

CHAIRPERSON  
DEBBIE DE LEON

VICE-CHAIRPERSON  
DALE COPEDGE

VICE-CHAIRPERSON PRO-TEM  
RANDY SCHAFER

FINANCE COMMITTEE  
MARK GREBNER, CHAIR  
DEB NOLAN  
REBECCA BAHAR-COOK  
TODD TENNIS  
LAURA DAVIS  
STEVE DOUGAN

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, FEBRUARY 18, 2009 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [February 4, 2009](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
  - a. Resolution to Accept the 2009 [Firearms Proficiency Workshop](#) Grant
  - b. Resolution to Accept the 2009 [Emergency Vehicle Operations](#) Grant
2. Sheriff's Office/Department of Homeland Security & Emergency Management - Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2007 State Homeland Security Grant [Regional Planner Grant](#)
3. Health Department - Resolution to Authorize a Reorganization in the Disease Control, Public Health Nursing, and Planning and [Special Services Divisions](#) of the Health Department
4. 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
5. Parks & Recreation Commission
  - a. Resolution Recommending an Appropriation to be Used for Phase II of the [Greening Mid-Michigan Project](#)
  - b. Resolution Authorizing Participation in the WKAR Public TV and Radio Member Card Promotion for Admission into the [Potter Park Zoo](#)
  - c. Resolution Supporting the Creation of a New Classification [Financial Coordinator](#) Position
6. Lansing Area Economic Partnership ([LEAP](#)) 2009 Membership

7. Controller's Office - Information Regarding Increasing the Health Waiver 3% for 2009 to Coincide with the Benchmark Increase (*no material*)
8. Board Referral - Letter from the City of East Lansing Regarding P.A. 328 Personal Property Tax Abatement - [IBM](#)

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

## FINANCE COMMITTEE

February 4, 2009

### Minutes

Members Present: Mark Grebner, Deb Nolan, Rebecca Bahar-Cook, Laura Davis, Steve Dougan and Board Chairperson Debbie DeLeon

Members Absent: Todd Tennis

Others Present: Teri Morton, Jim Hudgins, Karen Chadwick, Tom Shewchuk and others

The meeting was called to order by Chairperson Grebner at 6:04 p.m. in the Personnel Conference Room of the Human Services Building, 5303 S. Cedar, Lansing.

#### Approval of the January 21, 2009 Minutes

The Minutes were approved as amended. Absent: Comm. Tennis

The Minutes were amended as follows:

Page 4, item 11a, 2<sup>nd</sup> paragraph, 1<sup>st</sup> sentence:

Comm. Bahar-Cook *asked if* this adjustment should produce revenue in the future.

#### Additions to the Agenda

7b. Resolution Proclaiming February 12, 2009 as “Tommy Malvetis Day” in Ingham County

Limited Public Comment: None

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

2. Prosecuting Attorney’s Office – Resolution to Accept Prosecuting Attorney Title IV-E Reimbursement Grant Contract

(Technical amendment to the first BE IT FURTHER RESOLVED paragraph: the name “Byrne” was misspelled.)

3. Health Department – Resolution Authorizing Deputy Medical Examiner Appointments and to Authorize Contracts

5. City of Lansing/911 Advisory Board – Resolution Authorizing Contract with the City of Lansing for a Replacement NetClock for the 911 Center

7b. Resolution Proclaiming February 12, 2009 as “Tommy Malvetis Day” in Ingham County

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

Absent: Comm. Tennis

1. Ingham County Clerk – Resolution to Adopt a Fee Increase for Certified Copies of Vital Records Issued by the County Clerk's Office

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO ADOPT A FEE INCREASE FOR CERTIFIED COPIES OF VITAL RECORDS ISSUED BY THE COUNTY CLERK'S OFFICE.

Comm. Dougan suggested the effective start date in the first BE IT FURTHER RESOLVED paragraph be changed from February 16, 2009 to March 2, 2009. The Committee accepted this change as a FRIENDLY AMENDMENT.

MOTION CARRIED UNANIMOUSLY as amended. Absent: Comm. Tennis

4. Management Information Systems – Resolution Entering into an Agreement with Key Government Finance, Inc. for the Financing of New Cisco Core Infrastructure Equipment and Maintenance for the Ingham County Management Information Services Department

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION ENTERING INTO AN AGREEMENT WITH KEY GOVERNMENT FINANCE, INC. FOR THE FINANCING OF NEW CISCO CORE INFRASTRUCTURE EQUIPMENT AND MAINTENANCE FOR THE INGHAM COUNTY MANAGEMENT INFORMATION SERVICES DEPARTMENT.

Comm. Dougan asked if the current equipment needs to be replaced. Mr. Shewchuk explained the current equipment needs to be upgraded to support some of the newer technology the county has purchased.

(Board Chairperson DeLeon arrived at 6:09 p.m.)

Comm. Dougan asked how long the new equipment is expected to last. Mr. Shewchuk said the equipment should last at least five years. Comm. Dougan asked Mr. Shewchuk if Analysts International is his former employer. Chairperson Grebner said Mr. Shewchuk was formerly employed by Analysts International. He then stated Mr. Hudgins has certified that this is the best deal for the County. Comm. Dougan asked Mr. Shewchuk how many contracts the County has with Analysts International. Mr. Shewchuk said the County has three contracts with this vendor. His Department also has contracts with a number of other vendors.

