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FINANCE COMMITTEE
MARK GREBNER, CHAIR
THOMAS MORGAN
TODD TENNIS
BRYAN CRENSHAW
MARK POLSDOFER
RANDY SCHAFER
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 5, 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 22, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. 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](#))
2. Community Corrections
 - a. Resolution to Authorize a Contract with Northwest Initiative for Day Reporting Services and [Sentinel, Inc.](#) for Electronic Monitoring Services as Authorized by the Justice Millage
 - b. Resolution to Authorize Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/[City of Lansing](#) Community Corrections and Entering into Program Subcontracts for FY 2019-2020
3. Mid-State Health Network – Resolution to Authorize an Extension to the Inter-Local Agreement with Mid State Health Network ([MSHN](#))
4. Health Department – Resolution to Amend the Staffing Services Agreement with [Cross Country](#)
5. 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
6. 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](#)

7. Board of Commissioners Office – 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.

FINANCE COMMITTEE
May 22, 2019
Draft Minutes

Members Present: Crenshaw, Grebner, Maiville, Morgan, Polsdofer and Schafer

Members Absent: Tennis

Others Present: Melissa Buzzard, Tim Morgan, Bill Conklin, Rick Terrill, Michael Townsend, Beth Foster and others.

The meeting was called to order by Chairperson Grebner at 6:01 p.m. in Conference Room D & E of the Human Services Building, 5303 South Cedar Street, Lansing, Michigan.

Approval of the May 8, 2019 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE MAY 8, 2019 MEETING MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Tennis

Additions to the Agenda

12. Resolution Designating the Month of June, 2019 as LGBTQ Pride Month in Ingham County

Additional Information –

5. Parks Department – Resolution to Authorize the Account Clerk, Parks Part-Time Position to be Converted to a Full Time Position

Substitutes –

4. Community Agencies – Resolution Approving Criteria for Evaluating 2020 Applications for Community Agency Funding
10. Human Resources Department
 - a. Resolution to Approve Amendments to the 2019 Managerial and Confidential Employee Personnel Manual

Limited Public Comment

None.

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

1. Treasurer's Office – Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2019 Note
2. Public Defenders Officer – Resolution to Authorize a Subscription for Westlaw Legal Research Program
3. 9-1-1 Center – Resolution to Authorize Administrative Finding that Peninsula Fiber Network LLC Shall be the Primary 9-1-1 Service Supplier
4. Community Agencies – Resolution Approving Criteria for Evaluating 2020 Applications for Community Agency Funding
6. Health Department
 - a. Resolution to Amend Resolution #19-194
 - b. Resolution to Authorize an Agreement with Edge Publicom for a Medical Marijuana Public Education Campaign
 - c. Resolution to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health
 - d. Resolution to Authorize an Agreement with NextGen for Custom Ryan White Templates
 - e. Resolution to Accept Reinvestment Fund Invest Health Field Building Grant Award
 - f. Resolution to Authorize an Agreement with Rite Aid Corporation for 340B Prescription Drug Services
 - g. Resolution to Enter Agreement with Roger L. Donaldson, AIA P.L.C. for New Hope Community Health Center Renovations
7. 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
8. 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
9. Road Department – 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
10. Human Resources Department
 - a. Resolution to Approve Amendments to the 2019 Managerial and Confidential Employee Personnel Manual

- 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
12. Resolution Designating the Month of June, 2019 as LGBTQ Pride Month in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

5. Parks Department – Resolution to Authorize the Account Clerk, Parks Part-Time Position to be Converted to a Full Time Position

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

Chairperson Grebner stated that there could not be that much accounting involved with grants and asked what exactly the full-time account clerk would be accounting.

Melissa Buzzard, Trails and Parks Millage Program Coordinator, stated that there was a surprising amount of paperwork involved with grants from start to finish and that accounting responsibilities would continue to pick up even as everything was wrapped up.

Chairperson Grebner asked if the position included only financial duties.

Ms. Buzzard stated that there was enough of that to require a full-time position.

Chairperson Grebner stated that it seemed like the paper process needed to find itself streamlined.

Ms. Buzzard stated that the position was responsible for all millage contracts, not just grants.

