

CHAIRPERSON
DEBBIE DE LEON

VICE-CHAIRPERSON
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM
RANDY SCHAFER

COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
CAROL KOENIG
DIANNE HOLMAN
DALE COPEDGE
MARK GREBNER
DONALD VICKERS

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 3, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

NOTE CHANGE OF TIME

Agenda

Call to Order

Approval of the [February 17, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Interviews and Appointments
 - a. Ingham County Fair Board
 - b. Women's Commission
 - c. Parks Commission - Letter of Recommendation for the [Zoo Board Appointment](#) from the Parks Commission
2. Economic Development Corporation - Resolution Requesting the Ingham County Board of Commissioners to Approve a Contract for Business Sustainability Services Between the County of Ingham and [Dru Mitchell](#)
3. Ingham County Agricultural Preservation Board – Ingham County Agricultural [Preservation Board](#) Annual Report – 2008
4. Health Department
 - a. Resolution to Authorize a [Reorganization](#) in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department
 - b. Resolution to Authorize [Staffing Changes](#) in the Special Supplemental Nutrition Program for Women, Infants and Children
5. Facilities Department - Resolution Authorizing the Installation of a [Chilled Water Pump](#) at the Ingham County Jail to be Performed by Myers Plumbing & Heating Inc.
6. Management Information Services Department
 - a. Resolution to Authorize Entering into a Contract to Provide Network Services to the Ingham Intermediate School District ([IISD](#))
 - b. Resolution to Approve the Renewal of the [Avaya](#) Annual Support Agreement

7. Human Resources Department
 - a. Resolution Authorizing Compensation Modifications to the Managerial/Confidential Personnel Manual for 2010 and 2011
 - b. Resolution Approving Annual 2011 Compensation for Non-Judicial County-Wide Elected Officials
8. County Services Committee
 - a. Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership (LEAP)
 - b. Resolution Declaring March 31, 2009 as "Cesar E. Chavez Day" in Ingham County

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

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

COUNTY SERVICES COMMITTEE

February 17, 2009

Minutes

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

Members Absent: None

Others Present: Matthew Myers, Janeil Valentine, Becky Bennett, Rick Terrill, Sally Auer, Sue Pigg, Denyse Ferguson and Steve Alexander

The meeting was called to order by Chairperson Celentino at 7:00 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

Approval of the February 3, 2009 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE FEBRUARY 3, 2009 MINUTES AS SUBMITTED. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Copedge

Additions to the Agenda

2. LEAP, Inc. – Statement of Financial Position as of January 31, 2009
- 4a. Substitute Resolution
- 4b. Substitute Resolution
5. Health Department – Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department - Item Pulled from the Agenda
10. Resolution Designating March, 2009 as “Certified Government Financial Manager Month” in Ingham County
8. Additional Information

Limited Public Comment: None

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

3. Ingham County Equalization/Tax Mapping – Resolution Amending 2009 Grant Agreement with Michigan Department of Labor and Economic Growth and Amend Contracts with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. as Remonumentation Surveyor
4. Parks & Recreation Commission
 - a. Substitute Resolution Recommending an Appropriation to be Used for Phase II of the Greening Mid-Michigan Project

- b. Substitute Resolution Authorizing Participation in the WKAR Public TV and Radio Member Card Promotion for Admission into the Potter Park Zoo
- 10. Resolution Designating March, 2009 as “Certified Government Financial Manager Month” in Ingham County

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Copedge

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY. Absent: Comm. Copedge

1. Interviews – Equal Opportunity Committee

The Committee interviewed Richard Pritchard for a position on the Equal Opportunity Committee.

(Comm. Copedge arrived at 7:06 p.m.)

MOVED BY COMM. HOLMAN, SUPPORTED BY COMM. GREBNER, TO RECOMMEND THE APPOINTMENT OF RICHARD PRITCHARD TO THE EQUAL OPPORTUNITY COMMITTEE. MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO RECOMMEND THE APPOINTMENT OF JP BUCKINGHAM TO THE EQUAL OPPORTUNITY COMMITTEE. MOTION CARRIED UNANIMOUSLY.

2. County Services Committee – Discussion – Lansing Area Economic Partnership (LEAP) 2009 Membership Communication (Tabled from the January 20, 2009 County Services Committee)

Ms. Pigg, Ingham County EDC, stated her letter of January 26, 2009 to this Committee was from the EDC Board, not just herself.

Ms. Ferguson stated the purpose of LEAP is to bring new businesses to the region, setting strategy, boosting emerging enterprises, helping existing businesses and supporting other efforts for organizations.

Comm. Copedge asked Ms. Ferguson to be more specific about LEAP’s accomplishments. Ms. Ferguson explained LEAP’s job is to reach out to the townships, counties, etc. and to roll up the information as to why the businesses want to be in this area. These plans are given to the MEDC. Comm. Copedge asked what other companies LEAP has brought to this community. Ms. Ferguson stated besides helping to lead the community efforts to land an IBM facility and to

encourage the U.S. Department of Energy to award MSU the \$550 million nuclear research Facility for Rare Isotope Beams, LEAP's most important work is retention. Ms. Pigg stated LEAP has been active in Leslie Township, with Jackson National Life and Tri-State in Williamston.

Mr. Alexander spoke about how LEAP brought investors together in Ingham County to help to bring other businesses into this community.

Comm. Koenig asked if LEAP didn't exist, who would help to bring businesses to this area. Mr. Alexander said any one of the ten to twelve economic agencies would provide this help. The IBM's opportunity came through MEDC. MEDC asked LEAP to assist with this effort. Before LEAP came along, this area was not organized.

Comm. Koenig said this Committee stated at its last meeting that it wanted specific financial information. Ms. Ferguson stated LEAP is a non-profit agency; therefore, it does not provide individual staff salaries. LEAP has seven full time positions.

Chairperson Celentino said the Lansing State Journal had an article about Ms. Ferguson recently. He then stated this information helped him to understand LEAP's efforts. Mr. Alexander said LEAP really appreciates the County's funding and it hopes the County will continue to support LEAP.

Comm. Holman asked what company has been helped by LEAP. Ms. Ferguson said the purpose of the Springboard program is to bring resources together. She then explained the work for the seven staff employees.

Comm. Vickers asked how LEAP determines the dues. Ms. Ferguson explained LEAP has governors, cornerstone members and supporters. Dues for these separate levels are different. Comm. Vickers then said it is easier to have one organization such as LEAP than to have a number of areas for businesses to visit.

Comm. Copedge asked if the staff cost is to be divided between the seven staff people. Ms. Ferguson stated that is correct. Comm. Copedge then asked how much money LEAP has brought into this area. Ms. Ferguson stated she has not yet developed that information. Once this information is available, she will forward it to this Committee. Ms. Ferguson also stated it is very important to have Ingham County involved in LEAP.

MOVED BY COMM, VICKERS TO APPROVE THE ANNUAL MEMBERSHIP FEE FOR LEAP. MOTION DIED due to lack of support.

Comm. Grebner said the LEAP dues are not included in the County's 2009 budget. Mr. Myers stated that is correct. Comm. Grebner then stated staff should draft a resolution authorizing the payment of the annual dues and that the funds would be appropriated from the 2009 Contingency Fund. Mr. Myers stated the intent of this discussion was to obtain direction from this Committee about this item.

Comm. Copedge asked if LEAP could provide the economic impact numbers. Ms. Ferguson stated she could provide that information to this Committee in approximately two weeks. Comm. Vickers requested a list of LEAP's businesses.

4c. Parks & Recreation Commission - Resolution Supporting the Creation of a New Classification Financial Coordinator Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION SUPPORTING THE CREATION OF A NEW CLASSIFICATION FINANCIAL COORDINATOR POSITION.

Comm. Vickers asked for a clarification about the finances. Mr. Bennett explained the cost for this new classification will be divided as soon as the Resolution is approved by the Board of Commissioners. The cost will be shared between Parks and the Potter Park Zoo Budgets equally.

