

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

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

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 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 [February 19, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Women's Commission – Interviews
2. Farmland and Open Preservation Board – Resolution to Approve Proceeding to Close Permanent [Conservation Easement Deeds](#)
3. Treasurer's Office – Resolution to Authorize a [Reorganization](#) within the Ingham County Treasurer's Office
4. Equalization Department
 - a. Resolution to Award a Contract for Monumentation and Remonumentation Project [Representative](#)
 - b. Resolution to Award Contracts for Remonumentation Project [Surveyors](#)
 - c. Resolution to Award Contracts for [Peer Review Group](#) Members
5. Public Defenders Office
 - a. Resolution Creating [Positions](#) for the Public Defenders Office
 - b. Resolution to Authorize a [Lease Agreement](#) with 320 North Washington Partners and Ingham County
6. Innovation and Technology Department
 - a. Resolution to Approve the Purchase of Wireless Access Points and Associated Licenses from [Sentinel Technologies, Inc.](#)
 - b. Resolution to Authorize Planned Annual Continuing Education Program from [MUNIS](#)
7. Health Department – Resolution to Amend Agreement with MDHHS for [HIV Care](#) Coordination
8. Road Department – Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

9. Human Resources Department – Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc. [Supervisory Unit](#)
10. Controller's Office
 - a. Resolution to Approve an Inter-Local Agreement Granting Limited [Waiver of Exemption of Property Taxes](#) from Capture by Meridian Charter Township Downtown Development Authority
 - b. Resolution Approving [Transfer of Reimbursement Agreement](#) from Ingham County Brownfield Redevelopment Authority to Meridian Township Brownfield Redevelopment Authority
 - c. Resolution to Authorize an [Independent Review](#) of MUNIS Software and County Processes
 - d. Resolution Adopting Ordinance Amending [Ordinance Regulating Parking](#) in County Parking Lots
11. Board of Commissioners Office
 - a. Resolution Declaring March 31, 2019 as “[Cesar E. Chavez Day](#)” in Ingham County
 - b. Resolution Establishing a [Roadways Subcommittee](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

February 19, 2019

Draft Minutes

Members Present: Celentino, Grebner, Koenig (departed at 6:53 p.m.), Maiville, Naeyaert, Sebolt and Stivers (arrived at 6:00 p.m.).

Members Absent: None.

Others Present: Commissioner Bryan Crenshaw, Rick Terrill, Bill Conklin, Sue Graham, Tim Dolehanty, Becky Bennett, Todd Heywood, Jennifer Hanna, Nicole Hope, Tyler A Smith, and others.

The meeting was called to order by Chairperson Celentino at 6:00 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 5, 2019 Open and Closed Session Meeting Minutes

Commissioner Stivers arrived at 6:00 p.m.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 5, 2019 COUNTY SERVICES COMMITTEE OPEN AND CLOSED SESSION MEETINGS.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Chairperson Celentino stated that the County Services Committee had received a letter from the Michigan ACLU’s LGBT Project expressing its support for the Resolution Ensuring the Accessibility of Gender-Segregated Facilities on Property Operated by Ingham County.

Limited Public Comment

Todd Heywood, Health Center Board Chair, stated that Ingham County Health Center (IHC) already had gender-neutral facilities, and was already in compliance with the proposed policy. He further stated that IHC had operated that way for years without much discussion, because it was the right thing to do.

Mr. Heywood stated that the IHC board recognized that the Human Rights Campaign’s Health Equity Index rating was important, and that it helped bring people in. He further stated that the Board of Commissioners’ policies had an impact on IHC’s Health Equity Index, and that the proposed policy would increase Equity Index scores, which would help bring in patients and revenue.

Mr. Heywood stated that it was important to provide service to clients, while providing a safe space.

Jennifer Hanna, Health Center Board Vice-Chair, stated that she had been a member of the ICHC board for almost two years, and was also a patient. She further stated that she appreciated the gender-neutral bathrooms, and that one could go into the bathroom with one's kids without worrying.

Ms. Hanna stated that she did not know of any issues ever arising due to the gender-neutral bathrooms. She further stated that keeping the Human Rights Campaign's endorsement was very important.

Ms. Hanna stated that she was proud to serve the LGBT population well, and did not want to disenfranchise anyone.

Nicole Hope, Health Center Board Member, stated that she served on the Health Center board, and that she was transgender. She further stated that the ultimate question was whether the County wanted to affirm that people like her could exist in public or not.

Mr. Heywood stated that he, Ms. Hanna and Ms. Hope were available to answer any questions, and were willing to give input.

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

3. Facilities Department

- a. Resolution to Authorize an Agreement with Cusack's Masonry Restoration, Inc. for the Building Tuck Pointing at the Ingham County Youth Center
- b. Resolution to Authorize an Agreement with HPS for the Purchase of Three Ovens for the Ingham County Jail
- c. Resolution to Authorize an Agreement with A&B Equipment & Sons, Inc. for the Purchase of Three Washers for the Ingham County Jail

4. Road Department

- a. Resolution to Authorize a Professional Services Contract with Spicer Group, Inc. for the 2019 and 2020 Biennial Bridge Inspection Program
- b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Howell Road Bridge over Doan Creek, Olds Road Bridge over Perry Creek, and Olds Road Bridge over Huntoon Lake Extension Drain
- c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. Human Resources Department
 - a. Resolution to Approve Generic Service Credit Purchase for County Employee
 - b. Resolution Establishing Authorized Signatories for MERS Contracts and Service Credit Purchase Approvals
 - c. Resolution Honoring Kimberly Milton-Mackey, Kelly Rankin-Gomez, and Daneen Jones

THE MOTION CARRIED UNANIMOUSLY.

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

1. Economic Development Corporation – Interviews

Mark Brown interviewed for a position on the Economic Development Corporation Board.

Alec Findlay interviewed for a position on the Economic Development Corporation Board.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND APPOINTMENT OF ALEC FINDLAY AND MARK BROWN TO THE BOARD OF THE ECONOMIC DEVELOPMENT CORPORATION.

THE MOTION CARRIED UNANIMOUSLY.

2. Treasurer's Office – Resolution to Set Policy for Certain Delinquent Tax Payments

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

Commissioner Grebner stated that since there was no one present from the Treasurer's Office, he would wait until the next meeting of the Finance Committee to ask the question he had intended to ask.

THE MOTION CARRIED UNANIMOUSLY.

3. Facilities Department
 - d. Resolution to Authorize an Agreement with Trane U.S. Inc. for the Overhaul of the Chillers at the Ingham County Jail

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

Rick Terrill, Facilities Director, stated that he was present to answer any questions.

Commissioner Koenig asked what chillers had been replaced in the last five to ten years.

Mr. Terrill stated that the jail chillers had not been replaced recently, but that twelve to thirteen years ago, the air-cooled condenser at the jail had been replaced, which was part of the chiller system. He further stated that the issue with the chillers was with two pumps, and that rather than replacing the chillers for over \$400,000, they could be refurbished with a 5-year warranty until the new jail was built.

Mr. Terrill stated that refurbishment would be at approximately half the cost of replacement, and that he wanted to use taxpayer dollars wisely. He further stated that Trane U.S., Inc. was the only proprietary vendor that could do the repairs and give a warranty, and that Trane would even credit back the fifth year if the new jail was built and the old chillers were no longer needed.

Commissioner Koenig asked whether there were presently any problems with the chillers.

Mr. Terrill stated that there was a problem with one of them. He further stated that a lot of the parts associated with the pumps were pitted and worn, and it was just a question of when they would go out.

Commissioner Grebner asked whether the chillers were on the regular maintenance Capital Improvements list.

Mr. Terrill stated that replacement of the chillers had been budgeted for in the Capital Improvements budget, but that refurbishment was an option that they did not know was available at the time the budget was prepared.

Commissioner Grebner stated that refurbishment was less expensive, and that that was good news.

Discussion.

Commissioner Maiville stated that there had been several chillers repaired or replaced in the past, and that there had been one crisis involving chillers. He further asked whether there was preventative maintenance program involving this kind of equipment.

Mr. Terrill stated that a couple of years prior to the meeting, he had done a Facilities assessment on all County facilities, and that part of that process was to examine mechanical, electrical and plumbing systems. He further stated that there was a preventative maintenance program on rooftop IntelliPack units and condensers, under which employees would come twice a year to clean condenser coils, check pressures, check bearings, lubricate, and check air filters.

Mr. Terrill stated that all mechanical systems were checked on a regular basis, and repairs were made at that time, or would come before the Board of Commissioners for approval if the cost of the repair was high. He further stated that he tried to plan in advance based on industry standards of how long equipment could be expected to last, and that he put the cost of a replacement into the Capital Improvements budget in order to proactively address potential equipment failures.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

6. Board of Commissioners Office

- a. Appointment of Subcommittee to Review Board Rules and Advisory Board/Commission Appointment Process

Chairperson Celentino stated that at the last meeting he had mentioned that appointments would be made to the Rules Subcommittee, and that several Commissioners had expressed an interest.

Becky Bennett, Board of Commissioners Office Director, stated that Commissioners Sebolt, Naeyaert, and Grebner had expressed an interest in the Rules Subcommittee.

Commissioners Maiville and Stivers volunteered to join the Rules Subcommittee.

Chairperson Celentino stated that if every member of the County Services Committee volunteered, there was no need for a subcommittee. He further stated that the Committee could instead put a few items concerning Board of Commissioners rules on the agenda for the whole County Services Committee to consider.

Commissioner Maiville stated that he would be willing to withdraw.

Commissioner Grebner stated that it would be good to have a subcommittee because there was a need for more serious, in-depth discussions of important issues.

Discussion.

Chairperson Celentino stated that Commissioners Stivers, Sebolt, Grebner and Naeyaert would be appointed to the Rules Subcommittee. He further stated that Ms. Bennett would contact them about scheduling meetings.

Commissioner Sebolt asked who would chair the Subcommittee.

Chairperson Celentino stated that the members of the Subcommittee could decide that at the first meeting.

Ms. Bennett stated that four members of the County Services Committee would be a quorum, and that minutes would need to be taken at Rules Subcommittee meetings.

Commissioner Grebner stated that he did not want to chair the Rules Subcommittee.

Commissioner Sebolt stated that Commissioner Stivers should chair the Subcommittee, because she was Vice-Chair of the County Services Committee.

Commissioner Stivers stated that she would be happy to act as Chairperson of the Rules Subcommittee.

Chairperson Celentino stated that Commissioner Grebner wanted to form another subcommittee concerning roads.

Commissioner Grebner stated that he would like to form a permanent subcommittee to speak with Bill Conklin, Road Department Managing Director, about Road Department concerns. He further stated that the subcommittee could bring a unanimous recommendation to the full County Services Committee, which could be confident that the Road Department had given its input.

Commissioner Grebner stated that members of the subcommittee on roads should be Commissioners who had roads in their district, or had an interest in transportation.

Commissioner Naeyaert stated that these sounded like issues the full County Services Committee handled.

Commissioner Grebner stated that the County Services Committee should handle these things, but half of the Committee members had no County roads in their district, and no interest. He further stated that Road Department resolutions frequently passed as part of a consent agenda, despite the fact that they represented a \$25 million annual expenditure, with real choices to be made.

Commissioner Grebner stated that there had been a Roads Subcommittee in older days. He further stated that the Road Department had a lot of employees, and dealt with many contracts and personnel decisions.

Commissioner Grebner stated that the Road Department deserved attention and did not get it.

Commissioner Naeyaert stated that she was very interested in the roads subcommittee, because the Road Department and roads issues needed to be looked at more closely. She further stated that issues like the Columbia Road Bridge were frustrating.

Commissioner Grebner stated that the County was an odd hybrid unit. He further stated that Commissioner who represented districts in Lansing and East Lansing could not be made to pay attention to issues affecting residents in other parts of the County.

Commissioner Grebner stated that he did not care about roads, and that road-related concerns should be put in hands of Commissioners who did care.

Discussion.

Commissioner Grebner stated that the next time the rules were revised, the roads subcommittee should be built in as a standing subcommittee of the County Services Committee, meaning that only members of the County Services Committee could serve on it.

Commissioner Sebolt asked whether the Rules Subcommittee should examine that matter.

Commissioner Stivers stated that she had already noted it.

Commissioner Grebner stated that the Chairperson of the County Services Committee could appoint Commissioners without the subcommittee being in the rules, and the subcommittee could be added to the rules at a later time. He further stated that he would like to suggest that the Chairperson appoint a four-member subcommittee.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, THAT THE CHAIR OF THE COUNTY SERVICES COMMITTEE APPOINT FOUR MEMBERS TO SERVE ON A SUBCOMMITTEE REGARDING ROADS.

Commissioner Grebner stated that the name of the subcommittee should not include “transportation” because that term included too much.

Commissioner Sebolt stated that he would not call it simply the Roads Subcommittee. He further stated that a more holistic approach was needed.

Discussion.

Chairperson Celentino stated that it appeared that Commissioners Sebolt, Naeyaert, and Stivers were interested in serving on the roads subcommittee, as well as himself.

Commissioner Grebner stated that he did not want to call the subcommittee anything involving the word “transportation,” because he did not want Capital Area Transit Authority (CATA) and trails issues coming into it. He further stated that perhaps the subcommittee could be called the Roadways Subcommittee.

Commissioner Koenig stated that she might amend the motion to remove the exact number of Commissioners required.

Chairperson Celentino stated that he did not want to appoint the whole County Services Committee.

Commissioner Grebner stated that the idea was that in the long term, people with Road Department issues would focus on coming into the Roadways Subcommittee, whose members would speak for the Board of Commissioners on those issues.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Celentino stated that he would appoint Commissioners to the Roadways Subcommittee at the next County Services Committee meeting.

6. Board of Commissioners Office
 - b. Resolution Ensuring the Accessibility of Gender-Segregated Facilities on Property Operated by Ingham County (*Discussion*)

Chairperson Celentino stated that there was an action item attached, even while the Agenda Item was marked as a discussion item.

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

Commissioner Sebolt stated that Michigan had seen a move toward better LGBT policies with the new State-level administrations. He further stated that the resolution was about access and fair and equal treatment.

Commissioner Grebner stated that he supported the resolution, but could imagine unforeseen problems arising. He further stated that he would be sympathetic to County departments presenting issues with the policy to the board.

Commissioner Grebner stated that he was less interested in the symbolic nature of the resolution, and more interested in its practical application. He further stated that there may be practical impacts, and the Board of Commissioners should deal with them.

Commissioner Naeyaert stated that she was concerned whether this would mean that signs needed to be changed, and whether bathroom stalls would need to be altered. She further stated that she would like to know what implementing the resolution would cost, and that she liked the language in the resolution about accessibility and gender-neutral signage.

Mr. Terrill stated that in reading the resolution, he had several questions. He further stated that he was not certain whether he was required to identify single-stall restrooms, or all restrooms, but that he interpreted the resolution as applying to single stall restrooms.

Mr. Terrill stated that there were about 60-69 single-stall bathrooms in the County. He further stated that staff will install gender-neutral signs, but that he needed clear direction on what he needed to do.

Mr. Terrill stated that some single-occupancy restroom signs currently said "Unisex," and that there were some private restrooms in County facilities. He further stated that identifying which restrooms to roll out to was important, and that he wanted to determine what type of sign the Board of Commissioners wanted.

Discussion.

Mr. Terrill stated that prices for signage ranged from \$7-30 per sign.

Commissioner Naeyaert stated that she worked in the Michigan House of Representatives, which adopted a policy similar to the one put forth in the resolution. She further stated that the Michigan House of Representatives' policy provided that single-occupancy restrooms were gender-neutral, and multi-stall restrooms remained single-sex.

Commissioner Naeyaert stated that her understanding of the resolution was that this would allow access based on gender identity.

Commissioner Sebolt stated that he was offended by Commissioner Grebner's remarks that the resolution did not address a real issue. He further stated that transgender people might avoid using the public restroom at all because they felt unsafe or harassed, and that it was a real issue whether or not there were a lot of reports involving restroom access.

Commissioner Sebolt stated that the resolution was especially important because the County had opened up its employment policies regarding gender identity. He further stated that if a single-occupancy restroom already had a sign which said "Unisex" or "Family Restroom," it would be regarded as gender-neutral.

Commissioner Sebolt stated that in any other instance, signage would need to be changed, but that it was not necessary to buy fancy new signs.

Commissioner Grebner stated that perhaps he had phrased things wrong. He further stated that this resolution did not come up because some specific incident had occurred, but because it addressed a national issue.

Commissioner Grebner stated that perhaps the resolution could be split into two resolutions, one expressing long-term aspiration for gender-neutral restrooms, and one making specific changes in the short term.

Commissioner Stivers stated that even if it was not massively reported as a problem, LGBT restroom issues did come up. She further stated that there were a lot of parks in her district, and that ensuring access to those was important.

Commissioner Stivers stated that she would support adding a requirement for a laminated flyer in each restroom that helped people understand County policy. She further stated that Michigan Technological University had implemented a similar program.

Commissioner Stivers stated that she would like to see employees trained on these issues, and that just because nothing rose to the notice of the County Services Committee did not mean that LGBT people had not had issues. She further stated that the issue was very important, and that she felt the policy should go even further.

Commissioner Naeyaert stated that she supported the resolution, but was not sure whether there was a need to change all facilities' signs because of the costs involved. She further stated that it was important that restrooms were being provided to people regardless of their identification.

Commissioner Naeyaert stated that there may still be reasons for someone to object to someone being present in a gender-neutral restroom. She further stated that she worried about restrooms at the Health Department, where children in separated families might happen to be in the same restroom as a non-custodial parent.

Commissioner Naeyaert stated that she had seen multiple incidents where a non-custodial parent and his or her child had met in Health Department hallways, and that it was not comfortable for the children. She further stated that the resolution was a terrific start, that she supported it, and that she did not know if she would support changing every bathroom facility to gender-neutral signage.

Commissioner Koenig stated that she supported the resolution, and that it was something the Board of Commissioners should continue to work on. She further stated that the County could be a good example going forward that other counties could follow, and that the County liked to be a frontrunner in that way.

Commissioner Sebolt stated that family custody issues were separate from the policy set forth in the resolution. He further stated that every single-stall restroom should be converted in accordance with the resolution.

Commissioner Sebolt stated that he did not presume to speak for the LGBT community on its preferences regarding signage. He further stated that he had worked with the Lansing Association for Human Rights, Equality Michigan, and the ACLU of Michigan, and that he had allies in the Community Health Center he would like to speak to about the signage that was in use there.

Commissioner Koenig departed at 6:53 p.m.

Commissioner Sebolt stated that all single-stall restrooms with gender-specific signage should have new signs put up, and that the Facilities Department could bring back a revised resolution specifying what the signage would be. He further stated that the Board of Commissioners could make appropriations at that time.

Commissioner Grebner stated that the only directive to staff in the resolution mentioned single-occupancy restrooms. He further stated that perhaps the resolution could be amended to state that other restroom facilities should be changed as they are remodeled, and that restroom layouts might need to be changed.

Commissioner Sebolt stated that multi-stall restroom signage would remain gender-segregated, but people could still use the restrooms in accordance with their gender-identity.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

6. Board of Commissioners
c. Tri-County Office on Aging Parking (*Discussion*)

Chairperson Celentino stated that former Commissioner Kara Hope had mentioned this issue in the past.

Commissioner Crenshaw stated that around the current time of year, a lot of seniors came to the Tri-County Office on Aging (TCOA) for help with their taxes. He further stated that a lack of parking and some bad weather had created a significant hardship on seniors.

Commissioner Crenshaw stated that the TCOA board had asked former Commissioner Hope and himself to bring the problem to the Board of Commissioners. He further stated that the problem could be solved by adopting an ordinance to prohibit people not having business with TCOA from parking in their lot.

Commissioner Crenshaw stated that the TCOA provided a lot of services for seniors in the County, and that there was a need to help the seniors get access as easily as possible.

Tim Dolehanty, Controller, stated that the TCOA was putting orange cones in parking spots to discourage parking there, and he assumed the TCOA had been instructing seniors needing services to park there anyway. He further stated that the Board of Commissioners could impose an ordinance, and establish civil infraction and sanctions.

Mr. Dolehanty stated that the ordinance would need to be enforced by a police officer, not just any County employee. He further stated that the County could also put up parking gates for approximately \$30,000, but that created an issue about how to get parking passes to people who needed them.

Mr. Dolehanty stated that the question came down to how much effort the Board of Commissioners want to put in.

Commissioner Naeyaert asked whether the County had driver's license records of employees who parked in the affected parking lot. She further stated that she would rather instruct Human Resources to discipline County employees who park there, instead of implementing a new ordinance.

Mr. Dolehanty stated that there had been only one TCOA parking-related issue with a County employee. He further stated that the County did contact State Departments regarding State employees parking in the TCOA lot.

Mr. Dolehanty stated that reports of County employees improperly parking in the TCOA lot were infrequent.

Commissioner Grebner stated that the Board of Commissioners could simply create an ordinance and put up signs prohibiting parking, without enforcing it. He further stated that the County was not required to enforce its ordinances.

