

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, OCTOBER 7, 2008  
AT 7:00 PM, IN THE PERSONNEL CONFERENCE ROOM (D & E), OF THE HUMAN  
SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [September 9](#) and [16, 2008 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. District Court - Request to Waive the [Hiring Freeze](#)
2. Prosecuting Attorney's Office – Request to Waive the [Hiring Freeze](#) for an Assistant Prosecuting Attorney Vacant Position and Support Clerk (Shared Time) Vacant Position  
(Tabled from September 26, 2008 Law Enforcement Meeting)
3. Ingham County Economic Development Corporation - Resolution Setting a Public Hearing on the Adoption of Two Amendments to the Ingham County Brownfield Redevelopment Authority Brownfield Plan One Called Redevelopment of Ingham County [Fast Track Land Bank Authority](#) Parcels Amendment No. 1 and the Other Called Land Bank Fast Track Authority City of Lansing Parcels Only
4. Ingham County Equal Opportunity Committee - Resolution Recommending Establishment of an [Employment of Relatives Policy](#)
5. Ingham County Parks & Recreation Commission - Resolution Authorizing the Submission of a Funding Request to the Michigan State Police, Emergency Management and Homeland Security Division, State Public Assistance Office Through Which Federal Emergency Management Agency (FEMA) Funding is Distributed for the [Rayner Park](#) Storm Damage
6. Facilities Department – Resolution Amending the Agreement with [Teachout Security Services, Inc.](#) to Provide Unarmed Guard Services at the Ingham County Family Center
7. Human Resources Department
  - a. Resolution Authorizing Contracting with [Concentra Medical Centers](#) to Provide Occupational Health Services to Ingham County Applicants and Employees
  - b. Resolution Authorizing American Family Assurance Corporation of Columbus ([AFLAC](#)) to Offer Voluntary Employee Benefit Products to Ingham County Active Employees

8. County Services Committee
  - a. Request for a Continuance of [Severance Pay](#)
  - b. Resolution Recognizing the [Ingham Health Coalition](#) for their Efforts and the Positive Impact it has had on Ingham County and Affiliated Employers
  - c. Resolution Honoring [Robert Coon](#)
9. Board Referral - Letter from the [Capital Region Airport Authority](#) Forwarding a Resolution to Reduce the Airport Authority Mill Levy

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

## COUNTY SERVICES COMMITTEE

September 9, 2008

### Minutes

Members Present: Deb Nolan, Debbie DeLeon, Dale Copedge, Tim Soule, Mark Grebner, Mike Severino and Board Chairperson Marc Thomas

Members Absent: None

Others Present: Matthew Myers, Jared Cypher, Teri Morton, Rick Terrill, Jim Hudgins, Sally Auer, Peter Cohl, Doug Stover, Tom Shewchuk, Tony Lindsey, Becky Bennett, Dave Stoker, Willis Bennett and others

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

Additions to the Agenda: None

#### Limited Public Comment

Ms. Auer, UAW Chairperson, stated she was here to address her concerns regarding the Controller's Recommended Budget. An Enforcement Officer is to be laid off in the Drain Office. The Facilities Department wants to fill a vacant maintenance mechanic position. It also wants to eliminate a custodian. Ms. Auer explained that the custodian position should be maintained and the building maintenance mechanic position should be eliminated.

Ms. Auer stated the Drain Office is using employees out their classification. She does not want the County to use temporary employees or to outsource work next year. If the employee in the Enforcement Officer position is laid off, the County should place the employee in another position that she is qualified to fill. This employee has worked for the County for eight years.

Chairperson Nolan thanked Ms. Auer and the UAW membership for their assistance during the budget process.

Mr. Myers stated he intends to place laid off employees in other positions whenever it's possible. Ms. Auer stated all the laid off positions are UAW positions. Chairperson Nolan stated she hopes there will be vacant positions by the end of this year. Laid off employees could be placed in those positions. Ms. Auer asked for an assurance that this will happen. Chairperson Nolan stated she could not provide that assurance.

Ms. Davis, Enforcement Officer in the Drain Office, stated she has worked very hard for the County for eight years. She then stated that Mr. Lindemann told her he would speak with the Commissioners about maintaining her position.

Mr. Walker, EOC Committee, expressed the EOC's concern about being targeted for a zero budget. All the advisory boards have the same concern. The advisory boards use the funds to participate in community events. If their budgets are not increased for 2009, the advisory boards will be less effective next year. Mr. Walker also stated he understands the County's financial situation.

1. Budget Hearings

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE FOLLOWING ITEMS:

- b. Board of Commissioners
- c. Community Agencies
- d. Controller
- e. County Attorney
- f. County Clerk
- h. Economic Development
- i. Equalization
- k. Fair
- l. Financial Services
- m. Hotel/Motel
- n. Human Resources
- o. MIS
- p. Parks
- q. Purchasing
- r. Register of Deeds
- s. Treasurer
- t. Tri-County Regional Planning

MOTION CARRIED UNANIMOUSLY.

1. Budget Hearings

- a. Advisory Boards
  - 1) Agriculture Preservation Board
  - 2) Capital Area Rail Council
  - 3) Environmental Affairs Committee
  - 4) Equal Opportunity Committee
  - 5) Historical Commission
  - 6) Women's Commission

Comm. Copedge stated the Women's Commission expressed the similar comments from Mr. Walker. Comm. Severino stated the Capital Area Rail Council is the only advisory board that receives general fund money. Comm. Grebner stated the Capital Area Rail Council is no longer an advisory board. The funds for the Council are used for their dues. Chairperson Nolan stated the Council should not be a part of the community agency process. Comm. Grebner stated it has been moved into the CATA budget.

The Committee discussed where the Capital Area Rail Council budget should be located. Comm. Grebner stated the Controller can resolve this matter.

Mr. Myers explained the \$500 for the advisory boards was for postage and copying for their meetings. The Board Office now handles the postage and copying for the advisory boards. Some of the advisory boards now use the \$500 to attend dinners and other events.

Comm. DeLeon stated she served on the EOC years ago. That budget was not used for dinners. As the EOC developed and became more effective, it assisted the County and has been visibly for the County. It is important for this Committee to support the EOC's work.

Comm. Copedge echoed Comm. DeLeon's position on this issue. The EOC has established relationships in the community. The County should be involved in this effort. Comm. Copedge further stated the EOC has done tremendous work to put a method of fairness in the employment process. The Committee should increase the funding allotment for the advisory boards.

MOVED BY COMM. SOULE, SUPPORTED BY COMM. DELEON, TO ADD \$500 FOR THE EQUAL OPPORTUNITY COMMITTEE AND \$500 FOR THE WOMEN'S COMMISSION ON THE Z LIST FOR CONSIDERATION.

Chairperson Nolan stated she had the pleasure to sit on the Women's Commission. She then stated she would be very pleased to support the above motion. Chairperson Nolan then said the advisory boards should use the funds for advertisement purposes.

FRIENDLY AMENDMENT: THE BOARD OF COMMISSIONERS EXPECTS THE FUNDS TO BE SPENT ON PROMOTIONS, ADVERTISING AND COMMUNITY EVENTS. THIS WILL BE A LINE ITEM IN THE BUDGET.

Chairperson Nolan asked if the advisory boards' mailings go through the Board Office. Ms. Bennett stated all mailings are done electronically.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO AMEND THE MOTION TO REDUCE THE \$500 APPROPRIATION TO \$250.

Comm. Severino stated he supports the above amendment because it leaves money for Environmental Affairs and the Historical Commission. The advisory boards should not use tax payer dollars for dinners.

MOTION TO AMEND FAILED with Comms. Grebner and Severino voting YES.

Chairperson Nolan asked if the other advisory boards have expressed any concerns about the 2009 budget. Ms. Bennett stated the Historical Committee indicated it would accept the recommended budget but it would appreciate more money.

The Committee consented to a FRIENDLY AMENDMENT to place \$500 on the z list for the Historical Commission.

MOTION CARRIED UNANIMOUSLY.

g. Drain Commissioner

Mr. Pratt, Deputy Drain Commissioner, stated his understanding that the Drain Commissioner submitted a letter to the Controller's Office to indicate his support of the Controller's Recommended Budget. He then explained the Drain Commissioner accepted the Controller's recommendation to eliminate the Enforcement Officer position. The Officer's duties have

diminished due to the recession. If the economy recovers, Mr. Lindemann will request to restore the Enforcement Officer position in his office.

Mr. Pratt stated the Drain Office does care about Ms. Davis, Enforcement Officer. He also agreed with Ms. Auer that the County should do what it can to prevent the loss of jobs and the loss of health insurance. Mr. Pratt stated Mr. Lindemann wants to be very strong that the Board of Commissioners should find a place in County government for the laid off employees.

Mr. Pratt further explained the Drain Office needs temporary or seasonal employees during the spring months. One of these positions is paid for through the 639 fund, not the General Fund. The Drain Office will work with the union regarding the laid off positions.

Comm. Severino asked if there is a way to fund the Enforcement Officer position through the Agricultural Millage. Chairperson Nolan stated that option can be pursued with the Agricultural Preservation Board.

Comm. Copedge asked why the Enforcement Officer position is not funded through the 639 fund. He also asked why the Drain Office allowed her job to be diminished while it is using temporary employees. Mr. Pratt explained the temporary employees conduct work outside of Ms. Davis' position. If Ms. Davis conducts the same duties as the temporary employees, she will have seasonal hours.

Comm. Copedge stated he believes there are a number of administrators in the Drain Office but at the same time, the Office claims they don't have anyone to conduct the work in the Office. The Drain Office is now hiring temporary employees to do the work that should be done by staff members.

Mr. Pratt stated he will ask Mr. Lindemann to speak with Comm. Copedge about his concerns. He further explained that conducting assessments is a seasonal job. He then explained the assessment process.

Comm. Copedge stated he would like to speak with the Drain Commissioner regarding the staffing issues.

Ms. Auer clarified that she spoke with Ms. Morton a few days ago. She was told that all laid off employees are funded through the General Fund. Ms. Auer then stated she met with Mr. Lindemann yesterday. The Drain Office employees are processing paper work; they are not doing high technical work.

Chairperson Nolan asked if the positions are terminated, will the Drain Office's jobs be completed. Mr. Pratt stated the positions are not eliminated. The bulk of what the students do is completed for this year. Mr. Pratt apologized for not consulting with Ms. Morton regarding the 639 Fund and the General Fund issues. He then stated the Drain Commissioner has some discretion to move positions around within those budgets.

Ms. Morton stated if the positions are moved around, they will be recorded in the appropriate budget.

Comm. DeLeon stated she cannot vote to cut positions when the County is funding temporary positions. Ms. Morton stated the \$6,000 budgeted for temporary positions in 2009 are not enough to fund a full time position.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE DRAIN COMMISSIONER.

Comm. DeLeon stated this Committee is not prepared to amend the Controller's Recommended Budget tonight. The Committee needs additional information regarding the temporary positions in the Drain Office.

Mr. Pratt stated half the cost of the Enforcement Officer position is funded through the 639 Fund. Ms. Morton stated the General Fund portion of this position is \$32,346.

MOTION CARRIED with Comms. Copedge and DeLeon voting NO.

Comm. DeLeon stated work needs to be done with the Drain Office to fully fund the Enforcement Officer position through the 639 Fund.

j. Facilities

Mr. Terrill stated he is present this evening to address any questions from the Committee. He then stated he considered every aspect of the Facilities' positions. It is critical for the Facilities Department to maintain and operate the County's facilities. The maintenance mechanic position that Ms. Auer referred to has been on a medical disability leave for about eight months. This has created a real hardship for the Department. Mr. Terrill further stated this position allows the County to use in-house personnel for some projects instead of using contractors.

Mr. Terrill explained there are two positions that are eligible for retirement in 2009; however, he does not know if those employees will retire. The janitorial position in Mason that is to be cut in the budget is not critical for this facility. The Department can offset some of the janitorial responsibilities with an employee who works at the Jail. Eliminating the janitorial position in Mason will impact the Mason facility minimally.

