

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, MAY 21, 2019 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the [May 7, 2019](#) Minutes
Additions to the Agenda
Limited Public Comment

1. Women's Commission – Interviews
2. Treasurer's Office – Resolution Making [Limited Tax Pledge](#) for Ingham County Land Bank Fast Track Authority Series 2019 Note
3. Health Department
 - a. Resolution to [Amend Resolution #19-194](#)
 - b. Resolution to Accept Funding from [MDHHS](#) for Child Adolescent Expanded Mental Health
4. Parks Department – Resolution to Authorize the [Account Clerk](#), Parks Part-Time Position to be Converted to a Full Time Position
5. Potter Park Zoo
 - a. Resolution to Authorize a Purchase Order to [Radtech X-Ray](#)
 - b. Resolution to Authorize an Agreement with the City of Lansing for the [Storm Water Quality Study](#) at Potter Park Zoo
 - c. Zoo [Reorganization](#) (*Discussion*)
6. Facilities Department
 - a. Resolution to Authorize an Agreement with LJ Trumble Builders, LLC. for Improvements to the Four [Horse Barns](#) at the Fair Grounds
 - b. Resolution to Authorize a Contract Renewal with RNA Facilities Management for [Janitorial Services](#) at Several County Facilities
 - c. Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed [Security Guard Services](#) at Several County Facilities

7. Road Department
 - a. Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to [M&M Pavement Markings, Inc.](#), Grand Blanc, Michigan for Bid Packet #81-19
 - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
 - c. Engineering Division [Reorganization](#) [*Discussion (NOTE: An in-depth discussion will occur at the Roadways Subcommittee meeting at 5:30. The Roadways Subcommittee will report their recommendation at the County Services Committee meeting.)*]
8. Human Resources Department
 - a. Resolution to Approve Amendments to the 2019 [Managerial and Confidential Employee Personnel Manual](#)
 - b. Resolution to Adopt a Letter of Understanding between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 for [On-Call Clinical Mental Health Services](#)
 - c. Extending Eligibility to Receive Donated Leave Time under the Sick Leave Donation Policy to Probationary Employees (*Discussion, to include closed session for consideration of a written legal opinion with the County Attorney*)
9. Board of Commissioners Office
 - a. Resolution Recognizing [Zoe McClintic](#) as the Third Place Winner of the 2019 Ingham County Women's Commission Dorice Carlice Essay Contest
 - b. Resolution Recognizing [Olivia Kinney](#) as the Second Place Winner of the 2019 Ingham County Women's Commission Dorice Carlice Essay Contest
 - c. Resolution Recognizing [Camille Shuster](#) as the First Place Winner of the 2019 Ingham County Women's Commission Dorice Carlice Essay Contest
 - d. Resolution to Recognize May 30 - June 5, 2019 as "[Our Homes, Our Voices](#)" National Housing Week of Action in Ingham County

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

May 7, 2019

Draft Minutes

Members Present: Celentino (arrived at 6:10 p.m.), Grebner, Maiville (left at 6:26 p.m.), Naeyaert, Sebolt and Stivers.

Members Absent: Koenig

Others Present: Sue Graham, Becky Bennett, Tim Dolehanty, Jordan Evans, Beth Foster, and others.

The meeting was called to order by Vice Chairperson Stivers 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 April 23, 2019 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE APRIL 23, 2019 COUNTY SERVICES COMMITTEE MEETING.

Commissioner Sebolt stated that he wanted to clarify that they were adopting the amended minutes, as provided by the Clerk’s office.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

Additions to the Agenda

8. Sick Leave Bank Policy (discussion)

9. MUNIS Audit Request (discussion)

Substitutes –

6. Road Department

- b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads

Limited Public Comment

None.