Commissioner Sebolt stated that perhaps the ordinance could be enforced once or twice. He further stated that that would probably quickly address the situation.

Commissioner Grebner stated that the Board of Commissioners might want to run things by the County Attorney before creating an ordinance without intent to enforce it. He further stated that the ordinance could be enforced against County and perhaps also State employees by simply telling them they were violating a County ordinance by parking in the TCOA parking lot.

Commissioner Sebolt stated that he was frustrated about this issue. He further stated that he had minutes from the May 15, 2018 meeting of the County Services Committee in which former Commissioner Hope asked about the TCOA parking issue, and Mr. Dolehanty stated that the issue was in process.

Mr. Dolehanty stated he did not know whether he had said he was in the process of looking into the issue during the May 15, 2018 meeting. He further stated that the bottom line was that he needed direction on what the Committee wanted done.

Commissioner Sebolt quoted from the minutes of May 15, 2018 County Services Committee meeting “Mr. Dolehanty stated that they were still looking at this issue. He further stated that an ordinance needed to be developed, and the policy would be reviewed by the County Attorney.”

Commissioner Sebolt stated that he believed someone had asked at a caucus meeting around the same time period for Mr. Dolehanty to draft an ordinance. He further stated that he would like to know whether the lack of progress was the Board of Commissioners’ fault for not following up, or the Controller’s fault for not bringing the matter back to the Board of Commissioners.

Commissioner Sebolt stated that he wanted to figure out how to resolve this disconnect so that when the Board of Commissioners asked the Controller’s Office to do something, it would be done in a timely manner.

Mr. Dolehanty stated that he believed he had followed up with the Board of Commissioners on the TCOA parking issue, and that Matt Nordfjord, County Attorney, was at one of the mentioned meetings, and had reaffirmed what Mr. Dolehanty had stated. He further stated that he just needed direction.

Chairperson Celentino stated that the consensus of the County Services Committee was that the Controller’s Office should draft an ordinance prohibiting parking in the TCOA parking lot for anyone not doing business with the TCOA.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:05 p.m.

MARCH 5, 2019 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Women's Commission** – *Interviews*

Candidates for open position on the Women's Commission will be present to answer questions from Committee members.

2. **Farmland and Open Preservation Board** – *Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds*

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. The FOSP Board recommends closing on the Bergeon, Coppernoll and Smith Trust properties at prices not to exceed the following amounts:

<u>Name</u>	<u>Appraisal/CE Price</u>
Bergeon	\$ 251,000
Coppernoll	\$ 147,000
Smith Trust	\$ 615,000

3. **Treasurer's Office** – *Resolution to Authorize a Reorganization within the Ingham County Treasurer's Office*

The Treasurer's Office seeks approval of a resolution to approve a reorganization plan designed to meet the various office responsibilities. This proposal would result in job descriptions more accurately matching what employees actually do and provide resources to more efficiently perform expected functions. Impacted positions are as follows:

New Positions

- Foreclosure Prevention Specialist – ICEA Pro level 2 (salary \$42,978.90)
- Accountant – ICEA Pro level 4 (salary \$49,013.79)
- Account Clerk II – UAW G (salary \$45,990.30)

Reclassified Positions

- Account Clerk II – UAW G (salary \$45,990.30)
- Account Clerk III – UAW H (salary \$48,680.07)
- Tax Forfeiture/Foreclosure Coordinator – ICEA Pro 4 (salary \$49,013.79)
- Property Tax Coordinator – ICEA Pro 8 (salary \$69,605.20)
- Lead Senior Accountant – ICEA Pro 9 (salary \$74,632.72)
- Assistant to the Treasurer – MCF 9 (salary \$68,305.87)
- Chief Deputy Treasurer – MCF 12 (salary \$86,612.64)

It is estimated that changes proposed in the reorganization request will add total expenditures of \$244,609 to the Treasurer’s general fund budget. The plan calls for another \$51,829 in annual expenditures to be assigned to the Delinquent Tax Revolving Fund (\$296,438 in total expenditures). The proposed resolution to approve the reorganization states “the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution,” which is routine for most resolutions that call for new allocations. However, an approved resolution should identify the source of funds for the general fund portion of the new expenditures.

4a. Equalization Department – Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

Michigan statute (MCL 54.269a) requires appointment of the County Surveyor as County Representative for Monumentation and Remonumentation Projects. The Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., to fulfill this obligation. The contract would take effect upon approval of the 2019 Grant Application by the State.

4b. Equalization Department – Resolution to Award Contracts for Remonumentation Project Surveyors

Michigan statute (MCL 54.269b) requires that the county board of commissioners appoint a county peer review group to act as a panel of surveyors. The purpose of this group is to review and provide advice on original public land survey corners or protracted public land survey corners presented by surveyors. Such review and advice must be sought before the County accepts the original public land survey corners or protracted public land survey corners for filing under the County plan. The proposed resolution names eight qualified individuals to full this role, with terms expiring on December 31, 2019.

4c. Equalization Department – Resolution to Award Contracts for Peer Review Group Members

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

All Purpose Surveying Consultants	\$ 12,400
Autenrieth Land Surveys	\$ 12,400
Bumstead Land Surveys	\$ 12,400
Enger Surveying and Engineering	\$ 12,400
Geodetic Design, Inc.....	\$ 12,400
Wolverine Engineering and Surveyors, Inc.	\$ 12,400

Funding for these survey and remonumentation contracts was authorized in the 2019 budget.

5a. Public Defender’s Office – Resolution Creating Positions for the Public Defender’s Office

This resolution will create seven additional positions for the Public Defender’s Office. The Human Resources Department recommends, with union support, position classifications as follows:

- Clerk – Public Defender’s Office (2 positions) – UAW/D (salary \$39,344.00)
- Part-Time Clerk – Public Defender’s Office (1 position) – UAW/D (salary \$19,672.00)
- Investigator (2 positions) – ICEA Prof 5 (salary \$53,828.83)
- Paralegal (2 positions) – ICEA Prof 5 (salary \$53,828.83)

Funding for these positions is included in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget.

5b. Public Defender's Office – *Resolution to Authorize a Lease Agreement with 320 North Washington Partners and Ingham County*

This resolution will authorize a lease, including 14 parking spaces, to be used as office space for the new Public Defender's Office. The lease is for approximately 8,900 square feet of space beginning on the date facility renovations are complete and fully operational. The length of the lease would be for five years at a total cost of \$845,500. The 14 parking spaces will cost \$100 per space per month for the duration of the agreement for an additional annual cost of \$16,800 and a five year total of \$84,000. Funding for the first year is included in the 2018-2019 Michigan Indigent Defense Commission (MIDC) grant budget.

6a. Innovation and Technology Department – *Resolution to Approve the Purchase of Wireless Access Points and Associated Licenses from Sentinel Technologies, Inc.*

Ingham County maintains a wireless computer network that is available for public use as well as internal, private, services. Following completion of a network assessment approved on September 25, 2018 (Resolution #18-374), the County possesses the data necessary to purchase and deploy upgraded wireless hardware. The Innovation and Technology Department recommends approval of a resolution to enter into an agreement with Sentinel Technologies, Inc. to purchase Cisco Meraki wireless access points and associated licensing in the amount of \$178,664.

6b. Innovation and Technology Department – *Resolution to Authorize Planned Annual Continuing Education Program from MUNIS*

Several retirements over the past several years coupled with significant enhancements to the MUNIS software platform have resulted in an enhanced need for employee training. The Innovation and Technology Department request approval of a resolution to authorize purchase of a MUNIS training package from Tyler Technologies at a total cost not to exceed \$18,000. Implementation of training would be accomplished in coordination with the proposed MUNIS system review proposed in agenda item 10c.

7. Health Department – *Resolution to Amend Agreement with MDHHS for HIV Care Coordination*

This resolution seeks reallocation of \$108,000 from the total Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant funds totaling \$581,172 for the creation of two new positions:

- Peer Educator – UAW Tops Level F (salary \$44,338.87)
- Part-Time Community Health Representative II – UAW Tops Level D (salary \$39,344.00)

This \$108,000 was formerly allocated for substance abuse counseling. Under the proposed amendment, the substance abuse counseling will be funded through the Health Department's community partner Community Mental Health Authority of Clinton, Eaton & Ingham Counties (CMHACEI) using Medicaid dollars. This reallocation of funds from MDHHS for HIV Care Coordination will be effective March 1, 2019 through September 30, 2019, supports the Ryan White program at Forest Community Health Center, and will allow the Health Department to create new positions for HIV care.

8. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 12 projects (see attachment for permit list).

9. Human Resources Department – *Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc. Supervisory Unit*

The Human Resources Department recommends approval of a resolution to approve a collective bargaining agreement between Ingham County, Ingham County Sheriff and the Capitol City Labor Program, Inc. Supervisory Unit for the period January 1, 2018 through December 31, 2020.

10a. Controller's Office – *Resolution to Approve an Inter-Local Agreement Granting Limited Waiver of Exemption of Property Taxes from Capture by Meridian Charter Township Downtown Development Authority*

On November 27, 2018 the Board of Commissioners approved Resolution 18-487 to negotiate a Tax Sharing Agreement between the Meridian Charter Township Downtown Development Authority and the Ingham County following parameters established by the Board of Commissioners in Tax Sharing Agreement Policy. Attorneys and staff representing both parties to the proposed Agreement recommend approval of the proposed Interlocal Agreement. This resolution is associated with agenda item 10b.

10b. Controller's Office – *Resolution Approving Transfer of Reimbursement Agreement from Ingham County Brownfield Redevelopment Authority to Meridian Township Brownfield Redevelopment Authority*

On October 9, 2001 the Board of Commissioners approved Resolution 01-295 to create a Brownfield Redevelopment Authority (ICBRA). Subsequently, the Board ratified Resolution 16-520 on December 13, 2016 to approve ICBRA Brownfield Plan for the Elevation at Okemos Pointe, including a reimbursement agreement. During discussions about the Interlocal Agreement with the Meridian Township DDA (agenda item 10a, above), it was suggested that administration of the Elevation at Okemos Pointe Brownfield Plan should be transferred to Meridian Township and the Meridian Township Brownfield Redevelopment Authority in order to capitalize on efficiencies of the development project. Attorneys and staff representing both parties recommend approval of this proposed transfer of authority.

10c. Controller's Office – *Resolution to Authorize an Independent Review of MUNIS Software and County Processes*

The MUNIS system has evolved over the past 15 years to become the exclusive software platform for all finance, payroll and benefits accounting for Ingham County. Most departments utilize MUNIS to support daily activities. A recent upgrade to MUNIS enhanced many system modules and introduced significant new features to the platform, and several departments have identified opportunities to optimize use of the software. A team of key departments met to discuss options for enhancement and have requested approval of a resolution to engage a technology team from Plante & Moran to review the County's use of the MUNIS system at a total cost not to exceed \$37,500. The proposal is dependent on use of budgeted contingency dollars to fund the project. Implementation of this independent review would be accomplished in coordination with the proposed annual MUNIS education proposal in agenda item 6b.

10d. Controller's Office – *Resolution Adopting Ordinance Amending Ordinance Regulating Parking in County Parking Lots*

A resolution is offered to amend the Ordinance Regulating Parking in County Parking Lots to restrict parking in the parking lot located at the north end of the County Human Services Building to clientele of Tri-County Office on Aging, and to prohibit the parking of motor vehicles in that parking lot by persons not having business with Tri-County Office on Aging.

11a. Board of Commissioners Office – *Resolution Declaring March 31, 2019 as “Cesar E. Chavez Day” in Ingham County*

A resolution is proposed to honor the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2019 as “Cesar E. Chavez Day” in Ingham County.

11b. Board of Commissioners Office – *Resolution Establishing a Roadways Subcommittee*

A resolution is offered to establish a Roadways Subcommittee consisting of up to four members of the County Services Committee. Members named in the resolution include Commissioner Maiville, Commissioner Naeyaert, Commissioner Sebolt and Commissioner Stivers.

TO: COUNTY SERVICES AND FINANCE

DATE : FEBRUARY 19, 2019

FROM: STACY BYERS

SUBJECT: APPROVAL TO CLOSE CONSERVATION EASEMENTS ON BERGEON, COPPERNOLL, MOORE AND SMITH TRUST PROPERTIES

The Farmland and Open Space Preservation Board received applications for the 2017 and 2018 cycle. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved Farmland and Open Space selection criteria. The Board of Commissioners approved proceeding to negotiate on the top ranked properties through Resolution #17-480 and #19-013.

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, the Bergeon, Coppernoll, Moore and Smith Trust properties, were recommended for purchase by the Purchasing Department.

The Ingham County Board of Commissioners adopted the 2018 Strategic Plan which included promoting environmental protection, smart growth and conservation as part of its overarching county priorities. Preserving the Bergeon, Coppernoll, Moore and Smith Trust properties helps to further these County priorities.

The FOSP Board has money in the budget to close on the two open space properties and cover all closing costs.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE PROCEEDING TO CLOSE
PERMANENT CONSERVATION EASEMENT DEEDS**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established promoting environmental protection, smart growth and conservation as overarching and long term priorities; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2017 and the 2018 application cycle, and of which, said rankings were approved by Resolutions #17-480 and #19-013; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a "Bid" process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Bergeon, Coppernoll, Moore and Smith Trust properties at a price not to exceed the amount listed in the chart below:

<u>Name</u>	<u>Acreage</u>	<u>Appraisal /CE Price</u>
Bergeon	73.32 +/-	\$251,000.00
Coppernoll	147.68 +/-	\$147,000.00
R. Smith Trust	383.5 +/-	\$615,000.00
Moore	83 +/-	\$173,000.00

BE IT FURTHER RESOLVED, that the County 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.

Agenda Item 3

The Ingham County Treasurer's office proposes a reorganization plan designed to meet the responsibilities the office carries to the public and to other offices in county government. This reorganization will result in job descriptions more accurately matching what employees actually do and provide resources to more efficiently perform expected functions. It also anticipates continuing changes in payment systems, an increased role in providing services to other county and local offices, and more complex state systems and reporting.

Many of the office's job descriptions contain detailed descriptions of functions performed under the tax lien system that ended nearly twenty years ago. None of the job descriptions include adequate descriptions of the office's functions in an increasingly automated payment system. All positions in the office deal with increasingly complex issues. For a variety of reasons we are often the first call or stop made by individuals with any kind of tax issue and we direct people daily to the appropriate local, state or federal resource as well as working with delinquent property taxpayers.

The proposal allows for full staffing, with adequate backup, for the office's Lansing payment window. The office provides financial services to offices in the Veterans Memorial Courthouse as well as a more convenient payment location for the majority of county residents.

The proposal creates a newly defined Entry Level Accountant position. In addition to adding resources to deal with increasingly complex subjects the position provides a means of recruiting and training accountants for the specialty of government accounting and will serve as a first step for individuals who may move to other departments. This position will also be used to work more with county departments on proper cash handling and bank reconciliation methods.

A position in the Foreclosure Prevention office will be changed from temporary to permanent. The office has had great success working to gain access to resources outside of county government to reduce property tax foreclosures and the intent is to further increase that outreach. That office and the treasurer's office in general have taken on certain functions formerly performed by a Land Bank/Treasury shared employee.

With additional resources the office will be able to resume income-generating and cost reducing functions that are not now underway. These include auditing accommodation tax revenue, increasingly necessary as the number of facilities increases, and easier access to electronic payments. The office also intends to look for means to make dog licensing more readily available to increase the proportion of licensed dogs.

Agenda Item 3

TO: Eric Schertzing, County Treasurer
Allen Fox, Chief Deputy County Treasurer

FROM: Joan Clous, Human Resources Specialist

DATE: February 15, 2019

RE: Memo of Analysis for position creation and changes due to a reorganization within the Treasurer's Office.

In order to better serve the residents of Ingham County the Treasurer's Office seeks to reorganize the operations of the office, the following positions were either changed or created:

1. Reclassification of the Account Clerk II (253006) from UAW E (\$34,524.66 - \$41,122.93) to UAW G (\$38,572.55 - \$45,990.30)
2. Reclassification of the Account Clerk II (253004) from UAW E (\$34,524.66 - \$41,122.93) to Account Clerk III UAW H (\$40,809.27 - \$48,680.07).
3. The newly created position of Foreclosure Prevention Specialist has been determined to fall within the scope of the ICEA County Pro jobs and was classified at an ICEA Pro level 2 (\$35,791.94 - \$42,968.90)
4. The newly created position of Accountant – Entry Level – Treasurer's Office has been determined to fall within the scope of the ICEA County Pro jobs and was classified at an ICEA Pro level 4 (\$40,827.23 - \$49,013.79)
5. Reclassification of the Tax Forfeiture/Foreclosure Coordinator (253013) from ICEA Pro 2 (\$35,791.94 - \$42,968.90) to ICEA Pro 4 (\$40,827.23 - \$49,013.79)
6. Reclassification of the Property Tax Coordinator (253008) from ICEA Pro 7 (\$53,158.82 - \$63,815.36) to ICEA Pro 8 (\$57,981.36 - \$69,605.20).
7. Reclassification of the Accountant (253003) from ICEA Pro 7 (\$52,116.49 - \$62,564.08) to Lead Senior Accountant – Treasurer ICEA Pro 9 (\$62,170.17 - \$74,632.72)
8. Reclassification of the Assistant to the Treasurer (253007) from MCF 6 (\$44,015.47 - \$52,832.49) to MCF Level 9 (\$56,906.76 - \$68,305.87)
9. Reclassification of the Chief Deputy Treasurer (253002) from MCF 10 (\$62,231.41 - \$74,697.13) to MCF 12 (\$72,161.54 - \$86,612.64)

Please use this memo as acknowledgement of Human Resources' participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).

**INGHAM COUNTY
JOB DESCRIPTION
CHIEF DEPUTY TREASURER**

General Summary:

Under the general direction of the County Treasurer, responsible for the overall supervision of Treasurer Office staff and operations. Performs and oversees complex accounting duties. Assists the Treasurer with making recording and cashing investments. Supervises office functions including tax settlements, delinquent tax revolving fund as well as note and bond sales. Position has significant responsibility for the Treasurer's annual report and for auditing funds within the office. Evaluates and updates computer programs. Actively participates in the hiring, training, disciplining and firing of staff. Acts as the County Treasurer in the Treasurer's absence. Monitor statutory change to ensure operational compliance and risk avoidance.

Essential Functions:

1. Assists the Treasurer in the making, recording and cashing of investments. Audits cash drawers and prepares bank deposits for various banks. Transfers funds to various accounts.
2. Supervises all personnel-related functions of the office. Assists the County Treasurer in hiring, training, discipline and evaluation of staff by making recommendations of action to be taken. Submits time cards and other payroll information each pay period.
3. Advises the Treasurer on policies and procedures that frequently change with legislative action. Communicates with other county departments on issues involving the handling of funds.
4. Supervises the settlement of taxes with township and City Treasurers. Provides local Treasurers advice and guidelines for documenting taxes received by the county. Reviews taxes received from local units of government to verify that they are properly described and attributed. Prepares estimates of funds receivable by the county from tax revenues.
5. Assist the Treasurer in preparing data and reports regarding the annual sale of delinquent tax anticipation notes. Calculates, collects and issues tax receipts and redemptions. Audits cash received with orders or warrants and issues official receipt.
6. Prepares documents for the Municipal Finance Commission and bond rating services relative to the borrowing of funds for the Delinquent Tax Revolving Fund.
7. Supervises and coordinates the Treasurer's Annual Report.
8. Administers the hotel/motel accommodation tax including ongoing audits process to ensure legal compliance.
9. Signs and endorses checks drawn and orders journal entries. Keeps the Treasurer's general ledger and audits records of the Account Clerks and other staff.
10. Evaluates and updates computer programs. Ensure staff processes are efficient and cost-effective by using available technology.
11. Processes Payroll for all county employees. Moves funds to proper accounts as directed by Payroll office in Financial Services. Sends files to bank for processing of direct deposits and paper payroll checks. Prints and mails paper payroll checks and pay advices. Generates electronic pay advices.
13. Processes accounts payable for Department and County. Processes electronic funds transfers and account transfers for all county departments. Prints accounts payable checks and ensures that paying bank receives files for processing of payments. Advise with Financial Services on the technological enhancement of processes
14. Attends various meetings on behalf of the Treasurer and serves as the Treasurer's representative in the Treasurer's absence.

15. Oversees and files over fifty separate bank account reconciliations performed by Treasury and by other offices. Advises other offices on cash handling and on bank reconciliation functions. Monitors imprest cash and cash drawers held by various offices.
16. Accounts for funds due to and receivable by county brownfield funds. Ensures that municipalities provide funds as required. Prepares estimates of funds receivable by the county from brownfield captures. Reports brownfield captures and expenditures to the state.
17. Maintains records of and projections for the effects of over thirty separate local tax captures on county funds and on funds captured from other taxing authorities.
18. Reconciles drain ledgers and monitors payments from individual drainage districts.
19. Assists the Land Bank with administration of the Specific Tax for Land Bank-sold property. Serves as back-up to strong office relationship with Land Bank.
20. Meets regularly with local treasurers to discuss issues of mutual concern.
21. Assist and backup up Treasurer in all banking relationships and electronic banking functions with all Depository and Investment institutions.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPPA 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 Bachelor's Degree in Accounting, Finance or a related field is required.