Comm. Copedge asked what the Parks & Recreation Commission is trying to do with this new classification. Mr. Bennett stated since the addition of the Potter Park Zoo, the Parks Department has been responsible for the evaluation and integration of the Potter Park Zoo budget. Currently, a position at the Parks Department, listed as "Bookkeeper," has had primary responsibility for assisting the Parks Director with the additional duties related to the Potter Park Zoo budget. The new position title will be changed to Financial Coordinator.

Comm. Grebner asked for the cost difference in this proposal. Mr. Bennett stated the change will result in approximately a \$6,000 annual savings. Board Chairperson DeLeon asked Mr. Bennett to speak about the size of the two budgets. Mr. Bennett stated the Parks budget is approximately \$1.1 to \$1.2 million and the Zoo budget is approximately \$3.1 to \$3.2 million.

Comm. Holman said this position has expanded since the County assumed operation of Potter Park and Potter Park Zoo. This is a solid position which has been financially neglected over the past few years while the position's responsibility has increased dramatically.

MOTION CARRIED UNANIMOUSLY.

6. Facilities Department – Resolution to Establish a Policy and Guidelines for Use of Electronic Devices, Computers, and Open Flames in County Facilities

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO APPROVE THE RESOLUTION TO ESTABLISH A POLICY AND GUIDELINES FOR USE OF ELECTRONIC DEVICES, COMPUTERS, AND OPEN FLAMES IN COUNTY FACILITIES.

Comm. Grebner asked if the unions have been notified of this proposal. He then stated some of the items in the policy are collective bargaining issues. Mr. Myers stated economic issues are subject to union bargaining issues. Working conditions are not generally included in these bargaining issues. Comm. Grebner said staff should find out what the unions think about this proposal.

Comm. Grebner stated the proposed policy should include exceptions for medical reasons. He also stated some of the County's older facilities may need fans and/or heaters.

Mr. Terrill said there should be more discussions with the unions and the department heads regarding this proposed policy. He then stated the policy was prompted by economic and safety concerns. This policy would reduce the County's energy use and provide safety for the County's employees.

Comm. Koenig stated she agrees with numbers 1 and 3 in the proposed policy. The other items need more discussion.

Comm. Grebner asked if the note in item three of the policy should refer to "and/or" instead of "and." Mr. Terrill stated he would change the language to "and/or."

Comm. Holman stated policies and guidelines are two different documents. Guidelines are relaxed policies. She then asked if the proposed policy should be first implemented as guidelines to give the employees' time to adjust before implementing the policy.

Comm. Grebner said this Committee is supportive of the proposed policy.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE,
TO TABLE THIS ITEM TO ALLOW TIME FOR STAFF TO DISCUSS THIS POLICY WITH
THE UNIONS AND DEPARTMENT HEADS. THIS COMMITTEE HAS A GENERAL
SENSE THAT IT WILL MOVE FORWARD TO ADOPT THIS POLICY. MOTION
CARRIED UNANIMOUSLY.

7. Human Resources Department – Managerial and Confidential Employees Step Increase
Authorization Request Due March 2009

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. COPEDGE, TO APPROVE
THE STEP INCREASES FOR THE CONTROLLER/ADMINISTRATOR AND THE BOARD
COORDINATOR.

Comm. Grebner asked why Mr. Myers position title has not been changed to
"Controller/Administrator." Mr. Lindsey stated he will make this change in his documents.

Comm. Vickers stated this is a difficult issue for him due to the financial times. He will not vote
in support of this Resolution.

Board Chairperson DeLeon said this is an automatic step increase. The two positions work for
the Board of Commissioners; therefore, we have to approve the step increases.

Chairperson Celentino asked about step increases in the Controller/Administrator and Board
Coordinator offices. Comm. Grebner explained those step increases are approved by the
department managers. Mr. Lindsey indicated that was correct.

MOTION CARRIED with Comm. Vickers voting NO.

8. Controller's Office – Information Regarding Increasing the Health Waiver 3% for 2009 to Coincide with the Benchmark Increase

Mr. Myers stated this item was discussed by the Health Coalition. The Health Waiver increase was never made official. Mr. Myers also said this matter is included in the 2009 Budget. Twenty-two people signed up for the health waiver for this year. These people are waiving there health insurance. New employees will receive the lower amounts for the health waivers.

9. Board Referral – Letter from Ingham County Road Commission Regarding Proposed Future Road Projects

The Board Referral was received and placed on file.

Announcements

Chairperson Celentino reminded the Committee that its next meeting on March 3 will start at 6:00 p.m.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO SUSPEND THE BOARD RULES TO ALLOW COMM. COPEDGE TO VOTE ON THE CONSENT AGENDA MOTIONS. MOTION CARRIED UNANIMOUSLY.

COMM. COPEDGE VOTED YES ON THE CONSENT AGENDA MOTIONS.

Public Comment

Ms. Auer thanked the Committee for fixing the health waivers costs.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Debra Neff

INGHAM COUNTY PARKS DEPARTMENT

121 E. Maple Street, P.O. Box 178, Mason, MI 48854
(517) 676-2233; Fax (517) 244-7190

MEMO

DATE: February 24, 2009
TO: County Services Committee
FROM: Mike McDonald, Chair
Ingham County Parks & Recreation Commission
RE: Appointments to Potter Park Zoo Board

At the February 23, 2009 meeting of the Ingham County Parks & Recreation Commission interviews were held for the current vacancy on the Potter Park Zoo Board. The following applicants applied:

- Kirsten M. Gonzales
- Mark P. Marquardt
- Mark Pischea
- Todd Regis
- Kevin Hile

Kevin Hile and Todd Regis declined to interview and Kirsten Gonzales failed to show for the interview.

The following applicants were interviewed:

- Mark P. Marquardt
- Mark Pischea

It is the recommendation of the Ingham County Parks & Recreation Commission that Mark Pischea be appointed to the Potter Park Zoo Board to fill the vacancy created with the resignation of Maureen McDonough.

In other action taken by the Parks & Recreation Commission, the Board of Commissioners Resolution #09-029 increased the membership of the Potter Park Zoo Board by adding a Parks and Recreation Commission Representative. Pam Weil has been appointed as the Park & Recreation Commission representative with a term to expire on December 31, 2010.

Agenda Item 2

RESOLUTION STAFF REVIEW

DATE February 19, 2009

Agenda Item Title: Resolution Requesting the Ingham County Board of Commissioners to Approve a Contract for Business Sustainability Services Between the County of Ingham and Dru Mitchell

Submitted by: Economic Development Corporation (EDC)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will approve a Contract for Business Sustainability Services between the County and Dru Mitchell. A scope of services is attached.

Financial Implications: The contract amount is not to exceed \$29,376. There are no fringe benefits associated with this contract.

Other Implications: As passed by the EDC Board in February 2009, the scope of services has been revised to strengthen our business retention program.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

BUSINESS SUSTAINABILITY PROGRAM CONTRACT

Final revised S. Pigg, 2-13-09

I. GOALS AND OBJECTIVES OF THE BUSINESS SUSTAINABILITY PROGRAM

The purpose of this Contract is to assist Ingham County in the development and execution of a business sustainability program in Ingham County that focuses activities on the current businesses and employers located outside the boundaries of the City of Lansing. In this service area, the goals and objectives of this program are:

- A. To assist businesses to remain and expand within the County and to demonstrate a commitment to local businesses and employers by providing assistance that supports their continued operations in the County.
- B. To provide existing businesses and employers with information regarding business services and opportunities provided by the County and its partners.
- C. To increase and improve the availability of information, resources and business support networks that will help the County's employers sustain and improve their business operations here.
- D. To provide information and assessment to the County EDC on the concerns and needs of businesses in Ingham County outside of the City of Lansing, assisting the County in identifying businesses which require any type of governmental assistance and help to develop an early-warning system to detect problems before they reach the crisis stage.
- E. To participate in and enhance a regional business retention and sustainability program with our regional economic development partners including Michigan Economic Development Corporation, Lansing Economic Area Partnership, Capital Area Michigan Works, and local municipalities in the county.
- F. To assist in developing the basis for Local, County and State policy/ordinance changes to benefit businesses within the County and encourage their sustained operations and growth within their respective communities.