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

2. Public Defenders Office – Resolution Creating Clerk and Technical Support Position for the Public Defenders Office
3. Innovation & Technology Department – Notice of Emergency Purchase Order to Obtain Connectivity for Public Defenders Office
4. Facilities Department
 - a. Resolution to Authorize a Purchase Order to LJ Trumble Group for the Hand Rails in the 30th Circuit Court Room at the Mason Courthouse
 - b. Resolution to Authorize a Purchase Order to Replace the Domestic Hot Water Storage Tank at the Ingham County Jail
 - c. Resolution to Authorize a Purchase Order to Replace the Sewage Ejector Pump at the Grady Porter Building
5. Farmland and Open Space Preservation Board – Resolution to Authorize a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Selection Criteria of the FOSP Board
6. Road Department
 - a. Resolution to Approve Local Road Agreement with Lansing Township
 - c. Resolution to Replace Roof at the Road Department Eastern District Garage
 - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
7. Controller's Office – Resolution Updating Various Fees for County Services

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

6. Road Department
 - b. Resolution to Authorize Contracts with Michigan Paving & Materials Company for Item V of Bid Packet #72-19 and Rieth-Riley Construction Company, Inc. for Item VI of Bid Packet #72-19 and Rejection of All Bids Received for Item IV of Bid Packet #72-19 Recycling & Resurfacing of Various County Primary Roads

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Sebolt stated that the item was amended during the May 7, 2019 Roadways Subcommittee meeting, which immediately preceded this County Services meeting. The resolution was amended as follows:

~~REJECTION~~ DEFER ACTION ON OF ALL BIDS RECEIVED FOR ITEM IV OF BID PACKET #72-19 RECYCLING & RESURFACING OF VARIOUS COUNTY PRIMARY ROADS

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves ~~rejecting~~ **deferring action on** all bids received for Item IV of Bid Packet #72-19.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Koenig

1. Equal Opportunity Committee – Interviews

Jordan Evans interviewed for the Equal Opportunity Committee.

Chairperson Celentino arrived at 6:10 p.m.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO RECOMMEND APPOINTMENT OF JORDAN EVANS TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

8. Sick Leave Bank Policy (discussion)

Commissioner Sebolt stated that at the last County Services meeting there was much discussion around the sick leave bank and the employees it did and did not apply to. He further stated that he asked for a resolution, dealing with the specific individual in the Clerk's Office, to be prepared for the full Board of Commissioners meeting on April 30, 2019.

Commissioner Sebolt stated that he also noted that Chairperson Celentino requested a resolution dealing more broadly with probationary employees be brought before this Committee at the next meeting, which was today, and that was not on the agenda. He asked why neither one of those specific requests had materialized.

Tim Dolehanty, Controller, stated that the broader issue was in the queue for the next round. He further stated that there was a lot of research that needed to be done.

Mr. Dolehanty stated that the one individual that who was discussed in the previous meeting was not that easy because the person was in a union position which made things complicated. He further stated that he did not think probationary employees were able to take sick leave and asked Sue Graham to verify that.

Sue Graham, Human Resources Director, stated that sick leave for probationary employees varied depending on the bargaining unit.

Commissioner Naeyaert stated that her recollection of the discussion was that the Board of Commissioners could explore any option and ask for a resolution to be prepared.

Mr. Dolehanty stated that the contract could not be violated.

Commissioner Naeyaert stated that that was going to be looked into and asked if anyone spoke to the union representative.

Ms. Graham stated that they were looking at all the collective bargaining agreements and collating all the information. She further stated if the Board of Commissioners wanted to amend a County policy to provide a blanket process for probationary employees, they need to do that.

Ms. Graham stated that if Departments wanted to bring forward specific requests, they were free to do that now, for the Board of Commissioners, as a body, to approve.

Commissioner Naeyaert stated that the Clerk's Office had brought a request.

Ms. Graham stated that the Clerk's Office brought a request to amend the not-yet-adopted policy.

Commissioner Naeyaert stated that the Committee asked for a resolution dealing only with that specific employee to be brought to the Board of Commissioners meeting.

Ms. Graham stated she did not recall the Department bringing a resolution.

Chairperson Celentino stated that he remembered Ryan Buck, Chief Deputy County Clerk, coming before the Committee to ask for a broader amendment.

Commissioner Naeyaert stated that the last thing the County Services Committee said was to do something specifically for the one employee now, if legally feasible, while exploring other options.

Commissioner Grebner stated that instead of making a resolution, the Committee could adopt a motion to direct staff to make one.

