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JUDICIARY COMMITTEE
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REBECCA BAHAR-COOK
LAURA DAVIS
SHELBY BUPP
RANDY SCHAFER
STEVE DOUGAN

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE JUDICIARY COMMITTEE WILL MEET ON THURSDAY, APRIL 1, 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 [February 25, 2010 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Human Resources /Probate Court
 - a. Resolution to Authorize Establishment of the Position of Investigator – Probate Court in the [Managerial and Confidential](#) Employee Group
 - b. Resolution Approving a Collective Bargaining Agreement with the ICEA Professional [Court Employees](#)
2. Facilities Department - Correspondence from Rick Terrill, Facilities Director regarding the [Ingham County Family Center](#) Renovations
3. Ingham County MSU Extension - Resolution Authorizing the Acceptance of a Grant from Michigan State University's [4-H Youth Development Program](#) to fund Enhanced Programming at the Ingham County Family Center
4. Controller/Administrator's Office – Discussion on Resolution Establishing Areas of Priority Emphasis Guiding [2011 Activities](#) and Budget Process

Announcements

Public Comment

Adjournment

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

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

JUDICIARY COMMITTEE
February 25, 2010
Minutes

Members Present: Deb Nolan, Rebecca Bahar-Cook, Laura Davis, Shelby Bupp, Randy Schafer, Steve Dougan and Board Chairperson Debbie De Leon

Members Absent: None

Others Present: Matthew Myers, John Neilsen, William Collette, Jim Hughes, David Easterday, Paula Manderfield, Laura Baird and James Giddings

The meeting was called to order by Chairperson Nolan at 7:34 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the February 11, 2010 Minutes

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE FEBRUARY 11, 2010 MINUTES AS AMENDED.

The Minutes were amended to reflect the following:

Page 1 Others Present: "William Collette, Paula Manderfield" was added.

MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

1. Substitute – Resolution Supporting Legislation to Allow Ingham County to Delay Filling of a Vacancy Occurring in the Office of the Circuit Court Judge Due to the Ineligibility of an Incumbent Judge to Seek Re-Election.

Late – Out of State Travel Request

Limited Public Comment

None

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE OUT OF STATE TRAVEL REQUEST.

MOTION CARRIED UNANIMOUSLY.

1. Board of Commissioners - Resolution Supporting Legislation to Allow Ingham County to Delay Filling of a Vacancy Occurring in the Office of the Circuit Court Judge Due to the Ineligibility of an Incumbent Judge to Seek Re-Election

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION SUPPORTING LEGISLATION TO ALLOW INGHAM COUNTY TO DELAY FILLING OF A VACANCY OCCURRING IN THE OFFICE OF THE CIRCUIT COURT JUDGE DUE TO THE INELIGIBILITY OF AN INCUMBENT JUDGE TO SEEK RE-ELECTION.

MOVED BY COMM. DOUGAN, TO AMEND THE 1ST THEREFORE BE IT RESOLVED BY CHANGING “SUPPORTS” TO “REQUESTS”. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOVED BY COMM. BAHAR-COOK, TO AMEND THE 1ST THEREFORE BE IT RESOLVED BY ADDING THE WORDS “FOR TWO YEARS UNTIL THE 2012 ELECTION CYCLE” FOLLOWING “CIRUIT COURT JUDGESHIP”. THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

THE 1ST THEREFORE BE IT RESOLVED WAS AMENDED TO READ: THAT THE INGHAM COUNTY BOARD OF COMMISSIONERS HEREBY REQUESTS LEGISLATION TO GRANT TO INGHAM COUNTY THE CHOICE TO DELAY THE HOLDING OF AN ELECTION TO FILL A VACANCY OF A CIRCUIT COURT JUDGESHIP FOR TWO YEARS UNTIL THE 2012 ELECTION CYCLE DUE TO THE INELIGIBILITY OF THE INCUMBENT JUDGE TO SEEK RE-ELECTION.

Comm. Dougan expressed his concern of eliminating the judgeship. He stated that the bulk of the financial savings is predicated upon the four support staff positions, not the judge’s salary. He stated that if the Committee were to layoff staff positions, they should act on that without eliminating the judgeship.

Board Chairperson De Leon informed the Committee that although Judge Giddings’ clerk is not eligible for retirement, there is someone within the County, in a similar position, that is eligible; thus, transferring the Judge’s clerk to a different department would not result in a layoff.

Mr. Hughes, SCAO, provided the Committee with an overview of the Judicial Resources Recommendation. He indicated that the recommendation for Macomb County was the addition of four judges, and the recommendation for Oakland County was the addition of two judges. He stated that the recommendation for Ingham County was to remain at 9 judges. He also informed the Committee that both Macomb and Oakland Counties eliminated judgeships for two years. Judge Collette indicated that those judgeships were eliminated for political reasons, as opposed to financial ones. He also expressed his opposition to eliminating the vacant judgeship.

