial Circuit Court
  - b. Resolution Authorizing the Use of Farmland and Open Space Preservation Millage Funds to Reimburse Expenses of the Controller/Administrator's Office in Support of the [Agricultural Preservation Board](#)
13. County Services Committee
  - a. Resolution to Authorize the Expenditure of Contingency Funds to Place a Millage Proposal on the November [Ballot](#)
  - b. Draft - Resolution Authorizing Adjustments to [Commissioners' Compensation](#)
  - c. Resolution Recognizing August 26, 2009 as [Women's Equality Day](#) in Ingham County
  - d. Resolution Designating September 28, 2009 "[Family Day](#) – A Day to Eat Dinner with Your Children" in Ingham County
  - e. Resolution in Support of the Ingham County Women's Commission's Lucile E. [Belen Award](#)
  - f. Resolution Honoring [Lisa Funkhouser](#)
14. Board of Commissioners' Office - Resolution to Authorize a [Reorganization](#) within the Board of Commissioners' Office and the Controller/Administrator's Office
15. Board Referral – Letter from the [Capital Region Airport Authority](#) Forwarding the Mill Levy Certification for the Airport

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](http://www.ingham.org)

## COUNTY SERVICES COMMITTEE

July 21, 2009

Minutes

Members Present: Victor Celentino, Carol Koenig, Dianne Holman, Dale Copedge, Mark Grebner, Donald Vickers and Board Chairperson Debbie DeLeon

Members Absent: None

Others Present: Becky Bennett, Matthew Myers, Jill Rhode, Janeil Valentine, George Vernon, Tony Lindsey, Tim Perrone, Jim Hudgins, Willis Bennett, Sally Auer, Tom Shewchuk, Mike Hughes, Marcus Cheatham, David Easterday, Randy Bell, Eric Schertzing, Judge Baird, Lisa Whipple, Renee Canady, Steven Hayward, Peggy Roberts, Curtis Hertel, Mike Bryanton and others

The meeting was called to order by Chairperson Celentino at 7:03 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

### Approval of the June 16, 2009 Minutes

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE JUNE 16, 2009 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Koenig

### Additions to the Agenda

- 8a. Substitute Resolution
- 8d. Dentist New Hire – Advance Step Placement
- 12. Additional Information – Memo from Tom Shewchuk

### Limited Public Comment:

None.

- 1. Interviews – Economic Development Committee

Chairperson Celentino indicated Charles Calati, Jr. was not present for the interview.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. COPEDGE, TO RECOMMEND THE APPOINTMENT OF AARON HARRIS TO THE ECONOMIC DEVELOPMENT COMMITTEE. MOTION CARRIED UNANIMOUSLY.

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

- 2. Controller/Administrator's Office
  - c. Resolution Authorizing Adjustments to the 2009 Ingham County Budget
- 6. Ingham County Treasurer – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

7. Parks & Recreation Commission
  - a. Lake Lansing South Park – Parking Lot Paving
  - c. Request for Potter Park Zoo Staff to Travel Out of State to Attend Association of Zoos and Aquariums (AZA)
8. Health Department
  - d. Dentist New Hire – Advance Step Placement
9. Facilities Department
  - a. Resolution Authorizing Entering into a Contract with Rieth-Riley Construction Company to Reconstruct the Existing Asphalt Parking Lot at the Ingham County Fairgrounds Office Building
  - b. Resolution Authorizing Simplex Grinnell to Continue Providing Fire Alarm Detection and Monitoring at the Veterans Memorial Courthouse
  - c. Resolution Authorizing Simplex Grinnell to Continue Providing Fire Alarm Detection at the Grady Porter Building
10. Financial Services Department – Resolution to Authorize a Retiree Health Care Actuarial Study
11. Human Resources Department - Resolution Certifying Representatives for the Municipal Employees’ Retirement System (MERS) Annual Meeting
12. Management Information Services Department – Resolution to Approve the Purchase of Purewire Web Security Services from Fishnet Security
13. Purchasing Department - Resolution Authorizing an Agreement Extension with Comerica for the Procurement Card Program

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Koenig

2. Controller/Administrator’s Office
  - a. Steven L. Hayward, AICP, PCP, Downtown Development Authority Executive Director, Lansing Township (*Referred from June 16, 2009 County Services Agenda*)

Mr. Hayward, Lansing Township, DDA Executive Director, addressed the Committee regarding the Tax Sharing Agreement between the County and the Township from 2004. There was a project list proposed early in the inception of the DDA. Upon looking at the projects, per the tax sharing agreement, there was an opportunity to amend the project list in 2005 to earmark those and identify as forecasted projects. Subsequently they now have a better understanding of where the market dynamics are in the Eastwood area and prefer to spend money in tackling the more significantly distressed areas in the DDA. Primarily focusing the tax revenue and bonding capacities on development projects west of Wood Street.

Mr. Hayward added, Lansing Township is asking for a 2009 update (Exhibit B) to earmark the County dollars portion of the tax sharing agreement to the projects that they have substantially completed or have a likelihood to substantially complete. The township and other units of governments' tax revenue will be used for the other projects or futures projects. This would meet the intent of the County resolution on investing County tax dollars only on tangible infrastructure projects and alleviate reporting and any requirements in that regard. This would allow them to move forward with more economic development geared toward future expansion of Eastwood and other areas that do not require tax dollars just staff time. The primary changes most notable in early updates, they proposed spending money on the Coleman Road expansion, however, that takes place outside of Ingham County. With that project out of the Township's area, they focused on the Sam's Way extension and reconstruction of Lake Lansing Road which occurred in 2007.

Mr. Hayward pointed out that they did make a change on the underground electrical, primarily the conduits run under Lake Lansing Road for the overhead electric to be placed underground. The conduits are in place, however, based on global impacts on the price of copper, they cannot move forward on this project until the price of copper comes back down allowing them to put the wires in the conduit under the pavement. Until we are ready to do that, the project has been removed from the list. This is not an increase in the obligation it is a structural change on where the money is being spent.

Mr. Perrone, Corporation Counsel, explained that the tax sharing agreement was the result of litigation between the County and Lansing Charter Township to control the amount of tax capture in the area. They have never officially recognized the Lansing Township DDA, the agreement is directly with Lansing Charter Township. When Ingham County entered into the agreement a total of \$11 million was pledged, \$7 million for projects and \$4 million for financing. That figure has not changed and will not change. The total amount of tax capture remains the same. What is at issue here are the projects that are being paid for with tax captured funds. The only real issue Ingham County had was that they only pledge to pay for specifically defined infrastructure projects that are directly related to economic growth. The original Exhibit B did contain such a list, there was a mechanism in the agreement for amending that detailed project list. An amendment made in 2005, however, that was done through an automatic amendment process that did not involve the Board because no objection was raised at that time. This time the Controller has requested that the amendment go through the Board for approval. It does need to be changed because the current Exhibit B contains Coleman Road which is outside of the County. The shift of the cost from Coleman Road to Sam's Way and the modifications for the underground utilities and drainage is within the scope of the County's policy for tax sharing agreements. He does not see any reason for the County to object.

(Comm. Koenig arrived @ 7:15 p.m.)

There was discussion regarding reducing the amount of capture from 80% to a lower amount such as 70%. Mr. Hayward indicated that Lansing Township is tie-barred to the 80%, so what Ingham County captures, Lansing Township captures, so if there was a reduction at the County it would afford the Township some relief as well. If there is an issue, he can take it back to the Lansing Charter Township Board.

Mr. Perrone explained after reviewing the agreement any change to the current rate of 80% would require an amendment agreed upon by both parties.

Chairperson Celentino asked the Controller to review other Ingham County jurisdictions' tax sharing agreements (Delhi and East Lansing) to see if changes need to be made with the amount of their captures.

A letter will be sent by the Controller to the Lansing Charter Township asking for a temporary rollback of the amount collected under this tax sharing agreement.

- b. Resolution to Approve an Amendment to the Tax Sharing Agreement with the Charter Township of Lansing by Replacing the Current Detailed Project List with a New Detailed Project

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO APPROVE AN AMENDMENT TO THE TAX SHARING AGREEMENT WITH THE CHARTER TOWNSHIP OF LANSING BY REPLACING THE CURRENT DETAILED PROJECT LIST WITH A NEW DETAILED PROJECT.

Chairperson De Leon inquired about the status of the Groesbeck Park Storm Drain Project. The Committee held a brief discussion regarding this.

There was discussion regarding the process involved if the County did not approve this amendment. Mr. Perrone explained that if the resolution is approved the amendment will go through, if not approved the County will send the Township an objection saying the amendment will not be accepted, the current Exhibit B will remain in effect which includes Coleman Road. There was further discussion.

Mr. Perrone noted that this agreement is not under the DDA Act, it is under the Urban Cooperation Act. There is a distinction there because under the Urban Cooperation Act under a tax sharing agreement they can only capture under the general ad valorem property taxes not the special property taxes like, juvenile justice, airport, Potter Park. So when you ask if Lansing Township can lower the amount captured, Ingham County is collecting all it is suppose to be collecting from the special millages.

MOTION CARRIED UNANIMOUSLY.

3. Ingham County Clerk and Board of Commissioners' Office
  - a. Presentation – Granicus, Inc.

Mr. Vernon and Ms. Valentine presented the Committee with an overview of the Granicus product, a web-based audio/video application that includes minute taking software. They explained the audio and video recordings will be maintained by Granicus at their location, and will be made available to the residents of Ingham County through the County's website.

Mr. Bryanton stated the recording equipment in the Board of Commissioners' Room is unreliable and in need of repair. He said the Granicus application has the potential to make the Board meetings more accessible to the public than the present system.

Commissioner Copedge asked how much staff time would be required. Ms. Bennett stated the process is similar to how staff currently prepares minutes.

- b. Resolution Authorizing a Contract with Granicus to Purchase a Web-Based Audio\Video Recording Application for the Board of Commissioners' Room, Register of Deeds, Ingham County Parks, Potter Park Zoo, Board of Commissioners' Office, MSU Extension and Land Bank

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH GRANICUS TO PURCHASE A WEB BASED AUDIO/VIDEO RECORDING APPLICATION FOR THE BOARD OF COMMISSIONERS' ROOM, REGISTER OF DEEDS, INGHAM COUNTY PARKS, POTTER PARK ZOO, BOARD OF COMMISSIONERS' OFFICE, MSU EXTENSION AND LAND BANK.

Commissioner Grebner expressed concerns relating to the recording of the meetings, the costs associated with the project and requirements for maintaining the agendas and minutes.

Chairperson Celentino and Commissioner Copedge expressed concerns regarding broadcasting the meetings at local television stations and the technology that is being used for same.

The Committee held discussions relating to these issues.

MOVED BY COMM. COPEdge, SUPPORTED BY COMM. GREBNER, TO TABLE THE RESOLUTION FOR FURTHER INFORMATION INCLUDING TV STATION BROADCASTING AND WHETHER RECORDING CAN SERVE AS OFFICIAL MINUTES FOR THE RECORD. MOTION CARRIED with Comm. Vickers voting no.

4. Circuit Court/Family Court - Request to Waive Hiring Freeze for Court Officer/Research Clerk

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE REQUEST TO WAIVE HIRING FREEZE FOR COURT OFFICER/RESEARCH CLERK.

Judge Baird stated her current court officer/law clerk will be leaving her position in August and without filing the position she will not be able to successfully fulfill her duties as an Ingham County Judge. She explained each Judge has an office staff of a court reporter, judicial assistant and court officer/law clerk and not having a full staff would create a significant hardship. She said the Court Officer is an attorney and described the details of the position's responsibilities.

MOTION CARRIED UNANIMOUSLY.

5. Register of Deeds – Request to Waive Hiring Freeze for Vacant Document Coordinator Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE REQUEST TO WAIVE HIRING FREEZE FOR VACANT DOCUMENT COORDINATOR POSITION.

Mr. Hertel stated due to the untimely illness and retirement of the Document Coordinator within the Register of Deeds' Office the position has been vacant since January. Mr. Hertel explained the vacancy creates a severe hardship on the operation of the department and affects the quality of service provided. He said part of this position is funded through the automation fund and is not all general fund dollars.

Mr. Hertel indicated he expects employees from within the department to apply for the Document Coordinator position and in the event it is filled with a current employee he is also requesting authorization to fill the position left vacant.

MOTION CARRIED UNANIMOUSLY.

7. Parks & Recreation Commission
  - b. Request to Waive the Hiring Freeze for the Friend of the Court Crew Leader

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE FOR THE FRIEND OF THE COURT CREW LEADER.

Mr. Bennett stated there is a vacant seasonal temporary Friend of the Court Crew Leader position for the JASP program. He said recently the two existing positions have filed to have union representation with a tentative contract awaiting final approval. He then said the position is currently funded by the Parks Budget and a grant through the Friend of the Court with no additional request for funding required.

MOTION CARRIED UNANIMOUSLY.

8. Health Department
  - a. Resolution to Authorize a Michigan Community Service Commission AmeriCorps Grant

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION TO AUTHORIZE A MICHIGAN COMMUNITY SERVICE COMMISSION AMERICORPS GRANT.

Dr. Canady stated this is to accept a grant from the Michigan Community Service Commission to establish an AmeriCorps Project in Ingham County. She said it is an opportunity to leverage federal dollars to provide increased capacity and services to ten community organizations within the County. She then said the primary focus is chronic disease prevention through physical activity and food nutrition.

Ms. Roberts stated that AmeriCorps and AmeriCorps VISTA are both federal programs operating under the federal Corporation for National and Community Service.

The Committee discussed the language in the resolution regarding a temporary full-time, grant-funded coordinator. Staff will confirm and if necessary amend the language prior to the Finance Committee meeting.

MOTION CARRIED UNANIMOUSLY.

b. Request to Waive Hiring Freeze for Vacant Jail Nurse Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEdge, TO APPROVE THE REQUEST TO WAIVE HIRING FREEZE FOR VACANT JAIL NURSE POSITION.

Dr. Canady stated due to an employee's resignation the Health Department has a vacant Jail Nurse position. She said this position serves an important triage function determining when transport of an inmate to an off-site medical facility is warranted.

Chairperson De Leon asked Dr. Canady if data is available with respect to the number of referrals made to the emergency room. Dr. Canady indicated she would check with Dr. Fournier regarding the accessibility of the data.

MOTION CARRIED UNANIMOUSLY.

c. Request to Waive Hiring Freeze for Communicable Disease Investigator

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEdge, TO APPROVE THE REQUEST TO WAIVE HIRING FREEZE FOR COMMUNICABLE DISEASE INVESTIGATOR.

Dr. Canady stated the Communicable Disease Investigator position is critical for carrying out the statutory local health department responsibilities. She said this has been vacant for approximately seven weeks when the prior Communicable Disease Investigator was promoted.

Commissioner Copedge asked if the work could be done with existing staff. Dr. Canady explained the details of the work and current employees' responsibilities.

MOTION CARRIED UNANIMOUSLY.

14. Board Referrals

- a. Resolution from Alger County Expressing Opposition to Changes to the Brownfield Redevelopment Act
- b. Resolution from Oscoda County Expressing Support for Third Option to Fill Vacant Road Commissioner Seats

The Board Referrals were received and placed on file.

Announcements:

Commissioner Copedge addressed the Committee regarding concerns with issues relating to prospective jurors.

Public Comment: None.

The meeting adjourned at 9:08 p.m.

Respectfully submitted,

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2009

**Agenda Item Title:** Resolution to Authorize a Re-organization in the Ingham County Clerk's Office to Eliminate a Chief Deputy Clerk Position

**Submitted by:** Ingham County Clerk

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

**Summary of Proposed Action:** If approved, this resolution will eliminate a Chief Deputy Clerk position in the Clerk's Office, as of October 19, 2009. The Clerk will then redistribute management responsibilities with the other management staff.

**Financial Implications:** As a result of this position being eliminated, the savings to the 2010 budget will be \$96,011.

**Other Implications:** Management responsibilities will be redistributed with the remaining managers.

**Staff Recommendation:** MJM X JN \_\_ TL \_\_ TM \_\_ JC \_\_  
Staff recommends approval of the resolution.

MIKE BRYANTON  
INGHAM COUNTY CLERK

MAIN OFFICE  
P. O. Box 179  
Courthouse  
Mason, MI 48854  
Phone: (517) 676-7201  
Fax: (517) 676-7254



BRANCH OFFICE  
1<sup>st</sup> Floor  
313 W. Kalamazoo  
Lansing, MI 48933  
Phone: (517) 483-6425  
Fax: (517) 483-6421

Find us on the web at: [www.ingham.org/cl/clindex.htm](http://www.ingham.org/cl/clindex.htm)

**Date:** August 6, 2009  
**To:** Michael Ryder, Chief Deputy  
Ingham County  
**From:** *MB*  
Mike Bryanton, Clerk  
Ingham County  
**Subject:** Position

As you are aware budgets at all levels of government have been affected by the current economic recession. Ingham County has fared better than most until recently. It is with regret that I inform you that your position will be eliminated on October 19, due to budget considerations.

I want to thank you for your years of service and have appreciated your input, assistance, and friendship. I am sure you will do well in what ever your future holds.