Mr. Terrill informed the Committee that staff at the Human Services Building has been very supportive and patient over the last eight months.

Comm. Copedge asked how the Department is covering for the maintenance mechanic while he is on medical leave. Mr. Terrill stated his Department has used contractors for some projects that are normally done by this position. Other employees are also working over time hours. Over time is unusual in his Department.

Mr. Terrill explained the maintenance mechanic's responsibilities. This position is responsible for light construction projects, renovation, and light custodial work if needed and opening and closing this facility.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET FOR THE FACILITIES DEPARTMENT.

Comm. DeLeon asked for clarification regarding the employee who has been ill for the past eight months. Mr. Lindsey stated the employee has applied for disability retirement. He does not know when MERS will make this determination. The employee is dealing with a work-related injury.

Comm. Severino asked how employees are paid for workers compensation. Ms. Morton explained these employees are paid through a separate line item.

The Committee discussed this matter further. Ms. Morton stated there are two custodians and one lead custodian in Mason. Comm. DeLeon asked if the maintenance mechanic position can be left open for 2009. Mr. Myers explained this position is mainly funded by the renters of the Human Services Building. A very small portion of this position is funded through the General Fund. He then stated all of the laid off positions in the 2009 budget are across the County. Those Departments are willing to accept the budget due to the County's financial situation.

Comm. DeLeon stated it is hard to approve the elimination of a position when it is filled. She would like the County to find alternative positions for those employees who will be laid off for 2009. Mr. Myers stated he hopes there will be a position that Ms. Davis is qualified for so that she is employed for the remainder of this year. He then stated the County Department heads identified the positions to be laid off in the 2009 budget.

Comm. Grebner stated the County's job is not to be an employment agency. The County's job is to make the best deal it can between the pressure of the tax money and the services that are needed for the residents. He then stated he has pushed to have a policy that the County will try to find another position for every laid off County employees. The County does a good job of moving employees into other positions. Comm. Grebner stated he supports the Controller's Recommended Budget.

Comm. DeLeon stated it is easy to lay off vacant positions. The County's job also is to get our questions answered. We many find an alternative option. Comm. Copedge stated the County's responsibility is also to its staff. We should determine if it's possible to find other positions for the laid off employees. Comm. Copedge further stated he would continue to look for options for the laid off employees.

MOTION CARRIED with Comms. Copedge and DeLeon voting NO.

## 2. Final Ranking

The Committee had one z list item.

Announcements: None

## Public Comment

Ms. Auer stated she hopes the Commissioners consider that the employees are real people.

Chairperson Nolan stated the Controller, the Budget staff and the Department heads have done a wonderful job of dealing with the \$5.6 million shortfall for 2009. People have understood the



financial necessity of cutting \$5.6 million from the budget. Chairperson Nolan stated she cannot thank these people enough for their efforts during this difficult process.

Chairperson Nolan further stated it is sad that some employees will be laid off next year. The Board of Commissioners is not happy about this situation. The County may deal with the same situation for the 2010 budget process.

Chairperson Nolan stated she is extremely sorry for the employees who will be laid off next year. The County will do its best find them other positions.

Comm. DeLeon spoke about the road patrol issue. She stated if the Board of Commissioners has the courage to do something about this matter; the County may be in a better financial situation.

The meeting adjourned at 7:29 p.m.

Respectfully submitted,

Debra Neff

## COUNTY SERVICES COMMITTEE

September 16, 2008

### Minutes

Members Present: Deb Nolan, Debbie DeLeon, Dale Copedge, Tim Soule, Mark Grebner, Mike Severino and Board Chairperson Marc Thomas

Members Absent: None

Others Present: Matthew Myers, Rick Terrill, Jim Hudgins, Tony Lindsey, Becky Bennett, Sally Auer, Susan Pigg, Maureen Winslow, Dr. Sienko, Willis Bennett, Jamie McAloon-Lampman, Tom Eastwood, Daniel Argentati and others

The meeting was called to order by Chairperson Nolan at 7:02 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the August 29, 2008 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE AUGUST 29 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Comms. Severino and Soule

(Comm. Soule arrived at 7:04 p.m.)

#### Additions to the Agenda

3. Prosecuting Attorney's Office – Request to Waive the Hiring Freeze for an Assistant Prosecuting Attorney Vacant Position and Support Clerk (Shared Time) Vacant Position – Item pulled at the request from Mr. Dunnings
12. AFLAC Insurance
2. Vacant Position List as of 9/12/08
- 10a. Substitute Resolution

#### Limited Public Comment

Ms. Auer stated she was present to indicate the UAW's support to add AFLAC as a voluntary benefit product provider for the UAW employees. She asked the Committee to approve the request to offer AFLAC to the employees.

(Comm. Severino arrived at 7:07 p.m.)

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

5. Economic Development Corporation – Resolution Authorizing Submission of a Community Development Block Grant Application for \$250,000 to Advance the Jackson National Life Insurance Company Economic Development Infrastructure Project
6. Ingham County Parks & Recreation Commission – Resolution Authorizing the Approval of Expenditures for an Outdoor Interactive Avian Exhibit Using Australian Seed Eater Birds at the Potter Park Zoo

- 7b. Resolution to Appoint Dennis Jurczak, M.D. and D. Bonta Hiscoe, M.D. as Deputy Medical Directors and Deputy Medical Examiners and to Authorize Employment Contracts
- 8. Facilities Department – Resolution Authorizing a Contract with B & J Painting, Inc. to Prep and Paint Post #4 at the Ingham County Jail
- 10. County Services Committee
  - b. Resolution Congratulating Ron House
  - c. Resolution Honoring Rex David Borgman
  - d. Resolution Congratulating Susan Pigg as the Recipient of the Michigan Economic Developers Association Award
  - e. Resolution Designating October 15, 2008 as “National Latino Aids Awareness Day” in Ingham County
  - f. Resolution Designating September 26, 2008 as “Michigan Indian Day” in Ingham County

MOTION CARRIED UNANIMOUSLY.

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

- 10. County Services Committee
  - a. Resolution to Expand the Size of the Ingham County Road Commission from Three to Five Members

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION TO EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION FROM THREE TO FIVE MEMBERS.

Comm. Grebner stated he has complained about three-member boards, in general, for some time. Powerful bodies that have three members usually run amuck. The Road Commission has been a continuing problem. There is currently a controversy with the Commission. Comm. Grebner stated he met with a Road Commissioner yesterday to address the controversy. It is not an extraordinary controversy. He then said he would strongly support an increase in the membership from three to five Road Commissioners.

The Resolution indicates the Commission can consist of four or five members. This Committee could establish four members and then increase it to five members after January 1, 2009.

Comm. Soule agreed with Comm. Grebner’s statements. He then stated he has always had concerns about three-member boards. A five-member board would be more deliberative.

Comm. DeLeon stated there could potentially be two vacancies on the Road Commission by the

end of this year. If we increase the Commission to five members, there will be more vacancies. As the Committee moves toward increasing the membership, we should be aware of the timeline of the vacancies so that the Commission is not handicapped with too many new members at one time.

Comm. Severino stated he is generally not in favor of increasing the membership of the Road Commission. He then said he will support the increase as long as the Resolution includes the fourth paragraph in the Substitute Resolution: “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.” Comm. Severino stated he hopes this language includes geographical diversity.

Comm. Grebner spoke regarding the original Resolution. He asked if the Committee can express its desire to expand the Road Commission without making details before we hold a public hearing. Comm. DeLeon stated if the Committee decides to expand the Road Commission, it must hold a public hearing.

Comm. Grebner said the Substitute Resolution indicates the two new terms will not start until January 1, 2009. The start dates are frozen per the Resolution. Chairperson Nolan stated the dates can be changed. Comm. Grebner asked if the Committee will hold a public hearing for the Resolution or for expanding the Road Commission.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO AMEND THE RESOLUTION TO STRIKE *EFFECTIVE JANUARY 1, 2009* FROM THE THEREFORE BE IT RESOLVED PARAGRAPH AND TO ELIMINATE THE FIRST BE IT FURTHER RESOLVED PARAGRAPH OF THE RESOLUTION. .

Comm. Grebner stated his motion is contingent upon the County Attorney’s advice. Chairperson Nolan asked the Board Coordinator if the Substitute Resolution was reviewed by the County Attorney. Ms. Bennett stated the County Attorney did review the Substitute and indicated it was fine. She then stated she could check with the County Attorney tomorrow regarding the proposed amendment.

After further discussion, Comm. Grebner withdrew his motion and Comm. DeLeon withdrew her support of the motion.

Comm. Copedge asked for clarification regarding the fourth WHEREAS in the Substitute Resolution. Board Chairperson Thomas explained that a Road Commissioner expressed concerns regarding the language in the original Resolution. He then stated he modified the Resolution to address the Road Commissioner’s concern. He intended the term “diversity” to be in the broadest sense. Comm. Copedge stated he understands the language as long as it is not misinterpreted during Road Commission interviews.

Comm. Copedge asked if the funding for the Road Commissioners will change if the board is expanded. Chairperson Nolan explained that Ms. Rodgers and Mr. Guenther will continue to receive the same amount until their terms expire; the County Services Committee will recommend a salary level for any new Road Commissioners.

Comm. Copedge asked if there is an idea of the salary for the new Road Commissioners.

Chairperson Nolan stated that issue has not been discussed. Board Chairperson Thomas stated that issue may come up at the Board of Commissioners meeting or at the next County Services meeting. This Committee will determine the salary at the appropriate time.

Comm. Copedge asked if the intent is to fund the new positions at a lower rate than the current rate. Chairperson Nolan stated she does not know what this Committee will determine for the salary. Comm. Grebner stated the Road Commissioners are paid far more than other comparable boards in this County. The Board of Commissioners has been thinking about this matter for some time. He then stated he would not be surprised if this Committee decides to lower the current compensation level for the Road Commissioners.

Comm. DeLeon stated the Road Commissioners' duties are not comparable to any other County boards or commissions. She then stated if the intent of the Substitute Resolution is to decrease the salary, she will not support it. Comm. DeLeon asked if the third WHEREAS paragraph in the Substitute Resolution is quoting the change in the law or is it this Committee's intent to increase the Road Commission members from three to five.

MOVED BY COMM. DELEON, SUPPORTED BY COMM. GREBNER, TO AMEND THE THIRD WHEREAS PARAGRAPH AS FOLLOWS:

WHEREAS, EFFECTIVE JANUARY 3, 2009 . . . FROM THREE (3) *TO FOUR (4) OR FIVE MEMBERS*; AND

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT TO THE RESOLUTION.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO AMEND THE THEREFORE BE IT RESOLVED PARAGRAPH AS FOLLOWS:

TBIR . . . TO EXPAND FROM *THREE TO FOUR MEMBERS EFFECTIVE JANUARY 1, 2009 AND TO FIVE MEMBERS EFFECTIVE JANUARY 1, 2010.*

Comm. Copedge asked about the law in the third WHEREAS paragraph in the Substitute Resolution. Comm. Grebner explained that WHEREAS paragraphs in Resolutions do not carry any weight. The County acts through its "RESOLVED" paragraphs.

Board Chairperson Thomas stated he does not particularly support Comm. Grebner's proposed amendment. A five-member body is a better public policy. This Committee usually has a good pool of applicants for the Road Commission. Board Chairperson Thomas further stated this Committee should recommend appointments to have five members in January 2009.

Comm. Copedge stated the appointments should be staggered.

MOTION TO AMEND FAILED with Comms. Grebner, Copedge and DeLeon voting YES.

MOVED BY COMM. DELEON, SUPPORTED BY COMM. COPEDGE, TO AMEND THE RESOLUTION AS FOLLOWS:

TBIR: THAT THE INGHAM COUNTY BOARD OF COMMISSIONERS *PROPOSES TO*

*EXPAND THE SIZE OF THE INGHAM COUNTY ROAD COMMISSION FROM THREE (3) TO FOUR (4) OR FIVE (5) MEMBERS.*

Board Chairperson Thomas stated he supports the proposed amendment.

