

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, AUGUST 19, 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 [June 17](#) and [July 15, 2008](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Ingham County Drain Commissioner - Resolution Entering into an Agreement with Key Government Financing for the Financing of a [Vactor Truck](#) for the Ingham County Drain Commissioner's Office
2. Sheriff's Office – Request to Fill Two [Vacant Positions](#)
3. Ingham County Treasurer - Resolution to Provide Funding for the [Asset Independence Coalition](#) Efforts in Financial Education
4. Ingham County Parks & Recreation Commission – Resolution Authorizing Expenditures for the Potter Park Zoo [Penguin Pool](#) Exhibit Repair
5. Health Department
 - a. Resolution to Authorize an Amendment to an Agreement with the Shiawassee Regional [Education Services District](#)
 - b. Resolution to Amend the Collaborative Agreement with the [Capital Area United Way](#)
6. Facilities Department
 - a. Resolution Authorizing a Purchase Order with [Integrated Interiors, Inc.](#) for Acoustical Panels at the Potter Park Zoo Safari Room
 - b. Resolution Authorizing a Contract with National Restoration, Inc. to Provide [Masonry Restoration Services](#) to the Ingham County Drain Commission
7. Human Resources Department
 - a. Resolution Certifying Representatives for the [MERS Annual Meeting](#)
 - b. Request for Advance Step Placement for the [Director of Financial Services](#)
 - c. Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the [Ingham Health Coalition](#) for Employee Benefits in 2009

- d. Resolution Approving Modifications to the 2009-2010 [Managerial/Confidential Personnel Manual](#)
- 8. MIS Department - Resolution to Authorize the [Reorganization](#) of the MIS Department
- 9. Purchasing Department - Resolution Amending the Ingham County [Purchasing Policies](#) and Procedures to Include a Provision for Contractor Qualification Criteria and Procedures (*materials will be distributed at the meeting*)
- 10. County Services Committee
 - a. Resolution Recognizing August 26, 2008 as [Women's Equality Day](#) in Ingham County
 - b. Resolution Honoring [Alex Grice](#)
 - c. Resolution Honoring [Daniel Blaine Shuck](#)
- 11. Controller's Office - Resolution Authorizing a [Six Week Hiring Delay Policy](#) for the 2009 Budget Year

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.

COUNTY SERVICES

June 17, 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, Tony Lindsey, Janeil Valentine, Sally Auer, Rick Terrill, Akia Burnett, Rami Janoudi, Viviana Arcia, Allie Genia, Kay Wilson, Janet Bowen, Randy Bell and Mary Ruttan

The meeting was called to order by Chairperson Nolan at 7:01 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the June 3, 2008 Minutes

MOVED BY COMM. DELEON, SUPPORTED BY COMM. GREBNER, TO APPROVE THE JUNE 3 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

2. Substitute Resolution
5. Human Resources Department – Resolution to Authorize the Reorganization of the MIS Department – This item was pulled from the agenda.
7. Late - Resolution Authorizing an Amendment to the Contract with Mihm Enterprises, Inc. to Provide Exterior Restorations at the Ingham County Courthouse

Limited Public Comment

Ms. Auer, UAW, stated a union member's husband is very ill. She has exhausted all of her sick and vacation time. Ms. Auer stated she would like to know why the employee's fellow co-workers cannot donate their sick time to her. Our contract says we cannot donate sick time to other employees.

Ms. Auer requested that this Committee approve a waiver of the contract terms to allow the employees to donate their sick time to their fellow employee. She will sign an agreement that this will not set a precedent.

Comm. Severino stated the request is a good idea. He then asked if the County or the union provided the contract language regarding the donation of sick time. Ms. Auer stated the language cannot be changed until the contract is renegotiated.

Comm. DeLeon stated the Committee should do something to help the employee. Mr. Myers stated he wants to make sure if the Committee wants to allow this, that we include the same stipulations from the contract regarding the donation of sick time.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO APPROVE A LETTER OF AGREEMENT TO WAIVE THE SICK TIME DONATIONS LANGUAGE UNDER THE CURRENT CONTRACT FOR THE HEALTH DEPARTMENT EMPLOYEE.
MOTION CARRIED UNANIMOUSLY.

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

2. Ingham County Treasurer – Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property
4. Ingham County MSU Extension – Resolution Authorizing the Transfer of Funds Out of the Personnel Cost Category of the 2008 Budget for the Purpose of Funding the Renovation of Modular Work Stations in the MSU Extension Office in the Hilliard Building
6. County Services Committee – Resolution Honoring Those Involved in the Restoration of the Steele Brothers Civil War Cannon Located on the Courthouse Square

MOTION CARRIED UNANIMOUSLY.

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

3. Ingham County Youth Commission – Presentation of Annual Report

Ms. Arcia reviewed the Secretary’s Report. She stated a number of members graduated and were then unable to continue serving on the Youth Commission. The Commission currently has 12 members. Ms. Arcia further stated the Commission participated in Legislative Kid Day on April 17, 2008 at the State Capitol.

Ms. Burnett reviewed the Treasurer’s Report. The Commission’s 2008 budget is \$430.00. Eight dollars will be spent per meeting for snacks. Funds were spent in 2007 to purchase polo shirts for the Commission members. The Community Coalition for Youth submitted a grant to the Capital Community Foundation for the Media and Community Awareness sub-committee, which has now formed into the Commission, to address image related youth issues in the County. The grant has helped offset some of the Commission’s meeting costs and Teen Forums. Ms. Burnett further stated the grant was very helpful in supporting some of the Commission’s expenses this year.

Mr. Janoudi reviewed the Webmaster’s Report. He explained the Commission determined that a Myspace page is the best way to get in touch with the local youth. The Myspace page should gain a larger audience who will become more responsive to the Commission’s activities. The Commission’s Myspace address is myspace.com/inghamyouth.

Ms. Genia reviewed the Semi-Annual Report for the Community Service Committee of the Ingham County Youth Commission. The Commission has donated homemade food to the Active Living for Adults and to the City Rescue Mission of Lansing. Ms. Genia stated the Committee plans to make a dinner for families at the Ronald McDonald House. The Commission looks forward to do more projects for the community.

Since November 2007, the Commission co-hosted an Ingham County KidSpeak event with the CCY and Michigan's Children. The Commission has also hosted two Teen Forums and will hold additional Forums during the next school year.

Comm. Severino stated the Commission has very good ideas. By hosting a dinner at the Ronald McDonald House, the Commission will receive greater notoriety since families from around the State use the House. He then suggested the Commission may want a restaurant to sponsor the dinner at the Ronald McDonald House.

Comm. DeLeon commended the Commission for their great work in the community. She then asked if the Commission has thought about working with the Fair Board to increase the number of youths from outside the Mason area attending the Fair. Comm. DeLeon then asked if the Commission has thought about participating in Teen Court. Mr. Janoudi stated he would be interested in participating for the Teen Court.

Comm. Copedge also commended the Commission for a successful year. In response to Comm. Copedge, some of the Commission members informed the Committee of their plans post high school.

Comm. DeLeon encouraged the Commission to have an informational booth at the Fair this summer.

7. Resolution Authorizing an Amendment to the Contract with Mihm Enterprises, Inc. to Provide Exterior Restorations at the Ingham County Courthouse

MOVED BY COMM. SOULE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE CONTRACT WITH MIHM ENTERPRISES, INC. TO PROVIDE EXTERIOR RESTORATIONS AT THE INGHAM COUNTY COURTHOUSE.

Mr. Terrill explained that Mihm Enterprises, Inc. (Contractor) is restoring the exterior of the Courthouse. The project was in place when the lead was found. The Contractor needs to remove all of the loose suspect paint to ensure that the specified warranty (10 years) would be honored by the Coatings Manufacturer and the remaining paint would be properly encapsulated with the specified coating.

The cost of this repair is \$37,450. Mr. Terrill stated the funds are available within the 2007 Capital Improvement Project. The original contract amount was for \$175,317, in which a deduction in the amount of \$1,500 will be taken due to the use of a different paint manufacturer. The total cost due to the Contractor will now be \$211,267.

Comm. Copedge asked if the County has any action for the previous contractor who did not take care of the lead problem. Mr. Myers stated the County Attorney would have to review this matter. Comm. Grebner stated lead specifications have changed over the past 20 years. The previous restoration was probably done according to the specifications at that time.

MOTION CARRIED UNANIMOUSLY.

1. Capital Region Airport Authority – Dale Feldpausch, Deputy Executive Director, Finance/Administration – 2008/2009 Millage Levy Certification

This item will be rescheduled for an upcoming meeting.

Announcements

Comm. DeLeon stated the annual Pow Wow event is scheduled for this weekend.

Comm. Severino stated the Chili Cook Off was very good this year.

Public Comment: None

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Debra Neff

COUNTY SERVICES COMMITTEE

July 15, 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, Tony Lindsey, Rick Terrill, Mike McDonald, Tom Edman, Tom Shewchuk, Deb Bloomquist, Sally Auer, Patrick Lindemann, Jim Hudgins, George Vernon, Robert Selig, Noreen Harty, Alicia Armstrong, Marian Burchfield, Curt Munson, Willis Bennett, Leslie Kuhn, Jamie Edmonds, Joe Guenther, Bill Conklin, Eckhart Dersch, Dr. Sienko, Jayson Welter and Shirley Rodgers

The meeting was called to order by Chairperson Nolan at 7:06 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Additions to the Agenda

- 8b. Substitute Resolution
- 12d. Resolution
- 11a. Resolution to Authorize the Reorganization of the MIS Department – Item pulled from the agenda
- 12b. Resolution to Restructure Revenue Collection of Parks Vehicle Entrance Fee Services Agreement – 2009 – Item was pulled from the agenda

Limited Public Comment

Mr. Guenther, Ingham County Road Commission, spoke regarding agenda item 4a. He stated he supports the request to increase the Road Commission Board from three members to five members. The expansion will allow the Commission to better serve all the residents of the County. Mr. Guenther then encouraged the Committee to use the same funding for the three members for five members. People should be willing to serve the public without being paid.

Comm. Severino asked what the other Road Commission Board members feel about the possible expansion. Mr. Guenther stated Ms. Rodgers is present this evening to speak about her position on this matter. The other Board member may be in favor of the expansion.

Ms. Rodgers, Ingham County Road Commission, stated being on the Road Commission has been one of the most rewarding experiences of her life. She then stated the Committee should keep in mind that what it decides, it should keep in mind the benefits to the public. The Road Commission has made great strides in changing the image of the Road Commission. Ms. Rodgers then stated the current members work very well together.

Chairperson Nolan stated she shared Ms. Rodgers's position. The Road Commission has become a customer friendly organization over the past year. This is much appreciated.

Mr. Lindemann, Ingham County Drain Commissioner, spoke about agenda item 4a. He commended the Road Commission for the changes in the past year. The new Road Commission Director is a breath of fresh air and the new commissioners are wonderful to work with.

Mr. Lindemann spoke regarding agenda item 7b. He stated Lake Lansing is a very unique Lake. The watershed for this Lake is very small in comparison to the size of the Lake. Keeping the land open and undeveloped is critical to the long term stability of Lake Lansing. Mr. Lindemann stated the land should be made a part of the County's park system.

Mr. Munson, Okemos resident, spoke regarding agenda item 7b. He stated he is very passionate about the park system. The land at issue is the nicest piece of natural park land in the greater Lansing area. Keeping this land for the community would be the right thing.

Ms. Burchfield stated her husband thought the parks are important and that they should be for everyone's use. Her husband also thought the parks should remain free to the public.

Ms. Harty addressed agenda item 7b. She spoke of the various ways the residents use the land and how they benefit from its use. Ms. Harty stated she feels strongly that the land should be preserved as a park.

Mr. Dersch addressed agenda item 7b. He stated the property is ecologically beneficial to the community. The park was beneficial in the past and it will continue to be so in the future.

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

3. Drain Commissioner Office – Request for Out of State Travel
- 4a. Board of Commissioners - Resolution to Add a Commissioner Liaison Position to the Ingham County Youth Commission
- 4c. Board of Commissioners - Resolution Increasing the Membership of the Potter Park Zoo Board to Add the Director of the Potter Park Zoological Society as a Non-Voting Member
5. Community Mental Health Authority of Clinton, Eaton and Ingham Counties
 - a. Resolution Accepting an Offer to Purchase County-Owned Real Property Located at 812 East Jolly Road, Lansing, MI 48910
 - b. Resolution Authorizing the Community Mental Health Authority of Clinton, Eaton and Ingham Counties to Construct a Storage/Maintenance Facility on County-Owned Property at 812 East Jolly Road, Lansing, MI
6. Ingham County Fairgrounds Board – Resolution Authorizing Funding for Repair Projects and the Replacement of the Tables and Chairs for the Community Building at the Fairground

8. Health Department
 - a. Resolution to Eliminate a Vacant Nurse Case Manager Position and Create a Customer Services Specialist Position in Health Plan Management Services
 - b. Resolution to Authorize the Creation of a Pharmacy Benefit Coordinator Position in Health Plan Management Services
 - c. Recommendation to Start a Dentist at Step 5
- 9b. Facilities Department - Resolution Authorizing a Contract with AT&T Wireless and IDSolutions at the Ingham County Family Center for the Ingham Academy
11. MIS Department
 - b. Resolution to Approve the Purchase of a Storage Area Network (SAN) for the Ingham County Data Center
 - c. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement
12. Controller's Office
 - a. Resolution Approving Criteria for Ranking 2009 Applications for Community Agency Funding
 - c. Memorandum from Matthew J. Myers, Ph.D., Controller/Administrator Regarding Legal Services Agreement – 2009

MOTION CARRIED UNANIMOUSLY.

