CHAIRPERSON MARC THOMAS

VICE-CHAIRPERSON VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM STEVE DOUGAN

COUNTY SERVICES COMMITTEE

DEB NOLAN, CHAIR

DEBBIE DE LEON

DALE COPEDGE

TIM SOULE

MARK GREBNER

MIKE SEVERINO

# 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, NOVEMBER 18, 2008 AT 7:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), OF THE HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

# Agenda

Call to Order Additions to the Agenda Limited Public Comment

- 1. <u>Interviews</u> Ingham County Road Commission
- 2. <u>Ingham County Treasurer</u> Resolution to Provide Funding for Low Income Tax Preparation
- 3. <u>Ingham County Medical Care Facility/Department of Human Services Board</u> Resolution Authorizing an Expansion of the Ingham County <u>Medical Care Facility</u>
- 4. <u>Community Corrections Advisory Board</u> Resolution Authorizing the Community Corrections Screening and Referral Specialist Special Part-Time Position to be Converted to a Three Quarter-Time (3/4) Position
- 5. Ingham County Parks & Recreation Commission
  - Resolution Providing an Update of the "Friends of Ingham County Parks"
     Fundraising Efforts Towards the Matching Funds for the Lake Lansing Park
     North Land Acquisition Grant
  - b. Resolution Authorizing the Jail Alternative Sentencing Program Budget
  - c. Resolution Changing the Position of Parks Manager III to a Parks Manager II
- 6. Health Department
  - a. Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit for the Cure, Inc. Grant Funds and Extend the Grant Period
  - b. Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National and Community Services
- 7. <u>MIS Department</u> Discussion Regarding Technology Collaboration with Other County Agencies (*No materials.*)

- 8. Purchasing Department
  - a. Resolution Authorizing Entering into a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment
  - b. Discussion Living Wage Waiver St. Vincent Catholic Charities
- 9. <u>Controller's Office</u> Resolution to Amend the 2008 Fair Fund Budget
- 10. <u>County Services Committee</u> Resolution to Expand the Size of the Ingham County Road Commission

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 <a href="https://www.ingham.org">www.ingham.org</a>.

RESOLUTION STAFF RE	EVIEW <u>DATE</u> November 7, 2008
Agenda Item Title:	Resolution to Provide Funding for Low Income Tax Preparation
Submitted by:	Ingham County Treasurer
Committees:	LE, JD, HS, CSX, FinanceX
Tax Revenue to assist in fund Way, to assist in the preparate Clinton and Eaton Counties. Financial Implications: \$9	,000.00 from Ingham County Delinquent Tax Revenue will be used
to assist in funding the positi	on.
Other Implications: The reproperty taxes.	efunds received by the citizens will assist in paying delinquent
Staff Recommendation: Staff recommends approval	MM_X_JN TL TM JC of the resolution.

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

### RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates income tax preparation for low and moderate income citizens; and

WHEREAS, the AIC's efforts have been funded and carried out by an ad hoc working group of non-profits in the tri-county area; and

WHEREAS, the group has successfully assisted thousands of taxpayers and helped achieve refunds of over \$10,000,000, including almost \$2,000,000 from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a part-time coordinator position hosted and administered by the United Way at an estimated cost of \$25,000; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of those most impacted by the economy and the refunds help with the payment of delinquent taxes.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorize funding for the coordination efforts at \$9,000 from Delinquent Tax Administration (516-25601).

BE IT RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

RESOLUTION STAFF RE	<b>DATE:</b> November 5, 2008
Agenda Item Title:	Resolution Authorizing an Expansion of the Ingham County Medical Care Facility
Submitted by:	Ingham County Medical Care Facility/Department of Human Services Board
<b>Committees:</b>	LE, JD, HS <u>X</u> , CS <u>X</u> , Finance <u>X</u>
Summary of Proposed Acti Susan O'Shea, Administrator	on: (See the attached November 3, 2008 Communication from :.)
Department of Human Service Medical Care Facility that with Rehabilitation Wing. This ex	e the approval of the recommendation from the Ingham County ces Board, for an expansion project for the Ingham County owned all add an 1,800 square foot addition to the Therapy Gym in the expansion is necessary because the present gym becomes crowded ot allow for expansion of therapy equipment.
\$8,949,419 in the Medical Ca	ne Department of Human Services Board has a balance of are Facility Depreciation Fund, approximately \$650,000 of which ject. No County General Fund dollars will be used.
Other Implications: None.	
Staff Recommendation: It Staff recommends approval of	MMJN TL TM JC X_ of the resolution.



November 3, 2008

Ingham County Board of Commissioners Mason, MI 48854

Dear Commissioners,

The Medical Care Facility (MCF) is seeking approval to construct an 1,800 sq. ft. addition to the Rehabilitation Wing.

In 2004, the Department of Human Services (DHS) Board and the Ingham County Board of Commissioners approved a 15,000 sq. ft. addition to the MCF. This project added 32 beds and ancillary areas for a short term rehabilitation program. The Rehab Wing opened in April 2006 and has since served 867 patients and provided 23,092 days of care.

The current proposed addition would increase the size of the Therapy Gym in the Rehab Wing. The present gym becomes very crowded during treatments and does not allow for the expansion of therapy equipment.

A Request for Proposals was published in the *Lansing State Journal* on August 22, 2008. Moore Trosper Construction Company of Holt has been selected as the general contractor. Construction of the new addition will cost approximately \$650,000. The project will be fully funded by the MCF's Depreciation Reserves and would be completed by May 2009. (As of September 30, 2008, the Depreciation Fund balance was \$8,949,419.00.)

The DHS Board has reviewed this proposal and, at its October 2008 meeting, passed a resolution supporting the project.

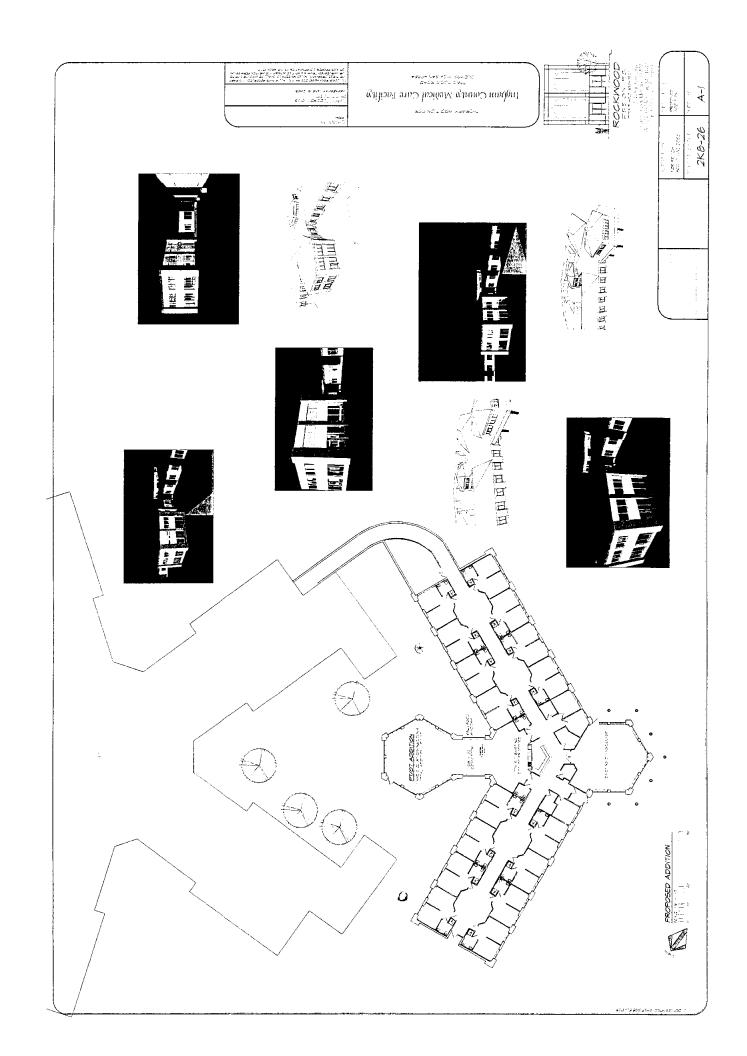
As always, I appreciate your continued support.