II. A CONTRACT SCOPE OF SERVICES TO SUPPORT THE PROGRAM

In order to accomplish the program goals and objectives, the Contractor shall perform in a lawful, satisfactory and proper manner, the following minimum services and activities:

A. Direct Business Contacts with employers

1. Conduct Face-to-face appointments with business administrators and owners at their business and employment locations in Ingham County outside of the City of Lansing.

The contractor will work with the Ingham EDC administrator and Board to develop a list of target firms to visit during the year. These visits will be scheduled and coordinated with the LEAP and the local MEDC Account representative by using the online calendar and including partner representatives in visits when beneficial. Firms not on the list may be approved for a visit by the Administrator on a case by case basis.

2. Establish and maintain quality conversation-level contacts with businesses/employers via email, telephone, and other media to discuss and respond to business challenges and opportunities with information, resource materials, and contacts.

The Contractor will be paid to meet a goal of 74 visits or approved contacts to separate businesses during each 12 month period. The payment will be made, as in past years, at a rate of \$153 per visit which includes contacts and scheduling the meeting and any follow up communications to provide requested materials etc. The Contractor shall supply a monthly invoice that details the dates and services which are being billed. The County will make payment to the contractor within 30 (thirty) days of receipt of an invoice. The contractor will be paid no more than a maximum of \$11,376 for this activity over a 12 month period of the agreement.

B. Develop Business Sustainability Support Materials for assisting local employers and to share with new or expanding employers in the County

1. Create an Asset Map of the County for Business Sustainability and disseminate the information to partner agencies and local employers and residents. This effort began with the creation of a 2007 resource directory for developers coming into the County which can be updated this year. The assets of Ingham County, its services, amenities, incentives, and other characteristics that attract and support businesses and employers will be cataloged and summarized and made available on the EDC website, in other publications and online, and in the form of documents like fact sheets, brochures, or handbooks. This task will include the creation of a specific directory of resources and helpful information for small businesses (under 5 employees) about procedures and permits in the County will be developed and disseminated. The materials will be developed, then tested for their usefulness with some area employers, and then revised as necessary.

The contractor will be paid \$2000 to update/revisions to the existing development directory; \$3,000 for the completed small business resources directory, and up to \$1000 more total for the creation of fact sheets, brochures or guides to resources to assist businesses become more sustainable in Ingham County.

2. Research and Write Three Industry Specific Profiles in 12 months. These profiles will identify a cluster of businesses or industries in the County that are compatible and complementary to existing and new business locations in the county. The summary of our business development clusters will provide the County with a better understating of our economic base and will encourage and create new relationships and supplier networks amongst local employers and businesses. The profiles will also assist the County's

business attraction efforts, providing suggestions of industries or business types to target and entice to locate here. The contractor will create profiles on industries identified with the EDC board and administrator. The profiles will be in a format that is compatible with placing it on line or using it in press releases, etc. Some example business types or emerging industries that the EDC will target will be considered include: agriculture, emerging bio-technologies, information technology, alternative energy, insurance and finance, hospital and medical, or associations and organizations.

The Contractor will be paid \$1000 for each profile as the topic is agreed upon and the project is initiated then \$1000 upon completion and delivery of that profile to the EDC. The contractor will be paid no more than the maximum of \$6,000 total for this task with in the 12 month contract period.

3. Identify specific issues or challenges to business sustainability in Ingham County that could be addressed by local government policy and procedures changes or program developments. The Contractor will conduct surveys, interviews, and focus group discussions with area businesses and employers and the agencies and organizations that serve them to identify Ingham County area specific problems that could be addressed with local government policy changes or assistance programs. The challenge or issue will be summarized in a report that includes background and description of the many facets of a challenge that limits businesses from sustaining and growing their operations here in Ingham County. The Reports will include some examples of how other communities have addressed or avoided the problem, resources available to solve the problem, and suggested changes or county.

The contractor will be paid \$3,000 upon development of the draft summary of challenges/problems that the County can address and the remaining \$3000 at the completion of the Reports submitted to the EDC.

III. IMPLEMENTATION AND MAINTENANCE OF THE CONTRACT

A. Time of Performance: The County and the contractor agree that the time of performance for this agreement shall be from the approval of this contract (March 1, 2009) to March 1, 2010. After 12 months, a renewal or repeat of this contract agreement must be approved by the EDC and County Commissioners. Any changes to the contract will be mutually agreeable to the contract parties.

B. Payments and Budgeted activities. The Contract amount total has been an amount Not to Exceed \$29,376.00. This proposal would designate \$11,376 to direct business contacts. The remainder would be divided between the three projects outlined in section II, at \$6000 each which would be paid near the start and upon completion of the project as agreed upon by the administrator and EDC board.

C. Termination- This contract makes no implied guarantee, offer or representation of future funding or work beyond the contract termination. The Contract may be terminated by either party for any reason with one month notice to the other party and no penalties.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REQUESTING THE INGHAM COUNTY BOARD OF
COMMISSIONERS TO APPROVE A CONTRACT FOR BUSINESS SUSTAINABILITY
SERVICES BETWEEN THE COUNTY OF INGHAM AND DRU MITCHELL**

WHEREAS, the business retention calling program contract between Ingham County and Dru Mitchell has proven beneficial in supporting and maintaining contact with the Ingham County employers; and

WHEREAS, the Ingham County Board of Commissioners has authorized renewals of the contract beginning in 1999 and continuing through 2008 by resolutions; and

WHEREAS, at their regular public meetings in November 2008 and January 2009, the Ingham County Economic Development Corporation (EDC) has identified a need to evolve the old business retention program into a more comprehensive Business Sustainability Program that includes a variety of effective activities including visits, electronic communications, surveys and asset mapping, business resource and research assistance materials and data, and other activities that will improve the sustainability of our county's employers and thereby our local county economy while still being completed within the amount of \$29,376 per year that was budgeted for the business retention visit program; and

WHEREAS, the Ingham County EDC resolved at its meeting on February 13, 2009 to recommend approval of a new contract for Business Sustainability Activities between the County of Ingham and Dru Mitchell; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes and establishes the Business Sustainability Program and authorizes a contract to accomplish this purpose.

BE IT FURTHER RESOLVED, that the total reimbursement under this contract will not exceed \$29,376 per a 12-month period to begin March 1, 2009.

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.

Ingham County Agricultural Preservation Board Annual Report – 2008

From the Ingham County Agricultural Preservation Board, January 21, 2008

The Ingham County Agricultural Preservation (ICAP) Board had an excellent year in 2008.

A Dedicated Source of Funding for the Program was Secured

Our most notable accomplishment in 2008 was achieving the passage of a dedicated source of funding for the Ingham County Farmland and Open Space Protection Program. On August 5, 2008 the voters of Ingham County approved a millage proposal that will dedicate approximately 1 million dollars per year for the next ten years for the protection of farmland and other open space land in the county. This is a major step toward protecting the county's natural resource base. It is the first county-wide millage proposal for this purpose that has been passed in Michigan.

County Application Cycle

The ICAP Board hosted its third annual farmland application cycle in the first half of 2008 with applications due May 27, 2008. The board's *Selection Criteria for Protection of Farmland-2007* was revised to reflect suggestions from the consultant and board members based on their experience with the 2007 application cycle and suggestions from the public. This is a fluid document and must be reviewed and approved by the ICAP Board and Board of Commissioners before every application cycle.

In the 2008 application cycle one new application was received. Lack of funding for the purchase of conservation easements is assumed to be the reason for the lack of participation by landowners. All applications from 2006, 2007 and 2008 were scored and ranked. (Applications remain active for three cycles provided the applicants and township supervisors agree and no changes have occurred to the property which would impact the score, e.g. expansion of utilities.) For the three application cycles – 2006 through 2008 – 28 completed applications covering about 4,000 acres were received. The ICAP Board held a landowner workshop at the Alaiedon Township Hall on May 21, 2007 with approximately 15 participants. The workshop was interactive and it allowed landowners to ask specific questions.

State Application Cycle

The State Agriculture Preservation Fund Board did not host a 2008 application cycle due to a lack of funds from the state.