Comm. Grebner stated the proposed amendment is what he intended in his first motion.

MOTION TO AMEND CARRIED with Comm. Severino voting NO.

Comm. DeLeon stated she wants this Resolution to be on the Board of Commissioners' November 12, 2008 meeting agenda. Comm. Grebner stated this Resolution should be submitted to the Board of Commissioners for action.

MAIN MOTION AS AMENDED CARRIED with Comm. DeLeon voting NO.

1. Interviews
  - a. Equal Opportunity Committee

The Committee interviewed Thomas Morgan for a position on the Equal Opportunity Committee.

The Committee held a general discussion regarding the appointment terms.

MOVED BY COMM. COPEDGE, SUPPORTED BY COMM. GREBNER, TO RECOMMEND THE APPOINTMENT OF THOMAS MORGAN TO THE EQUAL OPPORTUNITY COMMITTEE. MOTION CARRIED UNANIMOUSLY.

- b. Youth Commission

The applicant was not present for the interview.

2. Circuit Court/Family Division – Request to Waive the Hiring Freeze for an Attorney Referee Position

MOVED BY COMM. DELEON, SUPPORTED BY COMM. GREBNER, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE FOR AN ATTORNEY REFEREE POSITION.

Ms. Winslow stated the Intake Department lost a referee due to retirement in August. An Attorney Referee is leaving her position because her family is moving of state. This Department sorts through 95% of the petitions and tickets charging juveniles with infractions of the law and parents of youth charged with child abuse or neglect that are presented to the Court.

The Circuit Court wants to fill the Attorney Referee position before January 1, 2009. An Attorney Referee is able to perform more judicial functions than a non-attorney referee. If this position is not filled, the intake process will be seriously delayed.

Mr. Fruechtenich stated the Attorney Referee position is critical because it handles abuse and neglect petitions. Ms. Winslow said the Circuit Court has exceeded its attrition target this year.

Mr. Myers asked for the total cost of the position. Ms. Winslow stated the salary range for this position is \$60,000 to \$80,000.

MOTION CARRIED UNANIMOUSLY.

4. Animal Control Department – Request to Waive the Hiring Freeze for Redemption Clerk/Dispatcher Position

MOVED BY COMM. DELEON, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE FOR A REDEMPTION CLERK/DISPATCHER POSITION.

Ms. McAloon-Lampman asked this Committee to waive the hiring freeze so that the vacant Redemption Clerk/Dispatcher position can be filled. She then explained this position was not slated to be cut in the 2009 budget. This position has been vacant for some time due to the employee being on FMLA. The employee will not return to this position.

Ms. McAloon-Lampman stated this vacancy will create undue hardship on a multitude of service levels from hindering the Department's ability to receive process and dispatch citizen complaints; it will limit customer service to over 12,000 residents who come to the facility seeking assistance or to redeem, relinquish and adopt animals.

Comm. Grebner stated he hopes the next negotiated contract includes better coverage when dogs are outside. Ms. McAloon-Lampman stated the coverage in the contracts is the same. The County can only have two officers around the year. Comm. Grebner stated staff should only work when needed. Ms. McAloon-Lampman stated summer months are significantly busier than the other seasons. Comm. Grebner stated it would be nice to have more coverage on Saturdays and Sundays.

Mr. Myers explained this Department has less staff than it did 10 to 12 years ago. The Department's deputy director position has been vacant for a few months. The Director has pledged not to fill that position until January 1, 2009.

MOTION CARRIED UNANIMOUSLY.

7. Health Department

a. Resolution to Authorize the Creation of a Health Program Assistant Position

(Comm. Severino left the meeting at 8:13 p.m.)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE RESOLUTION TO AUTHORIZE THE CREATION OF A HEALTH PROGRAM ASSISTANT POSITION.

Dr. Sienko stated this position is needed to enroll more people in the Ingham Health Plan. Comm. Copedge thanked Dr. Sienko for his information in the agenda material.

Chairperson Nolan asked for the current enrollment in the IHP. Mr. Welter stated there are about

15,000 people enrolled in the Ingham Health Plan. The enrollment gradually increased over the last three to four years.

Comm. Copedge asked how this position will be funded. Mr. Welter stated this position is funded by the Ingham Health Plan Corporation. General Fund monies are not needed for this position.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino.

9. Purchasing Department – Resolution Amending the Ingham County Purchasing Policies

Mr. Myers stated he met with Mr. Terrill, Mr. Hudgins and Mr. Eastwood to discuss this issue. We discussed the pros and cons of the Policy. Mr. Eastwood received a copy of our Purchasing Policies to review. He was asked to provide us with his recommendations for changes to the Policies. Mr. Myers further explained that Mr. Eastwood had said that he could not support this Resolution in its current form. This item was left on tonight's agenda for discussion.

Comm. Copedge asked for the status of this item. Mr. Myers stated he presented a Resolution as directed by this Committee. Comm. DeLeon stated she would prefer that this be a discussion item. We had a better Resolution at the August 8 meeting. That Resolution was referred to staff to see if it could work out any issues. Mr. Eastwood was to be included in this process. Staff was to present a product that the Committee could approve.

Comm. Grebner explained what he thought this Committee's direction was from the August 8 meeting. This Committee was going to move away from the heavy amount of regulation. He would like Mr. Eastwood and others to take this new approach. All vendors should disclose any violations he/she has received. Comm. Grebner further stated he prefers the approach of Resolution that applies to all of the County's purchases.

Comm. Copedge stated his recollection from the August 8 meeting was that staff would use the Resolution from that meeting for the discussions with staff and Mr. Eastwood. There was support for a document that would address our issues. Comm. Copedge further stated there should be a partnership between staff, labor representatives and others to draft a resolution.

Comm. DeLeon stated she requested specific information for tonight's meeting. Mr. Argentati is here to address this Committee and to explain why we need specific language to address some issues. Mr. Argentati monitors contracts for the County.

Comm. DeLeon distributed information that she received from Comm. Tennis regarding the Ingham Academy's contracts. The information included a list of the vendors and subcontractors. She stated the list does not include all of the subcontractors. A bulk of the subcontracts is not located in Ingham County. Comm. DeLeon further stated there are a number of prevailing wage issues. People still worked under 1099's as an individual who was a contractor.

Comm. DeLeon stated people will always try to get around our policies. If our policies are specific, people won't be able to get around them. We want to do what is in the best interest of the County and the residents' tax dollars. Many of the contractors do not pay city taxes.



Mr. Terrill stated there was one person who was a 1099 on the Ingham Academy job. He was a drywall finisher. The Lansing Tile owner investigated this issue. The owner received a document that indicated it was an oversight on their part and the person was paid higher than the prevailing wage. Mr. Hudgins stated this issue was resolved by requiring the 1099 employee to be paid a journeyman wages. Lansing Tile apologized profusely for this matter. The owner promised that this would not happen again.

Mr. Terrill stated many subcontractors subcontract their work due a high work load. The contract required that any subcontractors are to meet the job specifications and contract requirements. Staff did receive a list of the subcontractors on this project. Comm. DeLeon asked if the subcontractors were aware of the local preference policy. Mr. Myers stated the policy does not address subcontractors of subcontractors.

Comm. DeLeon stated she wants an updated list of subcontractors before a project is started so this Committee can ensure they meet our qualifications. The subcontractors for the Ingham Academy project did not meet our policy requirements.

Chairperson Nolan stated the Committee should be discussing the Resolution on tonight's agenda. The concerns regarding the Ingham Academy project should be discussed with staff at a different time. Comm. DeLeon stated the concerns are part of the reason for changing our current policies.

**MOVED BY COMM. GREBNER TO APPROVE THE RESOLUTION AMENDING THE INGHAM COUNTY PURCHASING POLICIES. MOTION DIED** due to lack of support.  
Absent: Comm. Severino

Comm. Grebner stated the Committee has not indicated objections to the current Resolution. He suggested the Committee could approve a document that requires bidders to disclose regulatory issues. The concerns about the Ingham Academy project should be addressed at the next Committee meeting.

Comm. Grebner explained that things happen that require contractors to use subcontractors. There was a web of people who were working on the Ingham Academy project. If the County is to approve all contractors and subcontractors, the projects will be delayed.

Comm. Copedge asked why the staff and the interested parties discussed a different Resolution from the August 8 meeting. A number of Commissioners on this Committee wanted staff to discuss the August 8 Resolution.

**MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AMENDING THE INGHAM COUNTY PURCHASING POLICIES.**

Mr. Myers stated he did have a meeting to discuss the Resolution from the August 8 meeting. The August 8 minutes included Comm. Grebner's suggestions. That meeting also included a discussion about moving forward on this matter. We did have a productive meeting with Mr. Eastwood. The Resolution on tonight's agenda is different from the August 8 meeting.

Comm. DeLeon asked why tonight's Resolution was not provided to Mr. Eastwood prior to this meeting. Mr. Hudgins stated Mr. Eastwood reviewed this Resolution and he indicated he could

not support it as written. Comm. DeLeon stated Comm. Grebner's idea about an umbrella policy is a good idea; however, the policy needs more information. She then stated this Committee and the staff did not include her concerns in tonight's Resolution.

Comm. Grebner said it is not a good idea to divide construction contracts per their cost. It also is not a good idea to adopt policies that do not apply to Michigan's laws. Comm. DeLeon stated she agrees with the \$100,000 threshold. Comm. Grebner also stated he likes the idea of asking for other issues to be dovetailed into this policy. He then asked if Mr. Eastwood has specific suggestions for the policy.

Comm. Soule asked Mr. Eastwood for any specific points he wants to be included in the policy. Mr. Eastwood stated he presented real problems that occur in the world. Several government agencies and colleges have exclusive purchasing policies.

Chairperson Nolan asked Mr. Eastwood to address Comm. Soule's question. She then stated Mr. Myers did address this Committee's request to have a meeting with staff and Mr. Eastwood. Any further work that needs to be done in this matter should be handled in a subcommittee. She then asked the Commissioners how they would like to proceed.

Comm. Soule asked Mr. Eastwood to address his concerns about this Resolution. Mr. Eastwood stated the Resolution doesn't include enforcement, pre-qualifications, it lacks structure and accountability.

Comm. Copedge stated he hopes this Committee is not going to be deceptive in approving this Resolution. He further stated he would like an opportunity work on this document. The appropriate people should work out the differences and provide this Committee with a good document.

Board Chairperson Thomas stated it is unfortunate that the process did not go as many of us planned. The Commissioners have different ideas for the policy. The Committee has a Resolution to work with tonight. It is okay that the original document was changed dramatically. It might be helpful to have an informal meeting to discuss areas of common ground.

Comm. Grebner said it would be helpful to receive input on the document. His template can be amended. He then stated he doesn't think there is support on the Board of Commissioners to make the major changes. His Resolution does have enforcement. The Board of Commissioners can refuse a bid if the vendor does not make a necessary disclosure. Contractors, proponents and bidders have to disclose what they have done wrong. If the Board feels the disclosure is substantial, the vendor can be refused from future contracts. The Committee can list the issues that are the most important to the County in the Resolution.

Comm. Copedge stated he is in agreement with Comm. Grebner's concept; however he disagrees with the process. The original Resolution should have been submitted to this meeting with the new Resolution. Comm. Copedge further stated the Committee does not have a document that they all approve.

Comm. Copedge stated it would have been nice if staff informed the Committee that there will

be a different Resolution. This situation should be communicated to the Commissioners via email or telephone call in the future. Comm. Copedge further stated he doesn't have a problem with Comm. Grebner's Resolution. It should accompany the original Resolution. He suggested that this item be tabled to allow staff and the interested parties to work on the document.