Experience: A minimum of three years experience with cash management and finance experience is required. Experience working with micro, mainframe and banking systems/software is required.

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.
2. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, grasping, handling and pinching
- This position's physical requirements require regular stamina in walking, lifting, carrying, and reaching
- This position's physical requirements require continuous stamina in sitting, standing, 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.)

***October 17, 2018
MCF***

INGHAM COUNTY JOB DESCRIPTION

ASSISTANT TO THE TREASURER

General Summary:

Under the direction of the County Treasurer: Supervises all phases of the Treasurer's Office regarding tax calculations, billing and collection of taxes, redemption of tax sale properties and maintaining proper tax records; serves as trainer for local units, other departments, and outside tax system users; assists Chief Deputy Treasurer in complex accounting functions. Effectively communicates with the public and co-workers and handles difficult problems which may arise regarding taxes and legal descriptions when dealing with the public. Works with computer systems and assists in programming new and revised programs. Actively participates in hiring, firing and discipline. The position requires flexibility. The Assistant to the Treasurer reports directly to the Treasurer and takes on projects and assignments as directed by the Treasurer and not specified here. These tasks may include filling in short-term gaps in both routine and management functions in both offices.

Essential Functions:

1. Manages dog and kennel licensing functions by supervising account clerks, sending renewal notifications, maintaining data bases, building relationships with veterinary offices and training Animal Control personnel.
2. Audits cash drawers and prepares bank deposits for various banks.
3. Calculates and collects delinquent taxes, issues tax receipts and redemptions, audits cash received with orders or warrants and issues official receipts specifying the fund to which monies are to be applied.
4. Understands, applies and explains the property tax collection system including aspects not conducted by the county. Able to differentiate between statuses of parcels and taxes that are late, delinquents, in forfeiture and in foreclosure. Know and communicate the differences between these statutes. Direct taxpayers to the appropriate remedies and resources for each status and assist others in the office with unusual circumstances.
5. Understand and explain local property assessments and exemptions and direct taxpayers to the appropriate local property assessments and exemptions and direct taxpayers to the appropriate local authorities to deal with questions and appeals. Be able to provide these services to persons who may be angry, poorly educated or not primarily English speakers and represents the office before community organizations on these issues.
6. Deciphers legal descriptions of property and locates parcel descriptions on tax map and in the tax roll.
7. Evaluates ongoing computer programs to keep them updated to current needs and technology.
8. Serves as trainer for local Treasurers, other departments and other outside users on tax system, duties include writing and maintaining the user's manual, on-site training, telephone assistance and other assistance as needed.
9. Serves as trainer for departments utilizing the cash receipting system of the County.
10. Serves as backup to the Treasurer and Chief Deputy Treasurer on banking technology.
11. Enters payment vouchers via County's accounts payable system and runs necessary reports.
12. Assists Treasurer with Tax Auction administration and inspection, community outreach and non-profit partnerships (i.e. Money Smart Week, Asset Independence Coalition –Volunteer Income Tax Assistance, Financial Empowerment and Literacy)
13. Coordinates efforts to prevent property tax foreclosures with neighborhood organizations and local governments.
14. Oversee operations of the Treasurer's Lansing office.
15. Serves as internal email and phone administrator, duties include coordinating writing, recording and updating of automated systems.
16. Develops and manages other projects as directed by the Treasurer.

(An employee in this position may be required to perform 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 Accounting or related field.

Experience: Three to five years of related experience.

Other Requirements: Working knowledge of computer systems and extensive MS Office software knowledge is preferred.

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, 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.)

***October 17, 2018
MCF***

INGHAM COUNTY JOB DESCRIPTION

LEAD SENIOR ACCOUNTANT - TREASURER

General Summary

Under the supervision of the Chief Deputy Treasurer, monitors, prepares, reconciles, and edits journal entries affecting funds and activities and implements accounting procedures in accordance with governmental regulations. Assigns and reviews work of Staff Accountants and Account Clerks and provides assistance as necessary. Assists the Chief Deputy Treasurer in preparation of settlements with local units and the drafting of apportionment reports and tax collection warrants.

Essential Functions

1. As the Lead Senior Accountant, participates in the hiring process, orients and trains staff, makes work assignments and reviews work products for accuracy. Provides technical assistance as requested.
2. Works with clients in a professional and compassionate manner. Severe and chronic delinquency is often accompanied by other issues like health problems, mental health problems and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.
3. Maintain daily financial standing and cash management records.
4. Processes payroll for all county employees. Moves funds to proper accounts as directed by Payroll office in Financial Services. Sends files to bank for processing of direct deposits and paper payroll checks. Prints and mails paper payroll checks and pay advices. Generates electronic pay advices.
5. Processes Accounts Payable for Department and County. Processes electronic funds transfers and account transfers for all county departments. Prints accounts payable checks and ensures that paying bank receives files for processing of payments.
6. Issues tax refunds and revised invoices as authorized by Board of Review, Michigan Department of Treasury, State Tax Commission or Michigan Tax Tribunal. Tracks and reports changes of taxable value to Michigan Department of Education for state school aid distribution to school districts within the County. Compiles data for and bills approximately seventy local municipalities and other taxing authorities for monies due to the County as a result of any and all Taxable Value or PRE changes.
7. Tracks and reports the amounts receivable to the county for delinquent property taxes as affected by delinquent tax payments, Boards of Review and state tax authorities.
8. Explains property auction rules, instructions and procedures to interested parties. Attends foreclosure auction and performs bidder registrations, collections and returns of bidders' deposit monies. Receipts and balances proceeds of sales. Prepares deposit of large sums of money from auctions. Collects and receipts payments made on auctioned properties after each auction and answers questions about post-auction procedures.
9. Manages receipts from the Treasurer's annual foreclosure auctions at and after the dates of the auctions according to the rules of the auction and state law. Supervise other staff in the performance of these functions
10. Analyses financial records of banks for investment purposes. Invests County monies, authorizes wire transfers and automatic clearing house in the absence of the Treasurer and Chief Deputy Treasurer. Balances daily receipts in absence of the Treasurer or Chief Deputy Treasurer.
11. Reconciles monthly trial balances, bank statements, tax collections, delinquent tax fund balances, and trust and agency accounts.
12. Reconciles all Treasurer Delinquent Tax Revolving Fund funds.

13. Compiles information to determine the anticipated annual delinquent tax note issue and other county borrowings.
14. Customer service and payment processing and receipting for Department. Supervises, trains and backs up Account Clerks processing payment for and questions about delinquent tax payments, dog licensing and unusual, difficult or of a sensitive nature.
15. Balances and reports unclaimed properties to Michigan Department of Treasury.
16. Assists Financial Services with compiling data for annual Audit.
17. Assists account clerks with public inquiries of an unusual, difficult, or sensitive nature.
18. Receives funds transferred from county departments and property tax payments from local governments and ensures that they are placed in the proper accounts.
19. Trouble shooting of MUNIS software receipting issues County-wide.
20. Merchant/Credit card management and administration for County.
21. Supply ordering for Department.
22. Back up and assist Treasurer and Chief Deputy Treasurer in all Banking and Investment functions.

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 employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in Accounting or a related field.

Experience: Three years of professional accounting or auditing experience. Supervisory experience desired.

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling and pinching
- This position's physical requirements require regular stamina in walking, pushing, pulling, grasping and typing
- This position's physical requirements require continuous stamina in sitting, standing, reaching, handling 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.)

October 10, 2018
ICEA Pro

**INGHAM COUNTY
ACCOUNTANT – ENTRY LEVEL- TREASURER’S OFFICE**

General Summary:

Under the direction of the Lead Senior Accountant monitors, prepares, reconciles and edits journal entries affecting funds and activities and implements accounting procedures in accordance with governmental regulations. Assists the Lead Senior Accountant in preparation of settlements with local units and the drafting of apportionment reports and tax collections warrants.

Essential Functions:

1. Understand, apply and explain the property tax collection statute including aspects not conducted by the county. Be able to differentiate between statuses of parcels and taxes that are late, delinquent, in forfeiture and in foreclosure. Know and communicate the differences between these statuses. Direct taxpayers to the appropriate remedies and resources for each status.
2. Understand and explain local property assessments and exemptions and direct taxpayers to the appropriate local authorities to deal with questions and appeals. Be able to provide these services to persons who may be angry, poorly educated or not primarily English speakers. Train others in unusual circumstances and act as a resource for solving such circumstances.
3. Assist and back up Account Clerks in handling routine payments for dog licenses and delinquent property taxes. Act as a resource for Account Clerks and answer questions as needed.
4. Accepts payments for delinquent property taxes and updates tax records to reflect payments. Researches and answers inquiries about the status of delinquent property and the processes for payment. Refers taxpayers to internal and external resources for assistance with property tax matters.
5. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of property within the county. Explains and clarifies the tax collection process to the public.
6. Reviews tax records to ensure that all necessary tax information has been accurately documented. Checks real estate documents for proper legal description. Certifies deeds, which includes checking tax history and determining if legal description on deed is same as on computer.
7. Assists customers by researching the tax status of property, providing the name on the tax roll, taxes paid or due, and amount required for payoff. Examines and verifies property descriptions and previous assessed value, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent notices. Prepares, verifies, and corrects interest calculations and distributes delinquent tax notices.
8. Explain tax foreclosure auction rules, instructions and procedures to interested parties. Attends foreclosure auctions and performs bidder registrations collections and returns of bidders' deposit monies. Receipts and balances proceeds of sales.
9. Under direction of the Lead Senior Accountant processes changes in PRE status as provided by local Board of Review and state authorities, including billing for amounts due, issuance of checks and changes in delinquent tax payments to local school districts.
10. Under direction of Lead Senior Accountant processes changes authorized by Board of Review and state tax authorities that affect taxable values and amounts due. Change delinquent tax records to reflect such changes and maintain spreadsheets detailing amounts due to and from county funds and approximately seventy other taxing authorities within the county.
11. Under the guidance of the Lead Senior Accountant conduct reviews of county and other public records to audit Principal Residence Exemptions and recover for the county and local school districts funds lost due to improper exemptions.

12. Assist and train county departments in proper cash handling procedures. Develop and maintain standard instructions for petty cash management and reporting. Train departments in proper methods of bank reconciliations.
13. Maintains paper files in the office for cash receipts for all county funds, delinquent tax receipts, dog licenses, daily transactions and fifty different bank account reconciliations.
14. Maintain Treasurer's Office data set of over 200 different MUNIS accounts into which state and other payments are receipted.
15. Assist Lead Senior Accountant in preparation for audits, escheating and chargebacks.

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: Bachelor's Degree in accounting or related field

Experience: Prior experience in governmental accounting preferred.

Other Requirements:

- None

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling
- This position's physical requirements require regular stamina in walking, pushing, pulling, reaching, grasping, handling, pinching and typing
- This position's physical requirements require continuous stamina in sitting, standing 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.)

***October 11, 2018
ICEA PRO***

**INGHAM COUNTY
JOB DESCRIPTION
PROPERTY TAX COORDINATOR**

General Summary:

Under the general direction of the Chief Deputy Treasurer, the Property Tax Coordinator will take on responsibility for the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Property Tax Coordinator will interpret and apply the statute, as well as perform technical duties in the coordination and implementation of the statute. He/She will work with many stakeholders including taxpayer/property owners, local elected officials, mortgage and other interest holders, and various social services' providers.

Essential Functions:

1. Coordinate all aspects of PA 123 of 1999 under the general supervision of the Treasurer and Deputy Treasurer, including high understanding/operation of BS&A tax software and coordination of a very large project.
2. Work with taxpayers and social services' provider networks to avoid foreclosure, and provide financial counseling to achieve best resolution in chronic delinquency situations.
3. Coordinate and maintain accurate computer records for all parcels in forfeiture / foreclosure. Obtain data on property owners from various sources including Register of Deeds and internet searches. File data for retrieval during Court process.
4. Document all actions with checklist, memorandums, and photographs to minimize potentially substation financial liability to County.
5. Coordinate site inspections with contractors and personally visit sites. Personal knowledge of final 2000 parcels in forfeiture is required to appropriate final resolution.
6. Work with local Treasurers, Assessors, Register of Deeds, Neighborhood Organization and community activists to gather information about properties and property owners.
7. Oversee BS&A Utilities and recording of Certificates of Forfeiture with the Register of Deeds; coordinate title searches with title companies and others; Process title work; oversee Publication, Foreclosure Petition with the Circuit Court; Hearings, record proof of service; record of foreclosure judgment; Provide depositions, supporting documents and/or testify in Court in contested cases. Monitor properties granted additional time to pay their taxes. Oversee and supervise Property Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Assistant. Oversee coordination and tracking of property maintenance.
8. Develop ways to strengthen foreclosure prevention. Provide information to other counties interested in Ingham County Treasurer's foreclosure prevention programs/procedures/forms.
9. Assist in planning and organizing work, assigning and checking work of, and/or assisting and instructing an assistant. Must have a thorough understanding of the accounting practices as they relate to delinquent taxes.
10. Administer all bankruptcy cases, file claims where petitioners have tax delinquent real property and maintain/monitor large bankruptcy database. Proficiency of PACER bankruptcy website. File release of claims when pertinent. Communicate with bankruptcy trustees, attorneys and protect County's interests. File objections where necessary. Financial risk to county and other tax collecting entities is significant if this is not done in timely fashion.
11. Oversees contracts and agreements related to Property Tax Statute and Foreclosure Prevention efforts. Monitors for expiration and renewal dates.
12. Detailed review of foreclosure process related invoices for accuracy and approval for payment.

13. Must be able to read and understand statutes and legal documents and monitor for changes to statute as they relate to filings. Review legal documents, such as petitions, for accuracy.
14. Work with and coordinate services of out-side legal counsel for foreclosure process and post foreclosure evictions.
15. Provides work direction to the Tax Forfeiture/Foreclosure Coordinator and Foreclosure Prevention Specialist in the conduct of their duties, reviews assigned work and ensures completion of assigned tasks.
16. Act as an information resource for the Treasurer, Chief Deputy Treasurer and other office staff on all issues related to delinquent property taxes.

Other Functions:

1. Helps cover main office, answer phones, accept payments, bank deposit runs, Oversees all delinquent tax mailings, both statutory/non statutory.

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 employees may be expected to perform.)

Employment Qualifications

Education: Bachelor's Degree in social science, business or a related field.

Experience: One to two years of experience. Experience could be in social work, law, community planning and/or economic development demonstrating a wide range of skills in dealing with people and the ability to manage large projects. Familiarity with the legal process for property transfer preferred.

Other Requirements:

- Valid Michigan Driver's license.
- Must be proficient in, or able to be successfully trained in utilizing, BS&A tax software.
- Must possess high integrity and trustworthiness as has access to search database, LexisNexis Accurant, to locate/notify parties/heirs identified by title work as having interest in tax delinquent property.

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 is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position's physical requirements require regular stamina in walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handing, pinching and typing
- This position's physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

February 12, 2019
ICEA PRO 8

**INGHAM COUNTY
JOB DESCRIPTION
TAX FORFEITURE / FORECLOSURE COORDINATOR**

General Summary :

Under the work direction of the Property Tax Coordinator, assist in all aspects of PA 123 of 1999 to assure all statutory requirements are met. Proficiently use BS&A Software for most record keeping, mailings, and reports. Coordinate large projects (statutory requirements of process, vendor contact, personal service, title work, preventative services, auction coordination, and long term data collection for research purposes). Assists Property Tax Coordinator with the networking of taxpayers to social service providers and other efforts to avoid foreclosure. Maintains exacting paper and computer records for all parcels in forfeiture/foreclosure. Obtain data on property owner from various sources including Register of Deeds, internet searches, and other government databases to correct for bad address and determine if deceased. Track the progress of homeowners who are actively working with us, as well as those on judicial payment plans. File data for recording during Court process. Organize and coordinate foreclosed properties through the auction process. Performs a variety of other tasks related to the administration of statute and communication between government organizations.

Essential Functions:

1. Understand and interpret statute and proposed amendments (PA 123 of 1999) for successful administration of county requirements. Including researching legal opinions, state requirements, and other opt-in county operations. Engage and consult attorney for issues that require legal counsel.
2. Process title work by effectively searching through recorded documents, understand what the documents mean, and understanding the weight in holds against a 40 year chain of title. Data extraction from title work of critical importance to statutory process.
3. Maintain accurate computer records for all parcels of Forfeiture/Foreclosure, including name and address information, payment information, conversation history and document history.
4. Develop personal knowledge of habitually forfeited parcels to seek long term solutions, including communication with taxpayers and advocacy and coordination on the taxpayer's behalf with social service provider.
5. Work with the Land Bank and City Code Compliance on the care and maintenance of foreclosed properties from the point of foreclosure through the auction or transfer to the Land Bank, including site visits, contractor coordination, and general upkeep based on municipal code. Assist in the interpretation and analysis of individual parcel situations for disposition potential. Coordinate scheduling among staff for the pre-auction open houses. Work with local units of government on disposition of post auction unsold properties.
6. Plan and manage two or more annual auctions of foreclosed property. Assist the Treasurer with reviews of properties. Prepare open houses, lists of foreclosed properties subject to auction and opening bid amounts as prescribed by law.
7. Maintain accurate records and track auction properties that are subject to the Reverter Clause, including additional mailing to potential reverters, and the execution of property transfer affidavits, affidavits of reversions and deeds should the clause be violated.
8. Assist in the preparation and processing of all statutory mailings (5), as well as the preparation and processing of the additional non-statutory mailings used to ensure due process and proper notice.
9. Maintain accurate electronic and hard copy filings of all legal documents that accrue during the statutory process. This includes understanding and interpreting legal documents, as well as reviewing for accuracy and communicating with our attorney on situations that arise from them. Working with attorney, prepare deeds to convey all tax foreclosed property.

10. Create and maintain exacting long term records for all properties that have gone through the statutory process (42 year record retention schedule), includes tracking down missing past information, as well as maintaining several large databases.
11. Track the monthly payments of taxpayers who are on judicially mandated payment plans and respond to and advise on problems.
12. Assist in the training and providing of work direction to the foreclosure prevention specialist.
13. Edit, maintain and organize the Treasurer's page on the county website, this includes designing page layouts, creating fillable PDFs, and updating all aspects of the page at the request of other staff members. Requires having specific knowledge relating to the function of the website in order to accurately meet staff and public needs.
14. Maintain and edit the Treasurer's sponsored website "Hold on To Your Home", this includes updating dates when applicable and updating PDF timelines and brochures and checking the website message board monthly and responding to peoples request for help to the best of our ability.
15. Assist Property Tax Coordinator with services by outside legal counsel for foreclosure process and post foreclosure evictions.

Other Functions:

1. Perform a variety of other functions related to administrative operations of the office, including backup for the forfeiture team process.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications

Education: Bachelor's Degree. Requires title work, property status, legislation, social service provider network and Land Bank tool demands a high degree of critical thinking skills and high attention to detail.

Experience: Performance of the job requires essentially no work experience. With the advance education; the incumbent would be expected to reach proficiency after a year of going through the forfeiture cycle, coaching and basic familiarization.

Other Requirements:

- Must possess the integrity and trustworthiness to use government search databases to locate and notify parties who have been identified as having an interest in a property.
- Valid Michigan Driver's License and reliable transportation.
- At times will work inspecting, preparing and showing foreclosed properties that may have unknown safety and/or environmental hazards.

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 is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling and crawling,
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, pushing, pulling, reaching, handling, pinching and typing.
- This position's physical requirements require continuous stamina in sitting, standing 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, 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.)

***October 16, 2018
ICEA PRO***

**INGHAM COUNTY
JOB DESCRIPTION
FORECLOSURE PREVENTION SPECIALIST**

General Summary:

Under the general direction of the Property Tax Coordinator, the Foreclosure Prevention Specialist will perform a variety of functions supporting the Foreclosing Governmental Unit (FGU) for delinquent property taxes as outlined in PA 123 of 1999. The Foreclosure Prevention Specialist will aid the Property Tax Coordinator with the coordination and implementation of statute, and will work with property owners in order to provide delinquent tax assistance.