Federal Farm Bill – 2008

The Farm and Ranch Lands Protection Program (FRPP) is a federal conservation program that provides matching funds for eligible entities to buy the development rights on farm and ranch land. Participation in the program is voluntary. Funding for the FPP comes from the Commodity Credit Corporation. The USDA Natural Resources Conservation Service (NRCS) manages the program. Over \$2.8 million was allocated to Michigan farms to purchase conservation easements in 2008 under this program. The new Federal Farm Bill, passed in May 2008, has the following allocations for the five years of the bill: FY2008-\$97 million, FY2009-\$121 million, FY2010-\$150 million, FY2011-\$175 million, and FY2012-\$200 million. Federal funds are matched 1:1 with funds from qualified local programs, but the process is competitive.

The ICAP Board sent letters to all elected Michigan congressional officeholders expressing its concern about the previous rules of the program and suggested revisions. The Interim Final Rule for the new FRPP was just published in the Federal Register on January 16, 2009. There will be a 60-day comment period. We will examine the Interim Final Rule to see if our expressed concerns have been addressed.

Qualification of Townships for the State Program

The ICAP Board Consultant and Board members continue to work with townships to qualify them to meet the State Agriculture Preservation Fund Board requirements. The State Agriculture Preservation Fund Board Policies and Procedures require townships to : (i) have a Comprehensive Land Use Plan updated within the last five years, (ii) include areas intended for agricultural preservation on their Future Land Use Map, (iii) develop text in their land use plan describing strategies and techniques that will be used to preserve the agriculture land, over and above the use of a Purchase of Development Rights Program, (iv) write language indicating why farmland should be preserved in the community, (v) include a description of how and why the preservation areas were selected, and (vi) pass a resolution stating their intent to participate in the County farmland and open space program.

To date, five townships meet the state qualifications: Alaiedon, Leslie, Vevay, Aurelius and Williamstown Townships. All other townships have been contacted and provided with an explanation for the need to update their comprehensive land use plans and to complete the other requirements needed to qualify for state matching funds. In 2008 the ICAP Board Consultant gave presentations to or met individually with the following townships: Meridian, Williamstown, Locke, Delhi, Alaiedon, Leroy, Aurelius, Vevay, Ingham, Onondaga and Leslie, and will continue to assist all townships with state qualification. All townships have a standing offer for assistance from the ICAPB Consultant and the board.

Tri-County Regional Planning

The ICAP Board Consultant attends all regularly scheduled meetings of the Urban Service Boundary Commission to bring the ICAP Board's input to the group. In addition, the Consultant has been working with the Tri-County Land Use Coordinator (Harmony Gamzel) on developing a guide for landowners that will describe options for protecting farmland and other open space land.

MSU Grant to Investigate Public Opinions on Land Use in the Tri-County Area

Drs. Maria Lapinski and Ellen Bassett of MSU and Paul Kindel, representing Mid-Michigan Land Conservancy, received a grant from MSU in 2006 to conduct a public opinion survey of residents in the tri-county area on land use attitudes. The goals of the survey were to discover: (i) what residents think farmland and natural land mean for the county, (ii) what residents think would happen if the farmland and other open space land was not protected, and (iii) how likely and at what rate residents would support a farmland and open space preservation millage. The survey results served as one of the catalysts for proceeding with the millage proposal that passed on August 5, 2008.

Agriculture Economic Development Plan

As a result of efforts on an Ingham County Agriculture Economic Development Plan, the ICAP Board Consultant and Board concluded the County agricultural community may be better served by broadening the scope of the plan to include Eaton and Clinton Counties as well as other partners. The ICAP Board Consultant plans to approach each county's Agricultural and

Economic Development Boards as well as MSU Land Policy Group, People and Land Group, and Tri-County Regional Planning Commission about participating in the effort. Securing grant funds to develop a Tri-County Ag Economic Plan may become desirable in the near future.

Final Comments

The ICAP Board has worked assiduously to implement the Farmland Preservation Ordinance by conducting application cycles, applying for matching funds, broadening awareness of the program among township officials and fostering relationships with other organizations. We look forward to the opportunities that lie ahead in 2009, particularly to completing the County's first agricultural conservation easement.

In 2008 the members of the Board were: Paul Kindel (Chairperson), Dallas Henney (Vice-chairperson), Christina Jordan-Foreman (Secretary), Commissioner Curtis Hertel, Jr. (Treasurer), Dan Hudson, Laurie Koelling, Fred Pallottini and Jake Wamhoff. Mrs. Stacy Byers was the Consultant to the Board. The board met monthly, except for July when it did not meet.

RESOLUTION STAFF REVIEW

DATE February 5, 2009

Agenda Item Title: Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Division of the Health Department

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

Committees: LE____ JD____, HS X, CS X Finance X

Summary of Proposed Action:

This resolution would authorize conversion of five (5) units into one cohesive unit designated as Public Health Services. It will also enable the repositioning of existing staff to address Public Health Service needs.

I. Eliminate the following vacant positions:

- 1.0 FTE Senior Public Health Nurse (601056) (ICEA PHN 4)
- 1.0 FTE Communicable Disease Field Representative (601232) (ICEA PRO 07)
- 1.0 FTE Community Health Representative IV (601091) (UAW F)
- 1.0 FTE Public Health Nurse I (601150) (PHN 2)
- 1.0 FTE Secretary Health (601012) (UAW D)

II. Establish the following positions:

- 1.0 FTE HIV/STI Prevention Coordinator (ICEA PRO 08)
- 0.5 FTE Disease Control Nurse (NP/CN 3)
- 0.5 FTE Communicable Disease Investigator (ICEA PRO 06) 1.0 FTE Community Health Rep III (UAW E)

III. Changes in job titles, reclassifications and salary grades:

<u>Position Number</u>	<u>Current Grade</u>	<u>Proposed Grade</u>	<u>Title</u>
601004	MCF 12	MCF 13	Director, Public Health Services
601152	ICEA PRO 8	ICEA PRO 9	Family Outreach Services
601138	MCF11	PHN IV	Public Health Nursing Supervisor
601135	UAW F	UAW G	Public Health Specialist
601010	UAW D	UAW E	CHR III

IV. Convert to full time equivalents:

<u>Position Number</u>	<u>Current FTE</u>	<u>Proposed FTE</u>
CHR II (601092)	.50 FTE	1.0 FTE
Health Center Nurse (601087)	.75 FTE	1.0 FTE
Health Center Nurse (601088)	.75 FTE	1.0 FTE
CHR II (601363)	.50FTE	1.0 FTE
CHR II (601203)	.75 FTE	1.0 FTE
V&H Tech (601217)	.50 FTE	1.0 FTE

V. Convert the interim appointed Disease Control Supervisor (Position 601051) to permanent status.

Financial Implications: The Health Department Management intent was to remain budget neutral. However, **Budget reports a total cost reduction of \$18,264** (includes salary and benefits) as shown in the chart below:

Pos #	Position Title (with change)	Current Grade/FTE	Proposed Grade/FTE	Sal w/ben Chge Cost / (Savings)
601004	Director of Planning & Spec Serv	MCF12	MCF13	\$ 7,153
601152	Jump Start/Family Outreach Coord	ICEA/PRO08	ICEA/PRO09	\$ 7,942
601138	Nursing Director to PHN Supervisor	MCF11	ICEA/PHN4	(\$33,705)
601135	Family/Child/Infant Advocate II to Public Health Specialist	UAWF	UAWG	\$ 3,001
601010	CHRII to CHRIII	UAWD	UAWG	\$ 3,025
601092	Community Health Rep II	.50	1.0	\$27,692
601087	Health Center Nurse	.75	1.0	\$23,582
601088	Health Center Nurse	.75	1.0	\$23,582
601363	Community Health Rep II	.50	1.0	\$27,692
601203	Community Health Rep II	.75	1.0	\$11,768
601217	Hearing & Vision Tech	.50	1.0	\$27,692
601056	Sr Public Hlth Nurse(HIV Coord)	PHN4	ELIMINATE	(\$95,978)
601232	Communicable Disease Field Rep	ICEA/PRO07	ELIMINATE	(\$84,428)
601091	Community Health Rep IV	UAWF	ELIMINATE	(\$64,346)
601150	Public Health Nurse I	PHN2	ELIMINATE	(\$85,250)
601012	SECRETARY HEALTH	UAWD	ELIMINATE	(\$57,630)
NEW	HIV Prevention Coordinator	-----	ICEA/PRO08	\$91,665
NEW	Disease Control Nurse	-----	MNA3(.5)	\$47,343
NEW	Communicable Disease Investigator	-----	PRO06(.5)	\$40,271
NEW	Community Health Rep III	-----	UAWG	\$60,665
TOTAL SAVINGS				\$(18,264)

Other Implications: Greater organizational efficiency and effectiveness. The affected collective bargaining units have been informed of the proposed changes and their support has been requested.

