

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
STEVE DOUGAN

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JANUARY 19, 2010 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [December 1, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Clerk - Request for a [Hiring Delay](#) be Waived
2. Equalization Department
 - a. Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint [Douglas A. Stover](#) as County Grant Administrator for the 2010 Remonumentation Project
 - b. Resolution to Contract with [Ronnie M. Lester](#) as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2010
3. Ingham County Housing Commission - Resolution Accepting 2009 [Home Grant](#) Funding from the Michigan State Housing Development Authority in the Amount of \$400,000
4. Parks & Recreation Commission
 - a. Out of State Travel Request - [AZA Program](#) Managing for Success Career Development
 - b. Resolution Authorizing a Contract with [Perfitt Excavating](#) of Dansville, Michigan for Parking Lot Conditioning at Lake Lansing Park-South
 - c. Communication - [Furlough Days](#) and Ingham County Parks
5. Health Department
 - a. Recommendation for Starting Salary for [Deputy Health Officer](#), Community Health Care Services
 - b. Resolution to Authorize an Agreement with the [Shiawassee](#) Regional Education Services District
6. Facilities Department
 - a. Communication - PLA Agreement / [Rhino Exhibit](#) Expansion Project
 - b. Resolution Authorizing Entering into a Contract with [Matrix Consulting](#) Engineers, Inc. to Provide Engineering and Construction Administration Services for the Human Services Building and the Ingham County Jail
 - c. Resolution Authorizing Entering into a Lease with [Y Site, LLC](#) for Use of 98 Parking Spaces for Employee Parking

7. Human Resources Department
 - a. Resolution Authorizing Modifications to the Managerial/Confidential Personnel [Manual](#) for 2010 and 2011
 - b. Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic [Nurses](#)
 - c. Out of State Travel Request – [MERS](#) Board Member Training

8. Management Information Services Department
 - a. Resolution to Approve the Purchase of an Exagrid Systems Backup Appliance from [CDW-G](#)
 - b. Resolution to Approve the Purchase of Local and Long Distance Phone Services from [AT&T](#)
 - c. Resolution to Approve Entering into an Agreement with [Continuant, Inc.](#) for an Avaya Phone System Maintenance Contract
 - d. Resolution to Approve the Purchase of a Wireless Link from AT&T for the [Ingham County Fair](#)

9. Register of Deeds - Request for [Sick Time Donation](#)

10. Board of Commissioners' Office - Resolution to Approve the Purchase of an Audio-Over-IP Solution from [Tel Systems](#) for the Human Services Building Conference Rooms A and D & E

11. County Services Committee
 - a. Resolution Appointing a [Special Committee](#) to Select a County Controller/Administrator
 - b. Resolution Honoring [Mike Prelesnik](#) for His Service to the Ingham County Fair Board
 - c. Resolution Honoring [Roberta Hamlin](#) for Her Service to the Ingham County Fair Board
 - d. Resolution Honoring [Randy Gladstone](#) for His Service to the Ingham County Historical Commission
 - e. Resolution Honoring [Joann Kinne](#) for Her Service to the Ingham County Fair Board

12. Controller/Administrator's Office - Resolution to Encourage Employee [Voluntary Time Off Without Pay](#)

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

COUNTY SERVICES COMMITTEE
December 1, 2009
Minutes

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

Members Absent: None

Others Present: Becky Bennett, Matthew Myers, Tony Lindsey, Janeil Valentine, Tom Shewchuk, Susan Pigg, Jim Hudgins, Carla Clos, Stacy Byers, Sally Auer, Dean Sienko, Paul Kindel, Jim Cash and Bob Trezise

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 17, 2009 Minutes

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. VICKERS, TO APPROVE THE NOVEMBER 17, 2009 MINUTES AS SUBMITTED.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig and Comm. Grebner

Additions to the Agenda

3. Substitute - Resolution Pledging Full Faith and Credit to Cook and Thornburn Drain Drainage District 2010 Bonds
- 4a. Additional Information
- 6a. Pulled from the Agenda - Resolution approving the 2009 amendment to the Brownfield Redevelopment Plan for Ingham County Land Bank Authority Parcels in Lansing City Only
- 6b. Substitute - Resolution Designating Recovery Zone Bond Allocations
13. Late - County Services: Advance Step Placement – Health Department.

Limited Public Comment

Mr. Cash, Christman Company announced he is attending should there be any questions.

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

(Comm. Koenig arrived at 6:03 p.m.)

2. 55th District Court – Request to Waive Hiring Freeze and Hiring Delay for Chief Probation Officer and Backfill a Vacant Probation Officer Position Created from Filling the Chief Probation Officer Position with an Existing Probation Officer from the Court
- 4c. Out-of-State Travel Notification

5. Agricultural Preservation Board
 - a. Resolution Authorizing a One Year Contract Extension with Sheridan Land Consulting to Provide Technical Assistance to the Ingham County Agricultural Preservation Board
 - b. Resolution to Adopt an Ordinance Amending the Ingham County Farmland Purchase of Development Rights Ordinance

7. Ingham County Fair Board - Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds

8. Ingham County Parks and Recreation Commission - Resolution Authorizing the Acceptance of a \$1,625.00 Risk Avoidance Program (RAP) Grant Award for a Hawk Island Larceny and Damage Reduction Project from the Michigan Municipal Risk Management Association (MMRMA)

9. Management Information Services Department – Resolution to Approve Entering into an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services

10. County Services Committee
 - a. Resolution Honoring Dr. Martin Luther King, Jr.
 - b. Resolution to Amend the Board Rules to Change the Time of the Board of Commissioners’ Meetings

11. Controller/Administrator’s Office
 - b. Resolution Authorizing Adjustments to the 2009 Ingham County Budget and Authorizing the Controller to Make Year End Budget Adjustments
 - c. Request to Waive Hiring Delay

13. Advance Step Placement – Heath Department

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

1. Interviews
 - a. Equal Opportunity Committee

The Committee interviewed Marlon Brown for the Equal Opportunity Committee and the Historical Commission.

MOVED BY COMM. COPEEDGE, SUPPORTED BY COMM. VICKERS, TO RECOMMEND THE APPOINTMENT OF MARLON BROWN TO THE EQUAL OPPORTUNITY COMMITTEE.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Grebner

b. Historical Commission

Jesse Lasorda was not present for the interview.

3. Drain Commissioner - Resolution Pledging Full Faith and Credit to Cook and Thorburn Drain Drainage District 2010 Bonds

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. COPELAGE, TO APPROVE THE RESOLUTION TO PLEDGE FULL FAITH AND CREDIT TO COOK AND THORBURN DRAIN DRAINAGE DISTRICT 2010 BONDS.

Chairperson Celentino noted Item #3 is a substitute resolution and welcomed Mr. Lindemann, Ingham County Drain Commissioner and Ms. Clos, Deputy Drain Commissioner.

Comm. Vickers asked if there is a cost range of the properties. Mr. Lindemann answered he is going through the assessment now, and has not finished the cost as of today but would like the \$10.3 million to be changed to \$10.5 million. This would give the flexibility when finalizing the numbers that are not yet complete. Looking at the assessment roll the bulk of project is for water quality as well as quantity project. Many are lower assessment properties. The assessments are estimated to range from \$400 to \$15,000 per year and payable over 20 years. A review of the numbers will be done tomorrow.

Mr. Lindemann discussed Delhi Township, Aurelius Township and Alaiedon Township will all be participating. However, Alaiedon Township receives the least benefit and will be assessed as such. The railroad that runs through the watershed is included.

Mr. Lindemann mentioned the County Commissioners' general fund budget as your share of roads will be discussed at the Road Commission meeting tomorrow. A meeting will also be set with Dr. Myers to discuss the figures that should be agreeable. A public hearing is set for December 11, 2009 with notices mailed, received and several agreeable phone calls.

Mr. Lindemann noted that the good faith and credit chance of this ever hitting the general fund books cannot be calculated, but should be low risk since there are 2,083 properties in the system. The good thing about putting good faith and credit behind it is the interest rate is less. Now with the bonds, the annual payment for county share of the roads the rate could drop dramatically.

Comm. Holman asked if this is a completely new project or part of previous projects. Mr. Lindemann answered the new construction portion is around \$4 million and there has been some work done already. We have a lot of legal work if you recall this is a part of a law suit. Comm. Koenig asked how many other projects are out there right now. Mr. Lindemann answered long term approximately 15 to 20 projects, and they have not had any problems to date. More are coming in the next 6 – 8 years, and projecting about \$100 million dollars in construction. Some projects are \$100,000 and some are \$2 million this project is \$10.5 +/- million.

(Comm. Grebner arrived at 6:19 p.m.)

Comm. Grebner explained that if in some routine way that the project will fail, and in the event the whole economic system goes through a collapse equal to the one we already had, everyone who has debt may not be able to pay. The full faith and credit will turn out to be a disaster, similar to the AAA rated corporations who all turned out debt on each others solvency, and could all turn out bad. Mr. Lindemann replied, he did not see the potential for it to affect the general fund, and would like the resolution to show \$10.5 million.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. COPEDEGE, TO CHANGE THE DOLLAR AMOUNT ON THE 2ND WHEREAS FROM \$10.3 MILLION TO \$10.5 MILLION. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION AS AMENDED CARRIED UNANIMOUSLY.

4. Ingham County Treasurer

- a. Resolution Approving an Additional Tax Forfeiture/Foreclosure Coordinator Position in the County Treasurer's Office

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDEGE, TO APPROVE THE RESOLUTION APPROVING AN ADDITIONAL TAX FORFEITURE/FORECLOSURE COORDINATOR POSITION IN THE COUNTY TREASURER'S OFFICE.