Chairperson Nolan stated Comm. Grebner's Resolution reflects the discussion from the August 8 meeting. There was no discussion about deleting the original plan.

Board Chairperson Thomas stated it's good that Comm. Copedge and Chairperson Nolan stated their comments for the record. It is unfortunate that this matter did not move forward the way that many of the Commissioners thought it would.

Board Chairperson Thomas asked Comm. DeLeon if she is willing to move forward with Comm. Grebner's Resolution knowing that it can be changed. He then asked her if she would prefer to work with the original Resolution.

Board Chairperson Thomas asked Comm. Copedge the same question in the above paragraph. Comm. Copedge stated he would prefer to work with the original document. Board Chairperson Thomas suggested this Committee needs to work with one document. The other document can be close by.

Comm. DeLeon stated she would like to see the two documents combined. The document should be as comprehensive as possible. This Committee needs to provide good direction to the staff. The people we empowered to develop a document should provide us with a document that meets our expectations.

In response to Board Chairperson Thomas, Mr. Eastwood stated he would be willing to provide specific suggestions for the document.

**MOVED BY COMM. SOULE, SUPPORTED BY COMM. COPEDGE, TO TABLE THE RESOLUTION AND TO INSTRUCT STAFF TO MEET WITH THE INTERESTED PARTIES TO REVIEW THE TWO DOCUMENTS AND TO PROVIDE THIS COMMITTEE WITH A DOCUMENT THEY CAN WORK WITH.**

Mr. Myers stated he agrees with tabling this Resolution. He will meet with Mr. Eastwood again. Before he submits another Resolution to this Committee, he will email them a draft Resolution for review and comment.

**MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino**

Chairperson Nolan stated an informal committee will meet with staff and the interested parties to redraft the Resolution.

Mr. Argentati, Michigan Fair Contracting Center, stated he works within the framework of the prevailing wage policy. The State does list all violations on their web site. He also said the State has increased their enforcement recently. There are several ways for contractors to circumvent the system. Mr. Argentati stated the Center usually catches violations regarding the prevailing wage policy within two or three weeks.

Comm. Grebner stated businesses can re-incorporate under a different name. That name would not match its previous name as listed on the State's web site for violations. Comm. Grebner stated this is why his document requires vendors to disclose everything that may be important to the County.

Mr. Argentati updated Comm. DeLeon regarding the Department of Transportation issue. Comm. DeLeon then asked if it would be beneficial for the County to adopt a uniform payroll form. Mr. Argentati stated there are federal guidelines for the payroll forms. He then stated he relies on payroll check stubs, not the payroll form.

Chairperson Nolan thanked Mr. Hudgins for catching the prevailing wage violation when he reviewed the bills for the Ingham Academy project.

11. Controller's Office – Third Quarter 2008 Budget Adjustments and Contingency Fund Update – Resolution Authorizing Adjustments to the 2008 Ingham County Budget

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2008 INGHAM COUNTY BUDGET. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Severino

12. AFLAC – Information Item

Mr. Myers stated the Health Coalition did a great job for the County's employees. This Committee will have a resolution at the next meeting to praise the Health Coalition.

He then informed the Committee that an AFLAC representative attended the last Health Coalition meeting. The UAW wants to add AFLAC to the vendor's list. The employees would be responsible for the cost of this vendor.

The County Services Committee stated in the past that an RFP should be issued for this type of situation. The Health Coalition just wants to add one vendor. They are asking this Committee if they can accept AFLAC or if they should issue an RFP.

Mr. Lindsey stated the UAW and the other unions want to add AFLAC to the vendor's list. They believe AFLAC is a very good service company.

Chairperson Nolan asked the Committee for their sense on this matter. Comm. DeLeon stated she thinks the Coalition can move ahead with this one vendor. It would be a waste of time and money to issue an RFP for this situation. The City of Lansing's employees are pleased with AFLAC. Comm. Soule agreed with Comm. DeLeon to move forward.

The Committee consented to allow AFLAC to be a voluntary benefit product for the County employees.

Mr. Myers stated he will submit a Resolution to approve this request to the next meeting.

Announcements

Ms. Bennett reminded the Committee that the ribbon cutting ceremony for the Ingham County Family Center is tomorrow afternoon.

Mr. Lindsey informed the Committee that all of the County's job descriptions are on the website. The descriptions are arranged by County Departments.

Mr. Myers informed the Committee that he sent an email to the Department Heads to inform them that the Extreme Home Makeover show is coming to this community. The County employees will do what they can to help this effort.

Public Comment:      None

The meeting adjourned at 9:39 p.m.

Respectfully submitted,

Debra Neff

## Agenda Item 1

### VACANT POSITIONS AS OF 9/23/08 - DISTRICT COURT

District Court	Total FTEs:	28.75
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<u>Vacant Position Title</u>	<u>Position Number</u>	<u>Vacant Since:</u>	<u>% Funding from GF</u>
SPT District Court Clerk	137031	new position - 5/27/08	0%

# STATE OF MICHIGAN

## 55th JUDICIAL DISTRICT COURT

*Michael J. Dillon, Court Administrator  
700 Buhl Avenue - Mason, Michigan 48854*

*517-676-8426 • Fax 517-676-8241*

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

[mdillon@ingham.org](mailto:mdillon@ingham.org)

### MEMORANDUM

TO:           Judiciary Committee  
              County Services Committee

SUBJECT:    Personnel Management

RE:           Chief Clerk – Criminal Division

DATE :       September 24, 2008

Chief Clerk, Marketa Taylor submitted her resignation effective 10/17/2008. The court respectfully requests an exemption from Resolution #08-194 (Resolution implementing a hiring freeze for Ingham County general fund positions), and asks that the court be authorized to fill the chief clerk position immediately after 10/17/08.

#### CHIEF CLERK RESPONSIBILITY; ORGANIZATIONAL STRUCTURE OF THE CRIMINAL DIVISION

The chief clerk of the criminal division is responsible for supervising the daily operations of the criminal division. In addition, the chief clerk performs a variety of district court clerk duties. The division consists of a chief clerk and three district court clerks.

#### FUNCTIONS OF THE CRIMINAL DIVISION; CASE PROCESSING

The criminal division processes approximately 4500 criminal files annually, which includes new filings and reopened files. The division processes all felony files up through the preliminary examination stage and is responsible for processing all misdemeanor cases from start to finish. The division is also responsible for the jury management of the court. Approximately 1200 jurors are summoned annually to serve jury duty in the district court.

#### CASE PROCESSING DELAYS; COURT RULE

Even with the current allocation of employees in the criminal division, the division is behind in case processing. Because the chief clerk performs clerical functions, the absence of the chief clerk will exacerbate case processing delays. By court rule, the court is required to process criminal matters within a specified period of time. The loss of any personnel resources at this time will impact the court's ability to comply with the court rules.

## CASE PROCESSING ERRORS

When a caseload exceeds an acceptable staffing level, errors will be made as personnel attempt to rush through processes in order to get more things done. The court systems with its court rules, court procedures and numerous statutes cannot afford to rush through case processing. At times, when a mistake is made, an individual's liberty may be affected. A person may get arrested on warrant that should not have been issued or should have been recalled, thus exposing the court and the county to potential liability. In addition, clerical errors made by the criminal division, not only will cost the parties to a case time and money, but the court as well.

## JURY MANAGEMENT

The criminal division is responsible for the jury management of the court. For most people, jury duty is inconvenient and creates a personal hardship for the juror. The loss of an employee from the criminal division will impact the jury management of the court, thus resulting in problems with our jury management system. When a citizen feels inconvenienced and is making sacrifices to honor their civic duty, the last thing we want to do is create a greater inconvenience for them. Not filling the chief clerk position will result in problems with processing juror requests in a timely manner and with our notification process.

## DISSATISFACTION WITH SERVICE DELIVERY

We at the court take pride in our service delivery; the loss of any personnel from the criminal division for any period of time will seriously impact our ability to provide necessary services. Inevitably, we will have people who are dissatisfied with our service and view the court and the county as dysfunctional organizations.

## LOSS OF LEADERSHIP

The court, in its current state, is understaffed when it comes to administrative leadership positions. The court has a court administrator and three chief clerk positions; one in the criminal division, one in traffic division and one in civil division. Like the chief clerk in the criminal division, the other chief clerks have supervisory and clerical responsibilities. It is unconscionable to require one or both of the chief clerks to assume the responsibilities and workload of the chief criminal clerk. Any delegation of duties would not be fair to the chief clerks who are already overworked and supervise a department that is understaffed.

## LOSS OF STAFF IN 2008



The court has already cut two temporary full-time positions as of July 15, 2008. These positions were created early in 2007 to assist the court with case processing. It has been a little more than two months since the positions were cut, and the impact has been significant.

#### SUMMARY

The court respectfully request that court be exempt from the current hiring freeze and receive authorization to fill the chief clerk position. Having 17 years experience in court administration leads me to the following opinion about the 55<sup>th</sup> District Court: The court is understaffed, but is blessed to have a number of knowledgeable and hard working employees who care about the court and serving the people of Ingham County. Asking our employees to take on more than what is already being done would be unfair to our employees and the people we serve.

## Agenda Item 2

VACANT POSITIONS AS OF 9/26/08 - PROSECUTING ATTORNEY					
Prosecuting Attorney's Office		Total FTEs:	69.25		
	Position	Vacant	% Funding		
<u>Vacant Position Title</u>	<u>Number</u>	<u>Since:</u>	<u>from GF</u>		
Asst. Prosecuting Attorney	229021	8/29/2008	100%		
Diversion Caseworker	229031	6/3/2008	100%		
2008 Attrition Management Targets (GF Savings)					
Current Attrition					
					FTEs
	Attrition	YTD Attrition	\$ Over/(Under)	% Over/(Under)	Currently
Department	<u>Target</u>	<u>9/15/2008</u>	<u>Target</u>	<u>Target</u>	<u>Vacant</u>
Prosecuting Attorney	70,473	63,026	(7,447)	-10.6%	2

# Memo

To: Law Enforcement Committee  
County Services Committee

From: Stuart J. Dunning III, Ingham County Prosecutor

Date: 10/1/2008

Re: Assistant Prosecuting Attorney Vacant Position  
Support Clerk (Shared Time) Vacant Position

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The Ingham County Prosecutor's Office has two positions that I would like filled due to the critical importance they play in the efficient operation of my office.

The first position currently open is an Assistant Prosecuting Attorney. Leaving this position unfilled will, at a minimum, cripple our program initiated last year to help alleviate jail overcrowding.

-At this time we actually are down two assistants, one as a result of withdrawal of appointment and one for family medical leave for 12 weeks; as a result the loss of the additional prosecutor is more keenly affecting our day to day activities.

-Assistant Prosecutors are responsible for:

- screening both in-custody and drop-off warrant requests
- answering inquires from law enforcement and citizens
- file review for both factual and legal challenges
- case review for all felony files for proposed plea offers
- interviewing and preparing witnesses for court proceedings
- consulting with and preparing victims and their families
- negotiating with pro-per defendant and defense counsel
- pretrials for both misdemeanor and felony cases
- preliminary examinations
- jury trials in both the district and circuit courts
- probation violation hearings
- calculation of sentencing guidelines
- sentencings
- Secretary of State hearings
- drafting and approving search warrants
- on-call duty after-hours
- motion practice in both the district and circuit courts
- brief writing
- investigative subpoenas
- restitution hearings

-The open position was a unit chief assignment. That assignment involved, in addition to the above listed responsibilities:

- several charged homicides
- several open homicides
- several cold case homicides
- one of two positions in our screening unit
- one of two positions in our file management project
- consulting with other assistants on factual & legal issues

-As a result of the vacancy several senior assistants, with homicides already on their docket, have had additional charged/open/cold homicides cases assigned.

-In 2007 the assistant: screened 11,410 warrant requests; authorized 827 juvenile petitions; issued 4083 adult felonies, 40 of which were capital cases, issued 6651 adult misdemeanors; and opened 1546 appellate files.