Staff Recommendation: MM___ JN___ TL X TM___ JC___

Staff recommends approval of the resolution.

		Current Grade/FTE	Proposed Grade/FTE	GF %	Project	Current Salary w/Bens	Current Salary in proj	Current GF Sal w/bens	Proposed Salary w/Bens	Proposed GF Sal w/bens	GF Sal Difference	
601004	Director of Planning & Spec Serv	MCF/12	MCF/13	67%	01016	116,981		78,377	\$124,134	83,170	\$4,793	7,942
601152	Jump Start/Family Outreach Coord.	ICEA/PRO8	ICEA/PRO9	67%	02040	91,665		61,416	\$99,607	66,737	\$5,321	
601138	PHN Nursing Director to PHN Superv	MCF/11	ICEA-PHN/4	28%	02050	129,683		36,311	\$95,978	26,874	(\$9,437)	
601135	Family/Child/Infant Advocate II	UAW-TOPS/F	UAW-TOPS/G	48%	02200	64,346		30,886	\$67,347	32,327	\$1,440	
601010	Community Health Rep II	UAW-TOPS/D	UAW-TOPS/E	67%	01016	57,630		38,612	\$60,655	40,639	\$2,027	
601092	Community Health Rep II/UAWD	0.50	1.00	0%	01220	29,938		0	\$57,630	0	\$0	
601087	Nurse Health Center/MNA1	0.75	1.00	0%	01220	59,179		0	\$82,761	0	\$0	
601088	Nurse Health Center/MNA2	0.75	1.00	0%	01220	59,179		0	\$82,761	0	\$0	
601363	Community Health Rep II/UAWD	0.50	1.00	100%	01164	29,938		29,938	\$57,630	57,630	\$27,692	
601203	Community Health Rep II/UAWD	0.75	1.00	26%	02130	45,862		11,924	\$57,630	14,984	\$3,060	
601217	Hearing & Vision Tech/UAWD	0.50	1.00	43%	02160	29,938		12,873	\$57,630	24,781	\$11,908	
601056	Nurse, Sr Public Health(HIV coord) PHN4	1.00	0.00	32%	01150	95,978	95,978	31,097	\$0	0	(\$31,097)	
601232	Commn Disease Field Rep-PRO07 - E	1.00	0.00	0%	02231	84,428		0	\$0	0	\$0	
601091	Commuity Health Rep IV-UAWF - E	1.00	0.00	0%	01220	64,346		0	\$0	0	\$0	
601150	Nurse Public Health I- ICEA PHN2 - E	1.00	0.00	28%	02050	85,250		23,870	\$0	0	(\$23,870)	
601012	Secretary Health Dept UAWD - E	1.00	0.00	74%	01170	57,630		42,646	\$0	0	(\$42,646)	
NEW	HIV Prevention Coordinator-ICEA PRO08	0.00	1.00	32%	01150	0	0	0	\$91,665	29,699	\$29,699	
NEW	Nurse Disease Control	0.00	0.50	28%	02050	0	0	0	\$47,343	13,256	\$13,256	
NEW	Communicable Disease Inv - ICEA/PRO06	0.00	0.50	0%	02231	0	0	0	\$40,271	0	\$0	
NEW	Community Health Rep III	0.00	1.00	0%	01220	0	0	0	\$60,665	0	\$0	
						1,101,971		397,951	\$1,083,707	390,096	(\$7,855)	
									(\$18,264)		(\$7,855)	
						0						

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: February 5, 2009

Subject: Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and Special Services Divisions of the Health Department

Over the last year, the Deputy Health Officer for Nursing, Planning and Special Services has assessed the focus and performance of areas under her supervision. This is a recommendation to authorize the reorganization of Disease Control, Public Health Nursing, and Planning and Special Services including the unifying and renaming of Public Health Nursing, and Planning and Special Services as Public Health Services.

This reorganization is informed by the following goals:

- 1) Adjustment for budgetary constraints, including cost savings and cost neutrality;
- 2) Administrative parsimony/efficiency which will allow for greater managerial effectiveness as well as cost savings; this adjustment in the organizational structure is due, in part, to the establishment of the Deputy Health Officer administrative level within the Department. Other managerial and supervisory responsibilities have been adjusted accordingly;
- 3) Enhancement of revenue generating opportunities and cost savings measures, such as:
 - Improving revenue generating services by expanding FTEs among existing staff who are currently involved in billable activities (e.g., Children Special Health Care Services, Vision and Hearing),
 - Improve fiscal management and accountability activities currently underway in these areas of the Department by expanding staff currently involved in billing activities (e.g., Immunizations, Public Health Nursing);
- 4) Programmatic prioritization and strengthening:
 - Increases and better coordinate prevention efforts by combining HIV and STI surveillance and prevention activities;
 - Increases in ability to serve the growing numbers of clients in need of Children's Special Health Care Services
 - Increase capacity of home visitation initiatives through workflow adjustments

The described structural/personnel changes are also complemented by workflow and quality strategies that are being implemented simultaneously. The establishment of communities of practice within Public Health Services will improve accountability, quality, and efficiency. The Department was awarded a competitive grant from the National Association of City and County Health Officers to begin this work. The Department has been selected to apply for funding from the Robert Wood Johnson Foundation which will continue this effort to

strengthen the performance and effectiveness of staff during this economically challenging period.

The reorganization and establishment of Public Health Services has been reviewed and approved by the Department of Human Resources. We have also conferred with the leadership of all effected unions and provided them documentation of the proposed changes in writing. I recommend that the Board adopt the attached resolution and authorize the recommended staffing and structural adjustments.

- c:
- Renee Canady, Deputy Health Officer, Public Health Services, Health Department
 - Jaeson Fournier, Deputy Health Officer, Community Health Care Services, Health Department
 - Laura Peterson, Deputy Health Officer, Health Plan Management
 - John Jacobs, Chief Financial Officer, Health Department
 - T. A. Lindsey, Human Resources Director
 - Janet Bowen, President, Ingham County Employees' Association Public Health Nurses Unit
 - Justin Spenski, President, Ingham County Employees' Association Professional Employees Unit
 - Kathy Fitton, President, Michigan Nurses Association

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE DISEASE CONTROL, PUBLIC HEALTH NURSING, AND PLANNING AND SPECIAL SERVICES DIVISIONS OF THE HEALTH DEPARTMENT

WHEREAS, the Board of Commissioners establishes the Plan of Organization for the Health Department, with the concurrence of the Michigan Department of Community Health; and

WHEREAS, Health Officer Dean G. Sienko, M.D., reorganized the administrative structure of the Health Department as approved in Resolution #07-079 and establishing position of Deputy Health Officer for Nursing, Planning and Special Services; and

WHEREAS, the Administrators of the Ingham County Health Department are encouraged to continually evaluate staffing needs and to identify opportunities to reduce costs and improve efficiency; and

WHEREAS, the Deputy Health Officer has reviewed the structure of the Department and has proposed a number of changes in reporting relationships and job functions; and

WHEREAS, the Deputy Health Officer recommends unifying Departmental functions by integrating Public Health Nursing and Planning and Special Services; and

WHEREAS, the proposed changes will result in enhanced programmatic, administrative and fiscal efficiency; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions and upcoming retirements; and

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

WHEREAS, the affected bargaining groups have been consulted and provided documentation regarding the recommendations contained in this resolution; and

WHEREAS, the Health Officer, as advised by the Deputy Health Officer, has recommended that the Board of Commissioners authorize the proposed reorganization and the resulting establishment of positions and changes in job titles and classifications; and

WHEREAS, the Health Officer has advised that **no** additional funds are required to implement the proposed changes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Ingham County Health Department Plan of Organization.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following changes in job titles and reclassification/salary grades.

