

CHAIRPERSON
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COUNTY SERVICES COMMITTEE
VICTOR CELENTINO, CHAIR
EMILY STIVERS
MARK GREBNER
RYAN SEBOLT
CAROL KOENIG
RANDY MAIVILLE
ROBIN NAEYAERT

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, JUNE 4, 2019 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 [May 21, 2019](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Potter Park Zoo Board – Interviews
2. Clerk's Office – Resolution to Authorize a Two-Year Extension to the Contract with the State of Michigan Department of Health and Human Services (MDHHS) for the Access and Use of the Michigan Centralized Birth Certification System ([MiCBCS](#))
3. Potter Park Zoo
 - a. Resolution to Accept an [Ultrasound Donation](#) from the Potter Park Zoological Society
 - b. Resolution to Authorize the [Reorganization](#) of Potter Park Zoo
4. Road Department
 - a. Resolution to Authorize the Reorganization of the Road Department
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
5. Human Resources Department
 - a. Resolution to Approve Letter of Understanding with the CCLP Supervisory Officers Unit Regarding Adjustment of the 2018 Base Salary Schedule for the Position of [Captain](#)
 - b. Resolution to [Amend Resolution #19-173](#)
 - c. Retroactive Job Reclassification Process (*Discussion*)
6. Controller's Office – Ingham County [Strategic Plan Update](#) (*Discussion*)

7. Board of Commissioners Office
 - a. Resolution Revising the [Board Rules](#)
 - b. Resolution [Rescinding Resolution #06-292](#) Requiring Certain Advisory Boards, Commissions, and Committees that Evaluate Employees to Submit the Evaluations to the Ingham County Board of Commissioners
 - c. Resolution [Reaffirming Resolution #06-115](#) to Establish a Policy on the County Orientation of County Appointees to Certain Boards, Commissions, and Committees
 - d. Resolution Establishing an [Interview Process](#) for Making Appointments to Advisory Boards/Commissions
 - e. Resolution Supporting the Ingham County Cultural Diversity Committee's First Annual Ingham County's [Unity in the Community](#)

Announcements

Public Comment

Adjournment

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

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

COUNTY SERVICES COMMITTEE

May 21, 2019

Draft Minutes

Members Present: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt and Stivers.

Members Absent: None

Others Present: Bill Conklin, Cynthia Wagner, Debbie Edokpolo, Matt Njordford, Rick Terrill, Melissa Buzzard, Tim Morgan, Sue Graham, Becky Bennett, Tim Dolehanty, Beth Foster and others.

The meeting was called to order by Chairperson Celentino at 6:04 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 7, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE MAY 7, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Additional Information –

2. Treasurer's Office – Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2019 Note

Limited Public Comment

None.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. Treasurer's Office – Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2019 Note
3. Health Department
 - a. Resolution to Amend Resolution #19-194
 - b. Resolution to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health
4. Parks Department – Resolution to Authorize the Account Clerk, Parks Part-Time Position to be Converted to a Full Time Position

5. Potter Park Zoo
 - a. Resolution to Authorize a Purchase Order to Radtech X-Ray
 - b. Resolution to Authorize an Agreement with the City of Lansing for the Storm Water Quality Study at Potter Park Zoo
6. Facilities Department
 - a. Resolution to Authorize an Agreement with LJ Trumble Builders, LLC. for Improvements to the Four Horse Barns at the Fair Grounds
 - b. Resolution to Authorize a Contract Renewal with RNA Facilities Management for Janitorial Services at Several County Facilities
 - c. Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities
7. Road Department
 - a. Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan for Bid Packet #81-19
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
8. Human Resources Department
 - b. Resolution to Adopt a Letter of Understanding between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 for On-Call Clinical Mental Health Services
9. Board of Commissioners Office
 - a. Resolution Recognizing Zoe McClintic as the Third Place Winner of the 2019 Ingham County Women's Commission Dorice Carlice Essay Contest
 - b. Resolution Recognizing Olivia Kinney as the Second Place Winner of the 2019 Ingham County Women's Commission Dorice Carlice Essay Contest
 - c. Resolution Recognizing Camille Shuster as the First Place Winner of the 2019 Ingham County Women's Commission Dorice Carlice Essay Contest
 - d. Resolution to Recognize May 30 - June 5, 2019 as "Our Homes, Our Voices" National Housing Week of Action in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Women's Commission – Interviews

Emily Pasman interview for the Women's Commission.

Lauren Lahie interviewed for the Women's Commission.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO APPOINT EMILY PASMAN AND LAUREN LAHIE TO THE WOMEN’S COMMISSION.

Commissioner Stivers asked what the policy was for the candidates who did not show up for the interview.

Becky Bennett, Board of Commissioners Director, stated that neither candidate called to say they were unable to make it.

Commissioner Naeyaert stated that both Ms. Pasman and Ms. Lahie put the time and effort into showing for the Committee and should receive the appointments.

Commissioner Grebner stated that he wanted to note that it was not unknown to have vacancies mid-year, and that perhaps the no-show candidates could interview at that time.

Commissioner Stivers stated that both no-show candidates had shown up to Women’s Commission meetings, even though they were not required to, and that was why she was so hesitant to rule them out.

THE MOTION CARRIED. **Yeas:** Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt
Nays: None **Absent:** None **Abstain:** Stivers

Commissioner Grebner stated that Ms. Bennett should follow up with the no-shows and see if they were still interested.

Commissioner Naeyaert stated that handling candidates who were no-shows for interviews was discussed during the Rules and Appointments Subcommittee and that was why she went this route.

Chairperson Celentino congratulated and thanked both candidates.

5. Potter Park Zoo
c. Zoo Reorganization (*Discussion*)

Cynthia Wagner, Zoo Director, gave an overview of the Zoo Reorganization.

Commissioner Grebner asked if is the term “registrar,” was zoo-related.

Ms. Wagner stated that “registrar,” was a zoo term.

Commissioner Grebner stated that he liked the memorandum showing that the reorganization was cost neutral.

Chairperson Celentino stated that the resolution would be before the Committee during the next round of meetings.

7. Road Department

- c. Engineering Division Reorganization [*Discussion (NOTE: An in-depth discussion will occur at the Roadways Subcommittee meeting at 5:30. The Roadways Subcommittee will report their recommendation at the County Services Committee meeting.)*]

Bill Conklin, Roads Director, gave an overview of the Engineering Division Reorganization.

Commissioner Sebolt gave a disclosure that OPEIU works closely with his daytime employer but he sees no benefit from that relationship.

Commissioner Sebolt stated that the Engineering Division Reorganization would make hiring easier for the Road Department and that the union was fine with the changes. He further stated that the cost came out of a road dedicated fund and ultimately the reorganization would save the County money and time by bringing the positions in-house.

Commissioner Sebolt stated that the Roadways Subcommittee recommended that the County Services Committee vote to move forward with the Engineering Division Reorganization.

Chairperson Celentino stated that there would be a resolution before the Committee at the June 4, 2019 meeting.

8. Human Resources Department

- a. Resolution to Approve Amendments to the 2019 Managerial and Confidential Employee Personnel Manual

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Koenig stated that there she was confused about why weekend and holiday pay for the Public Defenders Office and changing the annual accrual cap on vacation time for Managerial and Confidential Employees, were hidden in here. She asked who was on the steering committee for Managerial and Confidential employees.

Ms. Bennett listed the names of the Steering Committee members, including herself and Debbie Edokpolo, who was also present.

Commissioner Koenig asked what the benefit was in having an additional 450 hours versus 380 hours.

Becky Bennett, Board of Commissioners Director, stated that because some of the employees affected were at the maximum accrual and did not want to lose any more hours.

Commissioner Koenig stated that that meant they were not using their vacation time.

Ms. Bennett stated that it meant they used it when they could, but then they accrued more.

Commissioner Koenig asked how many people had reached the cap.

Ms. Bennett stated that at the time of the meeting there were five employees who had reached the cap.

Commissioner Koenig asked what departments those employees were in.

Ms. Bennett stated that they was one person each from the Board of Commissioners, Purchasing and Health Departments, but she was not sure where the other two were from.

Commissioner Koenig asked who the comment was referring to that mentioned that the vacation accrual cap had been increased for a bargaining unit whose members had reached the maximum cap and expected difficulty using the time already accrued.

Debbie Edokpolo, Deputy Health Officer, stated that was the Sheriff's Office.

Commissioner Koenig asked if that was the 9-1-1 Center.

Ms. Bennett stated that it was Corrections.

Discussion.

Commissioner Koenig stated that she understood why some people could not use vacation time if they were in 24-hour operations. She stated that she thought from a Human Resources point of view that they would want people taking their vacation time asked why a policy would encourage employees to continue to accrue vacation time.

Commissioner Koenig stated that it was a bad policy consideration for her.

Ms. Edokpolo stated that she has been with the County for 30 years and that she oversaw a Department where taking vacation was not always possible. She further stated that she has had to step in and take over responsibilities for people who had left, which also made it hard to take time off.

Commissioner Koenig asked how this policy helped.

Ms. Edokpolo stated that it allowed her to continue to accrue time, while she worked through personnel issues, until she was able to take time.

Commissioner Koenig asked why the County did not just make the accrual of vacation time unlimited.

Ms. Edokpolo stated that she would happily accept accruing unlimited vacation time, but that was not an option.

Ms. Bennett stated that she worked in a small office with constant deadlines and it was not always feasible to take vacation time. She further stated that by being allowed to accrue more time, she would not lose what she had earned.

Commissioner Koenig asked Ms. Bennett if she was going to use 450 hours.

Ms. Bennett stated that she would not be using 450 hours, but she had already lost hundreds of hours over the years and did not want to lose more.

Discussion.

Ms. Bennett stated that some employees had people who could step in and cover for them while they took vacation, while others like herself and Ms. Edokpolo were in smaller offices or situations where that was not an option and they had to wait until they could take time. She further stated that this option prevented them from losing time.

Commissioner Koenig asked when she would use the time.

Ms. Bennett stated that she planned to take some time in July.

Commissioner Koenig stated that she was not going to take 380 hours though.

Discussion.

Commissioner Naeyaert stated that she knew it was hard to understand, the time was still worked for and earned even if the employee could not use it all. She further stated that the time was available because you never know what might come up down the road.

Commissioner Sebolt stated that to build up this many hours, obviously these were employees who have been with the County for a while. He further stated, giving Ms. Bennett as an example, that when she took her vacation in July she would dip down below her cap on what she would be able to cash out and having that flexibility in between would prevent that from happening.

Commissioner Koenig asked why not make vacation accrual unlimited.

Commissioner Grebner stated that it was not about the person taking all the time at once but rather receiving what they had earned and cashing out whatever was left when they retired.

Commissioner Stivers stated that she felt that employees that have earned the time should be able to keep it.

Discussion.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. STIVERS TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual as amended will be effective ~~January 1, 2019~~ **upon approval by the Board of Commissioners** and shall expire on December 31, 2019.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

8. Human Resources Department

- c. Extending Eligibility to Receive Donated Leave Time under the Sick Leave Donation Policy to Probationary Employees (*Discussion, to include closed session for consideration of a written legal opinion with the County Attorney*)

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, AT 6:55 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR CONSIDERATION OF A WRITTEN LEGAL OPINION WITH THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. GREBNER SUPPORTED BY COMM. SEBOLT, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:17 P.M.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Stivers thanked the Committee for recognizing all the Women's Commission Essay Winners and also for passing the Resolution to Recognize May 30 - June 5, 2019 as "Our Homes, Our Voices" National Housing Week of Action in Ingham County.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:19 p.m.

JUNE 4, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. Potter Park Zoo Board – Interviews

Candidates for appointment to the Potter Park Zoo Board will be present to answer questions from County Services Committee members. The Board meets in the Safari Room at Potter Park Zoo on the second Wednesday of each month at 6:00 p.m. Members are appointed to three-year terms.

The Potter Park Zoo Board is responsible for reviewing Zoo operations, providing advice and recommendations to interested parties, including preparation of annual operations and capital improvements budgets and the development of Zoo policies and procedures.

2. County Clerk – Resolution to Authorize a Two-Year Extension to the Contract with the State of Michigan Department of Health and Human Services (MDHHS) for the Access and Use of the Michigan Centralized Birth Certification System (MiCBCS)

On September 27, 2016 the Board of Commissioners approved Resolution #16-387 to authorize a three-year contract with the Michigan Department of Health and Human Services (MDHHS) granting access to the Michigan Centralized Birth Certificate System (MiCBCS). Access to MiCBCS allows the County Clerk's office to quickly verify and provide quality certified copies of birth records for persons born in Ingham County. The Clerk's Office proposes to extend the contract with MDHHS for two years through September 30, 2021. Fees collected and remitted to MDHHS are as follows:

- Non-State-only records are \$4 for the first copy and \$1 for each additional copy
- State-only records are \$34 for the first copy and \$16 for each additional copy
- State-only senior citizen records are \$14 for the first copy and \$16 for each additional copy

The fee that the Ingham County Clerk collects and remits to the General Fund is \$10 per transaction.

3a. Potter Park Zoo – Resolution to Accept an Ultrasound Donation from the Potter Park Zoological Society

The Potter Park Zoo Veterinarian identified the need for a new ultrasound machine to provide significant improvement in the monitoring of animal health through higher quality images. The need became more urgent with the confirmed pregnancy of the Zoo's endangered black rhino. An anonymous donor offered to fund an ultrasound machine for the Potter Park Zoo animal health department through the Potter Park Zoological Society. The new ultrasound machine has a value of \$35,000. The ultrasound machine currently used at the Zoo will be made available to the Animal Control Department. A draft resolution to accept donation of the new ultrasound machine is provided.

3b. Potter Park Zoo – Resolution to Authorize the Reorganization of Potter Park Zoo

Potter Park Zoo Director Cynthia Wagner met with the County Services Committee on May 21 to present and discuss a reorganization proposal. The Reorganization Procedure Policy requires that Department submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Consistent with the Policy, a resolution to adopt the reorganization proposal is provided for consideration.

4a. Road Department – Resolution to Authorize the Reorganization of the Road Department

Road Department Director William Conklin met with the County Services Committee on May 21 to present and discuss a reorganization proposal. The Reorganization Procedure Policy requires that Department submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Consistent with the Policy, a resolution to adopt the reorganization proposal is provided for consideration.

4b. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes one project (see attachment for permit list).

5a. Human Resources Department – Resolution to Approve Letter of Understanding with the CCLP Supervisory Officers Unit Regarding Adjustment of the 2018 Base Salary Schedule for the Position of Captain

On March 12, 2019 the Board of Commissioners approved Resolution #19-085 to approve a collective bargaining agreement with CCLP Supervisory Officers Unit through December 31, 2020. During negotiations for this Agreement, the parties mutually agreed to add \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018. This arrangement was inadvertently omitted from the draft document as ratified by the parties. A resolution is proposed to approve a Letter of Agreement with the CCLP Supervisory Officers Unit to add \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018.

5b. Human Resources Department – Resolution to Amend Resolution #19-173

On April 30, 2019 the Board of Commissioners approved Resolution #19-173 to adopt the Occupational Illness and Injury Reporting Policy. This Policy provides guidance for employees, supervisors, and department heads regarding workplace illnesses and injuries. Policy referrals to the Sparrow CARES employee assistance program (EAP) must now be removed from the policy as the CARES program was recently discontinued. A draft resolution amending the policy to describe the Ingham County EAP in generic terms is provided for consideration by the Board of Commissioners.

5c. Human Resources Department – Retroactive Job Reclassification Process (Discussion)

The Human Resources Director will be present to discuss retroactive pay as applied to job reclassifications approved by the Board of Commissioners. The Director will also be prepare to discuss the full reclassification process.

6. Controller's Office – *Ingham County Strategic Plan Update* (Discussion)

Key Action Plan implementation tasks related to the County Services Committee are provided for consideration and discussion. Tasks that have been completed are shaded. The Board Chair has asked that liaison committees discuss adding, deleting, or changing key implementation tasks in order to keep the plan up to date. A summary of the Ingham County Strategic Plan is also included.

7a. Board of Commissioners Office – *Resolution Revising Board Rules*

The Board Rules/Appointments Subcommittee appointed to review the Board Rules, Ethics Policy and procedures and policies has recommended changes to standing Board Rules. A resolution is offered to accept the changes as proposed.