Essential Functions:

1. Works with PA 123 of 1999, which requires the ability to read and understand statutes and legal documents.
2. Prepare title search lists for title search vendors and process title searches from title companies, this includes reviewing returned title work, as well as following up on mortgages, land contracts, and other liens against the property, updating alternate addresses in BS&A, and sending delinquent tax notices to interested parties.
3. Update and perform title searches using such resources as: Register of Deeds, County Clerk's Office (including Certificates of Death and Qualified Voter file), Equalization and Tax Mapping (both online and through the office), and internet resources (including Accurint, Department of Labor and Economic Growth and White Pages Web).
4. Prepare Personal Service packets, including information for Sheriff's Civil Division Deputies and property owners utilizing BS&A online, GIS mapping, BS&A reports and Google mapping.
5. Update relevant information in office databases, including BS&A and Microsoft Excel spreadsheets, mail recording and tracking, contact information for interested parties, title searches, local hardship information, and returned title work.
6. Assume responsibility for parcel folders, including using software to create labels, organizing folders and updating with relevant information (title searches, contact information for interested parties, letters, etc.) Annually clear out files and organize.
7. Print and prepare for mailing annually, delinquent tax notices, and 60 Foreclosure notices and other first class mail notices as required through the year. Utilize BS&A address proofing utilities to ensure quality, non-repetitive mailings.
8. Work with local units when issues arise with specific parcels for quick resolutions either by email or phones.
9. Use BS&A to run specific utilities such as small balance inquires, forfeiture lists, foreclosure lists, personal service reports, title search reports, duplicate address reports to ensure proper adherence to statute and to provide proper notification to parcels.
10. Process all returned mail by inputting the data into BS&A mail tracking and use databases such as LARA, Melissa, BS&A online, Accurint, Clerk's Office, Register of Deeds, and other online search options including social media platforms to ensure that; 1) The person still has interest in property and 2) To identify the most accurate address for the person or company and correct for bad address. Essentially performing skip tracing.
11. Assist in the main office as needed for absences and vacations by answering the phone and providing customer service. Perform tax certifications on deeds as needed.
12. Identify PRE suspects and candidates through the use of Accurint, Register of Deeds, and the Clerk's Office and forward them to the appropriate person or local assessor for Board of Review.
13. Process and add weekly case notes to parcels for owners working with Financial Literacy.
14. Prepare mailing of the annual publication to community organizations by updating addresses in the database, removing returned addresses and adding new organizations to receive the publication.

15. Develop and maintain relationships with community organizations, credit unions and various governmental agencies that provide assistance to distressed owners of property.
16. Provides critical analysis of delinquent and forfeited taxes.
17. Provides detailed information in BS&A regarding client interactions.

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: Bachelor's degree in political science, social work, urban planning, economics or a related field

Experience: Experience working with social service agencies or in a customer service field a plus

Other Requirements:

- Must possess a high degree of integrity and trustworthiness due to access to databases that contain people's private and personal information, specifically Accurint/Lexis Nexis.
- High accuracy and quality is necessary to limit financial liability from law suits.

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, handling and pinching.
- This position's physical requirements require regular stamina in walking, lifting, carrying, pushing, pulling, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, standing, 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.)

October 18, 2018

**INGHAM COUNTY
JOB DESCRIPTION
ACCOUNT CLERK III**

General Summary:

Under the supervision of the Chief Deputy County Treasurer, collects money for delinquent property taxes, computes and prepares delinquent tax statements, provides information regarding tax matters to the public, issues and collects fees for dog and kennel licenses, receipts revenues from other county departments, and performs a variety of other activities related to processing and maintaining tax records. Processes payments related to the annual tax auctions. Performs a variety of other tasks related to the accounting activities of the Treasurer's Office.

Essential Functions:

1. Opens cash vault and provides cash for Treasurer, County Clerk, Probate Court, Prosecuting Attorney and Circuit Court Offices. Maintains and balances petty cash drawers for each of these departments.
2. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of properties in the county. Explains and clarifies the tax collection process. Answers routine questions online.
3. Answers inquiries related to the processing of vital records and other functions of the County Clerk's Office. Schedules wedding ceremonies for the County Clerk.
4. Assists customers by researching the tax status of properties, providing the name on the tax roll, taxes paid or due, and the amount required for payoffs. Examines and verifies property descriptions, previous assessed values, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent tax notices. Prepares, verifies and corrects interest calculations and distributes delinquent tax notices.
5. Collects and receipts large amounts of money. Collects money for delinquent taxes, dog licenses, principal residence exemption denials, transient merchant licenses, birth and death certificates, marriages, notaries, DBAs and posts to appropriate accounts. Balances collections daily, prepares multiple bank deposits daily on behalf of the Treasurer, the County Clerk and other County Offices, verifying that funds are deposited into the proper accounts.
6. May assist with bank reconciliations, including deposits and disbursements made for county departments. Assists with annual audit by pulling data and providing other support.
7. Opens, stamps, analyzes and processes mail, including payments, payoff letters and other correspondence. Performs tax histories and searches. May collect data and assist in preparing the annual report of the Treasurer.
8. Holds open houses of forecloses properties including the showing of properties. Explains auction rules, instructions and procedures to interested parties. Attends foreclosure auctions and performs bidder registrations, collections and returns of bidders' deposit monies. Receipts and balances proceeds of sales.
9. Balances and receipts dog licenses sold to veterinary offices. Receipts revenues from clinics to correct accounts. Calculates payment amounts for clinics providing licensing services and ordering checks to be issued to those clinics. Answers questions from veterinary clinic staffers regarding license sale procedures and providing them with necessary licensing supplies. Interacts with veterinary staff to accurately enter license sales information and to remedy inconsistencies.
10. Helps customers find various locations in and outside the courthouse. Researches and answers questions at the counter and on the phone.

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: High School Diploma with additional coursework in accounting, bookkeeping, business or a related field

Experience: Three years of experience in a capacity related to account processing activities including working with computerized accounting systems and spreadsheets. Prefer some experience working with tax records.

Other Requirements:

- Works with clients in a professional and compassionate manner. Severe and chronic delinquency is often accompanied by other issues like health problems, mental health problems and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.

(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 is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, and pinching.
- This position's physical requirements require regular stamina in walking, traversing, lifting, carrying, reaching, grasping, and handling.
- This position's physical requirements require continuous stamina in sitting, standing, 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.)

October 18, 2018
UAW

INGHAM COUNTY JOB DESCRIPTION

ACCOUNT CLERK II-TREASURER

General Summary:

Under the supervision of the Chief Deputy County Treasurer, collects money for delinquent property taxes, computes and prepares delinquent tax statements, researches and provides information regarding tax matters to the public, issues and collects fees for dog and kennel licenses, receipts revenues from other county departments, and performs a variety of other activities related to processing and maintaining tax records. Processes payments related to the annual tax auctions. Performs a variety of other tasks related to the accounting activities of the Treasurer's Office.

Essential Functions:

1. Accepts payments for delinquent property taxes and updates tax records to reflect payments. Researches and answers inquiries about the status of delinquent property taxes and the processes for payment. Refers taxpayers to internal and external resources for assistance with property tax matters.
2. Provides information by telephone and in person to taxpayers, banks, real estate personnel, title companies, attorneys and other interested parties concerning the tax status of property within the county. Explains and clarifies the tax collection process to the public.
3. Work with clients in a professional and compassionate manner. Severe and chronic delinquency is often accompanied by other issues like health problems, mental health problems and the stress of financial peril. Maintaining poise, day in and day out, for a challenged population requires strength, professionalism and sensitivity.
4. Understand, apply and explain the property tax collection system including aspects not conducted by the county. Be able to differentiate between statuses of parcels and taxes that are late, delinquent, in forfeiture and in foreclosure. Know and communicate the differences between these statuses. Direct taxpayers to the appropriate remedies and resources for each status.
5. Understand and explain local property assessments and exemptions and direct taxpayers to the appropriate local authorities to deal with questions and appeals. Be able to provide these services to persons who may be angry, poorly educated or not primarily English speakers.
6. Reviews tax records to ensure that all necessary tax information has been accurately documented. Checks real estate documents for proper legal description. Certifies deeds, which includes checking tax history and determining if legal description on deed is same as on computer.
7. Assists customers by researching the tax status of property, providing the name on the tax roll, taxes paid or due, and amount required for payoff. Examines and verifies property descriptions and previous assessed value, special assessments and millage rates. Updates delinquent tax names and addresses and prepares changes for delinquent notices. Prepares, verifies, and corrects interest calculations and distributes delinquent tax notices.
8. Explains the rules, procedures and instructions of the Treasurer's annual foreclosure auctions to interested parties.
9. Collects fees for dog licenses. Answers inquiries about the status of current licenses and updates information in the dog licensing system.
10. Collects and receipts large amounts of money. Collects money for delinquent taxes, and dog licenses and posts to appropriate accounts: includes daily balancing of collections, preparing bank deposit, and verifying that money is distributed to proper accounts.
11. May assist with bank reconciliations for the Treasurer's Office, including deposits and disbursements made by county departments, investments, deposit accounts, and checking accounts. Maintains county petty cash files. Keeps records and collects non-sufficient checks for

county departments. Maintains records and funds for Escheats Accounts including detailed calculations to determine the amount of interest that is due to customers.

12. Assists with the annual audit by pulling data, testing financial data for verification, and providing other support.
13. Opens, stamps, analyzes, and processes mail, including payments, payoff letters, and other correspondence.
14. Performs a variety of other functions related to accounting operations of the office.

Other Functions:

1. May collect data and assist in preparing the annual report of the Treasurer.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: High school diploma or equivalent.

Experience: Two years of experience in a capacity related to account processing activities including working with computerized accounting systems and spreadsheets. Prefer some experience working with tax records.

(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 exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, kneeling, crawling, pushing, pulling, handling and pinching
- This position's physical requirements require regular stamina in walking, carrying, reaching, grasping, typing
- This position's physical requirements require continuous stamina in sitting, standing 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.)

October 10, 2018
UAW

From: Cook, Desiree
Sent: Friday, November 9, 2018 10:23 AM
To: Clous, Joan
Subject: RE: Treasurer's Office Reorganization

Approved. Thank you.

From: Clous, Joan
Sent: Thursday, November 8, 2018 11:48 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: Treasurer's Office Reorganization

Desiree,

The Treasurer's Office is doing a reorganization and has made changes to the following positions. We have factored them and placed them as follows:

Foreclosure Prevention Specialist ICEA Pro 2 (NEW)
190 30 75 80 50 70 50 60 60 10 10 15 =700

Accountant – Entry Level – ICEA Pro 4 (NEW)
190 30 100 100 50 70 90 115 85 10 10 15 =865

Tax Forfeiture/Foreclosure Coordinator ICEA Pro 4
190 30 100 100 50 70 110 85 85 10 10 15 =855

Property Tax Coordinator ICEA Pro 7
190 90 115 120 75 70 130 140 140 10 10 15 =1105

Lead Senior Accountant ICEA 9 (Bringing back)
190 180 125 140 105 70 130 140 115 10 10 15 =1230

I have attached the old and new JDs for your review. Please let me know if you have any questions.

Joan Clous
Human Resources Specialist
Ingham County
5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

“Fame changes a lot of things but it can’t change a lightbulb” – Gilda Radner

From: Prehn, Bradley
Sent: Monday, November 19, 2018 11:27 AM
To: Clous, Joan
Subject: Re: Treasurer Positions

Joan,

The UAW is in support of the classification for the Treasurer- Account Clerk II as a UAW G and Treasurer- Account Clerk III as a UAW H.

Thank you,

Brad Prehn

UAW Chairperson

From: Clous, Joan
Sent: Monday, November 19, 2018 10:57 AM
To: Prehn, Bradley
Subject: Treasurer Positions

Brad,

Per our meeting this morning, we have agreed to the following:

Account Clerk II
45 135 100 100 50 70 70 85 85 10 10 15 = 775 UAW G

Account Clerk III
45 180 110 120 50 70 90 85 85 15 10 15 = 855 UAW H

Please let me know that the union is in agreement so that the Treasurer's Office may include this email with their packet to the Board.

Thanks,

Joan Clous
Human Resources Specialist
Ingham County
5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

“Fame changes a lot of things but it can't change a lightbulb” – Gilda Radner

From: Cook, Desiree
Sent: Tuesday, February 19, 2019 12:39 PM
To: Clous, Joan
Subject: RE: Property Tax Coordinator

Thank you for that. I approve.

From: Clous, Joan <JClous@ingham.org>
Sent: Tuesday, February 19, 2019 11:57 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: Property Tax Coordinator

Desiree,

Does the ICEA County Pro approve of the Property Tax Coordinator position being re-evaluated and being rescored to a level 8?

Thanks

Joan Clous

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“Fame changes a lot of things but it can’t change a lightbulb” – Gilda Radner

GENERAL FUND	previous	proposed	net	
1. ACII UAW E to UAW G	\$76,065	\$82,737	\$6,672	Clerk II
1. Second Clerk II		\$82,737	\$82,737	Clerk II
2. ACII UAW E to ACIII				
UAW H	\$76,065	\$86,423	\$10,358	Lansing Clerk
4. NEW ICEA PRO 4		\$87,620	\$87,620	Entry Acct
7. ICEA PRO 7 to ICEA				
PRO 9	\$106,388	\$123,105	\$16,717	Sr Acct
8. MCF 6 to MCF 9	\$97,832	\$120,715	\$22,883	Asst to Treas
9. MCF 10 to MCF 12	\$130,166	\$147,788	\$17,622	Chief Dep
			\$244,609	

DELINQUENT TAX FUNDS				
3. NEW ICEA Pro 2 (now Temp)	\$26,000	\$79,247	\$53,247	FC Prev Spec
5. ICEA PRO 2 to ICEA PRO 4	\$79,247	\$87,620	\$8,373	FC Coordinator
6. ICEA PRO 7 to ICEA PRO 8	\$106,617	\$114,501	\$7,884	Prop Tax Coord
2nd temp unfilled	\$17,675		-\$17,675	
			\$51,829	

Numbered lines correspond to HR Memo of
Analysis
Dollar figures from Budget Office documentation

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION
WITHIN THE INGHAM COUNTY TREASURER'S OFFICE**

WHEREAS, the Ingham County Treasurer (ICT) desires to reorganize the functions within his office due to the increased responsibility and complexity involved with these functions and to better serve other county offices and the citizens and businesses of Ingham County; and

WHEREAS, the ICT desires to ensure that access to the office in its Lansing location is available to citizens during all normal business hours; and

WHEREAS, the ICT proposes to create an entry-level accountant position so the office can train accountants in the particulars of public fund accounting, a benefit to all county offices that employ accountants; and

WHEREAS, the functions of the ICT related to preventing tax foreclosures have proven to greatly benefit the citizens of Ingham County and should be expanded to further protect the most economically disadvantaged in our communities; and

WHEREAS, many of the current ICT job descriptions have not been updated to reflect changes in statutory responsibilities, financial technology or in services provided to citizens or to other county offices; and

WHEREAS, the Human Resources Department has reviewed the proposed reorganization, analyzed the responsibilities of each position, approved the new job descriptions, and submitted a Memo of Analysis; and

WHEREAS, UAW Local 2256 and the Ingham County Employees' Association have reviewed and are in support of the reorganization proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the reorganization of the Ingham County Treasurer's office.

BE IT FURTHER RESOLVED, that the position of Foreclosure Prevention Specialist is created as an ICEA Pro level 2 position (\$35,791.44 - \$42,978.90).

BE IT FURTHER RESOLVED, that the position of Accountant – Entry Level is created as an ICEA Pro level 4 position (\$40,827.23 - \$49,013.79).

BE IT FURTHER RESOLVED, that the ICT is authorized to employ a second Account Clerk II as a UAW G position (\$38,572.55 - \$45,990.30).

BE IT FURTHER RESOLVED, that the following changes in title and classification shall be implemented:

- Position number 253006, Account Clerk II reclassified from UAW E (\$34,524.66 - \$41,122.93) to UAW G (\$38,572.55 - \$45,990.30).

- Position number 253004, retitled from Account Clerk II to Account Clerk III and reclassified from UAW E (\$34,524.66 - \$41,122.93) to UAW H (\$40,809.27 - \$48,680.07).
- Position number 253013, Tax Forfeiture/Foreclosure Coordinator, reclassified from ICEA Pro 2 (\$35,791.94 - \$42,968.90) to ICEA Pro 4 (\$40,827.23 to \$49,013.79).
- Position number 253008, Property Tax Coordinator, reclassified from ICEA Pro 7 (\$53,158.82 - \$63,815.36) to ICEA Pro 8 (\$57,981.26 - \$69,605.20).
- Position number 253003 retitled from Accountant to Lead Senior Accountant and reclassified from ICEA Pro 7 (\$52,116.49 - \$62,564.08) to ICEA Pro 9 (\$62,170.17 - \$74,632.72).
- Position number 253007, Assistant to the Treasurer, reclassified from MCF 6 (\$44,015.47 - \$52,832.49) to MCF 9 (\$56,906.76 - \$68,305.87).
- Position number 253002, Chief Deputy Treasurer, reclassified from MCF 10 (\$62,231.41 - \$74,697.13) to MCF 12 (\$72,161.54 - \$86,612.64).

BE IT FURTHER RESOLVED, that the reorganization shall be effective as of April 1, 2018.

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

Agenda Item 4a, 4b and 4c

To: County Services and Finance Committees

From: Rob Francis, Deputy Director
Equalization/Tax Mapping

Date: February 20, 2019

Re: 2019 Remonumentation

The attached resolutions authorize an agreement with the county representative for the county's 2019 remonumentation program, agreements with the 2019 remonumentation surveyors, and agreements with the 2019 peer review surveyors. All monies are from the 2019 remonumentation grant from the State of Michigan. The grant amount for 2019 is \$94,614.

VENDORS' COSTS

Vendor Name	Local Pref	Licensed Surveyor Rate/Hour	Crew w/ Equip & Vehicle Rate/Hour	Additional Crew Member Rate/Hour	Office Technician Rate/Hour	Draftsperson/ CAD Rate/Hour	Clerical/ General Office Rate/Hour	Other: Rate/Hour	Other: Rate/Hour
Bumstead Land Surveys	No, Charlotte MI	\$100.00	\$130.00	\$30.00	\$65.00	\$65.00	\$40.00		
Enger Surveying & Engineering	Yes, Mason MI	\$102.00	\$140.00	\$30.00	\$60.00	\$60.00	\$40.00	Backhoe Operator \$100.00/hr	Compressor/ Jackhammer \$25.00/Hr.
Autenrieth Land Surveys	No, Lansing (Eaton Cty) MI	\$105.00	\$140.00	\$40.00	\$70.00	\$65.00	\$40.00	1 Man Field Crew w/equipment \$125/hour	
All Purpose Surveying Consultants	No, DeWitt MI	\$110.00	\$145.00	\$40.00	\$70.00	\$75.00	\$50.00	1 Man Field Crew at \$125/Hour	
Geodetic Designs Inc.	Yes, Lansing MI	\$115.00	\$150.00	\$30.00	\$56.00	\$85.00	\$52.00	1 Man Field Crew at \$120/Hour	
Wm. A. Kibbe & Associates Inc.	Yes, Lansing MI	\$114.75	\$165.00	\$50.00	\$90.00	\$90.00	\$49.50	1 Person with GPS Survey Equip. \$121.25/Hour	
Wolverine Engineers & Surveyors Inc.	Yes, Mason MI	\$120.00	\$130.00	\$30.00	\$50.00	\$60.00	\$45.00	Equipment Rental at Cost	

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONTRACT FOR MONUMENTATION AND
REMONUMENTATION PROJECT REPRESENTATIVE**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2019 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2019 through December 31, 2019, at a cost not to exceed \$14,420.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2019; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize contracts with All Purpose Surveying Consultants, LLC, Autenrieth Land Surveys, LLC, Bumstead Land Surveys, LLC, Enger Surveying and Engineering, Geodetic Design, Inc., and Wolverine Engineering and Surveyors, Inc., for services as monumentation surveyors for 2019.

THEREFORE BE IT RESOLVED, that upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2019:

All Purpose Surveying Consultants, LLC: \$12,400

Autenrieth Land Surveys, LLC: \$12,400

Bumstead Land Surveys, LLC: \$12,400

Enger Surveying and Engineering: \$12,400

Geodetic Designs, Inc.: \$12,400

Wolverine Engineering and Surveyors, Inc.: \$12,400

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR PEER REVIEW GROUP MEMBERS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2019 Ingham County Remonumentation Project:

Anthony Bumstead,, 518 W. Lovett #3, Charlotte, MI 48813
Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
David Clifford, P.O. Box 87, Mason, MI 48854
Ronald Enger, P.O. Box 87, Mason, MI 48854
Gilbert Barish, 2300 N. Grand River Avenue, Lansing, MI 48906
Justin Carroll, 2300 N. Grand River Avenue, Lansing, MI 48906
Donald Bendzinski, 312 North Street, Mason, MI 48854
Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

to terms expiring December 31, 2019.

BE IT FURTHER RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2019 at a cost not to exceed \$525 per Peer Review Group Member at a cost of \$175 per meeting.

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: Law & Courts, County Services and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: February 19, 2019
SUBJECT: Resolution Creating Positions for the Public Defenders Office

For the meeting agendas of February 28, March 5 and 6

BACKGROUND

Every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes. In November 2017, as approved by Resolution 17-445, the Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee. The State of Michigan has approved full funding of the plan effective October 1, 2018.