Judge Giddings expressed his appreciation for Judge Manderfield’s willingness to work harder as a result of losing a judge; however, he conveyed his concern and opposition towards the elimination of the judgeship. He also informed the Committee that if the number of judges were reduced, the Courts would generate less revenue, because it would take longer to process cases. Dr. Myers indicated that in terms of revenue, if a judgeship were eliminated, those cases would be given to the other judges. He stated that there would be some reduction in revenue because cases were getting processed slower; however, the revenue would still be generated.

Board Chairperson De Leon indicated that tethering and other alternatives to jail sentencing have been underutilized by judges.

Judge Manderfield clarified that if the Circuit Court were to make other significant cuts within the department, the judgeship would not be eliminated.

Dr. Myers indicated that the Controller's Office will work with the Circuit Court over the next two weeks in order to obtain more accurate financial information.

MOTION CARRIED with Comms. Dougan and Schafer voting No.

Announcements

None

Public Comment

None

The meeting adjourned at approximately 8:56 p.m.

Respectfully submitted,

Karsha Sathianathan

RESOLUTION STAFF REVIEW

DATE March 4, 2010

Agenda Item Title: Resolution to Authorize Establishment of the Position of Investigator – Probate Court in the Managerial and Confidential Employee Group

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

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

Summary of Proposed Action:

The position of Investigator – Probate Court was affiliated with the OPEIU Probate Professional Employees. It was one of two positions affiliated with that Union. The other position of Probate Court Reporter was vacated by the incumbent’s retirement on February 19, 2010.

The County Attorney’s Office has opined that a union of one cannot exist. Accordingly, the remaining Investigator was afforded an opportunity to be relocated. The incumbent selected the Managerial and Confidential Group.

The Human Resources analysis recommends MCF 6 Grade placement and redlining at the incumbent’s existing \$53,511 annual rate.

Authorization to relocate the Investigator – Probate Court (#148009) position to the MCF Group – Grade 6 with compensation redlined at the existing \$53,511 for FY 2010.

Financial Implications: The Ingham County Budget Department reports zero cost savings / reduction.

Other Implications: With the relocation of this position to the MCF Employee Group, the OPEIU Probate Professional Employees Organizational will cease to exist.

Staff Recommendation: MM___ JN___ TL X TM___ JC___
Staff recommends approval of the resolution.

**INGHAM COUNTY
JOB DESCRIPTION**

INVESTIGATOR, PROBATE COURT

General Summary: The purpose of this position is to collect, analyze, and accurately report information as well as to make reasoned recommendations to the probate judges. The Investigator conducts fact finding investigations to verify information alleged in petitions for guardianship (minors and adults), conservatorship, adoptions, and emancipations of minors. Collects information through interviews, consultation with professionals including social workers, counselors, teachers, physicians, nurses, and probation/parole officers, and contacts with other agencies such as police departments and Protective Services.

The Investigator assigned to Foster Care also conducts investigations regarding licensing actions (new and renewal) and makes thorough investigations of any complaints concerning the foster homes licensed through the Court. The information gathered in the investigations is summarized in detailed narrative reports which must strictly conform to the criteria that has been established by the Department of Social Services/Bureau of Regulatory Services.

Essential Duties:

1. Investigations for guardianship and conservatorship; verifying information contained in petitions, analyzing information, making recommendation to judges; testifying in court.
2. Emergency investigations: gathering, verifying, and analyzing information, making recommendation to judges within urgent time constraints; testifying in court.
3. Adoption investigations and supervision: Thorough narrative reports on best interests of child as defined by statute; reports on background of biological parents and reason for child's placement away from his/her parents per Public Act 159 of 1994.
4. Review of guardianships (minor and adult); termination of guardianship.
5. Emancipation investigations: Determining whether emancipation is in the minor's best interest according to criteria provided in statute; recommendation to judges.
6. Referrals to and from other agencies: Information gathering through criminal history checks, school records, medical records, Protective Services reports, etc. Reports to other agencies of suspected abuse/neglect, professional misconduct; directing clients to resources within the community.
7. Telephone contact: Extensive telephone interviews with clients, other governmental units, private agencies, professionals, schools, attorneys, and with the general public.
8. Inspection of records: Obtaining proper releases for confidential information; examining medical records, Protective Services reports, school attendance and counseling files, criminal history reports, arrest summaries, etc.

9. Writing reports, filing, fax, xerox: writing extensive reports of findings and recommendations; filing reports, making sure reports go to attorney of record, faxing information to and receiving faxes from other agencies, copying of documents.

In addition, the job tasks following are performed in the foster care division:

1. Investigations for new licenses and license renewals including assessing homes according to strict DSS licensing rules and thorough investigations of complaints. Requires knowledge and use of DSS forms including those for rules compliance, clearance requests (criminal and Protective Services), medical clearances, environmental health (water and sewage), and fact sheets. Encompasses contacting references, assessing cross racial/cross cultural questionnaires, providing orientation to court's program, in-home visits, telephone consultations, and written correspondence.
2. Active participation in Interagency Foster Parent Training Coalition including attending regular meetings, monitoring trainings, working on subcommittee, notifying foster parents of training sessions.
3. Meeting with foster parents and caseworker to resolve problems, facilitate communication, and clarify expectations.
4. Writing reports in strict conformance with DSS criteria, maintaining files, proper closure of inactive files per DSS guidelines.
5. Working with other agencies to borrow foster home placements for particular teens.