Position No./ Title	Current Grade	Current Salary/Benefits	Proposed Grade	Proposed Salary-/Benefits	Increase/Decrease
601004 Director, Public Health Services	MCF 12	\$116,981	MCF 13	\$124,134	\$7,153
601152 Family Outreach Services Supervisor	ICEA PRO 8	\$91,665	ICEA PRO 9	\$99,607	\$7,942
601138 Public Health Nursing Supervisor	MCF 11 (Director)	\$129,683	PHN IV (Supervisor)	\$95,978	(\$33,705)
601135 Public Health Specialist	UAW F	\$64,346	UAW G	\$67,347	\$3,001
601010 CHR III	UAW D	\$57,630	UAW E	\$60,655	\$3025

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following positions be established:

Position Title	Proposed Grade	Salary/Benefits
HIV Prevention Coordinator	ICEA PRO8	\$91,665
Disease Control Nurse (.5 FTE)	MNA 3	\$47,343
Communicable Disease Investigator (.5 FTE)	ICEA PRO6	\$40,271
CHR III (1 FTE)	UAW E	\$60,665

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the following conversion to full time equivalents.

Position No. / Title	Current FTE	Current Salary/Benefits	Proposed FTE	Proposed Salary/Benefits	Increase
601092 CHR II	.50 FTE	\$29,938	1.0 FTE	\$57,630	\$27,692
601087 Health Center Nurse	.75 FTE	\$59,179	1.0 FTE	\$82,761	\$23,582
601088 Health Center Nurse	.75 FTE	\$59,179	1.0 FTE	\$82,761	\$23,582

601363 CHR II	.50FTE	\$29,938	1.0 FTE	\$57,630	\$27,692
601203 CHR II	.75 FTE	\$45,862	1.0 FTE	\$57,630	\$11,768
601217 V&H Tech	.50 FTE	\$29,938	1.0 FTE	\$57,630	\$27,692

BE IT FURTHER RESOLVED, that the following positions be eliminated:

Position No./ Title	Grade	Salary/Benefits Savings
601056 Senior Public Health Nurse (HIV Coordinator)	PHN 4	(\$95,978)
601232 Communicable Disease Field Representative	ICEA PRO7	(\$84,428)
601091 Community Health Representative IV	UAW F	(\$64,346)
601150 Public Health Nurse I	PHN 2	(\$85,250)
601012 Secretary Health	UAW D	(\$57,630)

BE IT FURTHER RESOLVED, that the employee appointed as the Interim Disease Control Supervisor, (601051) MCF 12, be made permanent.

BE IT FURTHER RESOLVED, that all position adjustments be effective upon resolution approval with the exception of the Public Health Nursing Director which will take effect upon retirement of the incumbent.

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Staffing Changes in the Special Supplemental Nutrition Program for Women, Infants and Children

Submitted by: Health Department

Committees: LE____, JD____, HS__X__, CS__X__, Finance__X__

Summary of Proposed Action:

This resolution supports authorization to reorganize some functions within the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) in the Ingham County Health Department.

The resolution reduces one full-time vacant Clinical Assistant/Technician to part-time status, eliminate the part-time Nutritionist position and create a full-time Nutrition Educator position.

Financial Implications:

Position	Change	Cost/(Savings)
601099 Nutritionist ICEA PRO-07	Eliminate PT position	(\$ 43,633)
601109 Clinic Asst/Tech UAW-D	Reduce FT to PT	(\$ 24,472)
Nutrition Educator ICEA PRO-05	New FT position	\$ 76,236
	TOTAL COST:	\$ 8,130

Consistent with Commissioners' instructions, costs are calculated on maximum salary compensation amount.

For the full-time Nutrition Educator position, total cost is \$76,236, includes fringe benefits amount of \$24,955, and the \$49,481 compensation maximum for 2009.

For the elimination of the part-time Nutritionist position, total savings is \$43,633, includes fringe benefits amount of \$14,302, and the \$29,331 compensation maximum for 2009.

For the reduction of the full-time Clinic Assistant/Technician position to part-time, total savings is \$24,472, includes fringe benefits amount of \$4,786 and the \$19,686 compensation maximum savings for 2009.

Other Implications: None.

Staff Recommendation: MM__ JN__ TL__X__ TM__ JC__

Staff recommends approval of the resolution.

MEMORANDUM

To: Human Services Committee
County Services Committee
Finance Committee

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

Date: February 19, 2009

Subject: Staffing Adjustment in the Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

The Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) recently implemented an electronic WIC management program. This program, known as MI-WIC, is a web based program that permits State of Michigan supported WIC programs to determine program eligibility electronically, to issue benefits electronically, to schedule clients electronically and to store and access all client service related information electronically. This new system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system.

Specifically, the MI-WIC system is intended to reduce participant time spent at the clinic, to increase participant satisfaction, and increase nutritionist time spent with participants. This is accomplished through the implementation of a system with automated features for the certification processing including growth chart plotting, appointment scheduling, food package tailoring, and benefits issuance. The system also supports Electronic Benefits Transfer (EBT) which is a replacement to the paper based voucher system. One additional advantage provided by the MI-WIC is substantial integration with other health and human services systems for better participant management and care.

Since the Health Department's full implementation of MI-WIC system in September 2008 both the WIC Coordinator, lead staff and the Deputy Health Officer for Community Health Care Services have been evaluating the impact on the operations work flow process. This evaluation has determined that the new system has significantly increased the demands on the Department's nutritionist and nutrition educators whilst resulting in clerical efficiency gains and the elimination of certain clerical functions. For example, clerical staff no longer has to pull paper client charts as these are now obsolete.

The current staff ratios within the Department's WIC operation are based on the old MTRAX system and in order to leverage the efficiency gains of the MI-WIC program an increase in the WIC Program's nutrition staff is needed. The following recommended changes will better align WIC staffing with the functions of the MI-WIC system:

- Reduce one full-time Clinical Assistant/Technician (601109 UAW D) to part-time status.
- Eliminate a 0.5FTE Nutritionist position (601099 ICEA PRO 07)
- Establish a full-time Nutrition Educator position (ICEA PRO 05).

These recommended changes are budget neutral. Approximately \$8,000 in increased personnel costs will be offset by the Health Department's increased caseload funding, by reimbursements derived from WIC's increased lead screening activities, and through cost savings derived from a decrease in office supplies.

The Health Department and Human Resources has discussed the proposed staffing changes with both the UAW and the ICEA and both of the collective bargaining units are supportive of the proposed staffing change.

I recommend that the Board adopt the attached resolution and authorize the recommended staffing adjustments.

Attachment

c: Jaeson T. Fournier, DC, MPH, Deputy Health Officer
 Doris Goodman, RD, MS
 John Jacobs, Chief Financial Officer
 Tony Lindsey, Human Resources Director
 Justin Spenski, ICEA
 Sally Auer, UAW

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE STAFFING CHANGES IN THE SPECIAL SUPPLEMENTAL NUTRITION PROGRAM FOR WOMEN, INFANTS AND CHILDREN

WHEREAS, the Health Department's Special Supplemental Nutrition Program for Women, Infants and Children (WIC) recently implemented an electronic WIC management program (MI-WIC); and

WHEREAS, the MI-WIC system has the potential to significantly improve WIC clinic work flow processes over the previous paper-electronic WIC management system; and

WHEREAS, the proposed adjustments can be implemented by taking advantage of currently vacant positions; and

WHEREAS, the Health Department's WIC Coordinator and the Deputy Health Officer for Community Health Care Services has evaluated staffing needs within the WIC operations and have determined that the current staff ratios are inadequate to leverage the efficiency gains of the MI-WIC program; and

WHEREAS, the Health Department and Human Resources have discussed these proposed staffing changes with the UAW and the ICEA and both of these collective bargaining units are supportive of the proposed staffing changes; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the recommended changes.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes that the following staffing changes in the Health Department's WIC Program be implemented effective upon resolution approval:

- Reduce one full-time Clinical Assistant/Technician (601109 UAW D) to part-time status.
- Eliminate a 0.5FTE Nutritionist position (601099 ICEA PRO 07).
- Establish a full-time Nutrition Educator position (ICEA PRO 05).