Thank you.

c: File

INGHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Agenda Item 1**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE INGHAM COUNTY CLERK'S OFFICE TO ELIMINATE A CHIEF DEPUTY CLERK POSITION**

WHEREAS, the Ingham County Budget for the past three years has seen unprecedented budget reductions; and

WHEREAS, the Ingham County Board of Commissioners has communicated to all Departments the need to reduce staffing levels and to consider the reduction of managerial positions; and

WHEREAS, the Ingham County Clerk has recognized the financial crisis facing Ingham County; and

WHEREAS, the Ingham County Clerk is recommending the elimination of a Chief Deputy Clerk position, and has formally advised the employee the position will be eliminated on October 19, 2009; and

WHEREAS, the Ingham County Clerk has committed to the continued elimination of the Chief Deputy Clerk position in the Clerk's budget.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the elimination of position #215003 in the Clerk's Office.

BE IT FURTHER RESOLVED, the savings to the Ingham County General Fund for 2010 will be \$96,011.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator and the Budget Office to make the necessary adjustments in the Clerk's Office 2009 and 2010 Budgets.

RESOLUTION STAFF REVIEW

DATE July 30, 2009

Agenda Item Title: Resolution to Authorize a Re-organization within the Prosecuting Attorney’s Office – Phase Two

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

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

**Summary of Proposed Action:** This resolution is a continuation of the re-organization initiated by Resolution #09-213 and supports authorization to eliminate the Circuit Court Coordinator (position #229035) and establish a new Technical and Imaging Coordinator position. The current Victim/Witness Assistant (position #229059) the employee will be transferred to the new position leaving position #229059 vacant. The Circuit Court Coordinator incumbent would be temporarily appointed to the Victim/Witness Assistant position. Human Resources would then internally post the Victim/Witness Assistant position. In summary, it will:

- 1) Eliminate the Circuit Court Coordinator position,
- 2) Establish the Technical Imaging Coordinator position, and
- 3) Realign two (2) staff positions.

**Financial Implications:** One (1) position eliminated and one (1) position created.

Create Technical and Imaging Coordinator	UAW-H
Eliminate Circuit Court Coordinator	UAW10

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

For the Technical and Imaging Coordinator, total cost is \$70,134, which includes a fringe benefit amount of \$22,801 and the \$45,533 compensation maximum for 2009.

For the elimination of the Circuit Court Coordinator, total cost savings is \$63,108, which includes a fringe benefit amount of \$21,498 and \$39,810 compensation for 2009.

This reorganization will result in a total annual cost of \$7,026, which includes an additional fringe benefit amount of \$1,303 and the additional compensation of \$5,723. The additional cost will come from the savings from the first phase of the reorganization authorized by Resolution #09-213.

**Other Implications:** Human Resources conducted the job analysis and the United Auto Workers Union supports implementation. Human Resources is assisted by recommending an approach, following established process and maintaining contract compliance.

1. Finalize the Technical and Imaging Coordinator position.
2. Upon approval, and since the establishment of this position is part of the reorganization - move incumbent #229059 into the newly established Technical and Imaging Coordinator position.
3. As a *temporary appointment*, move incumbent #229035 into the Victim/Witness Assistant vacant position created by the movement of #229059.
4. Eliminate the Circuit Court Coordinator, #229035 – (vacant after the staff movements).
5. Internally (*County-wide*) post the Victim/Witness Assistant position for five (5) business days.
6. At the end of posting period, make candidate selection and process the necessary PAR (Personnel Action Request) form.

**Staff Recommendation:** MJM\_\_ JN \_\_ TL X TM\_\_ JC \_\_  
Staff recommends approval of the resolution.

**MEMORANDUM**

**DATE:** July 23, 2009

**TO:** Law Enforcement, County Services & Finance Committees

**FROM:** T.A. Lindsey, Human Resources Director  
Phone 517.887.4372 \* [tlindsey@ingham.org](mailto:tlindsey@ingham.org) \* Fax 517.887.4396

**RE:** New Position- **UAW Technical and Imaging Coordinator**

**Background**

In an effort to improve work flow and production, the Prosecuting Attorney’s Office has requested the creation of a new UAW position titled “Technical and Imaging Coordinator.” Following is the proposed job point evaluation and job description.

**Job Point Evaluation Table**

	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	RANGE	PAY GRADE
	1	2	3	4	5	6	7	8-1	8-2	9	10	11			
Technical and Imaging Coordinator—HR Analysis	140	180	180	120	50	70	130	35	35	10	10	10	970	970-1020	I

## Analysis

1. **Knowledge and Education**—140  
High School or equivalent plus 2-3 years of college
2. **Work Experience**—180  
3-5 years of experience in legal field
3. **Interpersonal and Communication Skill**— 180  
Provides training, works to resolve problems, liaison for outside vendors, MIS, PAAM, OnBase and other consultants, staff and agencies more than fifty percent of the time.
4. **Extent of Guidance and Work Direction Received**— 120  
Follows established polices, procedures or practices with most duties and assignments; however, some discretion is frequently required selecting appropriate courses of action.
5. **Supervisory Responsibility**—50  
None
6. **Demand for Visual Concentration** — 70  
Will regularly use a high level of visual concentration
7. **Job complexity**— 130  
Requires use of data and information which is essentially factual; however, the step, methods or approaches may require some modification.
8. **a. Job Impact Financial**— 35  
Can impact financial activity but to a moderate degree  
  
**b. Job Impact Well-being of Others**— 35  
Can impact well being of others but to a moderate degree
9. **Physical Effort**— 10
10. **Unpleasant Working Conditions**— 10
11. **Accident/Health Hazards**— 10

**INGHAM COUNTY  
JOB DESCRIPTION**

**TECHNICAL AND IMAGING COORDINATOR**

**General Summary:**

Under the supervision of the Ingham County Prosecutor and the Chief Assistant Prosecutor coordinates with the imaging and technical functions of the imaging system. Assists in the coordination, analysis, statistics and case management system and functionalities for the Ingham County Prosecutors Office. Serves as liaison with the MIS Department and outside system consultants. Provides user training, prepares system documentation and provides hardware and software support to department users. Responsible for maintaining OnBase and PAAM management systems.

**Essential Functions:**

1. Serves as imaging coordinator. Responsible for imaging and indexing documents and routing documents to the correct location.
2. Serves as technical liaison with County MIS and Prosecuting Attorney's Association of Michigan (PAAM) on the case management system/imaging system of the Prosecutor's Office.
3. Responsible for maintaining security levels, assigning passwords, and ensuring proper access to applications for PAAM and OnBase. Responsible for maintaining the database and establishing protocols to ensure consistency by the users of the database for PAAM and OnBase.
4. Assists the Prosecutor and/or the Chief Assistant Prosecutor in identifying system needs and in automation planning and communicates these needs to MIS staff, PAAM and consultants.
5. Attending meetings related to new software systems impacting the prosecutors office and serves as a resource on prosecutor operations to MIS specialists.
6. Responds to trouble calls regarding system hardware and software problems and resolves the problem or makes service requests to MIS and works with them to resolve the problem. Responds to user calls regarding software problems, works towards resolution and works with the user to test the resolution of the problem.
7. As liaison to outside vendors developing new or revised systems, prepares requests for service to change or correct software issues.
8. Provides training to system users on a one-on-one or group basis to supplement formal training offered by MIS and outside vendors. Provides training for the PAAM software.

Trains users on the computer features, software packages, system revisions, and other areas. Schedule users for more extensive training offered by MIS.

9. Liaison with various police agencies to provide support to records needed by law enforcement. Make recommendations to Prosecutor and/or Chief Assistant regarding protocols on how documentation will be provided to the Prosecutor's Office for imaging purposes.
10. Maintains and updates statistical information required by PAAM and other internal and outside agencies.
11. Examines problems such as reports not picking up data and related issues.
12. Create forms needed for the processing and flow of information. Places form on the PAAM system. Trains staff on forms and merges.
13. Assists in the research of the court hardware and software needs and makes recommendations regarding purchases. Work with MIS and PAAM on system upgrades. Attends meetings to determine how system development within the County may impact the office.

**Other Functions:**

Other duties as assigned

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

**Employment Qualifications:**

**Education:** High School Diploma or Equivalent and two or more years of college level coursework in legal field required. Prefer an Associated Degree.

**Experience:** Three or more years experience with court process, court documents and court /prosecutor software required. Knowledge of Computer operations and the general and specific software programs used by the Courts and providing knowledge of database management, word processing and network systems, preferably in a legal or criminal justice environment

**Other Requirements:**

None

*(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:**

Ability to sit, stand, walk, bend, stoop and stretch in order to troubleshoot equipment issues.  
Prolonged sitting is necessary.

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

Ability to access department files.

Ability to operate a PC/laptop and other equipment as previously described.

Ability to handle varying and often high levels of stress

Ability to pushes, pull, lift and carries weights up to 15 lbs.

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

**Working Conditions:**

Works in office conditions

**UAW**

**July 2009**

**INGHAM COUNTY  
JOB DESCRIPTION**

**CIRCUIT COURT COORDINATOR - PROSECUTOR'S OFFICE**

**General Summary:**

Under the supervision of the Administrator/Prosecuting Attorney, provides assistance in coordinating the activities of cases assigned to the Circuit Court Criminal Division. Prepares files, enters information to the computer system, maintains index of cases, prepares legal documents, and performs related tasks. Responds to inquiries related to the processing of Circuit Court cases.

**Essential Functions:**

1. Prepares files that have been bound over from District Court to Circuit Court for arraignment date, includes reviewing computer listing daily and gathering files, reviewing and arranging paperwork, entering docket number, reviewing and revising felony information sheets as necessary, obtaining signatures, making copies, and running and distributing arraignment schedule to appropriate parties. Maintains and updates Circuit Court progress chart.
2. Maintaining card index of cases in division, includes updating information on the defendant, docket number, examination date, and defense attorney.
3. Obtains information on plea and date from Assistant Prosecutor and enters to the justice computer system.
4. Prepares and/or types legal paperwork and forms, such as seven-day orders, dismissals, and related documents for Circuit Court attorneys. Types correspondence as needed.
5. Receives telephone calls and responds to inquiries regarding case information, scheduling information, and related matters or refers to appropriate staff member.
6. Receives and distributes mail to Circuit Court, includes recording paperwork received, opening new files as necessary and distributing to appropriate attorney.
7. Processes restoration of driver's license appeal paperwork, responsible for the timely return of information to the Secretary of State - Driver's License Appeal Division
8. Processes defendant's transportation for evaluation of competency hearings, includes preparing paperwork and distributing to appropriate persons in order for transportation to be met on specified date. Sends necessary paperwork to doctor making evaluation.
9. Prepares paperwork for defendants or witnesses to be brought from other correctional facilities, includes obtaining Judge's signature and certification seal from the court and

ensuring that the County Sheriff receives the document for proper transportation of the individual(s).

10. Performs a variety of other support functions such as copying materials, faxing documents, responding to inquiries, and related tasks.

**Other Functions:**

11. None listed.

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

**Employment Qualifications :**

**Education:** High school graduation, prefer some advanced college-level coursework in paralegal studies or related field.

**Experience:** Two years experience in a Prosecutor's office or other legal setting providing familiarity with the judicial system. Knowledge of computer systems related to the Prosecutor's system 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]:*

- Ability to enter and retrieve information from a computer.
- Ability to access the filing system.
- Ability to generate various documents from a computer system.

**Working Conditions:**

Works in office conditions.

**INGHAM COUNTY  
JOB DESCRIPTION**

**VICTIM/WITNESS ASSISTANT**

**General Summary**

Under the supervision of the Victim/Witness Coordinator, ensures implementation of victims rights as mandated by law, includes attending court hearings, trials, and witness management. Provides crisis intervention and emotional support to victims and/or witnesses regarding criminal justice.

**Essential Functions**

1. Sends informational packets to victims of crime to inform the victim of the charges filed and their rights under the Crime Victims Rights Act. Provides victims with impact statement to complete and return if they choose to take advantage of their rights under law.
2. Informs victims, by letter or telephone, of court dates and actions taken. Ensures that statutory requirements regarding notification are fulfilled at each step during prosecution of the case.
3. Advises victims of hearings and final dispositions which includes providing forms to be completed by the victim and assists with the preparation of such statements.
4. Assists victims in completing applications for compensation to recover some of the expenses incurred as a result of the crime. Provides victims with information that may assist in filing a claim.
5. Meets and/or assists victims in preparing for court and provides support by familiarizing them with the court process.
6. Attends hearings and trials with victims as requested.
7. Schedules appointments with the assistant prosecutors for victims and explains court procedures and their rights to these individuals.
8. Interviews victims and/or families of victims to discuss the case and possible plea agreements and acts as liaison between the victim and the prosecutor.
9. Provides crisis intervention and assistance to victims in obtaining Personal Protection Orders, handles threats, and shelter referrals or counseling.
10. Assists assistant prosecutors and police agencies with problem witnesses.
11. May supervise grant paid employees, interns, and volunteers, includes making work assignments and reviewing work products.

12. Coordinates travel arrangements for witnesses attending court from outside the area. Provides transportation to court as necessary.

### **Other Functions**

13. May assist in grant writing for the victim/witness unit.
14. Serves on boards and councils to provide input on victim's issues. Makes presentations to community groups, local police departments, hospitals, and other organizations on victim's rights and the County's victim/witness program.

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

### **Employment Qualifications**

**Education:** High school graduation plus the equivalent of two years of college-level coursework in criminal justice or a human services related area.

**Experience:** One year of experience in a Prosecutor's office or other legal setting providing a familiarity with the judicial system. Knowledge of computer systems related to the Prosecutor's system 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]:*

Ability to access filing systems.

Ability to enter and retrieve information from a computer system.

Ability to generate various documents from a computer system.

Ability to travel to and access all courtrooms.

### **Working Conditions:**

Works in office setting.

Exposure to individuals charged and/or convicted of a variety of criminal offenses.

Travels to and from courtrooms and other locations in all weather conditions.

VICTIM/WITNESS ASSISTANT - PROSECUTING ATTORNEY  
(8/27/99)

**ADOPTED - JUNE 23, 2009**  
**Agenda Item No. 52**

Introduced by the Law Enforcement, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RE-ORGANIZATION  
WITHIN THE PROSECUTING ATTORNEY'S OFFICE**

**RESOLUTION #09-213**

WHEREAS, the Ingham County Board of Commissioners has set forth as one of the means to effectuate its goals the effective utilization of technology; and

WHEREAS, several county departments have undertaken to enhance the efficiency of their respective departments by converting to a paperless system; and

WHEREAS, the Ingham County Prosecuting Attorney's Office is the first of the departments to make the conversion; and

WHEREAS, the Prosecuting Attorney's Office has indicated that there are two vacant positions: the Administrator and Assistant to the Administrator, which are intended to be eliminated if this reorganization is granted; and

WHEREAS, the Prosecuting Attorney's Office has secured \$176,506.00 in budget years 2009 and 2010, which will offset General Fund monies which were previously allocated for 2009 and are anticipated to be allocated in 2010; and

WHEREAS, the Prosecuting Attorney's Office has indicated that upon approval of their reorganization, and retirement of the current employee, that they intend to reduce the number of Assistant Prosecuting Attorney's (APA's) by one (one of the two designated for the BYRNE Grant); and

WHEREAS, the conversion to paperless will necessitate a modification of work flow and job assignments among the staff; and

WHEREAS, to most efficiently make the transformation to a paperless environment and to provide adequate supervision of the workflow, insure timely fulfillment of Constitutional obligations to Crime Victims and Defendants, and to more effectively and timely provide information to the citizenry which will occur through the effective operation of a paperless environment; and

WHEREAS, there has been an exponential increase in duties relating to the increase of those applying for CCW permits and those applications must be processed in accord with statutory timelines; and

**RESOLUTION #09-213**

WHEREAS, the Chief Assistant has need of an Assistant in order to effectively maintain the workload; and

WHEREAS, the cost of such an assistant is UAW – G - \$35,797.00 - \$42,821.00; and

WHEREAS, paralegals have the necessary training and skills to assist the attorneys with forfeiture actions and to relieve the Assistant Prosecutors of the many paralegal functions for which they are now responsible; and

WHEREAS, paralegals have the necessary training and skills to perform the essential function of directing compliance with the aforementioned Constitutional duties and overseeing the indexing of the paperless file system; and

WHEREAS, the cost of each paralegal is PRO – 4, \$38,281.00 – \$45,957.00; and

WHEREAS, it is necessary that an employee of the Prosecutor’s Office be available as a front-line technical person for support of the technology in the Prosecutor’s Office and to be responsible for coordination of the scanning portion of the new system; and

WHEREAS, it is necessary that there be an overall clerical coordinator; and

WHEREAS, it is necessary that the Prosecutor’s Office continue to provide data input into the Courtview system pending the establishment of an interface which has been planned for in the overall conversion by the IJIS Committee; and

WHEREAS, the Prosecutor’s Office intends to reclassify two existing employees to fill the positions of Clerical Coordinator and Imaging Coordinator at a later date; and

WHEREAS, the net savings to Ingham County of this planned reorganization is \$85,766.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Prosecuting Attorney’s Office as outlined below:

**Eliminate existing positions:**

<u>Position Number</u>	<u>Title</u>	<u>Long Term Costs</u>
229038	Administrative Assistant	\$68,712
229003	Administrator	\$103,758
229030	Asst Pros Atty (BYRNE Grant)	\$121,925

**Create new positions:**

<u>Position Number</u>	<u>Title</u>	<u>Long Term Costs</u>
NEW	Paralegal	\$70,454
NEW	Paralegal	\$70,454
NEW	Asst to Chief Assistant PA	\$ 67,721

**RESOLUTION #09-213**

BE IT FURTHER RESOLVED, that the Ingham Board of Commissioners approves the creation of a temporary clerical position at a 2009 cost of \$16,690, pending the Courtview interface of the IJIS overall transfer to an imaging plan.