Mr. Shewchuk said he has been the MIS Director for almost two years. He will continue to make the very best decisions for this County. To date, the projects between the County and Analysts International have worked very well. If there are problems with this vendor in the future, he will not recommend them further.

The Committee held a general discussion of how this project will affect the Circuit Court.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

6. 911 Advisory Board/Controller's Office – Resolution Authorizing a Contract with M/A-COM, Inc. for the BDA Installations at Two Sites for the Public Safety Wireless Voice Communication System

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. DAVIS, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH M/A-COM, INC. FOR THE DBA INSTALLATIONS AT TWO SITES FOR THE PUBLIC SAFETY WIRELESS VOICE COMMUNICATION SYSTEM.

Comm. Dougan asked why the County cannot tell M/A-COM to perform this function without additional funding. Ms. Morton explained the equipment is being moved to where they will be needed. This decision was made by the County, not by M/A-COM. The two current sites no longer need this equipment.

Comm. Dougan said he does not have a problem with this Resolution since it does not involve a problem with this vendor.

Board Chairperson DeLeon informed the Committee that the Law Enforcement Committee will notify specific jurisdictions that they have not taken any action on the BDA's.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

7. Board of Commissioners
  - a. Appointment of Equalization Subcommittee

Comm. Grebner explained the purpose of the Equalization Subcommittee.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DAVIS, TO RECOMMEND THE APPOINTMENTS OF COMM. DOUGAN AND COMM. NOLAN TO THE EQUALIZATION SUBCOMMITTEE.

The Committee held a general discussion regarding the duties of the Equalization Subcommittee.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

8. Board Referral – Letter from Government Finance Officers Association Regarding a Certificate of Achievement for Excellence in Financial Reporting

The Board Referral was received and placed on file.

Announcements

Comm. Dougan asked for an update regarding the deferred compensation vendors. Ms. Morton stated this matter will go before the County Services Committee. She then stated she will send updates regarding this matter to this Committee.

Public Comment:      None

The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Debra Neff

**Agenda Item 1a**

**RESOLUTION STAFF REVIEW**

**DATE:** January 27, 2009

**Agenda Item Title:** Resolution to Accept the 2009 Firearms Proficiency Workshop Grant

**Submitted by:** Sheriff's Office

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

**Summary of Proposed Action:**

This resolution will authorize the Sheriff's Office to accept this training grant and to enter into a contract with the Michigan Commission on Law Enforcement Standards.

**Financial Implications:**

There are no new positions created and a 25% in-kind match requirement (\$3,006.25) for this training grant.

Michigan Commission on Law Enforcement Standards - \$12,025 for the Firearms Proficiency Workshop Program:

\$10,327	personnel wages (overtime and related fringe costs)
<u>1,698</u>	supplies and operating expense
\$12,025	TOTAL

**Other Implications:**

This training grant will benefit Law Enforcement Firearms Training within Ingham County.

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

Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE  
2009 FIREARMS PROFICIENCY WORKSHOP GRANT**

WHEREAS, the Ingham County Sheriff's Office applied to receive a Firearms Proficiency Workshop Grant from the Michigan Commission on Law Enforcement Standards; and

WHEREAS, the purpose of the training is to improve firearms skills and reduce risk; and

WHEREAS, the amount of the grant is \$12,025, with a required in-kind match of \$3,006.25 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$15,031.25; and

WHEREAS, \$10,327 of the 2009 Firearms Proficiency Workshop Grant is for personnel wages; and

WHEREAS, \$1,698 of the 2009 Firearms Proficiency Workshop Grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2009 Firearms Proficiency Workshop Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$12,025, for the time period of January 1, 2009 through December 31, 2009.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2009 Budget.



**Agenda Item 1b**

**RESOLUTION STAFF REVIEW**

**DATE:** January 27, 2009

**Agenda Item Title:** Resolution to Accept the 2009 Emergency Vehicle Operations Grant

**Submitted by:** Sheriff's Office

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

**Summary of Proposed Action:**

This resolution will authorize the Sheriff's Office to accept this training grant and to enter into a contract with the Michigan Commission on Law Enforcement Standards.

**Financial Implications:**

There are no new positions created and a 25% in-kind match requirement (\$28,748 worth of existing trainer costs) for this training grant.