7b. Board of Commissioners Office – *Resolution Rescinding Resolution #06-292 Requiring Certain Advisory Boards, Commissions and Committees that Evaluate Employees to Submit the Evaluations to the Ingham County Board of Commissioners*

On November 14, 2006 the Board of Commissioners approved Resolution #06-292 to require that certain advisory boards and commissions evaluate employees and to submit the evaluations to the Board of Commissioners. A resolution is offered to rescind Resolution #06-292 recognizing that restructuring and changes in oversight of certain positions within the County make provisions of Resolution #06-292 obsolete.

7c. Board of Commissioners Office – *Resolution Reaffirming Resolution #06-115 to Establish a Policy on the County Orientation of County Appointees to Certain Boards, Commissions and Committees*

On May 9, 2006 the Board of Commissioners approved Resolution #06-115 to establish a policy on the County orientation of County appointees to certain boards, commissions and committees. A resolution is offered to reaffirm Board commitment to this policy and direct that all current and future Ingham County appointees to advisory boards, commissions and committees receive copies of the County ethics policy, social media and attendance policies.

7c. Board of Commissioners Office – *Resolution Establishing an Interview Process for Making Appointments to Advisory Boards/Commissions*

A resolution is offered to establish an interview process whereby applicants for appointment to advisory boards and commissions are interviewed on an individual basis and asked a series of standardized questions, subject to follow-up questions if necessary. Under the proposed process liaison committee members would be free to ask additional questions, and the liaison committee chair could waive the process in cases where it has been determined by the Committee that it is not necessary to interview the applicants individually.

7e. Board of Commissioners Office – *Resolution Supporting the Ingham County Cultural and Diversity Committee's First Annual Ingham County's Unity in the Community*

A resolution of congratulations is offered to recognize the Ingham County Cultural Diversity Committee on its successful 2019 Diversity Luncheon and in support of the first annual "Ingham County's Unity in the Community" event.

Agenda Item 2

TO: Ingham County Board of Commissioners

FROM: Ryan J. Buck, JD
Chief Deputy County Clerk

DATE: May 9, 2019

SUBJECT: Resolution to Authorize a Two-Year Extension to the Contract with the State of Michigan Department Of Health And Human Services (MDHHS) for the Access and Use of the Michigan Centralized Birth Certification System (MiCBCS)

BACKGROUND

Since 2016, the Ingham County Clerk's Office has utilized the MiCBCS to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County. While the Ingham County Clerk is the local registrar of vital records, the MDHHS Office of Vital Records serves as the state registrar of vital records and therefore, holds many records that Ingham County residents desire to purchase.

The original contract expires after September 30, 2019.

The attached resolution proposes to extend the contract for two years and sets the expiration date as September 30, 2021.

FINANCIAL IMPACT

There is no fee that Ingham County pays to MDHHS to access the MiCBCS. Rather, when a certified copy of a birth record is purchased utilizing the MiCBCS, the customer pays a fee that is split between MDHHS and Ingham County's General Fund.

Fees collected and remitted to MDHHS are as follows:

- Non-State-only records are \$4 for the first copy and \$1 for each additional copy;
- State-only records are \$34 for the first copy and \$16 for each additional copy; and
- State-only senior citizen records are \$14 for the first copy and \$16 for each additional copy; and

The fee that the Ingham County Clerk collects and remits to the General Fund is \$10 per transaction (i.e., the fee is \$10 irrespective of the number and type of certified copies sold).

The fees are authorized by Resolutions #16-387 and #17-21.

RECOMMENDATION

I respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TWO-YEAR EXTENSION TO THE CONTRACT WITH
THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES
(MDHHS) FOR THE ACCESS AND USE OF THE MICHIGAN CENTRALIZED
BIRTH CERTIFICATION SYSTEM (MiCBCS)**

WHEREAS, Resolution #16-387 authorized Ingham County, in conjunction with the Ingham County Clerk, to contract with MDHHS for access to the MiCBCS, which is utilized to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, there are fees collected from customers for the service and remitted to MDHHS for access of the MiCBCS, and they are as follows:

- non-state-only records are \$4 for the first copy and \$1 for each additional copy;
- state-only records are \$34 for the first copy and \$16 for each additional copy; and
- state-only senior citizen records are \$14 for the first copy and \$16 for each additional copy; and

WHEREAS, pursuant to Resolution #17-21, the Ingham County Clerk collects \$10.00 per transaction for records issued from the MiCBCS irrespective of the number of certified copies processed and remits said funds to the General Fund; and

WHEREAS, the contract authorized by Resolution #16-387 expires after September 30, 2019; and

WHEREAS, the Ingham County Clerk desires to extend this contract for two more years (extension period: October 1, 2019 – September 30, 2021) in order to continue offering the highest level of customer service to Ingham County residents.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, in conjunction with the Ingham County Clerk, hereby authorizes a two-year extension to the contract with the MDHHS for access to and usage of the MiCBCS.

BE IT FURTHER RESOLVED, that the two-year extension shall run October 1, 2019 to September 30, 2021.

BE IT FURTHER RESOLVED, that Resolutions #16-387 and #17-21 otherwise remain in effect.

BE IT FURTHER RESOLVED, that the applicable MiCBCS fees to be collected and remitted to the MDHHS shall not exceed \$10,000 per year.

BE IT FURTHER RESOLVED, that the County Clerk is hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 3a

TO: Board of Commissioners County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: May 20, 2019
SUBJECT: Resolution authorizing acceptance of an ultrasound donation from the Potter Park Zoological Society
For the meeting agendas of June 4 & June 5, 2019

BACKGROUND

The Potter Park Zoological Society is a private, 501c (3) nonprofit fundraising organization that supports Potter Park Zoo. The Zoological Society's mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events, and fundraising. Local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society.

The Potter Park Zoo Veterinarian identified the need for a new ultrasound machine that will provide significant improvement in the monitoring of animal health through higher quality images. The need became more urgent with the confirmed pregnancy of the Zoo's endangered black rhino.

An anonymous donor has offered to fund an ultrasound machine for the Potter Park Zoo animal health department through the Potter Park Zoological Society.

ALTERNATIVES

The primary alternative is to continue using the current ultrasound machine.

FINANCIAL IMPACT

The new ultrasound has a value of \$35,000—allowing Potter Park Zoo to use monies that would have otherwise been spent on this piece of medical equipment for other improvements.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS

Ingham County Animal Control will be able to utilize the current Zoo ultrasound.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the ultrasound donation from the Potter Park Zoological Society.

LOGIQ™ V2 Vet

Accelerated Performance



Accelerated Performance

GE's new Vision series comes to life for veterinary use in the LOGIQ® V2 Vet. A new compact ultrasound system designed to deliver Simple, Fast and Precise imaging performance.

SIMPLE

With its compact design featuring a large 15" LCD display and standard battery back-up, the LOGIQ® V2 Vet fits into small spaces and is ready for big demands.

- New intuitive user interface.
- **Onboard Help** with interactive access to tutorials on settings, operation, connectivity and the user manual.
- **Scanning modes include:** B-Mode, M-Mode and Pulsed Wave Doppler, 1 Color Doppler.
- **Scan Coach®** - Innovative scan plane reference tool that displays reference images, animations, and schematics during live scanning.

FAST

A group of innovative technologies help practitioners obtain diagnosis fast.

- **CrossXBeam™** enhances the ability to visualize tissue interfaces and differentiate borders.
- **SRI-HD Speckle Reduction Imaging** reduces noise for enhanced tissue detail.
- **Coded Harmonic Imaging** improves resolution at depths for a confident diagnosis.
- **Auto Optimization** enhances B-Mode images to help improve contrast resolution at the touch of a button.

Features

- 15" High-Resolution Monitor
- CrossXBeam
- Speckle Reduction (SRI-HD)
- Coded Harmonic Imaging
- LOGIQ™ View
- Needle Recognition Technology
- DICOM Software
- 1 Button Auto Optimization
- TruScan Raw Data Imaging



PRECISE

A set of purchasable software options support additional needs.

- **LOGIQ View®** gives you representation of long anatomical structures that might not be seen in a single image.
- **Needle Recognition:** The LOGIQ® V2 Vet uses two modes of ultrasound to optimize ultrasound-guided procedures; one optimized for tissue and one for metal.
- **Easy 3D® (Free hand)**
- **Anatomical M-Mode®**
- *The system purchase includes a one-year standard GE Healthcare warranty.*

Precision Tools Deliver Confidence

The LOGIQ® V2 Vet incorporates compound imaging tools that deliver crisp, clear images to help give you precision and confidence.

TruScan Raw Data Imaging allows a user to add clinical information after an exam is finalized. Adjust and re-measure many exam parameters and controls after the exam today or during follow up exams, years to come.



Duodenum



K9 Spleen



Echocardiogram



Small Bowel and Lymph Nodes

Options available at an additional cost

Learn more about Sound® ultrasound products and download free ultrasound resources at soundvet.com



Authorized Distributor
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About Sound

Sound® is the veterinary industry's #1 Digital Imaging and PACS Company, with uncontested leadership positions in Ultrasound, Digital Radiography, Imaging Education, and PACS Solutions.

About GE Healthcare

Extraordinary images. Specialized systems. Innovative solutions. Every GE Healthcare ultrasound system is designed with you, your specialty, and your patients in mind. You're devoted to providing the best patient care. We're committed to providing technologies to help you excel every day.

Why Sound?

- The veterinarian's imaging choice over 10,000 times.
- Pioneer, innovator and leader in veterinary digital radiography.
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Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT AN ULTRASOUND DONATION FROM THE POTTER PARK
ZOOLOGICAL SOCIETY**

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoo Veterinarian identified the need for a specialized ultrasound machine that will provide significant improvement in the monitoring of animal health through high quality images; and

WHEREAS, an anonymous donor has offered to fund a new ultrasound machine for the Potter Park Zoo animal health department through the Potter Park Zoological Society; and

WHEREAS, Ingham County Animal Control will be able to utilize the current Zoo ultrasound; and

WHEREAS, the new ultrasound is valued at \$35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the ultrasound donation from the Potter Park Zoological Society valued at \$35,000.

Agenda Item 3b

TO: Board of Commissioners, County Services Committee
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: May 7, 2019
SUBJECT: Zoo Reorganization
For the meeting agenda of May 21, 2019

BACKGROUND

The Zoo Registrar position became vacant in 2018 which allowed opportunity for review of the Potter Park Zoo organization chart. As an accredited member of the Association of Zoos and Aquariums (AZA) we are required to maintain or exceed the standards set forth by the association. In 2018 the AZA animal welfare standards were substantially expanded to require a set process for evaluating the welfare of each animal in our care. This extensive process necessitates a staff member be responsible for overseeing the welfare process including: documentation, evaluation, and continued improvement. The proposed new Animal Programs Manager position will be responsible for ensuring the welfare program exceeds AZA standards.

The Registrar position has historically been responsible for animal records, payroll, accounts payable, and accounts receivable. The proposed reorganization would split those duties between two positions, the Animal Programs Manager and the part-time Account Clerk. The Animal Care Supervisor will supervise all non-medical animal care staff.

ALTERNATIVES

The Registrar position could be filled as written and the full-time positions could remain as written. However, this structure does not allow for effective oversight of the Zoo's welfare program.

FINANCIAL IMPACT

The budget office wage projections show at Step 8 there is a savings of \$8,088.

Eliminated Positions	F/T Step 8	Seasonal	New Positions	F/T Step 8	P/T Step 8
General Curator	\$116,134		Animal Care Supervisor	\$118,608	
Registrar	\$77,008		Animal Programs Manager	\$118,608	
Head Keeper	\$89,833		(2) Zookeeper 400	\$155,252	
Account Clerk		\$12,000	Part-time Account Clerk		\$37,038
Conservation Assistant		\$20,553			
(8) Keeper Aides		\$122,066			
TOTAL	\$437,594		TOTAL	\$429,506	

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Maintaining and improving existing parkland, facilities, and features, specifically section A.1 (f) of the Ingham County Action Plan.

OTHER CONSIDERATIONS

This reorganization takes into consideration budgetary constraints, as well as the most critical needs of the Potter Park Zoo animal care and accounting departments. The Zookeeper 400 and 500 job descriptions were updated to reflect the proposed new supervisor titles and focus on animal welfare. The Teamster and UAW Zoo Unions are in support of the proposed reorganization and job description updates.

RECOMMENDATION

Based on the information presented, I respectfully recommend support of the proposed reorganization of Potter Park Zoo.

TO: Cynthia Wagner, Director of Potter Park Zoo

FROM: Beth Bliesener, Human Resources Specialist

DATE: April 25, 2019

RE: Memo of Analysis for Re-organization

Human Resources can confirm the following information regarding the re-organization for Potter Park Zoo:

1. Human Resources has created a new position titled Account Clerk, Potter Park Zoo. The position will reside in the Zoo UAW Local 2256 unit. The position will be compensated at the Zookeeper Trainee scale. The position will be a part-time position.
2. Human Resources has updated the job descriptions for Zookeeper 400 and Zookeeper 500 to reflect the duties of the position. The salaries would remain the same. The Zoo will add two Zookeeper 400 positions.
3. Human Resources has created a new position titled Animal Care Supervisor. The position will reside in the Zoo Teamster Unit. The position will be compensated at the Zoo Curator/Vet Salary scale.
4. Potter Park Zoo will convert position number 692024 Curator to a newly created position titled Animal Program Manager. The salary would remain the same as the Zoo Curator/Vet salary scale in the Zoo Teamster unit.
5. Lastly, Potter Park Zoo will be eliminating two positions, Zoo Keeper 600 (the person will be moving to the Animal Care Supervisor position) and Zoo Registrar (currently vacant).

I have sent the Zoo UAW and Zoo Teamsters notices regarding the above positions. Both units support all of the changes, eliminations and additions. I have attached their responses. I have also attached all the job descriptions.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed re-organization. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

From: [Hensley, Kyle](#)
To: [Bliesener, Elisabeth](#)
Cc: [Wagner, Cynthia](#)
Subject: Re: Zoo Re-Organization
Date: Friday, April 26, 2019 7:17:03 AM

The Union supports the Re-Organization

Kyle Hensley
UAW 2256 Zoo Unit Chair

On Apr 25, 2019, at 12:06 PM, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Good Afternoon Kyle,
Back on December 3, 2018 we had a meeting to discuss the possibility of a re-organization for the Zoo. At the time both the UAW Zoo and the Zoo Teamster Union were on-board with the proposed changes. The Zoo would like to propose the following re-organization:

The re-organization would consist of the following:

1. Human Resources has created a new position titled Account Clerk, Potter Park Zoo. The position will reside in the Zoo UAW Local 2256 unit. The position will be compensated at the Zookeeper Trainee scale. The position will be a part-time position.
2. Human Resources has updated the job descriptions for Zookeeper 400 and Zookeeper 500 to reflect the duties of the position. The salaries would remain the same. The Zoo will add two Zookeeper 400 positions.
3. Human Resources has created a new position titled Animal Care Supervisor. The position will reside in the Zoo Teamster Unit. The position will be compensated at the Zoo Curator/Vet Salary scale.
4. Potter Park Zoo will convert position number 692024 Curator to a newly created position titled Animal Program Manager. The salary would remain the same as the Zoo Curator/Vet salary scale in the Zoo Teamster unit.
5. Lastly, Potter Park Zoo will be eliminating two positions, Zoo Keeper 600 (the person will be moving to the Animal Care Supervisor position) and Zoo Registrar (currently vacant).

Does the Zoo UAW Local 2256 support the Zoo's Re-organization? If you have any questions or concerns and need to meet with either Cindy or I please let us know.