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

1. Presentation – Preserve Lake Lansing Trails

Board Chairperson Thomas stated he believes this Committee has enough information about this item. The presentation is not necessary.

2. Capital Region Airport Authority – Robert Selig, Executive Director – 2008/2009 Millage Levy Certification

Mr. Selig distributed copies of the City of Lansing/Ingham County Community Update to the Committee for its review during his presentation. He stated the Airport Authority (Authority) is financially sound, with a balanced budget approved each year. The Authority continues to use Airport generated revenues to cover operating costs for the Capital Region International Airport and the Mason Jewitt Field.

Approximately 75% of all operating revenues come through fees and charges directly or indirectly related to passenger airlines. The Authority has established a future development focus that is designed to minimize the instability of the airline industry and the impacts of fuel pricing.

Mr. Selig stated Northwest and Delta Airlines began reducing flight schedules to airports nationally, including Lansing, during the bankruptcies in 2006-2007. Flight schedules and related airport revenues for these two airlines have not returned to pre-bankruptcy levels. The Authority has compensated for this lost revenue and has maintained competitive airline fees.

High fuel costs have blocked the development of new air service recently announced and the retention of exiting air service. The financial prognosis for the national airline industry remains grim.

Mr. Selig reviewed the 2009 Budget Summary as contained in the Update. The 2008-2009 total budget is \$14,273,945. The current mill levy requirement is \$5,505,346. This number will not be revised. Whatever the appropriate mill levy generates is what the Authority will accept.

Comm. Grebner stated it appears the Authority is levying as much as it can so that it can put some of the funds away for future use. Mr. Selig stated part of the Authority's goal since the bankruptcy is to increase airport reserves. He also explained that the recent newspaper article about the Authority developing leases on the vacant space is not for the north vacant land.

Comm. Grebner asked if the Authority actually has contingency plans if Northwest and United Airlines pull their flights. Mr. Selig stated the Authority does not have a plan because it has been assured that the two airlines will not pull their flights. The Authority is downsizing the size of the planes it uses. It is also challenging the entire management staff to come up some advance ideas if the downturn in business is long term.

Comm. Severino asked if there are 12 daily flights into the Airport. Mr. Selig stated there are and that the airline agreements require the remaining airlines will cover the cost of the flights. Reducing costs, retaining and expanding air service are the Authority's goals.

Board Chairperson Thomas asked about the contracts the Authority has with Northwest and Delta Airlines. Mr. Selig stated Delta Airlines announced last week that they are pulling out on September 1, 2008. United and Northwest Airlines have agreements through June 30, 2010. If the airlines pull out prior to the agreement dates, they are still responsible for the terminal rent.

Mr. Myers stated tonight's agenda has an item to enact a hiring freeze due to our budget concerns. He explained that he asked the County Departments to submit a 5% reduction scenario. Mr. Myers asked if it would be appropriate for Mr. Selig to ask the Authority to reduce its budget to \$5 million for this and the next year. Homeowners in this County are seeing their home values decreasing and some of them are losing their homes to foreclosure.

Mr. Selig stated Mr. Myers could send a letter to the Authority indicating his position. He cannot approve his request tonight. The Authority may enact a hiring freeze also. The mill levy dollars are dedicated to other essential purposes that are important to the long term success of the Airport.

Mr. Myers stated he will send a letter to the Authority unless this Committee directs him to not do this. It is reasonable for the County to ask the Authority to hold the line for one more year in light of what it has to do regarding its budget.

Comm. Severino stated he appreciates Mr. Myers for addressing the budget issue and for saying he will send a letter to the Authority. He then stated there will be many exceptions to the hiring freeze because it only applies to General Fund positions.

Board Chairperson Thomas stated he is concerned about the spending priorities of the Authority. If the Authority was in the same situation as the County in terms of the 5% reduction, it would be good for the Authority to think through this matter.

Mr. Selig stated the Authority will continue to be good team players. Board Chairperson Thomas stated the County's budget has dire consequences. The budget is responsible for the residents' health and personal safety.

4. Board of Commissioners

- a. Discussion Related to the Expansion of the Road Commission Board from Three to Five Members – William Conklin, Managing Director, Ingham County Road Commission

Mr. Conklin, Ingham County Road Commission Managing Director, stated there are pros and cons to expanding the Board's membership. He then stated he spoke to the Kalamazoo County Road Commission. They recently expanded their board members. Kalamazoo Road Commission indicated it is important to have a good relationship between the Road Commission Board and the employees. Mr. Conklin stated his office is working toward having a good communication with the Road Commission Board. It is also important to communicate with the Ingham County Board of Commissioners.

The current Ingham County Road Commission Board functions quite well. It is easy to reach a consensus with three members but five members would bring more perspective to the Board.

Mr. Conklin informed the Committee that many people believe the Road Commission is benefiting from the higher gas prices. This is not true. People are driving less and have changed the types of vehicles they drive.

Comm. Grebner stated it is good that the Board of Commissioners has a positive relationship with the Road Commission and its staff. He then explained that three member boards typically have critical problems. It would be nice if the Road Commission Board expands its membership from three to five.

Comm. Severino stated he does not have a preference for three or five members. The Road Commission Managing Director has been placed in a difficult position this evening by asking him for his preference. The Committee should discuss this with the Road Commissioners.

Comm. Copedge concurred with Comm. Severino about asking the Managing Director about his preference. He also stated things are moving smoothly at the Road Commission at this time; therefore,

the membership level should remain at three. The membership can be expanded in the future when the County has more money.

Comm. DeLeon stated she is not inclined to support the expansion of the Road Commissioners Board members. This is not a good time to make changes. Ms. Rodgers stated the Board of Commissioners may have to replace two Road Commission Board members next year. Comm. DeLeon stated the Road Commission should take some time to research other Counties that have more than three Road Commissioners.

Ms. Rodgers stated the Road Commission can put together some information about the membership expansion.

Comm. Soule expressed his support for increasing the membership. He also agreed with Comm. Grebner that the current per diem allotment for the three members could be the same for five members.

Comm. Grebner stated the membership could be increased by one member in January 2010 and by another member in January 2012. We should not wait until there is a crisis to increase the membership. The Ingham County Board of Commissioners' role is to set up a structure which prevents the uprising of problems. Three member bodies repeatedly run into corruption problems. Comm. Grebner stated he is truly concerned about three member bodies. He further stated he does not have any concerns with the current Road Commissioners.

Mr. Myers stated he may wait to place this item on this Committee's September agenda. This will allow him some time to confer with the County Attorney and to draft a resolution for this Committee's consideration.

Chairperson Nolan thanked Ms. Rodgers and Mr. Conklin for the positive changes to the Road Commission over the past year.

b. Resolution to Add a Commissioner Liaison Position to the Ingham County Youth Commission

This item was approved on the Consent Agenda.

Chairperson Nolan stated she could attend a few meetings per year. She would be willing to share the position with other Commissioners. Board Chairperson Thomas and Comm. DeLeon stated they would be willing to share the position. Board Chairperson Thomas stated Comm. Celentino may also want to be on this Commission.

MOVED BY COMM. SOULE, SUPPORTED BY COMM. COPEDGE, TO APPOINT COMM. NOLAN, COMM. DELEON AND BOARD CHAIRPERSON THOMAS TO THE INGHAM COUNTY YOUTH COMMISSION. MOTION CARRIED UNANIMOUSLY.

7. Ingham County Parks & Recreation Commission

- a. Resolution Authorizing Expenditures for Materials and Installation of an Irrigation System at Potter Park

MOVED BY COMM. SOULE, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION AUTHORIZING EXPENDITURES FOR MATERIALS AND INSTALLATION OF AN IRRIGATION SYSTEM AT POTTER PARK.

Comm. DeLeon requested clarification about the local preference for Lawn Sprinklers Sales, Service & Design. Mr. Hudgins stated the vendor checked the “no” box for the local preference question. Vendors are required to certify if they are local vendors. If the local vendor box is not checked, his Office assumes the vendor is not a local vendor.

Comm. Copedge asked if all the vendors who bid on this project have the same irrigation system. Mr. Bennett stated the vendors do have the same system.

Comm. DeLeon asked if there is a “not to exceed” amount for this contract. Mr. Bennett stated this is a flat rate for the project.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Authorizing an Application be Submitted to the Michigan Department of Natural Resources for a Michigan Natural Resources Trust Fund Grant to Fund the Acquisition of 120 Acres of Natural Area to Expand Lake Lansing North Park

Chairperson Nolan informed the Committee that the Meridian Township Trustees voted unanimously to commit \$675,000 for the purchase of the 120 acres of the natural area.

Comm. Copedge asked about the County’s financial commitment for this matter. Chairperson Nolan stated the County does not yet have the DEQ appraisal. The Board of Commissioners is considering giving \$25,000 to this purchase. This amount represents .0086 of the total purchase price.

Comm. Grebner stated his Resolution didn’t assume that Meridian Township Trustees would approve the financial support already. He then suggested that some of his Resolution language should be added to the original Resolution. The Controller should firm the details before we finalize this matter. The Resolution should be approved with a contingent that the Board will ratify this issue.

Chairperson Nolan stated it was made clear to the Meridian Township Land Preservation Board that our Resolution will state the County will have the ability to withdraw the grant if the details are not approved.

MOVED BY COMM. SOUL, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION AUTHORIZING AN APPLICATION BE SUBMITTED TO THE MICHIGAN

DEPARTMENT OF NATURAL RESOURCES FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT TO FUND THE ACQUISITION OF 120 ACRES OF NATURAL AREA TO EXPAND LAKE LANSING NORTH PARK.

MOVED BY COMM. SOULE, SUPPORTED BY COMM. GREBNER, TO ADD THE LAST THREE BE IT FURTHER RESOLVED PARAGRAPHS FROM COMM. GREBNER'S SUBSTITUTE RESOLUTION WITH A CHANGE TO THE DOLLAR AMOUNT IN THE FIRST OF THE THREE BE IT FURTHER RESOLVED PAGRAPHS: FROM \$75,000 TO \$25,000. THE \$25,000 WILL COME FROM THE PARKS BUDGET. MOTION CARRIED UNANIMOUSLY.

FRIENLDY AMENDMENT TO REMOVE THE EIGHTH WHEREAS OF THE RESOLUTION.

(Staff will amend the \$725,000 in the 10th WHEREAS paragraph for the Finance Committee meeting.)

MOTION CARRIED UNANIMOUSLY.

Mr. McDonald stated the Meridian Township will be available to the DNR for this process.

Ms. Kuhn thanked the Committee for their support for this item. Chairperson Nolan thanked Ms. Kuhn and the Preserve Lake Lansing Trails group for their efforts on this matter.

c. Resolution Authorizing Expenditures for Paving and Related Work at Potter Park

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE, TO APPROVE THE RESOLUTION AUTHORIZING EXPENDITURES FOR PAVING AND RELATED WORK AT POTTER PARK.

Comm. DeLeon requested clarification regarding the bid information. Mr. Terrill explained the RFP was for the Human Services Building, Potter Park and Lake Lansing South Park. He then stated Lake Lansing will not be paved this year. This Resolution only authorizes paving at Potter Park.

Comm. DeLeon also asked about the \$105,000 contingency amount. Mr. Terrill explained there may be some unforeseen or unidentified problems at Potter Park. The RFP was issued for a per unit price. Mr. Terrill stated he thinks only \$760,000 of \$780,000 will be spent for this project. Mr. Myers stated Mr. Terrill will explain why he needs the contingency funds before they are used.

Comm. DeLeon asked if this Committee could be informed if the contingency funds were used for this project. Mr. Myers stated the Budget Director could provide that information to this Committee. Comm. Grebner suggested that when projects are completed, this information should be sent in a letter form to the Finance Committee.

MOTION CARRIED UNANIMOUSLY.

d. Resolution Authorizing Expenditures for the Sealing and Repair of all Pedestrian Pathways Within the Potter Park Zoo

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEVERINO, TO APPROVE THE RESOLUTION AUTHORIZING EXPENDITURES FOR THE SEALING AND REPAIR OF ALL PEDESTRIAN PATHWAYS WITHIN THE POTTER PARK ZOO.

Comm. DeLeon requested clarification regarding the “not to exceed” amount. Mr. Terrill explained that he requested that \$15,276 be set aside for contingency items.

MOTION CARRIED UNANIMOUSLY.

The Committee held a brief discussion regarding agenda item 8c. This item was approved on the Consent Agenda.

9. Facilities Department

- a. Resolution Authorizing a Contract with Michigan Paving & Materials Co. for the Human Services Building Parking Lot Repairs

MOVED BY COMM. GREBNER, SUPPORTED BY COMM.SOULE, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN PAVING & MATERIALS CO. FOR THE HUMAN SERVICES BUILDING PARKING LOT REPAIRS. MOTION CARRIED UNANIMOUSLY.

10. Human Resources Department

- a. Advance Step Placement for Horticulturist/Grounds Manager at Potter Park

MOVED BY COMM.GREBNER, SUPPORTED BY COMM. DELEON, TO APPROVE THE ADVANCE STEP PLACEMENT FOR HORTICULTURIST/GROUNDS MANAGER AT POTTER PARK.