The plan recommended a Public Defenders Office to be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court. The MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions, twenty-nine of which have been authorized by the Board of Commissioners. The next set of positions, below, have been classified by the Human Resources Department as follows:

Clerk – Public Defender’s Office (2 positions) – UAW/D (salary range \$33,048.96 to \$39,344.00)
Part-Time Clerk – Public Defender’s Office (1 position) – UAW/D (salary range \$16,524.48 to \$19,672.00)
Investigator (2 positions) – ICEA Prof 5 (salary range \$44,839.76 to \$53,828.83)
Paralegal (2 positions) – ICEA Prof 5 (salary range \$44,839.76 to \$53,828.83)

FINANCIAL IMPACT

The long-term (topped out) annual cost of these seven new positions including wages and fringes, would be \$538,149. Funds are included in the 2018-2019 MIDC grant budget for these positions.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of assuring fair and efficient judicial processing, specifically section A 2. (c) of the Action Plan – Develop an indigent defense services plan following guidelines issued by the State through the Michigan Indigent Defense Commission (MIDC)

OTHER CONSIDERATIONS

The ICEA Professionals union and the UAW union support these job descriptions and classifications.

Following the approval of this resolution, only one position remains in the compliance plan to be authorized by the Board of Commissioners. That position description and classification (Technology Liaison) is currently under review by Human Resources, the ICEA Court Professionals union, and the Chief Public Defender.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.

INGHAM COUNTY JOB DESCRIPTION

CLERK – PUBLIC DEFENDER’S OFFICE

General Summary:

Under the supervision of the Administrator and the Chief Public Defender, manages all aspects of file maintenance within the Public Defender’s Office. Monitors receipt of documents from the Courts, the Prosecuting Attorney’s Office, police agencies and others to ensure that files are kept up to date. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed. Responsible for preparing and issuing subpoenas, assisting in maintaining case files, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support. Serves as receptionist for the office on a rotating basis with the other clerks.

Essential Functions:

1. Responsible for ensuring that incoming case appointments are entered into the case management database in a time sensitive manner.
2. Monitors receipt of documents from the Courts, the Prosecuting Attorney’s Office, police agencies and others to ensure that files are kept up to date.
3. Completes a conflict of interest investigation on every case when appointed.
4. Ensure that initial documentation is received from other sources in a timely manner and integrated into the office database.
5. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed.
6. Responsible for preparing and issuing subpoenas, assisting in maintaining case files, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support.
7. Responsible, along with the other clerks, with ensuring the database is accurate and current. Prepare subpoenas, correspondence to clients, prosecutors and Courts.
8. Prepare writs of habeas corpus for incarcerated witnesses.
9. Closing case files as notified when Public Defender representation.
10. Share primary responsibility for reception duties on a rotating basis.
11. Enters information to database on the status of cases and enters updates and corrections.
12. Performs a variety of clerical support tasks such as typing forms, copying, faxing, and filing.

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: High school graduation or equivalent. Prefer advanced coursework in word processing and legal secretarial areas.

Experience: One year of clerical support experience in a legal setting providing a knowledge of legal terminology and court procedures. Requires experience with computer systems similar to those in the Public Defender's office.

Other Requirements:

- None

(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, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in.....
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, 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 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 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.)

***Union
Pay Grade***

INGHAM COUNTY JOB DESCRIPTION

CLERK PART-TIME – PUBLIC DEFENDER’S OFFICE

General Summary:

Under the supervision of the Administrator and the Chief Public Defender, manages all aspects of file maintenance within the Public Defender’s Office. Monitors receipt of documents from the Courts, the Prosecuting Attorney’s Office, police agencies and others to ensure that files are kept up to date. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed. Responsible for preparing and issuing subpoenas, assisting in maintaining case files, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support. Serves as receptionist for the office on a rotating basis with the other clerks.

Essential Functions:

1. Responsible for ensuring that incoming case appointments are entered into the case management database in a time sensitive manner.
2. Monitors receipt of documents from the Courts, the Prosecuting Attorney’s Office, police agencies and others to ensure that files are kept up to date.
3. Completes a conflict of interest investigation on every case when appointed.
4. Ensure that initial documentation is received from other sources in a timely manner and integrated into the office database.
5. Opens files, disseminates as directed information received to the clients, ensures the accuracy of files and closes them when the case is completed.
6. Responsible for preparing and issuing subpoenas, assisting in maintaining case files, setting up and maintaining case files, updating information in computer database, preparing miscellaneous motions, writs, and other legal documents, and providing related clerical support.
7. Responsible, along with the other clerks, with ensuring the database is accurate and current. Prepare subpoenas, correspondence to clients, prosecutors and Courts.
8. Prepare writs of habeas corpus for incarcerated witnesses.
9. Closing case files as notified when Public Defender representation.
10. Share primary responsibility for reception duties on a rotating basis.
11. Enters information to database on the status of cases and enters updates and corrections.
12. Performs a variety of clerical support tasks such as typing forms, copying, faxing, and filing.

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: High school graduation or equivalent. Prefer advanced coursework in word processing and legal secretarial areas.

Experience: One year of clerical support experience in a legal setting providing a knowledge of legal terminology and court procedures. Requires experience with computer systems similar to those in the Public Defender's office.

Other Requirements:

- None

(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, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in.....
- This position's physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pushing, pulling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, 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 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 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.)

***Union
Pay Grade***

INGHAM COUNTY JOB DESCRIPTION

PARALEGAL – PUBLIC DEFENDER’S OFFICE

General Summary:

Under the direction of the Ingham County Chief Public Defender, assists County Public Defender Staff Attorneys in preparing for court cases including, but not limited to; hearings, and trials. Provides legal support to attorneys including law research and assistance with case preparation. Analyzes and organizes information to help attorneys develop case strategy. Prepares, reviews and distributes memorandums, correspondence, reports, PowerPoint presentations, forms, reports and other documents as assigned. Logs and tracks all forms of correspondence. Also organizes and tracks files and make them easily accessible to attorneys.

Essential Functions:

1. Assists attorneys with the preparation of legal documents including, but not limited to, briefs, pleadings, appeals, affidavits, witness statements and discovery notices.
2. Prepares, reviews and distributes memorandums, correspondence, reports, PowerPoint presentations, forms, reports and other documents as assigned. Logs and tracks all forms of correspondence.
3. Assist in investigation and information gathering to provide effective assistance to clients.
4. Perform case preparation at the direction of the Chief Public Defender or Assistant Public Defender.
5. Participate in conflict screening to ensure the office does not violate ethical rules and standards.
6. Draft correspondence, motions and other pleadings, supplemental discovery requests and other items necessary to move cases toward resolution.
7. Ensure that case management systems and document management systems are update in a timely manner reflecting actions taken by the employee.
8. Coordinate with other staff members expenditures for outside support (expert witnesses, additional investigators, etc.) Assist office attorneys with trials and hearings.
9. May be required to supervise student interns.

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 Criminal Justice or a related field is required. Paralegal certification is strongly preferred.

Experience: Two years of relevant experience in a law firm, office or court is required.

Other Requirements:

- None

(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. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in traversing, climbing, balancing, stooping/crouching, squatting, kneeling, crawling, grasping, handling and pinching.
- This position's physical requirements require regular stamina in walking, twisting, bending, lifting, carrying, pushing, pulling, and reaching.
- This position's physical requirements require continuous 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 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

INGHAM COUNTY JOB DESCRIPTION

INVESTIGATOR – PUBLIC DEFENDER’S OFFICE

General Summary:

Under the supervision of the Chief Public Defender, makes inquiries into cases relating to criminal matters. Locates individuals and serves subpoenas and other legal papers on them. Conducts investigations as assigned and assists in trial preparation. Interviews witnesses in cases being investigated.

Essential Functions:

1. Provide investigative support to the Public Defender’s Office.
2. Using available information, cultivates matters that require further inquiry.
3. Can utilize all resources lawfully available to generate information.
4. Assists the attorneys in the office with trial preparation.
5. Locate and interview witnesses, including victims.
6. Meet clients with or without an Assistant Public Defender.
7. Serves subpoenas and co-ordinates the attendance of witnesses at court appearances.
8. Participates in planning discussions with attorneys and other staff members.
9. Participates and teaches in office training.
10. Handles special projects and other duties as assigned by Chief Public Defender or designate.
11. May be required to take photographs, create drawings or models and if appropriate, preserve interviews and other evidence by recordings.
12. May be required to testify as to the findings of investigations.
13. Ability to perform the duties as outlined above in time sensitive manner and documents activities in the case management system promptly.

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: Associate’s degree in Criminal Justice. Specialized training in any areas of forensic investigation preferred.

Experience: A minimum of three (3) years of experience in government investigations.

Other Requirements:

- May be required to obtain a concealed pistol license.
- Must have and maintain a valid State of Michigan driver’s license
- Must have access to reliable transportation.

(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 is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require little to no stamina in.....
- This position's physical requirements require periodic stamina in balancing, twisting, kneeling, crawling, pushing, pulling, handling and pinching.
- This position's physical requirements require regular stamina in standing, walking, traversing, climbing, bending, stooping/crouching, squatting, lifting, carrying, reaching, and grasping.
- This position's physical requirements require continuous stamina in sitting, 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 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.)

***Union
Pay Grade***

From: [Clous, Joan](#)
To: [Morton, Teri](#); [Church, Russel](#)
Cc: [Graham, Sue](#)
Subject: FW: New positions for Public Defender's Office
Date: Monday, February 11, 2019 9:00:51 AM
Attachments: [01PTClerkPublicDefender_01-16-19.doc](#)
[01ClerkPublicDefender_01-16-19.doc](#)

Teri,

Attached are the JDs for the PT Clerk and Clerk that have been supported by the UAW at a level D \$33,048.96 - \$39,344.00
Please let me know if you need anything else from me.

Joan

From: Prehn, Bradley
Sent: Monday, February 11, 2019 8:53 AM
To: Clous, Joan
Subject: Re: New positions for Public Defender's Office

Joan,

The UAW supports the classification for the Clerk-Public Derfender's Office (full-time) and Clerk-Public Defender's Office (part-time) positions as UAW D on the pay scale.

Thank you,

Brad Prehn
UAW Chairperson

From: Clous, Joan
Sent: Monday, February 11, 2019 8:39 AM
To: Prehn, Bradley
Subject: RE: New positions for Public Defender's Office

Brad,

We are good with that. I just need an email from you that you are in agreement with the placement of the 2 positions.

Joan

From: Prehn, Bradley
Sent: Sunday, February 10, 2019 7:57 PM

To: Clous, Joan

Subject: Re: New positions for Public Defender's Office

Joan,

I pointed out the Clerk-Public Defender's Office and this is what I came up with,

1- 45

2- 90

3- 45

4- 80

5- 50

6- 70

7- 50

8a- 35

8b- 60

9- 10

10- 10

11- 10

555

The only one we were different on is number 4. Let me know thoughts.

Thank you,

Brad

From: Clous, Joan

Sent: Thursday, February 7, 2019 2:10 PM

To: Prehn, Bradley

Subject: New positions for Public Defender's Office

Brad,

We are creating a Clerk and a Part-time Clerk same JD for both, see attached

1 - 45

2 - 90

3 - 45

4 - 60

5 - 50
6 - 70
7 - 50
8a - 35
8b - 60
9 - 10
10 - 10
11 – 10

Total = 535 level D salary range \$33,048.96 - \$39,344.00

Joan Clous

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“Fame changes a lot of things but it can’t change a lightbulb” – Gilda Radner

From: [Clous, Joan](#)
To: [Morton, Teri](#); [Church, Russel](#)
Cc: [Graham, Sue](#)
Subject: FW: New positions for Public Defender's Office
Date: Friday, February 08, 2019 9:03:51 AM
Attachments: [01InvestigatorPD_01-16-19.doc](#)
[02Paralegal_01-22-19.doc](#)

Teri,

We have approval from ICEA County Pro for the positions listed below. As the other unions send me their approval I will forward it on to you as well. I have attached the job descriptions for you to include in the packet. Please let me know if you need anything else from me.

Joan

From: Cook, Desiree
Sent: Friday, February 8, 2019 8:33 AM
To: Clous, Joan
Subject: RE: New positions for Public Defender's Office

Looks good. Thank you.

From: Clous, Joan <JClous@ingham.org>
Sent: Thursday, February 7, 2019 2:27 PM
To: Cook, Desiree <DCook@ingham.org>
Subject: New positions for Public Defender's Office

Desiree,

Attached are the newly created job descriptions for the Public Defender's Office for your review

Investigator		Paralegal	
1	140	1	140
2	180	2	135
3	125	3	100
4	120	4	100
5	50	5	50
6	20	6	90
7	110	7	90
8a	15	8a	60
8b	85	8b	85
9	10	9	10
10	25	10	10
11	45	11	20
Total	925	Total	890

Investigator Level 5 salary \$44,839.76 - \$53,828.83
\$53,828.83

Paralegal Level 5 \$44,839.76 -

Thanks

Joan Clous

Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102

Lansing MI 48911

517-887-4374 – Office

517-887-4396 – Fax

“Fame changes a lot of things but it can’t change a lightbulb” – Gilda Radner

Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION CREATING POSITIONS FOR THE PUBLIC DEFENDERS OFFICE

WHEREAS, every local indigent defense system was required by the Michigan Indigent Defense Commission to submit a plan to comply with the first four minimum standards and to provide quality defense to indigent people who are accused of crimes; and

WHEREAS, the Ingham County Board of Commissioners accepted the compliance plan created by the Ingham County Indigent Defense Collaborative Committee and funding has been approved by the State of Michigan, effective October 1, 2018; and

WHEREAS, the recommended Public Defenders Office included in this plan will be administered by Ingham County to provide indigent defense and related services at the 30th Circuit Court, 54A District Court, 54B District Court, and the 55th District Court; and

WHEREAS, the Board of Commissioners must authorize the staffing and budget in order to create the Public Defenders Office; and

WHEREAS, the MIDC Compliance plan authorized the creation of a total of 36.5 full-time equivalent positions, twenty-nine of which have been authorized by the Board of Commissioners; and

WHEREAS, the positions below have been classified by the Human Resources Department as follows:

Clerk – Public Defender’s Office – UAW/D (salary range \$33,048.96 to \$39,344.00)
Part-Time Clerk – Public Defender’s Office – UAW/D (salary range \$16,524.48 to \$19,672.00)
Investigator – ICEA Prof 5 (salary range \$44,839.76 to \$53,828.83)
Paralegal – ICEA Prof 5 (salary range \$44,839.76 to \$53,828.83); and

WHEREAS, the ICEA Professionals union and the UAW union support the job descriptions and classifications; and

WHEREAS, the budget for these positions is included in the grant budget authorized by Resolution #18-476.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes creation of the following positions:

Two (2) Clerks – Public Defender’s Office
One (1) Part-Time Clerk – Public Defender’s Office
Two (2) Investigators
Two (2) Paralegals.

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

Agenda Item 5b

TO: Board of Commissioners, Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 22, 2019

RE: Resolution authorizing a lease agreement with 320 North Washington Partners

For the meeting agendas of: February 28, March 5 & 6

BACKGROUND

The Public Defender's Office is in need of office space to meet the needs of their staff and to meet with clients in a confidential setting. Office space at 320 North Washington in Lansing has the adequate space and location to meet the needs for the Public Defender's staff.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The lease rate per square foot is \$19.00, the monthly rate is \$14,091.67, and the annual rate is \$169,100.00. The lease duration would be for five years for a total cost of \$845,500.00. There is an additional cost for 14 parking spaces for the duration of the agreement for a five year total of \$84,000.00 bringing the grand total to \$929,500.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support a lease agreement with 320 North Washington Partners for the Public Defender's office.

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A LEASE AGREEMENT WITH
320 NORTH WASHINGTON PARTNERS AND INGHAM COUNTY**

WHEREAS, the Facilities Department is requesting approval to enter into a full service lease agreement with 320 North Washington Partners to lease approximately 8,900 square feet of space at 320 N. Washington, Lansing, Michigan.; and

WHEREAS, Public Defenders Office will use the leased space to meet clients for their criminal defense.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with 320 North Washington Partners Lansing, Michigan 48933 and Ingham County to lease approximately 8,900 square feet of space beginning the date the facility renovation is complete and is fully operational.

BE IT FURTHER RESOLVED, the length of the lease would be for five (5) years for a total cost of \$845,500 as follows:

<u>Year</u>	<u>Lease Rate/Sq. FT.</u>	<u>Monthly Payment</u>	<u>Annual</u>
Year 1 - 5	\$19.00	\$14,091.67	\$169,100

BE IT FURTHER RESOLVED, that this agreement will also include 14 parking spaces at a cost of \$100 per space per month for the duration of the agreement for an annual cost of \$16,800 and five (5) year total of \$84,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.

TO: Board of Commissioners County Services & Finance Committees

FROM: Deb Fett, Chief Information Officer

DATE: February 11, 2019

SUBJECT: County Wi-Fi network hardware

BACKGROUND

Ingham County maintains a wireless computer network that is available for public use as well as internal, private, services. As wireless technology has improved, the County's wireless network has begun showing its age and is in need of a refresh to improve reliability, to utilize modern methods of connectivity, and to enhance security. The initial step in the refresh process was to do an assessment of the existing network. With this assessment complete, we now have the data necessary to purchase and deploy upgraded wireless hardware in the most efficient manner.

ALTERNATIVES

Wireless products from the hardware manufacturers Aerohive, Aruba, and Cisco Meraki were evaluated in this process. Cisco Meraki was selected due to its direct compatibility with our current network redesign initiative as well as its superior reliability and support model.

FINANCIAL IMPACT

In planning for this need, the Innovation and Technology department requested and was granted funds for this project in the annual budget. The funding for this support renewal will come from the County's Innovation and Technology Department's Network Maintenance - Hardware fund #636-25810-932032.

OTHER CONSIDERATIONS

Pricing from the recommended vendor is off the competitively bid WSCA-NASPO Cooperative Purchasing Organization, Master Agreement Number: AR233, Contract Number: 071B4300133

RECOMMENDATION

Based on the information presented, I respectfully recommend approval to enter into an agreement with Sentinel Technologies, Inc. to purchase Cisco Meraki wireless access points and associated licensing in the amount of \$178,664.00.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF WIRELESS ACCESS POINTS AND
ASSOCIATED LICENSES FROM SENTINEL TECHNOLOGIES, INC.**

WHEREAS, Ingham County currently provides a secure wireless network for both public and private use; and

WHEREAS, in order to remain secure and reliable, the existing wireless network is in need of a hardware refresh; and

WHEREAS, a wireless site survey is has been completed resulting in the recommendation that the County install additional and upgrade existing wireless access points; and

WHEREAS, this hardware purchase has been planned for and budgeted and will provide the necessary equipment needed to refresh the existing County wireless network in a secure, reliable manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of Cisco Meraki MR42 wireless access points and associated licenses from Sentinel Technologies, Inc. in an amount not to exceed \$180,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid from the Innovation and Technology's Network Maintenance - Hardware fund (636-25810-932032).

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

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

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 02/19/2019

SUBJECT: Planned Annual Continuing Education Program for MUNIS

BACKGROUND

Tyler is the company that supports the MUNIS system Ingham County uses for our financial and central office functions. The various departments who are heavily involved in the system have been meeting to ensure that we are getting the best usage possible from our investment. These meetings have pointed out that we have lost some of our institutional knowledge with the various retirements in the past few years and that we need to take advantage of the enhancements that our last couple of upgrades have allowed. This request is to authorize obtaining training from Tyler for our MUNIS system.

ALTERNATIVES

As this training is particular to a specific software in use there are no alternative vendors.

FINANCIAL IMPACT

The funding for the \$11,775.00 plus estimated travel of \$6,000.00 will come from the County's Innovation and Technology Department's County Staff Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS

As MUNIS is at the heart of most County financial activities, it benefits us all to use it in the most efficient manner possible.

STRATEGIC PLANNING IMPACT

This resolution supports multiple overarching long term objectives:

1. Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.
2. Support employee and professional development.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler for MUNIS Planned Annual Continuing Education Program in the amount not to exceed \$18,000.00.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PLANNED ANNUAL CONTINUING
EDUCATION PROGRAM FOR MUNIS**

WHEREAS, Tyler is the company that supports the MUNIS system Ingham County uses for our financial and central office functions; and

WHEREAS, as MUNIS is at the heart of most County financial activities, it benefits everyone to use it in the most efficient manner possible; and

WHEREAS, the funds are available in the current budgeted year.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training including travel expenses from Tyler in the amount not to exceed \$18,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960080.

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

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

Agenda Item 7

TO: Board of Commissioners Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: February 8, 2019

SUBJECT: Authorization to Reallocate funding from MDHHS for HIV Care Coordination

For the meeting agendas of March 4th, 5th and 6th, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #18-417 by reallocating \$108,000 from the total Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant funds totaling \$581,172 for the creation of two new positions.

A 1.0 FTE Peer Educator (UAW Tops Level F) and a .50 FTE Community Health Representative II (UAW Tops Level D).

This \$108,000 was formerly allocated for Substance Abuse Counseling. Under this amendment, the Substance Abuse Counseling will be funded through ICHD's community partner Community Mental Health Authority of Clinton, Eaton & Ingham Counties (CMHACEI) using Medicaid dollars.