Thank-you,
Beth

Beth Bliesener
Ingham County
Human Resources Department
Human Resources Specialist
517-887-4375

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From: [Davidek, Tom](#)
To: [Wagner, Cynthia](#)
Cc: [Bliesener, Elisabeth](#)
Subject: Zoo Re-org
Date: Tuesday, February 12, 2019 6:07:13 PM

I spoke with Reno Misfud (Teamster Representative) today and Teamsters local 243 has no problem with the re-org plan for the Zoo. I also agree with you moving forward with this. When all is finalized, new titles represented by Teamsters 243 will be given membership forms. I hope this is all you need to move forward. Thanks

Animal Programs Manager and Animal Care Supervisor

	Step 1	Step 7
Salary	58,740	78,944
1000 FICA	4,494	6,039
2700 DENTAL	936	936
2710 VISION	132	132
2820 PHP MED	15,067	15,067
7195 MERS0192>7	5,445	7,318
8940 DISABIL 30	76	103
8951 UNEMPLOYMT	294	395
8940 LIABILITY	873	1,174
8952 RTEE CHG B	3,447	3,447
8953 SEPARATE	1,028	1,382
8955 RET/HLTH/T	2,643	3,552
8960 CARES (EAP	33	33
8966 LIFE	86	86
Total	93,294	118,608

Zookeeper 400

	Step 1	Step 8
Salary	36,921	46,234
1000 FICA	2,824	3,537
2700 DENTAL	936	936
2710 VISION	132	132
2820 PHP MED	15,067	15,067
7195 MERS0192>7	3,423	4,286
8940 DISABIL 30	48	60
8951 UNEMPLOYMT	185	231
8940 LIABILITY	549	687
8952 RTEE CHG B	3,447	3,447
8953 SEPARATE	646	809
8955 RET/HLTH/T	1,661	2,081
8960 CARES (EAP	33	33
8966 LIFE	86	86
Total	65,958	77,626

Part Time Account Clerk

	Step 1	Step 8
Salary	16,771	21,628
FICA	1,283	1,655
DENTAL	0	0
VISION	0	0
PHP MED	6,489	6,489
MERS0192>7	1,555	2,005
DISABIL 30	0	0
UNEMPLOYMT	84	108
LIABILITY	249	322
RTEE CHG B	3,447	3,447
SEPARATE	293	378
RET/HLTH/T	755	973
CARES (EAP	33	33
LIFE	0	0
Total	30,960	37,038

Zoo Keeper 600 #692004

	Step 1	Step 8
Salary	43,555	52,791
1000 FICA	3,332	4,039
2700 DENTAL	936	936
2710 VISION	132	132
2820 PHP MED	19,876	19,876
7195 MERS0192>7	4,038	4,894
8940 DISABIL 30	57	69
8951 UNEMPLOYMT	218	264
8952 RTEE CHG B	3,447	3,447
8953 SEPARATE	762	924
8955 RET/HLTH/T	1,960	2,376
8966 LIFE	86	86
Total	78,399	89,833

Zoo Registrar #692014

	Step 1	Step 7
	39,343	49,782
1000 FICA	3,010	3,808
2700 DENTAL	936	936
2710 VISION	132	132
2820 PHP MED	16,746	16,746
7297 MERS8000>4	3,647	4,615
7397 MERS8000>4	393	498
8941 DISABIL 60	51	65
8951 UNEMPLOYMT	197	249
8960 CARES (EAP	33	33
8986 LIFE	144	144
Total	64,633	77,008

General Curator #692024

	Step 1	Step 7
	64,018	86,163
FICA	4,897	6,591
1000 DENTAL	936	936
2700 VISION	132	132
2710 PHP MED	7,259	7,259
2820 MERS8000>7	5,934	7,987
7197 DISABIL 30	83	112
8940 UNEMPLOYMT	320	431
8951 SEPARATE	1,120	1,508
8953 ZOO LEGACY	4,929	4,929
8954 LIFE 30K	86	86
8966 Total	89,715	116,134

INGHAM COUNTY
JOB DESCRIPTION

ACCOUNT CLERK - Potter Park Zoo

General Summary:

Under the supervision of the Customer Services Manager and Zoo Director, performs a variety of bookkeeping, accounting, payroll, clerical and administrative support. Coordinates accounts payables. Compiles and analyzes information for the department's accounting activities and budget. Processes payroll and Personnel Action Request forms using a computerized system. Responds to inquiries from employees and the public.

Essential Functions:

1. Coordinates the accounts payable function of the department. Researches and responds to questions regarding payments.
2. Prepares accounts payable for payment by checking the accuracy and propriety of all invoices and verifying that they have been approved by authorized personnel and have adequate support documentation.
3. Processes payroll and Personnel Action Request forms using a computerized system. Reviews and processes time cards and enters data to the County payroll system and handles payroll matters and questions for the office.
4. Processes Procurement-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
5. Performs data entry of invoices, purchase order requisitions, and reports. Initiates various reports from data entry such as budget status and attendance reports.
6. Provides clerical support to staff. Example includes, but not limited to, data entry, proofreading, faxing, copying, processing outgoing mail, distributing incoming mail, maintaining office supplies and equipment and other administrative duties.
7. Assists in maintaining office filing systems. Assists in the scanning, indexing and maintenance of electronic files.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School Diploma or equivalent is required.

Experience: A minimum of 1 year experience in accounting, bookkeeping, finance, or a related field is required.

Other Requirements:

- Skill in preparing and maintaining records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must possess and maintain a valid driver's license.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, kneel, lift, carry, reach, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in standing, walking, twisting, bending, stooping/crouching, squatting, kneeling, lifting, carrying, and reaching.
- This position's physical requirements require continuous stamina in sitting, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Feb 2019
UAW ZOO

Salary Scale: Zookeeper Trainee

INGHAM COUNTY JOB DESCRIPTION

Animal Care Supervisor

General Summary:

Under the supervision of the Zoo Director, responsible for supervising the Animal Care staff who handle the day-to-day animal feeding and care. Collaborates with management on exhibit designs and renovations. Leads the Animal Care Emergency Response Team and helps facilitate drills and other safety protocols in the Animal Care Department. Provides positive guest experience and educates the public at formal talks. Must always strive to exceed best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Oversees the husbandry, enrichment, positive reinforcement training and display of the Zoo's collection. Coordinates the implementation of animal welfare assessments and animal transports with the Animal Programs Manager.

Commented [BE1]: From Curator JD

2. Develops and documents custom training programs and facilitates training for the animal care team. Oversees the placement, training, project and exit interviews for interns each semester.

Commented [BE2]: From Zoo Keeper 600 JD

3. Oversees the hiring, supervision and disciplining of all animal care non-medical personnel. Schedules, assigns and directs all non-medical personnel involved in the of the animal collection. Coordinates medical care with the Veterinarian and on-call veterinarian of new, sick or injured animals.

Commented [BE3]: From Curator JD

4. Provides work direction to other animal care employees such as zookeeper 400's, 500's, keeper aids, temporary employees, seasonal interns, volunteers and teen keepers verbally and/or in writing.
5. Assists the Animal Programs Manager with the maintenance of all non-medical animal related records including welfare assessments and assures completion of all daily animal reports.
6. Oversees the design and maintenance of animal care exhibits, grounds and facilities.
7. Leads the Animal Care Emergency Response Team. Coordinates and assists in emergency situations including drills.
8. Leads and serves on committees as assigned by the Zoo Director. Leads meetings with non-medical animal care staff including

Commented [BE4]: From Zoo Keeper 600 JD

400's, 500's, and temporary employees.

9. Provides input to the Animal Program Manager during budget process and participates in the development and implementation of the Zoo's Institution Collection Plan.
10. Maintains equipment and food supply inventory. Orders, stocks and maintains supplies. Screens, selects and place orders with vendors based on suitable quality, available quantity and price. Checks to assure materials and supplies conform to the particular invoice and purchase order. Responds to inquiries concerning the status of supply orders.
11. Assists with public relations functions including lectures and facility zoo tours.
12. Stay current in knowledge of areas pertaining to animal husbandry and welfare in order to maintain best husbandry and welfare practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or be seeking out professional development courses, workshops and job shadows.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Adheres to work rules and behavioral expectations stated in the employee manual.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. A strong preference is given for a degree in Zoology or a related field.

Experience: A minimum of (5) five years of experience in the care of animals and the maintenance of facilities is required, two years supervisory experience preferred. AZA accredited facility experience preferred.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Evening, weekend and holiday hours are required.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

- Must complete CPR training and other Zoo offered trainings.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.

- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Teamster Zoo FEB 2019
Salary Scale: Zoo Curator/ Vet

INGHAM COUNTY JOB DESCRIPTION

Animal Programs Manager

General Summary:

Under the supervision of the Zoo Director, responsible for developing and overseeing the implementation of the animal department strategic, direction and animal welfare programs. Directs animal transport and assures all federal, state and local laws are met during animal transport. Manages the animal record keeping system and serves as the institution liaison for AZA animal programs. Provides positive guest experience, develops written and verbal education materials regarding animal care and educates the public at formal talks. Collaborates with the Animal Care Supervisor and Veterinarian on implementation of all of the above. Must always strive to exceed best practices as established by AZA and USDA guidelines.

Essential Functions:

1. Responsible for the strategic direction, implementing and evaluating the administrative, operations, and planning functions of the animal care and conservation programs within the animal care department.
2. Oversees the animal welfare program, oversight including, but not limited to hand rearing protocols, birth plans, introduction plans, quality of life, animal transport, welfare concerns and assessments.
3. Oversees the development of the Institutional Collections Plan in coordination with the Animal Management Committee and Animal Care Supervisor.
4. Integrate animal care efforts with the zoo's conservation and education goals.
5. Assists with the writing of animal exhibit graphics and other education content such as blogs, keeper talks, newsletters, press releases, website, annual report and marketing materials.
6. Manages and maintains both active and inactive animal physical records systems. Manages the animal census/inventory process and all data entered in ZIMS (Zoological Information

Management System). Ensures all AZA and USDA standards are met and communicates these standards to animal care staff.

Commented [BE1]: From Registrar

7. Manages and monitors animal transactions and coordinates to ensure legal compliance with local, state, federal and international laws. Performs all duties associated with acquisition

Commented [BE2]: From Zoo Registrar

and management of local, federal and state wildlife permits and licenses. Ensures safe

animal shipments in coordination with the Animal Care Supervisor.

8. Primary institution liaison for ZIMS as well as AZA Animal Programs. Participates in

Zoological Registrars Association (ZRA) in an effort to develop and set standards for animal data management.

Commented [BE3]: From Registrar

9. Develops the animal care budget in coordination with the Zoo Director and oversees its implementation with the Animal Care Supervisor.
10. Leads and serves on committee's assigned by the Zoo Director. **Commented [BE4]:** From Curator
11. Collaborates with staff on the design and renovation of animal care exhibits and facilities.
12. In absence of the Animal Care Supervisor can fill in with oversight of daily keeper duties, and emergency response. Must stay current in knowledge of institutional emergency protocols.
13. Assists the Director with Resolutions for Board Approval involving the animal care department.
14. Assists with public relation functions including lectures and facility zoo tours.
15. Stay current in knowledge of areas pertaining to animal welfare, animal record keeping, and animal transport in order to maintain best practices as required by AZA. This may be accomplished through text books, online, or verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.
- Adheres to work rules and behavioral expectations stated in the employee manual.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a Bachelor's Degree is required. A strong preference is given for a degree in Zoology or a related field.

Experience: A minimum of 5 years of experience in the care of zoo animals and facilities at an AZA accredited institution is required. Animal record keeping experience preferred. AZA accredited facility experience preferred.

Other Requirements:

- Most possess a valid Michigan driver license.
- Knowledge of methods and procedures used in the care of animals and the equipment used in Zoo operations.
- Evening, weekend and holiday hours are required.
- Knowledge of custodial duties relating to Zoo operations.
- Skill in preparing and maintain records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must complete CPR training and other Zoo offered trainings.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars and trucks.
3. This position is exposed to variety of hazards such as, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
4. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
5. This position is exposed to noise levels which require shouting in order to be heard.
6. This position is required to travel for meetings and appointments.
7. This position works closely with domestic and wild animals with unpredictable temperaments.
8. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, handle, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting and bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing and pulling.
- This position's physical requirements require regular stamina in

sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Teamster Zoo

Feb 2019

Salary Scale: Zoo

Curator/ Vet

INGHAM COUNTY JOB
DESCRIPTION

CURATOR

JOB DESCRIPTION BEING ELIMINATED

General Summary:

Under the supervision of the Zoo Director, responsible for planning, supervising and directing the work regarding the care, display, propagation and procurement of the Zoo's animal collection. Serves as the Zoo's representative for all AZA SSP animal programs. Supervises Zookeepers who handle the day-to-day animal feeding and care. Collaborates with management on exhibit designs and renovations. Plays a role in the Emergency Response Team and the Zoo's [Safety Committee](#).

Essential Functions:

1. Oversees the acquisition, husbandry, enrichment and display of the Zoo's animal collection. Participates in the development and implementation of the zoo's animal collection plan.
2. Oversees the maintenance of all non-medical animal related records and all daily animal reports.
3. Serves as the institutional representative for the AZA Species Survival Plans.
4. Oversees the hiring, supervision and disciplining of non-medical personnel. Schedules, assigns and directs all non-medical personnel involved in the care of the animal collection.
5. Provides training and work direction to Zookeepers and maintenance staff regarding the care of animals and the maintenance of zoo exhibits.
6. Collaborates with staff regarding the design and maintenance of exhibits, grounds and facilities.
7. Has a role in the Emergency Response Team and Safety Committee. Coordinates and assists in emergency situations involving animals.
8. Assists with public relation functions including lectures/facility zoo tours.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
-

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.

Employment Qualifications:

Education: A Bachelor's Degree is required. A strong preference is given for a degree in Zoology or a related field.

Experience: A minimum of 5 years of experience in the care of zoo animals and facilities at an AZA accredited institution is required.

Other Requirements: Must possess a valid Michigan's driver's license. Must pass a pre-employment physical exam and submit to a tuberculosis test. Must be current or willing to become current on vaccinations including tetanus and rabies pre-exposure within 30 days of employment.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should

not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria)

Physical Requirements:

- Ability to sit, stand, walk, bend, stretch, bend, crouch, stoop, climb and reach in various body positions.
- Must be able to lift and carry 25 pounds on a regular basis and 75 pounds occasionally.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
-

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

- Work is performed indoors and outdoors with regular exposure to extreme temperatures, strong odors and high levels of noise.
- Exposure to tight spaces, slippery floors, moving mechanical parts and cleaning compounds.
- Exposure to potential hazards when feeding, handling, caring and moving animals.
- Protective gear is required for certain job duties.
- Evening, weekend and holiday hours are required.

INGHAM COUNTY JOB DESCRIPTION

Zoo Keeper 400

General Summary:

Under the supervision of the Zoo Director and ~~General Curator~~ Animal Care Supervisor provide a wide range of skilled work involving the care of animals. ~~Identifies and treats minor injuries and illnesses.~~ Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides direction to visitors at the facility and educates the public at formal talks. Cleans ~~cages~~ animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

1. Performs a wide range of skilled work for the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, transportation, exhibit inspections, research, cleaning (raking, sweeping, hosing, scrubbing, etc.) and administering medicine.
2. Provides daily assessment of health and behavior of animals in assigned animal area. All concerns regarding animal care and zoo policies reported to any supervisor immediately.
3. Maintains detailed, hand written and electronic records regarding the care of animals and work assignment progress as directed.
4. Interacts positively with the public ~~and co-workers,~~ and volunteers including respondin to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the Animal Care Supervisor ~~General Curator~~
5. Assists animal health staff and zookeeper 500 in the planning of births, ~~births,~~ care o new-born animals, animal holding, capture, ~~and restraint~~ and transportation as necessary
6. Serves on committees as assigned by the Animal Care Supervisor ~~General Curator~~
7. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
- ~~7. May perform husbandry duties for the program animals as needed.~~
8. Stays current in knowledge of areas pertaining to animal husbandry and welfare in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a High School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of two (2) years of experience in the care of animals and the maintenance of facilities is required. AZA accredited facility experience preferred.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders,

grinders, staple guns, chainsaws, air compressors, mowers, etc.