Comm. Copedge requested clarification about the request for advance step placement. Board Chairperson Thomas asked if the request was recommended by staff. Mr. Lindsey stated he supports this request.

Mr. Bennett stated the employee is currently working at the Detroit Zoo. He has been employed by the Detroit Zoo for 15 years. Mr. Bennett stated he visited the Detroit Zoo to see their operations. The applicant’s supervisor recommended him for the position at the Potter Park.

Mr. Myers asked if the applicant would accept the position at the lower step. Mr. Bennett stated the applicant would decline the position if the step is not increased.

Comm. Soule stated if the County is looking at the job market for a specific position, a step increase is in order. It is not necessary to increase the step if there are a number of applicants for the same position.

Comm. Copedge asked about the other applicants. Mr. Bennett stated the recommended applicant was so far above the other candidates that we interviewed. This applicant would not need any supervision when he starts this job. Decisions at the Zoo have to be made very carefully in regard to the care of the

animals. The next person in line for this position would require a lot of training and supervision.

Board Chairperson Thomas asked for the cost difference between Step 3 and Step 4. Mr. Lindsey stated there is a \$3,000 difference between Step 3 and Step 4. He also stated the applicant rejected Step 3.

Comm. Copedge asked if the next person could do the job adequately. Mr. Bennett stated the next person does not have the leadership skills as the first applicant. The next applicant would require a long training period.

MOTION CARRIED with Comm. Soule voting NO.

b. Advance Step Placement Request Court Administrator for 55th Judicial District Court

Judge Boyd thanked Mr. Lindsey for his incredible assistance in this process. He then stated the applicant was offered the position at Step 2 and he declined. This applicant would have health benefits through his wife. The cost difference is about \$15,000 when using a person with other health benefits.

Judge Boyd explained that Mr. Dillon was Anethia Brewer's boss in Jackson County. He can bring in policies and procedures for the Court. The Court needs a professional administrator.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO APPROVE THE ADVANCE STEP PLACEMENT REQUEST COURT ADMINISTRATOR FOR 55TH JUDICIAL DISTRICT COURT.

Comm. Grebner stated this Committee should not take into account an applicant's health insurance. Situations change over time. The Committee should think about the bigger picture.

Board Chairperson Thomas asked Judge Boyd if he described the Court's backlog challenges to the applicant. Judge Boyd stated the applicant knows all about the Court's challenges. Board Chairperson Thomas stated he would support the higher step if the applicant can improve the inefficiencies at the Court. Judge Boyd stated the applicant can improve the Court's challenges.

Comm. Copedge asked about the second candidate. Judge Boyd stated there was another quality candidate. That candidate also demanded the higher step.

Comm. Copedge asked about the Court's employee evaluation system. Judge Boyd stated the Court does not have an evaluation system for its employees. He also stated the Administrator is an at-will employee. Comm. Copedge stated he hopes the County will have an evaluation process in the future to eliminate employees after their first six months if they do not meet the standards of the job description. Mr. Lindsey stated such a policy could hurt the County and/or help the County.

Comm. Severino asked if the candidate has provided a time commitment for this position. Judge Boyd stated the candidate did not commitment to being in this position for a specific amount of time. Comm. Severino also asked if the applicant can make needed changes at the Court. Judge Boyd stated the applicant has been involved in District Court Administrator meetings so he is aware of our challenges.

Comm. Grebner stated this Committee should remember that this person is not an employee of the Board of Commissioners. The Administrator is an employee at the will of the Chief Judge of the District Court. We cannot impose an evaluation process for the Court.

MOTION CARRIED UNANIMOUSLY.

- c. Resolution to Authorize the Transfer of MERS Retirement Funds for Zoo Teamster and Zoo United Auto Workers Staff – Reciprocal Retirement Act

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DELEON, TO APPROVE THE RESOLUTION TO AUTHORIZE THE TRANSFER OF MERS RETIREMENT FUNDS FOR THE ZOO TEAMSTER AND ZOO UNITED AUTO WORKERS STAFF – RECIPROCAL RETIREMENT ACT.

Comm. Grebner asked if this is a routine matter. Mr. Myers stated issue was worked out between the City of Lansing, the Zoo Teamsters and the County. Mr. Lindsey stated the Zoo employees had a MERS account with the City of Lansing.

MOTION CARRIED UNANIMOUSLY.

12. Controller's Office

- d. Proposed "Hiring Freeze" for all Ingham County Department through December 31, 2008

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SOULE, TO APPROVE THE RESOLUTION IMPLEMENTING A HIRING FREEZE FOR INGHAM COUNTY GENERAL FUND POSITIONS.

Comm. Soule offered the following amendments to the first two WHEREAS paragraphs in the Resolution:

WHEREAS, *there is . . .*

Comm. DeLeon asked if temporary employees will be used during this time. Mr. Myers stated temporary employees will not be used to fill frozen positions. Comm. DeLeon stated employees should not be expected to work out of their classifications and they should not cross union lines to complete work due to the hiring freeze. The County should honor the employees' contracts.

Mr. Myers stated that provision is contained in the employees' contracts. The contracts will be honored during the hiring freeze. Mr. Lindsey stated managers in small departments may need to help to finish work.

Ms. Auer stated Comm. DeLeon addressed her concerns about the hiring freeze. Temporary employees should not be used to fill UAW positions during this time.

Comm. Severino asked if the hiring freeze on general fund positions also covers the temporary positions. Mr. Myers explained that many departments have temporary positions built into their budgets. Those departments would need liaison committee approval before they hire temporary employees.

MOVED BY COMM. SEVERINO, SUPPORTED BY COMM. SOULE, TO AMEND THE RESOLUTION TO ADD THE FOLLOWING LANGUAGE:

THEREFORE BE IT RESOLVED, THE INGHAM COUNTY BOARD OF COMMISSIONERS IS IMPLEMENTING A HIRING FREEZE ON ALL POSITIONS THAT ARE FUNDED THROUGH THE GENERAL FUND BUDGET.

Comm. Grebner stated many departments normally use temporary positions. It would not be sensible to just announce that temporary positions cannot be filled during the hiring freeze.

Comm. Severino withdrew his motion.

Comm. DeLeon offered the following amendment to the Resolution:

A NEW BE IT FURTHER RESOLVED PARAGRAPH – BE IT FURTHER RESOLVED THAT TEMPORARY EMPLOYEES OR MEMBERS OF DIFFERENT BARGAINING UNITS WILL NOT BE SUBSTITUTED TO PERFORM DAILY FUNCTIONS OF ANY BARGAINING UNIT POSITIONS THAT ARE AFFECTED BY THE HIRING FREEZE.

The Committee accepted the amendment as a Friendly Amendment.

MOTION CARRIED UNANIMOUSLY.

Announcements

Comm. Copedge stated he thought the Drain Commissioner was going to be present this evening to address agenda item 3. He then stated he has a concern about that item. Comm. Copedge asked if someone on the County's staff could provide this service. He asked that the Drain Commissioner provide a report to this Committee in three months to demonstrate how this training is being used.

Mr. Myers stated this item was approved on the Consent Agenda. This item will now go before the Board of Commissioners at its next meeting.

Comm. DeLeon asked if the MIS Department is responsible for this service. Comm. Grebner stated the MIS Department probably does not use MAC computers.

Public Comment: None

The meeting adjourned at 10:29 p.m.

Respectfully submitted,
Debra Neff

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution Entering into an Agreement with Key Government Financing for the Financing of a Vactor Truck for the Ingham County Drain Commissioner's Office

Submitted by: Ingham County Drain Commissioner

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution authorizes the purchase of a new "Vactor Truck" for the Drain Office to clean storm drains.

Financial Implications: The cost for the new truck is \$308,567.50. The old truck is being traded in (\$12,500), a \$75,000 down payment is being made and the remaining cost of \$221,067.50 is being financed over a five year period with an interest rate of 4.92% per annum.

Other Implications: None.

Staff Recommendation: MM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ENTERING INTO AN AGREEMENT WITH KEY GOVERNMENT FINANCING FOR THE FINANCING OF A VACTOR TRUCK FOR THE INGHAM COUNTY DRAIN COMMISSIONER'S OFFICE

WHEREAS, the Drain Commissioner currently uses a Vactor Truck to clean storm drains; and

WHEREAS, the Drain Commissioner has determined that it is more cost-effective to purchase a new Vactor Truck rather than continue costly repairs on the current 1991 Ford Vactor Truck; and

WHEREAS, the new Vactor Truck has been priced at \$308,567.50, with a trade in value for the old Vactor Truck at \$12,500 and a \$75,000 down payment leaving a total of \$221,067.50; and

WHEREAS, the Purchasing Department and the Treasurer's Office have agreed with the financing of the Vactor Truck through an Installment Purchase Agreement with Key Government Finance at 4.92% interest per annum; and

WHEREAS, the payments to Key Government Finance shall be over a five-year period with the final payment due in 2012 in the amount of \$48,558.39 per annum which includes both principal and interest; and

WHEREAS, the estimated life expectancy for the new Vactor Truck is ten (10) years old, costs associated with the purchase of the truck are expected to be recaptured within five (5) years.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the purchase of a new Vactor Truck for the Drain Commissioner's Office, priced at \$308,567.50 minus \$12,500.00 in trade in of old Vactor Truck and a \$75,000.00 down payment leaving \$221,067.50 to be paid through an Installment Purchase Agreement with Key Government Finance at 4.92% per annum interest, with five payments of \$48,558.39 per annum which includes both principal and interest.

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

COUNTY of INGHAM

State of Michigan

SHERIFF'S OFFICE



Gene L. Wriggelsworth
Sheriff

Greg S. Harless
Chief Deputy

630 North Cedar Street
Mason, Mi 48854
(517) 676-2431
FAX (517) 676-8299

Allan C. Spyke
Undersheriff

Joel Maatman
Major

TO: Law Enforcement Committee
Human Services Committee

FROM: Sheriff Gene L. Wriggelsworth

DATE: August 5, 2008

RE: Jail Head Cook Vacant Position
Records Clerk Vacant Position

RECEIVED
AUG 07 2008
INGHAM COUNTY
CONTROLLER'S OFFICE

The Ingham County Sheriff's Office has two positions I would like filled due to the importance of both positions. I believe both positions are critical to the organization's efficient operations.

The first position currently open is the Head Cook position.

- Currently we have only three workers without a supervisor (Head Cook position) that are supervising approximately 25 inmate workers for preparing and serving food at the jail.
- On average, we prepare approximately 2100 to 2200 meals a day during the week.
- On average, we prepare approximately 2200 to 2400 meals a day on the weekends.
- Each meal time, there are special needs and dietary concerns for many inmates which need to be fulfilled properly. It is critical that these special needs are met through strict supervision from this open position.
- Due to the vacant position, we are currently expending 24-32 hours of overtime per week to meet the needs of the facility. This overtime is spread amongst the three staff members currently employed. Sickness, vacation, unforeseen absences, all contribute to reducing an already depleted staff. Many absences can not be avoided. On a couple occasions, we have been reduced to one staff person on duty which can lead to increased liability issues.
- State law mandates certain procedures for the jail kitchen as well as delivery of food to inmates. These mandates and standards apply to the preparation as well as the delivery of food within the jail.

- In order to meet all regulations and standards, we can not continue to operate short staffed, especially this supervisor's position. We also have real concerns about our liability because we are working our staff beyond the point where they may be effective, efficient and aware of safety and health requirements.
- The Chief Cook supervises the overall operation of the kitchen. This person is responsible for all budgetary concerns and reports directly to the Jail Administrator. The Jail Administrator is accountable and responsible for ensuring that federal, state and county mandates for the feeding of inmates are adhered to. The Head Cook has the day to day job of carrying out those mandates and supervising those who assist them, be it county employees or inmates.
- During the past year (2007) the efficient operation of the kitchen through the use of inmate workers, the Head Cook supervises, has saved the County thousands of dollars.
- Budgetary wise, this position is responsible for making cost-saving suggestions that don't violate any standards or mandates. As a result, this year we have realized a savings of approximately \$30,000.00.
- For the savings, to meet all standards, rules and regulations, state and federal law, as well as to lower liability, we respectfully request that this position filled.

The second position that is currently open is the Records Clerk Position.

- The Sheriff's Office has 6.5 comparable clerks positions allotted. This is down one full time clerk's position that was eliminated in this year's budget.
- Currently we have 5.5 positions filled with one position being filled with a temp. employee. (Commissary Clerk)
- Out of the above positions, the following are assigned:
 - 1.5 clerk's positions are assigned to the Delhi Unit per contract.
 - 1 clerk's position is assigned to corrections. (Commissary Clerk)
 - 4 clerks are assigned to central records.
- The clerk assigned to corrections is responsible for:
 - Accountability for thousands of dollars in inmate monies.
 - Accountability for thousands of dollars in commissary receipts.
 - Assist in the billing for thousands of dollars in inmate billings.
 - Assist the Major and Captain of Corrections in other administrative duties and paperwork, including work scheduling, daily jail count, all Canteen issues, all inmate orders, bank statements, responsible for the lobby and receiving kiosk, logging of all incident reports, corrections overtime accountability, inmate calling cards, and inmate kites.
- The clerks assigned to central records at the sheriff's office are responsible for:
 - Assisting the public via walk-ins or answering telephone calls for the sheriff's office
 - Completes, organizes and files information pertaining to arrests, tickets, complaint reports, warrants, juvenile petitions, accident reports into the sheriff's data base and record keeping systems.
 - Maintains all the sheriff's office filings systems for reports, citations, inmate booking information, inmate billings and more
 - Handles all walk-in gun permits, safety inspections and CPL applications.