Michigan Commission on Law Enforcement Standards - \$61,178 for the Emergency Vehicle Operations Grant:

\$20,807	Personnel wages (overtime and related fringe costs)
\$ 1,088	Travel Expense
<u>\$49,693</u>	Supplies and operating expense
\$71,588	TOTAL

**Other Implications:** This is a training grant that the County has received for several years now.

**Staff Recommendation:** MM      JN   X   TL      TM      JC       
Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE 2009  
EMERGENCY VEHICLE OPERATIONS GRANT**

WHEREAS, the Ingham County Sheriff's Office applied to receive a police drivers training grant from the Michigan Commission on Law Enforcement Standards; and

WHEREAS, the purpose of the training is to improve driving skills and reduce risk; and

WHEREAS, the amount of the grant is \$71,588, with a required in-kind match of \$28,748 assumed by the Ingham County Sheriff's Office in personnel wages and equipment, for a total project cost of \$100,336; and

WHEREAS, \$20,807 of the 2009 Emergency Vehicle Operations Grant is for personnel wages; and

WHEREAS, \$1,088 of the 2009 Emergency Vehicle Operations Grant is for travel; and

WHEREAS, \$49,693 of the 2009 Emergency Vehicle Operations Grant is for supplies and operating expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2009 Emergency Vehicle Operations Grant from the Michigan Commission on Law Enforcement Standards in the amount of \$71,588, for the time period of January 1, 2009 through December 31, 2009.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2009 Budget.

## Agenda Item 2

### RESOLUTION STAFF REVIEW

DATE: February 4, 2009

**Agenda Item Title:** Resolution to Accept the Michigan Department of State Police, Emergency Management Division 2007 State Homeland Security Grant Regional Planner Grant

**Submitted by:** Sheriff's Office/Office of Homeland Security & Emergency Management

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

#### **Summary of Proposed Action:**

This resolution authorizes accepting a grant from the Michigan Department of State Police, Emergency Management Division which would pay the costs for a temporary Regional Planner, for the grant period of April 1, 2008 through March 30, 2010.

This temporary Regional Planner will perform research and provide data to support Regional Homeland Security efforts through the systematic planning, evaluation and analysis of program elements in the solution areas of equipment acquisition, training, exercising, and planning as identified in the Region's homeland security assessment and strategy. The Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office.

#### **Financial Implications:**

These are federal pass through grant funds administered by the State, the City of Lansing is the fiduciary for this 2007 grant, and the County is housing the position that works for the Regional Board.

The total grant is not to exceed \$47,800 with no County match required.

**Other Implications:** None.

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

Staff recommends approval of this resolution.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT THE MICHIGAN DEPARTMENT OF STATE POLICE,  
EMERGENCY MANAGEMENT DIVISION 2007 STATE HOMELAND SECURITY  
GRANT REGIONAL PLANNER GRANT**

WHEREAS, the Ingham County Sheriff's Office/Office of Homeland Security & Emergency Management has been approved to receive a grant from the Department of State Police, Emergency Management Division, to hire a temporary Regional Planner; and

WHEREAS, this temporary Regional Planner will perform research and provide data to support Regional Homeland Security efforts through the systematic planning, evaluation and analysis of program elements in the areas of equipment acquisition, training, exercising, and planning as identified in the region's homeland security assessment and strategy; and

WHEREAS, the Regional Planner will also research and provide data through the systematic planning, evaluation and analysis of projects in bio-terrorism, weapons of mass destruction, and CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive) elements; and

WHEREAS, the Regional Planner is an employee of the Region 1 Homeland Security Board, working on Regional projects that support Ingham County response efforts and is housed at the Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office, Office of Homeland Security & Emergency Management, in cooperation with the Ingham County Local Emergency Planning Committee has identified some specialized needs eligible for funding through this grant.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the 2007 State Homeland Security Grant Regional Planner Grant from the Michigan Department of State Police, Emergency Management Division, subcontracted through the City of Lansing, for the time period of April 1, 2008 through March 30, 2010, at a total cost not to exceed \$47,800.00 (no match required) for the expenses incurred for the temporary Regional Planner.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office, Office of Homeland Security & Emergency Management 2008, 2009, and 2010 budgets.

**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 11	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

<b>TOTAL SAVINGS</b>	<b>\$(18,264)</b>
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**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.

## **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**

**RESOLUTION**

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 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.

<b>Position No./ Title</b>	<b>Current Grade</b>	<b>Current Salary/Benefits</b>	<b>Proposed Grade</b>	<b>Proposed Salary-/Benefits</b>	<b>Increase/Decrease</b>
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:

<b>Position Title</b>	<b>Proposed Grade</b>	<b>Salary/Benefits</b>
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.

<b>Position No. / Title</b>	<b>Current FTE</b>	<b>Current Salary/Benefits</b>	<b>Proposed FTE</b>	<b>Proposed Salary/Benefits</b>	<b>Increase</b>
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:

<b>Position No./ Title</b>	<b>Grade</b>	<b>Salary/Benefits Savings</b>
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.

**Agenda Item 4**

**RESOLUTION STAFF REVIEW**

**DATE** February 6, 2009

**Agenda Item Title:** 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

**Submitted by:** Ingham County Equalization/Tax Mapping

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

**Summary of Proposed Action:** The attached resolution amends the previously adopted resolution with Ronnie M. Lester as County Representative and Wolverine Engineers and Surveyors, Inc. as Remonumentation Surveyor.

**Financial Implications:** This amended resolution will decrease the contract from \$93,903 to \$84,797. This is a result in declining revenues to the State. The contract is a result of a grant from the State of Michigan. This does not impact the County General Fund.