4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

UAW ZOO -
400

~~October 2014~~

Feb 2019

INGHAM COUNTY JOB DESCRIPTION

Zoo Keeper 500

General Summary:

Under the supervision of the Zoo Director and ~~General Curator~~ Animal Care Supervisor provides a wide range of skilled work involving the care of animals. Plans, organizes and assigns work to Zoo employees in the corresponding animal area. Leads area meetings and sits on committees as assigned. ~~Identifies and treats minor injuries and illnesses.~~ Maintains detailed, hand-written and electronic records. Cares for a variety of animals. Uses a variety of techniques to capture and move animals when required. Provides direction to visitors at the facility and educates the public at formal talks. Cleans ~~ages~~ animal holding areas and operates a wide range of animal care equipment. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

1. Plans, organizes, and assigns work to animal husbandry employees such as Zoo keeper 400's, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zoo keepers 400's, seasonals, interns and teen keepers verbally and/or in writing. Frequently communicates inspection findings to the Animal Care Supervisor.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, exhibit inspections, transport, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the ~~General Curator~~ Animal Care Supervisor.
5. Assists animal health staff and Animal Care Supervisor in the planning of births, care of new-born animals, animal holding, capture, ~~and restraint~~, and transportation as necessary.
6. Leads area meetings for Zoo keeper 400's on a regular basis and communicates results of meetings to Animal Care Supervisor Zoo keeper 600's and General Curator in writing.
7. Attends meeting with other Zoo keeper 500's, Animal Care Supervisor, and Animal Programs Manager 600 and General Curator as scheduled.

8. Serves on committees as assigned by the Animal Care Supervisor ~~General Curator~~.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stay current in knowledge of areas pertaining to animal husbandry in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of a high School Diploma or equivalent with one (1) year of college level course work in animal husbandry is required.

Experience: A minimum of three (3) years of experience in the care of animals and the maintenance of facilities; or an equivalent combination of training and experience is required. AZA accredited facility experience preferred.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job- related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

UAW
ZOO – 500
~~October 201~~
Feb 2019

INGHAM COUNTY JOB DESCRIPTION

~~Zoo Keeper 600~~

JOB DESCRIPTION BEING ELIMATED

General Summary:

Under the supervision of the Zoo Director and General Curator provides work direction to zoo employees, animal husbandry seasonals, interns and teen keepers. Oversees the intern program each semester. Provides direction to visitors at the facility and educates the public at formal talks. Regularly performs all of the duties of a Zoo Keeper 400 and 500, including performing a wide range of skilled work involving the care of animals at the Zoo. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

1. Provides work direction to other animal husbandry employees such as Zoo keeper 400's, 500's, seasonals, interns and teen keepers verbally and/or in writing. Oversees work of Zoo employees and maintains standards of animal husbandry in accordance with AZA policies and procedures and USDA guidelines.
2. Develops custom training programs and facilitates training for Zoo keepers. Oversees the placement, training, project and exit interviews for interns each semester.
3. Researches, collects, compiles, prepares and assists in the development of reports and data. Produces spreadsheets and reports for various programs.
4. Provides input to the General Curator during the budget process.
5. Provides assistance to the General Curator with exhibit maintenance, exhibit design and institutional collection planning (ICP).
6. Maintains equipment and food supply inventory. Orders, stocks and maintains animal supplies. Screens, selects and places orders with vendors based on suitable quality, available quantity and price. Checks to assure materials and supplies conform to the particular invoice and purchase order. Responds to inquiries concerning the status of supply orders.
7. Serves on committees assigned by the General Curator including the animal management committee. Facilitates meetings with Zoo keeper 500's on a regular basis.
8. Attends the Emergency Response team trainings. Responds to emergency situations as necessary and keeps up to date on all protocols and procedures.
9. Participate in a Species Survival Plan (SSP) animal program as an Institutional Representative (IR) and becomes involved with at least one SSP species.
10. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the General Curator.
11. Regularly performs all of the duties of a Zoo Keeper 400 and 500.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A minimum of an Associate's Degree in Animal Husbandry, Zoology or a related field is required.

Experience: A minimum of (3) three years of experience in the care of animals and the maintenance of facilities is required.

Other Requirements:

- Must possess and maintain a valid driver's license.
- Knowledge of the methods and procedures used in the care of animals and the equipment used in zoo operations.
- Knowledge of custodial duties relating to zoo operations.
- Skill in preparing and maintain records and reports
- Ability to communicate effectively and follow verbal and written instructions.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.

6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina (more than 50%) in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.
- This position's physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

UAW ZOO – 600
October 2014

INGHAM COUNTY JOB DESCRIPTION

~~Zoo Registrar~~

JOB DESCRIPTION BEING ELIMANTED

General Summary: Under the Supervision of the Zoo Director manages and maintains all physical records of zoo animals. Ensures legal compliance with local, state, federal and international laws as they relate to animal transactions. Serves as secretary for the Zoo Advisory Board. Processes payroll, enters PARs and generates reports utilizing MUNIS. Provides administrative support for the Zoo Director. Processes P-card statements, work orders, orders office supplies, answer phones, processes payables for all zoo invoices, processes cash receipting of admissions, parking and shelter revenues, and processes bank reconciliations.

Essential Functions:

1. Manages and maintains both active and inactive animal physical records systems. Manages the animal census/inventory process and all data entered in ZIMS (Zoological Information Managements System). Ensures safe animal shipments.
2. Manages and monitors animal transactions and coordinates to ensure legal compliance with local, state, federal and international laws. Performs all duties associated with acquisition and management of local, federal and state wildlife permits and licenses.
3. Primary liaison with the institution and International Species Information System (ISIS). Participates in Zoological Registrars Association (ZRA) in an effort to develop and set standards for animal data management.
4. Secretary to the Zoo Advisory Board; post meeting dates, maintain member list, gather reports for packet, assist with resolutions, agendas, type minutes and email packets to the zoo board members and employees.
5. Process payroll, enter PARs, and generate reports utilizing MUNIS.
6. Processes P-card statements, cash receipting of admissions, parking, and shelter revenues, bank reconciliations, processes payables for all zoo invoices.
7. Assist with work orders for any IT issues such as phone, computer, copier and printers.
8. Answers phones, orders office supplies, files and assists employees and visitors with requests.
9. Provides administrative support for the Zoo Director.
10. Uses two-way radio to maintain contact as required with employees and participates in emergency response according to zoo emergency procedures.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited to, those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: Associate's Degree in business, animal science, biology or a related field

Experience: One to two years of accounting experience

Other Requirements:

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:

- This position requires the ability to sit, stand, walk, twist, bend, stoop/crouch, squat, lift, carry, reach, grasp, type, and endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, standing, walking, twisting, bending, stoop/crouching, squatting, lifting, carrying, reaching, grasping, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

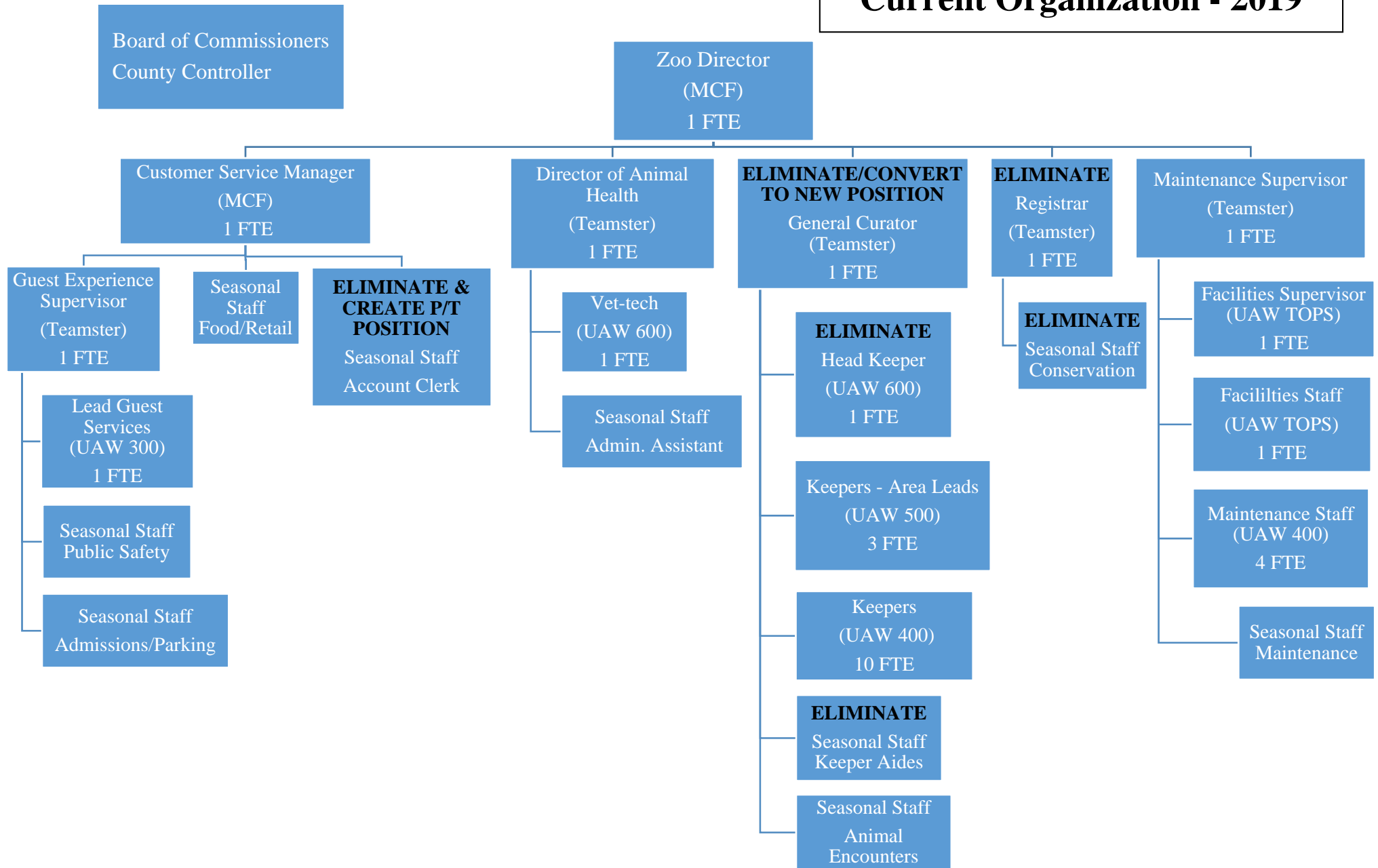
(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Zoo Teamster
Registrar pay scale

Job Description updated 2017

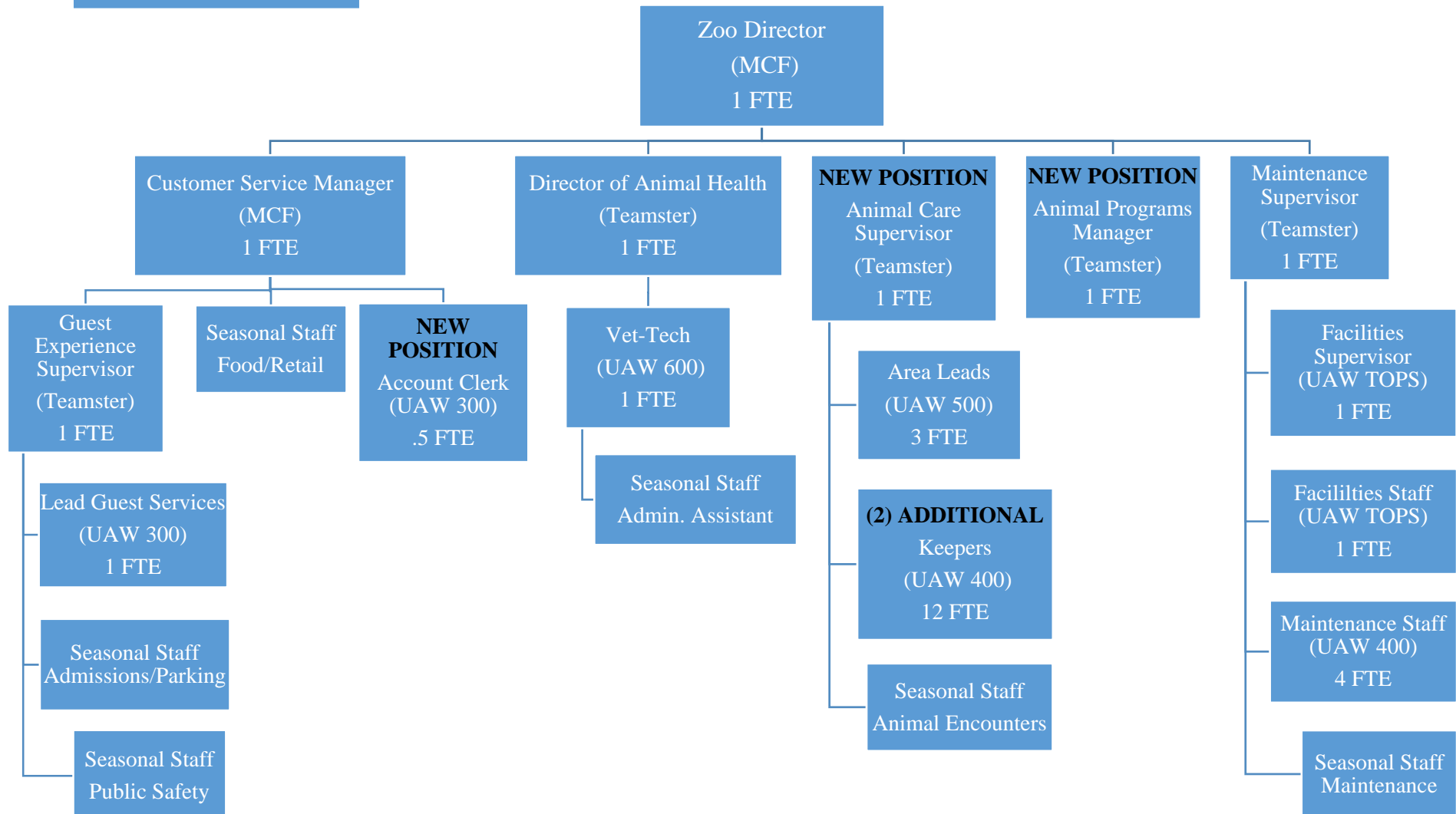
Potter Park Zoo

Current Organization - 2019



Potter Park Zoo Proposed Organization - 2019

Board of Commissioners
County Controller



Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE REORGANIZATION OF POTTER PARK ZOO

WHEREAS, Potter Park Zoo is an accredited Association of Zoos and Aquariums (AZA) facility which must maintain or exceed the standards as put forth by AZA; and

WHEREAS, a reorganization of the Zoo's animal care positions provides a more effective structure to meet the changing standards of the AZA; and

WHEREAS, creating a part-time clerk position allows for additional consistency in the Zoo's financial department; and

WHEREAS, Potter Park Zoo is funded by a County millage and there are sufficient funds in the Zoo budget for the proposed new positions; and

WHEREAS, personnel costs provided by the budget department show there is combined savings of \$8,088 at Step 8 for the proposed positions; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and Teamsters Local 243 – Potter Park Zoo Supervisory Unit support the proposed reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create the following new positions: (1) Animal Care Supervisor, (1) Animal Programs Manager, (1) Part-time Account Clerk, and (2) Zookeeper 400; eliminate the following positions: General Curator, Registrar, and Head Keeper; and amend the following job descriptions: Zookeeper 400 and Zookeeper 500.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2019 and 2020 budgets.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of the their roles and responsibilities; and

WHEREAS, this is now the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 20, 2019 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE May 20, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-217	CONSUMERS ENERGY	ELECTRIC-OH	HAMILTON RD	MERIDIAN	

MANAGING DIRECTOR:

Agenda Item 5a

TO: Board of Commissioners County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: May 20, 2019
SUBJECT: Resolution to Approve Letter of Understanding with the CCLP Supervisory Officers Unit Regarding Adjustment of the 2018 Base Salary Schedule for the Position of Captain

For the County Services Meeting June 4, 2019 and the Finance Committee Meeting June 5, 2019

BACKGROUND

An agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement). During negotiations for this Agreement, the parties mutually agreed to add \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018. This agreement was inadvertently omitted from the draft document titled "Agreement" as ratified by the parties. It has been agreed to between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018.

It is proposed that the Ingham County Board of Commissioners authorize the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.

ALTERNATIVES

None.

FINANCIAL IMPACT

See Attached.

STRATEGIC PLAN CONSIDERATIONS

The reclassification recommendations are in furtherance of the following strategic goal(s) and task(s) included in the Strategic Plan:

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution Regarding Adjustment of the 2018 Base Salary Schedule for the Position of Captain.

**LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
SCOTT WRIGGELSWORTH, INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM (CCLP) INC.
FOR
SUPERVISORY OFFICERS UNIT**


WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

WHEREAS, during negotiations for this Agreement, the parties mutually agreed to add \$2,000 to the 2018 base salary schedule for the position of Captain, to be effective in the first full pay period in 2018; and

WHEREAS, this agreement was inadvertently omitted from the draft document titled "Agreement" as ratified by the parties;

NOW THEREFORE, IT IS HEREBY AGREED between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018;

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.



Scott Wriggelsworth, Sheriff

5-20-19

Date



Tom Krug, CCLP Executive Director

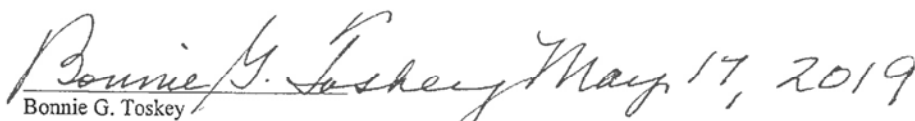
5-20-19

Date

Sue Graham, Human Resources Director

Date

APPROVED AS TO FORM FOR INGHAM COUNTY:
COHL, STOKER, TOSKEY, P.C.



Bonnie G. Toskey

EFFECTIVE DATE	DESCRIPTION	STEP	HOURLY RATE	ANNUAL SALARY	New Annual Salary	New Hourly Rate
01/05/2019	CAPTAINS	1	\$39.46	\$82,085.55	\$84,085.55	\$40.43
01/05/2019	CAPTAINS	2	\$39.76	\$82,691.79	\$84,691.79	\$40.72
01/05/2019	CAPTAINS	3	\$40.05	\$83,298.01	\$85,298.01	\$41.01
01/05/2019	CAPTAINS	4	\$40.34	\$83,908.59	\$85,908.59	\$41.30
01/05/2019	CAPTAINS	5	\$40.63	\$84,513.72	\$86,513.72	\$41.59
01/01/2018	CAPTAINS	1	\$38.50	\$80,075.65	\$82,075.65	\$39.46
01/01/2018	CAPTAINS	2	\$38.78	\$80,667.04	\$82,667.04	\$39.74
01/01/2018	CAPTAINS	3	\$39.07	\$81,258.43	\$83,258.43	\$40.03
01/01/2018	CAPTAINS	4	\$39.35	\$81,854.05	\$83,854.05	\$40.31
01/01/2018	CAPTAINS	5	\$39.64	\$82,444.37	\$84,444.37	\$40.60

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LETTER OF UNDERSTANDING WITH THE CCLP SUPERVISORY OFFICERS UNIT REGARDING ADJUSTMENT OF THE 2018 BASE SALARY SCHEDULE FOR THE POSITION OF CAPTAIN

WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

WHEREAS, during negotiations for this Agreement, the parties mutually agreed to add \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018; and

WHEREAS, this agreement was inadvertently omitted from the draft document titled “Agreement” as ratified by the parties; and

WHEREAS, it has been agreed to between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018;

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of \$2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.

TO: Board of Commissioners County Services Committee
FROM: Sue Graham, HR Director
DATE: May 14, 2019
SUBJECT: Resolution to Amend Resolution #19-173
For the meeting agenda of June 4, 2019

BACKGROUND

Ingham County recently approved Resolution #19-173 which adopted an Occupational Illness & Injury Reporting Policy (Personnel Policy No. 111). This policy provides instructions for employees, supervisors, and department heads on what to do before, during, and after a workplace illness and/or injury occurs. References to the Sparrow CARES employee assistance program (EAP) must be removed from the policy as CARES is no longer operational. Attached is an updated version of the policy that refers to the Ingham County EAP in general terms only.

ALTERNATIVES

None.

FINANCIAL IMPACT

None.

OTHER CONSIDERATIONS

Omitting reference to EAP vendor name will permit the policy to be current regardless of the vendor.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to amend Resolution #19-173 which approved the Ingham County Occupational Illness & Injury Reporting Policy.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19-173

WHEREAS, the Ingham County Board of Commissioners recently approved Resolution #19-173 which adopted an Occupational Illness & Injury Reporting Policy (Personnel Policy No. 111); and

WHEREAS, this policy provides instructions for employees, supervisors, and department heads on what to do before, during, and after a workplace illness and/or injury occurs; and

WHEREAS, references to the Sparrow CARES employee assistance program (EAP) must be removed from the policy as CARES is no longer operational; and

WHEREAS, the policy has been updated to refer to the Ingham County EAP in general terms only; and

WHEREAS, the HR Director recommends amending Resolution #19-173 which approved the Ingham County Occupational Illness & Injury Reporting Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amend Resolution #19-173 to update the EAP references in the Ingham County Occupational Illness and Injury Reporting Policy.

Occupational Illness & Injury Reporting

Approved: **XXX, XX XXXX**
Resolution No. **XX-XXX**

A. Introduction

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

B. Guidelines

1. Before an Illness/Injury

- a.** Follow any established safe working practices.
- b.** Discuss any unsafe working conditions with your supervisor.

2. After an Illness/Injury - Employees

- a.** Notify your supervisor immediately.
 - i.** Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. Incidents that have the potential to result in emotional/psychological trauma should always be reported.
 - ii.** If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor.
- b.** Work with your supervisor to determine what kind of care you need for your illness/injury.
- c.** If needed, seek medical attention.
 - i.** The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.
 - ii.** For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.

- Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.
- iii. For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7am and 4:30pm, go immediately to Sparrow Occupational Health Services for treatment.
 - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
 - iv. For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.
 - Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.
 - v. For non-emergencies that take place Monday through Friday between the hours of 7am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.
 - vi. For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8pm Monday through Friday and from 8am to 8pm on weekends and holidays.
- d. Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).
 - e. If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.
 - i. This paperwork will also specify any work restrictions you may have been placed on.
 - f. If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.
 - i. In order to ensure follow-up care is covered under Workers' Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.
 - g. Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

3. After an Illness/Injury - Supervisors

- a.** As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.
 - i.** If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.
- b.** If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee's condition as soon as possible.
- c.** Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.
- d.** If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, that employee should be directed to the County's current employee assistance program (EAP) provider.
- e.** Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.
 - i.** If the employee is available to complete and sign the report, have them do so.
 - ii.** Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.
 - iii.** If the employee refuses medical care that appears to be necessary, document that refusal on the report.
 - iv.** Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.

C. MIOSHA Serious Incident Reporting

- 1.** If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report that incident to MIOSHA within 24 hours of the incident.

2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.

3. MIOSHA Serious Incident Reporting Guidelines

- a. **During Business Hours** (Monday-Friday, 8am to 5pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.
 - i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.
 - ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- b. **After Business Hours:** If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.
 - i. **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
 - ii. **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.
 - iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.
 - iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

D. Attachments

- **Attachment #1:** Ingham County Employee Incident Report
- **Attachment #2:** Sparrow Occupational Health Services Authorization for Work Related Injury Care
- **Attachment #3:** MIOSHA Serious Incident Reporting Guidelines

Ingham County Employee Incident Report

For Reporting Work-Related Injuries/Illnesses

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

Employee Name:		
Employee #:	Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	
Job Title:	Department:	
Home Address (Street, City, State, Zip):		
Home/Cell #:	Work #:	
Date of Birth:	Date of Hire:	Date of Incident:
Location of Incident:	Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM	
Time Shift Began: <input type="checkbox"/> AM <input type="checkbox"/> PM	Nature of Injury (i.e. burn, cut, strain):	
Body Part(s) Injured (i.e. right arm, left leg):		
Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures): 		
Name/Phone Number of Witnesses (if any):		
Medical Treatment Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Treatment:	
Treatment Location: <input type="checkbox"/> Sparrow ER <input type="checkbox"/> Sparrow Occupational Health <input type="checkbox"/> Sparrow Urgent Care		
Date Employee Reported Incident:	Employee Have Second Employer: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor's Name:	Supervisor's Work #:	
Supervisor's Signature:		
Form Completed By:	Date Completed:	

If you have any questions about completing this form, contact Steph Banthem, Benefits/Leave Analyst in Human Resources at 517-272-4187 or sbanthem@ingham.org.



OCCUPATIONAL HEALTH SERVICES
AUTHORIZATION FOR WORK RELATED INJURY CARE

INJURY CARE LOCATIONS AND SERVICE HOURS	
<input type="checkbox"/> Sparrow Occupational Health Services <i>Injury Care Hours: Monday-Friday from 7 a.m. to 4:30 p.m.</i> Sparrow Medical Arts Building 1322 E. Michigan Avenue, Suite 101, Lansing, MI 48912 Phone: 517.364.3900, Option 1 Fax: 517.364.3914	
<input type="checkbox"/> Sparrow Urgent Care (after-hours injury care) <i>Injury Care Hours: Monday-Friday from 4:30 p.m. to 8 p.m./Weekends & Holidays: 8 a.m. to 8 p.m.</i>	
Michigan Avenue 1120 E. Michigan Avenue, Lansing, MI 48912	Grand Ledge 1015 Charlevoix Drive, Grand Ledge, MI 48
East Lansing 2682 E. Grand River Avenue, East Lansing, MI 48823	Mason 800 E. Columbia Street, Mason, MI 48854
<input type="checkbox"/> Sparrow Hospital Emergency Room <i>Injury Care Hours: Non-Emergent Injuries 8 p.m. to 8 a.m. / Emergent Injuries 24/7</i> 1215 E. Michigan Avenue, Lansing, MI 48912	

EMPLOYEE INFORMATION:

Patient's Name: _____ Date of Birth: _____

Authorizing Company: _____ Social Security #: _____

INJURY INFORMATION:

****Head Injuries that are accompanied by any of the following symptoms should be sent directly to the Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision****

Date of Injury: _____ Date Injury Reported to Employer: _____

Description of Injury: _____

POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo Identification Required)

Breath Alcohol Testing (not available at Urgent Care (UC) Locations):

☐ Non-DOT Breath Alcohol Test ☐ DOT Breath Alcohol Test

Lab Based Urine Drug Test:

☐ DOT Urine Drug Screen
☐ Urine Drug Screen (Non-DOT)
☐ Urine Drug Screen Collection Only
☐ Other/Special Instructions: _____

Rapid Urine Drug Tests (not available at UC Locations):

☐ 5 Panel **Rapid**
☐ 11 Panel **Rapid**
☐ Nicotine **Rapid**

I request and authorize the above-named employee to receive injury care from Sparrow Health Services.

I further understand that my company will be financially responsible for any and all authorized services in the event my workers compensation insurance carrier denies the charges for any reason.

Supervisor Signature: _____

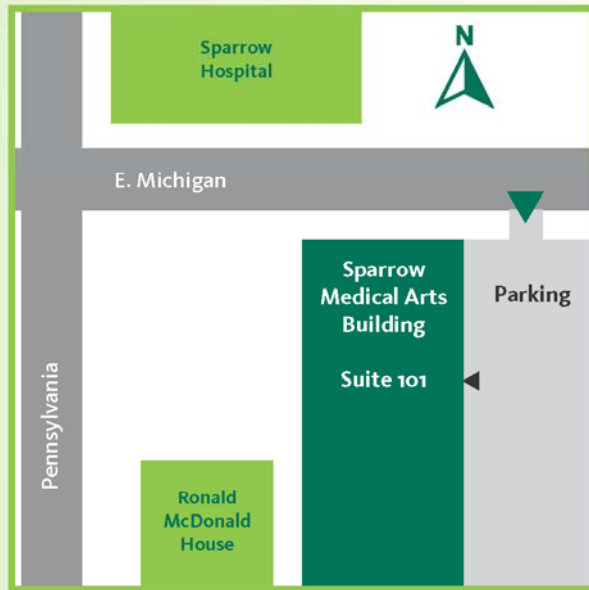
Printed Name: _____ Date: _____

Contact Phone Number: _____ Contact Email: _____

Sparrow Occupational Health

All injuries

Monday-Friday | 7 a.m. to 5 p.m.



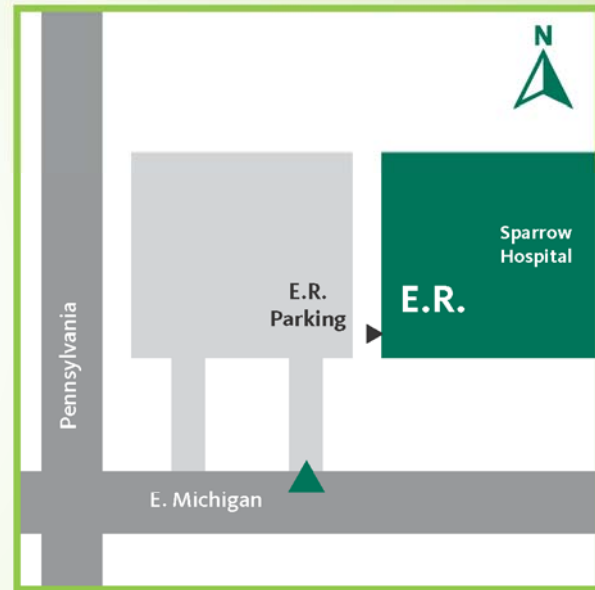
Sparrow Occupational Health Services Clinic

Sparrow Medical Arts Building
1322 E. Michigan Avenue, Suite 101, Lansing
517.364.3900

Sparrow Emergency

All emergencies and any injuries

Daily | 8 p.m. to 8 a.m.



Sparrow Hospital Emergency Room

1215 E. Michigan Avenue, Lansing
517.364.1000

Sparrow Urgent Care

Injuries when Occupational Health Services is closed

Monday-Friday | 5 p.m. to 8 p.m.

Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.



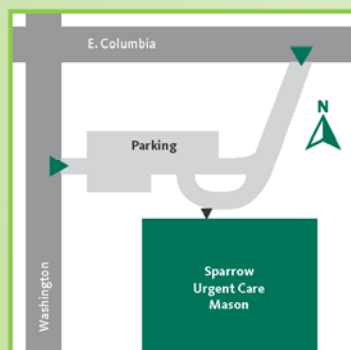
Sparrow Urgent Care East Lansing

2682 E. Grand River Avenue
517.333.6562



Sparrow Urgent Care Grand Ledge

1015 Charlevoix Drive
517.627.0100



Sparrow Urgent Care Mason

800 E. Columbia Street
517.244.8900



Sparrow Urgent Care Michigan Avenue

1120 E. Michigan Avenue
517.364.9790

All Patients will be referred to Sparrow Occupational Health for follow-up.

MIOSHA Serious Incident Reporting Guidelines

For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.
- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.
- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
 - **Amputation, Loss of an Eye, and/or In-Patient Hospitalization:** Call the MIOSHA Injury Report Line at 844-464-6742.
 - **Fatality:** Call the MIOSHA Fatality Report Line at 800-858-0397.

The following questions may be asked during the reporting call to MIOSHA:

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.
- Nature/details regarding the employee's medical condition/treatment.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.

Agenda Item 6

TO: Law & Courts, Human Services, County Services, & Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: May 7, 2019

SUBJECT: Ingham County Strategic Plan Update - Discussion
For the meeting agendas of 5/16, 5/20, 5/21 and 5/22

Ingham County's current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan that specifies activities and tasks for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals. A summary of the Ingham County Strategic Plan is attached.

The presentation of the Action Plan here includes all of the goals and strategies of the complete Strategic Plan, but only the key implementation tasks related to each liaison committee are shown. Tasks that have been completed are shaded. This is presented as a discussion item, so committees can discuss adding, deleting, or changing any of the current key implementation tasks in order to keep the plan up to date. The most recent update is from February 2019, as was distributed at the February 21, 2019 Board Leadership meeting. Departments will be providing updated information for this document as part of their 2020 budget requests.

Ingham County Strategic Plan Summary

VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.

VALUES

While providing County services and doing our work we value:

- Quality resident services;
- Accountability and fiscal responsibility;
- Diversity, equity and inclusion;
- Honesty, integrity and ethics; and
- Creativity and innovation.