- Handles all finger printing of subjects for a multitude of requirements.
- Handles cash transactions for citizens who request FOIA's, fingerprinting and other required fees.
- Assists in online corrections training which lowers liability issues within the correctional facility
- Handles all MICR reporting and accurately disseminating information for state requirements of all crime reporting
- The clerks are also required to backfill clerical positions throughout the organization due to vacations, FMLA issues, illnesses and other unforeseen absences.
 - Per contract, we regularly backfill the 1.5 clerks positions in Delhi.
 - We consistently backfill the Lein Tech's position when vacant to assist field services operations in obtaining lein work.
 - We consistently backfill the corrections clerk's position when vacant due to the large amounts of money that need to be accurately accounted for.
- We have had on occasions, when the need to backfill positions has occurred, paid overtime to records clerks' to catch-up with their work load.
- To continue to serve the public and continue efficient operations of the sheriff's office we respectfully request that this position be filled.

Agenda Item 3

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution to Provide Funding for the Asset Independence Coalition Efforts in Financial Education

Submitted by: Ingham County Treasurer

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: Approval of the resolution will provide additional funding to the United Way for a contract employee, office supplies and web site development. This will provide support to coordinate financial education efforts, for low income individuals and families in the Greater Lansing Area.

Financial Implications: \$37,000 will be authorized by this resolution to be spent from the Delinquent Tax Administration Fund (516-25601) to assist with this effort.

Other Implications: This is a collaborative effort between the Treasurer's Office and the City of Lansing.

Staff Recommendation: MM__X__ JN____ TL____ TM____ JC____
Staff recommends approval of the resolution.

Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR THE ASSET INDEPENDENCE COALITION EFFORTS IN FINANCIAL EDUCATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates financial education efforts, including Income Tax Preparation for low and moderate income citizens; and

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

WHEREAS, the group has successfully assisted thousands of taxpayers with refunds from the Earned Income Tax Credit and is expanding efforts in financial education; and

WHEREAS, these efforts have expanded through a part-time coordinator position hosted and administered by the United Way and would further benefit from additional time and resources, and would benefit low income taxpayers; and

WHEREAS, the Ingham County Treasurer and Lansing Mayor have laid the groundwork for a Bank on Lansing initiative to assist the unbanked and coordinate educational efforts toward financial literacy; and

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

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes additional funding for the coordination efforts at \$37,000 to be expended from the Delinquent Tax Administration Fund (516-25601) to assist with the Bank on Lansing initiative and financial education.

BE IT FURTHER RESOLVED, that the County Controller is directed to make all necessary budget adjustments consistent with this resolution.

Agenda Item 4

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution Authorizing Expenditures for the Potter Park Zoo Penguin Pool Exhibit Repair

Submitted by: Ingham County Parks & Recreation Commission

Committees: LE____, JD____, HS____, CS_ X_, Finance _ X _

Summary of Proposed Action:

The Purchasing Department solicited and received sealed bids for the repair and restoration of the Potter Park Zoo Penguin Pool and Exhibit. Repairs have been made to the penguin pool to stop a significant leak. This leak has caused underground erosion over the years and repairs need to be made. Deterioration of the exhibit and pool has occurred over the course of many years and restoration is needed to cover past repair efforts and bring the pool and exhibit back to its original state. The low bidder, Cusack's Masonry Restoration, Inc. of Hubbardston Michigan met all specifications and requirements.

Financial Implications:

This is an approved 2008 Capital Improvement item with a budgeted amount of \$50,000. The low bid was submitted by Cusack's Masonry Restoration, Inc. in the amount of \$23,450.00. In addition, the Facilities Director has requested \$5,000 be set aside as a contingency amount for unidentified problem areas associated with the project.

Other Implications: None.

Staff Recommendation: MM_ X _ JN ____ TL ____ TM ____ JC ____

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

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of July 28, 2008
RESOLUTION #21-08

**RESOLUTION AUTHORIZING EXPENDITURES FOR
THE POTTER PARK ZOO PENGUIN POOL EXHIBIT REPAIR**

WHEREAS, the penguin pool leaks up to 1 foot of water per day; and

WHEREAS, these leaks cause underground erosion which is causing a potential failure of the overall pool structure; and

WHEREAS, continually replenishing the pool increases utility use to maintain correct water temperatures; and

WHEREAS, work on the project cannot begin until October 1st, 2008 because the penguins must be finished molting, and work needs to be finished within 30 days due to weather conditions; and

WHEREAS, the Ingham County Purchasing Department solicited bids in accordance with Ingham County Purchasing policies that will be due August 5th, 2008; and

WHEREAS, the bids will be reviewed by the Ingham County Purchasing, Facilities, and Parks Departments to ensure the low bidder meets all specifications and requirements; and

WHEREAS, in order to expedite the project the Facilities Department has requested that the Parks & Recreation Commission approve a process whereby the Purchasing Director will recommend the approved vendor after all bids are received on August 5, 2008; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$50,000.

WHEREAS, in order to meet the October 1st, 2008 deadline the Potter Park Zoo Board passed Resolution #11-08 on July 1, 2008 recommending that the Parks & Recreation Commission request that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director.

THEREFORE BE IT RESOLVED, that the Ingham County Parks & Recreation Commission recommends that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director in an amount not to exceed \$50,000.

Moved by Mr. Smith and **Supported by** Commissioner Holman that Resolution #21-08 be approved. **Yes-8; No-0. MOTION CARRIED.**

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 4, 2008

SUBJECT: Bid Summary – Penguin Exhibit Renovations

Project Description:

This project consists of revitalizing the artificial rockwork (shotcrete) formations, such that the overall appearance of the pool and rockwork will once again look new.

Bid Summary:

Bidders Contacted: 9 Local: 2
Bidders Responding: 5 Local: 2

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
Cusack's Masonry Restoration, Inc.	\$23,450	N – Hubbardston, MI
D.C. Byers Co./Detroit, Inc.	\$39,834	Y – East Lansing, MI
Bornor Restoration, Inc.	\$48,825	Y – Lansing, MI
American Enzyme, Inc.	\$81,886	N – Portage, MI
National Restoration, Inc.	\$85,500	N – Keego Harbor, MI

Recommendation:

Award a contract to Cusack's Masonry Restoration, Inc. in an amount not to exceed \$28,450 (includes a \$5,000 contingency amount for inconspicuous repairs, if needed.)

Source of Funding:

Zoo Millage Fund; \$50,000 approved in 2008 CIP Zoo Budget.

Advertisement:

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

Prevailing Wage Policy:

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

Local Purchasing Preference Policy:

Not applicable; D.C. Byers' bid was not within 5% of Cusack's bid.

Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING EXPENDITURES FOR
THE POTTER PARK ZOO PENGUIN POOL EXHIBIT REPAIR**

WHEREAS, repairs were made to stop a significant leak in the penguin pool which has caused underground erosion over the years; and

WHEREAS, deterioration to the exhibit and pool has occurred over the course of many years and restoration is needed to cover past repair efforts and bring the pool and exhibit back to its original state; and

WHEREAS, work on the project cannot begin until October 1, 2008 because the penguins must be finished molting, and work needs to be finished within 45 days due to weather conditions; and

WHEREAS, in order to meet the October 1, 2008 deadline, the Potter Park Zoo Board passed Resolution #11-08 on July 1, 2008 and the Ingham County Parks & Recreation Commission passed Resolution #21-08 on July 28, 2008 recommending that the Board of Commissioners enter into a contract with the vendor approved by the Ingham County Purchasing Director in an amount not to exceed \$50,000; and

WHEREAS, the Ingham County Purchasing Department solicited bids in accordance with Ingham County Purchasing policies that were due August 5, 2008; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments on August 5, 2008 to ensure the low bidder met all specifications and requirements; and

WHEREAS, Cusack's Masonry Restoration, Inc. submitted the lowest bid at \$23,450; and

WHEREAS, the approved 2008 Capital Improvement budgeted amount is \$50,000; and

WHEREAS, the Facilities Director has requested that \$5,000 be set aside as a contingency amount for unidentified problems associated with the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Cusack's Masonry Restoration, Inc. of Hubbardston, Michigan for the repair of the Potter Park Zoo Penguin Pool Exhibit.

BE IT FURTHER RESOLVED, that \$5,000 be set aside as a contingency amount for unidentified problems associated with the project.

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

RESOLUTION STAFF REVIEW

DATE August 8, 2008

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

Submitted by: Health Department

Committees: LE____, JD____, HS____*, CS____*, Finance____*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution extends an existing agreement with the Shiawassee Regional Education Services District to provide staff from the Office for Young Children to serve as the Great Start Collaborative Coordinator in Shiawassee County.

In 2006, the Shiawassee RESD was awarded a Great Start Collaborative grant by the Early Childhood Investment Corporation (ECIC). The purpose of the Great Start initiative has been to assure a coordinated system of community resources and support to assist Michigan families in providing a great start for their children from birth through age five.

Financial Implications:

The RESD proposes to contract for 80% of a Program Coordinator's time for the period of October 1, 2008 through September 30, 2009. The Ingham County Health Department will be reimbursed up to \$89,000 under the agreement.

Other Implications:

None.

Staff Recommendation: MM____ JN____ TL____ TM____ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean Sienko, M.D.

Date: August 14, 2008

Subject: Agreement with Shiawassee Regional Education Service District

In 2006, the Shiawassee RESD was awarded a Great Start Collaborative grant by the Early Childhood Investment Corporation (ECIC). The purpose of the Great Start initiative has been to assure a coordinated system of community resources and support to assist Michigan families in providing a great start for their children from birth through age five.

Resolution 06 – 248 authorized an agreement with the Shiawassee Regional Education Service District (RESD) to provide staff from the Office for Young Children to serve as the Great Start Collaborative Coordinator in Shiawassee County.

The Shiawassee RESD has proposed to continue the agreement with Ingham County. The RESD proposes to contract for 80% of a Program Coordinator's time for the period of October 1, 2008 through September 30, 2009. The Ingham County Health Department will be reimbursed up to \$89,000 under the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize an amendment to the agreement with the Shiawassee Regional Education Services District.

Attachment

c: John Jacobs w/attachment
Laura Peterson w/attachment
Lori Noyer w/attachment

Agenda Item 5a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, in 2006, the Shiawassee Regional Education Services District was awarded a Great Start Collaborative grant by the Early Childhood Investment Corporation (ECIC); and

WHEREAS, Resolution #06-248 authorized an agreement with the Shiawassee Regional Education Services District (RES D) to contract with Ingham County to retain the services of the Office for Young Children (OYC) to lead the Great Start Collaborative initiative in Shiawassee County; and

WHEREAS, the RES D proposes to continue the agreement with Ingham County and contract for 80% of a OYC Program Coordinator's time during the period of October 1, 2008 through September 30, 2009; and

WHEREAS, Ingham County will be reimbursed up to \$89,000 for the cost of the services made available through this agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an amendment to the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the agreement with the Shiawassee Regional Education Services District (RES D) with the intent of providing staff from the Office for Young Children to serve as the Great Start Collaborative Coordinator in Shiawassee County.

BE IT FURTHER RESOLVED, that Ingham County shall make available the services of 80% of a Program Coordinator's time during the period October 1, 2008 through September 30, 2009.

BE IT FURTHER RESOLVED, that the RES D shall compensate Ingham County up to \$89,000 for the cost of the services provided during the period October 1, 2008 through September 30, 2009.

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

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution to Amend the Collaborative Agreement with the Capital Area United Way

Submitted by: Health Department

Committees: LE____, JD____, HS____*, CS____*, Finance____*

Summary of Proposed Action: (See the attached letter of explanation.)

This resolution will extend the partnership between the Capital Area United Way (CAUW) and the Ingham County Health Department (ICHHD) for tasks associated with the *Community Indicators Project*. The most recent agreement began on July 1, 2005 and ended on March 31, 2008.

ICHHD will contribute to the pool of funds dedicated to Phase IV tasks associated with the *Community Indicators Project*. These funds from Community Health Assessment, along with funds from Capital Area United Way and other sources, are intended to achieve the mutual objectives outlined for Phase IV of the *Community Indicators Project* through a work plan approved by the Community Data Committee. Proposed work for Phase IV includes:

1. Secure consulting services to develop new indicators for Health Equity and School Readiness.
2. Secure consulting services to work on the web version of the *Power of We Indicators Report*.
3. Maintain the continuous sampling methodology for the Behavior Risk Factor Survey as recommended by the Community Data Committee.

Financial Implications:

Ingham County will contribute up to \$48,300.00 from the Health Department's 2008 budget to support the research, analysis, and report writing essential to the collaboration. Any funds not expended by the end of the Health Department's 2008 fiscal year (September 30, 2008) will be carried forward to support contracted activities during the remainder of the agreement period.

Other Implications:

None.

Staff Recommendation: MM__ JN__ TL__ TM__ JC X

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

From: Dean Sienko, M.D.