-Our assistants are required, under the Michigan Crime Victim's Rights act, to consult with the victim before any pleas offer is made. This requirement is directly related to our ability to begin plea negotiations with defense counsel. The vacancy will increase each assistant's case load and decrease time available to make the victims contacts before the court date, resulting in more adjournments and slower case resolution.

-As a result of the vacancy we are seriously hampered in moving forward on the file management project; another program initiated by this office that will ultimately carry over to other departments and save the county considerable resources and funds.

-As a result of the vacancy we cannot maintain our "screening unit" which is an integral part of a program, outlined at length at last year's budget hearings, to decrease overall costs for the County (jail population), all local law enforcement agencies (subpoena service and overtime for court appearances) and citizens of the County.

It is imperative that this position be filled as soon as possible. For the first time in 22 years our office was granted a County funded assistant prosecutor position in 2007. This office was understaffed at the time. The inability to fill this position will impair our ability to serve the public and profoundly impair the two projects initiated as cost cutting measures for the county.

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The second position that is currently open is the Support Clerk, a shared-time position.

- The Ingham County Prosecuting Attorney's Family support unit has four support clerks; two full-time, one shared-time, and one part-time. Out of the four, three support clerks are assigned to the three Support Investigators. The part-time support clerk is assigned to the part-time assistant prosecutor who is in charge of felony non-support cases.
- On average each Support Investigator has 322 cases per year.
- Support clerks are responsible for:

- Entering information on cases to the MiCSES computer system
  - Prepare system documents to serve defendants on paternity and support cases, also inter-state support cases.
  - Serving defendant's if neither of the Prosecuting Attorney Family Support Investigators or Support Investigators are available.
  - Entering dates, events, service date and other necessary update information into MiCSES.
  - Prepares orders, adjournments, default judgments, proofs of service, and other documents related to paternity and support cases.
  - Assists in the development of cases by communicating with other governmental offices without and outside the State and collecting and exchanging information.
  - Monitors time requirements required by court rules on each case.
  - Schedules appointment for parties.
  - Screens and directs telephone call in investigators, attorneys, Department of Human Services Agency, or Friend of the Court, includes answering questions, scheduling appointments, taking new information, and providing status reports to plaintiffs.
  - Provides general support on child support cases, including tracking cases, responding to inquiries, and coordinating cases with the Friend of the Court and other agencies.
- The support clerks are also required to back fill clerical positions in the criminal portion of the Prosecuting Attorney's office due to vacations, illnesses and other unforeseen absences.
  - The support clerks are scheduled to backfill the front desk and phone receptionist positions for breaks. They are also asked to backfill as stated above-vacations, illnesses, and other unforeseen absences.
- The remaining shared-time employee is unable to work full-time. Although this employee is unable to work full-time she will work some additional hours per week to try and keep the caseload current.
- Given the nature of time lines, and deadlines for Family Support cases, and the current caseload as a whole in the Family Support unit, and without being fully staffed, many cases could be dismissed if not handled timely.
- To continue to serve the plaintiffs, the State of Michigan, and to continue timely operations of the Prosecuting Attorney's Family Support Unit, we respectfully request that this shared-timed position be filled.

**Agenda Item 3**

**RESOLUTION STAFF REVIEW**

**DATE** September 26, 2006

**Agenda Item Title:** Resolution Setting a Public Hearing on the Adoption of Two Amendments to the Ingham County Brownfield Redevelopment Authority Brownfield Plan One Called Redevelopment of Ingham County Fast Track Land Bank Authority Parcels Amendment No. 1 and the Other Called Land Bank Fast Track Authority City of Lansing Parcels Only

**Submitted by:** Ingham County Economic Development Corporation

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

**Summary of Proposed Action:** This Resolution will set a hearing date of October 28, 2008 to discuss amending the original Brownfield Plan and Land Bank Fast Track Authority Plan to add additional parcels to the plan.

**Financial Implications:** None.

**Other Implications** None.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SETTING A PUBLIC HEARING ON THE ADOPTION OF TWO  
AMENDMENTS TO THE INGHAM COUNTY BROWNFIELD REDEVELOPMENT  
AUTHORITY BROWNFIELD PLAN ONE CALLED REDEVELOPMENT OF INGHAM  
COUNTY FAST TRACK LAND BANK AUTHORITY PARCELS AMENDMENT NO. 1  
AND THE OTHER CALLED LAND BANK FAST TRACK AUTHORITY CITY OF  
LANSING PARCELS ONLY**

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (Resolution #01-279) pursuant to PA 381 of 1996, as amended (the Act) in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, in July 2007 (Resolution #07-183) the County Board of Commissioners and affected municipalities approved a Brownfield Plan Amendment called Redevelopment of Ingham County Fast Track Land Bank Authority Parcel; and

WHEREAS, the ICBRA now recommends approval of a 2008 annual amendment to that plan to include additional eligible properties; and

WHEREAS, the ICBRA also now recommends approval of a new Brownfield Redevelopment Plan to promote the redevelopment of and private investment in certain brownfield properties with an emphasis on neighborhood and corridor revitalization within the City of Lansing only; and

WHEREAS, the description of the properties along with any maps and the Brownfield (finance) Plans for both amendments are available for public inspection at the office of the ICBRA, Hilliard Building, 121 E. Maple Street, Mason; and

WHEREAS, pursuant to the Act, the Board of Commissioners is required to hold a public hearing on the approval and adoption of the Brownfield Plan Amendment and to publish that notice in accordance with Section 13 of the Act.

THEREFORE BE IT RESOLVED, a public hearing shall be set for October 28, 2008, before the Board of Commissioners at 7:30 pm in the Board of Commissioners Room, Ingham County Courthouse, Mason, Michigan, to hear any interested persons on the adoption of a resolution approving the Brownfield Plan Amendment called Redevelopment of Ingham County Fast Track Land Bank Authority Parcels.

BE IT FURTHER RESOLVED, that pursuant to the Act, the ICBRA shall provide notice of the public hearing to taxing jurisdictions that levy taxes subject to capture under the Act and shall

give notice to the public by causing notice to be published twice in a newspaper of general circulation in the County as required under the Act, before the date set for the public hearing.



**Agenda Item 4**

**RESOLUTION STAFF REVIEW**

**DATE** September 25, 2008

**Agenda Item Title:** Resolution Recommending Establishment of an Employment of Relatives Policy

**Submitted by:** T. A. Lindsey, Human Resources Director at the specific request of the Ingham County Equal Opportunity Committee and Chair, Mr. Arthur J. Walker

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

**Summary of Proposed Action:**

This resolution recommends that the Ingham County Board of Commissioners authorize the establishment of an Employment of Relatives Policy.

An initial effort (January 2008) was delayed. Staff was instructed to seek union and department head input. After two (2) survey efforts, the Ingham County Equal Opportunity Committee has asked that the proposed policy be returned to the County Services Committee for adoption consideration.

**Financial Implications:** None.

**Other Implications:** The employment of Relatives Policy has prospective application. Therefore, any existing familial relationships are not affected. The attached information and Policy Statement was reviewed by the County Attorney's Office.

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

Input and/or Comments.....

## Spring 2008

>>> Tony Lindsey 03/03/2008 11:17 AM >>>

RE: Employment of Relatives Policy.....PENDING

The Equal Opportunity Committee plans to seek County Commission approval for implementation. As part of that process, Union review and comments are requested.

The Committee welcomes your input, suggestions and concerns with regard to potential policy. Please submit your comments to the Human Resources by return email to the attention of Tony Lindsey ([tlindsey@ingham.org](mailto:tlindsey@ingham.org)) if possible....no later than 03.05.08. Thanks.

## Fall 2008

### Re: Employment of Relatives – Proposed Policy

Human Resources was asked to revisit this matter (Employment of Relatives – Proposed Policy). Union and Department Head comments were incomplete from the last spring.

Your assistance is requested. To make the process as easy as possible, please insert your department or union, check the appropriate box below and return to **sender only**.

Department	Union	Support	Neutral	Opposed
Comments Optional:				

We are trying to meet a 09.24.08 agenda deadline. Thanks.

Attachments

Employment of Relatives - Proposed Policy Responses					
Department	Union	Support	Neutral	Opposed	Comment(s)
Prosecutor		X			
	UAW Zoo	X			
	FOP Supervisors				I have some concerns about the proposed policy, does it also affect elected and managerial positions, and this could/should be something that is part of our contracts and bargained for when our contract expires. I see it as a change in our working conditions and if it is put into effect we as a union are not giving up our right to grieve this policy.
	FOP Corrections				".... Does this affect elected and managerial also. I have concerns about the impact this might have on my members I think for a change in this policy we need to bargain this when our contract expires. If this is implemented we as a union are not giving up our right to grieve this. The way I see this it is a change in our working conditions.
	FOP Corrections				"... As long as it does not effect the current employees I am in support. If in fact it does effect the new employees I am against...."
Parks					Seems reasonable and well thought out....no particular comments.
Parks		X			
Circuit Court		X			
Family Court		X			
55th District Court		X			
Facilities					I did not see instructions on what we are to do with a pre-existing situation. I have Mr. X working directly for his brother in-law who is Mike Mr. Y.
Facilities		X			
Purchasing					This is a policy that is long overdue. I support your efforts and those of the EOC in getting the policy implemented.
Purchasing		X			
					Thank you for the opportunity to comment. I have read the policy proposed and I think it seems reasonable and I support it. I do mention a couple of thoughts I had that may have already been discussed in developing this policy. 1. I think it is particularly important to share the policy with new and existing employees, so they are aware of the possible ramifications of becoming related to someone in their work group. 2. Given the recent news about a vice presidential candidate's issues...Since county commissioners and elected officials are supervisory over county employees, it is not clear to me what would happen to people who are/or may become related to elected officials or who may have a relative that becomes elected to a county position. I also wonder if any of this applies to appointed officials? (ie. Road Commission) Perhaps there is another personnel policy that addresses the "supervisory" role of elected and appointed officials and speaks to the hiring/firing of relatives of elected officials?
Economic Development		X			"I assumed we already had such a policy in place. It seems appropriate to me."
MSU Extension		X			
Veteran's Affairs		X			
	MNA		X		
	MNA	X			
	MNA				As far as I can see the policy seems fair to both parties and ICHD. I have a question regarding the Application portion. Can you expound on the last sentence. As long as there is a similar policy effective for those before the effective date of this policy then it should be fair.
Animal Control		X			
					What about heterosexual couples living together? That is pretty common now and it presents the same implications but is not addressed in the policy. They are not relatives and may not combine their finances. The same holds true for same sex couples. Does the policy adequately address that situation? It talks of fiscal partnering rather than emotional.
	ICEA - PHN				
	ICEA - APA	X			
	OPIEU				The overall intent of this policy makes sense. I can see why the County does not want spouses or relatives supervising each other. However, I have a couple concerns about the impact of how this policy is being implemented might have on the employees we represent. Under the <b>Remedial Action</b> section - The County determines if the employees are placed in vacant positions. If no alternative placement exists, the employee will be terminated. It seems to me this situation should be treated similar to a layoff rather than a termination. The "necessary ability" used in the Bumping section of the contracts should be used to determine if an employee is eligible to move into a vacant position. If none are available, the employee should be laid off with recall rights until such a position became open. I also think if an employee is forced to move into a lower paid position under this policy, they should continue to be paid at their previous rate.
Health					A few thoughts....under definitions, I'm wondering if you now need to include "other qualified adults." I could see significant protest if "other qualified adults" are given benefits but not held to this standard on the employment of relatives too. Under administrative procedures, given the broad definition of a relative, will the question of whether a relative works for Ingham County be part of the employment application process? If so, I would then conclude that the definition of a relative would be described to prospective employees so that they could answer the question accurately. That is it. This is a good endeavor.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOMMENDING ESTABLISHMENT OF AN  
EMPLOYMENT OF RELATIVES POLICY**

WHEREAS, the residents of Ingham County are entitled to have complete confidence in the integrity of the employees of the County; therefore, employees of Ingham County shall at all times maintain a high level of ethical conduct and avoid conflicts of interest in connection with the performance of their duties for Ingham County; and

WHEREAS, it is expected that employees will use sound judgment at all times in avoiding actions or commitments which might create conflicts of interest, or which might interfere with or do harm to Ingham County's completion of its governmental duties and functions; and

WHEREAS, employees shall avoid any action which may result in, or create the appearance of:

- a. Using their positions for personal gain (whether their own or that of others with whom they are associated in a personal, family, or business relationship).
- b. Giving improper preferential treatment to any person.
- c. Impeding efficiency or economy.
- d. Losing independence or impartiality.
- e. Making a work-related decision that affects, involves, or binds Ingham County outside of official channels or prescribed procedures.
- f. Adversely affecting the confidence of residents, customers, vendors, or suppliers in the integrity of Ingham County or its operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the establishment of an Employment of Relatives Policy.