**Other Implications:** None.

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

**Agenda Item 4**

To: County Services and Finance Committees

From: Douglas A. Stover, Director  
Ingham County Equalization/Tax Mapping

Date: February 4, 2009

Subject: 2009 Remonumentation Grant

On December 9, 2008, Resolutions #08-350 and 08-351 were adopted by the Board of Commissioners with regard to the 2009 Survey and Remonumentation Grant from the State of Michigan. As a result of declining revenues, the State has reduced the amount of our 2009 Grant.

The attached resolution amends the 2009 Grant and contract amounts taking into consideration the reduction in funding from \$93,903 to \$84,797.

DAS/djs  
Encl.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**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**

WHEREAS, on December 9, 2008, the Ingham County Board of Commissioners agreed to enter into an agreement with the Michigan Department of Labor and Economic Growth for the purposes of receiving \$93,903 in grant funds for the Ingham County Monumentation and Remonumentation Project, Resolution #08-350; and

WHEREAS, on December 9, 2008, the Ingham County Board of Commissioners agreed to contract with Ronnie M. Lester as County Representative and with Wolverine Engineers & Surveyors, Inc. as County Remonumentation Surveyor, for the Ingham County Monumentation and Remonumentation Project, Resolution #08-351; and

WHEREAS, on January 20, 2009, we received notification from Michigan Department of Labor and Economic Growth, Office of Land Survey and Remonumentation that the State of Michigan has reduced the grant funds available to Ingham County to \$84,797 for 2009.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends and authorizes entering into the 2009 Grant Agreement between the State of Michigan and Ingham County for the purposes of receiving \$84,797 in grant funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby amends its authorization to contract with Ronnie M. Lester as County Representative, at a cost not to exceed \$12,600 and amends its authorization to contract with Wolverine Engineers and Surveyors, Inc. as Project Surveyor, at a cost not to exceed \$64,347 for 2009.

BE IT FURTHER RESOLVED, that the Board Chairperson, County Clerk and County Grant Administrator have the authority to sign said grant contract documents after approval as to form by the County Attorney.

RESOLUTION STAFF REVIEW

DATE February 4, 2009

Agenda Item Title: Resolution Recommending an Appropriation to be Used for Phase II of the Greening Mid-Michigan Project

Submitted by: Ingham County Parks & Recreation Commission

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

Summary of Proposed Action: In partnership with the Tri-County Regional Planning Commission, the appropriation will complete the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area.

Financial Implications: Requires an \$8,000 transfer from the Parks 2009 508 Enterprise Fund budget to the Tri-County Regional Planning Commission.

Other Implications: None.

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



# **INGHAM COUNTY PARKS & RECREATION COMMISSION**

**Meeting of January 26, 2009**

## **RESOLUTION # 09-07**

### **RESOLUTION RECOMMENDING AN APPROPRIATION TO BE USED FOR PHASE II OF THE GREENING MID-MICHIGAN PROJECT**

**WHEREAS**, the Tri-County Regional Planning Commission is currently partnering with Michigan Natural Features Inventory to complete the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area that was previously unavailable; and

**WHEREAS**, the Ingham County Parks Department is a partner in the Greening Mid-Michigan Project Steering Committee which was created to identify priorities, seek funding, and create networking opportunities for this project; and

**WHEREAS**, the GMMP includes three phases of work, including a Potential Conservation Area plan, comprehensive natural resource identification, and a green infrastructure mapping and public engagement component for Ingham, Eaton, and Clinton Counties; and

**WHEREAS**, the First Phase, the Potential Conservation Area plan, mapped and defined those places in the landscape dominated by native vegetation that have potential for harboring high quality natural areas; and

**WHEREAS**, the Second Phase will involve the creation of additional parcel and specie-specific data collection for each county which will be housed by the Michigan Natural Features Inventory (MNFI), which will create general GIS layers of high priority areas for public use; and

**WHEREAS**, Phase Three involves an intense public engagement component with data disseminated to, and input gathered from, a wide group of agencies to be utilized as a development tool to supplement park and recreation, land preservation, and transportation plans and to further the development of a shared vision for growth, development, tourism, and conservation; and

**WHEREAS**, funding for Phase One was secured through the Michigan Department of Transportation in the amount of \$24,000 through the Tri-County Regional Planning Commission and Phase Three is entirely funded at this time by a \$35,000 People and Land (PAL) grant through Leap, Inc., a group of regional public and private economic development leaders; and

**WHEREAS**, \$17,045 is needed for the completion of Phase Two, partial monies have been secured through a Battle Creek Watershed 319 Grant and the Greater Lansing Regional Committee for Stormwater Management for a total of \$3,500, a \$4,000

appropriation from the Eaton County Parks Department, and a \$4,000 commitment from the Ingham County Agricultural Preservation Board; and

**WHEREAS**, completion of the Greening Mid-Michigan Project will provide a regional framework for priority land conservation that can help guide the growth of the Ingham County Parks and other Mid-Michigan park systems; and

**WHEREAS**, the GMMP will identify priority conservation corridors that will guide future planning for the Heart of Michigan Trails Partnership; and

**WHEREAS**, Ingham County Parks staff have identified funds within the existing 2009 Parks Department budget to support a line item budget transfer of an amount not to exceed \$8,000 from the 508 Enterprise Fund.