Date: August 5, 2008

Subject: Collaborative Agreement with Capital Area United Way

This is a recommendation to authorize a collaborative agreement with the Capital Area United Way. The agreement will extend the partnership between the Capital Area United Way (CAUW) and the Ingham County Health Department (ICHD) for tasks associated with the *Community Indicators Project*. The most recent agreement began on July 1, 2005 and ended on March 31, 2008.

The ICHD and the CAUW have collaborated closely on the *Community Indicators Project* since its inception. The Community Data Committee was created by the *Power of We Consortium* and the Capital Area United Way in 2001, and, since then, has successfully produced the first, second, and third editions of the *Power of We: Indicators of Our Well-being*. These reports on well-being in our community have prompted many conversations about which indicators are improving or declining and provide a way to measure our progress over time. The reports also provide valuable information about how everyone in the community can become involved to help make it healthier and more livable for all. The *Power of We* reports support a sense of shared accountability and have become an essential part of many community improvement initiatives. To sustain momentum and to continue to build on the foundation that has been laid, the indicators and measures of community well-being require periodic refinements and updating, something this agreement is meant to accomplish.

Accomplishments in Phase I:

1. A long range improvement plan for the Community Indicators Project was produced in conjunction with the Community Data Committee.
2. A continuous-sample survey process was designed to collect data on a combined Behavior Risk Factor Survey (BRFS) and Social Capital Survey.
3. Data collection was commenced using a continuous sample process.

Accomplishments in Phase II work:

1. The 2006 BRFS and Social Capital Survey sample, including a random sample of 800 Capitol Area residents and an over sample of approximately 350 African American residents has been completed.
2. An over sample of 300 residents in selected Lansing neighborhoods was designed, implemented, and completed, in response to their requests for information about health status in these areas.
3. Information to update the *Power of We Website* was compiled.
4. CAUW provided administrative support to the Community Data Committee and managed a pool of funds set aside for consulting and other contractual services in support of the *Community Indicators Project*. CAUW contributed to the pool of funds available for the project and assumed the lead in raising additional funds for the project in conjunction with the Investors Steering Committee of the Power of We Consortium.
5. CAUW secured consulting and other contractual services to carry out the scope of work in the work plan approved by the Community Data Committee for the *Community Indicators Project*.

Accomplishments in Phase III work:

1. CAUW continued to provide administrative support to the Community Data Committee and managed a pool of funds to carry out the work plan the committee has approved.
2. CAUW contracted with vendors necessary to produce the third edition of the *Power of We Indicators Report*.
3. CAUW engaged a number of community partners in a collaborative dialogue process to refine the modules used for the Behavior Risk Factor Survey.
4. CAUW issued a competitive RFP and secured consulting and contractual services to implement the second year of the continuous sampling methodology for the Behavior Risk Factor Survey as recommended by the Community Data Committee.

Proposed work for Phase IV work:

1. Secure consulting services to develop new indicators for Health Equity and School Readiness.
2. Secure consulting services to work on the web version of the *Power of We Indicators Report*.
3. Maintain the continuous sampling methodology for the Behavior Risk Factor Survey as recommended by the Community Data Committee.

Proposed role of the Ingham County Health Department:

1. ICHD will contribute a maximum of \$48,300.00 into the pool of funds dedicated to Phase IV tasks associated with the *Community Indicators Project*. These funds from Community Health Assessment along with funds from Capital Area United Way and other sources are intended to

achieve the mutual objectives outlined for Phase IV of the *Community Indicators Project* through a work plan approved by the Community Data Committee.

I recommend that the Board of Commissioners adopt the attached resolution and authorize amendment of the collaborative agreement with the Capital Area United Way.

Attachment

Agenda Item 5b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE COLLABORATIVE AGREEMENT WITH THE
CAPITAL AREA UNITED WAY**

WHEREAS, Ingham County and the Capital Area United Way share an interest in promoting the health and well being of Ingham County residents, and both desire to measure health and well being over time through a set of indicators; and

WHEREAS, Ingham County and the Capital Area United Way executed a collaborative agreement in 2005, wherein the United Way provides administrative support to the Community Data Committee and manages a pool of funds for consulting and other contractual services in support of the *Community Indicators Project*; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205 and #07-154 and there has been no break in collaborative activities since the agreement's inception; and

WHEREAS, a major product of continued collaboration will be the production of the fourth edition of the *Indicators of Our Well-Being* report in 2009, along with the raw data from resident surveying that will be available for community use; and

WHEREAS, the Health Officer has advised that the Ingham County funds to support the continuation of this collaboration are included in the Health Department's 2008 budget and has recommended that Ingham County enter into a collaborative agreement with the Capital Area United Way that will continue the collaborative work begun in 2005.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with the Capital Area United Way.

BE IT FURTHER RESOLVED, that the contract period shall be from April 1, 2008 through March 31, 2009.

BE IT FURTHER RESOLVED, that Ingham County will contribute up to \$48,300.00 from the Health Department's 2008 budget to support the research, analysis, and report writing essential to the collaboration.

BE IT FURTHER RESOLVED, that any funds not expended by the end of the Health Department's 2008 fiscal year (September 30, 2008) shall be carried forward to support contracted activities during the remainder of the agreement period.

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

Agenda Item 6a

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution Authorizing a Purchase Order with Integrated Interiors, Inc. for Acoustical Panels at the Potter Park Zoo Safari Room

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: Approval of this resolution will authorize a contract with Integrated Interiors, Inc. to order and install acoustical sound-dampening panels in the “Safari Room” (large conference room) at the Potter Park Zoo.

Financial Implications: The contract amount will not exceed \$14,055. This includes materials and installation. The cost for this project will be paid from the Zoo Millage. \$20,000 was approved in the 2008 CIP.

Other Implications: Five Bidders were contacted. However, Integrated Interiors was the only bidder for this project.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution. As required by the Board Ethics Policy, the role of the Board is to accept or reject the recommendation. If the recommendation is rejected, the committee should state the reason(s) for the rejection and instruct the staff to review the recommendation.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 7, 2008

SUBJECT: Potter Park Zoo- Safari Room Acoustical

The resolution before you authorizes the Facilities and Purchasing Departments to issue a purchase order to Integrated Interiors, Inc., for an amount not to exceed \$14,055.00, for the purpose of providing the products and services needed to install the Whisperwall System to improve the sound quality in the Safari Room.

Due to the specialized nature of this project, only one bid was received from Integrated Interiors Inc. The Facilities and Purchasing Departments, in consultation with its consultant Simoni Systems, have reviewed the bid and are in agreement that Integrated Interiors Inc. would be the best candidate for the installation of this sound system.

The funds for this project are available in CIP-Safari Room Ceiling Panels, 258-69900-977000-0706Z.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 4, 2008

SUBJECT: Bid Summary – Acoustical Project

Project Description:

This project consists of soliciting bids to provide and to install an acoustical sound-dampening system in the Safari Room at Potter Park Zoo.

Bid Summary:

Bidders Contacted: 5 Local: 1
Bidders Responding: 1 Local: 0

The following firm submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
Integrated Interiors, Inc.	\$14,055	N – Warren, MI

Recommendation:

Award a Purchase Order to Integrated Interiors, Inc. in an amount not to exceed \$14,055.

Source of Funding:

Zoo Millage Fund; \$20,000 approved in 2008 Zoo CIP.

Advertisement:

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

Prevailing Wage Policy:

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

Local Purchasing Preference Policy:

Not applicable; Integrated Interiors was the only bidder.

Contact Person(s):

Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A PURCHASE ORDER WITH
INTEGRATED INTERIORS, INC.
FOR ACOUSTICAL PANELS AT THE POTTER PARK ZOO SAFARI ROOM**

WHEREAS, the Facilities Department and the Zoological Society have identified a need to improve the sound quality in the Safari Room at the Potter Park Zoo so that presentations made by docents and communication among visitors can be optimized; and

WHEREAS, funds for this project have been budgeted for in the 2008 CIP Project 258-69900-977000-0706Z, Safari Room Ceiling Panels; and

WHEREAS, the Purchasing Department solicited bids for the purpose of providing and installing an acoustical sound-dampening system in the Safari Room at the Potter Park Zoo; and

WHEREAS, due to the specialized nature of this project, only one bid was received from Integrated Interiors, Inc. for a cost not to exceed \$14,055.00; and

WHEREAS, the Facilities and Purchasing Departments in consultation with its consultant Simoni Systems, have reviewed the bid and are in agreement that a Purchase Order be awarded to Integrated Interiors, Inc., 21221 Hoover Road, Warren, Michigan 48089.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Purchase Order be issued to Integrated Interiors, Inc. in an amount not to exceed \$ \$14,055 to supply and install an acoustical sound-dampening system in the Safari Room of the Potter Park Zoo.

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

Agenda Item 6b

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution Authorizing a Contract with National Restoration, Inc. to Provide Masonry Restoration Services to the Ingham County Drain Commission

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will award a contract to National Restoration, Inc. to complete repairs and restoration of masonry work at the Drain Office Building.

Financial Implications: Through CIP project funds, \$84,600 is budgeted for this project plus \$15,000 contingency for inconspicuous repairs (if needed). This was approved in the 2008 CIP Budget 245-27599-976000-8FC03.

Other Implications: This was the low bidder. The only local bidder was more than \$100,000 higher than the recommended contractor.

Staff Recommendation: MM__X__ JN____ TL____ TM____ JC____

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 7, 2008

SUBJECT: Drain Commission Building

The resolution before you authorizes awarding a contract to National Restoration Inc., for a cost not to exceed \$84,600.00 plus a \$15,000.00 contingency for inconspicuous repairs (if needed). The total not to exceed cost is \$99,600.00 for the purpose of providing masonry repairs on the Ingham County Drain Commission Building.

National Restoration Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process and the recommendation of the Purchasing Department. Due to the scope and size of this project, it is necessary to contract with a qualified and experienced firm.

A budget for this project was approved in the 2008 CIP Budget, 245-27599-976000-8FC03. I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 4, 2008

SUBJECT: Bid Summary – Masonry Restoration at the Ingham County Drain Office

Project Description:

This project consists of complete removal and replacement of the southeast masonry wall of the garage, replacement of damaged or displaced burnished concrete block, mortar joint repointing of cracked or deteriorated mortar, replacement of sealant, reflashing and refinishing surfaces of existing steel lintels and isolated cleaning of masonry staining.

Bid Summary:

Bidders Contacted: 24 Local: 8

Bidders Responding: 5 Local: 1

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local Preference Requested</u>
National Restoration, Inc.	\$84,600	N – Keego Harbor, MI
Stouffer Masonry, Inc.	\$88,700	N – Comstock Park, MI
Grunwell-Cashero Co.	\$112,000	N – Detroit, MI
Boss Construction, Inc.	\$133,360	N – Taylor, MI
Schiffer Mason Contractors, Inc.	\$197,700	Y – Holt, MI

Recommendation:

Award a contract to National Restoration, Inc. in an amount not to exceed \$99,600 (includes a \$15,000 contingency amount for inconspicuous repairs, if needed.)

Source of Funding:

General Fund; \$175,000 approved in 2008 CIP

Advertisement:

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

Prevailing Wage Policy:

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

Local Purchasing Preference Policy:

Not applicable; Schiffer Mason's bid not within 5% of National Restoration's bid.

Contact Person(s): Rick Terrill, Facilities Director; Jim Hudgins, Purchasing Director

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH
NATIONAL RESTORATION, INC. TO PROVIDE
MASONRY RESTORATION SERVICES
TO THE INGHAM COUNTY DRAIN COMMISSION**

WHEREAS, the Drain Commission Building in Mason is in need of masonry restorations due to deterioration over time and the garage has become a safety issue; and

WHEREAS, the funds for this project are available within the 2008 Capital Improvement Project; 245-27599-976000-8FC03 - Drain Building Repair; and

WHEREAS, the Purchasing Department solicited bids for this project, and after review, it is the recommendation of the Facilities Department in concurrence with the Purchasing Department to award a contract to National Restoration, Inc. to provide the masonry restorations for a cost not to exceed \$84,600.00, which reflects the payment of prevailing wage; and

WHEREAS, the Facilities Department would like to add a contingency amount of \$15,000.00 for inconspicuous repairs, if needed.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to National Restoration, Inc., 2306 Hester Court, Keego Harbor, Michigan 48320, to perform masonry repairs at the Drain Commission Building in Mason, for a total cost not to exceed \$99,600.00.

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

Agenda Item 7a

RESOLUTION STAFF REVIEW:

DATE: July 22, 2008

Agenda Item Title: Resolution Certifying Representatives for the MERS Annual Meeting

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

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

Summary of Proposed Action: In accordance with provisions of Act 427, P.A. 1984 (the Municipal Employees' Retirement Act), the Municipal Employees' Retirement System Board conducts an annual meeting for the purpose of selecting nominees to serve on the Board and the transaction of other business as the Board deems necessary. An election is held to determine the Employee Delegate by secret ballot, and the Board requests the governing body to appoint an Officer Delegate. The 2008 MERS Annual Meeting will be held at the Grand Traverse Resort in Acme, MI during the time period of September 30 - October 2, 2008.

Financial Implications: Registration is \$185.00 per person (\$370.00 for Officer Delegate and Employee Delegate). Registration includes all scheduled meetings and meals. Travel and accommodations are paid by the County.