MOVED BY COMM. GREBNER, SUPPORTED COMM. COPEDEGE, TO AMEND THE SECOND LINE OF THE 5TH WHEREAS, BY REPLACING THE WORD "ONE" WITH THE WORD "EXISTING". THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDEGE TO AMEND THE THEREFORE BE IT RESOLVED TO READ "... EFFECTIVE JANUARY 1, 2010, THROUGH DECEMBER 31, 2012. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. GREBNER, SUPPORTED BY COPEDEGE, TO ADD A 6TH WHEREAS AS FOLLOWS: WHEREAS, IT IS ANTICIPATED THAT THE COST OF THE ADDITIONAL POSITION WILL BE COVERED ENTIRELY BY FOREFEITURE FEES. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. COPEDEGE, TO STRIKE THE WORDS "IT IS ANTICIPATED" FROM THE RESOLUTION. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

THE PREVIOUS AMENDMENT WAS AMENDED TO READ:

MOVED BY GREBNER, SUPPORTED BY COPEDEGE, TO ADD A 6TH WHEREAS AS WHICH READS: WHEREAS, THE COST OF THE ADDITIONAL POSITION WILL BE COVERED ENTIRELY BY FOREFIETURE FEES. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. VICKERS, TO TABLE THE RESOLUTION APPROVING AN ADDITIONAL TAX FOREFEITURE/FORECLOSURE COORDINATOR POSITION IN THE COUNTY TREASURER'S OFFICE SO THE LANGUAGE MAY BE CLARIFIED. MOTION FAILED with Comms. Holman, Grebner and Koenig voting No.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO ADD A BE IT FURTHER, RESOLVED THAT THE POSITION ALLOCATION LIST IS CHANGED TO REFLECT THAT THE EXISTING POSITION SHALL BE REIMBURSED 80% BY THE LAND BANK AND 20% BY THE FORFEITURE FEES. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED with Comm. Vickers voting No.

b. In-State Travel Notification

Comm. Vickers asked if the \$600 is each person, and do you have any ideas of some expenses, meals and mileage? Ms. Conroy replied it is \$600 each, and may include meals. Comm. Vickers asked for more clarification of the expenses. The Treasurer will be asked to re-submit more specific information.

6. ECONOMIC DEVELOPMENT CORPORATION

b. Economic Development Corporation – Resolution Designating Recovery Zone Bond Allocations

COMM. CELENTINO GRANTED THAT THIS RESOLUTION WILL BE DIVIDED INTO FOUR SEPARATE RESOLUTIONS.

Chairperson Celentino acknowledged that as of last Monday if the EDC work was not finished they were willing to come back on the Wednesday night, before Thanksgiving, to finish. This shows a sign of dedication and it is appreciated.

Susan Pigg, EDC has the floor for an opening comment. A reminder there is no tax increment money's being spent and is not being financed in any form. That said, the EDC found this is a great opportunity / discount incentive to create jobs and income in Ingham County. Many people have spent a number of hours making this as transparent and inviting process as possible. All municipalities and developers were contacted in regard to the bond allocation. Only three applications were received Phase I and Phase II for the Lansing Township DDA, and the Christman project.

That being said this is not well recognized incentive in professional circles. In order to be an effect incentive it would have to give a lot more to a developer. The only participants qualified for this interest rate are those who already have the financing in place, are eligible and considered for this type of municipal bond. This is beyond the scope of many of our smaller

communities. Also, the participant must follow what may be considered cumbersome federal requirements, regarding Davis Bacon Act, bidding, environmental issues and others that must be met. The requirements limited the participants therefore, there were few participants.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE \$16,190,000 IN FACILITY BONDS TO THE ACCIDENT FUND HEADQUARTERS PARKING STRUCTURE PROJECT.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO ADD THE FOLLOWING LANGUAGE TO THE RESOLUTION: BE IT FURTHER RESOLVED THAT CITY OF LANSING'S ALLOCATION BE EXHAUSTED FIRST AND IF FUNDS ARE NOT COMMITTED, THE FUNDS WILL BE RECLAIMED BY THE COUNTY. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO APPROVE \$4,698,000 IN FACILITY BONDS TO EASTWOOD PHASE II.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO AMEND ITEM B. OF THE THERFORE BE RESOLVED TO READ \$4,692,000 IN FACILITY BONDS TO EASTWOOD PHASE II. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO APPROVE \$9,000,000 IN DEVELOPMENT BONDS TO EASTWOOD PHASE II.

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO APPROVE \$4,855,000 IN DEVELOPMENT BONDS RESERVED FOR THE INGHAM COUNTY 911 CENTER.

MOTION CARRIED UNANIMOUSLY.

Chairperson Celentino stated that Item 10a Resolution to Amend the Board Rules to change the time of the Board of Commissioners' meetings to 7:00 p.m. was approved in the consent agenda; however, there was discussion to change the meetings to 6:30 p.m. It was the consensus of the Committee to deal with this issue on the Board floor.

11. Controller/Administrator's Office
 - a. Resolution Approving Various Contracts for the 2010 Budget Year

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEGE, TO APPROVE THE RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2010 BUDGET YEAR.

Board Chairperson De Leon questioned the increases for the 2009 cost in contracts from the MIS Department. Comm. Grebner suggested that for Finance changes that are more than 5% and total more than \$20,000 a paragraph explaining why the change will be necessary. Board Chairperson De Leon stated any contracts that generate revenue should be noted as well.

MOTION CARRIED with Comm. Koenig voting No.

12. Board Referrals

- a. Letter from the City of East Lansing Regarding Recovery Zone Bonds for the City Center II Project
- b. Letter from the City of Mason, Notifying the County that it is Withdrawing its Request for Recovery Zone Bond Funding

The Board Referrals were received and placed on file.

Announcements

Dr. Myers informed the Committee of numerous phone calls and e-mails that the staff has received from employees expressing concern with additional monies provided to the Women's Center. There was discussion regarding how resolutions are reconsidered.

Dr. Myers will check with the County Attorney regarding procedures to follow when reconsidering a previously adopted resolution.

Comm. Copedge indicated that he was not happy with changing the time of the Board of Commissioners' meetings.

Chairperson Celentino announced this is his last Committee meeting as Chairperson. Comm. Koenig commended Chairperson Celentino on a job well done. Chairperson Celentino also thanked all those that provided advice and assistance, and also thanked Matthew Myers, Tony Lindsey and Becky Bennett.

Public Comment

Ms. Auer explained that many employees are watching more closely because most did not pay attention until now. They see that they are giving up pay while the Board is spending more money. Employees don't always know the whole picture but people are paying attention. They are talking and employees are frustrated, and more vocal.

The meeting adjourned at approximately 7:43 p.m.

Respectfully submitted,

Julie Buckmaster

MEMORANDUM

TO: County Services Committee

FROM: Mike Bryanton
Ingham County Clerk

RE: Request to Waive Hiring Delay

DATE: December 11, 2009

As you know, I eliminated a Chief Deputy Clerk position earlier this year. The duties previously performed by the employee in this position, which included assisting with customers at the counter and over the phone, have been absorbed, for the most part, by the remaining Chief Deputy.

I have also re-assigned a Deputy Clerk II in the Mason office to the Elections Division so that she can receive intensive training in the election process prior to the retirement of the Elections Manager at the end of 2010. This employee will work exclusively in the Elections Division next year, when we will be conducting elections in February, May, August and November. The reassignment of this employee, coupled with the elimination of a Chief Deputy position, has placed a strain on the already limited staff of the Clerk's office.

My office continues to strive for efficiency. To that end, the two clerks assigned to the Lansing office and the Treasurer's Lansing staff has been cross-trained so that coverage can be provided for breaks, lunch hours, illnesses and short vacations, without having to send staff from the Mason office to assure adequate staffing.

Effective January 31, I will be losing a Deputy Clerk II due to retirement. I am asking that the hiring delay be waived and that we be allowed to recruit and hire a replacement for this position as expeditiously as possible. If this request is denied, the office will have, essentially, lost three employees in the vital records office, which would result in delays fulfilling requests for vital records and place undue hardships on the public, as well as the staff.

I will be in attendance at the meeting to answer any questions you may have and I thank you for your consideration of this request.

MB

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: Resolution Approving Entering into a Grant with the Michigan Department of Labor and Economic Growth and Appoint Douglas A. Stover as County Grant Administrator for the 2010 Remonumentation Project

Submitted by: Ingham County Equalization Department

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

Summary of Proposed Action:

This resolution authorizes entering into the 2010 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

Financial Implications:

The appropriation amount for the 2010 grant will be \$83,529.

Other Implications: None.

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

Staff recommends approval of the resolution.

Agenda Item 2a and 2b

To: County Services and Finance Committees

From: Douglas A. Stover, Director
Ingham County Equalization Department

Date: January 7, 2010

Subject: 2010 Remonumentation Grant

Attached are two resolutions.

The first resolution authorizes entering into the 2010 Survey and Remonumentation Grant with the Michigan Department of Labor and Economic Growth and appoints the County Grant Administrator. The appropriation amount for the 2010 grant will be \$83,529.

The second resolution appoints the County Representative and County Surveyor.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LABOR AND ECONOMIC GROWTH AND APPOINT DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2010 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Commission, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Labor and Economic Growth will review Ingham County's 2010 Survey and Remonumentation Grant Application in the amount of \$83,529, and will be forwarding the 2010 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Labor and Economic Growth for the purpose of receiving \$83,529 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2010.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

BE IT FURTHER RESOLVED, that the County Chairperson, County Clerk, and County Grant Administrator have the authority to sign said grant contract documents once County Attorney has approved said contract.

RESOLUTION STAFF REVIEW

DATE January 11, 2010

Agenda Item Title: Resolution to Contract with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2010

Submitted by: Ingham County Equalization Department

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

Summary of Proposed Action:

This resolution authorizes a contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2010 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990

This resolution also authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc.