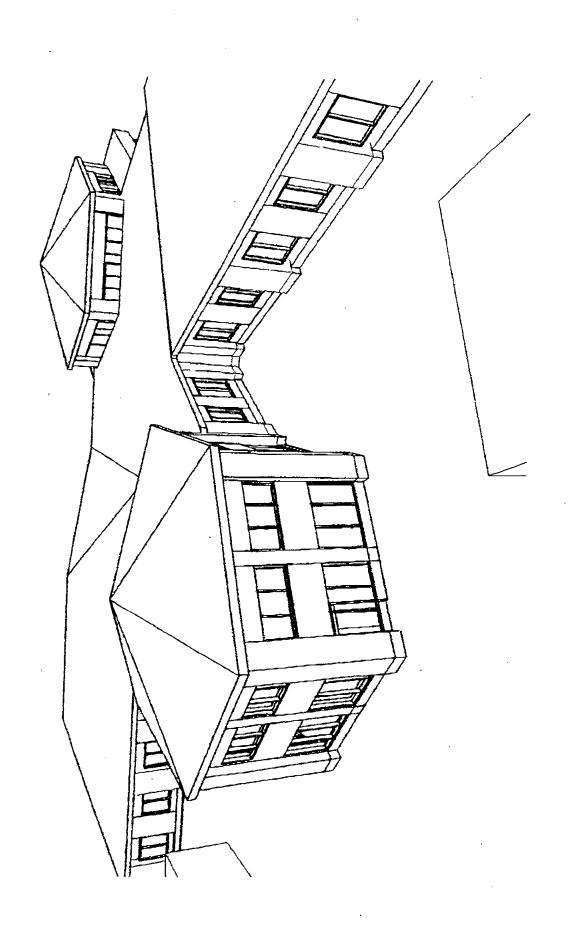
Sincerely,

Susan O'Shea Administrator

SOS/jbf

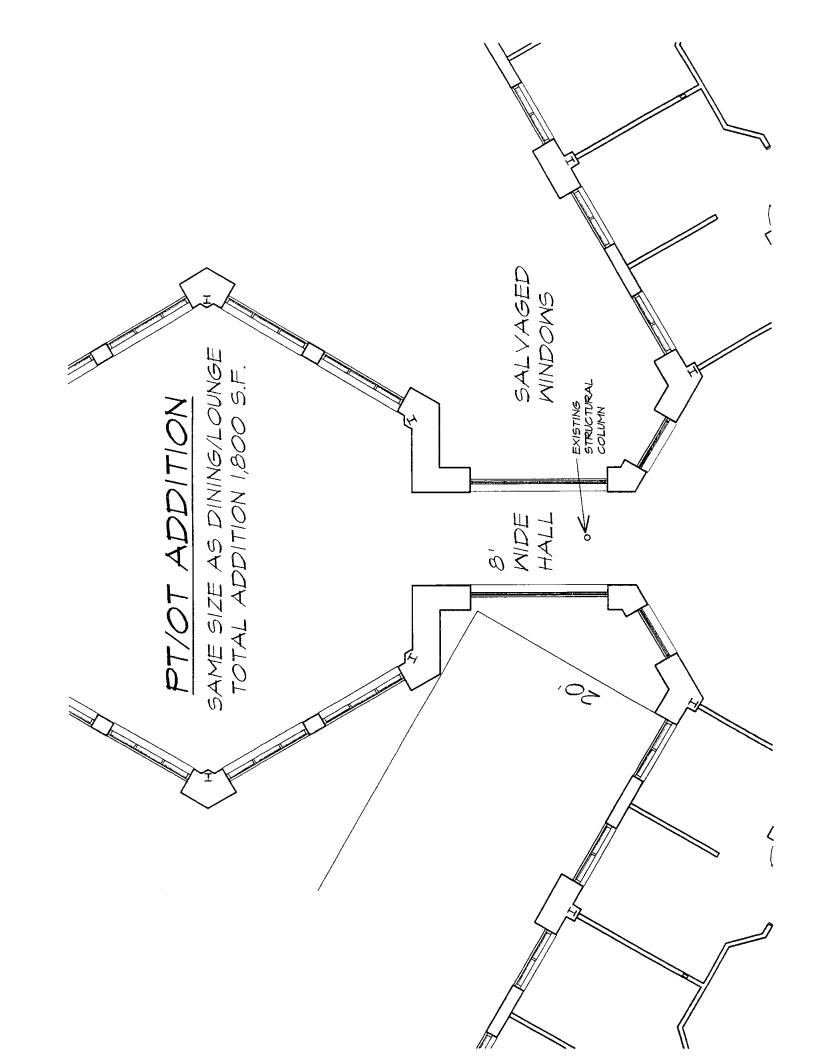
cc: Matthew Myers, Ph.D.
Ingham County Controller





עון. ג, צעעס וב: און מועטאב ואטטרואו ואוטטאב ואט

4 '1 CCU4 '0N



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

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING AN EXPANSION OF THE INGHAM COUNTY MEDICAL CARE FACILITY

WHEREAS, the Ingham County Department of Human Services Board is requesting that the Ingham County Board of Commissioners authorize an expansion of the Medical Care Facility in order to increase the size of the Therapy Room in the Rehabilitation Wing; and

WHEREAS, the Department of Human Services Board believes that the proposed addition is necessary to allow for the expansion of therapy equipment in the Therapy Gym because the present gym becomes very crowded during treatments; and

WHEREAS, the proposed expansion will add an 1,800 square foot addition to the Therapy Gym in the Rehabilitation Wing at a cost of approximately \$650,000; and

WHEREAS, cost of the project will be paid from the Medical Care Facility Depreciation Fund which has a current balance of \$8,949,419.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Department of Human Services Board to implement the proposed expansion of an 1,800 square foot addition to the Therapy Gym in the Rehabilitation Wing at the Medical Care Facility, at a cost not to exceed \$650,000, to be paid from the Medical Care Facility Depreciation Fund.

BE IT FURTHER RESOLVED, that the project will be conducted in accordance with Ingham County Polices regarding the payment of Prevailing Wages and adherence to Equal Opportunity/Non-Discrimination Policies as provided by Resolutions #02-263, #02-283, #03-71, and #03-183, #04-219.

RESOLUTION STAFF RE	<b>DATE</b> October 16, 2008
Agenda Item Title:	Resolution Authorizing the Community Corrections Screening and Referral Specialist Special Part-Time Position to be Converted to a Three Quarter-Time (3/4) Position
Submitted by:	Community Corrections Advisory Board
Committees:	LE <u>X</u> , JD <u>, HS , CS X</u> , Finance <u>X</u>
	on: onverting the Screening and Referral Specialist #336006 position UAW/F/Step1 three-quarter time (3/4) position.
Financial Implications: (S The General Fund level of su fees over an above the curren	apport stays the same; the increased costs will be met with additional
The range of salary and total the scale.	personnel costs are: \$50,926 at step one and \$58,767 at the top of
(\$58,767 - \$12,894 = \$45,87)	sts over and above the 2009 County appropriation will be \$45,873 3). The collection of fees will have to be increased to keep the 894 and that can be assessed on an annual basis during the budget
	unction used to have two special part-time positions. Over the years, e function necessitating an expansion in the working hours.
Staff Recommendation: M Staff recommends that this re	MJN _X _TLTMJC esolution be approved.

# **Community Corrections Screening and Referral Specialist**

Proposed conversion from Special Part Time to Three-Quarter Time:

# FY2008 BUDGET

Wages (Special Part Time)	\$34,67 <u>4</u>
County General Fund Appropriation	\$20,000
Client Fee Revenue	\$14,674

# **FY2008 Revised BUDGET**

Wages (Special Part Time	e) Jan. 1 – Nov. 24	\$32,754
Cost (.75 time position)	Nov. 24 – Dec. 31	\$ 5,122
Total 2008 Wages		\$37,876
County General Fund App	propriation	\$20,000
Client Fee Revenue	Jan. 1 – Nov. 30	\$25,769
Est. Client Fee Revenue	Dec.	\$ 2,343
		+ \$10,236

# FY2009 BUDGET

Wages (Special Part Time)	\$35,717
County General Fund Appropriation	\$12,894
Est. Client Fee Revenue	\$22,823

# FY2009 Revised BUDGET

Cost (.75 time position)	\$50,926
County General Fund Appropriation	\$12,894
Est. Client Fee Revenue	\$38,032

(10/24/08)

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

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING THE COMMUNITY CORRECTIONS SCREENING AND REFERRAL SPECIALIST SPECIAL PART-TIME POSITION TO BE CONVERTED TO A THREE-QUARTER (3/4) TIME POSITION

WHEREAS, the Community Corrections Screening and Referral Specialist #336006 conducts substance abuse evaluations and provides treatment recommendations for Ingham County Circuit Court clients; and

WHEREAS, the Screening and Referral Specialist is classified as a special part-time position which is limited to 19 hours per week; and

WHEREAS, the workload for this position falls within the parameters of a three-quarter time (3/4) position as defined in the U.A.W. Agreement; and

WHEREAS, the Screening and Referral Specialist position is funded in part by a County General Fund appropriation and in part by client fees assessed for services; and

WHEREAS, in conjunction with the County General Fund appropriation of \$20,000, more than enough client fee revenue has already been collected to cover the \$5,122 cost of the three-quarter time (3/4) position for the remainder of FY2008; and

WHEREAS, in conjunction with the County General Fund appropriation of \$12,894, it is projected that there will be adequate client fee revenue to cover the \$50,926 cost of the three-quarter time position in FY2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the Screening and Referral Specialist #336006 position from a special part-time to a UAW/F/Step1 three-quarter time position.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the 2008 and 2009 Budget and Position Allocation List in accordance with this Resolution.