**BE IT THEREFORE RESOLVED**, that the Ingham County Parks & Recreation Commission supports the Michigan Natural Features Inventory funding by requesting a line item budget transfer of up to \$8,000 within the 2009 Parks Department Budget to support Phase II of the Greening Mid-Michigan Project.

**Moved by** Ms. Holman and **Supported by** Mr. Thomas that Resolution #09-07 be approved. **Yes-4;**

**No-2 Mr. Matt, Mr. Pratt. MOTION CARRIED.**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOMMENDING AN APPROPRIATION TO BE USED FOR  
PHASE II OF THE GREENING MID-MICHIGAN PROJECT**

WHEREAS, the Tri-County Regional Planning Commission is currently partnering with Michigan Natural Features Inventory to complete the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area that was previously unavailable; and

WHEREAS, the Ingham County Parks Department is a partner in the Greening Mid-Michigan Project Steering Committee which was created to identify priorities, seek funding, and create networking opportunities for this project; and

WHEREAS, the GMMP includes three phases of work, including a Potential Conservation Area plan, comprehensive natural resource identification, and a green infrastructure mapping and public engagement component for Ingham, Eaton, and Clinton Counties; and

WHEREAS, the First Phase, the Potential Conservation Area plan, mapped and defined those places in the landscape dominated by native vegetation that have potential for harboring high quality natural areas; and

WHEREAS, the Second Phase will involve the creation of additional parcel and specie-specific data collection for each county which will be housed by the Michigan Natural Features Inventory (MNFI), which will create general GIS layers of high priority areas for public use; and

WHEREAS, Phase Three involves an intense public engagement component with data disseminated to, and input gathered from, a wide group of agencies to be utilized as a development tool to supplement park and recreation, land preservation, and transportation plans and to further the development of a shared vision for growth, development, tourism, and conservation; and

WHEREAS, funding for Phase One was secured through the Michigan Department of Transportation in the amount of \$24,000 through the Tri-County Regional Planning Commission and Phase Three is entirely funded at this time by a \$35,000 People and Land (PAL) grant through Leap, Inc., a group of regional public and private economic development leaders; and

WHEREAS, \$17,045 is needed for the completion of Phase Two, partial monies have been secured through a Battle Creek Watershed 319 Grant and the Greater Lansing Regional Committee for Stormwater Management for a total of \$3,500, a \$4,000 appropriation from the Eaton County Parks Department, and a \$4,000 commitment from the Ingham County Agricultural Preservation Board; and

WHEREAS, completion of the Greening Mid-Michigan Project will provide a regional framework for priority land conservation that can help guide the growth of the Ingham County Parks and other Mid-Michigan park systems; and

WHEREAS, the GMMP will identify priority conservation corridors that will guide future planning for the Heart of Michigan Trails Partnership; and

WHEREAS, Ingham County Parks staff have identified funds within the existing 2009 Parks Department budget to support a line item budget transfer of an amount not to exceed \$8,000 from the 508 Enterprise Fund.

WHEREAS, the Ingham County Parks & Recreation Commission supports the Michigan Natural Features Inventory funding by requesting a line item budget transfer of up to \$8,000 within the 2009 Parks Department Budget to support Phase II of the Greening Mid-Michigan Project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with the Tri-County Regional Planning Commission in the amount of \$8,000 for the completion of Phase II of the Greening Mid-Michigan Project (GMMP) to provide detailed maps and information about natural resources and green infrastructure throughout the tri-county area.

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

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

RESOLUTION STAFF REVIEW

DATE February 2, 2009

Agenda Item Title: Resolution Authorizing Participation in the WKAR Public TV and Radio Member Card Promotion for Admission into the Potter Park Zoo

Submitted by: Ingham County Parks & Recreation Commission

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

**Summary of Proposed Action:**

The Ingham County Parks Department wishes to partner with WKAR radio and television in the WKAR MemberCard Promotion program. MemberCards are available to WKAR donors who make a contribution of \$120 to WKAR. The MemberCard provides promotional pricing at area retailers, restaurant and recreational venues. Our promotional offer will be a 2 for 1 at Potter Park Zoo admissions – one time only.

Pursuant to the Board of Commissioners' Resolution #05-295, if the proposed fee reduction has not been rejected by the Board of Commissioners by official resolution within 60 days of such notification the MemberCard promotional offer will be considered effective.

**Financial Implications:**

There are no expenses associated with this program. Costs, in terms of lost revenue will be reported throughout the year.