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 2009 Hiring Freeze is lifted for the above named Prosecuting Attorney's office new positions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments and Position Allocation List adjustments as authorized by this Resolution as a result of the reorganization.

**LAW ENFORCEMENT: Yeas:** Schor, Holman, Celentino, Copedge, Thomas, Schafer  
Nays: None      Absent: None      **Approved 6/11/09**

**COUNTY SERVICES: Yeas:** Celentino, Koenig, Holman, Copedge, Grebner, Vickers  
Nays: None      Absent: None      **Approved 6/16/09**

**FINANCE: Yeas:** Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan  
Nays: None      Absent: None      **Approved 6/17/09**

**Agenda Item 2**

Introduced by the Law Enforcement, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RE-ORGANIZATION  
WITHIN THE PROSECUTING ATTORNEY’S OFFICE – PHASE TWO**

WHEREAS, the Ingham County Board of Commissioners in Resolution #09-213 granted authorization to implement the initial re-organization efforts; and

WHEREAS, the Human Resources Department and the Prosecutor’s Office conferred over a Phase Two re-organization and agree that efficiencies can be accomplished by the next phase of that re-organization process which involves position elimination, creation and staff reassignments; and

WHEREAS, the conversion to a paperless environment will necessitate a modification of work flow and job assignments among the staff; and

WHEREAS, to most efficiently make the transformation to a paperless environment and to provide adequate supervision of the workflow, insure timely fulfillment of Constitutional obligations to Crime Victims and Defendants, and to more effectively and timely provide information to the citizenry will occur through the effective operation of a paperless environment; and

WHEREAS, Human Resources conducted the job analysis and presented the grade placement recommendation supported by the United Auto Workers Union; and

WHEREAS, the Prosecutor’s Office desires to establish a new full-time Technical and Imaging Coordinator, UAW-H, position; and

WHEREAS, the Prosecuting Attorney’s Office has indicated that upon approval of this phase of the reorganization, that they intend to eliminate the Circuit Court Coordinator UAW10 (position #229035); and

WHEREAS, the long term effect on the establishment of this new Technical and Imaging Coordinator position and the elimination of the Circuit Court Coordinator position will be to increase salaries and fringes by \$7,026 on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves Phase Two of the re-organization of the Prosecuting Attorney’s Office as outlined below:

**Eliminate existing position:**

<b>Position Number</b>	<b>Title</b>	<b>Long Term Costs / (Savings)</b>
229059	Circuit Court Coordinator	(\$63,108)

**Create new position:**

**Position**

**Number**

NEW

**Title**

Technical and Imaging  
Coordinator

**Long Term**

**Costs / (Savings)**

\$70,134

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

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments and Position Allocation List adjustments as authorized by this Resolution as a result of the re-organization.

**Agenda Item 3**

**RESOLUTION STAFF REVIEW**

**DATE** August 5, 2009

**Agenda Item Title:** Resolution to Authorize Service Contracts for the Purpose of Conducting Title Searches

**Submitted by:** Ingham County Treasurer

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

**Summary of Proposed Action:**

This resolution authorizes a contract with Lamont Title Corporation for the purpose of conducting title searches on tax delinquent properties for the Ingham County Treasurer's Office to act as the foreclosing governmental unit (FGU).

**Financial Implications:**

The contract with Lamont Title Corporation will be funded by fees generated by Public Act 123, Section 211.78g (1).

**Other Implications:**

The Purchasing Department solicited and received proposals (see the attached). Lamont Title Corporation submitted the lowest bid and is not a local vendor. The term of the contract will be for one year with an as needed renewal clause – at the County's sole discretion.

**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.

### Agenda Item 3

August 5, 2009

TO: Finance and County Services Liaison Committees

FROM: Eric Schertzing

RE: Resolution to Authorize Service Contracts

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Attached for your consideration is a resolution to authorize a service contract to conduct title searches on tax delinquent properties. In December 2004, the Ingham County Board of Commissioners with the consent of the Ingham County Treasurer, elected to have the County Treasurer act as foreclosing governmental unit (FGU) and assume responsibility of the delinquent property tax foreclosure process.

Under Public Act 123 of 1999, section 211.78i (1), the FGU "...may enter into a contract with 1 or more authorized representatives to perform a title search...to identify the owners of a property interest in the property as required under this subsection." The Purchasing Department solicited and received proposals. After reviewing the proposals and interviewing bidders, the County Treasurer decided to contract with Lamont Title Corporation. Lamont was the low bidder. The contracts will be funded by fees generated by Public Act 123, Section 211.78g (1).

Thank you for your consideration of this resolution. Please contact me if you have any questions.

### Agenda Item 3

**TO:** County Services and Finance Committee  
**FROM:** Janeil Valentine  
**DATE:** August 5, 2009  
**SUBJECT:** Proposal Summary – Title Search/Abstracting

Project: The project involved soliciting sealed proposals to select one or more title companies to complete title searches on parcels in accordance with the General Property Tax Act of tax delinquent property forfeited to the Ingham County Treasurer.

Bid Summary:

Vendors Contacted: 54                      Local:                      Electronically Sent: 54  
Vendors Responding: 4                      Local: 2

The following firms submitted bids:

<u>Firm</u>	<u>Local Request</u>	<u>Exception</u>	<u>Location</u>
LaMont Title Corporation	No		Detroit, MI
First American Title Company	Yes		Okemos, MI
Nations Title Agency of Michigan	Yes	Yes	616 Creyts Lansing, MI
Scjweitzer Title Agency Inc.	No		Bloomfield Hills, MI

Recommendation: Staff met with respondents and negotiated a lower cost from the apparent low responder. Therefore it is the recommendation for the Treasurer's Office in concurrence with the Purchasing Department to accept the proposal from LaMont Title Corporation.

Advertisement:

Vendors notified by Electronic Mail, advertisement in Lansing State Journal, The Chronicle and posted on the Ingham County Purchasing website.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE SERVICE CONTRACTS FOR THE  
PURPOSE OF CONDUCTING TITLE SEARCHES**

WHEREAS, under Public Act 123 of 1999, the Ingham County Treasurer is the foreclosing governmental unit (FGU); and

WHEREAS, at Section 211.78i (1), it specifically states that “The foreclosing governmental unit may enter into a contract with 1 or more authorized representatives to perform a title search or may request from 1 or more authorized representatives another title search product to identify the owners of a property interest in the property as required under this subsection or to perform other functions required for the collection of delinquent taxes under this act.”; and

WHEREAS, the contracts will be funded by fees generated by Public Act 123, Section 211.78g (1); and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #05-143, May 24, 2005, Authorizing Service Contracts for the Purpose of Conducting Title Searches; and

WHEREAS, the County Treasurer, as FGU, seeks to replace a title search vendor whose contract was terminated for the 2008 forfeiture cycle; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed proposals for the title search contracts from licensed vendors; and

WHEREAS, the County Treasurer, as FGU, recommends awarding a contract to Lamont Title Corporation, the lowest bidder.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Lamont Title Corporation for the purpose of conducting title searches on tax delinquent properties for the Ingham County Treasurer’s Office (FGU).

BE IT FURTHER RESOLVED, under “Contract Terms” of the RFP, “the title company or companies selected shall be designated as the County Treasurer’s official title search vendor ,for an initial one (1) year period, with an as needed renewal clause – at the County’s sole discretion.”

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson and County Clerk are authorized to sign any contract documents consistent with this Resolution after approval as to form by the County Attorney.

***INGHAM COUNTY***  
***Brownfield Redevelopment Authority***

**TO:** Ingham County Commissioners, County Services Committee

**FROM:** Susan M. C. Pigg, MSUE Educator and Ingham Brownfield Redevelopment Administrator

**RE:** Request Out of State Travel Approval

**DATE:** July 15, 2009

I request your approval for travel to the National Brownfields Conference, “Brownfields 2009- Sustainable Communities Start Here” which will be held November 16-18, 2009 in New Orleans, LA. The event will include a wide range of educational sessions on the redevelopment and remediation of brownfield sites that will assist the County in its brownfield redevelopment programs. The conference attendance and travel are covered by the USEPA Brownfields Grant that was just awarded to the County. The grant work plan activities, as developed with USEPA, include my participation in the conference and there will be no expenditure of ‘county’ funds for this event. Thank you for your approval so that I may make travel and accommodation arrangements.

**cc:** ICBRA

**Agenda Item 5**

**RESOLUTION STAFF REVIEW**

**DATE** August 4, 2009

**Agenda Item Title:** Resolution Accepting 2009 Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority in the Amount of \$300,000

**Submitted by:** Housing Commission

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

**Summary of Proposed Action:**

This resolution accepts the Neighborhood Stabilization Program (NSP) Grant of \$300,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission. The grant will be used for the acquisition and redevelopment of four (4) foreclosed or abandoned properties for resale to residents of Ingham County, excluding those in the Cities of Lansing and East Lansing.

**Financial Implications:** Grant total = \$300,000

**Other Implications:** None.

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

Staff recommends approval of the resolution.

INGHAM COUNTY HOUSING COMMISSION

**RESOLUTION ACCEPTING 2009 NEIGHBORHOOD STABILIZATION PROGRAM  
(NSP) GRANT FUNDS FROM THE MICHIGAN STATE HOUSING DEVELOPMENT  
AUTHORITY IN THE AMOUNT OF \$300,000**

**RESOLUTION #2009-03 CDBG**

WHEREAS, the Michigan State Housing Development Authority has granted \$300,000 to Ingham County for the acquisition and redevelopment of four (4) foreclosed or abandoned properties in Ingham County, excluding the cities of Lansing and East Lansing; and

WHEREAS, staff for the Ingham County Housing Commission has requested the acceptance of the grant and the authority to run the program for the County of Ingham; and

WHEREAS, the grant will provide four homes for resale in various areas of the County.

THEREFORE BE IT RESOLVED, that the Ingham County Housing Commission Board of Commissioners accepts the grant from the Michigan State Housing Development Authority, on behalf of the County of Ingham to utilize the funds as designated in the grant agreement.

BE IT FURTHER RESOLVED, that the acceptance of the grant is contingent upon the approval of the Ingham County Board of Commissioners.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION ACCEPTING 2009 NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT FUNDS FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$300,000**

WHEREAS, the Ingham County Housing Commission and the Ingham County Land Bank Fast Track Authority has applied for Neighborhood Stabilization Program Funds (NSP) on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$300,000 for the acquisition and redevelopment of four (4) foreclosed or abandoned properties for resale to residents of Ingham County, excluding those in the Cities of Lansing and East Lansing; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. 2009-03 has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners accepts the Neighborhood Stabilization Program (NSP) Grant of \$300,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

BE IT FURTHER RESOLVED, 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 to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE July 30, 2009

Agenda Item Title: Resolution Restructuring Revenue Collection of Parks Vehicle Entrance Fees

Submitted by: Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:** This resolution will restructure the revenue collection for vehicle entrance fees at the Parks to allow collection at all three parks, seven days a week, year round at the current rates. Currently, vehicle entrance fees are collected seven days a week, year round at Burchfield Park, but only on Saturdays and Sundays from Memorial Day through Labor Day at Lake Lansing Park–South and Hawk Island Park. This restructuring is the recommendation of the Ingham County Parks and Recreation Commission (Parks Resolution #25-09 passed at the July 27, 2009 meeting).

**Financial Implications:** This revenue collection restructuring will result in an additional annual revenue amount of \$140,717 which will be included in the 2010 Controller Recommended Budget.

**Other Implications:** The current rates are as follows:

- Resident Daily - \$2
- Resident Annual - \$20
- Non-Resident Daily - \$4
- Non-Resident Annual - \$40

In addition, a “Monday Free Day” each week with regard to entry fees at Burchfield Park, Lake Lansing Park-South, and Hawk Island would be instituted.

The Parks Department will continue to waive the vehicle entrance fees for anyone for whom the fee would be a hardship. The department would also continue to offer numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts, for the residents of Ingham County.

**Staff Recommendation:** MJM X JN \_\_\_ TL \_\_\_ TM \_\_\_ JC \_\_\_  
Staff recommends approval of this resolution.

**INGHAM COUNTY PARKS & RECREATION COMMISSION**  
**Meeting of July 27, 2009**  
**RESOLUTION #25-09**

**RESOLUTION REQUESTING THE BOARD OF COMMISSIONERS RESTRUCTURE**  
**THE REVENUE COLLECTION OF PARKS VEHICLE ENTRANCE FEE**

**WHEREAS**, as part of the 2010 budget process, departments were requested to submit a budget identifying significant reductions; and

**WHEREAS**, vehicle entrance fees are collected seven days a week, year round at Burchfield Park, while vehicle entrance fees are collected at Lake Lansing Park–South and Hawk Island Park on Saturdays, Sundays, and Holidays only from Memorial Day through Labor Day; and

**WHEREAS**, county policy provides for free entry for those individuals who determine the fee would be a hardship, and free entry passes are routinely provided to Capital Area community Services to provide access to the county parks; and

**WHEREAS**, in the current economy climate it is likely more hardship passes will be requested and the sale of annual passes will rise; and

**WHEREAS**, having an attendant at the entrance gate provides a sense of security to park visitors, reduces “cruising” and provides a safer environment for park visitors; and

**WHEREAS**, collecting vehicle entrance fees at all three parks seven days a week, year round at the current rates will result in an additional annual revenue amount of approximately \$140,717; and

**WHEREAS**, the Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts, for the residents of Ingham county.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission recommends the Board of Commissioners approves a restructuring of the parks vehicle entrance fee collection so that vehicle entrance fees will be collected seven days a week, year round at Burchfield Park, Lake Lansing Park–South and Hawk Island Park at the current rates listed below:

Resident Daily - \$2  
Resident Annual - \$20  
Non-Resident Daily - \$4  
Non-Resident Annual - \$40

**BE IT FURTHER RESOLVED**, that the Ingham County Parks & Recreation Commission

recommends the Board of Commissioners establishes a “Monday Free Day” each week with regard to entry fees at Burchfield Park, Lake Lansing Park-South, and Hawk Island.

**BE IT FURTHER RESOLVED**, the Ingham County Parks & Recreation Commission recommends the Board of Commissioners authorize the waiver of the entrance fee at Lake Lansing Park-South one hour before, and during, the free Friday night concerts in the park hosted by the Ingham County Parks Bandshell Committee in order to encourage continued increases in attendance at this event.

**BE IT FURTHER RESOLVED**, that the Ingham County Parks continue its policy of waiving the vehicle entrance fee for anyone for whom the fee would be a hardship.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Guenther to approve Resolution #25-09.  
**YES-7; NO-0. MOTION CARRIED.**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RESTRUCTURING THE REVENUE COLLECTION  
OF PARKS VEHICLE ENTRANCE FEES**

WHEREAS, as part of the 2010 Budget process, departments were requested to submit a budget identifying significant reductions; and

WHEREAS, vehicle entrance fees are collected seven days a week, year round at Burchfield Park, while vehicle entrance fees are collected at Lake Lansing Park–South and Hawk Island Park on Saturdays, Sundays, and Holidays only from Memorial Day through Labor Day; and

WHEREAS, county policy provides for free entry for those individuals who determine the fee would be a hardship, and free entry passes are routinely provided to Capital Area Community Services to provide access to the county parks; and

WHEREAS, in the current economy climate it is likely more hardship passes will be requested and the sale of annual passes will rise; and

WHEREAS, having an attendant at the entrance gate provides a sense of security to park visitors, reduces “cruising” and provides a safer environment for park visitors; and

WHEREAS, collecting vehicle entrance fees at all three parks seven days a week, year round at the current rates will result in an additional annual revenue amount of approximately \$140,717; and

WHEREAS, the Parks & Recreation Commission will continue offering numerous complimentary recreational opportunities, such as free shelters for non-profit youth organizations, a safe swimming environment, free days at the individual parks, scholarships to Nature Day Camp, and free concerts for the residents of Ingham County; and

WHEREAS, the Parks & Recreation Commission supported the concept of a restructure of the parks vehicle entrance fee collection with the passage of Resolution #25-09 at their July 27, 2009 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a restructuring of the parks vehicle entrance fee collection so that vehicle entrance fees will be collected seven days a week, year round at Burchfield Park, Lake Lansing Park–South and Hawk Island Park at the current rates listed below:

Resident Daily - \$2  
Resident Annual - \$20  
Non-Resident Daily - \$4  
Non-Resident Annual - \$40

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes a “Monday Free Day” each week with regard to entry fees at Burchfield Park, Lake Lansing Park-South, and Hawk Island.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the waiver of the entrance fees at Lake Lansing Park-South one hour before and during the free Friday night concerts in the park hosted by the Ingham County Parks Bandshell Committee in order to encourage continued increases in attendance at this event.

BE IT FURTHER RESOLVED, that the Ingham County Parks will continue its policy of waiving the vehicle entrance fee for anyone for whom the fee would be a hardship.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to include the additional \$140,717 in projected revenue as part of the 2010 Controller Recommended Budget.