Other Functions:

Performs other tasks as assigned.

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

Employment Qualifications

Education: Must have a minimum of 2 to 3 years of college, technical or other relevant education. Course work in Social Sciences or related fields of study preferred

Experience: Must have a minimum of 2 to 3 years court, legal or related work experience.

Other Requirements: Must be able to operate a motorized vehicle and have a valid Michigan Driver's license.

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

Physical Requirements:

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

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

Working Conditions:

- Work environment varies. When in the office/Court, extended periods of sitting and computer work is required.
- When performing field work, exposure to unusual elements increase. Examples include, but are not limited to, cigarette smoke, various levels of cleanliness and people with different levels of personal hygiene.
- Has contact with hostile people in a relatively controlled environment.
- Has contact with individuals going through emotional turmoil and circumstances.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ESTABLISHMENT OF THE POSITION OF INVESTIGATOR - PROBATE COURT IN THE MANAGERIAL AND CONFIDENTIAL EMPLOYEE GROUP

WHEREAS, the Investigator position within the Probate Court has been one of two professional positions represented by the OPEIU, Local 459; and

WHEREAS, the Probate Court OPEIU Court Reporter position was eliminated upon that employee's retirement in February of 2010 and instead replaced with a UAW Court Recorder position, leaving only a single employee within this OPEIU bargaining unit; and

WHEREAS, under Michigan law, a single person may not be recognized as a collective bargaining unit; and

WHEREAS, the OPEIU has explored the options of merging this position into the OPEIU Family Court Bargaining Unit or having the position moved to the Managerial and Confidential Employee Group (MCF); and

WHEREAS, the employee expressed a preference of having the position moved to the MCF Group, and OPEIU and the Probate Court has concurred with that preference; and

WHEREAS, the Human Resources Department staff evaluated the Investigator position and recommend that it be placed at the MCF 6 Grade compensation level; and

WHEREAS, as the current OPEIU Wage level (OPEIU Grade 4) is inconsistent with the recommended MCF 6 Grade, having a lower start rate, but higher top rate, and, therefore, Human Resources has recommended that the current employee be redlined at the existing pay level (\$53,511 for FY 2010); and

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

WHEREAS, the affected collective bargaining unit, being the OPEIU, and the Probate Court have been consulted and support the requested recommendations contained in this resolution; and

WHEREAS, no additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the Investigator position be moved from the OPEIU Probate Unit to the Managerial and Confidential Employee Group as follows:

(Current)

<u>Position/Title</u>	<u>Grade</u>
Investigator – Probate Court (148009)	OPEIU 4

(Revised)

Position/Title

Proposed Grade

Investigator – Probate Court (148009)

MCF 6

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the current Probate Court Investigator, being Employee #2130, to be redlined at the OPEIU 4 salary level (\$53,511 for FY 2010) to avoid any potential adverse effects of the change, and that upon the position being vacated, it shall thereafter be compensated at the recommended MCF Grade 6 level.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval by the Board of Commissioners.

RESOLUTION STAFF REVIEW DATE March 11, 2010

Agenda Item Title: Resolution Approving a Collective Bargaining Agreement with the ICEA Professional Court Employees

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

Committees: LE____, JD X, HS____, CS X, Finance X

Summary of Proposed Action:

TENTATIVE AGREEMENT
SUMMARY

ICEA PROFESSIONAL COURT EMPLOYEES
AND
INGHAM COUNTY/30TH JUDICIAL CIRCUIT COURT AND 55TH DISTRICT COURT

- 1. Wages: January 1, 2009: 2%; January 1, 2010: 1%; January 1, 2011: 1%. No retro-pay to employees who terminated between 1/1/09 and ratification.
- 2. Duration: 3 year contract.
- 3. Article 5, Definition of Employees, Section 1:
 - B. Three-Quarter-Time Employees:

Employees regularly scheduled to work between thirty (30) and thirty-nine (39) hours weekly shall receive the following: . . .

 - 3) Dental **and vision** coverage the same as full-time employees are eligible to receive. . . .
 - C. Part-Time Employees: Employees who are regularly scheduled to work less than full-time, but at least half-time (twenty (20) hours per week up to and including twenty-nine (29) hours per week) shall be classified as regular, part-time employees. They shall: . . .
 - 5) Receive dental **and vision** coverage the same as full-time employees are eligible to receive.
- 4. Article 16, Discipline, New Section 4. Drug Testing.