Chairperson Grebner asked who would have known there would be enough financial paperwork involved with the millage to keep someone busy for that many hours in a year.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

11. Controller/Administrator's Office – Ingham County Strategic Plan Update (*Discussion*)

Commissioner Crenshaw gave a brief overview of the Strategic Plan Update. He further stated that the Controller has said that when budget requests were submitted, individuals were required to identify how they would tie in with the Strategic Plan.

Commissioner Schafer stated that under the law enforcement section there was a statement about maintaining staffing at 2020 levels and that he moved to strike in Law and Courts Committee, but he did not receive support. He further stated that he felt the staffing levels were not adequate.

Chairperson Grebner stated that he always felt that the way priorities were discovered was when people vote on things. He further stated that he was not opposed to the Strategic Plan but that he did not think it was the life of the County's Budget.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:09 p.m.

JUNE 5, 2019 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Controller's Office recommends approval of the following resolutions:

- 1. 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.

- 2a. Community Corrections** – *Resolution to Authorize a Contract with Northwest Initiative for Day Reporting Services and Sentinel, Inc. for Electronic Monitoring Services as Authorized by the Justice Millage*

This resolution will authorize entering into contracts with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and with Sentinel, Inc. in an amount not to exceed \$20,000 for the period from the date of a fully executed contract through December 31, 2019. Resolution #18-497 approved Justice Millage funds in the amount of \$100,600 for Community Corrections programs, including \$52,000 for Day Reporting and \$20,000 to supplement the current general fund allocation (\$50,000) for Electronic Monitoring Services for indigent users. Without these funds, Day Reporting will only be available with State Community Corrections grant funding which imposes strict eligibility limitations and on a client pay basis which limits or precludes access. Electronic Monitoring services for eligible indigent users will be reduced or terminated if the annual general fund allocation is exhausted prior to the end of the year.

Day Reporting will provide services on a fee for service bases for an estimated 40-50 participants, services to include a needs assessment, individual plan for success, progress reports, fundamental needs services and other indicated services. Electronic Monitoring services will be provided for an estimated 7-9 additional participants based on the current contract fee schedule ranging from \$4.65 to \$14.00 per day.

See memo for details.

2b. Community Corrections – *Resolution to Authorize Submission of a Grant Application and Enter into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Enter into Program Subcontracts for FY 2019-2020*

This resolution will authorize the annual submission of a grant application and a contract with the Michigan Department of Corrections for FY 2019-2020. The application request will provide funding in the amount of \$291,562, covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Residential services are also available and valued at \$552,244. Funding requests include Day Reporting, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

See memo for details.

3. Mid-State Health Network – *Resolution to Authorize an Extension to the Inter-Local Agreement with Mid State Health Network (MSHN)*

This resolution authorizes an extension to the inter-local agreement be entered into with MSHN for the establishment of a substance use disorder policy board that includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County for a three year time period beginning when the agreement is fully executed.

4. Health Department – *Resolution to Amend the Staffing Services Agreement with Cross Country*

This resolution authorizes an amendment to the existing Cross County Staffing Agreement to include the CHCs for temporary placements, while permanent placements are recruited and hired into vacant physician positions for a total amount not to exceed \$250,000, effective June 1, 2019 through March 30, 2020. Attrition savings through the vacant physician positions will be utilized to cover the cost of the agreement.

5a. 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.

5b. 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.

6. 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.

7. 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 1

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.

TO: Board of Commissioners Law and Courts and Finance Committees

FROM: Mary Sabaj, CCAB Manager

DATE: May 20, 2019

SUBJECT: Resolution Authorizing Entering a Contract with Northwest Initiative for Day Reporting and Sentinel, Inc. for Electronic Monitoring Services as Authorized by the Justice Millage

For the meeting agendas of May 30 and June 5

BACKGROUND

Resolution #18-497 adopted by the Board of Commissioners on November 27, 2018 approved Justice Millage funds in the amount of \$100,600 for Community Corrections programs, including \$52,000 for Day Reporting and \$20,000 to supplement the current general fund allocation (\$50,000) for Electronic Monitoring Services for indigent users.

ALTERNATIVES

Without these funds, Day Reporting will only be available with State Community Corrections grant funding which imposes strict eligibility limitations and on a client pay basis which limits or precludes access. Electronic Monitoring services for eligible indigent users will be reduced or terminated if the annual general fund allocation is exhausted prior to the end of the FY.