**Agenda Item 6b**

**RESOLUTION STAFF REVIEW**

**DATE:** July 30, 2009

**Agenda Item Title:** Resolution Authorizing a Contract with Century Construction, LCC for the Replacement of the Lake Lansing Park-South Main Shelter Roof

**Submitted by:** Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

The Parks Department owns and maintains the buildings at Lake Lansing Park-South and has a roof replacement plan in place to ensure routine replacement of building roofs. \$25,000 was approved in the Parks 2009 Capital Improvement budget for the replacement of several roofs at Burchfield Park. Bids for this project came in significantly under budget at \$9,900.

The Lake Lansing Park-South Main Shelter roof replacement is scheduled for 2010, and the Parks Department staff recommends this roof be replaced ahead of schedule using unused funds from the Burchfield maintenance building roofing project. Bids were solicited and evaluated by the Purchasing Department and a recommendation to award the contract to Century Construction, LCC in an amount not to exceed \$6,100.

The Parks & Recreation Commission supported this roof replacement by passing Parks Resolution #26-09 at their July 27, 2009 meeting.

**Financial Implications:**

None.

**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: Jim Hudgins, Director of Purchasing  
DATE: July 30, 2009  
SUBJECT: Bid Summary – Roof Replacement

Project Description:

This project consists of replacing the roof at Lake Lansing Park – South.

Bid Summary:

Bidders Contacted: 33           Local: 5  
Bidders Responding: 5         Local: 3

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Century Construction, LLC	\$6,100	Y – Lansing
Professional Roofing Services, Inc.	\$6,765	N – Flushing
Jordan Roofing Group, LLC	\$6,983	Y – Holt
LJ Trumble Builders, LLC	\$6,985	Y – Lansing
Mid Michigan Roofing, LLC	\$13,874	N – Saginaw

Some of the firms contacted who did not respond to this solicitation cited smaller project size and not specializing in the installation of this type of roof as reasons for not submitting a bid.

Recommendation:

Award a contract to Century Construction, LLC in an amount not to exceed \$6,100.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of July 27, 2009

## RESOLUTION #26-09

### RESOLUTION RECOMMENDING THE INGHAM COUNTY BOARD OF COMMISSIONERS AUTHORIZE A CONTRACT WITH CENTURY CONSTRUCTION, LCC FOR THE REPLACEMENT OF THE LAKE LANSING PARK-SOUTH MAIN SHELTER ROOF

**WHEREAS**, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing Park-South; and

**WHEREAS**, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

**WHEREAS**, \$25,000 was approved in the Parks 2009 capital improvement budget for the replacement of several roofs at Burchfield Park; and

**WHEREAS**, bids for the Burchfield roof replacement project came in significantly under budget at \$9,900; and

**WHEREAS**, the Lake Lansing Park-South Main Shelter roof replacement is scheduled for 2010 and Park Department staff recommends this roof be replaced ahead of schedule using unused funds from the Burchfield Maintenance Building roofing project; and

**WHEREAS**, bids were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Parks Department staff, to award the contract to Century Construction, LCC.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks and Recreation Commission recommends the Board of Commissioners accepts the bid, and authorizes entering into a contract with Century Construction, LCC for the replacement of the roof on the Lake Lansing Park-South Main Shelter in an amount not to exceed \$6,100.

**Moved by Mr. Czarnecki and Supported by Mr. Rustem to approve Resolution #26-09. YES-7; NO-0. MOTION CARRIED.**

**Agenda Item 6b**

Introduced by the County Services Committee and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH CENTURY CONSTRUCTION,  
LCC FOR THE REPLACEMENT OF  
THE LAKE LANSING PARK–SOUTH MAIN SHELTER ROOF**

WHEREAS, the Ingham County Parks Department owns and maintains the buildings at Lake Lansing Park-South; and

WHEREAS, the Ingham County Parks Department has a roof replacement plan in place to ensure routine replacement of building roofs; and

WHEREAS, \$25,000 was approved in the Parks 2009 Capital Improvement budget for the replacement of several roofs at Burchfield Park; and

WHEREAS, bids for the Burchfield roof replacement project came in significantly under budget at \$9,900; and

WHEREAS, the Lake Lansing Park-South Main Shelter roof replacement is scheduled for 2010, and the Parks Department staff recommends this roof be replaced ahead of schedule using unused funds from the Burchfield Maintenance Building roofing project; and

WHEREAS, bids were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation to award the contract to Century Construction, LCC; and

WHEREAS, the Ingham County Parks and Recreation Commission supported the replacement of this roof with the passage of Resolution #26-09 at their July 27, 2009 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Century Construction, LCC for the replacement of the roof on the Lake Lansing Park-South Main Shelter, in an amount not to exceed \$6,100.

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

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary agreements after approval as to form by the County Attorney.

## **MEMO**

Date: July 13, 2009  
To: County Services Committee  
From: Willis Bennett, Director  
Re: Out of State Travel

The Potter Park Zoo Board is currently drafting a conference/travel policy for Zoo staff. This process began in June and the Board reviewed a draft submitted by staff at their July meeting. This policy will ensure that conferences and training are appropriate and necessary for staff growth and that all staff members have an opportunity to attend training.

In the middle of this process, the Zoo Director, Gerry Brady, requested to attend the Tiger Species Survival Program (SSP) Conference in Minnesota. The Zoo Board recommended that Gerry attend and if the Zoo Board did not approve the conference based upon the future policy, he would be responsible for the cost of the conference. Mr. Brady was willing to pay all expenses if the conference was not approved by the Zoo board and/or County Services. Mr. Brady made all arrangements and attended the conference, June 17 through 20, 2009. The total cost of the conference was \$718.39 which would be fully funded by the Zoo millage.

This memo is to inform the County Services Committee of the out of state travel and the circumstances regarding the timeliness of the notification to County Services.

**RESOLUTION STAFF REVIEW**

**DATE** August 6, 2009

**Agenda Item Title:** Resolution to Authorize a Re-organization in the Community Health Care Services Division of the Health Department

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

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

**Summary of Proposed Action:**

The Deputy Health Officer has identified a need to re-organize the Community Health Care Services Division of the Health Department.

<b>Existing position</b>	<b>Position No.</b>	<b>New Position Title</b>	<b>Salary Change</b>
Health Center Administrator	Vacant	Front Office Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601228	Professional Services Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601297	Grant Management and Program Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601376	Correctional Health Services Supervisor	MCF 10 to MCF 10 No change
Women's Health Svc Coordinator	# 601245	Clinical Services Supervisor	MCF 11 to MCF 10 Salary savings of \$4,620 - \$5,545***
Health Center Administrator	Vacant	Business Analyst, Community Health Care Services	MCF 10 to MCF 7

\*\*\*--position redlined. Saving realized when incumbent leaves the position.

**Financial Implications:** Two (2) positions eliminated and two (2) positions created. Other positions have new position titles but not a job class change.

Create Grant Management and Program Supervisor	MCF10
Eliminate Women's Health Svc Coordinator	MCF 11
Create Business Analyst	MCF07
Eliminate Health Center Administrator	MCF10

Consistent with the Commissioners' requests, costs are calculated on maximum salary compensation amount.

For the Grant Management and Program Supervisor, total cost is \$100,470 which includes a fringe benefit amount of \$31,131 and the \$69,339 compensation maximum for 2009.

For the elimination of the Women's Health Services Coordinator, total cost savings is \$107,473, which includes a fringe benefit amount of \$32,590 and the \$74,883 compensation maximum for 2009.

For the Business Analyst, total cost is \$78,533 which includes a fringe benefit amount of \$25,411 and the \$53,122 compensation maximum for 2009.

For the elimination of the Women's Health Services Coordinator, total cost savings is \$100,470, which includes a fringe benefit amount of \$31,131 and the \$69,339 compensation maximum for 2009.

This re-organization will result in a total annual savings of \$28,940, which includes a fringe benefit savings amount of \$7,179 and the compensation savings of \$21,761.

**Other Implications:**

1. The functional re-organization and assignment of administrative duties will improve patient care and access.
2. It will ensure compliance with the Uniform Billing Systems standards.
3. It will bring the department more in compliance with Section 330 of the Public Health Services Act (FQHC).
4. The department will be more readily able to achieve state and federal requirements as well as increase the opportunity for evidence based service.

**Staff Recommendation:**    MM\_\_\_ JN\_\_\_ TL   X   TM\_\_\_ JC\_\_\_  
Staff recommends approval of the resolution.

Health Department 080609  
**2009 Personnel Cost Projection**

Grant Management and Program Sup/ MCF 10  
 Hlth Center Administrator

Step 5

704000 Salary	\$69,339
720000 Longevity	0
<b>Wages</b>	<u>\$69,339</u>

715000 FICA&med	5,304
716020 Hlth Insur & surchrg	11,269
716100 Dental	687
716200 Vision	108
717000 Life Insurance	76
718000 Retirement	10,332
722000 Workers Comp	166
915050 Liability	1,424
722600 CARES	33
714000 Unemployment	1,040
716040 Health Ins Trust	693
<b>Total</b>	<u>\$100,470</u>

\$31,131

**2009 Personnel Cost Projection**

Business Analyst MCF 7

Step 5

704000 Salary	\$53,122
720000 Longevity	0
<b>Wages</b>	<u>\$53,122</u>

715000 FICA&med	4,064
716020 Hlth Insur & surchrg	11,269
716100 Dental	707
716200 Vision	108
717000 Life Insurance	76
718000 Retirement	6,608
722000 Workers Comp	127
915050 Liability	1,091
722600 CARES	33
714000 Unemployment	797
716040 Health Ins Trust	531
<b>Total</b>	<u>\$78,533</u>

\$25,411

**2009 Personnel Cost Projection**

Women's Health Svcs Coordinator/ MCF 11  
 601245

Step 5

704000 Salary	\$74,883
720000 Longevity	0
<b>Wages</b>	<u>\$74,883</u>

715000 FICA&med	5,729
716020 Hlth Insur & surchrg	11,269
716100 Dental	687
716200 Vision	107
717000 Life Insurance	19
718000 Retirement	11,158
722000 Workers Comp	180
915050 Liability	1,537
722600 CARES	33
714000 Unemployment	1,123
716040 Health Ins Trust	749
<b>Total</b>	<u>\$107,473</u>

\$32,590

MCF7 New Business Analyst	MCF10 New Grant Mgt & Prog sup	MCF10 Eliminate Hlth Ctr Administ	MCF11 Eliminate Women's Hlth Svcs	Difference
53,122	69,339	(69,339)	(74,883)	(21,761)
<u>\$78,533</u>	<u>\$100,470</u>	<u>(100,470)</u>	<u>(107,473)</u>	<u>(28,940)</u>

25,411      31,131      (31,131)      (32,590)      (7,179)

**MEMORANDUM**

To: Human Services Committee  
County Services Committee  
Finance Committee

From: Dean G. Sienko, MD, MS,  
Health Officer

Date: August 6, 2009

Subject: Resolution to Authorize a Re-organization in the Community Health Care Services Division of the Health Department

The Health Department's Division of Community Health Care Services has experienced significant growth over the last several years with the addition of a new pediatric health center, the addition of infectious disease services, and overall expansion of service delivery throughout the division's Community Health Center operations. In addition, the Department has recently secured Federally Qualified Health Center status through Section 330e of the Public Health Services Act for the Division's Health Center operations.

As a consequence of this expansion and the need to ensure that a robust and efficient health center operation is maintained, Dr. Jaeson Fournier, Deputy Health Officer for Community Health Care Services, is recommending a re-organization of his Division's management team. Specifically, this re-organization arranges management assignments by functional areas with the affected managers currently assigned by physical locations/operations.

This re-organization will ensure that the Health Department operates a comprehensive, integrated, and quality community health center delivery system and will ensure that there is consistency, uniformity, and improved communication throughout this system of care. As a consequence, this re-organization better positions the Health Department to comply with Section 330 of the Public Health Services Act, which authorizes the Community Health Center Cluster Program.

In addition, this re-organization will establish greater organizational accountability, enhanced utilization of Departmental resources, and the ability for the Health Department to sustain and secure additional resources.

The re-organization of the Department's Community Health Care Services Division has been reviewed and approved by the Department of Human Resources. I recommend that the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

Cc: Jaeson Fournier, DC, MPH, Deputy Health Officer, Community Health Care Services  
John Jacobs, CPA, Chief Financial Officer, Health Department  
T. A. Lindsey, Human Resources Director

**MEMORANDUM**

**DATE:** August 5, 2009  
**TO:** T. A. Lindsey, Human Resources Director  
**FROM:** Michelle Rutkowski, H.R. Analyst  
**SUBJECT:** Health Department Re-organization: Community Health Care Services

**Background**

Dr. Jaeson Fournier, Deputy Health Officer for Community Health Care Services, has identified a need to re-organize his Unit (Community Health Care Services) within the Health Department. This re-organization will meet several needs. First and foremost, the functional re-organization and assignment of administrative duties will improve patient care and access. Second, it will ensure compliance with the Uniform Billing Systems standards. Third, it will bring the department more in line with Section 330 of the Public Health Services Act (FQHC). Finally, the department will be more readily able to achieve state and federal requirements as well as increase the opportunity for evidence based service.

**Recommendation**

Re-organization is supported by the facts and justified. Supporting analysis and documentation follow.

**Staffing Summary Chart**

<b>Existing position</b>	<b><u>Incumbent</u></b>	<b><u>New position title</u></b>	<b><u>Salary Change</u></b>
Health Center Administrator	Vacant	Front Office Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	Phillip Wilkinson	Professional Services Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	Cheryl Gildner	Grant Management and Program Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	David Saltman	Correctional Health Services Supervisor	MCF 10 to MCF 10 No change
Women's Health Svc Coordinator	Kathy Way	Clinical Services Supervisor	MCF 11 to MCF 10 Salary savings of \$4,620 - \$5,545***
Health Center Administrator	Vacant	Business Analyst, Community Health Care Services	MCF 10 to MCF 7 Salary savings of \$13,513-\$17,217

\*\*\*--position redlined. Saving realized when incumbent leaves the position.

## **INGHAM COUNTY JOB DESCRIPTION**

### **Front Office Supervisor, Community Health Care Services**

**General Summary:** This position provides clerical and administrative direction to the Community Health Center Network's front office staff. Supervises all areas of operational needs in regard to the Community Health Representatives. Implements and ensures compliance to Health Department policies, procedures and protocols.

**Essential Functions:**

1. Supervises Community Health Representatives personnel including hiring, training, scheduling, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Creates and facilitates performance improvement activities for assigned units including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
4. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
5. Ensures that appropriate supplies, equipment, patient communication systems, referrals systems and patient/client support systems are in place and properly utilized.
6. Supervises staff compliance with departmental policies and procedures.
7. Monitors Health Center provider schedules and collaborates with other ICHD staff to assist in adjusting support staff as needed to meet provider demands.
8. Works with other ICHD staff to assure appropriate support systems for patients such as translation, transportation, patient phone management, on-call, etc.
8. Attends internal and external meetings as designated.
9. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

**Other Functions:**

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

**Employment Qualifications:**

**Education:** A Bachelor's Degree is required. A Master's Degree is preferred. Prefer course work as it relates to a degree in Business, Social Services, Health Care Administration, Public Health or related field.

**Experience:** A minimum of 3-5 years of experience managing front office work in a primary health care setting including the direct supervision of staff is required.

**Other Requirements:** A working knowledge of word processing, spreadsheet and database applications is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

***May 2009  
MCF Position***

### 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	2009 SALARY RANGE
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>			
Front Office Supervisor, Community Health Care Services	190	180	115	140	185	50	130	60	140	10	10	10	1220	MCF 10	\$57,767- \$69,339

## **INGHAM COUNTY JOB DESCRIPTION**

### **Professional Services Supervisor, Community Health Care Services**

**General Summary:** This position provides direction to the professional support staff in the following units of the Department's Community Health Care Services: Social Work, Nutrition, Care Co-ordination, Behavioral Health, Health Education and Dental. Directs all areas of professional staff operations. Implements and ensures compliance to Health Department policies, procedures and protocols.

**Essential Functions:**

1. Supervises assigned personnel including staffing, training, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Creates and facilitates performance improvement activities for assigned units including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
4. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
5. Assures that appropriate supplies, equipment, patient communication systems, referrals systems and patient/client support systems are in place and properly utilized.
6. Supervises staff compliance with departmental policies and procedures.
7. Coordinates with the Chief Deputy Medical Director on patient/client issues. Develops and implements improvement measures as needed.
8. Attends internal and external meetings as designated.
9. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

**Other Functions:**

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

**Employment Qualifications:**

**Education:** A Master's Degree is required. Preference is for coursework in Social Work, Health Administration, Public Health or a related field.

**Experience:** A minimum of 2 years of ambulatory/clinical professional support supervisory experience is required. Experience in a Community Health Center Setting is preferred.

**Other Requirements:** A working knowledge of word processing, spreadsheet and database applications is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

***May 2009  
MCF Position***

<b>POSITION</b>	<b>Knowledge &amp; Education</b>	<b>Work Experience</b>	<b>Interpersonal &amp; Comm Skills</b>	<b>Guidance &amp; Direction</b>	<b>Supervisory/Managerial</b>	<b>Visual Concentration</b>	<b>Job Complexity</b>	<b>Job Impact-Financial</b>	<b>Job Impact--Well Being of Others</b>	<b>Physical Effort</b>	<b>Unpleasant Working Conditions</b>	<b>Accident for Health Hazards</b>	<b>TOTAL PTS</b>	<b>GRADE</b>	<b>2009 SALARY RANGE</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>			
Professional Staff Supervisor, Community Health Care Services	240	135	115	140	155	50	130	60	140	10	10	10	1195	MCF 10	\$57,767-\$69,339

## **INGHAM COUNTY JOB DESCRIPTION**

### **Clinical Services Supervisor, Community Health Care Services**

**General Summary:** This position provides clinical direction and oversight for the Community Health Center Network's nursing and clinical assisting staff. Supervises all areas of nursing and clinical assisting operations. Implements and ensures compliance to Health Department policies, procedures and protocols.