Financial Implications:

The contract with Ronnie M. Lester will be funded by the Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2010 through December 31, 2010, at a cost not to exceed \$12,600.

The contract with Wolverine Engineers and Surveyors, Inc. will be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2010 through December 31, 2010, in an amount not to exceed \$62,800.

Other Implications:

It is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee that a contract be authorized with Wolverine Engineers and Surveyors; they are 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.

COUNTY OF INGHAM
Purchasing Department

121 East Maple Street
Mason, Michigan 48854
Telephone: 517-676-7307
Fax: 517-676-7230
jvalentine@ingham.org

TO: County Services and Finance Committee
FROM: Janeil Valentine
DATE: January 7, 2010
SUBJECT: Proposal Summary – Monumentation Surveyor Contractor – Packet #155-09

Project: Contractor for Monumentation Surveyor's for 2010

Proposal Summary:

Vendors Contacted:	23	Local: 10
Vendors Responding:	3	Local: 2
Vendors Submitting a "No Response":	7	

Vendors notified by U.S. & Electronic Mail, complete Request for Proposal was posted on the Ingham County Purchasing website.

The following firms submitted proposals:

<u>Firm</u>	<u>Location</u>
Enger Surveying & Engineering Company	Mason, MI
Spicer Group, Inc	Saginaw, MI
Wolverine Engineers & Surveyors, Inc.	Mason, MI

Recommendation:

It is the recommendation of the Remonumentation Committee in concurrence with the Purchasing Department to award a contract to Wolverine Engineers & Surveyors, Inc. to be the Contractor for Monumentation Surveyor's for 2010.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE
AND WOLVERINE ENGINEERS AND SURVEYORS, INC. FOR SERVICES AS
MONUMENTATION SURVEYOR FOR THE INGHAM COUNTY MONUMENTATION AND
REMONUMENTATION PROJECT IN 2010**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, D.B.A. Polaris Surveying Company, was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Committee has gone through a Request for Proposal process to select a qualified surveying company(i.e.) to conduct the actual research and monumentation field work necessary to accomplish the objectives of the grant agreement; and

WHEREAS, Wolverine Engineers and Surveyors, Inc. submitted a proposal to perform all of the monumentation services for 2010; and

WHEREAS, it is the recommendation of the Purchasing Department, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize a contract with Wolverine Engineers and Surveyors, Inc. for services as monumentation surveyor for 2010.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, D.B.A. Polaris Surveying Company, upon approval of the 2010 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2010 through December 31, 2010, at a cost not to exceed \$12,600.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract for the services of County Remonumentation Project Surveyor as required by Act 345, P.A., 1990, with Wolverine Engineers and Surveyors, Inc., said contract to be funded by Survey and Remonumentation grant funds for a period of one year, January 1, 2010 through December 31, 2010, in an amount not to exceed \$62,800.

BE IT FURTHER RESOLVED, that the County Chairperson and County Clerk have authority to sign said contracts and County Attorney be directed to prepare the necessary contracts.

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution Accepting 2009 Home Grant Funding from the Michigan State Housing Development Authority in the Amount of \$400,000

Submitted by: Ingham County Housing Commission

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will accept HOME grant funding from the Michigan State Housing Development Authority on behalf of the Ingham County Housing Commission. The Housing Commission will utilize the funds as designated in the grant agreement.

Financial Implications:

\$400,000 from the Michigan State Housing Development Authority

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ACCEPTING 2009 HOME GRANT FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$400,000

WHEREAS, the Ingham County Housing Commission has applied for HOME funding on behalf of Ingham County from the Michigan State Housing Development Authority, and

WHEREAS, the Michigan State Housing Development Authority has granted Ingham County \$400,000 for rental rehabilitation in the City of Mason; and

WHEREAS, the Ingham County Housing Commission through its Resolution No. HOME 2010-01 has recommended that the grant be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the HOME Grant of \$400,000 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, that the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract documents that are consistent with this resolution and approved to form by the County Attorney.

December 26, 2009

TO: County Services Committee
FROM: Tara Myers Harrison, DVM, MPVM, Diplomate ACZM, Veterinarian/Curator, Potter Park Zoo
RE: Request for Out of State Travel - AZA Program Managing for Success Career Development

February 8-13, 2010
Oglebay Resort
Wheeling, WV

The Managing for Success: Career Development professional training course examines management disciplines with emphasis on their application to the animal management and animal exhibition environment. Focuses on the new manager's role within the multiple disciplines at work within a zoo or aquarium. Participants will receive practical tools and skills to take back to their institutions to apply at their level, including an increased network of resources and heightened leadership skills.

Course Tuition

\$850 for AZA Individual Members

\$950 for Non-members

Course Registration

Download the Registration Form. Please note that you can use Adobe Acrobat Reader to type your responses directly into this form, print, and return by mail or fax. You may also print the form, write in your information and return by mail or fax. Each course has a registration form specific for that course.

Checks sent for course payment will be cashed immediately upon receipt as per standard business practices. Cashing your check does not indicate that you have been accepted into a course. You will receive an acceptance letter or wait list letter once acceptance decisions are made.

If you have any questions about your acceptance status, or for additional details please contact the AZA Professional Training Department or call (301) 562-0777.
Travel and Accommodations

Please wait until you are admitted into the course before making your reservations. You will receive a confirmation letter containing detailed information regarding your accommodations and transportation once you are admitted. For general information on travel and lodging, please see the Professional Training in Wheeling page.

Curious about the costs associated with this course?

The Managing For Success: Career Development Cost and Logistics page will help you estimate the total cost of attending, including registration, hotel, and ground transportation.
Course Scholarships

The following scholarship opportunities are currently available to aquarium and zoo professionals for the Managing For Success: Career Development course.

*

Margaret A. Dankworth Management Scholarship
merit based award

*

Robert O. Wagner Professional Development Award
merit based award

*

Diversity Advancement Award
for under represented individuals

*

Disney's Animal Kingdom Diversity Advancement Award
for under represented individuals

*

Zoo Conservation Outreach Group Conservation Training Award
for colleagues from countries in Latin America and the Caribbean Basin

*

International Conservation Training Award
for all foreign zoological colleagues

*

Les Whitt Memorial Award
for colleagues from countries in Latin America and the Caribbean Basin

Course Credit

Continuing Education Units (CEUs)

Graduate Credit

Target Audience

Supervisory level employees and those who aspire to that level, up to and including middle managers; any level manager new to the industry. Sequential completion of Managing for Success: Career Development and Managing for Success: Organizational Development is recommended but not required. Class size is limited to 80 participants (two sections of 40 each) in each year.

Course Topics

- * Personal Goal Setting
- * Recruiting
- * Interviewing and Hiring
- * Employment Law
- * Performance Management
- * Motivation
- * Organizational Structure and Governance
- * Public Relations
- * Marketing and Trends
- * Introduction to Conservation
- * Revenue Producing Activities
- * Development and Membership
- * Sponsorships
- * Guest Service

- * Volunteers
- * Conservation Education
- * Introduction to AZA
- * Budgeting
- * Diversity
- * Understanding Personalities
- * Government Affairs
- * Storytelling

Course Schedule

Download the course schedule (subject to change)

Course Instructors

Cindy Anderson
Manager Operations Learning & Development
Walt Disney World Co.

Nancy Anschel
Vice President of Human Resources
John G. Shedd Aquarium

Scott Barton
Director
Fresno Chaffee Zoo

Cary Burgess
Sr. Vice President of Operations and Guest Services
Zoo Atlanta

Meghan Curran
Director of Marketing
John G. Shedd Aquarium

Steve Feldman
Senior Vice President, Communications
Association of Zoos and Aquariums

Tara Henson
Director/Marketing and Public Relations
Oklahoma City Zoo

Debra Kerr
Executive Vice President
John G. Shedd Aquarium

Steve Marshall
Director
El Paso Zoo

Steve Olson
Vice President, Government Affairs
Association of Zoos and Aquariums

Patty Peters
Associate Zoo Director Community Relations
Columbus Zoo and Aquarium

Robert Ramin
Executive Director
National Aquarium in Washington

Nanette Schonberg
Sr. Director, Staff Training and Development
John G. Shedd Aquarium

Steve Thompson, Ph.D.
Sr. Vice President, Conservation Programs
Lincoln Park Zoo

Tony Vecchio
Director
Jacksonville Zoo

Kris Vehrs
Executive Director
Association of Zoos and Aquariums

Keith Winsten
Executive Director
Brevard Zoo

Tara Myers Harrison, DVM, MPVM,
Diplomate ACZM
Veterinarian/Curator
Potter Park Zoo
1301 S. Pennsylvania
Lansing, MI 48912
Phone: 517-342-2773
Fax: 517-316-3894

RESOLUTION STAFF REVIEW

DATE January 4, 2010

Agenda Item Title: Resolution Authorizing a Contract with Perfitt Excavating of Dansville, Michigan for Parking Lot Conditioning at Lake Lansing Park-South

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS_ X_, Finance _X_

Summary of Proposed Action:

This resolution will authorize entering into a contract with Perfitt Excavating of Dansville. The conditioning of Lake Lansing Park-South's existing aggregate parking lot and correction of drainage issues identified by the Drain Commissioner is step one in a two step process towards preparing the site for eventual asphalt paving.

This renovation will enhance the visitor experience and support the recommended Lake Lansing Watershed drainage efforts of the Ingham County Drain Commissioner.

Financial Implications:

Funds were previously set aside for the pavement of the parking lot in the 2007 approved budget and will be carried over into the 2010 Capital Improvement Budget (Line Item #450-75200-973190)

Other Implications:

The Purchasing Department reviewed the bids and determined the low bidder, Perfitt Excavating of Dansville, met all specifications and requirements.