RESOLUTION STAFF RE	VIEW <u>DA1</u>	<u>E</u> No	ovember 7, 2008	
Agenda Item Title:		fforts To	ate of the "Friends of Ingham County owards the Matching Funds for the ad Acquisition Grant	
Submitted by:	Ingham County Parks	& Recr	reation Commission	
<b>Committees:</b>	LE, JD, HS	, CS_	X, Finance	
Summary of Proposed Action:  The Board of Commissioners adopted Resolution #08-185 on July 22, 2008 authorizing an application be submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to fund the acquisition of 120 acres of natural area to expand Lake Lansing Park North. Noted within that resolution was the requirement that "the Controller/Administrator report whether sufficient funds have been identified in time to be considered no later than the Board of Commissioners meeting scheduled for December 9, and shall recommend whether the grant application should be confirmed." It also stated that "unless the Ingham County Board of Commissioners adopts a resolution no later than November 25, 2008, the Controller/Administrator shall notify the Michigan Department of Natural Resources that the grant application is withdrawn."  This resolution states that the Friends of Ingham County Parks have raised \$157,000 as of October 22, 2008 and have met and exceeded the \$150,000 December 3, 2008 deadline. All contingencies regarding the grant application should be rescinded.				
<b>Financial Implications</b> : No	one.			
Other Implications: Non	e.			
Staff Recommendation: Its Staff recommends approval of	MM_X_JN TL of the resolution.	TN	M JC	

# **INGHAM COUNTY PARKS & RECREATION COMMISSION**

# Meeting of October 27, 2008 RESOLUTION # 25-08

# RESOLUTION PROVIDING AN UPDATE OF THE "FRIENDS OF INGHAM COUNTY PARKS" FUNDRAISING EFFORTS TOWARDS THE MATCHING FUNDS FOR THE LAKE LANSING PARK NORTH LAND ACQUISITION GRANT

**WHEREAS**, on July 22, 2008 the Board of Commissioners adopted Resolution #08-185 authorizing an application be submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to Fund the Acquisition of 120 Acres of Natural Area to Expand Lake Lansing Park North; and

**WHEREAS**, the acquisition of the 120 acres supports Master Plan goals, ensuring adequate active and passive open space to meet the needs of the community and providing undeveloped natural and quiet areas within Ingham County Parks; and

**WHEREAS**, interested citizens and the Friends of Ingham County Parks set a fundraising target of \$150,000, the Meridian Township Land Preservation Board committed \$675,000, and Ingham County committed \$25,000, to be included as part of the total \$850,000 local match towards the Michigan Natural Resources Trust Fund grant proposal; and

**WHEREAS**, since May of 2008 the Friends of Ingham County Parks and interested citizens, ages 5 to 85 have worked tirelessly to reach their goal by November 1st; and

WHEREAS, this group of devoted volunteers have raised \$157,000 as of October 22, 2008; and

**WHEREAS**, the Michigan Department of Natural Resources Trust Fund Board meets on December 3<sup>rd</sup>, 2008 and all funding must be in place by this date; and

**WHEREAS**, the Friends of Ingham County Parks have met the \$150,000 December 3<sup>rd</sup>, 2008 deadline; and

**WHEREAS**, Board of Commissioner Resolution #08-185 required the Controller to report whether sufficient funds have been identified in time to be considered and recommend to the Board of Commissioners whether the grant application should be confirmed, with a resolution to that effect adopted no later than November 25<sup>th</sup>, 2008.

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks and Recreation Commission appreciates the outstanding efforts of the Friends of Ingham County Parks and interested citizens who participated in the successful fundraising campaign to raise the \$150,000 necessary for the Michigan Department of Natural Resources Trust Fund Lake Lansing Park North Land Acquisition Grant matching funds.

**BE IT FURTHER RESOLVED**, that the Ingham County Parks and Recreation Commission directs staff to provide a status update to the Controller and Board of Commissioners regarding the successful fundraising efforts at the November 25<sup>th</sup>, 2008 Board of Commissioner's meeting.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Ray Rustem that Resolution #25-08 be approved. **Yes-10**; **No-0**. **MOTION CARRIED**.

Introduced by the County Services Committee of the:

# INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION PROVIDING AN UPDATE OF THE "FRIENDS OF INGHAM COUNTY PARKS" FUNDRAISING EFFORTS TOWARDS THE MATCHING FUNDS FOR THE LAKE LANSING PARK NORTH LAND ACQUISITION GRANT

WHEREAS, on July 22, 2008 the Board of Commissioners adopted Resolution #08-185 authorizing an application be submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to Fund the Acquisition of 120 Acres of Natural Area to Expand Lake Lansing Park North; and

WHEREAS, the acquisition of the 120 acres supports Master Plan goals, ensuring adequate active and passive open space to meet the needs of the community and providing undeveloped natural and quiet areas within Ingham County Parks; and

WHEREAS, interested citizens and the Friends of Ingham County Parks set a fundraising target of \$150,000, the Meridian Township Land Preservation Board committed \$675,000, and Ingham County committed \$25,000, to be included as part of the total \$850,000 local match towards the Michigan Natural Resources Trust Fund grant proposal; and

WHEREAS, since May of 2008, the Friends of Ingham County Parks and interested citizens, ages 5 to 85 have worked tirelessly to reach their goal by November 1, 2008; and

WHEREAS, this group of devoted volunteers have raised \$157,000 as of October 22, 2008; and

WHEREAS, the Michigan Department of Natural Resources Trust Fund Board meets on December 3, 2008 and all funding must be in place by this date; and

WHEREAS, the Friends of Ingham County Parks have met the \$150,000 December 3, 2008 deadline; and

WHEREAS, the Board of Commissioners Resolution #08-185 required the Controller/Administrator to report whether sufficient funds have been identified in time to be considered and recommend to the Board of Commissioners whether the grant application should be confirmed, with a resolution to that effect, adopted no later than November 25, 2008; and

WHEREAS, the Ingham County Parks & Recreation Commission passed Resolution #25-08 at their October 27, 2008 meeting identifying all necessary funding for the grant.

THEREFORE BE IT RESOLVED, that all funding has been identified in time for the Ingham County Board of Commissioners meeting on November 25, 2008, and all contingencies regarding the Ingham County matching funds are hereby rescinded.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners appreciates the outstanding efforts of the Friends of Ingham County Parks and interested citizens who participated in the successful fundraising campaign to raise the \$150,000 necessary for the Michigan Department of Natural Resources Trust Fund Lake Lansing Park North Land Acquisition Grant matching funds.

RESOLUTION STAFF RE	November 7, 2008
Agenda Item Title:	Resolution Authorizing the Jail Alternative Sentencing Program Budget
Submitted by:	Ingham County Parks & Recreation Commission
<b>Committees:</b>	LE, JD, HS, CSX, Finance_X
housing at the Ingham Count Ingham County Parks Depart Sentencing Program (JASP) of of child support. JASP partic such as the construction of ne well as assisting with routine Two thirds of the cost of the sufficient funds have been id- Zoo budgets. Funds will con	ce chronic overcrowding and expenses associated with the cost of y Jail, Ingham County Friend of the Court has partnered with the ament, and instituted an extremely successful Jail Alternative involving individuals who are in contempt of court of non-payment cipants have successfully engaged in park improvement projects, ew boardwalks at Lake Lansing Park-North and Hawk Island, as park and zoo maintenance since June 1, 2004.  program is funded by Friend of the Court grants and budget, and entified within the existing 2008 Parks Department and Potter Park tinue to be identified in future budget years and transferred from the otter Park Zoo budgets for the applicapble time when the Friend of
Financial Implications: Funds identified within existi	ing budgets.
Other Implications: None	3.
Staff Recommendation: Its Staff recommends approval of	MMJN TL TM JC of the resolution.