FINANCIAL IMPACT

All FY 2019 program expenditures will be covered by Justice Millage funding approved for this purpose. Day Reporting will provide services on a fee for service bases for an est. 40-50 participants, services to include a needs assessment, individual plan for success, progress reports, fundamental needs services and other indicated services. Electronic Monitoring services will be provided for an estimated 7-9 additional participants based on the current contract fee schedule ranging from \$4.65 to \$14.00 per day.

STRATEGIC PLANNING IMPACT

This Resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

OTHER CONSIDERATIONS

Day Reporting addresses fundamental needs and provides onsite evidence based curricula designed to decrease recidivism. Electronic Monitoring provides monitoring and tracking allowing supervision and programming in the community freeing up jail beds. Pursuant to Resolution #18-528 a report will be submitted in July to “provide information about achievements and effectiveness” of these programs.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support millage funded Day Reporting and Electronic Monitoring programming in FY 2019.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH NORTHWEST INITIATIVE FOR DAY REPORTING SERVICES AND SENTINEL, INC. FOR ELECTRONIC MONITORING SERVICES AS AUTHORIZED BY THE JUSTICE MILLAGE

WHEREAS, on August 7, 2018 the Ingham County Board of Commissioners approved the Justice Millage; and

WHEREAS, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution 18-497 that included \$100,600 to fund community based programs, including \$52,000 for Day Reporting and \$20,000 which will supplement the current general fund allocation (\$50,000) for Electronic Monitoring services; and

WHEREAS, current vendors Northwest Initiative and Sentinel, Inc. are willing and prepared to provide program services to the County through a Justice Millage funded contract through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed \$52,000 and with Sentinel, Inc. in an amount not to exceed \$20,000 for the period from the date of a fully executed contract through December 31, 2019.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.

Agenda Item 2b

TO: Board of Commissioners Law and Courts and Finance Committees
FROM: Mary Sabaj, CCAB Manager
DATE: May 17, 2019
SUBJECT: Resolution Authorizing Submission of Grant Application and Entering MDOC Contract and Program Subcontracts

For the meeting agendas of May 30 and June 5

BACKGROUND

Community Corrections submits an annual grant application that covers partial administrative costs and all of the PA511 State funded community based programs for adult felony probationers. The funding request for FY2019-2020 includes Day Reporting, Relapse Prevention and Recovery treatment groups for men and women, a part time Pretrial Services Investigator and Electronic Monitoring services for indigent pretrial defendants, Gatekeeper services, MRT Cognitive Change groups for men and women, Domestic Violence Intervention groups, and Opioid Specific Program services.

ALTERNATIVES

Without these funds, programming will only be available on a client pay basis which will limit or preclude access to much needed treatment and services.

FINANCIAL IMPACT

The FY 2019-2020 Application request will provide funding in the amount of \$291,562, covering partial administration costs and all PA511 treatment and service programs for adult felony probationers. Residential services are also available and valued at \$552,244.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of providing easy access to quality, innovative, cost effective services that promote well-being and quality of life for the residents of Ingham County, specifically section A 2. (e) of the Action Plan – Combine Jail sentences with substance abuse and other treatment programming when appropriate to reduce recidivism.

OTHER CONSIDERATIONS

The FY 2019-2020 Community Corrections Comprehensive Plan and annual Application are designed to result in the efficient use of State and local corrections resources by providing safe program alternatives to incarceration and by effectively addressing barriers to offender success. This saves jail beds and improves successful outcomes for participants, enabling them to become productive members of the community who are able to take responsibility for themselves and their families, as well as meet their court ordered obligations.

RECOMMENDATION

Based on the information presented, the CCAB respectfully recommends approval of the attached resolution to support Community Corrections administration and programming for FY2019-2020.