**Other Implications:** None.

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

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 26, 2009

RESOLUTION # 09-10

## **RESOLUTION AUTHORIZING PARTICIPATION IN THE WKAR PUBLIC TV & RADIO MEMBERCARD PROMOTION FOR ADMISSION INTO THE POTTER PARK ZOO**

**WHEREAS**, WKAR has requested that the Potter Park Zoo participate in their MemberCard promotion; and

**WHEREAS**, participation in the MemberCard promotion provides the Potter Park Zoo with advertising during live on-air studio pledge breaks and/or during regular programming, in mailings to MemberCard members, placement on the WKAR webpage at [membercard.com](http://membercard.com) with a link to the Potter Park Zoo website, and information regarding the Potter Park Zoo will be printed in the Directory of Membership Benefits used by active station members throughout the year; and

**WHEREAS**, there is no fee for participation and the Potter Park Zoo would provide MemberCard holders with a one-time 2 for 1 savings on admission to the Zoo; and

**WHEREAS**, the MemberCard is not valid on major holidays or in conjunction with other specials; and

**WHEREAS**, the Potter Park Zoo Society is in favor of this proposal as a way to increase visitation to the Zoo and the Potter Park Zoo Advisory Board passed Resolution # 01-09 in favor of this concept at its January 10<sup>th</sup>, 2009 meeting.

**THEREFORE BE IT RESOLVED**, that in support of the WKAR Public TV and Radio MemberCard promotion, the Parks & Recreation Commission authorizes staff at the Potter Park Zoo to work with WKAR to facilitate participation in their MemberCard program by agreeing to the terms of participation in the attached promotion authorization.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Guenther that Resolution #10-09 be approved. **Yes-6; No-0. MOTION CARRIED.**

Introduced by the County Services Committee and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING PARTICIPATION IN THE WKAR PUBLIC TV &  
RADIO MEMBERCARD PROMOTION FOR ADMISSION  
INTO THE POTTER PARK ZOO**

WHEREAS, WKAR has requested that the Potter Park Zoo participate in their MemberCard promotion; and

WHEREAS, participation in the MemberCard promotion provides the Potter Park Zoo with advertising during live on-air studio pledge breaks and/or during regular programming, in mailings to MemberCard members, placement on the WKAR webpage at [membercard.com](http://membercard.com) with a link to the Potter Park Zoo website, and information regarding the Potter Park Zoo will be printed in the Directory of Membership Benefits used by active station members throughout the year; and

WHEREAS, there is no fee for participation and the Potter Park Zoo would provide MemberCard holders with a one-time 2 for 1 savings on admission to the Zoo; and

WHEREAS, the MemberCard is not valid on major holidays or in conjunction with other specials; and

WHEREAS, the Potter Park Zoo Advisory Board passed Resolution #01-09 in favor of this concept at its January 10, 2009 meeting, as a means to increase visitation.

WHEREAS, in support of the WKAR Public TV and Radio MemberCard promotion, the Parks & Recreation Commission adopted a resolution at their January 26, 2009 meeting authorizing staff at the Potter Park Zoo to work with WKAR to facilitate participation in their MemberCard program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with WKAR Public TV for the purpose of participating in the MemberCard program at no cost to the County.

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.

RESOLUTION STAFF REVIEW

**DATE** February 6, 2009

**Agenda Item Title:** Resolution Supporting the Creation of a New Classification  
Financial Coordinator Position

**Submitted by:** Parks & Recreation Commission/Human Resources Department

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

**Summary of Proposed Action:** Since the addition of 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. This resolution reclassifies the “Bookkeeper” position from a MCF -3 to a MCF -5. The new position title will be changed to Financial Coordinator.

The Parks Commission and the Parks Director are in support of this change.

**Financial Implications:** The change from a MCF -03 to a MCF -05 will result in an increase to the Parks Department budget. The current MCF-03 position’s salary range is \$33,275 – \$39,938, and the MCF- 05 salary range is \$37,948 - \$45,551 for 2009. In the future, the position will be shared equally between the Parks and the Potter Park Zoo budget.

**Other Implications:** None.

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



# Memorandum

Date: July 24, 2008

To: Tony Lindsey  
Director of Human Resources

From: Willis Bennett  
Interim Director of Parks

Re: Reclassification

Mr. Lindsey:

Attached is a request, from Karen Fraser from the Parks Department staff, for reclassification. I have been fortunate to work with Karen, as she is an outstanding employee. The duties of her position have increased dramatically over the years, as the Parks Department has grown. Obviously, with the addition of Potter Park and Potter Park Zoo, the duties have nearly doubled.

I am in agreement with the reclassification request, as the position has greatly increased in responsibility and the current pay levels for that position is not reflective of the work done by a person in that position.

I am requesting that the Human Resources Department review the attached documents and proceed with the necessary actions to accommodate the request.

In regards to the financial implications, I feel that since a significant amount of work for this position is generated by the Potter Park Zoo, the additional funds necessary for this request should and can be made available from the Operational Budget of the Potter Park Zoo.

Please feel free to contact me to discuss this issue.

# INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of January 26, 2009  
Resolution #09-09

## **RESOLUTION SUPPORTING THE CREATION OF A NEW CLASSIFICATION** **FINANCIAL COORDINATOR**

**WHEREAS**, the role, functions and responsibilities of the existing Bookkeeper position have increased over a period of years; and

**WHEREAS**, the position requires a higher level of knowledge and education than was historically needed, acts with minimal supervision, supervises employees, involves complex processes and has a significant impact on the financial outcomes of the Parks and Zoo; and

**WHEREAS**, the Human Resources Department has reviewed the affected position and made a recommendation upon which this resolution is based; and

**WHEREAS**, this position provides services to both the Parks Department and Potter Park Zoo; and

**WHEREAS**, historically Potter Park Zoo has not contributed funding toward this position; and

**WHEREAS**, the carry forward of 2008 Potter Park Zoo budgeted personnel funds can cover retroactive pay; and

**WHEREAS**, it is recommended that the future cost of funding this position be shared by the Ingham County Parks Department and Potter Park Zoo.