## EMPLOYMENT OF RELATIVES

Purpose: The purpose of this policy is to establish procedures regarding the employment of relatives in Ingham County.

Policy Statement: Ingham County permits the employment of qualified individuals who are related to current employees and elected officials as long as such employment does not (a) create a supervisory-subordinate relationship; or (b) subject an individual's terms and conditions of employment (e.g. work duties and responsibilities, compensation, career progression, etc.) to influence by a relative.

Definitions: For purpose of this policy "relative" shall be defined as spouse, child, step-child, foster child, parent, step-parent, foster-parent, brother, step-brother, sister, step-sister, grandparent, grandchild, uncle, aunt, niece, nephew, in-laws or any other individual who is a member of the employee's household (or for which the employee is or may be financially responsible).

The County reserves the right to exercise its business judgement, through the County Administrator and/or Human Resources Director, in the determination of whether to approve a request for the employment or transfer of relatives.

In the event the County Administrator/Human Resources Director denies the request for employment or transfer of a relative, the relative shall not be hired or shall not be transferred, as the case may be, unless otherwise approved by the County Services Committee of the Board of Commissioners.

Remedial Action: In the event the County Administrator/Human Resources Director determines that this policy has been violated by (a) the employment of relatives who become related while employed by the County, or by (b) the employment of employees whom the County learns are relatives after the employees have already been hired, then one of the relatives shall voluntarily apply for transfer or resign employment in order to

eliminate the supervisory relationship. In the event no relative volunteers to transfer or resign, then the employee(s) with the lesser duration of employment with the County shall be transferred or terminated within thirty (30) days of the determination of violation. The County will exercise its good faith judgment in placing affected employees in vacant positions for which they are qualified, but if no alternative placement is available then the least senior employee(s) shall be terminated in order to eliminate the circumstance(s) causing the violation.

**Penalty:** Failure to immediately disclose the existence and/or establishment of a familial relationship which involves a supervisory-subordinate relationship constitutes a breach of trust and policy violation. Violations of policy will subject the employee(s) to disciplinary action up to and including discharge.

**Application:** This policy shall apply to all departments and administrative units of Ingham County government prospectively. This policy shall not apply to those relatives employed by Ingham County as of the effective date of this policy.

**Responsibility:** All Department Heads and the County Administrator shall be responsible for the implementation and administration of this policy.

**Administrative Procedure:** Prior to the employment or transfer of relatives by or within Ingham County, a request for such employment must be submitted in writing to the County Administrator/Human Resources Director for review and approval. The Department which would hire or employ the relative shall make the request. In the event employees become relatives while employed by the County, or the County learns that two employees are relatives after the employees have already been hired, then each Department in which a relative is employed is responsible for submitting a request for approval. The circumstances involved in the employment or anticipated employment of a relative of an employee must be reviewed and approved, in writing, by the County Administrator and/or Human Resources Director. This review and approval must occur prior to the offer of

employment to the relative. In the event employees become relatives while employed by the County, or the County learns that employees are relatives following an offer of employment the review and approval must occur within thirty (30) days of the date the County confirmed the status constituting violation of this policy. Thereafter, all changes in the employment of employees who are relatives must be similarly reviewed and approved, in writing, prior to the effective date of the change in employment.

Disclosure: Applicants seeking employment and employees have an affirmative duty to immediately disclose (the existence and/or establishment) of any familial relationship creating a supervisory-subordinate relationship.

N:\Clerk\Ingham\Personnel\Policies\Employment of Relatives (nepotism).wpd

**Agenda Item 5**

**RESOLUTION STAFF REVIEW**

**DATE:** September 30, 2008

**Agenda Item Title:** Resolution Authorizing the Submission of a Funding Request to the Michigan State Police, Emergency Management and Homeland Security Division, State Public Assistance Office Through Which Federal Emergency Management Agency (FEMA) Funding is Distributed for the Rayner Park Storm Damage

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

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

**Summary of Proposed Action:**

During the time period June 6, 2008 to June 13, 2008 severe storms passed through Ingham County causing significant damage to Rayner Park including damages to the community built playground, public restroom building, fencing and 41 trees. Subsequently, FEMA announced that federal disaster aid was available to Ingham County. Park staff determined the extent of the damage and coordinated debris cleanup and facility repairs. The total clean up and repair costs were \$40,966.84. These funds may be recoverable if submitted as a request for disaster assistance to the Michigan State Police, Emergency Management and Homeland Security Division, State Public Assistance Office.

**Financial Implications:**

Funds expended for cleanup of the Rayner playground, public restroom building, and an eight acre cleanup, for a project total of \$40,966.84, could be recovered if this funding request is submitted and approved.

**Other Implications:** None.

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



## INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of September 29, 2008

### RESOLUTION #23-08

**RESOLUTION RECOMMENDING A FUNDING REQUEST BE SUBMITTED TO THE  
MICHIGAN STATE POLICE, EMERGENCY MANAGEMENT AND HOMELAND  
SECURITY DIVISION, STATE PUBLIC ASSISTANCE OFFICE THROUGH WHICH  
FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) FUNDING IS  
DISTRIBUTED FOR THE RAYNER PARK STORM DAMAGE**

WHEREAS, during the time period June 6, 2008 – June 13, 2008 severe storms passed through Ingham County causing significant damage to Rayner Park including damages to the community built playground, public restroom building, fencing and 41 trees; and

WHEREAS, on July 14, 2008 the Federal Emergency Management Agency (FEMA) announced that federal disaster aid was being made available to several Michigan counties including Ingham; and

WHEREAS, park staff determined the extent of the damage and coordinated debris clean up and facility repairs; and

WHEREAS, repair to the playground totaled \$7,313.76; and

WHEREAS, repair to the public restroom building totaled \$5,318.00; and

WHEREAS, debris covered an 8 acre area and cleanup totaled \$28,335.08; and

WHEREAS, total clean up and repair cost was \$40,966.84; and

WHEREAS, it was determined that a funding request for disaster assistance was in order.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends to the Ingham County Board of Commissioners that a funding request be submitted to the Michigan State Police, Emergency Management and Homeland Security Division, State Public Assistance Office to assist in the funding of the emergency expenditures required to make repairs and carry out debris clean up at Rayner Park.

**Moved by Mr. Smith and Supported by Mr. Czarnecki that Resolution #23-08 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 SUBMISSION OF A FUNDING REQUEST TO  
THE MICHIGAN STATE POLICE, EMERGENCY MANAGEMENT AND  
HOMELAND SECURITY DIVISION, STATE PUBLIC ASSISTANCE OFFICE  
THROUGH WHICH FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA)  
FUNDING IS DISTRIBUTED FOR THE RAYNER PARK STORM DAMAGE**

WHEREAS, during the time period June 6, 2008 – June 13, 2008 severe storms passed through Ingham County causing significant damage to Rayner Park including damages to the community built playground, public restroom building, fencing and 41 trees; and

WHEREAS, on July 14, 2008 the Federal Emergency Management Agency (FEMA) announced that federal disaster aid was being made available to several Michigan counties including Ingham; and

WHEREAS, park staff determined the extent of the damage and coordinated debris clean up and facility repairs; and

WHEREAS, repair to the playground totaled \$7,313.76; and

WHEREAS, repair to the public restroom building totaled \$5,318.00; and

WHEREAS, debris covered an eight acre area and cleanup totaled \$28,335.08; and

WHEREAS, total clean up and repair cost was \$40,966.84; and

WHEREAS, it was determined that a request for disaster assistance was in order; and

WHEREAS, the Parks & Recreation Commission passed Resolution #23-08 at the September 29, 2008 meeting, recommending the Board of Commissioners approve the submission of a funding request to assist in the funding of the emergency expenditures to make repairs and carry out debris clean up at Rayner Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of a funding request to the Michigan State Police, Emergency Management and Homeland Security Division, State Public Assistance Office to assist in the funding of the emergency expenditures required to make repairs and carry out debris clean up at Rayner Park.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign any funding request paperwork consistent with this Resolution.

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

**Agenda Item 6**

**RESOLUTION STAFF REVIEW**

**DATE** September 29, 2008

**Agenda Item Title:** Resolution Amending the Agreement with Teachout Security Services, Inc. to Provide Unarmed Guard Services at the Ingham County Family Center

**Submitted by:** Facilities Department

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

**Summary of Proposed Action:** This Resolution will amend the contract with Teachout Security to provide security at the Ingham County Family Center. The amendment will add the Ingham County Family Center as part of the original contract and will be effective from October 1, 2008 through May 31, 2010.

**Financial Implications:** The rate for security at the Ingham County Family Center will be \$18.65 per hour for 65 hours per week. Funds will be transferred into the Maintenance-Contractual line item from the Juvenile Justice Millage.

**Other Implications:** None.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: September 25, 2008

SUBJECT: Resolution Amending the Agreement with Teachout Security Services, Inc. to Provide Unarmed Guard Services at the Ingham County Family Center

Due to the addition of the new Ingham County Family Center it is has become necessary to amend Resolution #07-088 authorizing security services provided by Teachout Security. Teachout Security will provide these services 65 hours per week, at a rate of \$18.35 per hour. This rate is slightly higher for the Family Center than the other facilities, due to the higher liability at a school.

The funds are available thru Maintenance-Contractual line item number 292-66229-931100.

I recommend approval of this resolution.

**ADOPTED - APRIL 24, 2007**

**Agenda Item No. 7**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH TEACHOUT SECURITY SERVICES, INC. FOR UNIFORMED UNARMED GUARD SERVICES AT VARIOUS COUNTY FACILITIES**

**RESOLUTION #07-088**

WHEREAS, the current contract for guard services at the Human Services Building, Veterans Memorial Courthouse, and 55<sup>th</sup> District Court will expire on May 31, 2007; and

WHEREAS, the Purchasing Department has solicited interested and qualified private and commercial vendors to submit proposals for unarmed guard services for three (3) County facilities for a contract term of three (3) years starting June 1, 2007 through May 31, 2010, with an option to renew for two (2) additional years, this contract requires the payment of living wages; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to Teachout Security Services, Inc. to provide unarmed guard services for the first year at a billable rate per hour of \$15.97, the second and third years of the contract will be based on the increase in the living wage rate as follows:

**Living Wage Increase**

2% increase/\$13.17 hr.  
3% increase/\$13.30 hr.  
4% increase/\$13.43 hr.

**Billing Rate Increase**

2.25% increase/\$16.33 hr.  
3.25% increase/\$16.49 hr.  
4.25% increase/\$16.65 hr.

WHEREAS, the funds for this contract are available within the appropriate 818000 contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a three (3) year contract with Teachout Security Services, Inc., 416 Frandor Avenue, Ste. 103, Lansing, Michigan 48912 to provide unarmed guard services for the Human Services Facility, Veterans Memorial Courthouse, and 55<sup>th</sup> District Court, the agreement period will be effective June 1, 2007 through May 31, 2010, based on their proposal as recommended by the Purchasing and Facilities Departments.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the option of a two (2) year extension upon the recommendation of the County Controller and approval of the County Services Committee.