GOALS AND STRATEGIES: 2018-2022

The Commissioners developed goals and strategies that address six strategic issue areas:

1. Service to Residents
 - a. Strive to make facilities and services user-friendly.
 - b. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.
 - c. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
 - d. Ensure employees provide complete and courteous responses to resident questions and inquiries.
 - e. Provide opportunities to gather feedback on County services from the public.
2. Communication
 - a. Promote key services through the local media.
 - b. Provide opportunities for residents and service recipients to share their experiences about County services.
 - c. Consider ways to brand and unify County messaging.
 - d. Assure ease of access to information on and maintenance of the County Web site.
3. Management, Finance and Governance
 - a. Maintain the County's financial reserves at adequate levels.
 - b. Continue to monitor adherence to the County's financial reserve policy.
 - c. Develop options for service levels depending on the County's fiscal health.
 - d. Periodically review and revise policies and contracting procedures to reflect current best practices.
 - e. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

- f. Identify long and short-term funding priorities and financing options for capital projects.
 - g. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.
 - h. Monitor and address unfunded liabilities.
- 4. Information Technology
 - a. Support well-trained IT managers and staff current with emerging trends and best practices.
 - b. Annually budget for countywide IT projects including updates to existing software applications.
 - c. Establish consistent standards for department website design, information postings and monitoring.
- 5. Facilities and Infrastructure
 - a. Review recommendations of the Space Utilization Study for Ingham County.
 - b. Plan physical space needed for future storage needs.
 - c. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
 - d. Consider environmentally-friendly construction strategies.
- 6. Human Resources and Staffing
 - a. Attract and retain employees who value public service.
 - b. Regularly solicit employee feedback and suggestions for workflow improvements.
 - c. Encourage employee creativity and innovation.
 - d. Support employee and professional development.

OVERARCHING LONG-TERM OBJECTIVES

Overarching Long-term Objective	Goal					
	Service to Residents	Communication	Management, Finance and Governance	Information Technology	Facilities and Infrastructure	Human Resources and Staffing
Fostering economic wellbeing	●					
Preventing and controlling disease	●					
Promoting accessible healthcare	●					
Assisting in meeting basic needs	●					
Fostering youth development	●					
Enhancing access to County records		●				
Supporting public safety			●			
Assuring fair and efficient judicial processing			●			
Providing appropriate evidence based sanctions for adult offenders			●			
Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles			●			
Providing a quality transportation system, including roads					●	
Providing a suitable and ecologically sensitive drainage system					●	
Providing recreational opportunities					●	
Promoting environmental protection, smart growth and conservation					●	

ACTION PLAN UPDATE - COUNTY SERVICES COMMITTEE (shaded tasks are complete)

Key Implementation Tasks	<u>Lead Responsibility/</u> Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 1. Strive to make facilities and services user-friendly

f. Maintain and improve existing parkland, facilities, and features.	<u>Parks</u> Purchasing Controller Board Of Commissioners Purchasing Zoo MSU Extension	Ongoing	The Parks Department continues work on approved CIP projects. These projects include roof replacement at Hawk Island and Lake Lansing South, improvements to splash pad features, adding canoes/kayaks/trailers, etc.
g. Work to improve accessibility for visitors of all ages and abilities.	<u>Parks</u> Zoo Animal Control	Ongoing	The Parks Department was awarded two grants for Burchfield Park and McNamara Landing. The grant for McNamara Landing will provide for a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility. The Overlook Shelter grant will provide for the installation of a new ADA shelter, parking improvements, accessible pathway, etc. at Burchfield Park. In addition, we have a new ADA wheelchair at Lake Lansing South to provide beach access for any park visitor.
j. The Drain Commissioner's office will continue its program of maintenance and improvement of the important public drain infrastructure	<u>Drain Commissioner</u>	Ongoing	Maintenance and improvement of drain infrastructure is an ongoing activity.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
o. Apply contemporary transportation infrastructure philosophies, such as complete streets, to all road construction projects.	<u>Road Department</u> Board of Commissioners Parks Purchasing	Ongoing	2018 Road projects that involved complete streets philosophy: Jolly, Dobie-Meridian Rds--adding paved shoulders; Jolly at Okemos Intersection--Sidewalk gap fill-ins & ADA upgrades; Cedar St, Holt-Aurelius Rds--To be reconstructed with bike lanes, on-street parking, cross walks, new sidewalks and ADA upgrades.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

a. Preserve important farmland and open spaces through purchase of development rights.	<u>Farmland and Open Space Preservation Board</u> Purchasing MSUE	Annually	Since it began, the program has protected just over 5300 acres of farmland and open space land in the county with permanent conservation easements. The millage was renewed for an additional 10 years in 2018.
b. Maintain a master road improvement plan that prioritizes road projects to achieve “excellent” road conditions.	<u>Road Department</u>	Ongoing	With the MTF revenue increase, the Road Department proposes maintenance paving and chip-sealing on approximately 100 miles of primary road in 2019. Also in 2019 the increased MTF will provide several miles of full resurfacing. With the recent past financial constraints, no primary roads have been fully rehabilitated or re-paved without federal aid and/or special state or other funding.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
f. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.	<u>Controller</u>	12/31/2017	A new 5-year strategic plan was adopted by the Board of Commissioners in 2017. Progress is reported annually during the budget process and periodically throughout the year at liaison committee meetings.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 4. Ensure employees provide complete and courteous response to resident questions and inquiries.

a. Periodically offer FOIA training opportunities to all employees.	<u>Board of Commissioners</u> Animal Control Prosecuting Attorney		Key users have participated in training for new releases of the FOIA software.
b. Provide responsive customer service and public engagement.	<u>Controller</u>		Methods to further implement this strategy will be explored in 2019. Facilities Department sent out a satisfaction survey in January 2019.

Goal A. Service to Residents: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategy 5. Provide opportunities to gather feedback on County services from the public.

	<u>Board of Commissioners</u> Innovation and Technology Animal Control Circuit Court Sheriff's Office		Every public meeting is a chance to gather feedback. However, an example of specific engagement with the public is the sessions held by the Sheriff to educate the public on the Jail millage.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 1. Promote key services through the local media.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
a. Increase resident awareness of parks, park activities, accomplishments, and opportunities.	<u>Parks</u> Board of Commissioners Zoo	Ongoing	The Parks Department issues press releases and frequently posts to Facebook to keep the public up to date on park information. The Friends of Ingham County Parks have developed in conjunction with the Parks Department staff, a Voluntary Park Patron Optional Decal – Fundraising Proposal. This will help the Friends build a membership base of park supporters and donors.
c. Provide public relations and media training for Commissioners, department heads, and staff.	<u>Controller</u>	Ongoing	Training opportunities are ongoing and encouraged county-wide (ICMA Webinars). Media training scheduled for February 27 Department Head meeting.

Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 2. Provide opportunities for residents and service recipients to share their experiences about County services.

a. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.	<u>Controller</u> Board of Commissioners	Ongoing	Committee Chair updates are included on the agenda for every Board of Commissioners meeting.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Strategy 3. Consider ways to brand and unify County messaging

a. Create and maintain a social media presence for County programs and services.	<u>Controller</u> All Interested Departments	Ongoing	A social media policy was approved by the Board of Commissioners in 2018. The web site update is ongoing.
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Goal B. Communication: Improve service by enhancing the quality of external and internal communication.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Strategy 4. Assure ease of access to information on and maintenance of the County Web site.

a. Make county records available on-line whenever practical.	<u>Innovation and Technology</u>	12/1/2020	Website update is in progress, this will be the first step in providing more information online.
b. Route all requests for public documents through the FOIA Coordinator.	<u>Board of Commissioners</u>		While FOIA request procedures are available on the webpage, we are still attempting to have all customers use the FOIA software when requesting information.
c. Continue support for online mapping and property search queries through the Equalization Department.	<u>Equalization/Tax Mapping</u> Innovation and Technology	Annually	This is addressed annually in the budget.
d. Support efforts to allow on-line fee payment for vital records.	<u>County Clerk</u> Innovation and Technology	2nd Quarter - 2019	Two challenges must be addressed: ability to verify identity and no-cost or low-cost payment processing. The current vendor is developing an ID verification module with an expected rollout in 2019. After rollout, the Clerk will determine if it meets our needs. The Clerk plans to work with the Treasurer to develop no-cost payment processing solutions.
e. Create an electronic, public directory of all County services with contact information.	<u>Innovation and Technology</u>	12/1/2018	Website update is in progress, anticipated rollout is before the end of the year.
f. Assign an employee in each department with responsibility for keeping the intranet up to date.	<u>Innovation and Technology</u>		IT can recruit a point person and coordinate but cannot enforce updates to happen. It will need to be escalated if greater measures need to be taken.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 1. Maintain the County's financial reserves at adequate levels.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 2. Continue to monitor adherence to the County's financial reserve policy

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 3. Develop options for service levels depending on the County's fiscal health.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 4. Periodically review and revise policies and contracting procedures to reflect current best practices.

a. Coordinate County infrastructure improvement projects such as roads and drains.	<u>Road Department</u> Drain Commissioner	Ongoing	Road department sends Drain office lists of upcoming road projects early each year and several times throughout design process for coordination including avoidance of duplicate traffic and pavement disturbance. Road department also routinely sends Drain office copies of any larger permit applications to alert Drain office of larger utility impacts that may affect county drains.
c. Continue periodic reports to the County Board on management and financial issues outside of the budget process.	<u>Controller</u> Financial Services Human Resources Purchasing	Ongoing	Updates have been or will be provided on Purchasing and contracts policies, and new IT security training has been implemented.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

a. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).	<u>Controller</u> Innovation and Technology Purchasing Sheriff's Office	Ongoing	Ongoing
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Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Key Implementation Tasks	Lead Responsibility/Others Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Strategy 6. Identify long and short-term funding priorities and financing options for capital projects.

c. Promote brownfield redevelopment.	<u>Economic Development</u>		For 2018 the County has contracted Economic Development Services to the Lansing Economic Area Partnership (LEAP).
d. Create a comprehensive and structured approach to the long-term management of assets as tools for the efficient and effective delivery of benefit.	<u>Facilities</u> Innovation and Technology Parks		The Facilities Director has met with Parks and they are doing a Facilities Condition Assessment of the assets within all 3 major parks. This should be concluded by the spring of 2019.
e. Develop a policy to ensure adherence with the approved Capital Improvement Program when reviewing capital funding requests.	<u>Controller</u> Innovation and Technology	4th quarter 2019	The timeline has been adjusted and extended to 2019.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategy 7. Identify efficiencies through regional collaboration, consolidation and service sharing that promote accountability, transparency and controlling costs.

a. Support the Ingham Conservation District in its efforts to promote natural resource stewardship.	<u>Board of Commissioners</u> Ingham Conservation District Parks	12/31/2017	The 2019 budget included a contract for services with the Ingham Conservation District of just over \$8,000.
b. Coordinate environmental education efforts with MSU Extension, Tri-County Regional Planning Commission and the environmental health division Health Department.	<u>MSU Extension</u> Tri-County Regional Planning Commission Health Department Parks	Ongoing	MSU Extension Greening Michigan Institute educators and resources may provide education and information.
c. Support regional and local convention and tourism activities	<u>Controller</u> Fair Parks	Ongoing	80% of Hotel/Motel tax proceeds continue to be allocated to the Greater Lansing Convention and Tourism Bureau.
d. Support regional and local economic development groups	<u>Controller</u> Fair Parks	Ongoing	The County is a dues paying member of LEAP and maintains a contract with LEAP for economic development services.

Goal C. Management, Finance and Governance: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Strategy 8. Monitor and address unfunded liabilities.

Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 1. Support well-trained IT managers and staff current with emerging trends and best practices.

	<u>Innovation and Technology</u>	Ongoing	Training and conference opportunities are being provided to staff.
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Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 2. Annually budget for countywide IT projects including updates to existing software applications.

a. Continue to replace all state-owned computer hardware with county-purchased hardware as well as purchase supporting MS/Windows licenses.	<u>Innovation and Technology</u> Friend of the Court	12/1/2019	Reviewing inventory to ensure all are identified and replaced by deadline. Licenses will be purchased to cover.
b. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.	<u>Innovation and Technology</u>	Ongoing	As issues arise, communication is sent via Helpdesk email or from CIO to advise depending on immediacy/severity of issue.
c. Schedule quarterly face-to-face meetings with the IT director, department heads, elected officials and County Services Committee.	<u>Innovation and Technology</u>	8/1/2018	First meetings to be scheduled for Q3 2018, will take feedback to determine optimal logistics – groups, one on one, etc.
d. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and assessment of related needs with cost estimates.	<u>Innovation and Technology</u>	6/1/2018	In starting this project it was discovered that this is a much larger project than anticipated. It will take much longer to do an effective job of creating that inventory of everything IT.
e. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.	<u>Innovation and Technology</u>	12/1/2018	Evaluation document being developed, and key criteria/metrics being established.
f. Develop a five-year IT growth plan with associated costs.	<u>Innovation and Technology</u>	6/1/2019	As this is dependent on having a good review document, the date on this has been pushed out as well.
g. Create an up-to-date IT emergency management plan including the security of private data.	<u>Innovation and Technology</u>	4/1/2018	First draft is completed, will need annual review to ensure it is up to date.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Goal D. Information Technology: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategy 3. Establish consistent standards for department website design, information postings and monitoring.

	<u>Innovation and Technology</u> Board of Commissioners Controller	6/1/2018	Slight delay on this due to obtaining feedback and consensus from the various stakeholders. Still on track to be completed as part of the website redesign process.
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Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 1. Review recommendations of the Space Utilization Study for Ingham County.

c. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.	<u>Facilities</u> Parks Purchasing	12/31/2017	This was started in 2017 and should be completed in 2019.
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Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 2. Plan physical space needed for future storage needs.

a. Develop a data retention policy.	<u>Innovation and Technology</u>	Ongoing	Need information on legal requirements. Controller's office working with attorneys.
b. Evaluate future storage capacity needs for electronic data.	<u>Innovation and Technology</u>	Ongoing	Storage capacity needs to be evaluated within one year of data retention policy for each department.

Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

a. Coordinate road projects with other infrastructure improvement projects, such as drains, in order to minimize transportation disruption and public inconvenience.	<u>Road Department</u> Drain Office	Ongoing	See Goal C, Strategy 4a
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Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Goal E. Facilities and Infrastructure: Provide user friendly, accessible facilities and quality infrastructure.

Strategy 4. Consider environmentally-friendly construction strategies.

a. Maintain a database of drain infrastructure conditions to prioritize drain improvement projects designed to extend their useful life.	<u>Drain Commissioner</u> Innovation and Technology		Maintenance of a database of drain infrastructure is an ongoing activity.
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Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 1. Attract and retain employees who value public service.

a. Develop an employee succession plan with a timeline for anticipated retirements.	<u>Human Resources</u>	HR data provided on 1/1/2018. Dept. review meetings to be complete step 1 by 3/31/2018. Analysis of initial feedback and summary of needs by 6/30/2018. Begin process of building plan in 3rd quarter.	Complete delivery of HR data to departments by 7/31/18. Dept. review meetings to be completed by 9/30/2018. Analysis of initial feedback and summary of needs by 12/31/2018. Begin process of building plan in 1st quarter 2019.
b. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.	<u>Human Resources</u> Board of Commissioner Equal Opportunity Committee	Currently data provided quarterly to EOC.	Ongoing. 1st and 2nd quarter data provided to EOC as of July 2018.

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Key Implementation Tasks	<u>Lead Responsibility/Others Involved</u>	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
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Strategy 2. Regularly solicit employee feedback and suggestions for workflow improvements.

a. 6mo. And 12 mo. Survey on workflow	<u>Controller</u>	Deadline extended to 7/1/2019	These three tasks will be assigned to the Human Resources Department. In 2019 there will be discussions regarding a reorganization of the entire Central Services operation.
b. Staff Meeting include workflow reviews and process mapping exercise (if dept. does not have staff meetings, provide workflow questionnaire for soliciting a response)	<u>Controller</u>		
c. Electronic suggestion box	<u>Controller</u>		

Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 3. Encourage employee creativity and innovation.

a. Develop formal and informal employee recognition programs	<u>Human Resources</u> Board of Commissioners Controller	Launch by 1/1/2019	HR draft plan to Controller by 9/30/18.
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Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategy 4. Support employee and professional development.

a. Continue monthly department head meetings to share information.	<u>Controller</u>	Ongoing	Monthly department head meetings were held throughout 2018. Bimonthly meetings are scheduled for 2019.
b. Communicate policy and procedure changes and other updates to department heads and employees within one week of adoption.	<u>Board of Commissioners</u> Controller Human Resources	Ongoing	New policies and amended policies are added to the webpage once adopted and are also emailed to departments heads.
c. Conduct training that will help employees better understand and respond to resident questions and inquiries.	<u>Human Resources</u>	FY 2019	FY 2019

Key Implementation Tasks	<u>Lead Responsibility/Others</u> Involved	Timeline (Suggested Quarter/Year to complete)	February 2019 Update
d. Conduct training on services specific to departments.	<u>Human Resources</u>	Ongoing	Ongoing
e. Develop a countywide training program that promotes respect for diversity.	<u>Human Resources</u>	3rd quarter 2019	3rd quarter 2019

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REVISING THE BOARD RULES

WHEREAS, a Board Rules/Appointments Subcommittee was appointed to review the Board Rules, Ethics Policy and procedures and policies currently in place overseeing advisory boards and commissions; and

WHEREAS, the Board Rules/Appointments Subcommittee reviewed the Board Rules and recommend certain updates and revisions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Board Rules.