**THEREFORE BE IT RESOLVED**, the Ingham County Parks & Recreation Commission supports the creation of the new classification of Financial Coordinator to be established and compensated at the MCF- 05 level and that the Bookkeeper MCF-03 be eliminated; and

**BE IT FURTHER RESOLVED**, that new classification be made retroactive to January 1, 2008.

**Moved by** Mr. Czarnecki and **Supported by** Mr. Matt that Resolution #09-09 be approved.  
**Yes-6; No-0. MOTION CARRIED.**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SUPPORTING THE CREATION OF A NEW CLASSIFICATION  
FINANCIAL COORDINATOR POSITION**

WHEREAS, the role, functions and responsibilities of the existing Bookkeeper position have increased over a period of years; and

WHEREAS, the position requires a higher level of knowledge and education than was historically needed, acts with minimal supervision, supervises employees, involves complex processes and has a significant impact on the financial outcomes of the Parks and Zoo; and

WHEREAS, the Human Resources Department has reviewed the affected position and made a recommendation upon which this resolution is based; and

WHEREAS, this position provides services to both the Parks Department and Potter Park Zoo; and

WHEREAS, historically Potter Park Zoo has not contributed funding toward this position; and

WHEREAS, the carry forward of 2008 Potter Park Zoo budgeted personnel funds can cover retroactive pay; and

WHEREAS, it is recommended that the future cost of funding this position be shared by the Ingham County Parks Department and Potter Park Zoo; and

WHEREAS, the Ingham County Parks & Recreation Commission supported the creation of the new classification of Financial Coordinator by passing a resolution at their January 26, 2009 meeting.

WHEREAS, the current MCF-03 position's salary range is \$33,275 – \$39,938, and the MCF- 05 salary range is \$37,948 - \$45,551 for 2009.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes that the creation of the new classification of Financial Coordinator be established and compensated at the MCF- 05 level, with a \$37,948 - \$45,551 annual rate range for 2009.

BE IT FURTHER RESOLVED, that the new classification be made retroactive to January 1, 2009, the date the Human Resources Department completed their review.

BE IT FURTHER RESOLVED, that the Bookkeeper MCF-03 classification be eliminated.

## Agenda Item 6

# Ingham County Board of Commissioners

CHAIRPERSON  
**DEBBIE DE LEON**  
*DISTRICT 2*

VICE-CHAIRPERSON  
**DALE COPEDGE**  
*DISTRICT 6*

VICE-CHAIRPERSON PRO TEM  
**RANDY SCHAFFER**  
*DISTRICT 13*



**INGHAM COUNTY COURTHOUSE**  
P.O. BOX 319  
MASON, MICHIGAN 48854-0319

TELEPHONE: (517) 676-7200  
FAX: (517) 676-7264  
*web site: [www.ingham.org](http://www.ingham.org)*

**BECKY BENNETT**  
*BOARD COORDINATOR*

**VICTOR G. CELENTINO**  
*DISTRICT 1*

**BRIAN McGRAIN**  
*DISTRICT 3*

**REBECCA BAHAR-COOK**  
*DISTRICT 4*

**ANDY SCHOR**  
*DISTRICT 5*

**TODD TENNIS**  
*DISTRICT 7*

**MARC THOMAS**  
*DISTRICT 8*

**CAROL KOENIG**  
*DISTRICT 9*

**MARK GREBNER**  
*DISTRICT 10*

**DIANNE HOLMAN**  
*DISTRICT 11*

**DEB NOLAN**  
*DISTRICT 12*

**STEVE DOUGAN**  
*DISTRICT 14*

**LAURA DAVIS**  
*DISTRICT 15*

**DON VICKERS**  
*DISTRICT 16*

January 6, 2009

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.



# **INGHAM COUNTY**

## **ECONOMIC DEVELOPMENT CORPORATION**

Agenda Item 6

121 E. Maple St., Mason, Michigan 48854 phone: 517-676-7210 fax: 676-7358

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

Our mission is to increase the economic vitality and quality of life county-wide by planning and coordinating development efforts, providing services, and facilitating advantageous partnerships.