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

**COUNTY SERVICES: Yeas:** De Leon, Copedge, Nolan, Severino, Dougan  
**Nays:** None    **Absent:** Tennis    **Approved 4/17/07**

**FINANCE: Yeas:** Celentino, Weatherwax-Grant, Grebner, Hertel, Soule, Dougan  
**Nays:** None    **Absent:** None    **Approved 4/18/07**

**Agenda Item 6**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING THE AGREEMENT WITH TEACHOUT SECURITY SERVICES, INC. TO PROVIDE UNARMED GUARD SERVICES AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, Resolution #07-88 authorized a three year contract with Teachout Security Services, Inc., for unarmed guard services for the Human Services Facility, Veterans Memorial Courthouse, and 55<sup>th</sup> District Court; and

WHEREAS, with the addition of the Ingham County Family Center, it is necessary to amend the contract to include security services for that facility; and

WHEREAS, Teachout Security Services, Inc. will provide an additional 65 hours per week of unarmed guard services for the Ingham County Family Center at a rate of \$18.35 per hour; and

WHEREAS, funds for this service are available within the Facilities Department's Maintenance-Contractual line item 292-66229-931100.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the contract with Teachout Security Services, Inc., 416 Frandor Avenue, Ste. 103, Lansing, Michigan 48912, to add an additional 65 hours of unarmed guard services per week for the Ingham County Family Center, at a rate of \$18.35 per hour for the period of October 1, 2008 through May 31, 2010.

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



**Agenda Item 7a**

**RESOLUTION STAFF REVIEW**

**DATE** September 25, 2008

**Agenda Item Title:** Resolution Authorizing Contracting with Concentra Medical Centers to Provide Occupational Health Services to Ingham County Applicants and Employees

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

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

**Summary of Proposed Action:** Contract with Concentra Medical Services to provide occupational health services to Ingham County applicants and employees as needed.

**Financial Implications:** Occupational health services have been provided as part of the in-kind medical services program related to the sale of Ingham Regional Medical Center. Effective October 1, 2008, the in-kind funds will be exhausted and Ingham County will need to contract directly with an occupational health provider and pay invoices directly. Medical costs have ranged from \$100,000 to \$160,000 annually over the last five years. Not all of these costs are with the occupational health provider; however, a typical year would produce \$50,000 in costs with the occupational health center.

**Other Implications:** Concentra is established, well known and has recently remodeled their location in Lansing. They have provided good service in the past.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: September 25, 2008

SUBJECT: Proposal Summary – Occupational Health Services

Project:

This project consisted of soliciting proposals from occupational medical facilities (non-personal practice) to provide occupational health services for county employees and applicants, including, but limited to, pre-employment physicals, annual physicals for specific job classes, and periodic fitness for duty evaluations.

Proposal Summary:

Proposers Contacted: 5      Local: 5  
Proposers Responding: 3      Local: 3

The following firms submitted a proposal:

<u>Firm</u>	<u>Location</u>	<u>Local Preference Requested</u>
Concentra Medical Centers	Lansing, MI	Yes
E. W. Sparrow Hospital	Lansing, MI	Yes
Work Health Occupational Health	Holt, MI	Yes

Recommendation:

Contract with Concentra Medical Centers for a period of two (2) years, with an option to renew the contract annually upon the recommendation of the HR Director, Insurance Administrator and approval from the Controller/Administrator.

Advertisement:

The RFP was advertised in the City Pulse, and the Chronicle, and posted on the Purchasing Department Web Page.

Local Purchasing Preference:

Not applicable.

Contact Person(s): Tony Lindsey, HR Director; Robert Smith, Insurance Administrator; Jim Hudgins, Purchasing Director

**To** Jim Hudgins  
**From** Robert J. Smith, SPHR  
Benefits and Insurance Administrator  
**Date** September 24, 2008  
**Subject** Occupational Health RFP

I have reviewed the materials and information presented in response to the request for proposal to provide the occupational health services to Ingham County. Based on all the information, I would recommend that we recommend to the Board of Commissioners that we contract with Concentra Medical Centers.

I considered many factors.

- **Availability** The respondents all had relatively convenient locations. Concentra does have a central location which is modern and well kept. It has been remodeled and updated within the last five years.
- **Comprehensiveness of services** While all respondents were able to provide referrals out to other providers, Concentra has a higher concentration of providers and auxiliary staff (such as massage and physical therapists) for managing cases in a single location.
- **Hours of Availability** Concentra has the longest base operating hours.
- **Information access** Concentra appears to have the strongest web site and secured site access tools. Employers are able to retrieve reports and doctors orders directly in .pdf format, generally within 4-6 hours of the employees visit.
- **Cost of medical services for work related injuries** The costs of any medical services provided under worker compensation are regulated by a fee schedule updated annually by the state of Michigan. Providers may not bill at a higher fee, nor may they balance bill to the employee.
- **Cost of ancillary services** These costs were not consistently higher or lower by any one respondent. Although some of the services were more expensive at Concentra than one of the other respondents, other services may have been lower than other respondents.
- **Overall costs** Attached is a cost analysis of no schedule fee services and estimated annual costs based on historical activities. I would not be comfortable recommending Sparrow Health Services because the response was not as complete as the other two and there was no real strong comparables to use as a basis.

#### **Occupation Health RFP Response Evaluation**

- **Experience** While we have been using Concentra under the in-kind service agreement with Ingham Regional, I did not consider this as a factor. We have been pleased with their service.

## **Agenda Item 7a**

Overall, based on the factors listed above and the minimal differences in cost estimations between Concentra and WorkHealth, I am comfortable recommending that we utilize Concentra Medical Services for our occupational health medical services.

Please feel free to contact me with any questions.

## 59-08 Occupational Health Bid Cost Comparisons

Service	WorkHealth	Concentra	Sparrow	Maximum	Annual Quantity	Workhealth	Concentra	Sparrow
Pre-employment medical history and physical exam (w/vision test)	\$ 35 or \$ 50 w/itmus	\$ 40 (includes vision)	\$ 34 (includes vision)	Workhealth/Concentra	80	\$ 4,000.00	\$ 3,200.00	\$ 2,720.00
Audiogram	\$ 25	\$ 30.50	\$ 18	Concentra	20	\$ 500.00	\$ 610.00	\$ 360.00
Drug Screen	\$ 30 express/5 panel	\$ 35	\$ 25	Workhealth/Concentra	25	\$ 750.00	\$ 875.00	\$ 625.00
Non-DOT Panel	\$ 30 or \$ 40 DOT	\$ 35	\$ 25	Workhealth/Concentra	14	\$ 560.00	\$ 490.00	\$ 350.00
MRO	\$ 15	no fee	\$ 9	Workhealth	45	\$ 1,350.00	\$ -	\$ 405.00
Breath Alcohol Test	\$ 25	\$ 40	\$ 24	Concentra	0	\$ -	\$ -	\$ -
Any separate specimen handling	\$ 15.45 collection only	N/A	none	Workhealth				
Any other charges	negotiable/depends on svc	no fee	none	n/a				
Musculoskeletal Evaluation	\$ 50	\$ 65	\$ 20 (materials handling capacity test)	Concentra	70	\$ 3,500.00	\$ 4,550.00	not applicable
Pulmonary Function Test	\$ 58	\$ 40	\$ 34	Workhealth	70	\$ 4,060.00	\$ 2,800.00	\$ 2,380.00
<b>Lumbar Spine:</b>								
3 View X-Ray	\$ 78	\$ 52	\$ 54	Workhealth	10	\$ 300.00	\$ 520.00	\$ 540.00
2 View X-Ray	\$ 65	\$ 50	\$ 52	Workhealth	10	\$ 300.00	\$ 500.00	\$ 520.00
EKG	\$ 45 stress EKG outsourced Ingham Reg	N/A	\$ 300 (treadmill/bike) / \$ 44 (12 lead resting)	Sparrow	5	\$ 225.00		\$ 1,720.00
TB skin test	\$ 13	\$ 15.25	\$ 14	n/a		IC Health Department		
Chest X-Ray (1 View)	\$ 44	\$ 42.50	\$ 36	Workhealth	10	\$ 225.00	\$ 425.00	\$ 360.00
Tetanus	\$ 10	\$ 30	\$ 25	Concentra	20	\$ 225.00	\$ 600.00	\$ 500.00
Separate Injection Fee	\$ 7	\$ 12	none	Concentra	n/a			
A antibody titer A	\$ 50	\$ 42	\$ 14.50	Workhealth	30	\$ 900.00	\$ 1,260.00	\$ 435.00
B antibody titer B	\$ 50	\$ 42	\$ 14.50	Workhealth	30	\$ 900.00	\$ 1,260.00	\$ 435.00
Separate specimen-handling fee for titers	\$ 15.45	no fee	none	Workhealth	30	\$ 463.50	Included	Included
Vaccination Hepatitis A	\$ 75/injection	\$ 72/per injection	\$ 48	Workhealth		IC Health Department		
Vaccination Hepatitis B	\$ 50/per injection, series 3 of needed	\$ 64/per injection	\$ 46	Concentra		IC Health Department		
Vaccination booster	pricing depends on booster needed	\$ 67.50	\$ 46	n/a		IC Health Department		
Separate injection fee for vaccination	\$ 7	\$ 12	none	Concentra		IC Health Department		
<b>HIV:</b>								
Antibody titer	\$ 45	\$ 136.40	\$ 28	Concentra	10	\$ 300.00	\$ 1,364.00	\$ 280.00
Separate specimen-handling fee	\$ 15.45	N/A	none	Workhealth	10	\$ 300.00	\$ -	\$ -
Counseling and follow-up appointments	\$ 74.46 - \$ 137.56	\$ 30 (level 2)	\$ 60	Workhealth	10	\$ 1,000.00	\$ 300.00	\$ 600.00
						\$ 1,600.00	\$ 1,664.00	\$ 880.00
<b>Fitness for Duty:</b>								
Evaluation and report preparation fee range	\$ 36 - \$ 118	\$ 40 - \$ 185	\$ 180 - \$ 250	Sparrow	25	\$ 1,875.00	\$ 2,125.00	\$ 5,000.00
Complex case	\$ 137 - \$ 201	\$ 102 - \$ 185	see above	Sparrow	50	\$ 10,050.00	\$ 9,250.00	
Expert witness testimony	\$ 250	\$ 500/day	\$ 400/hour	Concentra	n/a			
Fees for other exams/tests/services	negotiated as needed	negotiated as needed	negotiated as needed	n/a	n/a			
<b>Rabies:</b>								
Antibody titer	\$ 15 sent to State lab	\$ 132.50	\$ 10	Concentra	25	\$ 375.00	\$ 3,312.50	\$ 250.00
Separate specimen-handling fee	\$ 15.45	no fee	none	Workhealth	25	\$ 386.25	\$ -	\$ -
Counseling and follow up appointments	\$ 137.56	\$ 30	\$ 60	Workhealth	15	\$ 2,063.40	\$ 450.00	\$ 900.00
Exposure treatment	\$ 74.46	\$ 85 + injections & meds	see note below*	Sparrow	n/a			
Separate specimen-handling fee	\$ 15.45	no fee	none	Workhealth				
Counseling and follow up appointments	\$ 137 - \$ 201	\$ 30 (level 2)	\$ 60	Workhealth				
						\$ 36,208.15	\$ 35,555.50	\$ 19,260.00

\* Sparrow Note: Treatment with RIG is weight dependent. The average 154 pound patient would require 9.3 ml of RIG and the fee would be \$ 660.00.

The recommended five dose regimen of rabies vaccine is in very short supply right now and would cost \$ 130.00 per dose.