This reallocation of funds from MDHHS for HIV Care Coordination will be effective March 1, 2019 through September 30, 2019, supports the Ryan White program at Forest Community Health Center, and will allow ICHD to create new positions for HIV care. Through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care. This funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

There is no financial impact associated with this amendment as these funds were previously allocated for in the FY2019 budget.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of Promoting Accessible Healthcare, specifically Goal A – with an emphasis on providing easy access to quality, innovative, cost-effective services that promote well-being and quality of life for residents of Ingham County, Strategy 1 – to make facilities and services user friendly, Goal C – to maintain and enhance county health and to develop options for service levels depending on the county fiscal health, and finally Strategy 3 - to build capacity to meet growing demands to investigate, educate and control the incidence of STIs in our community.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Amendment to Resolution #18-417 for reallocating \$108,000 from the total Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant funds to be used for the creation of two new positions effective March 1, 2019 through September 30, 2019.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND AGREEMENT WITH MDHHS FOR HIV CARE COORDINATION

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution # 18-417 by reallocating \$108,000 from the total Michigan Department of Health and Human Services (MDHHS) HIV Care Coordination grant funds totaling \$581,172 for the creation of two new positions; and

WHEREAS, these positions include a 1.0 FTE Peer Educator (UAW Tops Level F) and a .50 FTE Community Health Representative II (UAW Tops Level D); and

WHEREAS, this \$108,000 was formerly allocated for Substance Abuse Counseling; and

WHEREAS, under this amendment, the Substance Abuse Counseling will be funded through our community partner Community Mental Health (CMH) using Medicaid dollars; and

WHEREAS, this reallocation of funds from MDHHS for HIV Care Coordination will be effective March 1, 2019 through September 30, 2019 and supports the Ryan White program at Forest Community Health Center and will allow ICHD to create new positions for HIV care; and

WHEREAS, through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care; and

WHEREAS, this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression; and

WHEREAS, the health officer recommends amending Resolution # 18-417 by reallocating \$108,000 from the total MDHHS HIV Care Coordination grant funds totaling \$581,172 to be used for the creation of two new positions effective March 1, 2019 through September 30, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amend Resolution # 18-417 by reallocating \$108,000 from the total MDHHS HIV Care Coordination grant funds totaling \$581,172 to be used for the creation of two new positions effective March 1, 2019 through September 30, 2019.

BE IT FURTHER RESOLVED, that the following positions are created: a 1.0 FTE Peer Educator (UAW Tops Level F) and a .50 FTE Community Health Representative II (UAW Tops Level D).

BE IT FURTHER RESOLVED, that through this funding, the Ryan White Program will close gaps in care for some of the most underserved people living with HIV/AIDS and reach some of the most difficult populations to engage and retain in care.

BE IT FURTHER RESOLVED, that this funding will also allow ICHD to enhance support and coordination services across the continuum of care, from detection to viral load suppression.

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 Health Officer, Linda S. Vail, MPA, is authorized to submit the agreement electronically through the MI – E Grants System after approval as to form by the County Attorney.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 19, 2019 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE February 19, 2019

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2019-037	MERIDIAN TOWNSHIP – WATER	WATERMAIN	LAKE LANSING & BAYONNE AVE	MERIDIAN	10
2019-039	DAVID YODER	LAND DIVISION	CATHOLIC CHURCH RD & MERIDIAN RD	BUNKER HILL	8
2019-040	COMCAST	CABLE / UG	HAGADORN RD & MT HOPE RD	MERIDIAN	29
2019-041	CONSUMERS ENERGY	ELECTRIC / OH	VAN ATTA RD & NEWMAN RD	MERIDIAN	24
2019-042	WESTSIDE WATER	WATERMAIN	TIMBER DR & GOULD RD	LANSING	7
2019-043	MERIDIAN TOWNSHIP – WATER	WATERMAIN	BELDING CT & ROXBURY AVE	MERIDIAN	33
2019-044	MERIDIAN TOWNSHIP	SPECIAL EVENT	OKEMOS RD & KINAWA DR	MERIDIAN	28
2019-045	COMCAST	CABLE / UG	JOLLY OAK RD & JOLLY RD	MERIDIAN	33
2019-048	CONSUMERS ENERGY	GAS	DELL RD & COLLEGE RD	DELHI	11, 12
2019-049	GREENLEE MILK HAULING	HAUL ROUTE / MILK	VARIOUS	VARIOUS	
2019-050	CONSUMERS ENERGY	ELECTRIC / UG	JOLLY RD & HULETT RD	MERIDIAN	5
2019-051	COMCAST	CABLE / UG	MARSH RD & HASLETT RD	MERIDIAN	10

MANAGING DIRECTOR: _____

Agenda Item 9

TO: Board of Commissioners County Services and Finance Committees

FROM: Sue Graham, Human Resources Director

DATE: February 21, 2019

SUBJECT: Resolution Approving the 2018 – 2020 Collective Bargaining Agreement for the Capitol City Labor Program, Inc. Supervisory Unit

BACKGROUND

Attached is a resolution regarding the 2018 – 2020 Collective Bargaining Agreement for the above-captioned bargaining unit. We have been engaged in ongoing negotiations with this unit. On February 20, 2019, we were advised that the Capitol City Labor Program, Inc. Supervisory Unit voted to ratify the tentative agreement reached between the parties.

The tentative agreement provides for 1) a 1% wage increase to base only, effective the first full pay period on or after January 1, 2018, and for 2) a ½% upward wage scale adjustment to all steps, and for 3) a 2% wage increase, effective the first full pay period on or after January 1, 2019, and for 4) a wage reopener for 2020 wages with no minimum requirement, and for 5) a \$250 equipment allowance effective beginning and after 2018, and for 6) a Sick Leave Donation Policy and for 7) substituting Ingham County's most current Non-Discrimination Provision for pre-existing non-discrimination language and for 8) adjusting the schedule whereby employees earn vacation credits by an increase of 8 hours at step ten through fourteen years and at step fifteen through nineteen years.

ALTERNATIVES

None.

FINANCIAL IMPACT

The approval of the tentative agreement provides increases to the existing 2017 salary schedule as noted above, along with the addition of an equipment allowance and an adjustment to two steps of the schedule whereby employees earn vacation credits.

OTHER CONSIDERATIONS

The tentative agreement provisions are consistent with provisions agreed to and ratified by the Board of Commissioners for other bargaining units. In consideration of reaching and ratifying this tentative agreement, the Capital City Labor Program, Inc. Supervisory Unit will withdraw the petition for Act 312 Arbitration proceedings previously filed.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE
CAPITAL CITY LABOR PROGRAM, INC. SUPERVISORY UNIT**

WHEREAS, an agreement has been reached between representatives of Ingham County, Ingham County Sheriff and the CCLP Supervisory Unit through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County, Ingham County Sheriff and Capital City Labor Program, Inc. through December 31, 2020.

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

Terms of the tentative agreement include the following:

Article 47. Duration: January 1, 2018 – December 31, 2020

Article 20. Wages:

2018: 1% increase to base pay only, retro to first full pay period beginning on or after 1/1/2018.

2019: 1) 2% across the board increase, retro to first full pay period beginning on or after 1/1/2019 and 2) ½% upward 2019 wage scale adjustment to all steps.

2020: wage reopener with no minimum increase requirement.

Article 27, Section 6. Equipment Allowance (New): \$250 equipment allowance effective in and after 2018.

Article 30, Section 1. Vacations: Schedule effective on and after date of ratification [*insert date*] (increase to annual accrual of 8 hours at step ten through fourteen years and at step fifteen through nineteen years)

Article 33, Section 9 Sick Leave Donation (New): Incorporate by reference and/or attachment to the CBA the attached County-Wide Sick Leave Donation Policy and amend any conflicting language regarding donation (e.g., Article 34, Section 8. Family and Medical Leave Act).

Preface (Non-Discrimination Provision): Substitute Ingham County's most current Non-Discrimination Provision.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AN INTER-LOCAL AGREEMENT GRANTING
LIMITED WAIVER OF EXEMPTION OF PROPERTY TAXES FROM CAPTURE BY
MERIDIAN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY**

WHEREAS, Meridian Township Downtown Development Authority (DDA) requested certain amendments to its Development Plan and Tax Increment Financing Plan of the Authority, pursuant to Public Act 197 of 1975 (MCL 125.1651 *et seq.* recodified at MCL 125.4201 *et seq.*), as amended; and

WHEREAS, the DDA previously adopted a resolution exempting its taxes from capture by the Authority pursuant to Section 203(3) of the Act (MCL 125.4203(3)); and

WHEREAS, the proposed Plan Amendments are intended to fund improvements to property within a downtown district of Meridian Charter Township, to halt property value deterioration and increase property tax valuation, where possible, in its downtown business district; to eliminate the causes of that deterioration; and to promote economic growth; and

WHEREAS, on November 27, 2018 the Board of Commissioners approved Resolution 18-487 to negotiate a Tax Sharing Agreement between the Meridian Charter Township Downtown Development Authority; and

WHEREAS, on April 12, 2005 the Board of Commissioners adopted a Tax Sharing Agreement Policy to establish parameters for negotiating such agreements; and

WHEREAS, the Parties wish to enter into an Agreement to grant a limited waiver of the exemption from capture of the Taxing Jurisdiction's property taxes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Inter-Local Agreement Granting Limited Waiver of Exemption of Property Taxes from Capture by Meridian Charter Township Downtown Development Authority.

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

INTER-LOCAL AGREEMENT GRANTING LIMITED WAIVER OF EXEMPTION OF PROPERTY TAXES FROM CAPTURE BY MERIDIAN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

This Agreement is entered by and between INGHAM COUNTY, whose address is 341 S. Jefferson, P.O. Box 319, Mason, MI 48854 (the “Taxing Jurisdiction”) and MERIDIAN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, whose address is 5151 Marsh Road, Okemos, MI 48864 (the “Authority”), and the CHARTER TOWNSHIP OF MERIDIAN, whose address is 5151 Marsh Road, Okemos, MI 48864. The Taxing Jurisdiction, Charter Township of Meridian, and Authority are collectively referred to as the “Parties.”

BACKGROUND

The Authority has requested certain amendments to its Development Plan and Tax Increment Financing Plan, (the “Plan Amendments”) of the Authority, pursuant to Public Act 197 of 1975, as amended,¹ (MCL 125.1651 *et seq.* recodified at MCL 125.4201 *et seq.*) (the “Act”). The Taxing Jurisdiction previously adopted a resolution exempting its taxes from capture by the Authority pursuant to Section 203(3) of the Act (MCL 125.4203(3)). The proposed Plan Amendments are intended to fund improvements to property within a downtown district of Meridian Charter Township, to halt property value deterioration and increase property tax valuation, where possible, in its downtown business district; to eliminate the causes of that deterioration; and to promote economic growth.

The Parties wish to enter into this Agreement, pursuant to the Act and Section 214(4) of the Act, to grant a limited waiver of the exemption from capture of the Taxing Jurisdiction’s property taxes, as set forth below.

AGREEMENT

1. Unless otherwise specifically indicated herein, the words and phrases used in this Agreement shall have the definitions attributed to them in Section 201 of the Act. For example, “assessed value” means for valuations made after December 31, 1994, the taxable value as determined under section 27a of the General Property Tax Act, MCL 211.27a.
2. The Parties mutually determine that this Agreement shall control the terms and conditions relating to the capture of assessed value pursuant to the Plan Amendments recommended by the Authority and as adopted by the Charter Township of Meridian on December 4, 2018, and contains express authority for the DDA to capture the incremental property taxes due to the Taxing Jurisdiction within the existing District Boundaries of the Authority, which are specifically set forth in the Plan Amendments and depicted on the attached Exhibit A (the “District”), and as specified by this Agreement. Any other agreement or parts of agreements between the Parties in conflict with this Agreement are superseded.

¹ See Public Act 57 of 2018, the Recodified Tax Increment Financing Act.

3. The initial assessed value for all property in the District shall be as determined as of December 31, 2017 and finally equalized in May of 2018 (the “Base Value”).
4. The Taxing Jurisdiction agrees that the Authority shall capture, and the Township and County Treasurers shall transmit to the Authority, all captured assessed value within the District.
5. To afford the Taxing Jurisdiction the ability to meet annual budgetary needs and to limit inflation exposure of existing tax revenue, the Authority will remit a portion of captured assessed value from specific parcels within the Downtown District and Development Area, as provided for in this Agreement.
6. No inflation amount shall be due and the Authority shall not pay any inflation amount to the Taxing Jurisdiction unless and until both new private development occurs on any of the five (5) core block areas of the District as depicted on the attached Exhibit B (the “Core Block Areas”) and the Future Taxable Value (FTV) of Real Property (Land and Land Improvements and Buildings) within the Core Block Area increases by an additional minimum amount of \$13,602,403 above the Base Value.
7. Subject to paragraph 6 above and only as reflected on Exhibit C, for all parcels within a three (3) block area as depicted on the attached Exhibit B (the “3 Block Plan Area”), the Authority will remit to the Taxing Jurisdiction not more than a 2.14% of increase in each year in ad valorem property taxes calculated from increases to the taxable value from the Base Value (the “Annual 3 Block Plan Area Inflation Amount”). Any payment under this paragraph shall be made from available tax increment revenues, as determined by the Authority in its sole discretion. The attached Exhibit C shows the Annual 3 Block Plan Area Inflation Amount which may be due to the Taxing Jurisdiction, as identified thereon.
8. For parcels not within the 3 Block Plan Area, after the conditions of paragraph 6 above are satisfied (the “Conditional Base Year”), the taxable value of those parcels in the Conditional Base Year shall be the Conditional Base Value. The Authority will remit to the Taxing Jurisdiction not more than the first 2.14% of increase each year above the Conditional Base Value in ad valorem property taxes for each specific parcel within the District which but for this Agreement would have been collected and paid to the Taxing Jurisdiction (the “Conditional Inflation Amount”). Any payment under this paragraph shall be made from available tax increment revenues, as determined by the Authority in its sole discretion.
9. Subject to paragraph 6 above, the Parties anticipate sufficient taxable value to allow any payment of the Inflation Amount will not occur until December 31, 2021 and no inflation amount payments are anticipated before the Authority collects tax increment revenues in tax year 2022.
10. Existing ad valorem property taxes due the Taxing Jurisdiction on the Base Value of all parcels in the District shall be paid to the Taxing Jurisdiction, as provided for in the Act. The current base taxes are reflected in the attached Exhibit D. If, for any reason, the taxable value of any parcel shall fall below the Base Value or Conditional Base Value, the Authority shall not be liable for any current base tax amount, no inflation amount shall be due, and the Authority shall not remit any inflation amount for that parcel to the

Taxing Jurisdiction. The Taxing Jurisdiction agrees to hold the Authority harmless for any reduction in Base Value or Conditional Value of any parcel within the District and Development Area.

11. The Charter Township of Meridian agrees that the Township's property tax millage is and shall remain subject to capture by the Authority for the duration of this Agreement, and that it has not opted out of the DDA Plan or the Plan Amendments.
12. The Authority shall expend the captured assessed value and incremental tax revenues derived from the Taxing Jurisdiction's millage for those improvements and infrastructure projects contained in the Plan Amendments on the effective date of this Agreement.
13. The Authority shall prepare an annual report including the use or allocation of the captured assessed value and incremental tax revenues derived from the Taxing Jurisdiction's millage to infrastructure projects and improvements within the District. On a date mutually agreed to by the Parties, the Authority shall annually make a presentation to the Taxing Jurisdiction regarding the annual report and compliance with the policies of the Taxing Jurisdiction effective and applicable on the effective date of this Agreement.
14. This Agreement supersedes and replaces the tax sharing agreement entered into by the Parties on August 22, 2006.
15. The parties acknowledge and agree that the Authority and the Township may, from time to time, further amend the Plan as they deem appropriate pursuant to the Act. No such amendment shall have the effect of modifying the provisions of this Agreement and such amendment to the Plan shall not have the effect of extending the term of this Agreement.
16. This is the entire agreement between the Parties as to its subject. It shall not be amended or modified except in writing signed by the Parties. The Taxing Jurisdiction will consider future waivers of its exemption from property tax capture on a case-by-case basis.
17. This Agreement and limited waiver shall automatically expire following the tax collections due in December 2038, unless otherwise extended by the Parties, at which time the assessed value and taxes due the Taxing Jurisdiction shall no longer be subject to capture.

[Signature Page Follows]

All parties hereby indicate their assent to this Agreement by the signatures of their authorized representatives, effective as of the last date written below.

Ingham County

Dated: _____

By: Bryan Crenshaw
Its: Chairperson, County Board of Commissioners

**Meridian Charter Township
Downtown Development Authority**

Dated: _____

By: Susan Fulk
Its: Chairwoman

Dated: _____

By: Demetrios James Spanos
Its: Secretary

Charter Township of Meridian

Dated: _____

By: Ronald Styka
Its: Supervisor

Dated: _____

By: Brett Dreyfus
Its: Clerk

Approved as to form, for County of Ingham
COHL, STOKER & TOSKEY, P.C.

By: _____
Timothy M. Perrone

Approved: April 12, 2005
Resolution No. 05-094

The Ingham County Board of Commissioners adopts the following revised policy with respect to the capture of county property tax revenues within new or expanded development districts including those under the Local Development Finance Authority Act (LDFA), the Downtown Development Authority Act (DDA), and other tax authorities or municipalities.

- A. The County will not permit the capture of county property tax revenues in any new or amended development district unless the Ingham County Board of Commissioners has approved a tax sharing agreement with the affected development district and the affected municipality.
- B. Except as otherwise provided in this resolution for high technology activities, the County will only consider the approval of a tax sharing agreement that meets the following conditions.
 - 1. The agreement must be for specifically defined public infrastructure projects which are directly related to the economic growth within that district. Economic growth is understood to be the creation, retention, and expansion of jobs and income.
 - 2. Specifically defined public infrastructure projects must be for specific items of work, each of which is limited to a specific maximum dollar amount to be completed within a specified time period. The agreement shall specify the maximum amount of captured property tax revenues and the time over which those revenues may be captured. It shall also specify that any excess collections must be returned to the County Treasurer annually.
 - 3. The affected jurisdiction must allow the capture and expenditure of its property tax revenues for the same period of time during which the County tax revenues are being captured and expended in the district.
 - 4. If tax revenue is generated faster than anticipated due to growth within the district exceeding initial projections, the additional revenues may be used to decrease or call any bonds or other debt obligations related to the projects approved by the tax sharing agreement in proportion with funds from other taxing jurisdictions.

5. The County Treasurer shall take the necessary steps to assure that captured property tax revenues collected in excess of the amounts permitted by the agreement are returned to the County on an annual basis.
- C. The County recognizes that some economic development projects may not be strictly public infrastructure and will consider other project proposals related to high technology activities as defined in section 3 of the MEGA legislation, PA 124 of 1995 (MCL 207.803) as necessary.
- D. The County Economic Development Corporation is designated as the county agency responsible for evaluating requests for the capture of county property tax revenues as to conformance with this policy, and shall recommend approval or disapproval of any such proposed agreement to the Board of Commissioners.
1. Upon receipt of a request for the capture of county property tax revenues, a copy of that request shall be forwarded to the County Economic Development Corporation for review and comment.
 2. A resolution responding to the request as provided by this policy shall be placed on the appropriate committee agendas for consideration and final action by the Board of Commissioners within the sixty (60) day statutory requirement.
 3. County Commissioners may also consider other relevant issues regarding the agreement proposal including the possible environmental impact of the projects proposed in the agreement.
- E. An initial rejection by the Board of Commissioners of a county property tax revenue capture request may be rescinded if and when a tax sharing agreement that meets the conditions of this policy is reached.



INGHAM COUNTY

BROWNFIELD REDEVELOPMENT AUTHORITY

Resolution Approving Transfer of Reimbursement Agreement from Ingham County Brownfield Redevelopment Authority to Meridian Township Brownfield Redevelopment Authority

At a regular meeting of the Ingham County Brownfield Redevelopment Authority (“ICBRA”) held at the Human Services Building, 5303 S. Cedar St., Lansing, MI 48911, on February 8, 2019 at 7:30 a.m., pursuant to notice duly given:

Members Present: Mark Polsdofer, Aaron Davis, Angelica Kim, Josh Church, Kyle Bowman, Thomas Muth, Eric Walcott (non-voting)

Members Absent: Chong-Anna Canfora, Aaron Harris

The following resolution was offered by:

Member: Bowman, and supported by;

Member: Kim

WHEREAS, Ingham County (“County”) created the ICBRA in September 2001 pursuant to the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended, (the “Act”); and

WHEREAS, Ingham County (“County”) recommended approval of the November 1, 2016 Brownfield Plan for the Elevation at Okemos Pointe (“Plan”) to redevelop deteriorating and contaminated properties in the Charter Township of Meridian (“Township”); and

WHEREAS, on December 13, 2016 the County adopted Resolution No. 16-520 approving the Plan; and

WHEREAS, the Plan is currently the only County brownfield project within the Township; and

WHEREAS, in 2017 subsequent to the adoption and approval of the Plan, the Township formed the Meridian Township Brownfield Redevelopment Authority (“MTBRA”); and

WHEREAS, ICBRA entered into a Brownfield Reimbursement Agreement with Okemos Pointe, LLC consistent with the Plan (“Reimbursement Agreement”); and

WHEREAS, the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended, (the “Act”) authorizes the ICBRA and the MTBRA, to make and enter into contracts necessary or incidental to the exercise of their powers and the performance of their duties and may do all

other things necessary or convenient to achieve their objectives and purposes (MCL 125.2657); and

WHEREAS, the Intergovernmental Transfers of Functions and Responsibilities Act, PA 8 of 1967 (Ex. Sess.), as amended, authorizes the ICBRA and the MTBRA to transfer functions and responsibilities to one another (MCL 124.532); and

WHEREAS, administration of the Plan and Reimbursement Agreement by the MTBRA is in the mutual interests of the County, the Township, the ICBRA, and the MTBRA.