Other Implications: The associated costs are charged against Human Resources' Line Item #101 22600 863000 (Travel - MERS Conference) and is limited to a maximum for both delegates of \$900.00.

Staff Recommendation: MM__ JN__ TL X TM__ JC__
Staff recommends the approval of this Resolution.

Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION CERTIFYING REPRESENTATIVES FOR THE
MERS ANNUAL MEETING**

WHEREAS, the Municipal Employees' Retirement System will hold the 62nd Annual Meeting at the Grand Traverse Resort in Acme, MI during the time period of September 30 - October 2, 2008; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been elected by the other employee members, and appoint an officer delegate of the governing body; and

WHEREAS, Ingham County will pay the expenses of the Officer Delegate and Employee Delegate pursuant to the County's mileage policy to a maximum of \$900.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Meeting:

Officer Delegate: T. A. Lindsey

Employee Delegate: Sally Auer

MEMORANDUM

July 31, 2008

TO: County Services Committee

FROM: Matthew J. Myers, Ph.D. Controller/Administrator

RE: Starting Salary for Jill E. Rhode, C.P.A., Director Financial Services

The retirement of the former Financial Services Director, gave rise to an extensive search. After careful screening and upon the completion of the interviewing process, Ms. Jill E. Rhode was selected as the successful candidate for this position. Ms. Rhode has more than twenty-five (25) years of governmental finance experience having worked at both the City of Midland as the Controller and more recently at the City of Lansing as the Deputy Finance Director and City Treasurer. Additionally, Ms. Rhode is a Certified Public Accountant licensed in the State of Michigan.

Ms. Rhode has unique qualifications and experience working in all areas of cash management, taxation, purchasing, debt management, payroll and property management. There are also extensive labor relations and negotiations experience as the Finance Department Representative at the bargaining table for both Lansing and Midland.

Subject to Board approval, there has been a conditional offer and acceptance. The Controller/Administrator is requesting authorization to start Ms. Rhode at MCF 13, Step 3, \$76,970.

MJM/njh

MEMORANDUM

DATE: 07.31.08

TO: County Services Committee

FROM: T. A. Lindsey, Human Resources Director
Phone 517.887.4327 * tlindsey@ingham.org * Fax
517.887.4396

SUBJECT: Director Financial Services – Ms. Jill E. Rhode, C.P.A.
Advance Step Placement - New Hire

Human Resources supports and recommends approval of Dr. Myers' request for advance grade placement. As presented in the July 31, 2008 documentation, Ms. Rhode has extensive governmental experience.

Consistent with provisions of the **Managerial and Confidential Employee Personnel Manual, B. Compensation Plan, Item 7, Page 3...** Human Resources recommends approval of the request to start Ms. Jill E. Rhode at MCF 13, Step 3, \$76,970.

xc: File

RESOLUTION STAFF REVIEW

DATE August 4, 2008

Agenda Item Title: Resolution Authorizing Preparation of Letters of Agreement with Bargaining Units to Accept the Recommendation of the Ingham Health Coalition for Employee Benefits in 2009

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

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

Summary of Proposed Action: Establish PHP of Mid Michigan as the single carrier for both medical and prescription insurance coverage on a fully insured basis. Eliminate Blue Cross/Blue Shield and MERS Premier Health as health insurance providers. Eliminate 4D Pharmacy Management Incorporated as the Third Party Administrator for self-funded prescription insurance coverage.

The Health Coalition recommends that Ingham County offer a base plan which would be a Health Savings Account compliant and a high and low option. All plans would be offered through PHP with a single fully insured prescription plan. Continue with the HUMANA Medicare Advantage plan as an option for Medicare eligible retirees. A detailed description of the recommendations is attached including costs for both employees and Ingham County.

Financial Implications: The total cost of providing health and prescription insurance to active employees will increase by 0.75% (three quarters of one percent) and the retiree costs will decrease by 6% (six percent) with an overall increase of 0.61% (approximately two thirds of one percent). After adjustments are made for employee contributions, the cost to Ingham County is estimated to increase by approximately \$55,000 or 0.6% over 2008. **This assumes a 3% increase in the benchmark.**

Aggregate County costs based upon enrollment effective July 2008, indicates that Zoo Employees will cost the County 30% percent less than in 2008. While other employees will incur additional costs, the net aggregate effect is an increase of \$8,000.00 per month or 1.17%

Other Implications: Many of the savings will be realized by moving to a single carrier. Besides saving money for the County, employees and retirees, it facilitates administration. PHP has committed to providing Electronic Data Interchange capabilities to eliminate many of the administrative issues, provide electronic billing by the fourth quarter 2008, and move to accepting electronic payment for monthly invoices.

Staff Recommendation: MM __ JN __ TL X TM __ JC __
Staff recommends approval of the resolution.

Attachment 1

**Proposed changes in Health Care providers and Plans - August 2008
2009 Recommendations from the Ingham Health Coalition**

HEALTH INSURANCE

ACTIVE EMPLOYEES

1. Terminate MERS Premier Health Plans. As of July 25, 2008 70 employees were enrolled in a MERS Plan.
2. Eliminate Blue Cross/Blue Shield plans. As of July 25, 2008 there were 26 employees enrolled in a Blue Cross plan, 12 of which were Zoo employees.
3. Eliminate 4D Pharmacy Management as a third party administrator for a “carved out” prescription insurance plan.
4. Offer three levels of coverage through PHP
 - a. A base plan which would have employee premium shares of \$2.00 to \$6.00 depending on coverage level. This plan would be a Health Savings Account compliant plan with a \$1,250.00 deductible for all items for an individual and \$2,500 for a family. Although the actual costs are below the benchmark, maintaining even nominal premium shares minimizes the development of a “free health insurance”. Also, if no premium sharing is unsustainable, it is more difficult psychologically to move from no premium share than it is to increase an existing premium share amount.
 - b. A **HIGH** option equivalent to the current high medical plan offered by PHP with zero dollar deductibles, \$20.00 office visits, with out-of-network benefits is also available.
 - c. A **LOW** option virtually identical to the current low plan with no changes in benefits. There is no out-of-network coverage available with this option.
 - d. Both *options* would have the same prescription plan , the same as the current low plan.
5. Rate charts attached.

RETIREES

6. Eliminate MERS Premier Health Plans. As of July 25, 2008, 34 retirees were enrolled in a MERS Plan.
7. Eliminate all Blue Cross/Blue Shield plans. As of July 25, 2008, there were 41 retirees enrolled in a Blue Cross plan.
8. Eliminate 4D Pharmacy Management as a third party administrator for a “carved out” prescription insurance plan.
9. Non Medicare eligible retirees would have the same choices as actively employed employees.
 - a. A base plan which would have employee premium shares of \$2.00 to \$6.00 depending on coverage level. This plan would be a Health Savings Account compliant plan with a \$1,250.00 deductible for all items for an individuals and \$2,500 for a family.
 - b. A **HIGH** option equivalent to the current high medical plan offered by PHP with zero dollar deductibles, \$20.00 office visits, with out-of-network benefits also available.
 - c. A **LOW** option virtually identical to the current low plan with no changes in benefits. There is no out-of-network coverage available with this option.
 - d. Both *options* would have the same prescription plan, the same as the current low plan.
10. Medicare eligible employees will have the choice of several plans.
 - a. PHP High and PHP Low Medicare Supplement Plans
 - b. Humana Medicare Advantage Plan

2009 Health Insurance Premiums and Premium Sharing Arrangements Proposed by the
Ingham Health Coalition
Active Employees-All Employee Groups

Active Employees-All Employee Groups			
Coverage	Hi Option	Lo Option	Base Plan
MEDICAL AND PRESCRIPTION PREMIUMS			
Single	\$489.75	\$401.94	\$305.97
2 Person	\$1027.72	\$842.13	\$640.47
Family	\$1198.74	\$946.48	\$708.89
3% INCREASE IN BENCHMARK			
Single	\$ 338.69	\$ 338.69	\$ 338.69
2 Person	\$ 709.13	\$ 709.13	\$ 709.13
Family	\$ 795.93	\$ 795.93	\$ 795.93
BALANCE AFTER BENCHMARK			
Single	\$ 151.06	\$63.25	\$(32.72)
2 Person	\$ 318.59	\$133.00	\$(68.66)
Family	\$ 402.81	\$150.55	\$(86.04)
EMPLOYEE MONTHLY PREMIUM SHARE			
Coverage	Hi Option	Lo Option	Base Plan
3% INCREASE IN BENCHMARK			
Single	\$ 75.53	\$ 31.62	\$0.00
2 Person	\$ 159.29	\$ 66.50	\$0.00
Family	\$ 201.40	\$ 75.27	\$0.00
Family ¾ Time employee	\$ 330.31	\$ 170.85	\$ 68.42
2 Person Part time Employee	\$ 613.50	\$ 471.81	\$ 34.50
Family Part time Employee	\$402.92	\$ 784.52	\$ 576.16
MONTHLY COST TO INGHAM COUNTY			
Single	\$ 414.22	\$ 370.32	\$ 305.97
2 Person	\$ 868.43	\$ 775.63	\$ 640.47
Family	\$ 997.34	\$ 871.21	\$ 708.89
Family ¾ Time employee	\$ 868.43	\$ 775.63	\$ 640.47
2 Person Part time Employee	\$ 414.22	\$ 370.32	\$ 305.97
Family Part time Employee	\$ 414.22	\$ 370.32	\$ 305.97

2009 Health Insurance Premiums and Premium Sharing Arrangements Proposed by the Ingham Health Coalition

NON MEDICARE ELIGIBLE RETIREES			
Coverage	High Option	Lo Option	Base Plan
Single	\$489.75	\$401.94	\$305.97
2 Person	\$1027.72	\$842.13	\$640.47
Family	\$1198.74	\$946.48	\$708.89
BENCHMARK			
	\$ 357.10	\$ 357.10	\$ 357.10
BALANCE AFTER BENCHMARK			
Single	\$132.65	\$44.84	(\$51.13)
COST OF INSURING DEPENDENTS			
Single	\$132.65	\$44.84	(\$51.13)
COST OF INSURING DEPENDENTS			
2 Person	\$ 537.97	\$ 440.19	\$ 334.50
Family	\$708.99	\$ 544.54	\$ 402.92
TOTAL MONTHLY PREMIUM SHARE			
Single	\$132.65	\$44.84	\$ 0.00
2 Person	\$ 537.97	\$ 440.19	\$ 334.50
Family	\$708.99	\$ 544.54	\$ 402.92
2 Person	\$ 537.97	\$ 440.19	\$ 334.50
TOTAL MONTHLY COST TO INGHAM COUNTY			
	\$423.43	\$379.52	\$305.97

2009 Health Insurance Premiums and Premium Sharing Arrangements Proposed by the Ingham Health Coalition

MEDICARE ELIGIBLE RETIREES				
	High Option	Lo Option	Base Plan	HUMANA Medicare Advantage
One Medicare Eligible	\$526.65	\$465.83	\$232.01	\$ 273.50
2 Person	\$1,052.20	\$931.66	\$464.03	\$ 547.00
One Medicare One Non Medicare	\$1,015.32	\$867.78	\$537.98	n/a
BENCHMARK				
	\$ 357.10	\$ 357.10	\$ 357.10	\$ 357.10
BALANCE AFTER BENCHMARK				
	\$ 176.48	\$ 115.66	\$(118.16)	\$(227.17)
RETIREE PREMIUM SHARE				
Single	\$84.78	\$54.37	\$0.00	\$ 0.00
COST OF INSURING DEPENDENTS				
2 Person Both Medicare	\$525.55	\$465.83	\$232.02	\$ 273.50
Retiree Medicare Spouse Non-Medicare	\$488.67	\$401.95	\$305.97	n/a
Retiree Non-Medicare Spouse Medicare	\$526.65	\$465.83	\$232.02	n/a
TOTAL MONTHLY PREMIUM SHARE				
Single	\$84.78	\$54.37	\$0.00	\$ 0.00
2 Person Both Medicare	\$ 610.32	\$508.78	\$232.02	\$ 273.50
Retiree Medicare Spouse Non-Medicare	\$ 610.32	\$508.78	\$305.97	n/a
Retiree Non-Medicare Spouse Medicare	\$ 573.44	\$444.90	\$305.97	n/a
TOTAL MONTHLY COST TO INGHAM COUNTY				
	\$441.88	\$411.47	\$232.01	\$ 273.50

Attachment 2

Employees Benefits with no changes - August, 2008 (Informational Only)

2009 recommendations from the Ingham Health Coalition

HEALTH WAIVER

1. All waivers issued for the first time will be \$103.00 monthly
2. For employees who have continuously received the waiver since 2005
 - a. Single \$103.00
 - b. 2. Person \$175.27
 - c. Family \$196.72
3. If both spouses work for Ingham County and continuously received the waiver since 2005.
 - a. Dual Waiver \$103.00
 - b. New relationships formed on after January 1, 2006 by marriage or new hire will not receive a waiver payment. By design, waivers should move risks and costs out of health plan(s). If both are employed by Ingham County, the County Health plan(s) will still bear entire costs resulting in no long-term cost reduction.