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: January 4, 2010
SUBJECT: Bid Summary – Lake Lansing South Parking Lot

Project Description:

This project involves conditioning the existing aggregate parking lot and adding appurtenances to enhance drainage at Lake Lansing South.

Bid Summary:

Bidders Contacted: 22 Local: 6 Bidders Responding: 8 Local: 3

<u>Firm</u>	<u>Total Cost</u>	<u>Local</u>
Perfitt Excavating, Inc.	\$23,018	Y – Dansville
Cook Brothers Excavating, Inc.	\$32,823	N – Portland
TJ Smith & Gravel, Inc.	\$35,450	N – Owosso
Cadwell Brothers Construction Co.	\$36,359	N – Lansing (Clinton)
TL Contracting, Inc.	\$37,477	N – Dewitt
Rieth-Riley Construction Co.	\$39,667	Y – Mason
Mike & Son Asphalt, Inc.	\$40,000	N – Bath
E.T. MacKenzie Co.	\$40,709	Y – Lansing

Reasons cited by other firms for not submitting a bid included not specializing in this type of work.

Advertisement:

The bid was advertised in the Lansing State Journal, El Central, various construction news services, and posted on the Purchasing Department’s web page.

Recommendation:

Award a contract to Perfitt Excavating, Inc. in an amount not to exceed \$23,018.

Prevailing Wage:

Contractor is required to comply with the County’s Prevailing Wage Policy.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH PERFITT EXCAVATING OF DANSVILLE, MICHIGAN FOR PARKING LOT CONDITIONING AT LAKE LANSING PARK-SOUTH

WHEREAS, over the course of many years park staff has identified a need to condition the existing parking lot at Lake Lansing Park-South in order to better manage drainage issues; and

WHEREAS, funds were previously set aside for the pavement of the parking lot in the 2007 approved budget; and

WHEREAS, the renovation will enhance the visitor experience and support the recommended Lake Lansing Watershed drainage efforts of the Ingham County Drain Commissioner; and

WHEREAS, the conditioning and correction of drainage issues of the parking lot is step one in a two step process towards preparing the site for eventual asphalt paving; and

WHEREAS, the Ingham County Purchasing Department initiated the Request for Quotes (RFQ) process by inviting sealed bids from experienced and qualified firms for the purpose of conditioning the existing aggregate parking lot, and adding appurtenances to enhance drainage to the Lake Lansing Park-South parking lot; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing Department and it was determined that the low bidder met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by Perfitt Excavating, Inc. of Dansville, Michigan be accepted; and

WHEREAS, the Parks & Recreation Commission supported this project by passing Resolution #40-09 at their December 21, 2009 meeting; and

WHEREAS, funding for this project has been carried over since 2007 and will be carried to the 2010 Capital Improvement Budget line item 450-75200-973190.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract for the conditioning of the Lake Lansing Park-South parking lot project in an amount not to exceed \$23,018.00.

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.

MEMO

Date: January 5, 2010
To: County Services Committee
From: Ingham County Parks and Recreation Commission
Re: Furlough Days and Ingham County Parks

Pursuant to the discussion during the November 17, 2009 County Services meeting regarding the Ingham County Parks and Recreation Commission's request to allow the Parks Department to keep the County Parks open December 27 through 29, 2010 the following information is provided in response to the questions raised during that discussion.

Full time staff will have one hour of pay eliminated 24 of 26 pay periods during 2010. The 24 hours that are currently scheduled in the 2010 budget to be taken during the "Christmas Break" could be taken any time during the calendar year, with supervisor approval, when it would cause less disruption to the parks operation. This is a budget neutral solution with no cost to the County, as wages would have already been deducted from the employees pay. The ICEA staff members have chosen not participate in this concept, only the three Park Managers will be involved. The Park Office will be closed during this time as planned.

During our winter operation, we have seasonal workers to supplement our full-time work force. Any seasonal employees scheduled during those dates would be working in one of our revenue generating (508 enterprise fund) activities (ski-rental & food concessions) where their time would be charged against our revenue budget, not the operating budget (general fund). Seasonal staff assigned to the parking booth (a general fund activity) would have their wages more than offset by the revenue generated by the fees collected. Therefore, no additional cost to the general fund will be incurred. In reality, with those areas closed and unavailable to our guests, the Parks Department potentially loses revenue that would have been generated if we were open (depending upon weather conditions).

We average approximately 4,000 visitors during those three days. In past years, visitation has been much higher during ideal weather conditions. Revenue varies greatly, again due to the weather, but it can be as low as a few hundred dollars or as high as several thousand dollars.

By definition the Parks Commission is committed to providing quality recreation opportunities and facilities for all segments of our population. Granting the Parks & Recreation Commission permission to keep the parks open during the 2010 furlough days enables the Parks Commission to fulfill this goal and still provide the Board of Commissioners with a budget neutral solution. Your consideration of this request is greatly appreciated.

MEMORANDUM

To: County Services Committee

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

Date: January 4, 2010

Subject: Recommendation for Starting Salary for Deputy Health Officer, Community Health Care Services

This is a recommendation to authorize a starting salary for the Deputy Health Officer, Community Health Care Services position. The DHO/CHCS is the position responsible for managing the County's network of community health centers, the ICHD's Women Infants and Children's (WIC) program, and other programs and services. This position was previously occupied by Dr. Jaeson Fournier who left our employment in December 2009. The DHO/CHCS reports directly to me. The DHO/CHCS will also report to the Community Health Center Board. The Community Health Center Board has been involved with the Department in the recruitment and selection of the new DHO/CHCS.

The ICHD coordinated with the County Human Resources Department to advertise the position; moreover, both the Michigan Primary Care Association and the National Association of Community Health Centers advertised the position. Many applicants were received. The Human Resources Department screened the applications and referred twelve applications for consideration. Dr. Renee Canady, Bruce Bragg and I screened the referred applications and selected six candidates for telephone interviews. The telephone interview team included the above three ICHD employees and two members of the Community Health Center Board—Robin Turner and Jackie Schraft. The interview team asked each candidate five standard questions. Based upon this assessment, the interview team unanimously found the Debra Brinson was the most qualified candidate.

We then invited Ms. Brinson to ICHD to be interviewed by multiple members of the ICHD staff; principally those whose work is associated with our clinical operations. Later that same evening, the Community Health Center board, at a special meeting, interviewed Ms. Brinson. Upon completion of their interview, the Community Health Center Board went into Executive Session to discuss Mr. Brinson's qualifications; at that time they asked for and were given feedback about the ICHD staff interviews. At the conclusion of the Executive Session, the Community Health Center Board unanimously recommended that the ICHD work to hire Ms. Brinson as the DHO/CHCS.

Ms. Brinson is currently the Executive Director of the School Community Health Alliance of Michigan. She has a Bachelor of Science in Family and Community Services from MSU and Masters of Public Administration from WMU.

Ms. Brinson's current salary is at the MCF16 step 3 range. We believe her employer will attempt to entice her to stay with a salary increase offer. With Ms. Brinson's concurrence, and with the support of the Community Health Center Board, I am recommending that the County Services Committee approve a starting salary at MCF16 step 4; this equals \$104,279.

The County is fortunate to have a candidate of Ms. Brinson's caliber who is willing to join us in this important position. I am confident that she will provide excellent leadership and will carry us into the next phase of development for our network of community health centers.

I recommend that the Committee authorize that Debra Brinson start at Step 4 of the MCF 16 salary range for the position of Deputy Health Officer/Community Health Care Services. Thank you.

c: Matthew Myers, Ingham County Controller
Tony Lindsay, Director, Human Resources
Community Health Center Board

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District

Submitted by: Health Department

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

Summary of Proposed Action:

This resolution authorizes an agreement with the Shiawassee Regional Education Service District (SRES D) to help establish Early Head Start (EHS) services in Shiawassee County by providing an Early Childhood Consultant from the Office for Young Children (OYC) to serve as a Family Advocate. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits and work with families to develop family goals. It is expected that the OYC staff person will work 20 hours/week as a Family Advocate in Shiawassee County.

Financial Implications:

SRES D will reimburse Ingham County up to \$26,000, to support the half-time involvement of an OYC Early Childhood Consultant. The term of the agreement shall be January 1, 2010 through September 30, 2010. This grant award will offset the loss of contract revenue from the Shiawassee Community Mental Health Authority. These funds are part of the Health Department’s Fiscal Year 2010 Budget. No Ingham County General Funds support this activity.

Other Implications:

None.

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

Staff recommends approval of the resolution.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

RE: Resolution to Authorize an Agreement with the Shiawassee Regional Education Services District

This is a recommendation to enter into an agreement with the Shiawassee Regional Education Service District (SRES D) to help establish Early Head Start (EHS) services in Shiawassee County by providing an Early Childhood Consultant from the Office for Young Children (OYC) to serve as a Family Advocate. The Family Advocate will provide support to families accessing and transitioning into childcare and searching for a job or returning to school, provide home visits and work with families to develop family goals. It is expected that the OYC staff person will work 20hours/week as a Family Advocate in Shiawassee County.

Through the proposed agreement, SRES D shall reimburse Ingham County up to \$26,000 to support the half-time involvement of an OYC Early Childhood Consultant. The term of the agreement shall be January 1, 2010 through September 30, 2010. This grant award will offset the loss of contract revenue from the Shiawassee Community Mental Health Authority. These funds are part of the Health Department's Fiscal Year 2010 budget. No Ingham County general funds support this activity.

I recommend the Board of Commissioners adopt the attached resolution and authorize an agreement with the Shiawassee Regional Educational Services District for the period of January 1, 2010 through September 30, 2010.