NOW, THEREFORE, BE IT RESOLVED by the ICBRA Board that:

1. It delegates all duties and assigns all rights with respect to the Plan, and otherwise transfers the Reimbursement Agreement to MTBRA as intended by the Parties; and
2. It approves and authorizes the Brownfield Reimbursement Transfer Agreement (“Transfer Agreement”) with the MTBRA; and
3. It authorizes the Board Treasurer to execute the Transfer Agreement and any other documents or papers necessary to carry out the intent of the Parties; and
4. All tax increment revenues captured under the Plan before the effective date of the Transfer Agreement shall be transferred to the Township and the MTBRA; and
5. All resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

YEAS: Six (6)

NAYS: Zero (0)

ABSENT/ABSTAIN: Two (2)

RESOLUTION DECLARED ADOPTED

CERTIFICATION

STATE OF MICHIGAN)
) ss
COUNTY OF INGHAM)

The undersigned Treasurer of the Ingham County Brownfield Redevelopment Authority Board hereby certifies this to be a true and complete copy of this resolution, duly adopted at a regular meeting of said Board held on the 8th day of February 2019.

ICBRA Board Treasurer

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING TRANSFER OF REIMBURSEMENT AGREEMENT FROM
INGHAM COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY TO
MERIDIAN TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY**

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) on October 9, 2001 pursuant to the Brownfield Redevelopment Financing Act, PA 381 of 1996, as amended; and

WHEREAS, Board approved the December 13, 2016 Brownfield Plan for the Elevation at Okemos Pointe to redevelop deteriorating and contaminated properties in the Charter Township of Meridian; and

WHEREAS, the Elevation at Okemos Pointe Plan is currently the only County brownfield project within Meridian Township; and

WHEREAS, in 2017 subsequent to the adoption and approval of the Plan, the Township formed the Meridian Township Brownfield Redevelopment Authority (MTBRA); and

WHEREAS, ICBRA entered into a Brownfield Reimbursement Agreement with Okemos Pointe, LLC consistent with the Plan; and

WHEREAS, the Brownfield Redevelopment Financing Act authorizes the ICBRA and the MTBRA, to make and enter into contracts necessary or incidental to the exercise of their powers and the performance of their duties and may do all other things necessary or convenient to achieve their objectives and purposes (MCL 125.2657); and

WHEREAS, the Intergovernmental Transfers of Functions and Responsibilities Act, PA 8 of 1967 (Ex. Sess.), as amended, authorizes the ICBRA and the MTBRA to transfer functions and responsibilities to one another (MCL 124.532); and

WHEREAS, administration of the Plan and Reimbursement Agreement by the MTBRA is in the mutual interests of the County, the Township, the ICBRA, and the MTBRA.

NOW, THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners concurs with the February 8, 2019 action taken by the ICBRA Board as follows:

1. It delegates all duties and assigns all rights with respect to the Elevation at Okemos Pointe Plan, and otherwise transfers the Reimbursement Agreement to MTBRA as intended by the Parties; and
2. It approves and authorizes the Brownfield Reimbursement Transfer Agreement with the MTBRA; and
3. It authorizes the ICBRA Treasurer to execute the Transfer Agreement and any other documents or papers necessary to carry out the intent of the Parties; and

4. All tax increment revenues captured under the Elevation at Okemos Pointe Plan before the effective date of the Transfer Agreement shall be transferred to Meridian Township and the MTBRA; and
5. All resolutions or parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

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

TO: Board of Commissioners County Services and Finance Committee

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: February 26, 2019

SUBJECT: Resolution to Authorize an Independent Review of MUNIS Software and County Processes

BACKGROUND

On February 2, 2004 the Board of Commissioners approved Resolution 04-007 to authorize replacement of the County's integrated finance and human resource system with the MUNIS system with an initial software and hardware investment of \$975,000. Since 2004 the Board has approved more than \$1.3 million in annual support payments for the MUNIS system, including the most recent annual payment of \$177,926.95 on June 26, 2018 (Resolution 18-273).

As was originally intended, the MUNIS system has evolved over the past 15 years to become the exclusive platform for all finance, payroll and benefits accounting for Ingham County. A recent upgrade to MUNIS enhanced many system modules and introduced significant new features to the platform. However, mounting frustrations over system performance resulted in many key MUNIS users requesting an independent review of the County's use of MUNIS software and current County processes. The prospect of changing to a different software platform was given serious consideration, but was ruled out in recognitions of the County's significant investment in MUNIS. Plante & Moran, PLLC proposed a plan to review the County's use of the MUNIS system and assist the County in determining steps to optimize use of the software based on County priorities and resources available.

ALTERNATIVES

The County could forgo this opportunity to perform a technical analysis of the MUNIS system. However, continued inefficient use of the system will result in less organizational productivity.

FINANCIAL IMPACT

Plante & Moran submitted a proposal to conduct an independent review of the MUNIS system at a cost of \$37,500. No individual department budget included funds for an independent review, but recommendations resulting from the review will certainly impact all departments and agencies of the County. As such, this proposal seeks transfer of \$37,500 from Contingency to cover the cost of an independent review.

STRATEGIC PLAN CONSIDERATIONS

One facet of the approved Ingham County mission statement involves service delivery by well-trained workforce comprised of public servants in the most effective, collaborative way possible. The MUNIS network depends on effective collaboration by all departments to achieve an integrated finance and human resource system. This approach supports organizational values of accountability and fiscal responsibility while providing services.

Implementation of this independent review of MUNIS touches on all six adopted goals that address strategic issue areas, but is particularly supported in goals that address Management, Finance and Governance; Information Technology; and Human Resources and Staffing. The project supports strategies to periodically review and revise policies and contracting procedures to reflect current best practices; conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures; annually budget for countywide IT projects including updates to existing software applications; regularly solicit employee feedback and suggestions for workflow improvements; encourage employee creativity and innovation; and support employee and professional development.

RECOMMENDATION

I respectfully recommend approval of the attached resolution to authorize an independent review of MUNIS software and County processes at a cost not to exceed \$37,500.



Plante & Moran, PLLC
27400 Northwestern Highway
P.O. Box 307
Southfield, MI 48037-0307
Tel: 248.352.2500
Fax: 248.352.0018
plantemoran.com

February 20, 2019

Ingham County
Mr. Tim Dolehanty,
Controller / Administrator
121 E. Maple Street
Mason, MI 48854-0319

Dear Tim,

We appreciated meeting with you and Ingham County's (the County) team last week and discussing your concerns of the County's current utilization of the Munis software in the years that have passed since its implementation. As such, the County is requesting assistance from Plante Moran to perform an independent review of the County's use of the Munis software and current County processes to assess the gaps and recommend a plan for the County to optimize the software and re-invest its resources to better meet the County's needs. This review will include deliverables (see Project Work Plan) that will assist the County in determining next steps based on the County's priorities and resources available.

Project Objectives

The scope of the review would include all items listed on the County's latest software maintenance contract from Tyler Technologies. The following key objectives are desired by the County, as this work effort is being considered:

- Determine which modules have not been implemented by the County or are partially complete in their implementation and what key items are needed for completion.
- Meet with County departments, review their processes and determine if Munis is meeting their needs.
- Evaluate if County staff are fully utilizing the modules that have been implemented.
- Identify key issues that the staff are experiencing and recommend potential solutions, which may result in process changes and/or additional training.
- Review the County's annual support contract and recommend if any modules should be removed.
- Develop an Implementation Optimization Plan with recommendations the County can consider and to better utilize the Munis product.

Project Work Plan

In order to meet the County's objectives, we anticipate utilizing the following key work plan tasks:

- Develop a SharePoint site (Plante Moran can provide) for collaborating and storing and managing project documents.
- Supply the County with an "Items to Collect" list. Review collected documents before meeting with the County staff.

-
- Work with County's Project Manager/Sponsor to identify a Project Steering Committee/governance structure. We assume the County's team will include key County stakeholders to represent the departments who will assist with project activities. During this activity we will also identify members of a smaller Project Management Office (PMO) which will be responsible for working with our team to coordinate the project.
 - Work with the County's PMO to develop a timeline for the project activities, to align with the County's needs and other resource commitments and document this in a Microsoft Project Plan.
 - Work with the County's PMO to develop a high level draft Project Charter and finalize it with the Project Steering Committee. The Project Charter will assist with communicating project objectives and aligning the County's staff expectations.
 - Perform project status meetings with the PMO members via conference call periodically to assist with providing status updates and coordinating project activities. An agenda will be supplied for all meetings. For meetings that may occasionally include the full Project Steering Committee members, we will come onsite.
 - Before our team comes onsite for interviews, we will send the County a questionnaire for each area to complete. This will allow us to focus our interviews to better understand current processes and systems being used.
 - Perform a kick off meeting with the key project stakeholders, before the first onsite interview.
 - Perform onsite interviews (up to 4 days with 2 consultants) with key County stakeholders. The purpose of the interviews will be to clarify any outstanding questions from the documents reviewed, as well as discussing major strengths and shortcomings of the Munis system while reviewing processes and/or other concerns. We anticipate the following departments will participate:

○ 9-1-1 Dispatch Center	○ Drain Commissioner	○ Probate Court
○ Animal Control Department	○ Equalization Department	○ Prosecuting Attorney
○ Board of Commissioners	○ Facilities Department	○ Purchasing Department
○ Department	○ Financial Services Department	○ Register of Deeds
○ Budget Office	○ Health Department	○ Road Department
○ Circuit Court	○ Human Resources Department	○ Sheriff's Office
○ Clerk	○ Innovation and Technology	○ Treasurer
○ Controller/Administrator	○ Department	○ Veteran's Affairs
○ Department	○ Parks Department	○ Department
○ County Fair	○ Potter Park Zoo	
○ District Court		
 - Develop and maintain a monthly Munis Status Report to document a high level summary of each area which includes:
 - Munis modules and interfaces based on each area (Financial, HR/Payroll, etc.)
 - Status of each module
 - Significant risks by area
 - Significant issues by area
 - Major tasks completed by area
 - Key outstanding items by area
 - Others items as needed

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- Maintain a list of issues and action items that the County can continue to use after the engagement is completed.
 - Work with County staff to interact with the correct Tyler contacts, as appropriate.
 - Work with Tyler's Account Manager assigned to the County to improve customer interaction.
 - Develop a Draft Implementation Optimization Plan with recommendations for the County to consider for improving their ERP experience. The plan will include:
 - Executive summary
 - Current state findings (key findings and key issues and opportunities)
 - Recommendation for moving forward
 - Appendices
 - Training Plan
 - Support Escalation Process
 - Tyler Quotes for services recommended
 - Others as needed
 - Facilitate a meeting with Project Sponsor/Manager and/or Project Steering Committee to review and finalize the Implementation Optimization Plan.

Plante Moran and Ingham County mutually understand that the required activities will be based upon the availability of information and ready access to County staff involved with Tyler's Munis software. We will work with the County's Project Manager/Sponsor to determine the best course of action to balance the project objectives in a cost effective manner.

Plante Moran's project involvement will be focused on providing independent IT consulting assistance related to assessing the County's implementation of its financial software system and recommending opportunities for improvement. In accordance with AICPA Code of Professional Conduct Section 101: Independence, Plante Moran will not provide any non-attest information systems services related to design, installation or integration of financial information systems. Activities which we specifically will not perform include the following:

- Design, installation or integration of financial information systems.
- Development of technical interface files, layouts, specifications.
- Testing and acceptance of the interface specifications, interface file, on-going business procedures.
- Management decisions.

Project Fees and Payment Terms

Our **not-to-exceed fees** for providing ERP implementation optimization consulting services on this project are \$37,500, inclusive of all professional fees and project related expenses (travel). The County will only be billed for actual hours incurred and our billings will detail the project services provided. Additional services or deliverables requested by the County above this not to exceed amount, will not be performed or billed until an additional engagement or a change order is executed.

Our fees / project involvement are based on the following assumptions:

- We assume the County will provide requested documentation in a timely manner.
- We assume the County will readily make available management level staff and other key subject matter experts who lead or played a key role participating in Tyler's Munis products.
- We assume that the County will designate a project manager to act as our key project liaison to assist with project activities, organizing County/ vendor resources, facilitating inquiries and coordinating our onsite work.
- We also assume that the County will designate a Project Sponsor who will act as a project champion and promote the purpose of the project to County staff - assisting with and facilitating any County decision processes which may be required through the engagement.
- Other optional services can be requested later and will not be performed until approved by the County in writing. Services like process mapping/redesign support, interviewing/data gathering additional non-Core departments in additional detail, reviewing other best of breed application approaches or other IT strategies, assisting with implementation recommendations, etc.

Project Staffing

Staffing for the project work plan described above, will be managed by Tracey Rau who has previously worked with many Tyler implementations and post implementation assessments. Additionally, there will be a few consultants assisting Tracey on the project and Mark Warner will be the Engagement Partner. Tracey and Mark's resumes are included.

In Closing

We appreciate the opportunity to be of continued service to Ingham County. If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.

If you have any questions regarding this proposal, please do not hesitate to contact me at (248) 223-3799 or Mark.Warner@plantemoran.com. Thank you for the opportunity to serve you,

PLANTE & MORAN, PLLC



Mark Warner, Partner



Mark Warner

Partner
Management Consulting

SUMMARY OF EXPERIENCE

Mark has nearly twenty years of financial accounting, custom software application design and development, pre-packaged ERP system customization and project management experience. As a software quality assurance engineer, Mark was responsible for discovery, validation and documentation of problems in financial software packages as well as quality reviews and final acceptance testing before release to production. As the development manager for a technology solution provider's development team, Mark managed departmental operations, mentored several systems analysts and reviewed custom development designs, quotes and project plans for completeness and accuracy. Currently, he is assisting numerous governmental clients in all phases of system review, selection and implementation.

PROJECT ROLES

Mark will be responsible for and/or oversee the day-to-day performance of the team, and strategic direction of deliverables, ensure that all tasks are completed on schedule, within budget and meet appropriate quality standards.

SELECTED KEY CLIENTS

- Dane County, WI
- Genesee County, MI
- Ingham County, MI
- Kent County, MI
- Macomb County, MI
- Midland County, MI
- Muskegon County, MI
- Oakland County, MI (numerous projects)
- Ottawa County, MI
- Waukesha County, WI (numerous projects)
- Washtenaw County, MI
- Livingston County, MI
- Cook County Public Guardian, IL
- Community Shelter Board, Columbus, OH
- Cuyahoga County Public Library
- Great Lakes Water Authority
- Hampton Roads Sanitation District
- City of Ann Arbor, MI
- City of Asheville, NC
- City of Cleveland, OH
- City of Dublin, OH
- City of Flagstaff, AZ
- City of Grand Rapids, MI
- City of Greenville, NC
- City of Monroe, MI
- City of Livonia, MI
- City of Roswell, GA
- City of Romulus, MI
- City of Sheboygan, WI
- City of St. Charles, MO
- City of St. Clair Shores, MI
- City of Wixom, MI
- City of Wyandotte, MI
- Huron Clinton Metro Authority, MI
- Michigan Public Health Institute
- State of Michigan – Senate Business Office

Education

Bachelor of Arts in Accounting
Hillsdale College

Professional Training & Affiliations

Government Finance Officers Association
Michigan Government Finance Officers Association – Board Member and Technology Resource Committee Board Liaison
Michigan Government Information Management Sciences (MiGMIS)
GLIMA Southeast
AIIM Certified ECM Practitioner



Tracey Rau

Senior Manager
Management Consulting

SUMMARY OF EXPERIENCE

Tracey has more than thirty years of detailed experience with ERP systems in a multitude of roles and responsibilities. Tracey has worked exclusively in the municipal sector for thirty years. She has experience as a trainer, software support specialist, implementation consultant and various management positions. Additionally, she was instrumental in managing the design, development, testing, and deployment of data conversion tools and approaches between software applications to assist clients with their migrations. Through this time, she has gained significant experience in various municipal functions including Financial Management, Utility Billing, Planning & Zoning, Permits, Code Enforcement, Business License, Fleet Management, Work Orders, Facilities, Taxes, Assessing and others. The past ten years at Plante Moran, Tracey's focus is on serving her government clients with needs assessment, system selection, implementation management, post implementation optimization and technology planning projects, which includes the operational impact of implementing new systems. Tracey currently is the Practice Leader for Utility Systems/CIS Consulting.

PROJECT ROLES

Tracey will be responsible for the day-to-day performance of the team, and strategic direction of deliverables. She will lead the project activities: kickoff, interviews, PMO and Project Steering Committee meetings, interactions with the vendor and recommendations.

SELECTED KEY CLIENTS

- Santa Margarita Water Dist., CA
- City of Pueblo, CO
- City of Independence, MO
- City of Columbia, MO
- City of Detroit, MI
- City of Long Beach, CA
- City of Miramar, FL
- Borough of State College, PA
- Muskegon County, MI
- City of Cleveland, OH
- City of East Lansing, MI
- City of Palo Alto, CA
- Washington Township, MI
- County of Boone, MO
- City of North Miami Beach, FL
- Cheyenne WY's Board of Public Utilities
- City of Roswell, GA
- County of St. Lucie, FL
- City of Oakland Park, FL
- Town of Jupiter, FL
- City of Farmington, MI
- City of Flint, MI
- City of Asheville, NC
- Village of Mt. Prospect, IL
- City of St. Charles, MO
- City of Cooper City, FL
- County of Genesee, MI
- Broward County FL
- Village of Wellington, FL
- Village of Elk Grove, IL
- City of Sacramento, CA

Education

Bachelor of Arts, College of Business
Michigan State University

Professional Training & Affiliations

Michigan Government Finance
Officers Association (MGFOA)

- Technology Resource Committee
Chairperson 2014 – present
- Technology Resource Committee
member 2009 – 2014
- Standards Committee member
2005 – 2006

Customer Service (CS) Week

Michigan Water Environment
Association (MWEA)

Agreed and Accepted

We accept this agreement and the accompanying Professional Services Agreement, which set forth the entire agreement between Ingham County and Plante & Moran, PLLC with respect to the services specified in the “Scope of Services” section of this engagement agreement. This agreement may be amended by written agreement between Plante & Moran, PLLC and Ingham County.

Plante & Moran, PLLC

Mark Warner, Partner

Date

Ingham County

Tim Dolehanty
Contoller / Adminstrator

Date

Professional Services Agreement – Consulting Services
Addendum to Plante & Moran, PLLC Engagement Agreement

This Professional Services Agreement is part of the engagement agreement for our consulting services dated February 20, 2019 between Plante & Moran, PLLC (referred to herein as “PM”) and Ingham County (referred to herein as “the County”).

1. **Management Responsibilities** – The consulting services PM will provide are inherently advisory in nature. PM has no responsibility for any management decisions or management functions in connection with its engagement to provide these services. Further, you acknowledge that the County is responsible for all such management decisions and management functions; for evaluating the adequacy and results of the services PM will provide and accepting responsibility for the results of those services; and for establishing and maintaining internal controls, including monitoring ongoing activities, in connection with PM's engagement. The County has designated Mr. Steven Babinchak, Financial Services Director to oversee the services PM will provide.

The County represents and warrants that any and all information that it transmits to Plante Moran will be done so in full compliance with all applicable federal, state, and foreign privacy and data protection laws, as well as all other applicable regulations and directives, as may be amended from time to time (collectively, “Data Privacy Laws”). the County shall not disclose personal data of data subjects who are entitled to certain rights and protections afforded by applicable federal, state, and foreign privacy and data protection laws (“Personal Data”) to PM without prior notification to PM. the County shall make reasonable efforts to limit the disclosure of Personal Data to PM to the minimum necessary to accomplish the intended purpose of the disclosure to PM.

2. **Nature of Services** – PM's project activities will be based on information and records provided to PM by the County. PM will rely on such underlying information and records and the project activities will not include audit or verification of the information and records provided to PM in connection with the project activities.