The Employer, at its cost, may require an employee submit to drug and/or alcohol testing if the Employer has probable cause the employee is under the influence of alcohol or an illegal drug during work hours which may be affecting the employee’s performance. “Probable cause” must be based on objective facts, including, but not limited to: (1) observation by the Employer that the employee is

exhibiting irregular behavior, slurred speech, uncoordinated movement, or impaired judgment; or (2) detection by the Employer of the odor of alcoholic beverage or other indicia of the influence of alcohol and/or illegal drugs; or (3) detection by the Employer of the odor of illegal drugs or use of illegal drugs. The Employer shall support the Association and any employee who tests positive for alcohol or illegal drugs to assist the employee in their recovery efforts through an EAP or other means. The foregoing obligation to support shall not diminish the Employer's right and responsibility to discipline for conduct resulting from the use of alcohol or illegal drugs.

New Section 5. Disclosure of Criminal Record.

- A. All employees shall fully disclose to their Department Head all criminal felony and/or misdemeanor convictions. The employee's criminal history will be held as confidential to the extent permitted by law. The Employer may conduct a criminal history search periodically on all employees.
- B. Any employees that work directly with minors or who will have access to minor's records that are convicted of a felony or misdemeanor, including expressly any law relating to drugs or other controlled substances, or are charged with a felony, or are placed on the Central Registry as a perpetrator, shall notify in writing their Department Head immediately, and in all cases, no later than five (5) days after such conviction, charge, or placement on the Central Registry. An employee must disclose to the Department Head any conviction resulting from such pending charges as described in this Section. However, as required by Federal regulation, employees working with minors must disclose any arrests or charges related to child sexual abuse, child abuse, or child neglect and the disposition of such arrest or charges, and may also be required to certify that no case of a child abuse or neglect has been substantiated against them. In every case, employees in positions that work directly with minor or who will have access to minor's records, shall undergo the background checks, and if they have not resided or lived in Michigan for each of the previous ten (10) years, they must also sign a waiver attesting to the fact that they have not been convicted of a felony or identified as a perpetrator.

New Section 6. County Vehicles/Transporting Program Participants.

All persons operating County vehicles or transporting program participants in the course of their employment with the Employer shall, at all times operate their motor vehicle in a safe and prudent manner in strict accordance with the laws of the State of Michigan. No employee shall operate a County vehicle or transport program participants unless they have the appropriate driver's license from the State of Michigan and, should such driver's license be restricted, suspended or revoked at any time, it shall be the employee's obligation to immediately notify their supervisor of the same. The Employer reserves the right to verify such employee's driving records and driver's license status.

5. Article 19. Hospitalization—Medical Coverage. Add new 2009 Letter of Agreement on health care. Delete language which is no longer applicable. Replace Section 11 with the following: **Certain individuals who satisfy the requirements of Resolution #08-042 will be provided health insurance (along with vision and dental coverage if available under the terms of the policies and any differential in cost to be paid by the employee) pursuant to the benefit eligibility requirements of the County, health care providers and IRS regulations. Such provision of health care benefits is subject to elimination or modification by the County to the extent permitted by law.**

6. Article 20, Life Insurance. Change as follows

Section 1. The EMPLOYER shall provide life insurance coverage in the amount of Forty Thousand Dollars (\$40,000.00), including double indemnity for accidental death, for full-time employees only. Part-time employees shall not be eligible for life insurance.

Section 2. Part-time, **shared-time and three-quarter time** employees shall not be eligible for life insurance coverage.

Section 3. Such life insurance coverage shall be effective the first day of the month after the person has been employed five (5) months, and the premiums shall be paid by the EMPLOYER. **The Employer may provide in its discretion a shorter waiting period. Benefits are reduced at the age of 65 years on a graduated basis.**

Section 4. As soon as practicable, employees shall have the option to purchase at their expense additional life insurance coverage in amounts and for the cost as allowable and determined by the carrier.

7. Article 22 Vacation. Add the following: Section 1. Employees shall earn vacation credits **for each payroll period of eighty compensated hours and pro-rata increments thereof** according to the following schedule

8. Article 23, Leaves of Absence.

Section 4. Notice. An employee taking sick leave shall inform his/her immediate supervisor of the fact and the reason therefore **within 15 minutes of the start of the first hour** of the employee's work day.

Section 6. Family Illness.

A. A cumulative maximum of 40 hours of sick leave credit per contract year may be used for the illness of a spouse, minor dependent child or step-child, ~~or~~ parent of the employee, **and other qualified adults as defined at Article 19, Section 11.** Medical verification may be required by the EMPLOYER.

Section 13. Compassionate (Funeral) Leave. If a death occurs among a member of an employee's immediate family, the employee will be excused from work up to a maximum of five (5) work days, three (3) of which will be with pay and, if necessary, two (2) additional work days to be charged against earned sick leave. Immediate family is defined as: spouse, **other qualified adults as defined at Article 19, Section 11,** children, parents, father-in-law, mother-in-law, brother, sister, step-sister, step-brother, and grandchildren.

One (1) work day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew, or niece, and two (2) work days for **step-parent, step-child,** brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, or grandmother, to be charged against earned sick leave. Upon approval of the department head, one (1) additional work day may be granted, to be charged against sick leave. Any additional time must be charged against annual leave.