**Essential Functions:**

1. Supervises the Charge Nurses within the Community Health Center Network including staffing, training, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Creates and facilitates performance improvement activities for assigned units including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
4. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
5. Ensures that appropriate supplies, equipment, patient communication systems, referrals systems and patient/client support systems are in place and properly utilized.
6. Supervises staff compliance with departmental policies and procedures.
7. Monitors Health Center provider schedules and collaborates with other ICHD staff to assist in adjusting support staff as needed to meet provider demands.
8. Works with other ICHD staff to ensure appropriate support systems for patients such as translation, transportation, patient phone management, on-call, etc.
9. Oversees triage with an emphasis on adherence to protocols and consistency of staff.
10. Coordinates with the Chief Deputy Medical Director on patient care issues as needed. Develops and implements improvement measures as needed.
11. Attends internal and external meetings as designated.
12. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

**Other Functions:**

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

**Employment Qualifications:**

**Education:** A Bachelor's Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

**Experience:** A minimum of 2 years of ambulatory or outpatient clinic experience in a supervisory capacity is required. Prefer experience in a Community Health Center setting.

**Other Requirements:** A current licensure with the State of Michigan as a Registered Nurse. A working knowledge of word processing, spreadsheet and database software is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

***May 2009  
MCF Position***

<b>POSITION</b>	<b>Knowledge &amp; Education</b>	<b>Work Experience</b>	<b>Interpersonal &amp; Comm Skills</b>	<b>Guidance &amp; Direction</b>	<b>Supervisory/Managerial</b>	<b>Visual Concentration</b>	<b>Job Complexity</b>	<b>Job Impact-Financial</b>	<b>Job Impact--Well Being of Others</b>	<b>Physical Effort</b>	<b>Unpleasant Working Conditions</b>	<b>Accident for Health Hazards</b>	<b>TOTAL PTS</b>	<b>GRADE</b>	<b>2009 SALARY RANGE</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>			
Nurse Supervisor, Community Health Care Services	190	135	115	140	220	50	130	60	140	10	10	10	1210	MCF 10	\$57,767- \$69,339

## **INGHAM COUNTY JOB DESCRIPTION**

### **Correctional Health Services Supervisor, Community Health Care Services**

**General Summary:** This position supervises the Health Department staff that facilitate and provide health care services in Ingham County Correctional facilities. Supervises the operational needs of the Correction facilities. Implements and ensures compliance to Health Department policies, procedures and protocols.

**Essential Functions:**

1. Supervises the professional and non-professional staff within County Correctional facilities including staffing, training, performance evaluation and discipline.
2. Oversees and completes competency assessments. Coordinates annual proficiency evaluations of staff.
3. Assesses staff productivity. Ensures adequate and efficient and addresses areas that are lacking.
4. Develops and recommends operational policy and procedures in coordination with the Ingham County Sheriff's Office. Supervises staff compliance with policies and procedures.
5. Evaluates program effectiveness. Explains and interprets program policies and regulations to staff and inmates.
6. Develops and maintains operational guidelines for monitoring/supplying pharmaceuticals in accordance with state and federal requirements.
7. Provides consultation to health care professionals in the Department and the community to resolve patient care problems. Establishes and maintains external care options and community resources including mental health issues.
8. Assists in the preparation of the annual budget and monitors the budget for Correctional Health Care Services.
9. Coordinates with the Chief Deputy Medical Director on patient care issues as needed. Develops and implements improvement measures as needed.
10. Attends internal and external meetings as designated.
11. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

**Other Functions:**

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

**Employment Qualifications:**

**Education:** A Bachelor's Degree in Nursing is required. A Master's Degree in Public Health, Nursing, Health Administration or a related field is preferred.

**Experience:** A minimum of 2 years of ambulatory/outpatient clinical supervisory experience is required. Experience in a Correctional Health Care setting is preferred.

**Other Requirements:** A working knowledge of word processing, spreadsheet and database applications is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

***May 2009  
MCF Position***

<b>POSITION</b>	<b>Knowledge &amp; Education</b>	<b>Work Experience</b>	<b>Interpersonal &amp; Comm Skills</b>	<b>Guidance &amp; Direction</b>	<b>Supervisory/Managerial</b>	<b>Visual Concentration</b>	<b>Job Complexity</b>	<b>Job Impact-Financial</b>	<b>Job Impact--Well Being of Others</b>	<b>Physical Effort</b>	<b>Unpleasant Working Conditions</b>	<b>Accident for Health Hazards</b>	<b>TOTAL PTS</b>	<b>GRADE</b>	<b>2009 SALARY RANGE</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>			
Corrections Health Services Supervisor, Community Health Care Services	190	135	115	140	220	50	130	115	140	10	10	10	1265	MCF 10	\$57,767-\$69,339

## **INGHAM COUNTY JOB DESCRIPTION**

### **Grant Management and Program Supervisor, Community Health Care Services**

**General Summary:** This position coordinates the development, submission and management of grant applications and awards. Supervises all areas of operational needs in regard to the special program staff (non-clinical programmatic staff). Implements and ensures compliance to Health Department policies, procedures and protocols.

**Essential Functions:**

1. Identifies funding opportunities at the local, state and national levels consistent with the department's mission.
2. Develops and coordinates information necessary for grant application completion.
3. Coordinates the preparation and presentation of grant applications in accordance to timelines and funding requirements. Maintains all aspects of the internal grant support system.
4. Collaborates with Accounting Staff for budget development.
5. Oversees the completion of needs assessment of the service areas and target populations.
6. Supervises the Special Programs staff (non-clinical programmatic staff) including hiring, training, scheduling, performance evaluation and discipline.
7. Oversees and completes competency assessments. Coordinates annual staff proficiency evaluations.
8. Creates and facilitates performance improvement activities for assigned staff including improvement initiatives, client/patient satisfaction, unit performance and safety activities.
9. Assesses staff productivity. Ensures adequate and efficient workflow in the assigned units. Addresses areas that are lacking.
10. Supervises staff compliance with departmental policies and procedures.
11. Attends internal and external meetings as designated.
12. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

**Other Functions:**

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

**Employment Qualifications:**

**Education:** A Bachelor's Degree is required. Preference for a degree in Business, Social Services, Health Administration or a related field is preferred. A Master's Degree in a relevant field is preferred.

**Experience:** A minimum of 3-5 years of previous experience in a health care setting with supervisory and grant management responsibilities is required.

**Other Requirements:** A working knowledge of word processing, spreadsheet and database applications is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

***May 2009  
MCF Position***

<b>POSITION</b>	<b>Knowledge &amp; Education</b>	<b>Work Experience</b>	<b>Interpersonal &amp; Comm Skills</b>	<b>Guidance &amp; Direction</b>	<b>Supervisory/Managerial</b>	<b>Visual Concentration</b>	<b>Job Complexity</b>	<b>Job Impact-Financial</b>	<b>Job Impact--Well Being of Others</b>	<b>Physical Effort</b>	<b>Unpleasant Working Conditions</b>	<b>Accident for Health Hazards</b>	<b>TOTAL PTS</b>	<b>GRADE</b>	<b>2009 SALARY RANGE</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>			
Grant Management & Special Programs Supervisor	190	180	115	140	130	70	130	115	140	10	10	10	1240	MCF 10	\$57,767- \$69,339

## **INGHAM COUNTY JOB DESCRIPTION**

### **Business Analyst, Community Health Care Services**

**General Summary:** This position develops, monitors and reports on the financial and service delivery status of the Department's Community Health Care Services operations. Assists with budget development and implementation. Assists in service delivery and financial reporting as needed.

**Essential Functions:**

1. Participates in the development of the annual operating budget. Monitors compliance with service delivery as well as revenue and expense projections on a monthly basis.
2. Assists with the completion of financial and service reports as required. Ensures compliance with all matching and special reporting requirements.
3. Assists in developing grant applications including budget narrative, budget justification and service delivery projections.
4. Processes and monitors purchase requisition submitted by units of the department.
5. Manages the automated time management system and ensures integration with the payroll system.
6. Responsible for database management of departmental contracts and agreements and ensures their timely processing.
7. Monitors financial policies and procedures. Performs internal audits to verify proper financial practices are followed.
8. Tracks staff leave requests, leaves granted and daily staff census tracking.
9. Collaborates with the Accounting Staff as needed.
10. Attends internal and external meetings as needed.
11. Prepares statistical, technical and administrative reports. Collects and analyzes data to ascertain and evaluate program effectiveness.

**Other Functions:**

Performs other work duties as assigned.

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in this job description.

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

**Employment Qualifications:**

**Education:** A Bachelor's Degree is required. Preference is given for a degree in Business, Accounting, Information Systems, Healthcare, or a related field.

**Experience:** A minimum of 2 years of experience within an ambulatory health care environment is required. Experience must include analysis of budget and service delivery as well as health care structures and workflows.

**Other Requirements:** A strong working knowledge of spreadsheets, pivot tables and database applications is required.

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

**Physical Requirements:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

***May 2009  
ICEA Position***

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	2009 Salary Range
	1	2	3	4	5	6	7	8	9	10	11	12			
Business Analyst, Community Health Care Services	190	135	115	100	50	90	150	85	35	10	35	10	1005	MCF 7	\$44,254-\$53,122

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A RE-ORGANIZATION IN THE COMMUNITY HEALTH CARE SERVICES DIVISION OF THE HEALTH DEPARTMENT**

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, the Administrators of the Ingham County Health Department are encouraged to continually evaluate staffing needs and to identify opportunities to reduce costs, improve efficiency and ensure programmatic compliance; and

WHEREAS, the Deputy Health Officer for Community Health Care Services has reviewed the structure of the Department and has proposed a number of changes in the managerial organization for this unit; and

WHEREAS, the Deputy Health Officer recommends re-organization of some of the Community Health Care Services' management assignments by functional areas; and

WHEREAS, the proposed re-organization will ensure that the Health Department operates a comprehensive, integrated, and quality community health center delivery system and will ensure that there is consistency, uniformity, and improved communication throughout this system of care; and

WHEREAS, the proposed recommendations have been evaluated by the Human Resources Department which has concurred with the recommendations that are contained in this resolution; and

WHEREAS, the Health Officer, as advised by the Deputy Health Officer, has recommended that the Board of Commissioners authorize the proposed re-organization and the resulting position changes; and

WHEREAS, the Health Officer has advised that no additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades:

<b>Existing position</b>	<b><u>Position No.</u></b>	<b><u>New Position Title</u></b>	<b><u>Salary Change</u></b>
Health Center Administrator	Vacant	Front Office Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601228	Professional Services Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601297	Grant Management and Program Supervisor	MCF 10 to MCF 10 No change
Health Center Administrator	# 601376	Correctional Health Services Supervisor	MCF 10 to MCF 10 No change
Women's Health Coordinator	# 601245	Clinical Services Supervisor	MCF 11 to MCF 10
Health Center Administrator	Vacant	Business Analyst, Community Health Care Services	MCF 10 to MCF 7

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2009 Budget in order to implement this Resolution.

# MEMORANDUM

TO: County Service and Finance Committees

FROM: Dean Sienko, Health Officer

DATE: July 21, 2009

SUBJECT: Request to Waive Hiring Freeze for Vacant Environmental Health Specialist Position

Due to the discharge of an Environmental Health Specialist (EHS), the Health Department now has a vacant Environmental Health Specialist position. This position works in the Food Service Program and is responsible for inspecting food service establishments, swimming pools, vending machines and assisting with food borne outbreak investigations.

This vacancy creates a hardship for the Health Department. Recently, a Sanitarian II in the Food Service Program left the Health Department to pursue other opportunities. As part of the Health Departments' 2010 budget reduction scenario, the Sanitarian II position will be frozen. The loss of both positions would have a serious impact on the Health Departments ability to meet State of Michigan requirements and its ability to provide timely and effective inspections.

This position is not slated to be cut and funds for the Environmental Health Specialist position are part of the Health Department's 2010 Budget. The cost for filling the Environmental Health Specialist position in 2010 will be \$62,883 (including fringe). The amount of general fund which will support this position is 15% or \$9,432.

I am asking you to waive the hiring freeze for the vacant Environmental Health Specialist position.

c.c. John Jacobs  
Laura Peterson

**Agenda Item 8**

**RESOLUTION STAFF REVIEW**                      **DATE:** July 30, 2009

**Agenda Item Title:**                      Resolution to Approve Modifications to On-Base Software and Services for the Prosecuting Attorney's Office

**Submitted by:**                              IJIGS – The Integrated Justice Information Systems Group:  
Sheriff, Prosecutor, 55<sup>th</sup> District, 30<sup>th</sup> Circuit and Probate Courts

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

**Summary of Proposed Action:**    (See the attached memo.)

This resolution will authorize additional funding now that the Functional Specification Phase of the Prosecuting Attorney's Office imaging project has been completed. This resolution will fund the necessary changes to the project's software and services stated in the original Statement of Work (SOW).

**Financial Implications:**

Original budget for a single license of Enterprise Application Enabler Software for \$11,250.00.

- Credit for old software and the purchase of new software, a net increase of \$34,919.00.
- Additional services added to implement the changes resulting in a net increase of \$16,302.

Total additional new funds \$51,221, to come from IJIS funds (Public Improvement Fund 245).

**Other Implications:**

The purchase of an Enterprise version of the software is an unlimited license. The Pit Crew and IJIGS Committee agreed to purchase the Enterprise Application Enabler to reduce the overall cost of the current and future Imaging projects.

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

Staff recommends approval of this resolution.

August 3, 2009

To: Ingham County Board of Commissioners  
From: Tom Shewchuk, MIS Director  
Subject: Additional On-Base Software and Services

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During the Functional Specification phase of the Prosecuting Attorney's Office imaging project it was discovered they would need to make changes to their software and services stated in the original Statement of Work (SOW). As a result, a new SOW was issued by Imagesoft (No. 10 Revision 6) to reflect changes to licenses, Application Enabler software and services. These changes were made after it was determined how work will be flowing in the Prosecuting Attorney's Office and are necessary for a successful implementation.

The Prosecuting Attorney's Office Imaging project was originally going to purchase a single license of Application Enabler software for \$11,250.00. Since that time we have determined that Ingham County will need at minimum 4 Application Enablers to accommodate future projects. If we were to purchase them individually it would cost \$45,000. The Enterprise version of the software costs \$40,000 and is an unlimited license. The Pit Crew and IJIGS Committee agreed to purchase the Enterprise Application Enabler to reduce the overall cost of the current and future Imaging projects.

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

Sincerely,

*Tom Shewchuk*

**Agenda Item 8**

Introduced by Law Enforcement, County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE MODIFICATIONS TO ON-BASE SOFTWARE AND SERVICES FOR THE PROSECUTING ATTORNEY'S OFFICE**

WHEREAS, the Prosecuting Attorney's Office and MIS have just completed the Functional Specification Phase of the On-Base Imaging project approved under Resolution #08-245; and

WHEREAS, a need for a change to the original software and services have been discovered and a new Statement of Work (No. 10 Revision 6) was issued to reflect the changes; and

WHEREAS, a credit for the old software and the purchase of new software resulted in a net increase of \$34,919.00; and

WHEREAS, additional services were added to implement the changes resulting in a net increase of \$16,302 for a total cost of \$51,221.00; and

WHEREAS, a portion of the additional cost is for an Enterprise version of Application Enabler Software that will allow Ingham County unlimited use, thus reducing long-term costs by a minimum of \$5,000; and

WHEREAS, the Pit Crew and Integrated Justice Information Group (IJIGS) approved the purchase of the additional On-Base software and service in the amount of \$51,221.00, from IJIS funds (Public Improvement Fund 245).

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of additional On-Base software and services in the amount of \$51,221.00, to be paid from the IJIS funds (Public Improvement Fund 245).

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

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 6, 2009

SUBJECT: Human Services Building Carpet Replacement

We are currently in the process of replacing the carpet at the Human Services Building in the corridor area. Due to deterioration over time, we would like to replace the stairwell and the 2<sup>nd</sup> floor corridor at the same time. In the past, we had carpet squares to replace the worn carpet as needed, but we no longer have any squares left. This would complete the Human Services Building 1<sup>st</sup> and 2<sup>nd</sup> floor corridor carpet replacement project.

We are proposing a line item transfer of \$12,000.00 to cover this replacement. The line item transfer form is attached and we do have the CIP funds for this transfer.

MEMORANDUM

August 6, 2009

TO: County Services and Finance Committees

FROM: Teri Morton, Budget Director

RE: Facilities Line Item Transfer Request – HSB Carpet Replacement

Please see attached line item transfer request for your approval. The Facilities Department would like to transfer \$12,000 from the Tree Removal/Fence Replacement project. \$50,000 is budgeted for this project, but due to its discretionary nature and the current economic conditions, this project has been put on hold indefinitely. The Facilities Department is currently in the process of replacing the carpet at the Human Services Building in the corridor area. Due to the condition of the carpet in the stairwell, it is recommended that this be replaced at the same time. If this transfer is approved, the Human Services Building 1<sup>st</sup> and 2<sup>nd</sup> floor corridor carpet replacement project would be complete. Please see attached memorandum for additional information.