# **INGHAM COUNTY PARKS & RECREATION COMMISSION**

Meeting of October 27, 2008 RESOLUTION #27-08

# RESOLUTION RECOMMENDING THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET BE APPROVED

WHEREAS, in a continuing effort to reduce chronic overcrowding and expenses associated with the cost of housing at the Ingham County Jail, Ingham County Friend of the Court has partnered with the Ingham County Parks Department, and instituted an extremely successful Jail Alternative Sentencing Program (JASP) involving individuals who are in contempt of court for non-payment of child support; and

WHEREAS, the JASP program began on a test basis on June 1<sup>st</sup>, 2004; and

**WHEREAS**, JASP participants have successfully engaged in park improvement projects such as the construction of new boardwalks at Lake Lansing Park-North and Hawk Island; as well as assisting with routine park and zoo maintenance; and

**WHEREAS**, this resolution for the JASP program has the support of both the Ingham County Park & Recreation Commission and the Ingham County Friend of the Court; and

WHEREAS, two thirds of the cost of the program is funded by Friend of the Court grants and budget; and

**WHEREAS**, sufficient funds have been identified within the existing 2008 Parks Department and Potter Park Zoo Budgets; and

WHEREAS, funds will continue to be identified in future budget years; and

WHERAS, funding will be transferred from the Parks Department and Potter Park Zoo budgets for the applicable time when the FOC Coordinator positions are filled; and

WHEREAS, the Ingham County Zoo Board passed Resolution #13-08 in support of the program.

**BE IT THEREFORE RESOLVED**, that the Ingham County Parks & Recreation Commission recommends that the Ingham County Board of Commissioners approve the following structure for the JASP program:

EXPENSES One Seasonal Working Coordinator/Parks (\$13.25/hour x 2,040 hours)	\$27,030	Zoo	<b>Parks</b> \$9,010
One Seasonal Working Coordinator/Zoo (\$13.25/hour x 2,040 hours)	\$27,030	\$9,010	
One 8 Month Position/Parks (\$13.25/hour x 1386 Hours)	\$18,365		\$6,122
SUBTOTAL TOTAL PARKS AND ZOO EXPENSE	\$72,425	<u>\$9,010</u>	<u>\$15,132</u>
REVENUE Current 2008 Seasonal Budget TOTAL PARKS AND ZOO REVENUE		\$9,010 <b>\$9,010</b>	\$15,132 <b>\$15,132</b>

**Moved by** Commissioner Soule and **Supported by** Mr. Matt that Resolution #27-08 be approved. **Yes-10; No-0**. **MOTION CARRIED.** 

Introduced by the County Services and Finance Committees of the:

# INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING THE JAIL ALTERNATIVE SENTENCING PROGRAM BUDGET

WHEREAS, in a continuing effort to reduce chronic overcrowding and expenses associated with the cost of housing at the Ingham County Jail, Ingham County Friend of the Court has partnered with the Ingham County Parks Department, and instituted an extremely successful Jail Alternative Sentencing Program (JASP) involving individuals who are in contempt of court for non-payment of child support; and

WHEREAS, the JASP program began on a test basis on June 1, 2004; and

WHEREAS, JASP participants have successfully engaged in park improvement projects such as the construction of new boardwalks at Lake Lansing Park-North and Hawk Island, as well as assisting with routine park and zoo maintenance; and

WHEREAS, this resolution for the JASP program has the support of both the Ingham County Park & Recreation Commission and the Ingham County Friend of the Court; and

WHEREAS, two thirds of the cost of the program is funded by the Friend of the Court grants and budget; and

WHEREAS, sufficient funds have been identified within the existing 2008 Parks Department and Potter Park Zoo Budgets; and

WHEREAS, funds will continue to be identified in future budget years; and

WHEREAS, funding will be transferred from the Parks Department and Potter Park Zoo budgets for the applicable time when the Friend of the Court Coordinator positions are filled; and

WHEREAS, the Ingham County Zoo Board passed Resolution #13-08 in support of the program; and

WHEREAS, the Ingham County Parks and Recreation Commission passed Resolution #27-08 on October 27, 2008.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the following structure for the JASP program:

EXPENSES One Seasonal Working Coordinator/Parks (\$13.25/hour x 2,040 hours)	\$27,030	Zoo	<b>Parks</b> \$9,010
One Seasonal Working Coordinator/Zoo (\$13.25/hour x 2,040 hours)	\$27,030	\$9,010	
One 8 Month Position/Parks	\$18,365		\$6,122

# (\$13.25/hour x 1386 Hours)

# **SUBTOTAL**

# \$72,425

TOTAL PARKS AND ZOO EXPENSE	<u>\$9,010</u>	<b>\$15,132</b>	
<u>REVENUE</u>			
Current 2008 Seasonal Budget	\$9,010	\$15,132	
TOTAL PARKS AND ZOO REVENUE	\$9,010	<b>\$15,132</b>	

RESOLUTION STAFF REVIEW		<b>DATE</b>	November 7, 20	008
Agenda Item Title:	Resolution Cha Manager II	nging the	Position of Parks	Manager III to a Parks
<b>Submitted by:</b>	Ingham County	Parks & I	Recreation Comm	ission
<b>Committees:</b>	LE, JD	, HS,	CS <u>X</u> , Finance	e_X
Summary of Proposed Acti At the time Potter Park and the system the classification of Presponsibilities assigned to the On July 22, 2008 a Horticulta Zoological Gardens of the Pomanager, continued support of The Parks Director wishes to Ingham County Parks and Research	ne Potter Park Zo lark Manager III ne Park Manager uralist/Grounds Notter Park Zoo. It of a Parks Manage change the Park	was estable II.  Manager was Due to the ger is no located the series of	lished in recognition was hired to overse placement of the longer required at the III position to a limited in the III position to a	tion of the additional job the Potter Park and the Horticulturalist/Grounds the Potter Park Zoo. Parks Manager II. The
change.	creation Commi	ission pass	ed Resolution #20	5-00 in support of tins
Financial Implications: The change from a Parks Ma \$74,884) to a Parks Manager \$69,339) will result in a savir be captured each year from the	II position (MC) ngs. The costs as	F10 with a ssociated v	a 2009 salary rang with the level III o	e of \$57,767 to
Other Implications: None.				
Staff Recommendation: Its Staff recommends approval of			_TM JC	_

# **INGHAM COUNTY PARKS & RECREATION COMMISSION**

# Meeting of October 27, 2008 RESOLUTION #26-08

# RESOLUTION AUTHORIZING STAFF TO REQUEST PERMISSION TO POST THE VACANT HAWK ISLAND PARK MANAGER POSITION AS A PARK MANAGER II

**WHEREAS**, on July 1<sup>st</sup>, 2007 Potter Park and the Potter Park Zoo were integrated into the Ingham County Parks system; and

**WHEREAS**, at that time the classification Park Manager III was established in recognition of the additional job responsibilities assigned to Willis Bennett, the Hawk Island Park Manager as a result of the addition of Potter Park and the Potter Park Zoo, and that he be compensated at the MCF-11 level (one grade increase) above Park Manager II, MCF-10, with the differential of \$5,436 to be captured each year from the Potter Park Zoo Millage; and

**WHEREAS,** in May of 2008 the Parks Director, Bob Moore, retired and Willis Bennett, Hawk Island Park Manager III, was appointed Interim Parks Director; and

**WHEREAS,** on July 22, 2008 a Horticulturalist/Grounds Manager was hired to oversee Potter Park and the Zoological Gardens of the Potter Park Zoo; and

**WHEREAS**, on September 28, 2008 Willis Bennett was appointed Ingham County Parks Director, leaving a vacancy in the position of Park Manager at Hawk Island Park; and

**WHEREAS**, due to the placement of the Potter Park Zoo Horticulturalist/Grounds Manager, continued support of a Parks manager is no longer required at Potter Park Zoo and it has been determined that the position of Hawk Island Park Manager should be posted at the previous Park Manager II level, salary range \$56,635 to \$67,979; and

**WHEREAS**, In July of 2008 the Ingham County Board of Commissioners implemented a hiring freeze (Resolution #08-194) on all General Fund positions for Ingham County; and

WHEREAS, the hiring freeze will continue through December 31, 2008; and

**WHEREAS**, the Ingham County Board of Commissioners authorized a six week hiring delay policy for the 2009 budget year (Resolution 08-214); and

**THEREFORE BE IT RESOLVED**, that the Ingham County Parks & Recreation Commission authorizes Parks Department staff to apply to County Services for permission post the Hawk Island Park Manager as a Park Manager II position.

**BE IT THEREFORE RESOLVED**, that the start date for this position be posted as "position available in January of 2009."

**BE IT THEREFORE RESOLVED**, that all hiring freeze specifications implemented by the Ingham County Board of Commissioners be adhered to.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Smith that Resolution #26-08 be approved. **Yes-10**; **No-0**. **MOTION CARRIED**.