DENTAL INSURANCE

Self insured benefit administered through Delta Dental of Michigan

1. Benefits schedule
 - a. Class I Benefits Plan Pays 100%
 - i. Cleaning, X-rays, 6 month checkups
 - b. Class II Benefits Plan Pays 75%
 - i. Basic fillings and restorative
 - c. Class III Benefits Plan Pays 50%
 - i. Major restorative, oral surgery, bridges, crowns
 - d. Class IV Benefits Not covered
 - i. Orthodontia
2. Maximum benefit per member per year \$800.00

VISION INSURANCE

Self Insured plan administered through Vision Service Plan (VSP)

1. Benefits schedule
 - a. Eye Exams Once every 12 months CoPay \$10.00
 - b. Frames Once every 24 month Copay \$25.00 (\$115 retail allowance)
 - c. Lenses Once every 12 months* Copay included in frames

*If medically necessary otherwise every 24 months.

FLEXIBLE SPENDING PLANS

Employee funded plans administered through American Fidelity

- a. Dependent Care reimbursement \$5000. annual maximum (IRS Maximum)
- b. Unreimbursed Medical Spending \$5000 annual maximum

VOLUNTARY INSURANCE PRODUCTS

Employee funded plans administered through American Fidelity

1. Plans Offered
 - a. Supplemental Dental Insurance
 - b. Cancer Insurance (Catastrophic Illness)
 - c. Supplemental Life Insurance
 - d. Accident Only Supplemental Coverage

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PREPARATION OF LETTERS OF AGREEMENT
WITH BARGAINING UNITS TO ACCEPT THE RECOMMENDATION OF THE
INGHAM HEALTH COALITION FOR EMPLOYEE BENEFITS IN 2009**

WHEREAS, the Ingham Health Coalition investigated various plan designs and options and determined that eliminating multiple insurance carriers would yield savings for employees, retirees, and Ingham County; and

WHEREAS, after extensive research and analysis of available options in Health Care, the Ingham Health Coalition considers PHP of Mid-Michigan best able to meet the insurance needs of employees and retirees within current budget constraints; and

WHEREAS, Letters of Understanding which would enable these options to be effective January 1, 2009, are being prepared for the various bargaining units.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Letters of Understanding regarding the recommendations of the Health Coalition for 2009 health insurance options.

BE IT FURTHER RESOLVED, that the Board Chairperson 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 the Health Insurance Program as recommended by the Health Coalition 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 revised Health Insurance Program.

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.

RESOLUTION STAFF REVIEW

DATE July 31, 2008

Agenda Item Title: Resolution Approving Modifications to the 2009-2010 Managerial/Confidential Personnel Manual

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

Committees: LE ____, JD ____, HS ____, CS __*, Finance __*

Summary of Proposed Action:

Change vision cover to provide eye exams every 12 months with a \$10.00 co-pay at participating providers. Frames and lenses will be provided every 24 months (\$115 retail allowance) with a \$25 co-pay. Lenses may also be obtained at 12 months if there is a medical/optical need. In lieu of the lens and frames benefits, contact lenses may be substituted.

1. Decrease life insurance coverage for part time employees hired after January 1, 2009, to receive pro rata coverage.
2. Longevity Bonus - Financial Services shall have thirty (30) days between the verification of eligibility and the payment process.
3. Decrease sick time accruals for employees hired after January 1, 2009 as follows: Full-time employees hired on or after January 1, 2009, shall earn sick leave credit at a rate of four (4.0) hours each payroll period. Three quarter-time and part-time employees hired after January 1, 2009, shall earn 75% and 50% of that amount, respectively.
4. Change the language for sick time payout to read: Upon retirement or death, employees or their beneficiaries will be paid 50% of the balance of unused sick leave up to a maximum of 1,600 hours at their current hourly rate. Pay out will not exceed 800 hours.
5. Add a Sick Leave Donation option which allows employees with a minimum of eighty (80) hours of sick time to donate up to sixteen (16) hours to no more than two (2) employees in one (1) calendar year. To be eligible to receive sick leave donations, an employee must have used all of their own accumulated vacation, compensatory, sick and personal time.
6. Add a "Me Too" clause which states that if an economic enhancement is received by the majority of the bargaining units, the Board of Commissioners shall review and may approve said enhancements covered by the Managerial/Confidential Plan.
7. Provide salary increases as follows: 2.0% effective January 1, 2009 and 2.0 % effective January 1, 2010.

Financial Implications: The costs for these modifications are in the 2009 Budget. The 2.0% increase in wages in 2009 are projected to cost \$151,445, plus \$39,633 in additional fringes, for a total cost of \$191,078.

Other Implications: None.

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 APPROVING MODIFICATIONS TO THE
2009-2010 MANAGERIAL/CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2009-2010 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial/Confidential/Elected Officials Steering Committee, to the 2009-2010 Managerial/Confidential Personnel Manual as follows:

1. Decrease life insurance coverage for part time employees hired after January 1, 2009, to receive pro rata coverage.
2. Longevity Bonus - Financial Services shall have thirty (30) days between the verification of eligibility and the payment process.
3. Decrease sick time accruals for employees hired after January 1, 2009 as follows: Full-time employees hired on or after January 1, 2009, shall earn sick leave credit at a rate of four (4.0) hours each payroll period. Three quarter-time and part-time employees hired after January 1, 2009, shall earn 75% and 50% of that amount, respectively.
4. Upon the retirement of an employee, 50% of a maximum 1600 hours, to a maximum pay out of 800 hours at the current hourly rate: upon death, this same calculation to his/her MERS Beneficiary.
5. Change the language for sick time payout to read: Upon retirement or death, employees or their beneficiaries will be paid 50% of the balance of unused sick leave up to a maximum of 1,600 hours at their current hourly rate. Pay out will not exceed 800 hours.
6. Add a Sick Leave Donation option which allows employees with a minimum of eighty (80) hours of sick time to donate up to sixteen (16) hours to no more than two (2) employees in one (1) calendar year. To be eligible to receive sick leave donations, an employee must have used all of their own accumulated vacation, compensatory, sick and personal time.
7. Add a "Me Too" clause which states that if an economic enhancement is received by the majority of the bargaining units, the Board of Commissioners shall review and may approve said enhancements covered by the Managerial/Confidential Plan.
8. Provide salary increases as follows: 2.0% effective January 1, 2009 and 2.0 % effective January 1, 2010.

RESOLUTION STAFF REVIEW**DATE** August 12, 2008**Agenda Item Title:** Resolution to Authorize the Reorganization of the MIS Department**Submitted by:** Tom Shewchuk, Director, MIS Department
T. A. Lindsey, Human Resources Director**Committees:** LE___, JD___, HS___, CS X, Finance X**Summary of Proposed Action:** This resolution supports the reorganization of the Management Information Systems (MIS) Department.

Detailed fringe benefits and related cost data from the Ingham County Budget Department is provided as an attachment in spreadsheet format.

Financial Implications:

Position #	Current Grade	Current Max. Cost	Proposed Grade	Proposed Max. Cost
958020	PRO-05	\$73,257.00	PRO-07	\$83,955.00
958017	UAW-I	\$67,249.00	PRO-07	\$78,239.00
958014	UAW-I	\$73,611.00	UAW-J	\$77,053.00
958003	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958005	PRO-10	\$95,240.00	PRO-11	\$101,729.00
New	UAW-I	\$73,611.00	UAW-I	\$73,611.00

The total cost for the first year increases for the persons who are being reclassified as a result of the reorganization is \$7,193. The new UAW-1 position will not be filled until January of 2009. This position is a significant savings from the Lieutenant position from the Sheriff's Office.

Other Implications: There are implications for the Ingham County Employees Association - County Professionals (ICEA) and United Auto Workers/Technical/Office/Paraprofessional Services (UAW). Representatives have been notified of this reorganization.

Staff Recommendation: MM X 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 TO AUTHORIZE THE REORGANIZATION
OF THE MIS DEPARTMENT**

WHEREAS, Management Information Services (MIS) is proposing a reorganization/ restructuring of the department due to substantial changes in organizational service needs, and changes in classification responsibilities, departmental efficiency, budgetary constraints, and internal equity; and

WHEREAS, the Sheriff's Office has requested additional MIS support; and

WHEREAS, Resolution #08-96, Authorizing the Initial Reorganization of MIS, yielded a cost savings of \$26,776 - \$34,685; and

WHEREAS, from a straight salary perspective, this reorganization will yield a cost savings of \$44,192 for the first year (see attached "MIS Cost Savings Summary" document); and

WHEREAS, the Ingham County Employees Association - County Professionals (ICEA), and United Auto Workers/Technical/Office/Paraprofessional Services (UAW) Representatives have been notified of this reorganization; and

WHEREAS, the MIS Department desires the following changes:

- Reclassify the Server Technician Coordinator (position #958020) from an ICEA PRO-05 salary grade to a Network Administrator Level I, ICEA PRO-07 salary grade.
- Reclassify Network Administrators (position #958003 & 958005) from an ICEA PRO-10 salary grade to a Network Administrator III, ICEA PRO-11 salary grade.
- Reclassify the Computer Technician (position #958017) from a UAW-I salary grade to a Network Administrator Level I, ICEA PRO-07 salary grade.
- Reclassify the Computer Technician (position #958014) from a UAW-I salary grade to a Computer Technician Level II, UAW-J salary grade.
- Approve a Computer Technician Level I, UAW-I.

WHEREAS, in recognition of the County's hiring freeze, we will not add the new Computer Technician Level I (UAW-I) until 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the reorganization of MIS as outlined below:

Position #	Current Grade	Current Max. Cost	Proposed Grade	Proposed Max. Cost
958020	PRO-05	\$73,257.00	PRO-07	\$83,955.00
958003	PRO-10	\$95,240.00	PRO-11	\$101,729.00
958005	PRO-10	\$95,240.00	PRO-11	\$101,729.00

958017	UAW-I	\$67,249.00	PRO-07	\$78,239.00
958014	UAW-I	\$73,611.00	UAW-J	\$77,053.00
New Title	UAW-I	\$73,611.00	UAW-I	\$73,611.00

BE IT FURTHER RESOLVED, that job descriptions for the above positions be amended/ revised by the MIS Department and/or Human Resources to reflect elevated levels of duties and responsibilities commensurate with the reclassification.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the 2008 MIS Budget and Position Allocation List in accordance with this resolution.

BE IT FURTHER RESOLVED, that Human Resources is directed to execute Letters of Agreement with the respective unions reflecting the reclassifications/salary ranges.

BE IT FURTHER RESOLVED, that this reorganization will take effect beginning on the first day of the payroll period after approval by the Board of Commissioners.

MIS Cost Savings

Personnel

- **Supervisor of Computer Operations:**
 - A cost savings of \$103,669 from July 2007 – July 2008.
- **New Help Desk/Dispatcher:**
 - A cost difference and savings of (\$103,669 minus \$72,965) \$30,704.
- **New MIS position at the Sheriff's Office:**
 - Original salary \$114,163 and the salary of the replacement is \$86,360. A cost savings of \$27,803.
- Operating with 1 less MIS staff for the past year while serving more users.

Additional Revenue generators for MIS:

The following additional revenue is being generated by MIS **with no additional staff:**

- **Tri-County Office on Aging:**
 - \$40,000 additional revenue with no additional staff.
- **TIC Group/Records Management System:**
 - Additional revenue generated is \$2000 annually.
- **Potter Park Zoo:**
 - 40 additional users.
- **Ingham Family Center:**
 - 12 – 15 additional staff and 40 – 50 computers that need to be maintained.

Technology Savings:

- **Server Virtualization:**
 - Saving approximately \$80,000 in 2008 and \$126,000 in 2009 plus no maintenance costs.
- **Munis OSDBA:**
 - 2008/2009 cost savings \$13,363.
- **Training Room PC's:**
 - Total cost savings \$3600.00.
- **Multi-Function Copiers:**
 - Time Savings, Supplies: toner, cartridges, paper, etc.,
 - Paper

Future Cost Savings/Revenue Efforts:

- **Video Surveillance:**
 - 1 system and Maintenance fees
- **Imaging/Paperless:**
 - Labor/Time Savings, Storage Space, Supplies
- **E-Filing** – On-Line fees for submitting documents to the courts
- **Wireless for the Fair** – 40% revenue for local Wi-Fi access
- **WebTec's** - On-Line payments for the courts

RESOLUTION STAFF REVIEW

DATE August 8, 2008

Agenda Item Title: Resolution Amending the Ingham County Purchasing Policies and Procedures to Include a Provision for Contractor Qualification Criteria and Procedures

Submitted by: Purchasing Department

Committees: LE____, JD____, HS____, CS X, Finance____

Summary of Proposed Action: This resolution will provide new criteria for construction contract qualification. The new criteria and procedures are set forth in the attached document and will be provided to bidders on all construction projects.

Financial Implications: It should be recognized that this resolution, while not adding direct costs as it relates to contracts, will add indirect costs associated with reviewing documents submitted by contractors to comply with the new procedures and criteria.

Other Implications: The new criteria and procedures may have the ability to insulate Ingham County from liability issues, as a result of increased proficiency of the contractors selected, insuring the contractors selected meet state and federal mandates.