The project activities PM will perform will not constitute an examination or audit of any the County financial statements or any other items, including the County's internal controls. This engagement also will not include preparation or review of any tax returns or consulting regarding tax matters. If the County requires financial statements or other financial information for third-party use, or if the County requires tax preparation or consulting services, a separate engagement letter will be required. Accordingly, the County agrees not to associate or make reference to PM in connection with any financial statements or other financial information of the County. In addition, PM's engagement is not designed and cannot be relied upon to disclose errors, fraud or illegal acts that may exist. However, PM will inform the County of any such matters that come to PM's attention.

3. **Use of Report** – At the conclusion of PM's project activities, PM will provide the County with a written report as described in this engagement agreement. PM's report will be restricted solely to use by management of the County and the County agrees that PM's report will not be distributed to any outside parties for any purpose other than to carry out legal responsibilities of the County. PM will have no responsibility to update PM's report for any events or circumstances that occur or become known subsequent to the date of that report.
4. **Interactive Analyses and Visualizations** – In instances where PM expressly agrees in the accompanying engagement letter to provide interactive analyses or visualization tools (collectively, “Electronic Documents”) to the County, such Electronic Documents will be provided in a format determined to be acceptable to PM. the County acknowledges and agrees that the County's ability to access such Electronic Documents requires software programs which PM does not develop, license, distribute, support, or sell, and the County shall be solely responsible for the costs to obtain, use, or support any such required software. PM makes no representation or warranty with respect to such software or the continuing functionality of such software relative to the Electronic Documents and disclaims any and all express or implied warranties if any, associated with such software, its merchantability, and/or its fitness for any particular use by the County.

If and to the extent provided by PM, Electronic Documents are provided solely for the purpose of supporting the project deliverables and are to be used only as expressly described in and authorized by the project deliverables. PM disclaims any responsibility for any use of the Electronic Documents that is not expressly provided for in and authorized by the project deliverables. Further, the County acknowledges that the County is solely responsible for evaluating the adequacy and accuracy of any results generated through the use of Electronic Documents. PM will have no responsibility to support or update the Electric Documents for any events or circumstances that occur or become known subsequent to the date of their corresponding project deliverables.

The County acknowledges that PM may utilize proprietary works of authorship that have not been created specifically for the County and were conceived, created, or developed prior to, or independent of, this engagement including, without limitation, computer programs, methodologies, algorithms, models, templates, software configurations, flowcharts, architecture designs, tools, specifications, drawings, sketches, models,

samples, records, and documentation (collectively, "PM Intellectual Property"). The County agrees and acknowledges that PM Intellectual Property is and shall remain solely and exclusively the property of PM.

Upon payment for the engaged services, to the extent that PM incorporates PM Intellectual Property into the Electronic Documents (which PM shall do only as expressly provided for in the accompanying engagement letter), PM grants to the County a limited royalty-free, nonexclusive, right and license to use such incorporated PM Intellectual Property for internal purposes only and in the original format. The County agrees not to copy, publish, modify, disclose, distribute, decompile, reverse engineer, or create derivative works based on PM Intellectual Property. Notwithstanding the foregoing, in no event will PM be precluded from developing for itself or for others, works of authorship which are similar to those included in the project deliverables.

If and to the extent PM shares information obtained from third-party data sources with the County, the County agrees not to (i) disclose or redistribute any such third-party data to third parties without the express written consent of PM; or (ii) attempt to extract, manipulate, or copy any embedded or aggregated third-party data from the Electronic Documents for any purpose.

5. **Confidentiality, Ownership and Retention of Workpapers** – During the course of this engagement, PM and PM staff may have access to proprietary information of the County, including, but not limited to, information regarding general ledger balances, financial transactions, trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to the County. PM will comply with all applicable ethical standards, laws, and regulations as to the retention, protection, use and distribution of such confidential information. Except to the extent set forth herein, PM will not disclose such information to any third party without the prior written consent of the County.

In the interest of facilitating PM's services to the County, PM may communicate or exchange data by internet, e-mail, facsimile transmission or other electronic methods. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM's obligations under applicable laws and professional standards, the County recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM's use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM's possession.

Both the County and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform the County in a timely manner of such request and to cooperate with the County should the County attempt, at the County's cost, to limit such access. This provision will survive the termination of this agreement. PM's efforts in complying with such requests will be deemed billable to the County as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM's record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon the County's written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. The County acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM's workpapers, without regard to whether access had been granted with respect to any prior requests.

6. **Consent to Disclosures to Service Providers**– In some circumstances, PM may use third-party service providers to assist with an engagement. In those circumstances, PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM's services for the County. In order to enable these service providers to assist PM in this capacity, the County, by its duly authorized signature on the accompanying engagement letter, consents to PM's disclosure of all or any portion of the County's information to such service providers to the extent such information is relevant to the services the third-party service provider may provide and agrees that PM's disclosure of such information for such purposes shall not constitute a breach of the provisions of this

agreement. The County's consent shall be continuing until the services provided for this engagement agreement are completed.

7. **Third-Party Data** – PM may reference third-party data sources in performing the services described in this engagement letter. Third-party data may include publicly-available data, commercially-available data licensed to PM, or information obtained from other sources. PM will use its judgment, discretion, best efforts and good faith in evaluating the use of third-party data sources, but does not warrant or guarantee the accuracy, completeness, or timeliness of any data obtained from third-party data sources and disclaims any liability arising out of or relating to the use of data from third-party data sources. the County acknowledges that any commercially-available third-party data sources referenced by PM are licensed to PM and PM's ability to share information obtained from commercially available third-party data sources is often restricted by the terms of use granted to PM by the licensor and, unless expressly set forth in the accompanying engagement letter, PM makes no representation or warranty that the County will have access to data obtained from third-party data sources. If and to the extent PM shares information obtained from third-party data sources with the County, the County agrees not to disclose or redistribute any such third-party data to third parties without the express written consent of PM. This agreement does not convey to the County a sublicense to any third-party data source unless expressly agreed to in writing and signed by a duly authorized representative of PM. However, nothing herein shall prevent the County from directly contracting with or obtaining a license from any third-party data source if the County determines, in its sole discretion that any such direct contract or license to be in its best interest.

8. **Fee Quotes** – In any circumstance where PM has provided estimated fees, fixed fees or not-to-exceed fees ("Fee Quotes"), these Fee Quotes are based on the County personnel providing PM staff the assistance necessary to satisfy the County responsibilities under the scope of services. This assistance includes availability and cooperation of those the County personnel relevant to PM's project activities and providing needed information to PM in a timely and orderly manner. In the event that undisclosed or unforeseeable facts regarding these matters causes the actual work required for this engagement to vary from PM's Fee Quotes, those Fee Quotes will be adjusted for the additional time PM incurs as a result.

In any circumstance where PM's work is rescheduled, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadline related to the completion of PM's work. Because rescheduling its work imposes additional costs on PM, in any circumstance where PM has provided Fee Quotes, those Fee Quotes may be adjusted for additional time PM incur as a result of rescheduling its work.

PM will advise the County in the event these circumstances occur, however it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

9. **Payment Terms** – PM invoices for professional services are due upon receipt unless otherwise specified in this engagement letter. In the event any of PM's invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM's sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM's consulting work or issuance of PM's consulting report upon resumption of PM's work. The County agrees that in the event that work is suspended, for non-payment or other reasons, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.
10. **Fee Adjustments** – Any fee adjustments for reasons described in this agreement will be determined based on the actual time expended by PM staff at PM's current hourly rates, plus related costs PM incurs, and included as an adjustment to PM's invoices related to this engagement. The County acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.
11. **Force Majeure** – Neither party shall be deemed to be in breach of this engagement agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war or other violence, or epidemic (each individually a "Force Majeure Event"). A Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.
12. **Exclusion of Certain Damages** – Except to the extent finally determined to have resulted from PM's gross negligence or willful misconduct, the liability of PM and any of PM's officers, directors, partners, members, managers, employees, affiliated, parent or subsidiary entities, and approved allied third party service providers (collectively, "PM Persons") for any and all claims, losses, costs, and damages of any nature whatsoever is limited so that the total aggregate liability of the PM and/or the PM Persons with respect to and arising out of the services provided hereunder shall not exceed the total fees paid to PM for the services provided in connection

with this engagement agreement. It is agreed that these limitations on PM's and the PM Persons' maximum liability are reasonable in view of, among other things, the nature, scope, and limitations of the services PM is to provide, and the fees PM is to receive under this engagement. In no event shall the PM or the PM Persons be liable, whether a claim be in tort, contract, or otherwise, for any consequential, indirect, lost profit, punitive, exemplary, or other special damages. The exclusion of certain damages as set forth in this Section apply to any and all liabilities or causes of action against PM and/or the PM Persons, however alleged or arising, unless and to the extent otherwise prohibited by law. This provision shall survive the termination of this engagement.

In the event this engagement agreement expressly identified multiple phases of services, the total aggregate liability of PM shall be limited to no more than the total amount of fees received by PM for the particular phase of services alleged to have given rise to any such liability.

13. **Defense, Indemnification, and Hold Harmless** – As a condition of PM's willingness to perform the services provided for in the engagement letter, the County agrees to defend, indemnify and hold PM and the PM Persons harmless against any claims by third parties for losses, claims, damages, or liabilities, to which PM or the PM Persons may become subject in connection with or related to the services performed in the engagement, unless a court having jurisdiction shall have determined in a final judgment that such loss, claim, damage, or liability resulted primarily from the willful misconduct or gross negligence of PM, or one of the PM Persons. This defense, indemnity and hold harmless obligation includes the obligation to reimburse PM and/or the PM Persons for any legal or other expenses incurred by PM or the PM Persons, as incurred, in connection with investigating or defending any such losses, claims, damages, or liabilities.
14. **Receipt of Legal Process** – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving the County but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, the County agrees to compensate PM for the affected PM staff's time at such staff's current hourly rates, and to reimburse PM for all of PM's out-of-pocket costs incurred associated with PM's response unless otherwise reimbursed by a third party.
15. **Termination of Engagement** – This agreement may be terminated by either party upon written notice. Upon notification of termination, PM's services will cease and PM's engagement will be deemed to have been completed. The County will be obligated to compensate PM for all time expended and to reimburse PM for related costs PM incurs through the date of termination of this engagement.
16. **Time Limits** – Except for actions to enforce payment of PM's invoices and without limiting any claims for indemnification hereunder, any claim or cause of action arising under or otherwise relating to this engagement must be filed within two years from the completion of the engagement without regard to any statutory provision to the contrary.
17. **Entire Agreement** – This engagement agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this agreement, signed by all of the parties.
18. **Severability** – If any provision of this engagement agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.
19. **Conflicts of Interest** – PM's engagement acceptance procedures include a check as to whether any conflicts of interest exists that would prevent acceptance of this engagement. No such conflicts have been identified. The County understands and acknowledges that PM may be engaged to provide professional services, now or in the future, unrelated to this engagement to parties whose interests may not be consistent with interests of the County.
20. **Agreement Not to Influence** – the County and PM each agree that each respective organization and its employees will not endeavor to influence the other's employees to seek any employment or other contractual arrangement with it, during this engagement or for a period of one year after termination of the engagement. The County agrees that PM employees are not "contract for hire." PM may release the County from these restrictions if the County agrees to reimburse PM for its recruiting, training, and administrative investment in the applicable employee. In such event, the reimbursement amount shall be equal to two hundred hours of billings at the current hourly rate for the PM employee.
21. **Signatures** – Any electronic signature transmitted through DocuSign or manual signature on this engagement letter transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.

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22. **Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this agreement, or any dispute arising from or relating to this agreement shall reside exclusively within the State of Michigan.

End of Professional Services Agreement – Consulting Services

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN INDEPENDENT REVIEW OF
MUNIS SOFTWARE AND COUNTY PROCESSES**

WHEREAS, on February 2, 2004 the Board of Commissioners approved Resolution 04-007 to authorize replacement of the County's integrated finance and human resource system with the MUNIS system at a total cost not to exceed \$975,000; and

WHEREAS, the Board of Commissioners authorized more than \$1.3 million in annual support payments for the MUNIS system from Tyler Technologies since 2004; and

WHEREAS, the MUNIS system has evolved over the past 15 years to become the exclusive platform for all finance, payroll and benefits accounting for Ingham County; and

WHEREAS, a recent upgrade to MUNIS enhanced many system modules and introduced significant new features to the platform; and

WHEREAS, in recognition of the recent upgrade, many key County users have requested an independent review of the County's use of the MUNIS software and current County processes; and

WHEREAS, Plante and Moran, PLLC proposed a plan to review the County's use of the MUNIS system and assist the County in determining steps to optimize use of the software based on County priorities and resources available.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Plante & Moran, PLLC, to review the County's use of the MUNIS system to recommend an optimization plan at a cost not to exceed \$37,500.

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION ADOPTING ORDINANCE AMENDING ORDINANCE
REGULATING PARKING IN COUNTY PARKING LOTS**

WHEREAS, on April 11, 2006, under Resolution #06-091, the Ingham County Board of Commissioners adopted an Ordinance Regulating Parking in County Parking Lots, for the regulation of parking in all County parking lots, except for those parking lots that are adjacent to, and across the street from, the Veterans Memorial Courthouse/Grady Porter Building in Lansing, Michigan, that are governed by a separate Ordinance, and those parking lots located within any County park; and

WHEREAS, Resolution #06-091 also established penalties for violation of parking regulations in County parking lots; and

WHEREAS, the County Board of Commissioners desires to restrict parking in the parking lot located at the north end of the County Human Services Building in Lansing, Michigan, to clientele of Tri-County Office on Aging, and to prohibit the parking of motor vehicles in that parking lot by persons not having business with Tri-County Office on Aging.

THEREFORE BE IT RESOLVED, that the attached Ordinance Amending Ordinance Regulating Parking in County Parking Lots is hereby adopted, and the County Clerk shall have Notice of Adoption of the Ordinance published as required by State law, and it shall become effective upon publication.

**ORDINANCE AMENDING ORDINANCE REGULATING
PARKING IN COUNTY PARKING LOTS**

THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:

Section 1. Article 4 of the Ingham County Ordinance Regulating Parking in County Parking Lots, Parking Regulations, Sec. 4.1, is hereby amended to add a new subsection 4.3, to read as follows:

“4.3. Parking in the lot on the north end of the County Human Services Building is restricted to clientele of Tri-County Office on Aging. Motor vehicles may not be parked in the parking lot located at the north end of the County Human Services Building by persons not having business with Tri-County Office on Aging.”

Section 2. **Repeal.** All ordinances or parts of ordinances inconsistent herewith are hereby repealed.

Section 3. **Savings Clause.** This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 4. **Validity and Severability.** Should any portion of this Ordinance be found invalid for any reason, such a holding shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 5. **Effective Date.** This Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

I, Barb Byrum, Ingham County Clerk, certify that this Ordinance was adopted by the Ingham County Board of Commissioners and published on _____, 2019.

Barb Byrum, Ingham County Clerk

Ingham County Board of Commissioners

Bryan Crenshaw, Chairperson

ORDINANCE REGULATING PARKING IN COUNTY PARKING LOTS

An Ordinance to provide for the regulation of parking in parking lots owned by Ingham County, and for the penalties associated with parking violations.

THE PEOPLE OF THE COUNTY OF INGHAM, MICHIGAN, DO ORDAIN:

Article 1. Purpose and Authority. Deeming it advisable in the interest of the citizens of Ingham County, as authorized by Act 58 of the Public Acts of 1945, as amended, being Section 46.201 of the Michigan Compiled Laws, and as authorized by the Michigan Vehicle Code, Act 300 of 1949, as amended, being specifically Section 257.674 of the Michigan Compiled Laws, the County of Ingham, Michigan, adopts this Ordinance for the regulation of parking in County parking lots.

Article 2. Ordinance Title. The title of this Ordinance is the Ordinance Regulating Parking In County Parking Lots.

Article 3. Definitions.

3.1. *Civil infraction* means an act or omission prohibited by law which is not a crime as defined in Section 5 of Act No. 328 of the Public Acts of 1931, as amended, being Section 750.5 of the Michigan Compiled Laws, and for which civil sanctions may be ordered.

3.2. *County parking lots* means all parking areas owned by Ingham County wherever located, except for (a) those parking lots that are adjacent to, and across the street from, the Veterans Memorial Courthouse/Grady Porter Building in Lansing, Michigan, that are governed by a separate ordinance, and (b) those parking lots located within any County park.

3.3. *Disabled person* means a person determined to be disabled as defined in Section 19a of the Michigan Vehicle Code, being Section 257.19a of the Michigan Compiled Laws.

3.4. *Motor vehicle* means every vehicle that is self-propelled.

Article 4. Parking Regulations.

4.1. Motor vehicles must be parked completely within a single marked parking space, and may not be parked in any manner so as to block the access or movement of other motor vehicles. Motor vehicles may not be parked in any area designated by sign as No Parking.

4.2. Motor vehicles parked in a space designated by sign for use by a disabled person must display one (1) of the following:

- (a) A certificate of identification or windshield placard issued under Section 675 of the Michigan Vehicle Code to a disabled person.
- (b) A special registration plate issued under Section 803d of the Michigan Vehicle Code to a disabled person.
- (c) A similar certificate of identification or windshield placard issued by another state to a disabled person.
- (d) A similar special registration plate issued by another state to a disabled person.
- (e) A special registration plate to which a tab for persons with disabilities is attached issued under the Michigan Vehicle Code.

4.3. Parking in the lot on the north end of the County Human Services Building is restricted to clientele of Tri-County Office on Aging. Motor vehicles may not be parked in the parking lot located at the north end of the County Human Services Building by persons not having business with Tri-County Office on Aging.

Article 5. Prima Facie Evidence; Parking Violators. In any proceeding for violation of the parking provisions in this Ordinance, the registration plate displayed on the motor vehicle shall constitute in evidence a prima facie presumption that the owner of the motor vehicle was the person who parked or placed the motor vehicle at the point where the violation occurred.

Article 6. Penalties for Parking Violations; Civil Infraction. Violation of this Ordinance may be treated as a nuisance, and abated by local authorities by impoundment of the vehicle involved, by notice of violation, or by removal to a designated motor vehicle pound to be returned only upon payment of reasonable impoundment fees. Violation of this Ordinance shall be processed in the same manner as a civil infraction under the Michigan Vehicle Code, and monetary penalties shall be set forth by resolution by the Ingham County Board of Commissioners, which may be amended from time to time.

Article 7. Conflict with Criminal Laws. Nothing in this Ordinance shall be construed to conflict, contravene, enlarge or reduce any criminal liability or responsibility, including fines imposed by a judge for any criminal offense under Michigan law.

Article 8. Construction. When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include a feminine and neuter. The word “shall” is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations, or codes to which they apply or if not so defined shall be defined in the manner of their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

Article 9. Severability. The various parts, sections, subsections, paragraphs, sentences, phrases, and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Article 10. Repeal. All ordinances or parts of ordinances inconsistent herewith are hereby repealed

Article 11. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Article 12. Effective Date of Ordinance. This Ordinance shall take effect when notice of its adoption is published in a newspaper of general circulation in the County.

NOTICE OF ADOPTION OF AMENDMENT TO
INGHAM COUNTY ORDINANCE REGULATING
PARKING IN COUNTY PARKING LOTS

PLEASE TAKE NOTICE that at a meeting held on Tuesday, _____, 2019, the Ingham County Board of Commissioners adopted an amendment to the Ordinance Regulating Parking in County Parking Lots, by adding a new provision restricting parking in the lot at the north end of the County Human Services Building to clientele of Tri-County Office on Aging, and prohibiting the parking of motor vehicles in that lot by persons not having business with Tri-County Office on Aging.

A copy of the Ordinance Amendment is available for public inspection in the office of the Ingham County Clerk.

Barb Byrum, County Clerk

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION DECLARING MARCH 31, 2019 AS “CESAR E. CHAVEZ DAY”
IN INGHAM COUNTY**

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2019 as “Cesar E. Chavez Day” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A ROADWAYS SUBCOMMITTEE

WHEREAS, the Ingham County Road Department has an annual budget expenditure of over \$26 million dollars; and

WHEREAS, the Ingham County Road Department maintains approximately 1,250 miles of roads and 68 bridges within the County; and

WHEREAS, to better serve the residents of Ingham County, it is the desire of the Board of Commissioners to appoint a permanent Roadways Subcommittee, to closely review road projects, funding and potential road issues or concerns within the Road Department service area; and

WHEREAS, the Roadways Subcommittee, will be a subcommittee of the County Services Committee and shall be appointed on an annual basis; and

WHEREAS, the Roadways Subcommittee will meet as needed and will forward their recommendations to the County Services Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establish a Roadways Subcommittee consisting of up to four members of the County Services Committee.

BE IT FURTHER RESOLVED, that the following are hereby appointed to the Roadways Subcommittee:

Commissioner Randy Maiville
Commissioner Robin Naeyaert
Commissioner Ryan Sebolt
Commissioner Emily Stivers

BE IT FURTHER RESOLVED, that appointments to the Roadways Subcommittee shall be made annually.