BE IT FURTHER RESOLVED, that these Rules will take effect immediately upon adoption by the Board.



INGHAM COUNTY BOARD RULES

2019

**RULES OF THE INGHAM COUNTY
BOARD OF COMMISSIONERS**

2019

I.

BOARD MEETINGS - TIME & PLACE

A. REGULAR AND ADJOURNED REGULAR MEETINGS.

The Board shall convene for the purpose of holding meetings in the Ingham County Courthouse in the City of Mason or elsewhere at the discretion of the Chairperson, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the following days, which meetings shall convene at 6:30 pm in the evening, except as otherwise provided in these Rules:

1. The first business day of each January at 6:00 pm.
2. The fourth Tuesday of each January.
3. The second Tuesday of each February.
4. The fourth Tuesday of each February.
5. The second Tuesday of each March.
6. The fourth Tuesday of each March.
7. The Tuesday immediately following the second Monday of each April, this being the Statutory Equalization meeting.
8. The last Tuesday of the month of April.
9. The second Tuesday of each May.
10. The fourth Tuesday of each May.
11. The second Tuesday of each June.
12. The fourth Tuesday of each June.
13. The fourth Tuesday of each July.
14. The fourth Tuesday of each August.
15. The fourth Tuesday in September.
16. The second Tuesday of each October, this being the Statutory Annual Meeting which shall be held in the Courthouse, Mason.
17. The fourth Tuesday of each October.
18. The second Tuesday of each November.
19. The fourth Tuesday of each November.
20. The second Tuesday of each December.

All listed meetings shall be considered regular meetings of the Board of Commissioners. Any other meetings not listed shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meeting. Unless the Board otherwise provides, the motion to "adjourn" any meeting of this Board, whether special or regular, shall mean to adjourn to the next succeeding regular meeting on the list cited.

B. SPECIAL MEETINGS.

The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall give notice to each of the Commissioners within 48 hours in one of the manners provided as follows:

- via personal delivery of the notice of the special meeting to the commissioner
- leaving the notice of the special meeting at the residence of the commissioner
- email to address previously supplied for such purpose by the commissioner

The County Clerk shall post at least 18 hours before the meeting a Public Notice as required by 1976 PA 267.

C. MEETINGS ON LEGAL HOLIDAYS.

Any regular or adjourned meetings of the Board, which fall upon a legal County holiday, shall automatically be set over to the next business day following that is not a legal holiday, at the same time and place indicated for the original meeting.

D. MEETING CANCELLATIONS.

Any regular or adjourned meetings of the Board that are cancelled due to inclement weather shall automatically be set over to the next business day following, at the same time and place indicated for the original meeting, provided that the requirements of the Open Meetings Act, 1976 PA 267 are met.

II.

CHAIRPERSON

A. ELECTION.

At the first meeting of each calendar year following a General Election, the Board of Commissioners' meeting shall be called to order by the County Clerk. In other years, the Chairperson serving the previous year or in their absence the County Clerk, shall call the meeting to order. The Board shall thereupon elect, from among its members, a Chairperson, Vice-Chairperson and a Vice-Chairperson Pro-Tem, who shall take office and assume their respective duties immediately upon their election; provided that at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk to the members-elect if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. The officers shall hold their respective offices for a term of one year, or until their successors are duly elected and qualified as set forth above.

B. DUTIES.

The Chairperson (and during their absence the Vice-Chairperson) shall preside at all meetings of the Board, and shall decide all questions of order, subject to appeal to the Board. Upon their election, the Chairperson shall appoint all standing and special Committees, subject to the approval by a majority of all members of the Board. The Chairperson shall arbitrate all jurisdictional disputes between Committees, subject to these Rules and subject to appeal to the Board. The Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Chairperson shall not have the right to vote on any Committee except where expressly named a member of that Committee. The Vice-Chairperson Pro-Tem shall assume the duties of the Vice-Chairperson when the Vice-Chairperson is serving as the Chairperson. The Vice-Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Vice-Chairperson shall not have the right to vote on any Committee except where expressly named a member of that Committee.

The Chairperson, after informing the Vice-Chairperson and Vice-Chairperson Pro-Tem, is authorized to have proclamations prepared honoring employees retiring from County service, persons retiring from service on County boards, and to issue proclamations honoring certain occurrences in conformity with state, national and other local government proclamations. The Chairperson shall only do so when such proclamations cannot go through the Committee structure in a timely manner. In no way shall such proclamations commit the County Board of Commissioners, in any way, to any type of contractual arrangement and/or require the County to expend any funds other than the cost for the preparation of the proclamations.

C. ADMINISTRATION OF OATHS.

The Clerk of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board or connected with the discharge of their duties. The Chairperson of the Board shall have the power to issue subpoenas for witnesses and to compel their attendance in the same manner as Courts of Law.

III.

CLERK OF THE BOARD

A. OFFICIAL CLERK AND DUTIES.

The duly elected/appointed Clerk of the County of Ingham shall be the Clerk of the Board. The Clerk, or their duly appointed deputy, shall perform all duties ordinarily pertaining to such office, including, but not limited to, the following duties prescribed by law:

1. To record all the proceedings of the Board electronically to be placed on the County website. A hard copy shall also be maintained.
2. To make regular entries of all Board resolutions and decisions upon all questions.
3. To record the vote of each Commissioner on any ordinance, resolution or appointment or election of an officer, submitted to the Board.
4. To perform legally required duties on accounts acted upon by the Board and to comply with the Claims Processing Resolution #07-315.

5. To certify, under the Seal of the Circuit Court of the County, or the official County Seal, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board, when requested by the Board or any member thereof, or when required by any other person.
6. To perform such other and further duties as the Board may by resolution, from time to time, require.
7. To perform posting functions with respect to full Board meetings as required by the Open Meetings Act, 1976 PA 267. Liaison Committee posting functions shall be performed by the Board of Commissioners' Office.

The Clerk or one of their duly appointed deputies shall be present and take minutes at all meetings of the Board. In the absence of the Clerk, or an appointed deputy, the Chairperson, with the approval of the Board's members present and voting, shall appoint a Board member to act as Clerk Pro Tem until the Clerk or their duly appointed deputy arrives.

IV.

A. STANDING COMMITTEES.

The Board of Commissioners shall have the following standing Committees with the following number of members:

<u>COMMITTEES</u>	<u>MEMBERS</u>
County Services	7
Finance	7
Human Services	7
Law & Courts	7

B. DUTIES OF STANDING COMMITTEES.

Standing Committees shall have and perform the following specific duties:

1. County Services Committee.
It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which the Committee serves as liaison; study and advise the Board with respect to matters of long range planning; recommend changes in the Board Rules and the organizations and procedures of the Board; recommend adoption of County ordinances; study and advise the Board as to acquisition, disposition, construction, and repairs of all County buildings and grounds; recommend acquisition and disposal of all County equipment, furniture, furnishings and supplies; study and advise the Board with respect to the conservation of energy and other natural resources; acts as liaison to the following County departments, offices, and agencies: County Clerk, Drain Commissioner, Register of Deeds, Treasurer, Innovation and Technology, Equalization, Potter Park Zoo, Financial Services, Purchasing, Facilities, Road Department, Board of Public Works, Plat Board, Boundary Commission, Board of Canvassers, Election Scheduling Committee,

Board of Election Commissioners, Capital Region Airport Authority, Historical Commission, Greater Lansing Convention & Visitors Bureau, Tri-County Regional Planning Commission, Director, Board of Commissioners' Office, Controller/Administrator, Economic Development Corporation, Brownfield Redevelopment Authority, Land Bank, Potter Park Zoo Board, Women's Commission, and all staff operating the County buildings within the County. This Committee shall also work in conjunction with the Controller/Administrator or their designee to study and advise the Board with respect to all matters dealing with compensation, wages and salaries for all County officers and employees whose salaries are not otherwise fixed by law; study and advise the Board on all matters relating to labor relations and the relationship between the County and its employees; and recommend action on claims related to the Human Resources Department. This Committee shall act as liaison between the Board and all County employee associations, the Human Resources Department, Capital Area Michigan Works, and the Equal Opportunity Committee. The County Services and Finance Committees shall, on no less than an annual basis, review and develop bargaining parameters for labor negotiations; provided however, that all Commissioners shall be notified in advance of when the review shall be held, and shall be given opportunity to provide input. The bargaining parameters being established shall be reported to the Board of Commissioners for its concurrence. The establishment of parameters may be discussed in closed session as provided by law.

2. Finance Committee.

It shall be the duty of this Committee to: study and advise the Board with respect to all appropriations for State, County and general purposes, review and recommend to the Board a budget for County operating expenses by a date specified in a Board resolution for the ensuing year; study and advise the Board with respect to all matters pertaining to bonds, investments and insurance of the County, its officers, employees and agents; study and advise the Board with respect to all financial contracts not otherwise provided for by resolution and/or these Rules; study and advise the Board with respect to apportionment of all tax levies, erroneous land descriptions, correction and re-spreading upon the rolls of all taxes which for any reason have been rejected by the Auditor General, and with the assistance of the Department of Equalization, equalization of valuation assessments among the various townships and cities in the County; recommend action on all claims submitted to the County for payment pursuant to Resolution #07-315; and study and advise the Board with respect to all grants submitted for approval by the Board, including any grant in which the County has direct or indirect involvement (including those where the Board is requested to waive rights in favor of another organization). This Committee is not created pursuant to 1923 PA 301, MCLA 46.61. This Committee shall not serve as liaison to any particular County departments, offices, or agencies, but rather, shall study and advise the Board of the financial ramifications of any proposed action involving the appropriation or transfer of County funds, not otherwise provided by law or Board resolution. The County Services and Finance Committees shall, on no less than an annual basis, review and develop bargaining parameters for labor negotiations; provided however, that all Commissioners shall be notified in advance of when the review shall be held, and shall be given opportunity to provide input. The bargaining parameters being established shall be reported to the Board of Commissioners for its concurrence. The establishment of parameters may be discussed in closed session as provided by law.

3. Human Services Committee.

It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to coordinate all human services in the County and to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which the Committee serves as liaison; review and recommend the budgets for each department; review and recommend on matters dealing with

solid waste issues; recommend policies relating to the use of human services in the County; make recommendations regarding present and future programs and recommend action on claims related to those departments, offices and agencies with which the Committee serves as liaison, except as otherwise provided by law. Human Services, for the purposes of these Rules, shall encompass the duties and functions of the Cooperative Extension Service, Fair and Board, Department of Human Services and Board, Health Department, Board of Health, Housing Commission, Parks, Department of Veterans' Affairs, Veterans' Affairs Committee, Community Mental Health Authority, Medical Examiner, Human Services Advisory Committee, Capital Area District Library, Parks Commission, and the Youth Commission. The Committee shall act as liaison between the Board and the departments, commissions and boards listed above.

4. Law & Courts Committee.

It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which it serves as liaison; study and advise the Board with respect to all matters pertaining to the law enforcement system and the judicial system within the County, and in particular, those departments, offices and agencies with which the Committee serves as liaison; recommend action on any and all claims, complaints, or requests of such departments, offices or agencies. The Committee acts as Liaison to the Animal Control and Advisory Board, Emergency Operations, the Prosecuting Attorney's Office, the Sheriff's Office, Community Corrections, Public Defender's Office, the 911 Center, Circuit Court, District Court, Jury Board, and Probate Court.

C. GENERAL DUTIES OF STANDING COMMITTEES.

In addition to the foregoing, the standing Committees shall have and perform the following other duties:

1. Each standing Committee, except the Finance Committee, shall in the first instance, review all appropriation requests most directly related to its own functions before such appropriation requests are referred to the Finance Committee and make recommendations concerning the same to the Finance Committee and the Board.
2. Each standing Committee shall act as liaison between the Board and the various County offices, boards and agencies respecting matters under the jurisdiction of the Committee as prescribed by these Rules, except as the Board otherwise directs.
3. Each standing Committee shall have and perform such other duties as the Board, from time to time, may require.

D. SPECIAL COMMITTEES AND SUBCOMMITTEES

There shall be, in addition to the standing Committees, such other special Committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special Committees shall automatically be vacated upon a new Board of Commissioners taking office.

1. *The Chair of a standing committee may create subcommittees and shall designate what is to be considered by each subcommittee. The Chair of the standing committee shall designate a Chair of the subcommittee and shall appoint members to each subcommittee.*

2. *The Board Chair may designate additional members to serve on any subcommittee of a standing committee as voting members who do not serve on the full committee.*
3. *Subcommittees shall follow the same rules as standing committees.*
4. *The Board of Commissioners may create permanent subcommittees by resolution and members of the subcommittee may receive per diem payments.*

E. COMMITTEE MEETINGS.

Meetings of a standing or special Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable notice to its members and to the Chairperson of the Board, provided the notice complies with the requirements of the Open Meetings Act, 1976 PA 267. A quorum is required to conduct business. A quorum shall consist of the Committee's members noted below. In order for a Committee to move a matter to the Board of Commissioners for consideration, a majority of those voting is required but there shall always be a requirement of not less than the numbers noted in the below chart:

Number of Committee Members Appointed and Serving	Quorum Requirement	Minimum Number of Affirmative Votes Necessary to Recommend Action to Board	Number of Affirmative Votes Necessary to Take Final Action**
3	2	2	2
4	2	2	3
5	3	2	3
6	3	3	4
7	4	3	4
8	4	4	5
9	5	4	5

** (such as the County Services Committee voting on a grievance)

Further, final action of a Committee other than referring a matter to the Board of Commissioners, such as the County Services Committee voting on a grievance, shall require a majority vote of the total Committee compositions (four Commissioners would have to vote in order for a final action in case of a seven member Committee, and three Commissioners would have to vote in order to take such final action for a five member Committee). All Committee meetings shall be open, except that a Committee may vote to go into closed session as provided by the Open Meetings Act, 1976 PA 267. Each Committee shall have a prepared agenda at least one day prior to the Committee meetings, which shall include, as far as is practicable, all items to be considered by the Committee; the agenda shall be posted on the Courthouse bulletin board and shall be made available to the public on request as provided by the Open Meetings Act, 1976 PA 267. The Chairperson of each Committee shall either prepare an agenda in cooperation with the department heads, or shall delegate that authority to the appropriate staff. All Committees shall keep minutes of their meetings as required by the Open Meetings Act, 1976 PA 267, and said minutes shall be permanently kept on file with the Clerk of the Board.

Every Committee or Subcommittee shall provide an opportunity for public comment at the beginning and end of each agenda. Each person shall be permitted to speak, either at the beginning or the end of the meeting, for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson. Members of the public desiring to speak shall be required to identify themselves.

A recording shall be made during Committee meetings. A recording of a closed session shall be kept separately from any open session recordings. Any recording shall be kept in the County Clerk's Office. Open session recordings shall be available for public access for at least six months from the date of the meeting after which time it may be erased or overwritten. The commitment of staff time shall be limited to providing access to the original tape, or to provide a copy upon request at a rate allowed under the Freedom of Information Act.

F. CONSENT AGENDA.

At the discretion of the Committee Chairperson, all of the resolutions and actions of the Committee which are on the agenda may be acted upon in one vote; provided, however, that any member of the Committee may identify specific resolutions and actions which are not to be included in the one vote but which are to be discussed and voted upon separately.

Prior to the Committee Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.

V.