- c. John Jacobs w/attachment
- Laura Peterson w/attachment
- Lori Noyer w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE SHIAWASSEE
REGIONAL EDUCATION SERVICES DISTRICT**

WHEREAS, Capital Area Community Services will contract with the Shiawassee Regional Education Service District (SRESA) to establish Early Head Start service in Shiawassee County; and

WHEREAS, SRESA has proposed to enter into an agreement with Ingham County for staff support from the Office for Young Children (OYC); and

WHEREAS, the staff person in OYC will serve as a Family Advocate and provide support services to families participating in the Early Head Start Program in Shiawassee County; and

WHEREAS, the Office for Young Children is capable of providing the staff support; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an agreement with the SRESA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Shiawassee Regional Education Services District (SRESA) through which the Office for Young Children will provide a staff person to act as a Family Advocate.

BE IT FURTHER RESOLVED, that the period of the agreement shall be January 1, 2010 through September 30, 2010.

BE IT FURTHER RESOLVED, that the SRESA will reimburse Ingham County up to \$26,000 for the contribution of a half-time Early Childhood Consultant position from the Office for Young Children.

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

MEMORANDUM

TO: County Services
FROM: Rick Terrill, Facilities Director
DATE: January 4, 2010
SUBJECT: PLA Agreement / Rhino Exhibit Expansion Project

The opinion of both the Facilities and Purchasing Departments is that the Rhino Exhibit Expansion Project at the Potter Park Zoo meets the definition of a “Major County Construction Project.” The projected base bid for this project is estimated at \$1.4 million dollars and direct labor costs would far exceed \$100,000 dollar threshold.

The recommendation to utilize a Project Labor Agreement for this construction project is based on the Ingham County Project Labor Agreement Policy as outlined in Section 2(c), where a decision to utilize a PLA shall be based upon one or more of the following factors:

- (i) Cost savings
- (ii) Reduced risk of delay
- (iii) Enhanced access to skilled trades
- (iv) Improved efficiency
- (v) Enhanced productivity
- (vi) The ability to integrate work schedules and standardize work rules

I recommend approval to utilize a PLA Agreement for the Rhino Exhibit Expansion Project.

Thank you,

Rick Terrill

Rick Terrill
Ingham County Facilities Director

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: Resolution Authorizing Entering into a Contract with Matrix Consulting Engineers, Inc. to Provide Engineering and Construction Administration Services for the Human Services Building and the Ingham County Jail

Submitted by: Facilities Department

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

Summary of Proposed Action:
This resolution authorizes awarding a contract to Matrix Consulting Engineers, Inc., 1601 E. Grand River Avenue, Lansing, Michigan 48906, to provide consulting services for the Human Services and Jail Boiler Replacement Projects.

Financial Implications:
Cost not to exceed - \$19,900.00. Funding for these projects have been approved in the 2010 CIP Line Item 631-23304-976000-0FC01- HSB Boiler Replacement and 2010 CIP Line Item 245-31199-976000-0FC02.

Other Implications:
Matrix Consulting Engineers, Inc. is a local vendor and submitting the lowest, responsive bid.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 7, 2010

SUBJECT: Resolution Authorizing Entering into a Contract with Matrix Consulting Engineers, Inc. to Provide Engineering and Construction Administration Services for the Human Services Building and the Ingham County Jail

The resolution before you authorizes awarding a contract to Matrix Consulting Engineers, Inc. to provide consultant services for the Human Services Building and the Jail Boiler Replacement Projects.

Matrix Consulting Engineers, Inc., who submitted the lowest responsive and responsible bid, are being chosen after going through a competitive bidding process and the recommendation of the Purchasing and Facilities Departments. We are confident that they will provide us with the quality service we need to complete this project successfully.

Funding for these projects have been approved in the 2010 CIP Line Item 631-23304-976000-0FC01- HSB Boiler Replacement and 2010 CIP Line Item 245-31199-976000-0FC02.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 6, 2010
SUBJECT: Proposal Summary – Professional Services

Project Description:

This contract is for providing professional engineering and construction administration services for the design of a boiler and feed tank at the Jail, and a boiler and air handler at the Human Services Facility. Both buildings will subsequently be bid as a single project.

Proposal Summary:

Proposers Contacted: 3 Local: 3
Proposers Responding: 3 Local: 3

Table with 3 columns: Firm, Total Cost, Local. Rows include Matrix Consulting Engineers, Inc. (\$19,900), Clark, Trombley & Randers (\$21,300), and Fishbeck, Thompson, Carr & Huber (\$40,400).

Recommendation:

Award a contract to Matrix Consulting Engineers, Inc. in an amount not to exceed \$19,900.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MATRIX CONSULTING ENGINEERS, INC. TO PROVIDE ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE HUMAN SERVICES BUILDING AND THE INGHAM COUNTY JAIL

WHEREAS, the condition of the existing boilers and feed tank at the Jail have deteriorated over time and are in need of replacement; and

WHEREAS, the condition of the existing boiler and air handler at the Human Services Building have deteriorated over time and are in need of replacement; and

WHEREAS, the funds for this project have been budgeted and approved in the 2010 CIP Line Item 631-23304-976000-0FC01- HSB Boiler Replacement and 2010 CIP Line Item 245-31199-976000-0FC02; and

WHEREAS, and after careful review of bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Matrix Consulting Engineers, Inc., who submitted the lowest responsive and responsible bid in the amount of not to exceed \$19,900.00. This amount includes \$7,100.00 for Human Services Building and \$12,800.00 for the Jail.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Matrix Consulting Engineers, Inc., 1601 E. Grand River Avenue, Lansing, Michigan 48906, to provide consulting services for the Human Services and Jail Boiler Replacement Projects for a not to exceed cost of \$19,900.00.

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

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: Resolution Authorizing Entering into a Lease with Y Site, LLC for Use of 98 Parking Spaces for Employee Parking

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes entering into a lease with Y Site, LLC, 301 W. Lenawee, Lansing Michigan 48933, to lease 98 parking spaces at the vacant lot behind the Old YMCA in Lansing. The County would enter into a three-year lease with a two-year extension for parking spaces.

Financial Implications:

- Length of Lease - 98 spaces, for 3 years with a 2 year extension including a cancellation clause that is mutually agreed upon by both parties.
- Maintenance - Ingham County will be responsible for snow removal, salting and minor repairs to the parking lot.

98 parking spaces would cost \$6,000.00 per month. Funds for parking have already been accounted for and approved for in each department's individual line items

Other Implications:

Moving 98 of the approximate 126 parking spaces from the Lansing South Parking Ramp to the vacant lot behind the old YMCA would save the County approximately \$3,500 per month.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: January 6, 2010

SUBJECT: Employee Parking Near VMC

The resolution before you authorizes Ingham County to enter into a 3-year lease with a 2-year extension for parking spaces with Y Site, LLC to lease 98 parking spaces to Ingham County for an amount of \$6,000 a month for the purpose of saving the County approximately \$3,500 a month in parking fees.

We are confident that by relocating the 98 parking spaces from the City of Lansing's South Parking Ramp to the vacant lot behind the old YMCA at 301 W. Lenawee, Lansing, MI 48933 the County will have significant savings annually. The Facilities Department will be responsible for snow removal and salting during the winter months.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A LEASE
WITH Y SITE, LLC FOR USE OF 98 PARKING SPACES
FOR EMPLOYEE PARKING**

WHEREAS, Ingham County currently has a lease agreement with the City of Lansing Parking Authority to lease up to 300 parking spaces in their parking structure; and

WHEREAS, the County currently occupies approximately 126 parking spaces under that lease agreement at \$97.00 per month per space; and

WHEREAS, Y Site, LLC is willing to enter into an agreement with Ingham County to lease 98 parking spaces at a cost of \$6,000.00 per month, which is approximately \$61.00 per month per space; and

WHEREAS, Ingham County would move 98 of the approximate 126 parking spaces from Lansing South Parking Ramp to the vacant lot behind the old YMCA at 301 W. Lenawee, Lansing, Michigan 48933; and

WHEREAS, funds for parking have already been accounted for and approved for in each departments individual line items; and

WHEREAS, the lease between Y Site, LLC and Ingham County would be as follows:

- Length of Lease - 98 spaces, for three years with a two year extension including a cancelation clause that is mutually agreed upon by both parties;
- Maintenance - Ingham County will be responsible for snow removal, salting and minor repairs to the parking lot.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a lease with Y Site, LLC, 301 W. Lenawee, Lansing Michigan 48933, to lease 98 parking spaces at the vacant lot behind the Old YMCA in Lansing for a cost of \$6,000.00 per month.

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

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

RESOLUTION STAFF REVIEW

DATE December 16, 2009

Agenda Item Title: Resolution Authorizing Modifications to the Managerial/Confidential Personnel Manual for 2010 and 2011

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

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

Summary of Proposed Action:

This modification is consistent with other employment related provisions implemented for other Ingham County Employee Groups regarding accrual of paid leave.

Financial Implications: Cost savings and equal treatment during difficult financial circumstances.

Other Implications: Consistent with other Ingham County employee groups.

Staff Recommendation: MM___ JN___ TL X TM___ JC___

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING MODIFICATIONS TO THE
MANAGERIAL/CONFIDENTIAL PERSONNEL MANUAL FOR 2010 AND 2011**

WHEREAS, the Managerial/Confidential Personnel Manual has previously been adopted for 2009 - 2011 respectively; and

WHEREAS, the Board desires to make certain changes in this Manual to be consistent with employment policies being offered to various represented County Employees concerning accrual of paid leave.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Managerial/Confidential Personnel Manual for 2009 - 2011 as reflected in the attached Manual Amendments.

Add to Section J, LEAVES OF ABSENCE; Subsection 1, Sick Leave, a new subsection (h), to read as follows:

J. LEAVES OF ABSENCE

1. Sick Leave.

* * *

h. Proration.