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2019-2020

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2019-2020; and

WHEREAS, the FY 2019-2020 Application provides for the following CCAB Plans and Services programming: Relapse Prevention and Recovery (\$67,898) to be provided by CEI CMH; Gatekeeper services (\$4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$26,082) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups (\$12,000) to be provided by Prevention and Training Services; Opioid Specific Program services (\$55,000) to be provided by Tri County Community Adjudication Program; Day Reporting services (\$40,274) to be provided by Northwest Initiative – ARRO; and, Electronic Monitoring Services for Pretrial defendants (\$10,134) to be provided by Sentinel, Inc., for a subcontracted program total of \$215,457 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, the FY 2019-2020 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$291,562 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, Ingham County is also provided with availability of a projected average daily population of 30 residential beds and with M.D.O.C. in the amount of \$531,075 and 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169 contracting directly with residential providers rather than with local jurisdictions for a projected total value of \$552,244; and

WHEREAS, pursuant to the FY 2019-2020 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2019-2020 in the amount of \$291,562 in CCAB Plans and Services and Administration funds for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2019 through September 30, 2020 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed \$26,082; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed \$12,000; with Tri County Community Adjudication Program for the cost of Opioid Specific Program services not to exceed \$55,000; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$67,898; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$40,274; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed \$10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

TO: Board of Commissioners Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: May 20, 2019
SUBJECT: Resolution to Authorize an Extension to the Inter-Local Agreement with Mid State Health Network (MSHN)
For the meeting agendas of June 3 and June5

BACKGROUND

This resolution authorizes an extension to the inter-local agreement be entered into with MSHN for the establishment of a substance use disorder policy board that includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County for a three - year time period beginning when the agreement is fully executed.

MSHN is the Medicaid Managed Care Organization for mental health, developmental disability, and substance use disorder services (what are often called behavioral health services) covering for the tri-county community and eighteen other counties in the center of state. MSHN and CMH are jointly responsible for assuring that services are available within the tri-county community for Medicaid enrollees with Serious and Persistent Mental Illness, Serious Emotional Disturbances, Developmental Disabilities, and Substance Use Disorders.

ALTERNATIVES

The County could choose to retain all liquor tax revenues, however they would have to be utilized for property tax relief.

FINANCIAL IMPACT

The agreement includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County. This is approximately \$700,000 annually.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an extension to the inter-local agreement with the Mid State Health Network.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE INTER-LOCAL AGREEMENT WITH
MID STATE HEALTH NETWORK (MSHN)**

WHEREAS, Section 6226(1) of Public Act 368 of 1978, as amended, provides for designation of a Coordinating Agency to administer substance use disorder services subject to the approval of the affected county board or boards of commissioners; and

WHEREAS, the Mid-State Health Network (MSHN) is a Pre-Paid inpatient Health Plan/Regional Entity and new Medicaid Managed Care Organization for Michigan's behavioral health and substance use disorder services for twenty one counties including Ingham County; and

WHEREAS, MSHN is the Medicaid Managed Care Organization for mental health, developmental disability, and substance use disorder services (what are often called behavioral health services) covering for the tri-county community and eighteen other counties in the center of state; and

WHEREAS, through Resolution #14 – 386 an inter-local agreement was authorized and MSHN was designated as Ingham County's Coordinating Agency for administering Substance Use Disorder services under Public Act 368 of 1978, as amended, effective October 1, 2014.

THEREFORE BE IT RESOLVED, that an extension to the inter-local agreement be entered into with MSHN for the establishment of a substance use disorder policy board that includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County for a three - year time period beginning when the agreement is fully executed.

BE IT FURTHER RESOLVED, MSHN will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 24, 2019
SUBJECT: Authorization to Amend Staffing Services Agreement with Cross Country
For the meeting agendas of June 3 and June 5, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend the Cross Country Agreement (Resolution #19-075) to include the Community Health Centers by adding temporary placements to sustain access to care for the patient panels of the recently vacated physician positions.

Through Resolution #19-075, the agreement with Cross Country for the placement of clinical staffing, including Certified Nursing Assistants, Nurses, Medical Assistants and Licensed Practical Nurses, was expanded to include medical providers (Nurse Practitioners, Physician Assistants, and Physicians) through Cross Country's subsidiary, Medical Doctors Associates. Ingham County Health Department (ICHD) is experiencing critical staffing levels in the Community Health Center (CHC) operation as a result of two recent vacancies in physician positions. In order to avert negative impacts of provider staff vacancies to service delivery and quality of care for patients, ICHD would like to amend the Cross Country agreement. Through this amended agreement, CHC operations can maintain adequate primary care provider staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant county physician positions. This amendment totaling \$250,000 will be effective June 1, 2019 through March 30, 2020.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The costs associated with contractual staffing to fill employment vacancies for the physician positions are offset by unexpended salary and fringe budgeted for those positions. The total costs of contractual staff would not exceed the total contractual, salary and fringe amounts budgeted in any given fiscal year.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of promoting accessible healthcare, specifically section A.1(e) of the Action Plan – Expand access to healthcare for county residents, with an emphasis on the uninsured and underinsured