CONDUCT OF BOARD MEETINGS

A. QUORUM.

A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary. *Commissioners unable to attend due to medical reasons or due to military duty shall be permitted to participate in the discussion and votes of committee and board meetings by telephone or videoconference provided that the requirements of the Open Meetings Act are met and that a quorum is physically present. Commissioners participating by telephone or videoconference shall be considered present (by telephone or videoconference) without compensation. Effective January 1, 2021 Commissioners participating by telephone or videoconference are entitled to a per diem for a maximum of three (3) meetings annually.*

B. ORDER OF BUSINESS.

1. Agenda.
 1. Call to Order and Roll Call
 2. Pledge of Allegiance
 3. Time for Meditation
 4. Reading and Correction of Minutes
 5. Addition of Items to the Agenda
 6. Petitions and Communications
 7. Limited Public Comment
 8. Committee Chair Response
 9. Consideration of Consent Agenda
 10. Committee Reports
 11. New and Miscellaneous Business
 12. Late Committee Reports and Late Individual Resolutions
 13. Special Orders of the Day
 14. Public Comment
 15. Commissioner Announcements
 16. Consideration and Allowance of Claims
 17. Adjournment
2. Specific Agenda Priorities. All matters shall be placed upon the agenda of the Board within a specific section as listed immediately above by the Clerk of the Board.
3. Committee Chair Response to Public Comment. Immediately after the conclusion of public comment, a Committee Chair or the Chair of the Board may respond to issues raised by a speaker, to correct a factual misunderstanding or provide helpful information regarding the County's consideration of the matter. Any such response should be limited to factual matters and not exceed one minute. The response should not be used to criticize the previous speaker, explain political positions, or engage in debate.
4. Consent Agenda. At the discretion of the Board Chairperson, with approval of the Board, all of the resolutions and actions of the Board which are on the agenda may be acted upon in one roll call vote; provided, however, that any member of the Board may identify specific resolutions and actions which are not to be included in the one roll call vote but which are to be discussed and voted upon separately; and provided further that resolutions and actions requiring a roll call vote and/or a 2/3 vote shall not be included in the one vote but shall be discussed and voted upon separately.

Prior to the Board Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.
5. Agenda Deadline. All information to be placed on the agenda must be received by the Clerk of the Board from Committees no later than 10 am the Thursday prior to the Board of Commissioners meeting. On or before the fourth day before each Board meeting, the Clerk shall mail or provide electronically to each Commissioner the agenda for the meeting, arranged as described in these Rules, and briefly describing all matters to be considered, including a copy of all Committee reports and individual resolutions to be acted upon at said meeting. No Committee report or individual resolutions, other than reports on routine claims, shall ordinarily

be considered unless a copy thereof has been mailed or provide electronically to each Commissioner with the agenda or otherwise delivered to each Commissioner not later than the third day prior to the meeting. Late Committee items shall be distributed to all Commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five minute recess may be granted at the request of any Commissioner prior to the consideration of late items. Individual resolutions, which have not been moved at Committee, shall ordinarily be referred to Committee unless 2/3 of the members present vote to allow the resolution to be considered by the Board immediately.

C. RIGHTS AND DUTIES OF MEMBERS.

Speaking Priorities. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to three (3) minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the Chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Before speaking, each member shall address themselves to the Chairperson. If two or more members seek recognition to speak at the same time, the Chairperson shall designate the order in which they shall speak. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, shall immediately cease talking and be seated. Every Commissioner shall vote on all questions unless excused by the Chairperson. The Chairperson shall vote on all questions unless excused by the Board.

D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS.

No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, Committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn.

1. Voting. The vote on any question shall be taken by a yea and nay roll call when called for by any member of the Board. Closed sessions may be held, provided the Open Meetings Act, 1976 PA 267, is adhered to.
2. Order of Precedence of Motions. When a motion is seconded and before the Board, no other motion shall be received except the following:
 - a. To fix the time to which to adjourn
 - b. To adjourn
 - c. For the previous question
 - d. To lay on the table
 - e. To postpone indefinitely
 - f. To postpone to a date certain
 - g. To refer
 - h. To amend

These motions shall have precedence in the order as above named.

3. Motions to Adjourn. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor; provided, that there shall be other intervening business or a change in the circumstances between the two motions to adjourn.
4. Motions to Reconsider. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event the moving member shall file written notice of their intention to move or a reconsideration in the Office of the Clerk of the Board at least one day before making such a motion.
5. Reports and Motions Requiring Signatures. All reports of Committees shall be in writing and the names of the members of such Committees concurring in such reports shall be noted thereon. Every written resolution or motion shall have noted the name of the member or members introducing the same.
6. Resolutions and Ordinances. Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board, in accordance with Section V, Subsection B, Number 2. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.
7. Division of Question. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

E. APPEAL FROM DECISION OF CHAIRPERSON.

When an appeal is taken from the decision of the Chairperson, the member taking the appeal shall be allowed to state their reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present, except the Chairperson, upon the request of any member, shall not preside over such a vote.

F. REFERRAL TO COMMITTEES.

It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper Committee unless objection be made by some member, in which event a motion made and adopted with reference to the subject shall preclude the Chairperson's action.

G. DISCHARGE OF COMMITTEE.

The Board may, by a majority vote of all its members, discharge any Committee from further consideration of any matter referred to the Committee for general referral if the motion to discharge was properly placed upon the meeting agenda at which action is desired. Any motion to discharge that does not appear on the agenda of the meeting at which action is desired, shall require a two-thirds (2/3) vote of all members elected and serving for passage.

H. MOTION TO CLEAR THE FLOOR.

If, in the judgment of the Chairperson, there is a confusion of Parliamentary procedure existing, the Chairperson shall have the right to request a "motion to clear the floor" which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be forthwith put by the Chairperson, and if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.

I. PUBLIC MEETINGS.

Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267.

J. COMMENTS FROM THE FLOOR.

Only members of the Ingham County Board of Commissioners shall be given the floor to speak during any Board meeting except:

1. Anyone who desires to speak under Subsection B, Number 1, and J of this article; and
2. County officials and/or personnel may speak with the consent of the majority of the Board members present; and
3. Any person who, with the consent of the Chairperson of the Board and/or the Chairperson and/or a majority of any Board Committee, has been given permission to be listed in an appropriate place on the agenda for the purpose of that presentation at the meeting; and
4. Under public comment, each person shall be permitted to speak once during each meeting for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson; and
5. The Clerk of the Board with the consent of the Chairperson.

K. PARLIAMENTARY AUTHORITY.

Mason's Manual of Legislative Procedure, shall govern all questions of procedures which are not otherwise provided by the Rules, or by State law.

L. USE OF CELL PHONES.

During meetings of the Board, including Committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption.

Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of Board and Committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to “mute” or “vibrate” in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

VI.

FINANCE

A. SALARIES.

The salary of each elected official shall be fixed by the Board according to the provisions of the law.

B. BOARD COMPENSATION.

Members of the Board and its Committees shall be compensated for their duties and their Committee work at such rates and such amounts as the Board, by resolution, in accordance with State law, shall determine.

C. EXTRA COMPENSATION.

The Board shall not grant or authorize extra compensation to any public officer, agent or contractor after the services have been rendered or the contract entered into.

D. BUDGET LIMITATIONS.

Except as may be otherwise required by law or Board Resolution, no County board, agency, or officer whose budget is in whole or in part subject to the jurisdiction of the Board shall exceed or commit itself to exceed its budget or any line item thereof without prior approval of the Board.

VII.

ADMINISTRATION

A. FORM OF REPORTS AND COMMUNICATIONS.

All written reports and communications to the Board and its Committees and members from any office, agency or employee of the County shall be upon 8-1/2 by 11 inch paper.

B. NOTICE OF BOARD ACTION.

When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the Board of Commissioners' Office shall promptly notify the person or agency making the request or demand of the Board's action thereon.

C. SCHEDULE OF CLAIMS.

At the end of each regular and adjourned regular meeting of the Board, the County Clerk shall provide the Board with a schedule of the claims to be considered for allowance or disallowance in accordance with Resolution #07-315.

D. MINUTES.

A copy of the minutes of each Board meeting shall be prepared and transmitted to each Board member promptly. The County Clerk or their designee, shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.

All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered immediately by the Clerk of the Board in the order of their adoption, which number shall be prefixed with the last two digits of the year of its adoption and a hyphen. Thus, the third resolution adopted in 2019 would be designated "RESOLUTION NO. 19-03". As each resolution is finally adopted, the Clerk of the Board shall assign its proper number, which shall appear at the head of said resolution as finally adopted in the minutes as shown above.

E. BUDGET AND SALARY DETAIL.

When the tentative budget and when the budget itself is submitted to the Board by the Finance Committee, as provided in these Rules, the Controller/Administrator shall provide each member of the Board with a copy of the full budget and salary schedule and such other information as required in the Uniform Budgeting Act, 1978 PA 621.

F. MEMBERS' MANUAL.

As soon as possible after the adoption of these Rules, the Director, Board of Commissioners' Office shall make available the following information:

1. Names, addresses and telephone numbers (home and business) of all Board members.
2. The most current Board Rules, as amended.
3. The positions, names and addresses of all Board appointees, with the date of their original appointment to said board and the date which their current term expires.
4. The notebook or manual shall also include such other information as the Board, by resolution, from time to time directs.
5. The County Ethics Policy.

The Director, Board of Commissioners' Office shall update this information as necessary.

G. COPIES OF PARLIAMENTARY AUTHORITY.

The Director, Board of Commissioners' Office shall provide each member a copy of Mason's Rules of Order.

H. RELEASE OF ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS.

Attorney-client privileged communications may be released to persons and/or the general public under the following conditions:

1. A county commissioner requests the release of an Attorney-client privileged communication.
2. The county attorney provides their opinion regarding the release of such privileged communication to the County Services Committee. The county attorney will determine if disclosure could have any negative effect on pending litigation or other legal matters.
3. The County Services Committee shall make a recommendation to the full Board of Commissioners.

VIII.

TITLES AND SUBTITLES

The title and subtitles of these Rules, and the citations appended thereto, are for convenience only, and shall not be considered as part of these Rules.

IX.

AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

- A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the Commissioners elect. They shall remain in effect until rescinded or amended.
- B. Any amendment to these Rules properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESCINDING RESOLUTION #06-292 REQUIRING CERTAIN
ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES THAT EVALUATE EMPLOYEES TO
SUBMIT THE EVALUATIONS TO THE INGHAM COUNTY BOARD OF COMMISSIONERS**

WHEREAS, Resolution #06-292 required certain advisory boards and commissions that evaluate employees to submit the evaluations to the Ingham County Board of Commissioners; and

WHEREAS, due to restructuring and changes in oversight of certain positions within the County of Ingham, this resolution is no longer necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rescinds Resolution #06-292 Requiring Certain Advisory Boards, Commissions, and Committees that Evaluate Employees to Submit The Evaluations to the Ingham County Board of Commissioners effective upon the adoption of this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION REAFFIRMING RESOLUTION #06-115
TO ESTABLISH A POLICY ON THE COUNTY ORIENTATION OF COUNTY APPOINTEES TO
CERTAIN BOARDS, COMMISSIONS, AND COMMITTEES**

WHEREAS, the Board of Commissioners appoint County residents to a variety of advisory boards, commissions and committees which are essential to the function of Ingham County Government; and

WHEREAS, certain advisory boards, commissions and committees have the ability to independently solicit bids and contract for services and it is important for them to be made aware of certain Ingham County policies and procedures; and

WHEREAS, Resolution #06-115 established a policy regarding orientation of county appointees to certain boards, commissions, and committees and the Board of Commissioners wish to reaffirm this policy.

THEREFORE BE IT RESOLVED, that all Ingham County appointees to advisory boards, commissions and committees will receive copies of Ingham County's social media and attendance policies.

BE IT FURTHER RESOLVED, that all future Ingham County appointees to advisory boards, commissions and committees will receive copies of the county ethics policy, social media and attendance policies along with their appointment notifications.

BE IT FURTHER RESOLVED, that the directors of Community Health Center Board, Fair Board and Parks Commission shall conduct orientations with Ingham County appointees on County Ethics, Purchasing, Living/Prevailing Wage, Equal Employment Opportunity Committee, Travel and Open Meetings Act Policies as appropriate.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges that non-county appointed directors of other boards, commissions and committees such as Community Mental Health Authority and the Capital Region International Airport Authority provide orientations on appropriate county and organizational specific policies and practices.

BE IT FURTHER RESOLVED, that the Board of Commissioners' Office will distribute copies of this resolution to all Ingham County advisory boards and commissions and committees.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ESTABLISHING AN INTERVIEW PROCESS FOR MAKING APPOINTMENTS TO
ADVISORY BOARDS/COMMISSIONS**

WHEREAS, the Board of Commissioners appoints citizens to advisory boards and commissions; and

WHEREAS, applicants for these advisory boards and commissions are interviewed by the various Liaison Committees; and

WHEREAS, the interview process is an important part of ensuring that the most qualified applicants are selected to serve on Ingham County's boards and commissions; and

WHEREAS, a Board Rules/Appointments Subcommittee was appointed to review the Board Rules, Ethics Policy and procedures and policies currently in place overseeing advisory boards and commissions; and

WHEREAS, it is the recommendation of the Board Rules/Appointments Subcommittee that a uniform interview process be established for appointments to the various boards and commission; and

WHEREAS, to assist in the interview process, the Board Rules/Appointments Subcommittee also recommends that applicants have the option to submit resumes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the attached interview process whereby applicants are interviewed on an individual basis and asked a series of standardized questions, subject to follow-up questions if necessary.

BE IT FURTHER RESOLVED, that members of the Committee are free to ask additional questions.

BE IT FURTHER RESOLVED, that the Liaison Committee Chair has the option to waive this process in cases where it has been determined by the Committee that it is not necessary to interview the applicants individually.

BE IT FURTHER RESOLVED, that the advisory board/commission application will be amended to reflect that applicants have the option to submit resumes if desired.

SCRIPT AND QUESTIONS FOR APPOINTEES TO BOARDS AND COMMISSIONS

At this point in our agenda we will be interviewing potential appointees for _____ board/commission. This is a public meeting and all members of the public are welcome to stay during the interview process. However, we do ask that out of respect for their fellow interviewees, that all potential candidates please step out of the room and wait to be called in so that we may interview each candidate one at a time.

Mr./Ms./Mx. _____. Thank you for applying to serve on _____ commission/board. We have a set of questions we would like to ask as part of the interview process. Members of the committee may have additional follow-up questions based on your response.

1. Why are you interested in serving on this board/commission?
2. What do you see as the main focus of this board/commission?
3. What unique skills or qualifications do you have that would benefit the work of this board/commission?
4. Are there specific issues that you hope to address as a member of this board/commission?
5. What is the biggest challenge or opportunity you think this board/commission will face in the course of the next year?

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION SUPPORTING THE INGHAM COUNTY CULTURAL DIVERSITY COMMITTEE'S
FIRST ANNUAL INGHAM COUNTY'S UNITY IN THE COMMUNITY**

WHEREAS, the Ingham County Cultural Diversity Committee hosted a successful luncheon this year and is proud to say that Ingham County has a culturally diverse and changing population displayed in terms of many characteristics, including ethnicity, race, gender and religion; and

WHEREAS, in addition to the established luncheon initiative, it is the goal of the Cultural Diversity Committee to remain active throughout the year by educating, raising awareness and providing a positive environment that promotes diversity and inclusion for all; and

WHEREAS, employee survey results suggested that the Cultural Diversity Committee sponsor additional enrichment events that promote diversity; and

WHEREAS, in keeping with the strategic plan to promote respect for diversity, the Committee is initiating efforts to have an additional event this year to celebrate Ingham County's continued unity efforts; and

WHEREAS, this employee-community engagement event entitled "Ingham County's Unity in the Community" will highlight Ingham County's diversity and is scheduled for Friday, September 20, 2019 from 5:30 pm – 8:30 pm at Hawk Island Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Ingham County Cultural Diversity Committee on a successful 2019 Diversity Luncheon and supports the first annual "Ingham County's Unity in the Community" event.

BE IT FURTHER RESOLVED, that \$2,500 shall be appropriated from the Contingency Fund for this event and the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that employees, as well as their family and friends, are encouraged to attend the first annual "Ingham County's Unity in the Community" event.