9. Article 24, Disability Plan.

Section 1. The EMPLOYER will provide a short-term disability plan as follows for regular, non-probationary, full-time employees. **The Employer may in its discretion provide a policy effective at the date of hire. . . .** (Balance of section unchanged.)

New Section 4. **To be eligible for short-term disability benefits, the employee must submit the disability claim to the insurance carrier within the time limits and under the procedure established by the carrier. The Employer shall give notice to the employee of the required time limits within the ninety (90) day elimination period and before said eligibility expires if it is made aware of the qualifying disability.**

10. Article 27, Travel Allowance. Change and rework Section 1 as follows:

Section 1. Parking Allowance.

A. **In the Employer's sole discretion, employees will either be:**

1. **Provided with free parking by the County closest to where the employee is normally scheduled to work, or**
2. **Reimbursed up to the minimum group rate negotiated with the City of Lansing for the ramp closest to where the employee is normally scheduled to work payable on a monthly basis, provided the employee furnishes satisfactory proof of payment.**

B. **CATA Reimbursement. In the event that an employee utilizes the CATA bus service and is not provided free parking by the County at their place of work, the EMPLOYER shall reimburse the employee upon satisfactory proof of purchase of bus passes. In no event shall reimbursement for bus passes exceed the parking reimbursement amount.**

C. **Waiver of Parking. An employee who is assigned to the Grady Porter/ Veterans Memorial Building, who does not use CATA reimbursement per B above and who is eligible for parking may waive the right to parking under this Article and instead receive a waiver payment in the amount of \$30 per month. The decision to waive parking shall be made a maximum of one (1) time per calendar quarter in monthly increments of 1, 2, or 3 months per waiver/quarter.**

11. Letter of Agreement concerning unpaid days:

For 2010, if all eligible County groups participate, the ICEA will meet and confer with the Employer regarding taking the three (3) days off unpaid between Christmas and New Year. The parties will consider spreading out the unpaid time over the year or taking it at once. This is conditioned on no disadvantageous impact on employee benefits or terms and conditions of employment.

12. Letter of Agreement on CARES:

~~WHEREAS, the Employers and the Union have entered a collective bargaining agreements for each of the referenced Union bargaining units; and~~

~~WHEREAS, the Employers Human Resource Department staff and Union representatives have met and discussed the potential of offering the CARES Employee Assistance Plan (EAP) to ICEA bargaining unit members; and~~

~~WHEREAS, the parties believe that participation in the CARES an EAP program may be beneficial to both the Employers and Union members; and~~

~~WHEREAS, the parties are agreeable to the Employers offering the CARES an EAP to ICEA bargaining unit members.~~

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The Employers will offer ~~the CARES an EAP~~ to ICEA bargaining unit employees; ~~effective as soon as the plan may practically be implemented after the approval and execution of this Letter of Understanding by both the Employers and the Union.~~

2. ~~It is expressly understood between the parties that the Employers' offer of this plan is contingent on cost of plan not exceeding \$2.75 per month per employee.~~ The Employers reserve the right to discontinue participation in this plan in the event the cost exceeds **its ability to pay \$2.75 per month per employee.** The Employers also reserve the right change to another EAP providers. **In the event the Employers consider that it will not continue to fund an EAP they will provide advance written notice to the Union sufficient to allow the Union the opportunity to address the issue.**

3. It is understood by the parties that bargaining unit employees utilizing the ~~CARES an EAP~~ shall be entitled to utilize sick leave and other applicable leaves of absence to the extent authorized in the appropriate sections of their collective bargaining agreement.

4. ~~The balance of the Agreements between the parties will remain in full force and effect for the duration of the Agreements' term.~~

13. Reclassifications. The following positions will be reclassified, effective 1/1/09, as recommended by County Human Resources on 6/1/09:

1. ADR/Case Procession Coordinator. Total Job Evaluation Points: 925; Pay Grade 5.
2. Chief Probation Officer/Sobriety Court Coordinator. Total Job Evaluation Points: 1360; Pay Grade 1
3. Court Service/Warrant Officer. Total Job Evaluation Points: 1005; Pay Grade 7.
4. Family Services Enforcement Facilitator. Total Job Evaluation Points: 1040; Pay Grade 7.

Financial Implications: Cost included in the budget.

Other Implications: None.

Staff Recommendation: MM___ JN___ TL X TM___ JC___
Staff recommends approval of the resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH
THE ICEA PROFESSIONAL COURT EMPLOYEES**

WHEREAS, an agreement has been reached between representatives of Ingham County and the ICEA Professional Court Employees during the period of January 1, 2009 through December 31, 2011; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit; and

WHEREAS, the provisions of the agreement have been approved by the Judiciary, 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 contract with Ingham County and the ICEA Professional Court Employees.

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, further retro-pay, if applicable, shall not be paid until the contract is signed by both parties.