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners amend the existing Cross Country Staffing Agreement to include the CHCs for temporary placements, while permanent placements are recruited and hired into the vacant physician positions for a total amount not to exceed \$250,000, effective June 1, 2019 through March 30, 2020.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND STAFFING SERVICES AGREEMENT WITH CROSS COUNTRY

WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Cross Country Agreement (Resolution #19-075) to include the Community Health Centers (CHCs) by adding temporary placements to sustain access to care for the patient panels of the recently vacated physician positions; and

WHEREAS, through Resolution #19-075, the agreement with Cross Country staffing for the placement of clinical staffing, including Certified Nursing Assistants, Nurses, Medical Assistants, Licensed Practical Nurses, was amended to include medical providers (Nurse Practitioners, Physician Assistants, and Physicians) through Cross Country's subsidiary, Medical Doctors Associates; and

WHEREAS, ICHD is experiencing critical staffing levels in CHC operations as a result of two recent vacancies in physician positions; and

WHEREAS, in order to avert negative impacts of provider staff vacancies to service delivery and quality of care for Health Center patients, ICHD would like to amend the Cross Country agreement to include the CHCs for temporary placements to sustain access to care for the patient panels of the recently vacated physician positions; and

WHEREAS, through this amended agreement, CHC operations can maintain adequate primary care provider staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant county physician positions; and

WHEREAS, this amendment totaling \$250,000 will be effective June 1, 2019 through March 30, 2020; and

WHEREAS, the costs associated with contractual staffing to fill employment vacancies for the physician positions are offset by unexpended salary and fringe budgeted for those positions; and

WHEREAS, the total costs of contractual staff even in a high vacancy year, would not exceed the total contractual, salary and fringe amounts budgeted in any given fiscal year; and

WHEREAS, the Ingham Community Health Center Board supports the amending of the Cross County Staffing Agreement to include the CHCs with temporary provider Placements; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners amend the existing Cross County Staffing Agreement to include the CHCs for temporary provider placements for a total amount not to exceed \$250,000 effective June 1, 2019 through March 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the existing Cross County Staffing Agreement to include the Community Health Centers for temporary provider placements for a total amount not to exceed \$250,000 effective June 1, 2019 through March 30, 2020.

BE IT FURTHER RESOLVED, that through this amendment, the CHC operations can maintain adequate staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant County positions.

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

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

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 practioners 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.
- Original and largest veterinary image cloud with billions of images archived.
- Industry's fastest selling DR systems.
- Imaging partner of choice for Universities, specialty hospitals and facilities like SeaWorld, San Diego Zoo, Bush Gardens, US Navy and Seattle Aquarium.
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Why Sound Ultrasound?

- Successfully implementing ultrasound into the veterinary practice since 1996.
- Exclusive veterinary partner with GE Ultrasound for over 15 years.
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2.0-5.0 MHz



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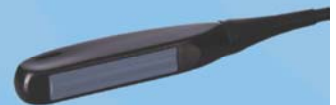
8C-RS
4.2-10.0 MHz



12L-RS
4.2-13.0 MHz



LK760-RS
5.0-10.0 MHz



70-620

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.

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
General Curator	\$116,134	
Registrar	\$77,008	
Head Keeper	\$89,833	
Account Clerk		\$12,000
Conservation Assistant		\$20,553
(8) Keeper Aides		\$122,066
TOTAL	\$437,594	

New Positions	F/T Step 8	P/T Step 8
Animal Care Supervisor	\$118,608	
Animal Programs Manager	\$118,608	
(2) Zookeeper 400	\$155,252	
Part-time Account Clerk		\$37,038
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

Transmission is Privileged and Confidential.

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

Commented [BE4]: From Zoo Keeper 600 JD

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.