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION CHANGING THE POSITION OF PARKS MANAGER III TO A PARKS MANAGER II

WHEREAS, on July 1, 2007 Potter Park and the Potter Park Zoo were integrated into the Ingham County Parks system; and

WHEREAS, at that time, the classification of Park Manager III was established in recognition of the additional job responsibilities assigned to the Park Manager II, as a result of the addition of Potter Park and the Potter Park Zoo; and

WHEREAS, the Park Manager II, MCF-10 position was reclassified to a Park Manager III, MCF-11, with the differential of \$5,436 to be captured each year from the Potter Park Zoo Millage; and

WHEREAS, on July 22, 2008, a Horticulturalist/Grounds Manager was hired to oversee Potter Park and the Zoological Gardens of the Potter Park Zoo; and

WHEREAS, due to the placement of the Potter Park Zoo Horticulturalist/Grounds Manager, continued support of a Parks Manager is no longer required at Potter Park Zoo, and the Parks Director wishes to change the Parks Manager III position to a Parks Manager II, resulting in a cost savings to the County.

WHEREAS, the Ingham County Parks and Recreation Commission passed Resolution #26-08 in support of this change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes changing the Parks Manager III position (MCF11 with a 2009 salary range of \$62,388 to \$74,884) to a Parks Manager II position (MCF10 with a 2009 salary range of \$57,767 to \$69,339) effective upon the approval of this resolution.

<b>RESOLUTION STAFF REVIEW DATE</b> November 7, 2008			
Agenda Item Title:	Resolution to Authorize a Purchase Order Utilizing Remaining Susan G. Komen Detroit for the Cure, Inc. Grant Funds and Extend the Grant Period		
<b>Submitted by:</b>	Health Department		
<b>Committees:</b>	LE, JD, HSX, CSX, FinanceX_		
This resolution authorizes the grant funds from the Susan G grant awards and to extend the will be used to purchase an according to the susant awards are susant awards.	on: (See the attached memorandum.) E Ingham County Health Department to carry forward the unused E. Komen Detroit Race for the Cure from the 2005, 2006, and 2007 The 2007 grant period through September 30, 2009. The grant funds dditional Breast and Cervical Cancer Control Program (BCCCP) County and to offset coordination expenses.		
Financial Implications: The total amount of unused g	grant funds is \$45,168.		
The additional caseload of 100 women will include \$26,000 of Susan G. Komen Detroit Race for the Cure funds and \$4,000 of Oakland Coordination funds for a total of \$30,000. The remaining \$19,168 of the Susan G. Komen Detroit Race for the Cure funds will be used to offset salary expenses for case management and data management services.			
Other Implications: The Michigan Department of	Community Health has approved this request.		
Staff Recommendation: MMJN 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., Health Officer

Date: November 6, 2008

Subject: Recommendation to Extend the Susan G. Komen Detroit Race for the

Cure Grant Agreement and Authorize a Purchase Order

Ingham County coordinates the Breast and Cervical Cancer Control Program (BCCCP) in eight Michigan counties, including Oakland. The BCCCP program is funded with federal funds reappropriated by the State and allocated by the Michigan Department of Community Health to local health departments.

The Ingham County Health Department BCCCP has been the recipient of funding from the Susan G. Komen Detroit Race for the Cure for the past several years to support breast cancer screening services in Oakland County. The Susan G. Komen Detroit Race for the Cure has granted permission to the Ingham County Health Department to carry forward the unused grant funds from the 2005, 2006, and 2007 grant awards and to extend the 2007 grant period through September 30, 2009. The total amount of unused grant funds is \$45,168.

The grant funds will be used to purchase an additional BCCCP caseload of 100 for Oakland County and to offset coordination expenses. The additional caseload of 100 women will include \$26,000 of Susan G. Komen Detroit Race for the Cure funds and \$4,000 of Oakland Coordination funds for a total of \$30,000. The remaining \$19,168 of the Susan G. Komen Detroit Race for the Cure funds will be used to offset salary expenses for case management and data management services.

The Michigan Department of Community Health has approved this request. I am recommending that the Board of Commissioners adopt the attached resolution and authorize an extension of the 2007 Susan G. Komen Detroit Race for the Cure Grant through September 30, 2009 and that a purchase order be issued to the state-wide BCCCP Third Party Administrator, Health Advantage, in the amount of \$30,000 for the purpose of purchasing an additional caseload of 100 for Oakland County.

John Jacobs w/ attachment
 Laura Peterson w/attachment
 Karen Jennings w/ attachment, Janeil Valentine w/attachment

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

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE A PURCHASE ORDER UTILIZING REMAINING SUSAN G. KOMEN DETROIT FOR THE CURE, INC. GRANT FUNDS AND EXTEND THE GRANT PERIOD

WHEREAS, Ingham County operates the Breast and Cervical Cancer Control Program (BCCCP) in eight Michigan counties, including Oakland; and

WHEREAS, the BCCCP Program is funded with federal funds re-appropriated by the State and allocated by the Michigan Department of Community Health to local programs and those funds are limited; and

WHEREAS, the Ingham County Health Department has been the recipient of funding from the Susan G. Komen Detroit Race for the Cure (an affiliate of the Susan G. Komen for the Cure, Inc.) for the past several years to support these services in Oakland County; and

WHEREAS, there are funds remaining from the 2005, 2006 and 2007 grant awards; and

WHEREAS, the amounts remaining include \$3,609 (2005 grant, Resolution #05-309), \$35,909 (2006 grant, Resolution #06-282) and \$5,650 (2007 grant, Resolution #07-302) for a project total of \$45,168; and

WHEREAS, the Susan G. Komen Detroit Race for the Cure has granted permission to the Ingham County Health Department to carry forward these remaining funds and to extend the 2007 grant through September 30, 2009, for the purpose of purchasing additional BCCCP caseload for 100 women in Oakland County and offset salary expenses for case management and data management services; and

WHEREAS, the additional caseload of 100 women will include \$26,000 of Susan G. Komen Detroit Race for the Cure funds and \$4,000 of Oakland Coordination funds for a total of \$30,000.

THEREFORE BE IT RESOLVED, \$19,168 of the remaining Susan G. Komen Detroit Race for the Cure funds will be used to offset salary expenses for case management and data management services.

BE IT FURTHER RESOLVED, a purchase order in the amount of \$30,000 will need to be issued to the BCCCP Third Party Administrator, Health Advantage.

BE IT FURTHER RESOLVED, the Michigan Department of Community Health has approved this request.

BE IT FURTHER RESOLVED, the Health Officer has recommended that the Board of Commissioners authorize this grant extension through September 30, 2009, and that a purchase order be issued to Health Advantage in the amount of \$30,000 for the purpose of purchasing an additional caseload of 100 for Oakland County.

<b>RESOLUTION STAFF REVIEW</b> <u>DATE</u> November 7, 2008			
Agenda Item Title:	Resolution to Authorize the Continuation of a Memorandum of Agreement and Grant from the Corporation for National and Community Services		
Submitted by:	Health Department		
<b>Committees:</b>	LE, JD, HSX, CSX, FinanceX_		
This resolution will authorize and Community Service to opperiod October 1, 2008 throu fiduciary on behalf of the Portion Financial Implications:  The Corporation for National	and Community Service (CNCS) will provide \$25,000 for a		
to their host agency supervise authorizes the transfer of \$25	ng supervision, training and oversight to the VISTA volunteers and ors. This position is housed within MSU Extension. This resolution 4,000 from the Health Fund to the 2008 Budget of the Ingham over the employment costs of the VISTA Project Coordinator.		
Other Implications: None.			
Staff Recommendation: Its Staff recommends approval of	MMJN TLTM JC _X of the resolution.		

### MEMORANDUM

To: Human Services Committee

**County Services Committee** 

Finance Committee

From: Randy Bell, Ingham County MSU Extension Director

Dean Sienko, M.D., Health Officer

Date: November 13, 2008

Subject: Continuation of the Americorps\*VISTA Project Memorandum of

Agreement

This is a recommendation to authorize the continuation of an agreement with the Corporation for National and Community Service to operate an AmeriCorps\*VISTA project in Ingham County.

Ingham County has enjoyed a rich tradition of hosting VISTA members who work to alleviate poverty while personally acquiring valuable leadership experience. In early 2006, the Ingham County Health Department, on behalf of the Power of We Consortium, applied to become a sponsor of a pool of 13 VISTA members in order to extend capacity-building support to community and faith-based organizations in Ingham County.