MEMORANDUM

March 24, 2010

TO: Judiciary Committee
FROM: Rick Terrill, Facilities Director
RE: Ingham County Family Center Renovations

Based on the Ingham County Family Center Position Paper that was submitted to Judiciary on February 5, 2010, we will be proceeding with getting quotes from several consultants to develop the technical bid specifications for renovations to the Sanctuary, Little Lambs Building, Garage, Green House, and Wood Shop to meet both the short and long term needs of the Ingham County Family Center.

Once we have a consultant to recommend, we will bring a resolution to all committee's for approval.

Please let me know if you have any questions.

Thank you,

Richard Terrill

Richard Terrill
Ingham County Facilitates Director

RESOLUTION STAFF REVIEW

DATE March 25, 2010

Agenda Item Title: Resolution Authorizing the Acceptance of a Grant from Michigan State University's 4-H Youth Development Program to Fund Enhanced Programming at Ingham County Family Center

Submitted by: MSU Extension

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

Summary of Proposed Action:

This resolution accepts a grant from Michigan State University's 4-H Youth Development Program to fund the continued development of the 4-H Youth Garden and Farmers' Market project for the students of the Ingham Academy and PRIDE program. This award provides funding for the hiring of two Academy students in a work study situation. These students would become temporary County employees and the costs connected to their employment will be paid completely from grant funds. By the nature of their temporary status, their employment would end at the conclusion of second semester of the current school year. These work study students will be guided by an AmeriCorps member at the Family Center who is responsible for the development and delivery of food system-related programming at the Center.

The remainder of the grant funds will be used to make improvements at the Center such as a greenhouse (more accurately, a hoop house), facilities needed to raise urban chickens and the development of a youth farm stand at the Center.

Financial Implications:

The grant award and total project cost is \$10,087.40, over the time period of February 1, 2010 through January 31, 2011.

Other Implications:

None.

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

Staff recommends approval of the resolution.

MEMORANDUM

Date: March 22, 2010

To: Human Services Committee
Judiciary Committee
Finance Committee

From: Randy A. Bell, Ingham County Extension Director

Re: Resolution accepting a grant from MSU Extension's 4-H Youth Development Program

Ingham County 4-H has been instrumental in the development of the vegetable garden at the Family Center. The garden (and its related activities) is an integral part of the vision for how the green space at the Family Center can be used to create more favorable outcomes for the youth and their families who are served by the Ingham Academy and/or PRIDE programs.

Another example of our partnership with the Juvenile Court is the placement of an AmeriCorps member at the Center who is responsible for the development and delivery of food system-related programming at the Center. This placement began in November 2009 and has been a very positive addition to the Center's programming mix.

Per the attached resolution, MSU Extension's 4-H Youth Development Program has awarded Ingham County 4-H a grant in the amount of \$10,087.40 to fund the continued development of the 4-H Youth Garden and Farmers' Market project for the students of the Ingham Academy and PRIDE program. One innovative aspect of this award is that it provides funding for the hiring of two Academy students in a work study situation. These students would become temporary County employees and the costs connected to their employment will be paid completely from grant funds. By the nature of their temporary status, their employment would end at the conclusion of second semester of the current school year. These work study students will be guided by the AmeriCorps member.

The remainder of the grant funds will be used to make improvements at the Center such as a greenhouse (more accurately, a hoop house), facilities needed to raise urban chickens and the development of a youth farm stand at the Center.

By providing youth with the opportunity to garden, raise eggs, sell produce and supply the food program at the Center, these youth will develop increased self-confidence, technical knowledge, business and entrepreneurial skills.

I recommend your approval of the acceptance of this grant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A GRANT FROM MICHIGAN STATE UNIVERSITY'S 4-H YOUTH DEVELOPMENT PROGRAM TO FUND ENHANCED PROGRAMMING AT INGHAM COUNTY FAMILY CENTER

WHEREAS, the Ingham County 4-H Youth Development Program is a partner with the Ingham County Family Center in providing innovative food system programming for youth at the Family Center; and

WHEREAS, Ingham County MSU Extension 4-H Youth Development program has been awarded a \$10,087.40 "Participation Fee" Grant from Michigan State University's 4-H Youth Development Program, to fund the continued development of the 4-H Youth Garden and Farmers' Market project for the students of the Ingham Academy and PRIDE program; and

WHEREAS, the Ingham County MSU Extension Office is serving as the fiduciary agent; and

WHEREAS, the following budget has been established:

Salary and Fringe: \$1,126.40
Travel and Supplies: up to \$8,961.00

THEREFORE BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of a "Participation Fee" Grant from Michigan State University Extension's 4-H Youth Development Program, for a total project cost of \$10,087.40, for the time period of February 1, 2010 through January 31, 2011.

BE IT FURTHER RESOLVED, the Ingham County MSU Extension is authorized to coordinate, in partnership with the Ingham County Family Center, the 4-H Youth Garden and Farmers' Market program for the students of the Ingham Academy and PRIDE program.