- (1) Effective the first full pay period of April, 2010, the accrual rates in Subsections (a) and (b) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in (a) and (b) above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsections (a) and (b), for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).
- (2) Unpaid time taken off pursuant Ingham County Board of Commissioners' Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

Revise Section M, VACATIONS, to read as follows:

M. VACATIONS.

1. Employees who have completed at least six (6) months of continuous service are eligible for compensated annual leave. Following six (6) months of employment, an employee may apply to use any credited vacation hours, but vacation hours may not be used prior to the payroll period in which they are earned according to the vacation schedule below. An employee's vacation credit accumulation rate shall be based upon the length of continuous service, and the amount of vacation leave earned each payroll period by each full time employee shall be according to the following schedule:

<u>Years of Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>	
1	3.384	(88)
2	3.693	(96)
3	4.000	(104)
4 thru 8	4.923	(128)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

2. Part-time employees who work less than full-time but at least half-time (twenty (20) hours per week) shall accrue vacation leave at one-half (½) the rate of full-time employees and three quarter time employees who work thirty (30) to thirty-nine (39) hours per week shall accrue vacation leave at 75% of the rate of full-time employees.
3. Proration.
 - (a) Effective the first full pay period of April, 2010, the accrual rates in Subsection (1) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in Subsection 2, above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsection 2, above, for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).
 - (b) Unpaid time taken off pursuant Ingham County Board of Commissioners' Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

RESOLUTION STAFF REVIEW

DATE January 07, 2010

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the Michigan Nurses Association Nurse Practitioners/Clinic Nurses

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

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

Summary of Proposed Actions:

Non- Economic

- **Agreement Term:** 3 Years [1/1/2009 - 12/31/2011]
- **Article 2 Recognition:** Article revised to require the Department to advise the Union thirty (30) days prior to posting when it seeks funding for a new specialized nursing position classification.
- **Article 3, Management Rights:** Article revised to permit reasonable suspicion drug testing of employees and to require disclosure of felony or misdemeanor convictions. Further, employees working with minors or who have access to minors records must disclose arrests or charges relating to child abuse or neglect. In addition, Article revised to require that new rules be posted for ten (rather than five) days prior to implementation.
- **Article 4, Association Security Section 5. Notice of New Hires.** Article revised to provide that the Employer will provide an Association Representative the opportunity to meet with new employees at the weekly orientation session. The Association shall be responsible to provide the necessary information at orientation.

Section 5. Notice of New Hires.

- **Article 6 - Representation:** Provides that the Department’s budget request will be sent to the MNA. However, the final approved budget only needs be sent to the MNA if not on the County website.
- **Article 7, Grievance Procedure:** Changes to two weeks (from 72 hours) prior to the hearing the deadline for submitting exhibit and witness lists.
- **Articles 8, Maintenance of Discipline:** Provides that discipline shall be removed from an employee record – at request of the employee – after 24 months.
- **Article 10, Salaries:** Clarifies that new hires will be sign a form noting that they had been advised of credit given to new employees on the salary scale for prior public health nursing experience.
- **Article 14, Vacations:** Changes from 20 to 28 hours the vacation credit (which was effective because of

the elimination of the Columbus Day holiday). Also provides that if a vacation is canceled due to an emergency impacting the operations of the Health Department the employee may be reimbursed up to a maximum of \$250.00, for airline/hotel costs not refunded.

- **Article 15 Holidays:** This section was revised to provide the standard provisions for eligibility for holiday pay– including that they must work their scheduled hours (or be on an approved paid leave) the scheduled day before and after the holiday. In addition, the previous elimination of the Columbus Day holiday (and providing an additional 8 hours of bonus vacation).
- **Article 20 - Sick Leave:** This has been revised to clarify that employees must call into work at least an hour prior to the employee’s scheduled starting time.
- **Article 22 - Unpaid Leaves of Absence:** This Article revised to include the new “service member” and “qualifying exigency” provisions of the FMLA. In addition, this section was revised to provide that an employee who returns to another (not the employee’s former position) after expiration of a medical leave, will have seniority reinstated after expiration of the probationary period.

Economic

- **Article 10 - Salaries 10, On-Call Bonus:** The on call bonus increased by the same percentages as wages. (I.E. Ratification date - December 31, 2009–\$3.11; January 1, 2010 - December 31, 2010 - \$3.14; January 1, 2011- December 31, 2011 –\$3.17). The increased pay for the on call bonus is NOT retroactive.
- **Article 10 --Salaries 10, Overtime:** Eliminates overtime pay for work over eight hours in a day, and only provides overtime for hours worked over forty per week.
- **Article 14 - Vacation & Article 20 - Sick Leave:** Both Articles have been revised so paid accumulations are only earned when an employee receives compensation on the active payroll (i.e. prorated to not receive when on unpaid status). The current practice provides full accumulation if an employee receives any pay in a pay period. This change will be effective July 1, 2009, or when the ICEA Professional Units, the OPEIU Professional Units and non-union also change. *[The OPEIU has also tentatively agreed to the change.]* In addition, the vacation cap was raised from 300 hours to 320 hours. *[The ICEA professional contracts provide for a cap of 380 hours – see the ICEA Professional unit and ICEA Court Employees unit. The Union requested that nurses—as professionals – be treated consistent with these contracts. While we refused to increase the cap consistent with the other ICEA professional units, we did offer a small 20 hour change, which was reluctantly agreed to by the unit.]*
- **Article 16 - Hospitalization - Medical Coverage:** The Health Coalition as approved are incorporated into the Agreement. For 2010 and 2011, the benchmarks will increase in an amount recommended by the Coalition and approved by the Board, but at least 2%.
- **Article 21 Funeral Leave–** Added persons who satisfy the requirements of resolution 08-042 (Other Qualified Adults) to the definition of immediate family which permits three days paid funeral leave. Also added grandchildren, and step brothers and sisters. Also added step-parent and step children to the definition of non-immediate family which permits one day paid funeral leave. *(Consistent with other ICEA contracts).*

- **Article 31 - Salaries:**
 2009 - 2% retroactive only to employees actively employed at ratification date.
 2010 - 1%
 2011 - 1%

- **Letter Agreement Regarding Authority of the Department to Expand Hours To Include 10 Hour Shifts or Regularly Scheduled Evening or Saturday Schedules:** This letter agreement expressly removes the contract bar against the Department implementing 10 hour shifts or regularly scheduling unit members for Saturday or evening hours. In addition, if the Department implements 10 hour shifts, the premium pay provisions for work after 5pm are eliminated.

- **Letter Agreement Regarding Furlough Days.**
 The Association has agreed to the Furlough Day plan sought by the County. However, because the Health Officer believes that certain of the Clinics/Operations staffed by unit members may need to remain open December 27, 28, and 29, 2010, the County and Association have agreed to the following caveat:
 For those operations/clinics which the Health Officer determines cannot be closed December 27, 28, and 29, 2010, the Health Officer will have the discretion to either:
 - a. Exempt employees, in whole or in part, from participation in this program where the employees are not funded (or fully funded) from County General Fund monies. However, the Health Officer may not exempt a position from this program if the position is fully funded by County General Fund monies, and may only partially exempt an employee from this program based upon the percentage of funding derived from County General Fund monies.
 - b. Permit employees to take up to three (3) furlough days at a mutually agreed upon time during the 2010 calendar year.

- **Letter Agreement Regarding Jennifer Hufnagel Seniority.** To avoid, settle a grievance, on a non-precedential basis, Jennifer Hufnagel will be credited, upon execution of this agreement and the collective bargaining agreement, with the seniority she had accumulated prior to her leave of absence. However, this shall not entitle Ms. Hufnagel to retroactive benefits or accumulations (including, but not limited to, vacation time) for the period prior to ratification. This credit of seniority shall only be utilized for prospective benefits.

Financial Implications: The cost for modifications was included in the 2009 and 2010 Budgets.

Other Implications: None.

Staff Recommendation: MM___ JN___ TL X TM___ JC___
 Staff recommends acceptance of the tentative agreement.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT
WITH THE MICHIGAN NURSES ASSOCIATION NURSE PRACTITIONERS/CLINIC
NURSES**

WHEREAS, a tentative agreement has been reached between representatives of Ingham County and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses for the period of January 1, 2009 through December 31, 2011; and

WHEREAS, the Employer has received notice from the Michigan Nurses Association Nurse Practitioners/Clinic Nurses that the tentative agreement has been ratified by the Union; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees, and are within the guidelines established by the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the tentative agreements reached with Ingham County and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County.

BE IT FURTHER RESOLVED, retro-pay shall not be paid until the contract is signed by both parties.

INGHAM COUNTY

OUT-OF-STATE TRAVEL REQUEST

Date: December 8, 2009

Authorization to attend the following training is requested.

TITLE OF CONFERENCE: M.E.R.S. Board Member Training

LOCATION OF CONFERENCE: Chicago, IL

DATES OF TRAVEL: June 22-25, 2010

NAME OF ATTENDEE(S): Ms. Lori Newberg, HR Employee Services Coordinator

TOTAL COST: Paid by M.E.R.S (excludes employee daily compensation)

EXPENSES TO BE PAID BY: **General Fund** **Non-General Fund**

Submitted By: T. A. Lindsey, HR Director
(Print Name)

Ingham County: Human Resources
(Name of Department)

REASON FOR TRAVEL:

While completing the Employee Member Term, in September 2009, Ms. Newberg was elected to a full three (3) year Board Member Term. Ms. Newberg has served with distinction and this recognition enhances her Ingham County Human Resources Employee Services Coordinator duties and responsibilities.

The Municipal Employees Retirement System (MERS) requires the training of Full Term Board Members and MERS is financially responsible for all associated cost (travel, lodging and expenses).