Agenda Item 5

RESOLUTION STAFF REVIEW

DATE February 19, 2009

Agenda Item Title: Resolution Authorizing the Installation of a Chilled Water Pump at the Ingham County Jail to be Performed by Myers Plumbing & Heating Inc.

Submitted by: Facilities Department

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a contract with Myers Plumbing & Heating Inc. to install a chilled water pump at the Jail.

Financial Implications: The contract amount will be \$30,496, and the funds have been budgeted through the CIP. Myers was the low bid.

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.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 19, 2009

SUBJECT: Resolution Authorizing the Installation of a Chilled Water Pump at the Ingham County Jail to be Performed by Myers Plumbing & Heating Inc.

The resolution before you authorizes awarding a contract to Myers Plumbing & Heating Inc., for the purpose of adding a chilled water pump at the Ingham County Jail. This would allow us to control the cooling tower water and operate the system more efficiently.

Myers Plumbing & Heating 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. We are confident that Myers Heating & Plumbing Inc., will provide us with the quality service we need to complete this project successfully.

The funds for this project are available thru CIP Project #245-31199-976000-8FC10.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: February 19, 2009

SUBJECT: Bid Summary – Chilled Water Pump

Project Description:

This project involves installing a redundant chilled water pump to the chiller plant at the Ingham County Jail.

Bid Summary:

Bidders Contacted: 10 Local: 3
Bidders Responding: 6 Local: 3

The following firms submitted a bid:

<u>Firm</u>	<u>Cost</u>	<u>Local</u>
Myers Plumbing & Heating, Inc.	\$30,496	N – Lansing address, but Clinton Co.
T.H. Eifert, LLC	\$33,960	Y – Lansing
William E. Walter, Inc.	\$37,159	N – Flint
Shaw-Winkler, Inc.	\$43,000	Y – E. Lansing
John E. Green Co.	\$44,200	Y – Mason
Northshore Construction	\$45,914	N – Muskegon

Recommendation:

Award a contract to Myers Plumbing & Heating, Inc. in an amount not to exceed \$30,496.

Advertisement:

The RFP was advertised in the Lansing State Journal, various construction news services, El Central, and posted on the Purchasing Department Web Page.

Prevailing Wage:

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

Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INSTALLATION OF A CHILLED WATER
PUMP AT THE INGHAM COUNTY JAIL TO BE PERFORMED BY
MYERS PLUMBING & HEATING INC.**

WHEREAS, with this addition of the chilled water pump at the Jail, the County would be able to add more control to the cooling tower water and operate the system more efficiently; and

WHEREAS, the funds for this project have been budgeted and approved in the 2008 Capital Improvement Plan, line item number 245-31199-976000-8FC10; and

WHEREAS, after careful review of the bids, the Purchasing and Facilities Departments both concur that a contract be awarded to Myers Plumbing & Heating Inc., who submitted the lowest responsive and responsible bid in the amount of not to exceed a cost of \$30,496.00, which also reflects the payment of prevailing wage.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to install a new Chilled Water Pump at the Ingham County Jail for a not to exceed cost of \$30,496.00.

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 6a

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Authorize Entering into a Contract to Provide Network Services to the Ingham Intermediate School District (IISD)

Submitted by: Management Information Services Department (MIS)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a contract agreement between Ingham County Management Information Systems and Ingham Intermediate School District. MIS will be providing support for the II

...

SD Student Records Application.

Financial Implications: The contract amount will pay Ingham County \$3,000 for MIS technical support and \$17,000 for hardware and software.

Other Implications: None.

Staff Recommendation: MM__X__ JN__ TL__ TM__ JC__
Staff recommends approval of the resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT TO PROVIDE
NETWORK SERVICES TO THE INGHAM INTERMEDIATE SCHOOL DISTRICT
(IISD)**

WHEREAS, the Ingham Intermediate School District (IISD) is seeking to partner with the Ingham County Management Information Services (MIS) to host their Student Records application; and

WHEREAS, MIS already has the foundation in place to host this application; and

WHEREAS, MIS provided the IISD a proposal to purchase the necessary hardware, software and on-going services to implement the Student Records application in the Ingham County Data Center (see proposal/Attachment A-1); and

WHEREAS, MIS will provide IISD one-year of support services at a cost \$3,000 annually and a one-time hardware and software cost of \$17,000 for a total of \$20,000; and

WHEREAS, the IISD would like to proceed with the attached proposal (Attachment A-1); and

WHEREAS, MIS has forwarded the proposal to the County Attorney so a contract can be developed upon authorization of this resolution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into an agreement with the Ingham Intermediate School District to provide on-going support for their Student Records application.

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

Attachment A-1

February 18, 2009

Daryl Tilley
Supervisor, Information Systems
Ingham Intermediate School District
2630 W. Howell Rd.
Mason, MI 48854

Dear Daryl,

Thank you for meeting with Ingham County to discuss collaboration possibilities. This letter is in response to IISD's need to replace your Student Management application and have it hosted in the Ingham County Data Center. Based on previous meetings and correspondence we have agreed to provide the following:

- Integrate the Student Management Application into the current Ingham County virtual server environment. The application will be virtualized on an existing Ingham County ESX host and require the following resources:
 - 5 VM's – 1 per school, 1 test
 - 16GB RAM Total – 3 GB per VM
 - 1.1 TB Disk Storage - 200 GB Storage per server (185GB needed per server additional beyond 3GB minimum).
 - 2 - Server 2003 OS License (5 VM's per license)
- Ingham County resources will maintain hardware, software, backups and availability.
- IISD will be given administrative access to the Student Management Application.
- IISD staff will have access to the Ingham County Help Desk.
- IISD staff will be responsible for providing end-user support for their clients.
- IISD will abide by the applicable policies and procedures of Ingham County.
- IISD will provide connectivity to the Ingham County Data Center and work with Ingham County MIS personnel to achieve a secure connection.
- IISD will be provided remote desktop access to the Student Management application.
- IISD will provide the Microsoft Server OS licensing.
- Ingham County MIS hours of operations are 8:00am to 5:00 pm, Monday – Friday except county recognized holidays. An on-call tech is available 24x7x365 for after hours support.
- Payment terms:
 - One-time costs will be paid within 60 days after completion of installation
 - On-going costs will be paid annually

Following are the detailed cost associated with the implementation of the Student Management Application:

	Quantity	Price Each	Total	Notes:
Virtual Server /15GB of Storage	5	\$2,000	\$10,000	One-time fee
Storage: 4-300GB SAS Drives	4	\$1,500	\$6,000	One-time fee
Server OS Licensing	2	n/a	n/a	Provided by IISD
Ingham County MIS Annual Support	1	\$3,000	\$3,000	
Installation and Setup by MIS staff	1	\$1,000	\$1,000	Only billed for actual hours used. Not to exceed 20 hours.
		Total	\$20,000	

Upon acceptance of this proposal a Resolution must be submitted to the Ingham County Board of Commissioners authorizing this transaction and a legal agreement between Ingham County and the Ingham Intermediate School District must be signed.

Ingham County is pleased to partner with the Ingham Intermediate School District and look forward to a long-term relationship. Please review this proposal and contact me directly if you have any questions.

Sincerely,

Tom Shewchuk

Agenda Item 6b

RESOLUTION STAFF REVIEW

DATE February 20, 2009

Agenda Item Title: Resolution to Approve the Renewal of the Avaya Annual Support Agreement

Submitted by: Management Information Services Department (MIS)

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize a one-year renewal of the annual Avaya Support Agreement for telephones. We have used Avaya telephones for the past eight years.