Because of the dollar amount (more than \$5,000 and less than \$25,000), this transfer request requires approval by the County Services and Finance Committees. Your approval of this transfer request is recommended.

cc: Rick Terrill

**LINE ITEM TRANSFER REQUEST**

Department	Facilities	Date	August 6, 2009	
Contact	Rick Terrill			
Reason for Transfer (explain fully)	Transfer from tree/fencing project to replace stairwell carpet in Human Services Building			
	From	Amount	To	Amount
Acct	63123304-9310000-9FC14 (trees/fencing HSB)	12,000.00	Acct 63123304-931000-8FC15 (HSB carpet replacement)	12,000.00
Acct			Acct	
Acct			Acct	
Acct			Acct	
Acct			Acct	
Acct			Acct	
	Total	\$12,000.00	Total	\$12,000.00
<p><b>BUDGET OFFICE VERIFICATION BELOW THIS LINE</b></p> <p>***** *****</p>				
Transfer Action Required	5			
Description	Equipment Transfers over \$5,000 but less than \$25,000			
Budget Office	TM	Date	8/06/09	
Input Done		Date		
Controller		Date		
Liaison Comm		Date		
Finance Committee		Date		
Resolution #		Date		

**RESOLUTION STAFF REVIEW**

**DATE** August 4, 2009

**Agenda Item Title:** Resolution Approving Implementation of a Supplemental Internal Job Posting Process

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

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

**Summary of Proposed Action:**

1. When an employment opportunity (*authorized vacancy*) develops and the Department communicates a likelihood that existing (internal candidates) are available; Human Resources shall post the position internally for a limited time period.
2. If an acceptable internal candidate is not found after the limited time period, Human Resources shall incorporate the vacancy in the regular Job Posting distributed to the general public.
3. Sample attached.

**Financial Implications:** Potential reduced unemployment compensation costs and early recall of displaced workers.

**Other Implications:**

Staff morale improvement after workforce necessary reductions. Minimize public disappointment when employment opportunities are filled internally.

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

Staff recommends approval of the resolution.

07.24.09

## **INTERNAL INGHAM COUNTY JOB POSTING**

**Limited to existing Ingham County Employees**

**Posted for five (5) business days**

The attached employment opportunities are available to **existing** employees for a limited time period. **This INTERNAL posting expires at 5:00 PM. Friday, July 31, 2009.** **Applications received after the deadline will not be considered.**

This notice is distributed by countywide e-mail. As necessary, please print and share hard copies with co-workers.

**Interested applicants should send a resume and cover letter, indicating position desired, to Human Resources by way of personal delivery, fax or e-mail. (Contact information provided below.)**

**5303 S. Cedar St., Suite 2102, Lansing, MI 48911-3895**  
**Fax 517.887.4396**  
[HR@ingham.org](mailto:HR@ingham.org)

Attachments (4)

Ingham County  
Internal Job Application

This application and any corresponding documents must be received by Human Resources before 5 p.m. on the posting's expiration date.

<b>Date</b>	<b>Applying for - Job Title</b>	<b>Posting Number</b>
<b>Applicant Name</b>		
<b>Current Position and Department</b>		<b>Time in Current Position</b>

Human Resources has the application and corresponding required documents on file for your current position. Please note any additional educational or work experience updates that you have received since applying for your current position. If your responses require more space than provided, please attach additional sheets to this form.

**EDUCATIONAL UPDATES:**

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Please attach copies of educational updates (college transcripts, certifications, continuing education units, etc).

**WORK EXPERIENCE UPDATES:**

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Please include the name, address and telephone number for any business listed above.

**Do you have any relatives employed by the Ingham County? If so, please list their names and positions:**

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**Have you ever been convicted of a crime? Yes  No**   
**If yes, please list all convictions:**

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**Are there any charges pending against you? Yes  No**   
**If yes, please list all pending charges:**

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**I certify that all of the statements on this application are true and complete. I understand that if Ingham County should determine any of the requested information to be false, incomplete or misleading, I may be discharged.**

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**Applicant signature**

**ICEA Friend of the Court, Parks Crew Leader**  
benefits

**\$12.00/hr + Some Fringe**

Supervises: Jail Alternative Sentence Program (JASP) Participants

**General Summary:**

Under the supervision of the Park Manager or Assistant Park Manager supervises the JASP crew and participates in a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities. Operates all Parks Department equipment with the approval of the site manager.

**Typical Duties:**

1. Shall keep records of time worked by participants assigned, advise participants in an orientation style of the program rules and expectations, and create a positive work environment.
2. Supervises the JASP crew while performing maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, winter sports maintenance, etc.
3. Supervises the JASP crew in the construction of new building signs, trails, bridges, boardwalks, and other structures.
4. Supervises and performs a variety of semi-skilled tasks such as painting, cement and brick work, carpentry, etc.
5. Performs other duties as required.

**Employment Qualifications:**

Possession of a high school diploma, or the equivalent, is required. Experience in the building trades is desirable. A valid Michigan Motor Vehicle Operator's License is required. Successful applicant must pass a physical and a criminal background check.

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

**Special Conditions:**

With or without accommodations, this employee must be physically and mentally capable of verbal conversation and instruction with employees and members of the JASP crew. Walks on various types of terrain in all climate conditions. Operates various types of hand power tools and outdoor power equipment. Must be capable of performing various

types of maintenance and construction tasks necessary to build and maintain the facilities. Climbs stairs and ladders. Will occasionally, lift, carry, push and pull weights up to 100 lbs. Performs other routine physical functions like bending, sitting, standing, squatting, etc. typical of parks maintenance duties and employees. Must have a valid Michigan Driver's license. Must have a good driving record.

**Required Documents:**

Resume, cover letter and application

**Location:**

Ingham County

Revised 07.09

**DOCUMENT COORDINATOR**  
**Register of Deeds**

**\$29,953 - \$35,797**

**General Summary :**

Under the supervision of the Register of Deeds, receives, examines, indexes, and records documents and records pertaining to the ownership and location of real estate in the county. Enters data to record documents on the computer. Assists people at the counter and provides telephone assistance to callers. Conducts file searches regarding property. Reviews deed packages (deeds, mortgages, assignments, and other documents) to ensure they are recordable and sequenced properly. Responds to the more complex questions either in person or by telephone concerning the functions, policies, and requirements of the office. Assists in the training of other office personnel.

**Essential Functions :**

1. Receives documents by mail or in person such as deeds, mortgages, land contracts, leases and security agreements that convey or encumber title to real estate.
2. Reviews deed packages from title/abstract companies (deeds, mortgages, assignments, and other documents) to ensure they are recordable and sequenced properly.
3. Notifies customer of changes that need to be made before documents can be recorded either in person or using return sheets for documents received by mail.
4. Receipts documents including placing liber and page, time and date stamp, and collects fees. Collects state and county transfer tax according to schedule based on consideration on the document. Balances cash drawer at the close of each business day.
5. Operates a computer to input data concerning recorded documents and to retrieve information for customer or office use.
6. Answers telephone calls and provides information on documents that have been recorded, fee schedules, and other information related to recording property. Conducts file and computer searches for callers. Prepares billings on written searches. Responds to the more difficult and complex inquiries.
7. Researches information on property, checks on the status of deeds, determines grantor-grantee, mortgagor-mortgagee, survey, and other information, and answers questions related to departmental operations. Conducts searches by name and legal description as necessary.
8. Assists in the training of other office personnel.

**Other Functions :**

None listed

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

**Employment Qualifications :**

**Education:** High school graduation or the equivalent.

**Experience:** One year of clerical experience, preferably in a bank, title company, realtor or similar setting which provided familiarity with real estate documents and recording statutes for Michigan.

**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:**

Lifting index and record books weighing up to 25 pounds from shelves to work areas.  
Bending and stooping to access departmental files and records and operate equipment.  
Ability to enter and retrieve information from a computer.  
Periods of prolonged sitting to enter data to computer.

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

**Working Conditions:**

Works in office conditions.

**Required Documents:**

Resume, cover letter and application

**Location:**

Mason

## COMMUNICABLE DISEASE INVESTIGATOR

\$43,774 - \$52,549  
(2008 Rates)

### **General Summary:**

Under the supervision of the Clinic Coordinator-Adult Health and the lead of the Communicable Disease Field Representative, interviews, educates, and counsels clients who seek services at the Sexually Transmitted Infection (STI) clinic. Obtains names of sexual partners of those infected with Gonorrhea, Syphilis, Chlamydia, or HIV and searches for these partners in the community to encourage them to seek care. Prepares reports of investigations and completes and monitors reports from physicians to ensure that patients have been adequately treated for infections. Conducts classes on sexually transmitted diseases for individuals contemplating marriage and for other community based organizations and groups needing STI education.

### **Essential Functions:**

1. Assesses clients during face to face interviews for their risk of contracting HIV and other sexually transmitted infections and records relevant information in client charts and disease control forms.
2. Counsels clients how to prevent risks concerning sexually transmitted diseases and may refer them to social service agencies that can aid them in this process. Assists patients in the development of a plan to cope with the lifelong infections of HIV, hepatitis B, herpes, and genital warts.
3. Conducts field and office investigations to seek out sexual partners of infected individuals including phone calls, letter writing, records searches, and face-to-face notifications of persons in homes, hospitals, jails, and street corners.
4. Elicits required statistical and demographic data from patients for Center for Disease Control for monitoring of HIV infection and records required data on scanner forms and HIV positive report forms.
5. Persuades infected patients to give names of sexual partners and completes interview forms and field record forms on those partners.
6. Develops and maintains working relationships with medical providers advising them regarding current laws, diagnostic procedures, and proper medications for sexually transmitted infections and disease reporting procedures.
7. Completes reports on Gonorrhea, and Chlamydia for Michigan Department of Community Health.
8. Reviews medical charts for appropriate STI testing and treatment and documents on daily logs. Reviews current medical information and literature on sexually transmitted diseases.

9. Conduct educational classes on sexually transmitted infections.

10. Ensures that clinical documentation regarding clients is kept secure and confidential and maintained consistent with Health Department policies and procedures.

**Other Functions:**

During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

**Employment Qualifications:**

**Education:** Possession of a Bachelor's Degree in a Social Science or a health related field.

**Experience:** One year of experience which provided familiarity with public health programs.

**Other Requirements:** Possession of a valid Michigan driver's license.

*(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:**

Ability to walk over uneven terrain and climb stairs.

Ability to lift charts, slide projectors, and boxes of educational materials.

Ability to access departmental files.

Ability to enter and retrieve information in a computer.

Ability to travel throughout the County to various locations.

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

**Working Conditions:**

Works in office conditions and travels throughout the County to conduct investigations, attend meetings, and make educational presentations.

**Required Documents:**

Resume, cover letter, copy of college transcripts and application

**Location:**

Ingham County

*COMMUNICABLE DISEASE INVESTIGATOR (12/7/00)*

**Agenda Item 10**

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING IMPLEMENTATION OF A  
SUPPLEMENTAL INTERNAL JOB POSTING PROCESS**

WHEREAS, the economy requires Ingham County to make budget adjustments including necessary workforce reductions; and

WHEREAS, Ingham County Unions are adversely affected by necessary budget adjustments;  
and

WHEREAS, Ingham County and the Ingham County employees must explore new approaches to continued delivery of services; and

WHEREAS, Ingham County is an Equal Opportunity Employer, announcing employment opportunities to the general public (*includes existing staff*).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves implementation of a Supplemental Internal Job Posting Process.

BE IT FURTHER RESOLVED, that the Process shall include an abbreviated Employment Application (update), Posting Announcement, Job Descriptions with Salary Information.

BE IT FURTHER RESOLVED, that the Controller/Administrator and the Human Resources Director are authorized to develop and implement the Internal Job Posting Process.

**RESOLUTION STAFF REVIEW**

**DATE** August 6, 2009

**Agenda Item Title:** Resolution to Approve the Purchase of Cisco Routing/Switching Infrastructure for Willow and Otto Clinics and the Veterans Memorial/Grady Porter Buildings from Analysts International

**Submitted by:** MIS Department

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

**Summary of Proposed Action:**

This resolution authorizes the purchase of Cisco wireless routing/switching infrastructure for Willow and Otto Clinics and the Veterans Memorial/Grady Porter Buildings from Analysts International.

This resolution is necessary because the Ingham County Health Department has requested the Otto and Willow clinics be setup for a wireless environment, and the Prosecuting Attorney's Office has a need for wireless and wired network connections in the Ingham County Courts. The existing routers and switches in these locations cannot support these projects.

**Financial Implications:**

The purchase of this equipment is to be at a cost not to exceed \$22,739.20, and sufficient funds are available in the County's Network Fund.

**Other Implications:**

In addition to submitting the lowest combined costs, Analysts International is being recommended based on its intimate knowledge of and familiarity with the County's network environment. (The Board previously approved a contract with Analysts International for \$400,000 for upgrading the County's core infrastructure.) Furthermore, a distinct advantage with respect to contract administration is realized by having all core infrastructure maintenance with one firm. Analysts International is 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: Jim Hudgins, Director of Purchasing  
 DATE: August 6, 2009  
 SUBJECT: Bid Summary – Infrastructure Equipment Upgrade

Project Description:

This project consists of upgrading the Cisco infrastructure wireless equipment at the Otto and Willow Clinics and the VMC/GPB (Prosecuting Attorney’s Office). Separate bids were sought for each location.

Bid Summary:

Bidders Contacted: 4 Local: 1  
 Bidders Responding: 4 Local: 1

The following firms submitted a bid for the GPB/VMC:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Analysts International	\$9,514.40	Y –Lansing, MI
AT&T	\$9,603.00	N – Detroit, MI
CDW-G	\$10,187.00	N – Vernon Hills, IL

The following firms submitted a bid for the Willow and Otto Clinics:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
CDW-G	\$12,565.00	N – Vernon Hills, IL
Analysts International	\$13,225.80	Y – Lansing, MI
INACOMP	\$13,819.00	N – Southfield, MI

Recommendation:

Award a Purchase Order to Analysts International in an amount not to exceed \$22,739.20 for the purchase of Cisco wireless infrastructure. In addition to submitting the lowest combined costs, Analysts International is being recommended based on its intimate knowledge of and familiarity with the County’s network environment. (The Board previously approved a contract with Analysts International for \$400,000 for upgrading the County’s core infrastructure.) Furthermore, a distinct advantage with respect to contract administration is realized by having all core infrastructure maintenance with one firm.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE PURCHASE OF CISCO ROUTING/SWITCHING INFRASTRUCTURE FOR WILLOW AND OTTO CLINICS AND THE VETERANS MEMORIAL/GRADY PORTER BUILDINGS FROM ANALYSTS INTERNATIONAL**

WHEREAS, the Ingham County Health Department has requested the Otto and Willow Clinics be set-up for a wireless environment; and

WHEREAS, the Prosecuting Attorney's Office has a need for wireless and wired network connections in the Ingham County Courts; and

WHEREAS, the existing routers and switches in these locations cannot support these projects; and

WHEREAS, Management Information Services (MIS) sought proposals for new Cisco equipment; and

WHEREAS, the total amount of the purchase is \$22,739.20; and

WHEREAS, MIS is recommending this solution to replace existing routers and switches to current technology standards that will allow for wireless communications; and

WHEREAS, the MIS and Purchasing Departments reviewed the proposals and after careful consideration and evaluation recommend purchasing the equipment from Analysts International in the amount of \$22,739.20.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of infrastructure equipment from Analysts International Corporation, at a cost not to exceed \$22,739.20.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Network Fund (245-25810-932030).

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

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

RESOLUTION STAFF REVIEW

DATE July 29, 2009

Agenda Item Title: Resolution to Establish the Position of Jury/Pretrial Specialist in the Thirtieth Judicial Circuit Court

Submitted by: Controller/Administrator's Office

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

**Summary of Proposed Action:** This resolution supports authorization to eliminate the vacant part-time Jury Coordinator (position #130064) and reorganize the job duties of the Pretrial Services Clerk (Position #130058) and upgrade the position to a Jury/Pretrial Specialist from a UAWC to a UAW-E compensation level.

**Financial Implications:** One and one-half positions are converted to one full-time FTE while accomplishing all the necessary job duties and responsibilities. It is anticipated that the efficiency of the conversion will result in a savings to the County. There will be no increase in cost to the County for FTEs.

Reclassify Pretrial Services Clerk to Jury/Pretrial Specialist	From UAW-C to UAW-E
Eliminated the part-time Jury Coordinator	UAW-F

Consistent with the Board of Commissioners' request, costs are calculated on maximum salary compensation amount.

For the Jury/Pretrial Specialist position, total cost is \$59,821, which includes a fringe benefit amount of \$21,588 and the \$38,233 compensation maximum for 2009. Reclassifying this position results in the total additional cost of \$3,658, which includes an additional fringe benefit amount of \$674 and an additional \$2,983 in compensation.

For the elimination of the part-time Jury Coordinator, total cost savings is \$37,717, which includes a fringe benefit amount of \$17,466 and the \$20,251 compensation for 2009.

This reorganization will result in a total annual cost savings of \$34,059.

**Other Implications:** The Jury Administration and Pretrial Services will be combined and will provide greater efficiency for the Courts.