**ROBERT HOWE**  
Chairperson

**DARRELL PLACE**  
Vice Chairperson

**MICHAEL  
FREDERICK**  
Secretary

**MARK BISHOP**  
Treasurer

**MATTHEW J.  
MYERS, Ph.D.**  
Commission Member

**JAMES GRANT, PE**  
Member

**AUBURN PERKINS**  
Member

**GANESH REDDY**  
Member

**EARL VAN RIPER**  
Member

**VACANT**  
Member

**RANDY BELL**  
MSU-Extension/ex  
officio

**STAFF**  
Susan M. C. Pigg, MSU  
Extension  
Economic Development  
Educator

## ***MEMO***

**TO: Ingham County Commissioners- County Services Committee**  
**FROM: Susan M. C. Pigg, Economic Development Educator**  
**Ingham County Economic Development Corp. / MSU Extension**  
**DATE: January 26, 2009**  
**RE: LEAP membership and Ingham Economic Development**

Over a year ago, when the County was invited to join the new Lansing Economic Area Partnership (LEAP), I was asked to comment. I spoke in support of joining the new regional effort and I promised to tell you after a year whether LEAP was beneficial to the county. So, as promised, my assessment is that LEAP has been helpful to Ingham County's economic development program this year. They did not replace or duplicate the work that I do for the County, but they have enhanced and expanded economic development activities here. You will have seen LEAP's summary of their successes this year. I cannot place a monetary value on the services for comparison with the annual \$35,000 membership fee, but from my view here are some of the valuable products/services LEAP provided to Ingham County over the past year that improved our efforts to create, retain, and expand business investment and jobs.

- LEAP and Ingham County EDC created a functioning 'no wrong door' approach, to retaining existing employers. No matter whom a business calls for help, they get all of the assistance we can collectively provide. The County had a model for business retention visits that LEAP expanded to assist firms region-wide. Visits to firms are coordinated with us and the visit results are shared so there is no duplication of effort and a regional team can assist instead of just one agency.

- LEAP implemented a regional on-line calendar and purchased software (Synchronist) for our use so we can schedule and share the results of retention visits and assure that everyone that has helpful resources. LEAP staff is can schedule and/or attend visits so the number of firm visits will increase.

- LEAP paid for Business Support Professional (BSP) certified training for the Ingham EDC staff and local community staff to increase professional business assistance skills. They have connected with the Capital Area Michigan Works to create a well working 'first alert' team for economic development.

- LEAP staff directly assisted in the efforts to secure the FRIB and to land the recently announced IBM facility location to E. Lansing. They have responded quickly to other site searches as well collecting information from various agencies and providing useful data to prospective businesses. Their staffs commit time and their professional expertise intensely to these projects assuring that new and expanding businesses get comprehensive help quickly.

- LEAP has coordinated and funded promotions of the Lansing area. Efforts including MSU banners linking Lansing, Lansing Township and E. Lansing/MSU; the "What I like about Lansing" campaign; the area's top 50 MSU/Green companies; a video on area businesses, etc. are important to attracting and retaining employers. Their efforts expand and complement our limited efforts to reach out for economic development.



# CITY OF EAST LANSING

The Home of Michigan State University

AGENDA ITEM # 8

January 28, 2009

Ms. Debbie De Leon  
Chairperson  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

**RE: P.A. 328 Personal Property Tax Abatement – IBM**

Dear Ms. De Leon:

The City of East Lansing has scheduled a public hearing for **Tuesday, February 3, 2009** to consider a Personal Property tax exemption for International Business Machines Corporation at 600 Crescent Road, East Lansing, MI 48823. Per the requirements of Public Act 328 of 1998, as amended, each taxing jurisdiction affected must be notified. The official public notice is enclosed and provides additional details on time and location.

International Business Machines is proposing to establish a Global Delivery Center with the potential for up to 1,500 jobs. The proposed tax exemption would be for 100% of the value of the personal property for a five-year period. The exemption DOES NOT include real property.

The East Lansing City Council welcomes your comments on the proposed tax exemption.

If you have any questions, please Tim Dempsey, Community and Economic Development Administrator at 319-6864 or [tdempsey@cityofeastlansing.com](mailto:tdempsey@cityofeastlansing.com).

Sincerely,

Nicole Evans  
City Clerk

Encl. 1

**RECEIVED**

**JAN 29 2009**

410 Abbott Road  
East Lansing, MI 48823

(517) 337-1731  
Fax (517) 337-1559  
[www.cityofeastlansing.com](http://www.cityofeastlansing.com)

**NOTICE OF PUBLIC HEARING**  
**The City of East Lansing in the Counties of Ingham and Clinton**

Notice is hereby given that a public hearing shall be held by the Council of the City of East Lansing on Tuesday, February 3, 2009 at 7:30 p.m. in City Hall, Courtroom 2, 101 Linden Street, East Lansing, MI 48823. The hearing will be held to consider comment on an application for exemption of new personal property tax for International Business Machines Corporation at 600 Crescent Road, East Lansing, MI pursuant to Public Act 328, 1998, as amended, of the Public Acts of the State of Michigan.

Contact the Department of Planning and Community Development, East Lansing City Hall, 410 Abbot Road, East Lansing, for additional information, (517) 319-6930. All interested persons will be given an opportunity to be heard.

The City of East Lansing will provide reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities upon request received by the City seven (7) calendar days prior to the meeting. Individuals with disabilities requiring aids or services should write or call the Department of Human Resources, 410 Abbot Road, East Lansing, MI 48823. Phone: (517) 319-6854. TDD Number: (1/800-649-3777).

Nicole Evans  
City Clerk

Dated: January 28, 2009  
East Lansing, MI 48823