Notes:

- (1) **If available, attach a copy of the conference brochure to this form.**
- (2) **If applicable, attach airfare estimates and lodging charges.**
- (3) **Please complete the out-of-state travel request form and forward to the appropriate Liaison Committee for approval, in advance of travel.**

Travel Request: **Is Authorized**
 Is Authorized but Not Funded
 Is Denied

RESOLUTION STAFF REVIEW

DATE January 8, 2010

Agenda Item Title: Resolution to Approve the Purchase of an Exagrid Systems Backup Appliance from CDW-G

Submitted by: Management Information Services Department (MIS)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution will authorize a contract with CDW-G to provide state-of-the-art backup solutions and is recommending the Exagrid Systems 10TB backup appliance.

Financial Implications:

This contract is with CDW-G is in the amount of \$63,118.86, and will be paid out of the County's Network Fund (245-25810-932030).

The County will use the U.S. General Services Administration Contract, contract number GS-35F-0195J to purchase this backup system from CDW-G.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF AN EXAGRID SYSTEMS BACKUP
APPLIANCE FROM CDW-G**

WHEREAS, the current tape backup system for the Ingham County Network is over seven years old and in need of replacement; and

WHEREAS, the current backup and restoring of data is slow, and maintenance is time consuming for Management Information Services (MIS) staff; and

WHEREAS, the MIS Department examined numerous state-of-the-art backup solutions and is recommending the Exagrid Systems 10TB backup appliance; and

WHEREAS, the Exagrid backup appliance has been budgeted for and will be purchased from the U.S. General Services Administration Contract, contract number GS-35F-0195J, at a total cost of \$63,118.86, which includes a one-year of maintenance.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the Exagrid System backup appliance from CDW-G in the amount of \$63,118.86.

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 December 17, 2009

Agenda Item Title: Resolution to Approve the Purchase of Local and Long Distance Phone Services from AT&T

Submitted by: Management Information Services Department

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

Summary of Proposed Action:

This resolution will authorize continuing the current Ingham County local and long distance telephone contract with AT&T for three years. There will be a reduction in the cost for these services beginning in 2010.

Financial Implications:

The three-year contract will be for a total cost of \$67,223.40, plus local and long distance calling.

The new monthly rate will be \$1,737.06; local calls will be \$.045 per call, and long distance calls will be \$.0245 per minute, for a minimum annual savings of \$11,539.20.

The old rate was \$2,698.66 per month, \$.08 per each local call and \$.0245 per minute on long distance calls.

There will be a one-time cost of \$4,689.24 to convert the County's current 111 POTS line to Centrex lines that will save the County \$3.19 per line per month.

Other Implications:

MIS is recommending the County purchase local and long-distance phone services from AT&T from the State of Michigan MiDeal Co-operative Contract for a period of three-years.

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

Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF LOCAL AND LONG DISTANCE PHONE SERVICES FROM AT&T

WHEREAS, the current Ingham County local and long distance telephone contract with AT&T will expire in January, 2010; and

WHEREAS, currently Ingham County pays \$2,698.66 per month, \$.08 per each local call and \$.0245 per minute on long distance calls; and

WHEREAS, the new monthly rate will be \$1,737.06, locals calls will be \$.045 per call, and long distance calls will be \$.0245 per minute, for a minimum annual savings of \$11,539.20; and

WHEREAS, there will be a one-time cost of \$4,689.24 to convert our current 111 POTS line to Centrex lines, which will save the County \$3.19 per line per month; and

WHEREAS, MIS is recommending the County purchase local and long-distance phone services from AT&T from the State of Michigan MiDeal Co-operative Contract for a period of three-years, for a total cost of \$67,223.40, plus local and long distance calling.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of the local and long distance phone service from AT&T in the amount of \$67,223.40, plus local and long distance calling.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Telephone Communications Fund (675-26600-921050).

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 December 28, 2009

Agenda Item Title: Resolution to Approve Entering into an Agreement with Continuant, Inc. for an Avaya Phone System Maintenance Contract

Submitted by: Management Information Services Department

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

Summary of Proposed Action:

This resolution authorizes entering into a three-year contract with Continuant, Inc. with an option to renew for two additional years for the purpose of on-going phone maintenance of the County's Avaya G3 Definity phone system and Intuity Audix voicemail system.

Financial Implications:

Annual cost = \$52,419.84. The monthly cost for maintenance is \$4,368.32 which is over 50% less than the County's previous maintenance contract for a total annual savings of over \$50,000.

Other Implications:

This recommendation is based on Continuant's high level of technical support, its quantity of qualified and experienced engineers and support staff, and references verified.

Management Information Services (MIS) in conjunction with Purchasing sought proposals and are recommending awarding this three-year contract with Continuant, Inc. Continuant, Inc. is not a local vendor; they are located in Fife, WA.

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: December 23, 2009
SUBJECT: Bid Summary – Avaya Phone System Maintenance Contract

Project Description:

This project involves entering into a 3-year contract with a qualified and experienced vendor for the purpose of providing maintenance of the County’s Avaya G3 Definity phone system and Intuity Audix voicemail system.

Bid Summary:

Bidders Contacted: 14 Local: 2
Bidders Responding: 4 Local: 0

Table with 3 columns: Firm, Monthly Cost, Local. Rows include Techmode, LLC; Morgan Birge & Associates, Inc.; Continuant, Inc.; and Cross Telecom Corporation.

Reasons cited by other firms for not submitting a bid include not wanting to compete with other Avaya Business Partners and unable to get timely 3rd party authorization from Avaya with respect to Avaya’s rules of engagement for responding to bids.

Advertisement:

The bid was advertised in the Lansing State Journal, El Central, and posted on the Purchasing Department’s web page.

Recommendation:

Award to Continuant, Inc. a 3-year contract with an option to renew for two additional years. This recommendation is based on Continuant’s high level of technical support, its quantity of qualified and experienced engineers and support staff, and references verified.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH CONTINUANT, INC.
FOR AN AVAYA PHONE SYSTEM MAINTENANCE CONTRACT**

WHEREAS, Ingham County has a need for on-going phone maintenance on its Avaya phone system; and

WHEREAS, Management Information Services (MIS) in conjunction with Purchasing sought proposals; and

WHEREAS, an Evaluation Committee comprised of the MIS and Purchasing Departments reviewed the proposals, and after careful consideration and evaluation, the committee is recommending entering into a contract with Continuant, Inc.; and

WHEREAS, the monthly cost for maintenance is \$4,368.32, which is over 50% less than the County's previous maintenance contract for a total annual savings of over \$50,000; and

WHEREAS, the length of the contract is for a period of three-years with the option to renew for an additional two years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a three-year contract with Continuant, Inc. for the purpose of on-gong phone maintenance at an annual cost of \$52,419.84, with the option to renew for an additional two years.

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 January 6, 2010

Agenda Item Title: Resolution to Approve the Purchase of a Wireless Link from AT&T for the Ingham County Fair

Submitted by: Management Information Services

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes the purchase of a Wireless Link from AT&T. AT&T will provide wireless network equipment (radios and antennas) and maintenance for three years for the purpose of increasing the network capacity between the Fairgrounds and the County’s network located at the Hilliard Building.

Financial Implications:

The purchase cost is \$14,162.39, and will be paid from the Machinery and Equipment Fund #561-76900-978000.

Other Implications:

AT&T is a local vendor and provided the lowest, responsive bid.

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: January 6, 2010
SUBJECT: Proposal Summary – Wireless Link for the Fairgrounds

Project Description:

This contract is for providing wireless network equipment (radios and antennas) and maintenance for three years for the purpose of increasing the network capacity between the Fairgrounds and the County's network located at the Hilliard Building.

Proposal Summary:

Proposers Contacted: 3 Local: 3
Proposers Responding: 3 Local: 3

<u>Firm</u>	<u>Total Cost</u>	<u>Local</u>
AT&T	\$14,162.39	Y – Lansing
Arialink	\$20,400.00	Y – Lansing
Central Solutions, Inc.	\$30,099.00	Y – Mason

Recommendation:

Award a contract to AT&T in an amount not to exceed \$14,162.39.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF A WIRELESS LINK FROM AT&T FOR THE INGHAM COUNTY FAIR

WHEREAS, Ingham County has a need to replace the current communications link from the Hilliard building to the Ingham County Fair; and

WHEREAS, this will increase the network speed, allow for connectivity to the main county phone system, allow wireless connectivity in the main arena building and eliminate current monthly phone charges of \$450.00; and

WHEREAS, MIS evaluated three proposals along with the Fair Director and after careful evaluation recommend the proposal from AT&T in the amount of \$14,162.39; and

WHEREAS, Ingham County will own the wireless equipment and three years of maintenance is included.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of a Wireless Link form AT&T in the amount of \$14,162.39, to be paid from the Machinery and Equipment Fund #561-769009-78000.

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.

January 12, 2010

TO: County Services Committee

FROM: Curtis Hertel, Jr.
Register of Deeds

RE: Request for Sick Time Donations

Candee Fodor who has worked in the Register of Deeds Office for 21 years has fallen very ill. Because of this she needs to go through several months of serious treatment that will make her unable to work. We are desperately trying keep her working for the County through this illness as she is a valuable asset to this office and the County.

Under the UAW Agreement, the County Services Committee may allow sick time donations within its discretion. I am requesting that the County Services Committee allow other eligible UAW members within the County to donate up to 16 hours per person of sick time to Ms. Fodor. Sally Auer, UAW President, is in support of this request.

I will be available at the meeting to address and questions the Committee may have.

RESOLUTION STAFF REVIEW

DATE January 7, 2010

Agenda Item Title: Resolution to Approve the Purchase of an Audio-Over-IP Solution from Tel Systems for the Human Services Building Conference Rooms A and D &E

Submitted by: Board of Commissioners' Office

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution authorizes the purchase of the Audio-over-IP system from TeL Systems for the Human Services Building Conference Room A and D&E.

Financial Implications:

Cost = \$7,316.61 of an Audio-over-IP system and will be paid from line item 664-10199-818000. These monies will be taken from the \$33,211.14 previously approved for the Granicus Project through Resolution #09-225.