Financial Implications: The total cost of the contract will be \$104,763.48, and this has been budgeted in the MIS 2009 budget.

Other Implications: None.

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

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE RENEWAL OF THE AVAYA
ANNUAL SUPPORT AGREEMENT**

WHEREAS, the majority of Ingham County currently utilizes an Avaya phone system and has utilized it for the past eight plus years; and

WHEREAS, the Avaya phone system has been under annual maintenance for this entire time; and

WHEREAS, this agreement will authorize 12 monthly payments of \$8,730.29, for a period of one year, totaling an annual payment of \$104,763.48; and

WHEREAS, this monthly payment has been planned for and budgeted, and will provide the needed support to maintain current phone operations.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a renewal of the Avaya Annual Support Agreement, for a total cost of \$104,763.48, to be paid from the Telephone Communications Fund (675-26600921050).

BE IT FURTHER RESOLVED, that the effective date of the Agreement will be begin upon the date the Agreement has been signed by all parties and the Agreement will be effective for one year.

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

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

Agenda Item 7a

RESOLUTION STAFF REVIEW

DATE February 25, 2009

Agenda Item Title: RESOLUTION AUTHORIZING COMPENSATION
MODIFICATIONS TO THE MANAGERIAL/CONFIDENTIAL
PERSONNEL MANUAL FOR 2010 AND 2011

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

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

Summary of Proposed Action:

Due to significant negative economic changed circumstances; appropriate precautionary measures are necessary.

Financial Implications: An immediate cost savings for the 2010 and 2011 Budgets.

Other Implications: An illustration of fiscal responsibility for the workforce.

Staff Recommendation: MM __ JN __ TL __* TM __ JC __

Staff recommends approval of the resolution.

Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Resolution #08-220, authorized certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual including a wage increase of 2 percent for 2009 and 2010 respectively; and

WHEREAS, Ingham County's rapidly changing negative economic projections do not support implementation of a 2 percent wage increase for 2010.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Managerial/Confidential Personnel Manual by reducing the 2010 scheduled wage increase from 2 percent to 1 percent.

BE IT FURTHER RESOLVED, that the Board authorizes a 1 percent wage increase for Managerial and Confidential employees for 2011.

RESOLUTION STAFF REVIEW

DATE February 25, 2009

Agenda Item Title: RESOLUTION APPROVING ANNUAL 2011 COMPENSATION
FOR NON - JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

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

Committees: LE____, JD____, HS____, CS_*____, Finance_*____

Summary of Proposed Action:

The following Ingham County Elected Non-Judicial Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall receive a zero percent increase for 2011.

Elected Official	2010	2011
County Clerk	\$88,590	\$88,590
Drain Commissioner	\$82,812	\$82,812
Prosecuting Attorney	\$127,578	\$127,578
Register of Deeds	\$82,812	\$82,812
Sheriff	\$119,486	\$119,486
Treasurer	\$95,448	\$95,448

Financial Implications:

Changed circumstance (Ingham County's rapidly changing negative economic projection) does not support implementation of wages for 2011 for the Non-Judicial County-Wide Elected Officials.

Other Implications: Percentage increases are consistent with those received by Managerial / Confidential employees.

Staff Recommendation: MM____ JN ____ TL_*____ TM____ JC ____

Staff recommends approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING ANNUAL 2011 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS**

WHEREAS, Resolution #08-220, authorized certain benefit and compensation modifications to the Managerial/Confidential Personnel Manual including a 2 percent wage increase for 2009 and 2010 respectively; and

WHEREAS, Resolution #09-12 authorized a 2 percent wage increase for Ingham County Non-Judicial Elected Officials for both 2009 and 2010; and

WHEREAS, Ingham County's rapidly changing negative economic projections do not support implementation of a wage increase for 2011 for the Non-Judicial County-Wide Elected Officials.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials; County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2011 salary as listed below (reflects a 0 percent increase for 2011):

Elected Official	2010	2011
County Clerk	\$88,590	\$88,590
Drain Commissioner	\$82,812	\$82,812
Prosecuting Attorney	\$127,578	\$127,578
Register of Deeds	\$82,812	\$82,812
Sheriff	\$119,486	\$119,486
Treasurer	\$95,448	\$95,448

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, other than as may be specifically identified herein, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.

RESOLUTION STAFF REVIEW

DATE February 18, 2009

Agenda Item Title: Resolution Authorizing the Ingham County Board of Commissioners to Continue as a Member of the Lansing Area Economic Partnership (LEAP)

Submitted by: County Services Committee

Committees: LE____, JD____, HS____, CS__X__, Finance__X__

Summary of Proposed Action: This resolution will authorize payment to LEAP for the second year of a three-year commitment. The payment will continue the partnership with LEAP and Ingham County and will authorize the Ingham County Board of Commissioners to be a Board member of LEAP for 2009.

Financial Implications: The annual payment is \$35,000 for membership. This is not currently in the budget and would be paid from contingency funds. The current amount in contingency is \$427,495.

Other Implications: None.

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

Agenda Item 8a

TO: County Services and Finance Committees

FROM: Becky Bennett
Board Coordinator

RE: LEAP Membership

The Ingham County Board of Commissioners became a member of the Lansing Area Economic Partnership (LEAP) in 2008 as a way to expand the County's efforts at business attraction. Through LEAP Ingham County would have a voice with other local municipalities and private businesses in attracting new business to the area.

The 2009 membership fee of \$35,000 is now due. The Board of Commissioners has the opportunity to decide if it wishes to continue as a member of LEAP or to move in a different direction. This membership allows the Board to appoint one person as a voting member. If the Board wishes to continue as a member, the membership fee would have to be taken from the 2009 contingency fund.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE INGHAM COUNTY BOARD OF
COMMISSIONERS TO CONTINUE AS A MEMBER OF THE LANSING AREA
ECONOMIC PARTNERSHIP (LEAP)**

WHEREAS, Resolution #07-316 authorized the Ingham County Board of Commissioners to join the Lansing Area Economic Partnership (LEAP); and

WHEREAS, the Ingham County Board of Commissioners recognizes the value of being a member of LEAP as a way to expand the County's efforts at business attraction; and

WHEREAS, the Ingham County Board of Commissioners recognizes, through LEAP, Ingham County has a voice with other local municipalities and private businesses in attracting new business; and

WHEREAS, through LEAP, Ingham County is able to participate in the opportunity to spur economic development in the region; and

WHEREAS, continued membership for LEAP is \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the expenditure of \$35,000 from the 2009 Contingency Fund to continue as a member of Lansing Area Economic Partnership (LEAP).

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners recognizes that continued membership in LEAP allows the Board to maintain one person as a voting member of LEAP.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DECLARING MARCH 31, 2009 AS “CESAR E. CHAVEZ DAY”
IN INGHAM COUNTY**

WHEREAS, the late Cesar E. Chavez developed and lived by a unique blend of values, philosophy and styles; and

WHEREAS, throughout his youth and into his adulthood, Cesar migrated across the southwest laboring in the fields and vineyards where he was exposed to the hardships and injustices of farm worker life; and

WHEREAS, his life as a community organizer began in 1952 when he joined the Community Service Organization (CSO), a prominent Latino civil rights group, in the late 1950s and early 1960s, he served as the national director; and

WHEREAS, his dream was to create an organization to protect and serve farm workers, whose poverty and disenfranchisement he had shared, in 1962, Cesar resigned from the CSO, and founded what is now known as the United Farm Workers of America; and

WHEREAS, for more than three decades Cesar led the first successful farm workers union in American history serving hundreds of thousands of farm workers; and

WHEREAS, he led successful strikes and boycotts that resulted in the first industry-wide labor contracts and the efforts of his union brought about the passage of the groundbreaking 1975 California Agricultural Labor Relations Act to protect farm workers; and

WHEREAS, on April 23, 1993, Cesar Chavez, a true American hero, died of natural causes in San Luis, Arizona shortly before he was scheduled to appear in Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2009 as “Cesar E. Chavez Day” in Ingham County.