AmeriCorps\*VISTA is a federal program operating under the Corporation for National and Community Service (CNCS), with management in Michigan at the State CNCS office in Detroit. The original Memorandum of Agreement offered by CNCS and approved by the Board of Commissioners was for the period December 10, 2006 through December 8, 2007. It was renewed for the period October 1, 2008 through September 30, 2008 and the intent is that it be annually renewed for up to an additional two years.

The VISTA Coordinator provides supervision, training and oversight to the VISTA volunteers and to their host agency supervisors. This position is housed within MSU Extension. In 2007, the CNCS awarded Ingham County an \$18,250 grant toward support of the position. These were matched with County funds, via the MSU Extension budget, to support a full time position. In 2008, the CNCS provided \$25,000 toward this position. \$25,000 is pledged for 2009.

Our pool of VISTA members will continue to support projects that target low-income populations and will provide greatly needed capacity-building at a low cost for our community-and faith-based organizations.

We recommend that the Board of Commissioners adopt the attached resolution to continue the Memorandum of Agreement with the Corporation for National and Community Service to continue the VISTA project and to accept the grant that helps support the VISTA Coordinator position.

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

### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO AUTHORIZE THE CONTINUATION OF A MEMORANDUM OF AGREEMENT AND GRANT FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICES

WHEREAS, the Ingham County Board of Commissioners has identified a priority to support the neighborhood network centers and uses the budgets of the Health Department and Ingham County MSU Extension as the principal vehicles of support; and

WHEREAS, Resolution #06-333 authorized a Memorandum of Agreement with the Corporation for National and Community Services (CNCS) for the purpose of providing Ingham County with up to thirteen (13) America Corps\*VISTA members to perform volunteer service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social, and environmental problems; and

WHEREAS, Resolution #06-333 authorized that the Memorandum of Agreement for the period December 10, 2006 through December 8, 2007; and

WHEREAS, Resolution #07-307 authorized that the Memorandum of Agreement for the period October 1, 2007 through September 30, 2008; and

WHEREAS, the Health Officer and the Ingham County MSU Extension Director have recommended that the Board of Commissioners authorize the continuation of the Memorandum of Agreement with the CNCS and accept a \$25,000 grant.

THEREFORE BE IT RESOLVED, that a continuation of the Memorandum of Agreement and Grant from the corporation for national and community services be authorized, for the period October 1, 2008 through September 30, 2009, with the Health Department acting as fiduciary on behalf of the Power of We Consortium.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Grant from the CNCS of \$25,000 for the period October 1, 2008 through September 30, 2009, for the purpose of supporting a coordinator of VISTA volunteers assigned to Ingham County sites.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the transfer of \$25,000 from the Health Fund to the 2008 Budget of Ingham County MSU Extension to cover the employment costs of the VISTA Project Coordinator.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the 2009 Health Department and Ingham County MSU Extension Budgets to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the Memorandum of Understanding and any documents associated with the grant after review by the County Attorney.

<b>RESOLUTION STAFF REVIEW</b> DATE November 7, 2008			
Agenda Item Title:	Resolution Authorizing Entering into a Contract with Lansing Ice & Fuel Company to Supply Fuel for County-Owned Vehicles and Equipment		
Submitted by:	Purchasing Department		
<b>Committees:</b>	LE, JD, HS, CSX, FinanceX		
Lansing Ice & Fuel to supply also authorize an option for a Financial Implications: The paid individually from each I cost to Lansing Ice & Fuel Co.	on: This Resolution will authorize a three year contract with fuel for County-owned vehicles and equipment. The contract will in additional two years.  The contract will cover all Ingham County Departments and will be Department's budget. The cost to the County is \$0.086 above the company at the time of their purchase, excluding any exempt taxes.  The cost is a local vendor and was one of two companies that		
Staff recommends approval of the Board is to accept or rejective.	MM_X_JNTLTMJC of the resolution. As required by the Board Ethics Policy, the role of the recommendation. If the recommendation is rejected, the tason(s) for the rejection and instruct the staff to review the		

recommendation.

# Agenda Item 8a

### **MEMORANDUM**

TO: County Services and Finance Committees

FROM: James Hudgins, Director of Purchasing

DATE: November 6, 2008

RE: Fuel Purchase Program for County Owned Vehicles and Equipment

This is a resolution authorizing entering into a contract with Lansing Ice & Fuel Company for a period of three (3) years with an option to renew the contract for an additional two-year period. Lansing Ice and Fuel Company will provide regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

Lansing Ice & Fuel, a registered and local vendor with the County, will provide County employees with easy access to and the convenience of numerous fueling stations in and around the County and the state. It also backs out all exempt sales tax and provides fuel usage reports by department utilizing a card accounting system. All fuel purchased meets or exceeds the minimum standards established by the State of Michigan. The price charged to the County for all fuel charges is based on the Contractor's cost on the date of purchase plus a differential (for freight and margin), excluding any exempt taxes.

I recommend approval of the following Resolution.

### MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: November 6, 2008

SUBJECT: Proposal Summary – Fueling Program

# **Project Description:**

This project consists of soliciting proposals for the purchase of regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

# **Proposal Summary:**

Proposers Contacted: 6 Local: 4
Proposers Responding: 2 Local: 1

The following firms submitted a proposal:

Firm Cost Diff. /Gallon Local Preference Requested

Lansing Ice & Fuel \$0.086 Y - Lansing, MI FleetCor Technologies \$0.110 (diesel \$0.170)N - Norcross, GA

# Recommendation:

Award a contract to Lansing Ice & Fuel for a period of three (3) years with an option to renew for two (2) additional years.

# Source of Funding:

Individual department's budgets.

### Advertisement:

The RFP was advertised in the LSJ and El Central, and posted on the Purchasing Department's Web Page.

# **Contact Person:**

Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LANSING ICE & FUEL COMPANY TO SUPPLY FUEL FOR COUNTY-OWNED VEHICLES AND EQUIPMENT

WHEREAS, the County requires a primary supplier of fuel for County-owned and operated vehicles and equipment at fair and reasonable prices on an as-needed basis; and

WHEREAS, the current fueling contract with Lansing Ice & Fuel Company expires December 31, 2008; and

WHEREAS, the Purchasing Department solicited proposals for the purchase of fuel, and after review and evaluation, recommends entering into contract with the lowest responder, Lansing Ice & Fuel Company, a local vendor, to supply fuel for County-owned vehicles and equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a fueling contract with Lansing Ice & Fuel Company to supply fuel for County-owned vehicles and equipment for a period of three (3) years with an option to renew the contract for an additional two-year period.

BE IT FURTHER RESOLVED, that the price charged to the County for fuel purchases shall be based on Lansing Ice & Fuel's cost on the date of purchase, plus a \$0.086 per gallon differential for all types of fuel purchased.

BE IT FURTHER RESOLVED, that this differential shall be added to Lansing Ice & Fuel's actual invoice cost to determine the County's fuel price, excluding any exempt taxes.

BE IT FURTHER RESOLVED, that the fuel will be purchased utilizing a card accounting system to be provided by Lansing Ice & Fuel.

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

#### MEMORANDUM

TO: County Services Committee

FROM: Jim Hudgins, Purchasing Director

SUBJECT: Living Wage Waiver

DATE: November 6, 2008

Attached for your review and consideration is a letter dated October 20, 2008, from St. Vincent Catholic Charities (STVCC) requesting an additional waiver through December 31, 2011, from the requirements of the Ingham County Living Wage Policy. In 2004, and again in 2005, STVCC requested, and the County agreed, to grant a waiver to STVCC, provided that adequate yearly progress was being made toward paying its employees a living wage. The current waiver will expire on December 31, 2008.

In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four, based on 2,000 hours worked annually. For 2008, the living wage rate is \$13.25/hour. Twenty percent (20%) of the costs paid by the employer may be deducted if a comprehensive health care benefits package is provided.

Vendors contracting with the County primarily to perform services are required to pay their employees a living wage if the following two (2) conditions apply:

- 1. The total expenditure of the contract or the total value of all contracts the vendor has with the County exceeds \$50,000 in a twelve-month calendar; and,
- 2. The vendor employs five (5) or more employees.

Certain groups of vendors and special conditions are exempt from the provision of this policy including a non-profit human services agency.

The Living Wage Policy states that:

"... a non-profit human services agency may request a waiver of the provisions of the policy if it believes that the application of the policy would cause economic harm to the agency in a fashion that would result in the harm created by application of the policy outweighing the benefits of applying the policy."

The County Services Committee reviews waiver requests and provides its recommendation to the Board of Commissioners for final action. A subsequent resolution will be prepared for final approval pending your decision.

Representative Lynette Long, V.P. Human Resources/Quality Assurance, STVCC, will be in attendance at the November 18, 2008 County Service Committee Meeting to answer your questions.