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 AMENDING THE INGHAM COUNTY PURCHASING POLICIES AND PROCEDURES TO INCLUDE A PROVISION FOR CONTRACTOR QUALIFICATION CRITERIA AND PROCEDURES

WHEREAS, the Ingham County Board of Commissioners has determined that quality workmanship, efficient operation, safety, and timely completion of construction projects are not necessarily ensured by awarding a contract to the lowest bidder; and

WHEREAS, the Ingham County Board of Commissioners requires consideration of many factors in addition to the dollar amount of the bid, thus enabling the County to identify the lowest responsible qualified bid; and

WHEREAS, the Ingham County Purchasing Department has reviewed and considered contractor qualifications criteria and proposed procedures to be included in the construction contract documents, which will encourage quality construction, and completion of the work within budget and in a timely professional manner; and

WHEREAS, the Ingham County Board of Commissioners further wishes to ensure that contractors are compliant with applicable laws, financially stable, and capable of executing construction contracts in a competent and professional manner; and

WHEREAS, the Ingham County Board of Commissioners recognizes that certain qualification criteria and procedures can be included in the construction contract documents to help assure quality construction, and wishes to have these criteria included in the construction contract documents.

THEREFORE BE IT RESOLVED, by the Ingham County Board of Commissioners that the contractor qualification criteria and procedures set forth on the attached document will be included in the construction contract documents provided to bidders on all construction projects, as these criteria are appropriate and applicable to the type of work which the bids will be solicited, and are in compliance with state law.

BE IT FURTHER RESOLVED, that this Resolution shall be in full force and effect from and immediately upon adoption.

Contractor Qualification Criteria and Procedures

Per Resolution No. _____, as adopted by the Ingham County Board of Commissioners, the following contractor qualification criteria and procedures are to be included in contract documents for all Ingham County construction projects exceeding \$100,000 for which bids are solicited. Contractors and subcontractors shall be qualified on the basis of the following criteria, which must be submitted by the bidder to the Ingham County Purchasing Department concurrently with his/her bid.

The Ingham County Purchasing Department and the respective using department, after review of complete and timely submissions, shall, after taking into account all information submitted, determine which contractor has submitted the lowest responsible qualified bid. Ingham County specifically reserves the right to utilize all information provided in the contractor or subcontractor's submission, or any information obtained by the Ingham County Purchasing Department relating to the criteria listed herein, as a result of any related investigation, in consideration of construction contract awards.

I. Submission Requirements:

Contractors proposing to submit bids on any construction project in Ingham County must submit the following concurrently with their bids:

- (A) A list identifying all former business names, if applicable; and bidder must identify any businesses which any owner, officer, director, manager or principal shareholder has at least a 25% interest;
- (B) A listing of trade categories and information regarding the state and local licenses and license numbers held by the contractor; and disclosure of any suspension or revocation within the previous five (5) years of any professional or trade license held by the owner, or of any director, officer or manager employed by the bidder;
- (C) Full disclosure of the ratio of journeymen to apprentices proposed to be used on the project;
- (D) Proof of a MIOSHA approved safety-training program for employees to be used on the project and disclosure of the bidder's safety EMR (Experience Modification Rate);
- (E) Verification of a company-wide substance abuse policy;
- (F) A statement indicating the status of any and all litigation in state or federal court involving the bidder as either a party plaintiff or defendant in the past five (5) years; a statement indicating the status of any and all state or federal administrative proceeding or investigation including but not limited to matters involving the

- National Labor Relations Board, the United States Department of Labor, or the Wage and Hour Division of any state in the past five (5) years; and disclosure of any and all unsatisfied judgments, injunctions or liens obtained by a governmental agency against bidder in the past five (5) years;
- (G) Disclosure of any determination for violations of federal, state or local laws, rules or regulations including a list of all citations, orders, or recommendations issued to or against the bidder within the previous ten (10) years by any court, administrative or governmental tribunal. Bidder must include any and all federal, state or local debarments, findings of “non-responsibility” or denials of pre-qualification, and any and all prevailing wage violations;
 - (H) A certified financial statement that includes a reference letter from a bank or other financial institution which clearly identifies the short and long term financial stability of the bidder; and, disclosure of any bankruptcy filings or proceedings;
 - (I) A statement of staffing capabilities, including labor sources, staffing plans, and confirmation that all apprentices to be used on the project are registered with an apprenticeship training program approved by the United States Department of Labor Bureau of Apprenticeship and Training;
 - (J) Verification that the bidder’s workforce is entitled to hospitalization and retirement benefits and a description of such benefits;
 - (K) Disclosure of the name and address of each subcontractor from whom the bidder has accepted a bid and/or intends to hire on any part of the project for which the value of the work performed by the subcontractor is at least fifteen thousand dollars (\$15,000.00); each such subcontractor shall be required to adhere to the submission requirements set forth herein as though it were bidding directly to Ingham County at least twenty-one (21) days prior to commencement of work by the subcontractor;
 - (L) A statement setting forth the bidder’s facilities and technical resources available for use in fulfillment of bidder’s obligations for the project;
 - (M) The name and description of the management experience of each of bidder’s project managers and superintendents that bidder intends to assign to work on the project;
 - (N) A statement as to past performance, which shall give an accurate and complete record of commercial and industrial projects completed in the past three (3) years. The bidder shall give the names of the project, type of work, location, contract price, bid amount and final contract amount paid, and the names of the owner and of the architect or engineer in charge for the owner. In addition, the bidder must provide the names of all subcontractors used, if the value of the work subcontracted exceeded fifteen thousand dollars (\$15,000.00). This statement shall also disclose any labor problems experienced, any failure to complete a contract on schedule, any penalties, judgments, orders or liens imposed by reason of any contract undertaken within the

three-year period and whether the bidder has been defaulted for cause on any project as determined by an unappealed or nonappealable decision. The bidder shall be required to attach to this statement all performance evaluations in its possession for any work performed on any public or private projects during the three-year period;

- (O) Proof of certificates of insurance, confirming current workers' compensation coverage, public liability and property damage insurance according to the scope of the project and/or accordance with law;
- (P) Verification that the bidder compensates its employees at or above the area's standards for wages and benefits. "Area standards" shall be defined as the "Prevailing Wage Rate" package payable in the trade or occupation in the locale where the public improvement is to occur.

Ingham County reserves the right to demand supplemental information, (including criminal background checks), verify any of the information provided, and conduct random inquiries of bidder's prior customers.

II. False or Deceptive Statement with Submission

Any bidder that willfully makes, or causes to be made, a false, deceptive or fraudulent statement, or submits false, deceptive or fraudulent information in connection with its submission shall be permanently disqualified from bidding on all Ingham County projects for a period of not less than five (5) years and prosecuted as law allows.

III. Incomplete Submissions by Bidders and Sub-Contractors

It is the sole responsibility of the bidder to timely comply with all submission requirements including all information on the bidder's sub-contractors. Submissions deemed inadequate or incomplete by Ingham County Purchasing Department may result in automatic disqualification of the bid.

Any undisclosed sub-contractors hired after an award is made to a general contractor must submit all information required herein to Ingham County Purchasing Department at least ten (10) days prior to the date the sub-contractor is set to commence work on-site. No sub-contractor the value of whose work exceeds \$15,000.00 can work on any Ingham County project unless all submission requirements set forth herein are timely met and they are deemed to be "responsible" by the Ingham County Purchasing Department.

IV. Notification of Denial and Appeal Procedure

The Ingham County Board of Commissioners reserves the right to reject any and all bids. In the event that the Ingham County Purchasing Department determines a low bidder not to have submitted the lowest responsible qualified bid, the contractor shall be served with written notification outlining the basis of the decision. The aggrieved bidder may, by written request and

within five (5) working days of receipt of the notice, seek the opportunity to be heard by County Services Committee to contest the findings.

V. Licensing of Tradesmen

No bidder awarded a construction contract shall be entitled to commence work on the project without first submitting to the Ingham County Purchasing Department a list of all employees who will work thereon with accompanying verification that all employees meet all requisite licensing requirements under applicable law.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING AUGUST 26, 2008 AS
WOMEN'S EQUALITY DAY IN INGHAM COUNTY**

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners recognizes August 26, 2008 as Women's Equality Day in Ingham County and welcomes the day when all women are truly equal to their male counterparts.

Agenda Item 10b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING ALEX GRICE

WHEREAS, Alex Grice is a 2008 graduate of Williamston High School, he is active in the community, enjoys participating in his church youth group, and was captain of his high school soccer team; and

WHEREAS, Alex began his scouting career as a Cub Scout, where he earned the Arrow of Light, after joining Troup #63 in 2001, he has earned 24 merit badges; and

WHEREAS, his scout leadership history includes experience as instructor, treasurer, historian, librarian and quartermaster; 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, Alex's service project entailed continuation of a church improvement project started by his two older brothers in planting trees, assembling picnic tables, painting and installing a fire pit for his church; and

WHEREAS, with 24 merit badges, Alex has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Alex Grice 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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DANIEL BLAINE SHUCK

WHEREAS, Daniel Blaine Shuck is a 2008 graduate of Williamston High School and will be attending Lake Superior State University this fall; and

WHEREAS, Daniel was very active on the Williamston High School football, tennis and wrestling teams; and

WHEREAS, Daniel began his scouting career as a Tiger Scout in the first grade, joining Troup #63 in 2001; and

WHEREAS, his scout leadership history includes experience as treasurer, instructor, librarian, quartermaster, assistant patrol leader and 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, Daniel's service project entailed building shelves in the football team's equipment room at the high school; and

WHEREAS, with 38 merit badges, Daniel has earned the rank of Eagle Scout.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Daniel Blaine Shuck 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.

Agenda Item 11

RESOLUTION STAFF REVIEW

DATE August 7, 2008

Agenda Item Title: Resolution Authorizing a Six Week Hiring Delay Policy for the 2009 Budget Year

Submitted by: Controller's Office

Committees: LE___ JD___, HS___, CS __*, Finance __*

Summary of Proposed Action: This resolution will authorize a six week hiring delay policy for 2009. The policy is proposed as follows:

- 1) The hiring delay will be effective for all departments, with exceptions only for positions that are funded 100% from non-General Fund sources.
- 2) The length of the hiring delay will be from the date of termination to the hire date. Departments will be allowed to post positions, interview candidates and make offers of employment in the interim.
- 3) Departments will only be able to fill vacant positions with temporary employees when funds for temporary salaries are already available within the department budget.
- 4) In a case where a department deems it necessary to fill a position before six weeks have passed, if alternative budget savings can be identified by the department outside of permanent wages and fringes, the Controller may approve a budget transfer in the amount necessary to offset savings that would have been derived by the six week hiring delay.

Financial Implications: It is estimated that this six week hiring delay will result in a General Fund savings of \$500,000.

Other Implications: This six week hiring delay is one of the strategies included in the 2009 Controller Recommended budget, in which \$5.6 million in expenditure reductions and revenue increases will be proposed in order to present a balanced budget.

Staff Recommendation: MM___ JN___ TL___ TM_X JC___
Staff recommends approval of this resolution.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A SIX WEEK HIRING DELAY POLICY FOR THE
2009 BUDGET YEAR**

WHEREAS, in order to balance the 2009 Ingham County Budget, the Controller Recommended Budget will identify \$5.6 million in expenditure reductions and revenue increases; and

WHEREAS, \$500,000 of this amount is based on the implementation of a six week hiring delay; and

WHEREAS, several permanent positions are proposed for elimination in the 2009 Controller Recommended Budget, and this strategy will offset the need for further position reductions.

THEREFORE BE IT RESOLVED, that for budget year 2009, a six week hiring delay will be implemented as detailed in the attached policy.

BE IT FURTHER RESOLVED, that budget year 2009 is the same as the 2009 calendar year, except for Fund 221 (Health Fund) and Fund 292 (Family Division Child Care Fund), for which the 2009 budget year is October 1, 2008 to September 30, 2009.

BE IT FURTHER RESOLVED, that the hiring delay will be effective for all departments, with the only exceptions being for positions that are funded 100% from non-General Fund sources.

BE IT FURTHER RESOLVED, that departments will only be able to fill vacant positions with temporary employees when funds for temporary salaries are already available within their department budget.

BE IT FURTHER RESOLVED, that in cases where a department deems it necessary to fill a position before six weeks have passed, if alternative budget savings can be identified by the department outside of permanent wages and fringes, the Controller may approve a budget transfer in the amount necessary to offset savings that would have been derived by the six week hiring delay.

2009 HIRING DELAY POLICY

As part of the budget balancing strategy for 2009, Ingham County will impose a six week hiring delay for the 2009 budget year. (The 2009 budget year is the same as the 2009 calendar year, except for Fund 221 (Health Fund) and Fund 292 (Family Division Child Care Fund), for which the 2009 budget year is October 1, 2008 to September 30, 2009.)

- 1) The hiring delay will be effective for all departments. The only exceptions will be for positions that are funded 100% from non-General Fund sources.
- 2) The length of the hiring delay will be from the date of termination to the hire date. Departments will be allowed to post positions, interview candidates and make offers of employment in the interim, but the hire date cannot be until six weeks after the termination date.
- 3) Departments will only be able to fill vacant positions with temporary employees when funds for temporary salaries are already available within the department budget. The provision of Resolution 91-267, which allows departments to hire temporary employees to fill fully vacant authorized positions for the most critical functions of the vacant positions, and for the Controller to transfer funds from permanent salaries to temporary salaries as necessary, is rescinded for 2009.
- 4) In a case where a department deems it necessary to fill a position before six weeks have passed, if alternative budget savings can be identified by the department outside of permanent wages and fringes, the Controller may approve a budget transfer in the amount necessary to offset savings that would have been derived by the six week hiring delay.