**Staff Recommendation:** MJM\_\_ JN\_ X TL\_\_ TM\_\_ JC\_\_  
Staff recommends approval of the resolution.



**MEMORANDUM**

**DATE:** July 23, 2009  
**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:** New UAW Position: Jury/Pretrial Specialist, Circuit Court

**Background**

The Circuit Court currently has a full-time Pretrial Services Clerk position. The Circuit Court also has a vacancy for the newly created half-time Jury Coordinator position. The Circuit Court, in close consultation with County Administration, has determined a need to reduce the full-time Pretrial Services Clerk to half-time and combine it with the half-time Jury Coordinator responsibilities.

**Recommendation**

The UAW positions of Pretrial Services Clerk and Jury Coordinator should each be eliminated and, in their place, the position of “Jury/Pretrial Specialist” should be created. UAW member Melissa Readus, the current Pretrial Services Clerk, should be transferred into the new position. The new position should be compensated at a UAW E. Supporting documentation and analysis follow:

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	2009 SALARY RANGE
	1	2	3	4	5	6	7	8.1	8.2	9	10	11			
Pretrial Services Clerk--current	45	65	50	60	50	50	30	15	35	10	10	10	430	C	\$27,867-\$33,450
PT Jury Coordinator--current	140	135	100	80	50	50	50	35	35	10	10	10	705	F	\$16,873-\$20,251
Jury/Pretrial Specialist—HR Analysis	65	90	50	60	75	50	70	60	60	10	10	10	610	E	\$31,860-\$38,233

**Analysis**

- 1. Knowledge and Education—rating=65**  
 Some post high school coursework is required. Prefer coursework in Business Management, Computer Information Systems, Criminal Justice or Paralegal Technology
- 2. Work Experience—rating=90**  
 A minimum of 1-2 years experience is required. Prefer experience in a legal setting

- 3. Interpersonal and Communication Skill—rating=50**  
Responds to questions from juror, employers and lawyers. Provides basic Pretrial information to clients.
- 4. Extent of Guidance and Work Direction Received— rating=60**  
Follows the guidelines determined by the Court. Collects and maintains data. Provides clerical support. Uses very little discretion to perform job duties.
- 5. Supervisory Responsibility— rating=75**  
Plans, organizes and reviews the work of part-time summer employees.
- 6. Demand for Visual Concentration — rating=50**  
Above average, regular
- 7. Job complexity— rating=70**  
Job duties such as “input”, “arrange” and “assist” do not require a significant amount of planning or problem solving.
- 8. a. Job Impact Financial— rating=60 (middle range of “moderate”)**  
Consistent with other UAW rating such as, Billing and Reporting Clerk, Unit Secretary, Administrative Assistant and Scheduling/Jury Clerk, Family Court. To receive a higher rating (85), position must show financial equivalence to positions such as Bookkeeping Coordinator, Accounts Payable Coordinator, Collection and Data Coordinator and Financial Coordinator. Such equivalence is not justified. Middle range of moderate (60) is appropriate.
- b. Job Impact Well-being of Others— rating=60**  
Middle level of “moderate” rating
- 9. Physical Effort— current rating=10**  
None
- 10. Unpleasant Working Conditions— rating=10**  
None
- 11. Accident/Health Hazards— rating=10**  
None

**INGHAM COUNTY  
JOB DESCRIPTION**

**JURY/PRETRIAL SPECIALIST-CIRCUIT COURT**

**General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, oversees the jury selection process and provides administrative support for the Pretrial Service Division of the Circuit Court. Ensures the proper and efficient selection of jurors. Summons jurors so they are available for jury trials as needed. Responds to question concerning jury duty service. Provides assistance to Pretrial Investigators. Performs a variety clerical assignments.

**Essential Functions:**

1. Inputs qualified jurors into the existing database and generates appropriate reports. Prepares, prints and mails Qualification Questionnaires to prospective jurors.
2. Generates a random list of potential jurors and mails corresponding summons.
3. Determines juror eligibility for excusal or postponement following the procedures and guidelines determined by the Courts. Grants changes to jury duty service as authorized by the Courts.
4. Responds to questions and concerns from prospective jurors, attorneys, family members, employers and others regarding jury duty.
5. Arranges for meetings of the Jury Board. Prepares meeting agendas, records & prepares minutes of each meeting and provides other assistance. Examples include, but are not limited to, making room arrangements, sending notices of determination and other support functions.
6. Arranges, attends and facilitates quarterly meetings of the Jury Clerks for the 54A, 54B, 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court.
7. Plans, organizes and reviews the work of part-time summer employees.
8. Initiates pretrial cases on case management system from data received from various sources.
9. Assists Pretrial Service Investigators in monitoring defendants' compliance with reporting. Reviews Automon, telephone records and compliance histories. Also assists in bringing defendants into compliance.
10. Provides basic information to Pretrial Service clients.
11. Drafts various pretrial orders as requested. Examples include but are not limited to show-cause orders and initial orders for interpreters.
12. Collects and maintains manual and electronic data. Develops, prepares and distributes reports and forms as assigned.

13. Provides clerical support to staff. Examples include, but are not limited to, data entry, proofreading, faxing, copying, processing mail, filing, maintaining office supplies & equipment and other secretarial duties.

**Other Functions:**

Performs other work duties as assigned.

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

**Employment Qualifications:**

**Education:** Some post-high school coursework is required. Prefer college classes or seminars in Business Management, Computer Information Systems, Criminal Justice or Paralegal Technology.

**Experience:** A minimum of 1-2 years of relevant experience is required. Prefer experience in a legal setting.

**Other Requirements:** None

*(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:**

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

**Working Conditions:**

The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required.

**July 2009**

**UAW position**

**INGHAM COUNTY  
JOB DESCRIPTION**

**PRETRIAL SERVICES CLERK**

**General Summary:** Under the general supervision of the Deputy Court Administrator serves as administrative support for the Pretrial Services Division of the Circuit Court. Perform a variety of routine and moderately complex clerical assignments.

**Typical Duties:**

1. Answers phone and provides basic information to Pretrial Services clients.
2. Collects and maintains both manual and electronic pretrial data, which includes information for pretrial case initiation, updated information received from various sources, and dispositional information used to close the pretrial case.
3. Collects and compiles statistical data from collaborative criminal justices systems and judiciary. Develops reports of various pretrial measures as requested by the Deputy Court Administrator or Investigators.
4. Reviews the petitions and orders for court appointed counsel for accuracy of information received from the district courts and from defendants, documents appointment in the case management system, and prepares the petition and order for court appointed counsel for felony defendants who have violated probation.
5. Drafts various pretrial orders as requested by the Circuit Court judges such as orders to show cause and initial orders for interpreters.
6. Assists Pretrial Services Investigators in monitoring defendants' compliance with reporting by reviewing Automon and telephone reporting records and compiling compliance histories. Also assists the Investigators in efforts to bring defendants into compliance by calling attorneys of record for status updates.
7. Files correspondence. Operates office equipment such as interactive TV system, photo copy machine, personal computer, facsimile machine, typewriter and a calculator.
8. May serve as a back-up during instances of staff absence.
9. Performs other duties as assigned by the Deputy Court Administrator of the General Trial Division.

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

**Employment Qualifications:**

**Education:** High school graduation or equivalent.

**Experience:** Between six months and one year of experience working in legal office or in a court or criminal justice system that included data entry and word processing.

**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:*

Ability to enter and retrieve data from a computer.

Ability to access all files.

Ability to access various locations of the court.

**Working Conditions:**

Works in office conditions.

**INGHAM COUNTY  
JOB DESCRIPTION**

**JURY COORDINATOR**

**General Summary:**

Under the supervision of the Deputy Court Administrator of the General Trial Division, oversees the jury system to ensure compliance with all pertinent statutes, court rules, plans and procedures concerning jury duty in the Circuit, District and Probate Courts of Ingham County. Ensures that the selection of jurors is proper, efficient, and random through use of software used by county. In addition, prepares a report to analyze a fiscal measure assuring the proper utilization of jurors is employed by all the courts. Summons jurors so they are available for jury trials as needed by the courts. Adds prospective jurors to the data base, determines eligibility for excusal or postponement, issues summonses, handles complaints, and responds to inquiries on the jury system and requirements.

**Essential Functions:**

1. Receives names from the Secretary of State of people in the county qualified to be jurors, and enters juror data to the existing mainframe data base of potential jurors. Generates reports from the database.
2. Throughout the juror service year, prepares prints and mails a large number of Qualification Questionnaires to prospective jurors. Responds to questions and concerns from prospective jurors, attorneys, family members, employers and others as a result of the questionnaire and explains jury duty.
3. Arranges for meetings of the Jury Board, and provides assistance to them such as making room arrangements, sending notices of determinations and various other support functions. Prepares meeting agendas and records and prepares minutes of meetings.
4. Arranges for, attends, and facilitates quarterly meetings of the Jury Clerks for the 54A, 54B, and 55<sup>th</sup> District Courts and the 30<sup>th</sup> Circuit Court.
5. Pulls a random list of potential jurors and mails summonses. Responds to requests from prospective jurors to be excused or serve at a particular time. Determines juror eligibility for excusal or postponement following set procedures and guidelines from the courts. As authorized by the court, grants requests to have time of jury duty changed.
6. Contacts County vendors and orders paper, forms and other office supplies and data processing supplies.
7. Supervises part-time summer employees, includes planning and organizing work, assigning and reviewing work and assisting and instructing employees in their work. Participates in the interviewing of employment candidates.

8. Compiles necessary information, and produces annual reports analyzing all aspects of the jury system and the courts juror utilization procedures. Sets-up and produces a variety of materials utilizing a variety of word processing, spreadsheet and graphic/presentation software packages.

9. Establishes and maintains filing system and various confidential jurors records and prepares processes.

**Other functions:**

None Listed

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

**Employment Qualifications:**

**Education:** The job requires knowledge of a specialized area requiring advanced training such as that acquired in the first two or three years of college or equivalent work experience. Associates Degree in Business Management, Computer Information Systems, General Business, Criminal Justice or Paralegal Technology preferred.

**Experience:**

3 years experience in a legal setting.

*(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)*

**Other Requirements:**

Thorough knowledge of the Michigan court systems, jury procedures and all applicable statutes, Court rules, procedures and policies concerning jury duty

Knowledge of legal terminology

Knowledge of clerical methods and procedures used in keeping fiscal accounts and records

Ability to communicate effectively both orally and in writing

Ability to make decisions in accordance with laws, ordinances, regulations and policies

Ability to prepare and maintain accurate records through understanding business math and business English

Ability to work effectively with various Court officials and the general public.

**Physical Requirements:**

Ability to enter and retrieve information form a computer

Ability to sit for long periods of time

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

**Working Conditions:**

Works in office environment

UAW- May 2009

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER THE JURY ADMINISTRATION DUTIES FROM THE INGHAM COUNTY MANAGEMENT INFORMATION SYSTEMS DEPARTMENT TO THE THIRTIETH JUDICIAL CIRCUIT COURT AND TO APPOINT THE CIRCUIT COURT ADMINISTRATOR AS THE INGHAM COUNTY JURY ADMINISTRATOR**

**RESOLUTION #09-176**

WHEREAS, the Board of Commissioners has the authority, under MCL 600.1303, to appoint assistants to the County Jury Board; and

WHEREAS, the Jury Administration has been assigned to the County Management Information Systems Department (MIS) and one of the primary staff members involved in this function has recently retired; and

WHEREAS, the County Controller/Administrator has recommended reassigning these responsibilities to the Thirtieth Judicial Circuit Court, as a more efficient method of fulfilling these functions; and

WHEREAS, Chief Circuit Court Judge William Collette is agreeable to assuming these responsibilities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints the Circuit Court Administrator as the Ingham County Jury Administrator, with all the duties and responsibilities inherent in that position, effective as of the date of this Resolution.

BE IT FURTHER RESOLVED, that the Circuit Court Administrator, and those Deputy Clerks who may be designated, are authorized to assist the County Jury Board and administer the County Jury System as may be required by law.

BE IT FURTHER RESOLVED, that a .5 FTE position shall be transferred to the Circuit Court from the MIS Department to provide staffing for these additional responsibilities in the Circuit Court, and the Controller/Administrator is hereby authorized to transfer the budget allocated to the Jury Board from the MIS Department to the Circuit Court.

JUDICIARY: Yeas: Bahar-Cook, McGrain, Thomas, Koenig, Nolan, Schafer  
Nays: None Absent: None Approved 5/28/09

COUNTY SERVICES: Yeas: Celentino, Koenig, Holman, Copedge, Grebner, Vickers  
Nays: None Absent: None Approved 6/2/09

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis, Dougan  
Nays: None Absent: None Approved 6/3/09

**Agenda Item 12a**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ESTABLISH THE POSITION OF JURY/PRETRIAL SPECIALIST  
IN THE THIRTIETH JUDICIAL CIRCUIT COURT**

WHEREAS, Resolution #09-176 transferred the Jury Administration function to the Thirtieth Judicial Circuit Court; and

WHEREAS, the County Controller/Administrator and the Thirtieth Judicial Circuit Court, conferred and agreed that efficiencies can be accomplished by converting an existing position and eliminating the part-time Jury Coordinator (position #130064) UAWF; and

WHEREAS, the Human Resources Department conducted the job analysis and presented the grade placement recommendation supported by the United Auto Workers Union; and

WHEREAS, the Thirtieth Judicial Circuit Court desires to change the full-time Pretrial Services Clerk (position #130058) to a Jury/Pretrial Specialist and increase the position from the UAWC compensation level to the UAWF compensation level; and

WHEREAS, the long term effect on the conversion of this position and the elimination of the part-time position will be to decrease salaries by \$34,059 on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the position of Jury/Pretrial Specialist in the Thirtieth Judicial Circuit Court, with all the duties and responsibilities inherent in that position, effective as of the date of this Resolution.

BE IT FURTHER RESOLVED, that a .5 FTE position savings shall be implemented and the Controller/Administrator is hereby authorized to make the necessary budget adjustments.

RESOLUTION STAFF REVIEW

DATE August 5, 2009

Agenda Item Title: Resolution Authorizing the Use of Farmland and Open Space Preservation Millage Funds to Reimburse Expenses of the Controller/Administrator's Office in Support of the Agricultural Preservation Board

Submitted by: Controller/Administrator's Office

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

Summary of Proposed Action:

The Ingham County Controller/Administrator's Office has been providing support to the Ingham County Agricultural Preservation Board (APB) for a number of years. This resolution will authorize the Controller/Administrator's Office to charge to the Farmland and Open Space Preservation Millage five (5) hours per month of the Assistant Deputy Controller's salary beginning September 1, 2009.

Financial Implications:

See the attached salary cost including benefits for the Assistant Deputy Controller.  
2009 Cost = \$3,009  
2010 Cost = \$3,076

Other Implications:

This change will not affect the employee classification of the Assistant Deputy Controller, nor alter the total amount of compensation received.

Staff Recommendation: MJM X JN \_\_\_\_ TL \_\_\_\_ TM \_\_\_\_ JC \_\_\_\_  
Staff recommends approval of the resolution.

**2009 Personnel Cost Projection  
Asst Deputy Controller  
MCF10 step 5**

	<b>hours/mo.</b>	<b>5</b>	
704000 Salary	\$69,339	2000	
720000 Longevity	1,000	29	
Wages	<u>\$70,339</u>	<u>2029</u>	
715000 FICA&med	5,381	155	
716020 Health Ins	13,929	402	
716100 Dental	687	20	
716200 Vision	108	3	
718000 Retirement	10,481	302	
722000 Workers Comp	169	5	\$3,009.47
915050 Liability	1,444	42	
722600 CARES	33	1	
714000 Unemployment	1,055	30	
716040 Health Ins Trust	703	20	
Total	<u>\$104,328</u>	<u>\$3,009</u>	\$50.158

**2010 Personnel Cost Projection  
Asst Deputy Controller  
MCF10 step 5**

	<b>hours/mo.</b>	<b>5</b>	
704000 Salary	\$70,032	2020	
720000 Longevity	1,000	29	
Wages	<u>\$71,032</u>	<u>2049</u>	
715000 FICA&med	5,434	157	
716020 Health Ins	14,645	422	
716100 Dental	707	20	
716200 Vision	116	3	
718000 Retirement	11,649	336	
722000 Workers Comp	142	4	\$3,076.09
915050 Liability	1,458	42	
722600 CARES	33	1	
714000 Unemployment	710	20	
716040 Health Ins Trust	710	20	
Total	<u>\$106,638</u>	<u>\$3,076</u>	\$51.268

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE USE OF FARMLAND AND OPEN SPACE  
PRESERVATION MILLAGE FUNDS TO REIMBURSE EXPENSES OF THE  
CONTROLLER/ADMINISTRATOR'S OFFICE IN SUPPORT OF THE  
AGRICULTURAL PRESERVATION BOARD**

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Agricultural Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a special millage for Farmland and Open Space Preservation in August 2008; and

WHEREAS, the Ingham County Controller/Administrator's Office has been providing support to the Ingham County Agricultural Preservation Board for a number of years; and

WHEREAS, this support has been provided by the Assistant Deputy Controller through approximately five (5) hours of service per month – 60 hours per year; and

WHEREAS, the Controller Recommended Budget for FY 2010 includes 60 hours of time charged to the Agricultural Preservation Board millage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes that effective September 1, 2009, five (5) hours per month of the Assistant Deputy Controller's time be charged to the Farmland and Open Space Preservation Millage at a rate of \$50.15.

BE IT FURTHER RESOLVED, that this arrangement will continue in FY 2010 as presented in the Controller/Administrator's Recommended Budget.