### St. Vincent Catholic Charities

2800 W Willow • Lansing, Mt 48917 • Office: (517) 323-4734 • www.steet.org

PROVIDING HELP, CABALING HOPE,

October 20, 2008

ı

Jim Hudgins, Director of Purchasing Ingham County P.O. Box 319 Mason, MI 48854

Dear Mr. Hudgins,

We have received the Ingham County Resolution outlining the policy that requires any vendor who confracts with the County for services, whore the total expenditure of the contract exceeds \$50,000 in a 12-month period pay its employees tiving wage. The purpose of this letter is to request an additional waiver through December 31, 2011 for the purpose of being able to fully implement the living wage resolution as outlined.

The agency originally requested and was granted a three year walver by the Ingham County Board of Commissioners (Decamber 2005-Docamber 31, 2008) for the purposes of developing and Implementing a plan of compliance for the living wago policy that would not inflict the severe tinancial burden upon the agency that would have existed if the waiver had been denied. In April, I forwarded you a memorandum puttining the agency's continuous effort to bring those employees who work directly on the contract up to living wage status since the waiver was originally granted. The document that I enclosed for you in my letter dated April 23, 2003 showed the number of those employees not making living wage had been significantly reduced since the agency's living wage plan was implemented. Our hope is that the additional waiver will allow our agency leadership and Board of Directors the opportunity to re-assess the Implications of our current plan and make any necessary changes that will result in full compliance by the end of the requested waiver.

With the current waiver set to expire at the end of this year, the cost associated with bringing the remaining employees to living wage status would be \$52,240.00. The agency recently received extreme cuts in funding for its Refugee Services program, and is therefore unable to allocate this amount of money towards compensation without it being an extreme financial burden that would likely result in closing parts of the program and laying off several staff. As an organization whose mission is to serve the poor and vulnerable in highern County, we embrace any effort that is put forth to impact poverty and recognize the importance of equity.

I will enclose an updated copy of those employees not making living wage who are currently working directly on the contract along with their position titles and wages. Please let me know if there is any additional information that you may need in recommending our request to the Board of Commissioners.

Singerely,

Lynette Long, Vice Prosident

Human Resources/Quality Assurance











# Background Information Regarding Living Wage Requirement of St. Vincent Catholic Charities

In 2003, the Ingham County Board of Commissioners passed a policy requiring vendors who contract with the County to provide mainly services, and where that contract(s) exceeds \$50,000 in a 12-month period to pay its employees a "living wage". This policy would apply to both full and part-time employees, and any employee working greater than five hours a week on the grant. This policy allows for certain exemptions, including, but not limited to public entities, entities with a 501©(3) status, and employees under a collective bargaining unit. The policy also allows for non-profit service agencies to request a waiver of the provisions of the policy if they believe the application of the living wage policy would cause economic hardship.

In October of 2003, St. Vincent Catholic Charities, STVCC (formally Catholic Social Services, CSS) requested and was granted by the BOC, a waiver for the period of September 22, 2003 through December 31, 2004, provided that STVCC develop a plan for achieving implementation of the living wage requirements. The BOC also required STVCC to demonstrate progress toward implementing the living wage requirements, including a timetable and plan, before additional waivers would be granted. Any further request for waivers are required to be submitted at least 60 days prior to the end of the initial waiver period. For the fiscal year of 2004 STVCC had several contracts with the county totaling \$174, 117.00. Currently STVCC has one grant with the county totaling \$135,000.00 for its Refugee Services Program.

In order to comply with the living wage policy STVCC put in place a strategy that it believed would decrease the number of those employees not making living wage within the allotted waiver time frame. The strategy was as follows:

- January 2004 4% increase (all other employees get 2%)
- January 2005 6% increase (all other employees get 3%)
- January 2006 6% increase (all other employees get "projected" which was 3%)
- January 2007 6% increase (all other employees get "projected" which was 3%)
- January 2008 6% increase (all other employees get "projected" which was 2%)

#### It was also estimated that:

- In October of 2003 33% of agency employees did not make a living wage
- February 2004 29% of the agency employees did not make living wage
- In January 2005 24% of the agency did not make living wage
- In January 2006 20% of the agency did not make living wage
- In January 2007 16% of the agency did not make living wage
- In January 2008 approximately 12% of the agency did not make living wage

These percentages also include employees whose positions were not covered by the contract received by Ingham County but were included for the purposes of establishing equity across the agency.

In the first request for a waiver (see attached document beginning in 2005) there were 22 position affected. In 2006 the agency continued to work toward decreasing those affected

positions by providing a 6% increase. In 2007 the agency received extreme cuts in funding and saw a significant reduction in dollars gained from philanthropy and was forced to make many program changes including transferring sponsorship of the CAIR, Foster Grandparent, Senior Companion programs, relocating the staff from the Ballentine Stepping Stones building to the main campus to cut down on facility costs and restructure the Refugee Services Program. But through this significant transition the leadership stood by its plan of implementing the living wage plan.

### **Continued area of concern**

Persons hired into the positions affected by the living wage policy as a result of turnover are hired within the agency compensation range for that specific position. The pay ranges are consistent with agency policy and with the market value of the position that has been identified by a compensation analysis. Position market value is determined in part based upon necessary skills, experience, level of education etc. needed to perform the essential functions of the job. However, even in these cases, the living wage plan has always been implemented for the purposes of moving the person toward the living wage rate determined for that year and following years. In every case, the current positions that are affected by the living wage requires the agency to pay persons hired into the position much greater than the market value and in many cases at a much higher rate of pay than several of their colleagues who in many cases, position requires a higher level of skill, knowledge and education. For example, in 2008 the living wage policy required STVCC to pay a Case Manager Assistant (CMA) \$13.25/hr. This position requires a high school diploma or equivalent with 1-2 years of experience in volunteer or case management work. Based on annual salary surveys conducted by the Michigan Non- Profit Association, and the Child and Family Federation, the market value for this position entry level is \$9.44/hr. Whereas the beginning rate of pay for a Supervisor in the Residential Facility or Case Manager in the Child Welfare program that both require Bachelor degrees is \$13.00/hr. has been and will continue to be extremely difficult for the agency to compensate these identified positions at this level of pay when in most cases the living wage far exceeds the market value for the position. It is also difficult to maintain an environment of fairness and equity amongst employees when this is the case.

While we philosophically support the intent of the Ingham County Living Wage ordinance, and are continuously working to improve the wages and working conditions for our workforce, compliance with this mandate presents a number of challenges.

- 1. Additional philanthropic support available within this community is limited. In addition to the limited foundation funding, all non-profits in our community are faced with greater competition for the same donor dollars.
- 2. Agreeing to unilateral wage increases without any increase in funding or consideration of the characteristics of the workforce will inevitably lead to a decreased capacity to continue providing the same level of service or service at all to this community.
- 3. We must make sound business decisions that do not jeopardize the future financial health and capacity of this organization.

Within this context and in consideration of these challenges we are again requesting an exemption or an additional waiver of the living wage mandate. Providing a living wage to our employees is and will continue to be a priority and commitment that we will work diligently towards.

Please consider this request and of course we are open to further dialogue about this important issue.

Sincerely, Lynette Long, Vice President Human Resources/Quality

### **Living Wage Affected Positions**

Senior Care Programs	2005 W	age (\$12.10)	2006 Wage (\$12.50)	2007 Wage (\$12.91)	2008 Wage (\$13.25)
1 - Secretary	\$	10.55	11.18 (6% increase)	Position vacated/new hire 11.03	Program eliminated
1- Secretary (Part-Time)	\$	8.95	9.48 (6% increase)	10.04 (6% increase)	Program eliminated
1- Secretary (Part-Time)	\$	10.76	11.40 (6% Increase)	Position vacated/new hire \$9.83	Program eliminated
Ballentine Stepping Stone	)				
1- Secretary	\$	9.47	10.03 (6% increase)	Position reclassified due to restructure	
1- Janitor (3/4 time)	\$	7.15	7.57(6% increase)	Position eliminated due to program move	
1- Parent Aide	\$	8.83	9.35(6% increase)	Position no longer covered by grant as of 2007	
Refugee Services					
1- Job Developer	\$	10.33	10.95(6% increase)	Position not coverd by contract	
1- Immigration Assistant	\$	10.67	11.31(6% increase)	Position not coverd by contract	
1- VESL Instructor	\$	10.93	11.59(6% increase)	Position not coverd by contract	
1-Case Manager Asst	\$	9.75	10.34(6% increase)	Position vacated/new hire \$10.00/hr	Case Mgr Asst. \$10.01
1-Job Developer	\$	10.67	11.31(6% increase)	Position not covered by contract	
1-Case Manager Asst	\$	9.53	10.10(6% increase)	Position vacated/new hire \$10.00/hr	Case Mgr Asst. \$10.00
1-Job Developer	\$	10.96	11.62(6% increase)	Position not covered by contract	
1-Case Manager Asst	\$	9.53	10.10(6% increase)	Position vacated/new hire \$10.00/hr	(6% increase) 10.64
1-Furniture Mover (Part-Time)	\$	9.51	10.08(6% increase)	Position not covered by contract	
1- Job Developer	\$	11.15	11.82(6% increase)	Position not covered by contract	
1- Secretary	\$	8.95	9.49(6% increase)	Position vacated/new hire \$9.79	(6% increase) 10.38
1-Case Manager Asst	\$	8.99	9.53(6% increase)	Position vacated/new hire \$10.00/hr	Contractual \$10.00
1- Case Manager Asst				Position added due to restructure	Contractual \$10.00
1-Resettlemet Asst.	\$	10.82	11.47(6% increase)	Position Restructured	
1-Job Developer	\$	10.67	11.31(6% increase)	Position not covered by contract	
1-Furniture Mover (Part-Time)	\$	8.22	8.71(6% increase)	Position not covered by contract	
1- Interpreter(contractual)				\$10.00/per hour as needed (newly created position)	\$10.00/per hour as needed
1- Interpreter(contractual)				\$10.00/per hour as needed (newly created position)	\$10.00/per hour as needed