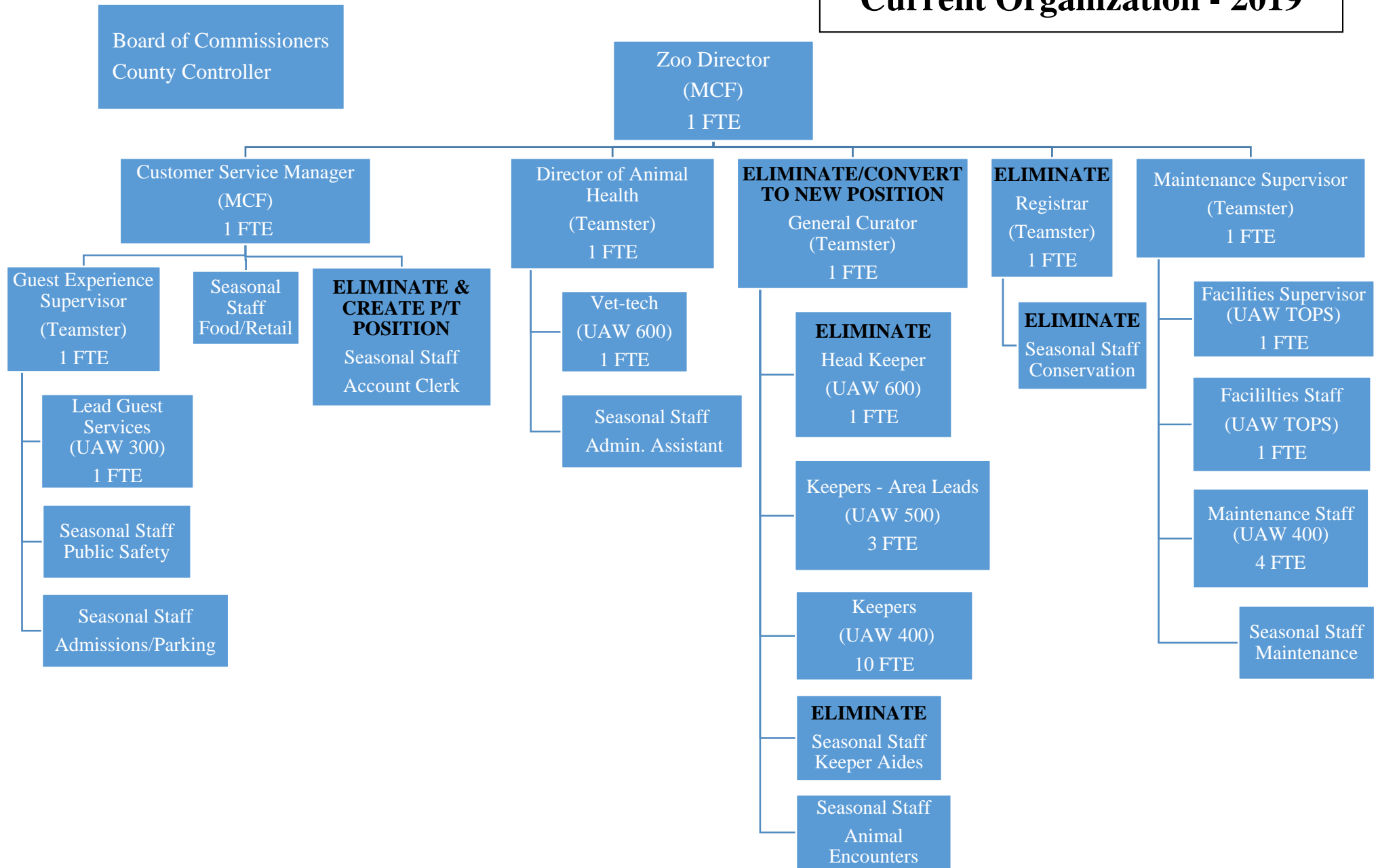
(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Zoo Teamster
Registrar pay scale