BE IT FURTHER RESOLVED, the hiring of two Ingham Academy students, as temporary County employees and guided by the AmeriCorps member assigned to the Family Center is authorized using grant funds in an amount not to exceed \$1,126.40.

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

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

MEMORANDUM

March 24, 2010

TO: Ingham County Board of Commissioners
FROM: Matthew J. Myers, Ph.D., Controller/Administrator
RE: Resolution Establishing Areas of Priority Emphasis Guiding 2011 Activities and Budget Process

For this round of Liaison Committee meetings, the Controller's Office is looking for input from commissioners regarding the 2011 Resolution Establishing Areas of Priority Emphasis Guiding Activities and Budget Process. The 2010 resolution has been included in the agenda to serve as a starting point for the discussion.

Further discussion on the 2011 budget and strategic goals is scheduled for the Liaison Committees to complete their recommendations for strategic goals for 2011 on the following dates:

- Law Enforcement and Judiciary meetings on April 15, 2010
- Human Services meeting on April 19, 2010
- County Services meeting on April 20, 2010
- Finance meeting on April 21, 2010

In the round of committee meetings listed above, Commissioners will be asked to adopt priorities and guidelines for the development of the 2011 Budget. Please bring your copy of the 2011 strategic planning information to each of the committee meetings. The strategic planning document contains brief informational summaries, separated according to the committee, as well as each department's detailed submission.

The final adoption of the strategic goals for 2011 will be at the April 27, 2010 Board of Commissioners meeting.

Thank you and please contact me if you have any questions.

MJM/jc/jab

Attachment

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AREAS OF PRIORITY EMPHASIS
GUIDING 2010 ACTIVITIES AND BUDGET PROCESS**

RESOLUTION #09-122

WHEREAS, Ingham County government is committed to assuring the provision of services most important to its citizens; and

WHEREAS, Ingham County services are focused on these long-term objectives:

- *Enhancing access to county records
- *Providing suitable roads and drains
- *Supporting recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection and smart growth
- *Preventing and controlling disease
- *Promoting accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *Supporting public safety
- *Assuring judicial processing
- *Providing appropriate sanctions for adult offenders
- *Providing appropriate treatment and sanctions for at-risk juveniles; and

WHEREAS, these services are to be delivered in a manner which emphasizes:

- * An educated and participating citizenry
- * An ongoing capacity for intergovernmental collaboration
- * A quality workforce
- * Cost-effective delivery of county services
- * Maximum use of technology; and

WHEREAS, the Board of Commissioners has assessed information provided by county staff and departments, offices and the courts related to issues and concerns which are important for the County to consider addressing in 2010; and

WHEREAS, the Board of Commissioners has identified significant revenue shortfalls including falling property tax assessments affecting budget projections for 2010; and

WHEREAS, the Board of Commissioners can no longer apply “across the board” percentage cuts to each department to cover the projected revenue losses; and

RESOLUTION #09-122

WHEREAS, the Board of Commissioners must take all this information into consideration when developing areas of priority and areas that may need to be significantly reduced or eliminated to make up for the projected revenue shortfalls in the development process for the 2010 Budget; and

WHEREAS, to the extent that Ingham County will receive additional funding from the American Recovery and Reinvestment Act of 2009 (stimulus funds), the Board of Commissioners will use these funds for their intended purpose of expanding specific services, and these funds should not be viewed as a long-term solution to balancing the Ingham County Budget.

WHEREAS, the Board of Commissioners has identified certain areas of priority emphasis to guide the development of the 2010 Budget and activities of county staff.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following areas of priority emphasis to be utilized by the Controller's Office and the county offices, departments, agencies, and courts in developing proposed activities and budgets for 2010:

1. To the extent necessary and appropriate, mandated services currently provided by county government in support of all its long-term objectives should be continued in 2010, with ongoing evaluation to identify possible overlap and duplication of services and to identify more efficient uses of county funds. Current year expenditures should be supported by current year revenues. Any reduction or elimination of the County's service levels should be focused primarily in areas of discretionary services, recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary.
2. Priority consideration should be given to maintaining current efforts with respect to all of the following long-term objectives; to considering proposals which enhance their achievement; and to implementing specific identified enhancements:

Promoting Accessible Health Care

Continue to maintain and, expand to the extent that funding becomes available from the American Recovery and Reinvestment Act of 2009, access to health care for the uninsured and under-insured, through the Ingham Health Plan and other health plan initiatives and programs. Provide high-quality nursing and rehabilitation services for our County's senior citizens and disabled population, including through the Ingham County Medical Care Facility.

Specific enhancement: Include a financing plan to enable the Ingham Health Plan Corporation, utilizing the Ingham Health Plan and the Ingham County Advantage Program, to continue to provide access to health care at a level at least equal to that being provided in 2008, and to utilize any available matching funds in order to increase the number of

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uninsured county residents being served, with an ultimate goal of providing access to health care for 100% of uninsured county residents.