#### \*\*Note

Most of the contractual positions are contractual because of the language needed. Some CMA's and all interpreters are used only when their language skills are needed for new arriving families.

RESULUTION STAFF R	DATE November 15, 2008.				
Agenda Item Title:	Resolution to Amend the 2008 Fair Fund Budget				
Submitted by:	Controller's Office				
Committees:	LE JD, HS, CS <u>*</u> , Finance*_				
Summary of Proposed Action: Without a transfer from the General Fund, the Fair Fund will be in a deficit fund situation at the end of 2008. The primary problem was revenue that came in significantly lower than budgeted. Off-season rentals and activities have decreased significantly in 2008. A transfer from the 2008 contingency fund of up to \$100,000 is recommended. Because 2008 numbers have not yet been finalized for the Fair Fund, the actual transfer to avoid a negative fund situation may be considerably more or less once the books are closed.  Financial Implications: The current contingency amount is \$447,952. This proposed action, along with an adjustment to the Intergovernmental Services Fund being considered by the Law Enforcement and Finance Committees, will leave a balance of \$27,952 in the 2008 contingency account.					
with newly projected reven	e 2009 budget for the Fair Fund will be amended to align expenses uses. The fund will also be carefully monitored throughout 2009 to appropriation is not necessary.				
Staff Recommendation: MMJNTLTM_XJC Staff recommends approval of this resolution.					

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

#### RESOLUTION TO AMEND THE 2008 FAIR FUND BUDGET

WHEREAS, actual 2008 revenues for the Ingham County Fair came in significantly under budget, primarily due to a decrease in off-season rentals and activities, and

WHEREAS, the current unrestricted fund balance in the Fair Fund (F561) is not sufficient to cover this shortfall, and

WHEREAS, a transfer from the General Fund to the Fair Fund is necessary to avoid a deficit fund situation.

THEREFORE BE IT RESOLVED, that up to \$100,000 be transferred from the 2008 contingency account to the Fair Fund in order to avoid a deficit fund situation.

BE IT FURTHER RESOLVED, that the Fair will amend its 2009 budget with reduced revenue projections and amend its expense budget to stay within the revised revenue projections to ensure that no general fund appropriation is required to avoid a deficit fund balance in 2009.

November 12, 2008

TO: County Services and Finance Committees

FROM: Becky Bennett

**Board Coordinator** 

RE: Expanding the Ingham County Road Commission

An amendment to the County Road Law, (MCL 224.1) became effective on January 1, 2007, which gives County Board of Commissioners the authority and option of expanding the size of its Road Commissions from a three-member board to a four or five-member board.

On October 28, 2008 the Board of Commissioners held a public hearing regarding the expansion of the Road Commission. At that meeting the resolution increasing the size of the Road Commission was referred to the County Services and Finance Committees.

Attached are two versions of the resolution. The number of Road Commissioners has been left blank in each resolution until a decision has been made by the Committees.

Version 1 – Authorizes expansion of the Road Commission keeping the salary at its current level for all members. The current salary is \$9,100, plus a \$35 per diem for attending meetings. The number of Road Commissioners has been left blank until a decision has been made by the Committee.

Version 2 - Authorizes expansion of the Road Commission reducing the salary for newly appointed members to \$5,460 with a \$35 per diem for attending meetings. This number was arrived at by combining the current \$9,100 salary level of the current 3 members and dividing by 5. If the Road Commission is increased to 4 members, the salary would be \$6,825, plus a \$35 per diem for attending meetings. The salaries of the current members must remain at \$9,100 until their terms expire. Joe Guenther's term will expire December 31, 2010 and Shirley Rodgers' term will expire December 31, 2012. Once their terms expire, their salaries will be reduced to \$5,460 or \$6,825.

It is important to keep in mind that if the new Road Commission member is appointed before this issue is resolved, the new member's salary will be in effect for 6 years and cannot be decreased until their term expires.

The Road Commission has included the salaries for 5 Road Commission members in their 2009 budget.

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

#### **VERSION 1**

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION

WHEREAS, the Ingham County Road Commission provides a valuable service to Ingham County residents; and

WHEREAS, by statute, the size of Road Commissions has been limited to three (3) members; and

WHEREAS, effective January 3, 2007, the County Road Law (MCL 224.6) was amended to allow County Board of Commissioners to increase the size of Road Commissions from three (3) to four (4) or to five (5) members; and

WHEREAS, a larger governing body provides for more diversity in representation and allows for the consideration of a broader range of viewpoints in the decision-making process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall expand the size of the Ingham County Road Commission from three (3) to \_\_\_\_\_ members effective January 1, 2009.

BE IT FURTHER RESOLVED, that the initial term of the two new members will be staggered with one term expiring December 31, 2010 and one term expiring December 31, 2014.

BE IT FURTHER RESOLVED, that the new Road Commission members will be compensated at the current Road Commission salary level of \$9,100, with a \$35 per diem for meetings attended.

BE IT FURTHER RESOLVED, that a public hearing was held on October 28, 2008 before the Board of Commissioners at 7:30 pm in the Board of Commissioners' Room, Ingham County Courthouse, Mason, Michigan for the purpose of hearing any interested persons on the proposed increase in membership on the Ingham County Road Commission.

BE IT FURTHER RESOLVED, that pursuant to the Statute, notice of the public hearing was posted at least twenty eight (28) days before the hearing date.

#### **VERSION 2**

Introduced by the County Services and Finance Committees of the:

#### INGHAM COUNTY BOARD OF COMMISSIONERS

# RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION

WHEREAS, the Ingham County Road Commission provides a valuable service to Ingham County residents; and

WHEREAS, by statute, the size of Road Commissions has been limited to three (3) members; and

WHEREAS, effective January 3, 2007, the County Road Law (MCL 224.6) was amended to allow County Board of Commissioners to increase the size of Road Commissions from three (3) to four (4) or to five (5) members; and

WHEREAS, a larger governing body provides for more diversity in representation and allows for the consideration of a broader range of viewpoints in the decision-making process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners shall expand the size of the Ingham County Road Commission from three (3) to \_\_\_\_\_ members effective January 1, 2009.

BE IT FURTHER RESOLVED, that the initial term of the two new members will be staggered with one term expiring December 31, 2010 and one term expiring December 31, 2014.

BE IT FURTHER RESOLVED, that Road Commission members appointed after December 31, 2008 will be compensated at a salary level of \_\_\_\_\_ with a \$35 per diem for meetings attended.

BE IT FURTHER RESOLVED, that current Road Commission members will continue to be compensated at the rate \$9,100 with a \$35 per diem for meetings attended through the remainder of their existing terms which expire December 31, 2010 and December 31, 2012.

BE IT FURTHER RESOLVED, that upon the expiration of the current terms of existing members, the salary will be reduced from \$9,100 to \_\_\_\_\_ with a \$35 per diem for meetings attended.

BE IT FURTHER RESOLVED, that a public hearing was held on October 28, 2008 before the Board of Commissioners at 7:30 pm in the Board of Commissioners' Room, Ingham County

Courthouse, Mason, Michigan for the purpose of hearing any interested persons on the proposed increase in membership on the Ingham County Road Commission.

BE IT FURTHER RESOLVED, that pursuant to the Statute, notice of the public hearing was posted at least twenty eight (28) days before the hearing date.