Job Description updated 2017

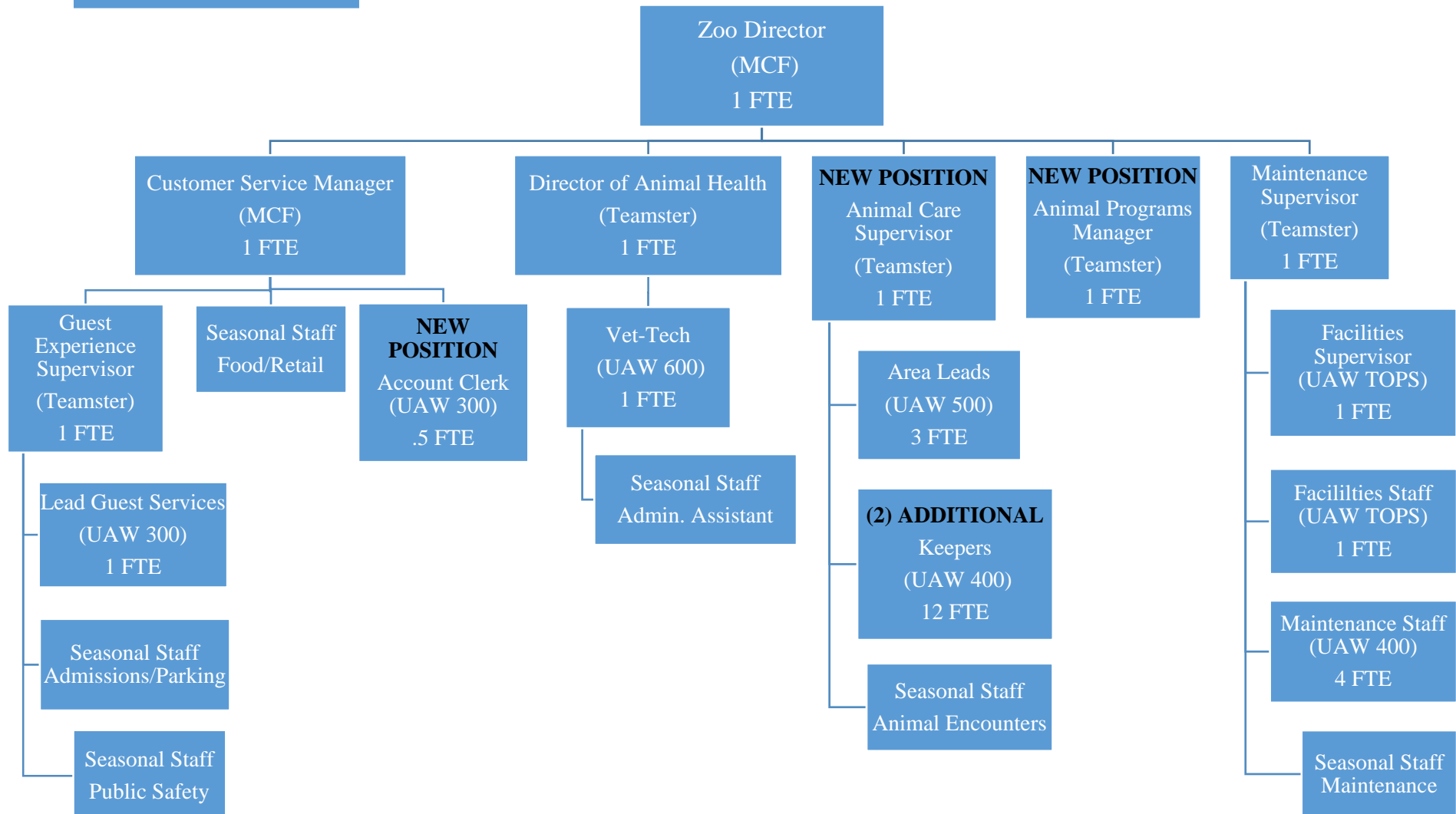
Potter Park Zoo

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.

Agenda Item 6

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.

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.

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

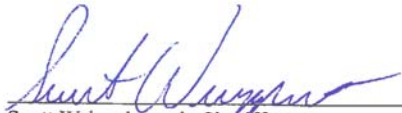
WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

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

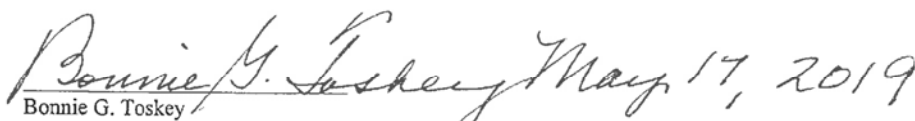
5-20-19

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 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.