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

BE IT FURTHER RESOLVED, that this Resolution does not change the employee classification of the Assistant Deputy Controller, nor alter the total amount of compensation received.

**Agenda Item 13a**

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2009

**Agenda Item Title:** Resolution to Authorize the Expenditure of Contingency Funds to Place a Millage Proposal on the November Ballot

**Submitted by:** Board of Commissioners

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

**Summary of Proposed Action:**

This resolution authorizes the expenditure of Contingency Funds to place a millage proposal on the November ballot.

This Resolution is contingent upon the *Resolution Submitting to a Vote of the Electorate a Special Millage for Regional Certified Law Enforcement Services Initiative* proposal by the Board of Commissioners is approved.

**Financial Implications:**

As there is no county-wide election scheduled for 2009, the funds to place the millage proposal on the ballot are not currently budgeted. This resolution allocates not more than \$80,000 from the 2009 Contingency Fund to pay for the costs associated with placing the millage proposal on the November 2009 ballot.

There is \$315,954 remaining in the Contingency Fund for FY 2009.

**Other Implications:**

None.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE EXPENDITURE OF CONTINGENCY FUNDS  
TO PLACE A MILLAGE PROPOSAL ON THE NOVEMBER 2009 BALLOT**

WHEREAS, the Ingham County Board of Commissioners have determined that a millage proposal will be placed on the November 2009 ballot; and

WHEREAS, the Ingham County Clerk has advised the cost to place the millage proposal on the November 2009 ballot will cost approximately \$74,000; and

WHEREAS, the funds to place the millage proposal on the ballot are not currently budgeted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners allocates not more than \$80,000 from the 2009 Contingency Fund to pay for the costs associated with placing the millage proposal on the 2009 November ballot.

BE IT FURTHER RESOLVED, this Resolution is contingent upon the Board of Commissioners' approval of the proposed "*Resolution Submitting to a Vote of the Electorate a Special Millage for Regional Certified Law Enforcement Services Initiative*".

**RESOLUTION STAFF REVIEW**

**DATE** August 10, 2009

**Agenda Item Title:** DRAFT - Resolution Authorizing Adjustments to Commissioners' Compensation

**Submitted by:** Board of Commissioners

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

**Summary of Proposed Action:**

This is a draft resolution authorizing adjustments to the Board of Commissioners' compensation through 2012. The previous compensation resolution established salaries, per diems, and all other aspects of compensation through 2010.

**Financial Implications:**

The draft resolution maintains all current aspects of compensation, and reflects a 0% increase in Commissioner compensation for 2011, the projected increase for 2012 has been left blank to allow the Committees to determine the amount of increase, if any. The per diem will remain at \$60 for each meeting.

**Other Implications:**

Per the employee agreements/contracts which have been adopted to date, employees will receive a 1% increase in 2011. Employee agreements/contracts have not yet been negotiated for 2012.

**Agenda Item 13b**

August 4, 2009

TO: County Services and Finance Committees  
FROM: Becky Bennett, Board Coordinator  
RE: Commissioner Compensation

Attached is a draft resolution authorizing adjustments to the Board of Commissioners' compensation through 2012. The previous compensation resolution established salaries, per diems, and all other aspects of compensation through 2010.

The draft resolution maintains all current aspects of compensation, and reflects a 0% increase in Commissioner compensation for 2011, the projected increase for 2012 has been left blank to allow the Committees to determine the amount of increase, if any. The per diem will remain at \$60 for each year.

Per the employee agreements/contracts which have been adopted to date, employees will receive a 1% increase in 2011. Employee agreements/contracts have not yet been negotiated for 2012.

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

**DRAFT**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO COMMISSIONERS' COMPENSATION**

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners' Compensation for the period of January 1, 2011 through 2012 with no increase for 2011 and a \_\_\_\_\_ increase for 2012.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

	<b>January 1, 2011</b>	<b>January 1, 2012</b>
Board Chair	\$17,609	
Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs	\$12,823	
Other Commissioners	\$11,769	

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a \$60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners' Chairperson, as an Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of \$100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 3.56% of salary; provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.

**TRAVEL POLICY AND PROCEDURES  
FOR INGHAM COUNTY COMMISSIONERS**

1. Each Commissioner may be reimbursed up to \$1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.
2. The cost of registration not exceeding \$1,000 per Commissioner for in-state and out-of state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual \$1,500 travel reimbursement allowance.
3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional \$1,500 annually within the County's fiscal year to cover increased expenses of attending necessary functions associated with the office.
4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.
5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.
6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.
7. A Commissioner shall not be reimbursed more than \$3,000 for travel expenses within the County's fiscal year, excluding registration fees.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING AUGUST 26, 2009 AS  
WOMEN'S EQUALITY DAY IN INGHAM COUNTY**

WHEREAS, in 1848 at the Seneca Falls Convention, a group of visionary women gathered to proclaim the idea that "all men and women are created equal" and "endowed by their Creator with certain inalienable rights"; and

WHEREAS, that convention eventually turned into a national movement that led to the ratification of the 19th Amendment, guaranteeing women the right to vote in 1920; and

WHEREAS, the passage of the 19<sup>th</sup> Amendment reflects the vision and determination of the suffragists who stood for a freer society and changed our Nation's history; and

WHEREAS, the continuing struggles of women are not forgotten as women continually fight for the full rights and privileges, public or private, legal or institutional, which are available to male citizens of the United States both in our country and also abroad; and

WHEREAS, women still do not have pay equity, equal opportunity in the workforce, or the same access to resources as men; and

WHEREAS, in 1971 a Joint Resolution of Congress designated August 26 of each year as Women's Equality Day.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes August 26, 2009 as Women's Equality Day in Ingham County and welcomes the day when all women are truly equal to their male counterparts.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION DESIGNATING SEPTEMBER 28, 2009 “FAMILY DAY – A DAY TO  
EAT DINNER WITH YOUR CHILDREN” IN INGHAM COUNTY**

WHEREAS, the use of illegal drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America's children; and

WHEREAS, surveys conducted by The National Center on Addiction and Substance Abuse (CASA) at Columbia University have consistently found that the more often children and teenagers eat dinner with their families the less likely they are to smoke, drink and use illegal drugs; and

WHEREAS, teenagers who virtually never eat dinner with their families are 72 percent more likely than the average teenager to use illegal drugs, alcohol and cigarettes; and

WHEREAS, teenagers who almost always eat dinner with their families are 31 percent less likely than the average teenager to use illegal drugs, alcohol and cigarettes; and

WHEREAS, the correlation between family dinners and reduced risk for teen substance abuse are well documented; and

WHEREAS, parental influence is known to be one of the most crucial factors in determining the likelihood of substance abuse by teenagers; and

WHEREAS, family dinners have long constituted a substantial pillar of family life in America.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates September 28, 2009 as “Family Day – a Day to Eat Dinner with Your Children” in Ingham County.

BE IT FURTHER RESOLVED, that the Board urges all citizens to recognize and participate in its observance.

**Agenda Item 13e and 13f**

August 5, 2009

TO: County Services Committee

FROM: Becky Bennett  
Board Coordinator

RE: Resolution in Support of the Ingham County Women's Commission's  
Lucile E. Belen Award and Resolution Honoring Lisa Funkhouser

Attached are resolutions from the Ingham County Women's Commission. The Resolution in Support of the Women's Commission's Lucile E. Belen Award supports the recommendation of the Women's Commission to name an award after Lucile E. Belen in recognition of the numerous contributions she has made to the community. The Lucile E. Belen Award recognizes heroic actions of and on behalf of women.

The Resolution Honoring Lisa Funkhouser recognizes Lisa as a recipient of the Lucile E. Belen award for her outstanding community service. The resolution approved by the Women's Commission is also included.

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 IN SUPPORT OF THE INGHAM COUNTY WOMEN'S  
COMMISSION'S LUCILE E. BELEN AWARD**

WHEREAS, Lucile E. Belen was born in 1912 and contributed to the political and civic life of Lansing and Ingham County since the age of 22; at an early age of 12, she collected signatures on a petition for a gubernatorial candidate and in 1934 she began learning the inner workings of government as an employee of the newly formed Liquor Commission, of the National Youth Administration, and of the State Public Utilities Commission; and

WHEREAS, she came from a family that was active in politics; her mother was elected to the State Legislature in 1936 and was the third woman to be elected in Michigan's history; later, her mother was vice chair of the Michigan's Democratic Party, was a gubernatorial appointee to the state's Workman's Compensation Commission, and sought federal legislative office; and

WHEREAS, Lucile developed her business acumen by working for the family's business at Belen's Flowers and helped in the growth of the store, eventually, she owned the business and also found time to follow in her mother's political footsteps as an elected official in Lansing; and

WHEREAS, Lucile provided great public leadership and was a role model for women by serving on the Health Committee of the Ingham County Board of Supervisors, the Ingham County Board of Health, the Ingham Regional Medical Center Board as trustee for 23 years, the Lansing City Council for 37 years, the Capital Area Transit Authority Board for 14 years, the Capital Region Community Foundation, and Ingham County Jury Board; and

WHEREAS, She is known for her politics of integrity and her no-nonsense manner, her business background was responsible for her conservative approaches; although she had partisan affiliations, she was non-partisan in policy-making and deliberations; and

WHEREAS, Lucile played a pivotal role in the ascension of women to public leadership, local politics, and government, she was also an advocate for human rights and racial justice and always exhibited the qualities of openness, humility; and respect.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby supports the Women's Commission recommendation to name their award that recognizes heroic actions of and on behalf of women the "Lucile E. Belen Award" in recognition of Lucile's contributions to quality of life in Ingham County.



Ingham  
County  
Women's  
Commission

**INGHAM COUNTY WOMEN'S COMMISSION**

INGHAM COUNTY COURTHOUSE

P.O. BOX 319

MASON, MI 48854

TELEPHONE: (517) 676-7200

FAX: (517) 676-7264

<http://www.ingham.org/BC/wom/index.htm>

The Ingham County Women's Commission was established in 1974 and continues to demonstrate strong female leadership in Ingham County. Out of Michigan's eighty-three counties, ICWC is the longest serving Women's Commission. The Commission advises the Ingham County Board of Commissioners regarding the impact of county policies on women and

children.

**RESOLUTION HONORING LISA FUNKHOUSER**

WHEREAS, the Ingham County Women's Commission presents the Lucile E. Belen Award to Lisa Funkhouser; and

WHEREAS, Lisa was nominated for her unyielding compassion and caring actions in her community; and

WHEREAS, she specifically aided a family with a mother who had serious medical issues on numerous occasions by visiting the family, bringing flowers, attending many of the doctor appointments, and caring for the mother's children so she could concentrate on healing; and

WHEREAS, Mrs. Funkhouser has helped many other people in her community in similar situations; and

WHEREAS, she is not only dedicated to caring for her own family, but also spends countless hours serving many community organizations, and being actively involved in her church; and

WHEREAS, Lisa is an ideal citizen and role model for others to look upon and demonstrates a conviction of service and care to a degree of admiration; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County; and

THEREFORE BE IT RESOLVED, that the Ingham County Women's Commission applauds Lisa Funkhouser for her outstanding community service, kindness, and heart.

BE IT FURTHER RESOLVED, that the Women's Commission offers our best wishes to Mrs. Funkhouser for good health and happiness and the best of luck in all of her future endeavors.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING LISA FUNKHOUSER**

WHEREAS, Lisa Funkhouser was nominated for the Lucile E. Belen Award as a result of her unyielding compassion and caring actions demonstrated in her community; and

WHEREAS, she specifically aided a family with a mother who had serious medical issues on numerous occasions by visiting the family, bringing flowers, attending many of the doctor appointments, and caring for the mother's children so she could concentrate on healing; and

WHEREAS, Lisa. Funkhouser has helped many other people in her community in similar situations; and

WHEREAS, she is not only dedicated to caring for her own family, but also spends countless hours serving many community organizations, and being actively involved in her church; and

WHEREAS, Lisa is an ideal citizen and role model for others to look upon and demonstrates a conviction of service and care to a degree of admiration; and

WHEREAS, the Ingham County Women's Commission created the Lucile E. Belen Award to help recognize women from Ingham County who do extraordinary things; and

WHEREAS, women strengthen our community every day in various ways and go unnoticed; and

WHEREAS, this award creates an opportunity to shine a spotlight on those who have had a positive impact in Ingham County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners and the Women's Commission applaud Lisa Funkhouser for her outstanding community service, heart and kindness, and hereby award her with the Women's Commission's Lucile E. Belen Award.

BE IT FURTHER RESOLVED, that the Board of Commissioners and the Women's Commission join together to offer best wishes to Lisa Funkhouser for good health and happiness and the best of luck in all of her future endeavors.

**RESOLUTION STAFF REVIEW**

**DATE** August 6, 2009

**Agenda Item Title:** Resolution to Authorize a Re-organization within the Board of Commissioners' Office and the Controller/Administrator's Office

**Submitted by:** Board of Commissioners' Office

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

**Summary of Proposed Action:**

This resolution authorizes a re-organization within the Board of Commissioners' Office and the Controller/Administrator's Office.

**Financial Implications:**

This resolution transfers the .5 FTE Secretary/Administrative Services/Board from the Controller/Administrator's Office to the Board of Commissioners' Office, along with 50% of the funding which totals \$10,921 for the remainder of 2009 and \$33,758 for 2010. The Clerk Steno II position within the Board of Commissioners' Office will also be eliminated.

As a result of this reorganization there will be a reduction of a .5 FTE position within the Controller/Administrator's budget and the reduction of a .25 FTE position within the Board of Commissioners' budget. The long-term cost savings to the General Fund will be \$39,980 per year.

**Other Implications:**

In order to more accurately reflect job responsibilities, two position titles within the Board of Commissioners' Office are changed as follows:

<b>From</b>	<b>To</b>
Secretary/Administrative Services/Budget Clerk/Receptionist	Administrative Secretary/Board of Commissioners Recording Secretary

**Staff Recommendation:** MJM\_\_X\_\_ JN\_\_\_\_ TL\_\_\_\_ TM\_\_\_\_ JC\_\_\_\_  
Staff recommends approval of the resolution.

August 5, 2009

TO: County Services and Finance Committees

FROM: Becky Bennett  
Board Coordinator

RE: Reorganization within the Board of Commissioners' Office and the  
Controller/Administrator's Office

Resolution 97-126 authorized sharing the Secretary/Administrative Services/Board position between the Board of Commissioners' Office and the Budget Office, which is part of the Controller/Administrator's Office. This position, along with the associated costs, was to be shared equally between the two offices. While the cost is shared equally, 90% of this position is utilized by the Board of Commissioners' Office. It is recommended that the position, and the funding provided by Controller/Administrator's Office, be transferred to the Board of Commissioners' Office.

Resolution 09-195 reduced the three-quarter time Clerk Steno II position within the Board of Commissioners' Office to part-time. However, with the utilization of new recording equipment that the Board just approved, that position is no longer needed.

This resolution transfers the .5 FTE Secretary/Administrative Services/Board from the Controller/Administrator's Office to the Board of Commissioners' Office, along with 50% of the funding which totals \$10,921 for the remainder of 2009 and \$33,758 for 2010. The Clerk Steno II position within the Board of Commissioners' Office will also be eliminated.

As a result of this reorganization there will be a reduction of a .5 FTE position within the Controller/Administrator's budget and the reduction of a .25 FTE position within the Board of Commissioners' budget. The long-term cost savings to the General Fund will be \$39,980 per year.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A REORGANIZATION WITHIN THE BOARD OF COMMISSIONERS' OFFICE AND THE CONTROLLER/ADMINISTRATOR'S OFFICE**

WHEREAS, Resolution 97-126 authorized sharing the Secretary/Administrative Services/Board position between the Board of Commissioners' Office and the Budget Office, which is part of the Controller/Administrator's Office; and

WHEREAS, this position was to be shared equally between the two offices and the cost for this position shared equally between the Board of Commissioners' Office and the Budget Office; and

WHEREAS, while the cost is shared equally, 90% of this position is utilized by the Board of Commissioners' Office to assist with general office and secretarial duties and it is recommended that the position, and associated costs provided by Controller/Administrator's Office, be transferred to the Board of Commissioners' Office; and

WHEREAS, Resolution 09-195 reduced the three-quarter time Clerk Steno II position within the Board of Commissioners' Office to part-time, with the utilization of new recording equipment, that position is no longer necessary, and it is recommended that it be eliminated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby transfers the .5 FTE Secretary/Administrative Services/Board position, and associated costs which total \$10,921 for the remainder of 2009 and \$33,758 for 2010, or 50% of the funding, from the Controller/Administrator's budget to the Board of Commissioners' budget.

BE IT FURTHER RESOLVED, that the Clerk Steno II position within the Board of Commissioners' Office is hereby eliminated.

BE IT FURTHER RESOLVED, that the net result of this reorganization is a long-term cost savings to the General Fund of \$39,980 per year, with a reduction of a .5 FTE within the Controller/Administrator's budget and the reduction of a .25 FTE within the Board of Commissioners' budget, pursuant to Resolution 09-195.

BE IT FURTHER RESOLVED, that in order to more accurately reflect job responsibilities, two position titles within the Board of Commissioners' Office are changed as follows:

<b>From</b>	<b>To</b>
Secretary/Administrative Services/Budget Clerk/Receptionist	Administrative Secretary/Board of Commissioners Recording Secretary