Other Implications:

None.

Staff Recommendation: MJM__X__ JN__ TL__ TM__ JC__

Staff recommends approval of the resolution.

Agenda Item 10

January 6, 2010

TO: County Services and Finance Committees

FROM: Becky Bennett
Board Coordinator

RE: Resolution to Approve the Purchase of an Audio-Over-IP Solution from Tel Systems for the Human Services Building Conference Rooms A and D &E

The Board adopted Resolution 09-225 authorizing a contract with Granicus to purchase a web-based audio\video recording application. This application will allow the full Board of Commissioners' meetings to be broadcast live via the internet, will be utilized for the recording of liaison committee meetings and will also be used by the Parks Department, Land Bank, Register of Deeds' Office, Potter Park Zoo and MSU Extension.

After further investigation of the audio configuration and our current conference rooms, the MIS Department recommends utilizing the current network wiring to record meetings. After seeking proposals, the MIS Department recommends the purchase of an Audio-over-IP solution from TeL Systems at a total cost of \$7,316.61. These monies will be taken from the \$33,211.14 previously approved for the Granicus Project.

Tom Shewchuk and I will be at the County Services Committee meeting to answer any questions you may have.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF AN AUDIO-OVER-IP SOLUTION FROM TEL SYSTEMS FOR THE HUMAN SERVICES BUILDING CONFERENCE ROOMS A AND D & E

WHEREAS, the County recently approved the purchase of the Granicus Web-Based Audio/Video recording system; and

WHEREAS, after further investigation of the audio configuration and our current conference rooms, it is recommended we utilize our current network wiring to record meetings; and

WHEREAS, the MIS Department recommends an Audio-over-IP solution and sought 3 proposals; and

WHEREAS, after careful review MIS recommends the purchase of an Audio-over-IP system from TeL Systems at a total cost of \$7,316.61, which will be taken from funds previously approved for the Granicus project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of the Audio-over-IP system from TeL Systems in the amount of \$7,316.61.

BE IT FURTHER RESOLVED, that the \$7,316.61 necessary for the purchase of an Audio-over-IP system will be paid from line item 664-10199-818000.

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 upon approval as to form by the County Attorney.

Agenda Item 11a

January 7, 2010

TO: County Services Committee

FROM: Becky Bennett
Board Coordinator

RE: Controller/Administrator Search Committee

As a result of Matthew Myers' announcement of his plan to retire April 16, 2010, attached you will find a resolution to appoint a special Controller/Administrator Search Committee. The make up of the committee is similar to the committee that was appointed in 2005 and 2006.

The previous committee included the Human Resources Director, Health Director and Chief Assistant Prosecuting Attorney. The proposed resolution replaces staff with the three most senior Commissioners currently serving as Vice-Chairpersons of the Liaison Committees.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPOINTING A SPECIAL COMMITTEE TO
SELECT A COUNTY CONTROLLER/ADMINISTRATOR**

WHEREAS, the Ingham County Controller/Administrator will be retiring from Ingham County; and

WHEREAS, it is necessary to appoint a committee to begin the selection process to choose a new Controller/Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints a Special Committee to Select a County Controller/Administrator consisting of the following members:

- 2010 Board Chairperson
- 2010 Board Vice-Chairperson
- 2010 Board Vice-Chairperson Pro-Tem or designee
- 2010 Judiciary Committee Chairperson
- 2010 Judiciary Committee Vice-Chairperson
- 2010 Law Enforcement Committee Chairperson
- 2010 Human Services Committee Chairperson
- 2010 County Services Committee Chairperson
- 2010 County Services Committee Vice-Chairperson
- 2010 Finance Committee Chairperson
- 2010 Finance Committee Vice-Chairperson

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING MIKE PRELESNIK FOR
HIS SERVICE TO THE INGHAM COUNTY FAIR BOARD**

WHEREAS, Mike Prelesnik began serving on the Ingham County Fair Board in January of 1998; and

WHEREAS, as a board member, Mike held the positions of Secretary/Treasurer, Vice President and President;
and

WHEREAS, for the past twelve years, Mike was instrumental in changing carnival providers and has coordinated grandstand shows; and

WHEREAS, Mike served as a model of decorum and integrity as a member, and President of the Ingham County Fair Board; and

WHEREAS, Mike was always willing to go the extra mile, as a result, the citizens of Ingham County have greatly benefited from his efforts and the hours he devoted during his time on the Fair Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mike Preslenik for his years of dedicated service and the commitment he has demonstrated while serving on the Ingham County Fair Board.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the contributions he has made to the County of Ingham and its citizens and extends its best wishes to Mike for continued success in all his future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING ROBERTA HAMLIN FOR
HER SERVICE TO THE INGHAM COUNTY FAIR BOARD**

WHEREAS, Roberta Hamlin began serving on the Ingham County Fair Board in January of 2002; and

WHEREAS, as a board member, Roberta held the position of Secretary/Treasurer of the Fair Board; and

WHEREAS, she served on numerous committees and also assisted with coordinating entertainment in the Shirley Clark Pavilion; and

WHEREAS, Roberta served as a model of decorum and integrity as a member of the Ingham County Fair Board; and

WHEREAS, Roberta was always willing to go the extra mile, as a result, the citizens of Ingham County have greatly benefited from her efforts and the hours she devoted during her time on the Fair Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Roberta Hamlin for her years of dedicated service and the commitment she has demonstrated while serving on the Ingham County Fair Board.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the contributions she has made to the County of Ingham and its citizens and extends its best wishes to Roberta for continued success in all her future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING RANDY GLADSTONE FOR HIS SERVICE TO THE INGHAM COUNTY HISTORICAL COMMISSION

WHEREAS, Randy Gladstone began serving on the Ingham County Historical Commission in March of 2001; and

WHEREAS, Randy played a role in the re-establishment of the Historical Commission enabling the Commission to set goals and fulfill its mission; and

WHEREAS, Randy conducted numerous tours of the Ingham County Courthouse, educating the public and students on the history behind the building and the County of Ingham; and

WHEREAS, as a member, Randy has served as a model of decorum and integrity in the conduct of public affairs.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Randy Gladstone for his years of dedicated service and the commitment he has demonstrated while serving on the Ingham County Fair Board.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the contributions he has made to the County of Ingham and its citizens and extends its best wishes to Randy for continued success in all his future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION HONORING JOANN KINNE FOR
HER SERVICE TO THE INGHAM COUNTY FAIR BOARD**

WHEREAS, Joann Kinne began serving on the Ingham County Fair Board in January of 2002; and

WHEREAS, as a board member, Joann served as campground superintendent and was instrumental in bringing the Circle of Life exhibit to the fairgrounds; and

WHEREAS, she served on numerous committees and also assisted with coordinating entertainment in the Shirley Clark Pavilion; and

WHEREAS, Joann served as a model of decorum and integrity as a member of the Ingham County Fair Board; and

WHEREAS, Joann was always willing to go the extra mile, as a result, the citizens of Ingham County have greatly benefited from her efforts and the hours she devoted during her time on the Fair Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Joann Kinne for her years of dedicated service and the commitment she has demonstrated while serving on the Ingham County Fair Board.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners sincerely appreciates the contributions she has made to the County of Ingham and its citizens and extends its best wishes to Joann for continued success in all her future endeavors.

RESOLUTION STAFF REVIEW

DATE January 11, 2010

Agenda Item Title: Resolution to Encourage Employee Voluntary Time Off Without Pay

Submitted by: Controller/Administrator's Office

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

Summary of Proposed Action: This resolution would continue indefinitely the employee voluntary time off without pay provision authorized for 2009 by Resolution #09-081.

Financial Implications: Voluntary time off without pay saved the General Fund approximately \$25,000 in 2009 and is budgeted to save \$20,000 in 2010.

Other Implications: As in 2009, Department Heads, Elected Officials, and Judges may allow up to ten days of voluntary time off without pay at their discretion. This time off will not affect employees' insurance coverage, annual accumulations, or longevity pay.

Temporary employees will not be used to substitute for employees using voluntary leave without pay.

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

Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENCOURAGE EMPLOYEE VOLUNTARY TIME OFF WITHOUT PAY

WHEREAS, Resolution #09-081 encouraged employee voluntary time off without pay for 2009 in an attempt to minimize Ingham County government's projected budget deficit; and

WHEREAS, employee voluntary time off without pay saved the General Fund approximately \$25,000 in 2009 and is budgeted to save \$20,000 in 2010; and

WHEREAS, many employees took advantage of this option in 2009, and there is interest in having this option continue indefinitely.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby encourages Department Heads, Elected Officials, and Judges, where possible, to allow employees voluntary time off without pay.

BE IT FURTHER RESOLVED, that the decision to allow employee time off without pay for up to 10 days annually shall be at the sole discretion of the Department Head, Elected Official, or Judge based on the department's work flow.

BE IT FURTHER RESOLVED, that in such cases where employees are allowed time off without pay, temporary employees shall not be used in place of the employee on leave.

BE IT FURTHER RESOLVED, that in such cases where employees are allowed time off without pay, overtime shall not be paid to other employees in place of the employee on leave.

BE IT FURTHER RESOLVED, that employees taking voluntary time off of ten (10) days or less shall have their medical insurance continued; will not be required to use annual accumulations; and will not forfeit holiday pay if the time off without pay is taken before or after a holiday.

BE IT FURTHER RESOLVED, that taking voluntary time off of ten (10) days or less shall have no effect on employees' sick and vacation accumulations or longevity pay.

BE IT FURTHER RESOLVED, that the Chairperson is authorized to sign any necessary or required letters of understanding with the unions if necessary for implementation.

BE IT FURTHER RESOLVED, that the provisions of this resolution in regard to voluntary time off will continue until otherwise authorized by the Board of Commissioners.