If Sparrow is the successful bidder, further discussion will be needed regarding vaccine availability.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING CONTRACTING WITH CONCENTRA MEDICAL  
CENTERS TO PROVIDE OCCUPATIONAL HEALTH SERVICES TO INGHAM  
COUNTY APPLICANTS AND EMPLOYEES**

WHEREAS, Ingham County provides workers' disability compensation medical services to employees who may be injured while working; and

WHEREAS, Ingham County requires post-offer, pre-employment fitness for duty examinations for many positions within the County, and

WHEREAS, there are occasions when it is of great value to Ingham County to have a resource for fitness for duty and other types of medical examinations pertaining to employment related matters; and

WHEREAS, a Request for Proposal was issued concerning providing these occupational health services to Ingham County, its applicants and employees; and

WHEREAS, three organizations responded, all of whom are considered local vendors and evaluated by the Benefits and Insurance Administrator who recommends Concentra Medical Centers.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves entering into an agreement with Concentra Medical Centers to provide occupational health services to Ingham County for a period of two (2) years.

BE IT FURTHER RESOLVED, that the contract may be renewed annually thereafter upon the recommendation of the Director of Human Resources and the Benefits and Insurance Administrator and with the approval of the County Controller.

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

**Agenda Item 7b**

**RESOLUTION STAFF REVIEW**

**DATE** September 17, 2008

**Agenda Item Title:** Resolution Authorizing American Family Assurance Corporation of Columbus (AFLAC) to Offer Voluntary Employee Benefit Products to Ingham County Active Employees

**Submitted by:** Robert J. Smith, SPHR and T. A. Lindsey, Human Resources Director

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

**Summary of Proposed Action:** Add AFLAC voluntary employee benefit products to the benefit program for active employees.

A Participation Agreement and a Business Associate Agreement (required by HIPAA) between AFLAC and Ingham County will be prepared and approved by the County Attorney's Office. Banking arrangements to transmit monies withheld from paycheck will need to be arranged and tested.

The deductions will have to be added to the 125 Cafeteria Plan Document listing if premiums are paid on a pre-tax basis.

Deduction codes will need to be identified, tested and added to the payroll system.

A communications process to inform employees of the addition of AFLAC will be initiated upon approval by the Board of Commissioners.

Payroll deductions will commence with the paycheck dated January 9, 2009.

Ms. Judy Dadd, Special Projects Coordinator, will be the primary sales and service agent from AFLAC to Ingham County.

**Financial Implications:** There are no direct costs to Ingham County as all premiums are paid by the employees via payroll deductions. There will be minimal indirect costs setting up and processing the deductions and forwarding the premiums to AFLAC.

**Other Implications:** Employees will have additional options of voluntary benefit options including choices of carriers and plan options. Offering the AFLAC products will not replace, but will augment the voluntary employee benefits currently offered by American Fidelity Assurance Company.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**  
**RESOLUTION AUTHORIZING AMERICAN FAMILY ASSURANCE CORPORATION**  
**OF COLUMBUS (AFLAC) TO OFFER VOLUNTARY EMPLOYEE BENEFIT**  
**PRODUCTS TO INGHAM COUNTY ACTIVE EMPLOYEES**

WHEREAS, the Ingham Health Coalition has recommended that voluntary employee benefit products from American Family Assurance Corporation of Columbus (AFLAC) be offered to Ingham County active employees; and

WHEREAS, such products include but are not limited to Personal Accident Indemnity, Personal Sickness Indemnity, Maximum Difference Cancer Indemnity Insurance, Hospital Protection, Specified Health Event Protection, Dental Insurance, Vision Insurance, Personal Disability Income Protector, Life Protector, and Term Life Insurance for ages 0 – 24; and

WHEREAS, language enabling these options to be effective January 1, 2009, would be added to the health care Letters of Agreement prepared for the various bargaining units; and

WHEREAS, the Ingham Health Coalition specifically recommended Ms. Judy Dadd, AFLAC special Projects Coordinator, be named as primary sales and service representative.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understanding regarding the recommendations of the Health Coalition for adding AFLAC as a voluntary employee benefit provider. Ms Judy Dadd, Special Projects Coordinator for AFLAC will be recognized as the primary sales and service representative serving Ingham County employees.

BE IT FURTHER RESOLVED, that the Board Chairperson and is authorized to sign said letters on behalf of the County, contingent upon final approval of the bargaining units.

BE IT FURTHER RESOLVED, that the employer will provide access to AFLAC products to Managerial and Confidential Employees effective January 1, 2009.

BE IT FURTHER RESOLVED, that the Managerial/Confidential Personnel Manual shall be updated to incorporate the employee voluntary benefits being offered by AFLAC.

BE IT FURTHER RESOLVED, Participation Agreements and HIPAA compliant Business Associate Agreements between Ingham County and AFLAC be prepared.

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



**Agenda Item 8a**

September 23, 2008

Chairperson Marc Thomas  
Ingham County Board of Commissioners  
Ingham County Court House  
Mason, Michigan

Re: Continuance of Severance Pay

Dear Chairperson Thomas,

I am writing today to request of the Board of Commissioners and specifically the County Service Committee, an extension of Severance Pay as is provided in the Managerial Confidential Employee Employment Plan.

As you may be aware, my career and employment of over 27 years abruptly ended on May 1, 2008, when the Human Resources Director asked for and received my resignation. As an “at will employee”, I had no option, but to sign the prepared resignation letter.

As is provided in the Employment Plan on page 25, severance pay, and certain designated benefits can be extended for up to an additional 6 months of time, provided the employee has 10 years of service.

With over 27 years of unblemished service and the long standing dedication to the work and mission of Ingham County, I respectfully request that I be granted this extension. Although, application opportunities are plenty, and submission of resumes is rampant, employment offers have remained elusive. It is not an easy task of obtaining employment in today’s market. I remain diligent in my search for replacement employment opportunities.

It was with great honor and respect that I worked with the many elected officials and departments of Ingham County. It was my pleasure to be able to provide competent and knowledgeable service to the departments as well as challenge the norm and contribute to Ingham County’s many successes. During my tenure I participated and witnessed:

The growth of county employment from near 600 employees in 1989 to nearly 1300 in 2008.

The increase in minority representation from near 10% in 1989 to over 20% and 21% in 2007 and 2008.

The development of the World Wide Web presence on the net in early 1995, preceding the State of Michigan, and most other Counties in the State, (George Vernon, Becky Bennett

## **Agenda Item 8a**

and Brian Klebba were responsible for the first web site presence) and a drive to encourage continued technological advancement.

The selection, successful implementation and continued development of the MUNIS integrated financial management project for Ingham County, which came in under budget and on time.

The development of the existing Mission and Vision Statements of the County

And many, many more!

It is with great sadness and dismay that I left the county. Many of the employees were like family. It was my pleasure and with my pride that I represented the County at any and all Official functions and provided professional and top notch service to all in need.

I wish you all well.

I seek your sincere consideration of this request.

Sincerely,

Brian M. Klebba (Ingham County Employee, February 17, 1981 to May 1, 2008)

Cc:/ County Services Committee Members  
T. Lindsey.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING THE INGHAM HEALTH COALITION FOR THEIR  
EFFORTS AND THE POSITIVE IMPACT IT HAS HAD ON INGHAM COUNTY AND  
AFFILIATED EMPLOYERS**

WHEREAS, the cost of health care for employees and retirees had become a critical concern for all employers; and

WHEREAS, in 1996 Ingham County initiated a coalition of labor and management representatives from the County and affiliated employers including the Ingham County Road Commission, the Ingham County Medical Care Facility, and the Capital Area District Library; and

WHEREAS, the Tri-County Office on Aging has since joined the coalition; and

WHEREAS, over 200 individuals have served on the Ingham Health Coalition of the participating organizations; and

WHEREAS, the Ingham Health Coalition has worked closely with outside consulting firms who provided objective guidance and input into the decision making process; and

WHEREAS, the Ingham Health Coalition has been innovative and aggressive in recommending changes to maximize the return on investment to participating employers and their employees; and

WHEREAS, the Ingham Health Coalition has served as a model for other organizations having been visited and observed by representatives from public employers across the state; and

WHEREAS, in the most difficult economic times, the Ingham Health Coalition has been able to provide recommendations to maintain the exceptional benefits provided to employees and retirees while reflecting the fiscal realities.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners hereby honors all past and present members who have served on the Ingham Health Coalition for their diligence, flexibility, creativity and effectiveness.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ROBERT COON**

WHEREAS, Robert Coon is a junior at Williamston High School where he enjoys participating in quiz bowl, Model United Nations and the swim team; and

WHEREAS, Robert is also active in the community and with his church youth group; and

WHEREAS, Robert began his scouting career as a Cub Scout, where he earned the Arrow of Light; and

WHEREAS, in 2003, he joined Troup #63 and has a leadership history which includes experience as assistant patrol leader, patrol leader, quartermaster, instructor and senior patrol leader; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship, while earning 21 merit badges before reaching the age of 18 and must also complete a service project for the benefit of his community, school or religious institution; and

WHEREAS, Robert's service project entailed building benches and an observation platform in the wetland study area near his high school; and

WHEREAS, with 31 merit badges, Robert has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Robert Coon for achieving the Eagle Scout rank and serving as a positive role model for the youth in our community.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in his future endeavors.



## CAPITAL REGION AIRPORT AUTHORITY

Chris Holman  
Chairman

Joseph C. Brehler

Victor Celentino

Paul Hufnagel

Calvin Lynch

Charles Moore

Robert F. Selig, AAE  
Executive Director

September 10, 2008

Matthew Myers, Controller  
Ingham County  
P.O. Box 319  
Mason, MI 48854

Re: Amended Mill Levy Certification

Dear Mr. Myers:

The Airport Authority Board at its September 9, 2008 meeting adopted the attached resolution amending the Airport Authority's certified mill levy for FY2008-2009.

Accordingly, the Airport Authority mill levy has been reduced from the .75 mills, Headlee adjusted to .701, to the new certified mill levy of .699. Please take the necessary steps to initiate the collection of this mill levy on behalf of the Airport Authority in accordance with State Statute.

Sincerely,

Robert F. Selig,  
Executive Director

cc: Airport Authority Board  
Mayor Bernero, City of Lansing

RECEIVED  
SEP 11 2008  
INGHAM COUNTY  
CONTROLLER'S OFFICE

# **Capital Region Airport Authority**

## **RESOLUTION #08-57**

**September 9, 2008**

### **Subject/Title**

Amendment of FY2009 Mill Levy Certification included in the FY2009 Authority Budget

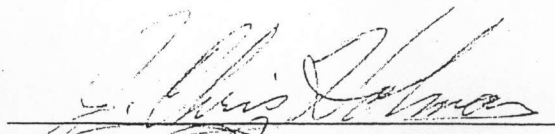
### **Summary**

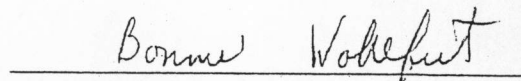
The FY2009 Budget approved on May 14, 2008, through Resolution #08-19, included a certified mill levy of .75 mills, adjusted for the Headlee Amendment to equal a Board certified mill levy of .701. This Resolution #8-57 approves a reduction in that original mill levy certification to .699.

This amended mill levy certification is estimated to generate approximately \$5,292,637 as compared to the original budgeted estimate of \$5,505,346; however, it is recognized that with these amounts only being estimates that the actual amount of mill levy dollars is unknown. Accordingly, the Executive Director is authorized to adjust capital budget expenditures to equal the actual amount of dollars generated by the amended .699 mill levy, thereby deferring approximately \$213,709 additional capital outlay to cover any short fall in actual mill levy received as compared to the original budget amount.

### **Proposed Action**

The Capital Region Airport Authority hereby approves Resolution #08-57 confirming the amended FY2009 mill levy certification and directs the Executive Director to certify to Ingham County a mill levy of .699 mills. The Executive Director is to produce a revised budget book for each Board member that reflects the actual mill levy dollars received, as well as the capital expenditures deferred.

  
Chris Holman, Chairman

  
Bonnie Wohlfert, Secretary