Supporting Recreational Opportunities

Support recreational opportunities throughout Ingham County through maintenance of Ingham County Parks by implementation of the County Parks Master Plan, with an emphasis on leveraging funding from other sources, should they become available.

Specific enhancement: Maintaining environments that support physical activity for the health and well being of Ingham County residents as well as implementation of measures to improve the operation of Potter Park Zoo that includes the completion of a ten-year master plan for the Zoo that sets specific direction for future areas of focus.

Providing Appropriate Sanctions for Adult Offenders

Encourage the use of appropriate sanctions for adults in order to foster appropriate behavior and reduce criminal recidivism, and to reduce incidents of jail overcrowding, using strategies such as supporting implementation of recommendations of the Jail Overcrowding Subcommittee and Community Corrections Advisory Board as well as working with community partners such as Mid-South Substance Abuse Commission to facilitate treatment of substance abuse disorders, develop and use a data tracking system focusing on system volume and trends, supporting appropriate usage of existing probation residential services, to increase the usage of GPS/tethering equipment, and using improved information collection, automation, record keeping, and information exchange between departments. This information will be used to help improve jail utilization.

Specific enhancement: Support efforts to increase access to program alternatives available through Community Corrections, utilizing state funds. Consider county financial support to implement the recommendations of the Community Corrections Advisory Board and Jail Utilization Coordinating Committee, including the provision of a range of appropriate community-based direct and contractual treatment and service programs to be used in lieu of or in reduction of jail time.

Providing Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to implement recommendations resulting from the system-wide evaluation of programs and placements for delinquent juveniles done by the Center for Criminal Justice Research, and from the development of strategies by the Ingham County/City of Lansing Community Coalition for Youth, utilizing Child Care Funds and Juvenile Justice Millage funds to maintain the juvenile

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justice system in a manner that is most appropriate for Ingham County in order to foster appropriate behavior, apply appropriate sanctions, and reduce criminal recidivism.

Specific enhancement: Use Juvenile Justice Millage funds to continue implementation of the Action Plan created in the Chinn Study, including specifically: the operation of the Continuum of Care facility known as the Ingham County Family Center that houses the Ingham Academy with a comprehensive juvenile assessment component; day treatment/evening reporting program; and center for respite/crisis intervention to

support community-based programming that will support the Court's and County's goals of treating adjudicated youth locally within Ingham County whenever appropriate.

Promote Environmental Protection and Smart Growth

Discuss and implement strategies for fostering appropriate land use and protecting natural resources, such as implementation of a Purchase of Development Rights program, the County's commitment to the Cool Counties Climate Stabilization Goal, and other strategies being recommended by the Tri-County Growth Study Project. Develop and implement green building strategies for existing and new County facilities.

Specific enhancement: Promoting initiatives encouraging urban redevelopment and protecting agriculture in rural areas, and consider specific proposals which enhance this objective, such as supporting the activities of the Agricultural Preservation Board, Land Bank Authority, and supporting the resources to monitor the environment for threats and hazards to human health, and implementing recommendations of the Tri-County Growth Study. Promote green design standards, such as those of the U.S. Green Building Council to optimize and/or enhance indoor air quality, water and energy use efficiency, recycling, connectivity to walkable communities and public transit, eco-friendly landscaping and building materials, the use of natural lighting and heating, stormwater runoff features, environmental protection and other green building and green site practices.

BE IT FURTHER RESOLVED, that the Board of Commissioners encourages all departments, offices, and courts to consider these priorities in the development of their budgets and activities for 2010.

BE IT FURTHER RESOLVED, that the Board of Commissioners will be forced to reduce or eliminate service levels primarily in areas of discretionary services, yet recognizing that all mandated services will also be considered for budget reductions to the extent possible and necessary in this unprecedented time.

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BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners and county staff will continue to work cooperatively with townships that rely on the Ingham County Sheriff's Office for primary Law Enforcement Services to implement an alternative plan to replace these services.

BE IT FURTHER RESOLVED, that the County will continue to work in cooperation with the Cities of Lansing and East Lansing to implement the Action Plan developed by Plante & Moran to achieve the goal of a consolidated 911 Dispatch Center.

BE IT FURTHER RESOLVED, that efforts to expand the governance and funding structure of the Capital Region Airport Authority shall continue, with strong leadership from the Lansing Economic Area Partnership (LEAP) to achieve meaningful progress by December 2009.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts of the neighborhood network centers.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners supports the efforts to prevent environmental hazards to human health.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will explore efficiencies through regional cooperation, including exploration of regionalizing the provision of employee health care benefits.

BE IT FURTHER RESOLVED, that efforts to expand and increase the use of technology county-wide will continue, including ongoing efforts to upgrade the County's computer and telephone systems within reasonable efforts and budget constraints.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator will continue to score and rank Community Agency applications based on a set of criteria approved by the Board of Commissioners and make a recommendation on specific funding levels for each applicant to the Human Services Committee.

FINANCE: Yeas: Grebner, Nolan, Bahar-Cook, Tennis, Davis
Nays: Dougan Absent: None Approved 4/22/09