Mr. Dolehanty stated that we need to get into the employee's contract and get with the bargaining unit and come up with a letter of understanding or something that will help us do this.

Commissioner Grebner stated that the motion would be to authorize staff to proceed to do whatever necessary to get the specific employee taken care of.

Commissioner Sebolt stated that he felt specific instructions were given, even they were not in the form of a resolution. He further stated that he thought the Committee was clear they wanted

to address the issue for the one specific employee, but then nothing was done and that was why he wanted to have the follow-up conversation.

Mr. Dolehanty asked if the Committee wanted a resolution to be brought for next Tuesday's Board of Commissioners meeting.

Commissioner Grebner stated they were talking about two things here, one the more broad policy, and two, a letter of understanding addressing the unique situation for the one specific person.

Commissioner Naeyaert read the following from the minutes of the April 23, 2019 County Services meeting:

“Commissioner Grebner suggested that staff explore options and report back by the next meeting. He stated that they would likely talk to an attorney who might decide some of the things discussed in Committee were not workable.

Commissioner Sebolt asked staff to have prepared for next week a resolution that would allow for the special case of this one employee, while considering a broader policy for all probationary employees.

Chairperson Celentino stated that by the next Board of Commissioners meeting, next Tuesday, there should be a resolution dealing with just that one employee.”

Commissioner Naeyaert stated that it was extremely frustrating that Commissioners' directives were ignored by staff.

Chairperson Celentino apologized for not following up with staff to make sure action was taken.

Commissioner Naeyaert stated that she was not referring to Chairperson Celentino.

Chairperson Celentino stated that he should have followed up. He suggested to Mr. Dolehanty to get with the bargaining units on the matter and bring something to the May 21, 2019 County Services meeting, regarding the broader issue.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. SEBOLT, THAT THE COUNTY SERVICES COMMITTEE DECLARE ITS SENSE THAT THEY WOULD LIKE STAFF TO EXPLORE A SOLUTION TO THIS SPECIFIC PROBLEM INVOLVING THIS SPECIFIC EMPLOYEE AND TO PREPARE ANY NECESSARY DOCUMENTS FOR THE BOARD OF COMMISSIONERS.

Commissioner Sebolt stated that it was not his intent to fault Chairperson Celentino at all. He further stated that he had repeatedly expressed frustration with this Committee and other committee's directing staff, regarding Commissioners requests not being followed up on.

Chairperson Celentino stated that he understood that frustration, but as Chair, he took responsibility.

Mr. Dolehanty stated, in defense of staff, that they did not ignore this. He further stated that when discussions started that were inconsistent with bargaining agreements, they could not just disregard that and act quickly.

Commissioner Sebolt stated that he would like some form of communication, if a request is made of staff that is unclear or ends up not being feasible. He further stated that sending an email to Committee members or to proposing an agenda for discussion to explain why what had been requested could not be done or had not been done yet, would be preferable to radio silence.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

9. MUNIS Audit Request (discussion)

Commissioner Maiville left at 6:26 p.m.

Commissioner Sebolt stated that he added this to the agenda because he wanted to follow up on his request to follow up with Commissioner Crenshaw regarding a MUNIS audit.

Mr. Dolehanty stated that he had gotten ahold of Commissioner Crenshaw to talk about MUNIS. He further stated that there was a plan to screenshot the dashboard and submit them to the County Services Committee.

Mr. Dolehanty asked if it would be appropriate submit screenshots to the Finance Committee as well.

Commissioner Sebolt stated that if it needed to go to the Finance Committee, that would be up to their Chairperson, but he thought it was specifically requested to come to County Services.

Commissioner Sebolt stated that he was more concerned because of an email from the Finance Director to the Clerk, asking the Clerk for contracts of a considerable amount, as if he did not fully understand the scope of his own office.

Mr. Dolehanty stated that he did speak with the Finance Director regarding that and the request made of the Clerk stemmed from a request from the larger County audit, asking for the top 20 most expensive construction projects that the County had going on, and he had thought maybe the Clerk might have something on file they could get more quickly. He further stated that the Finance Director realized he was in a better position to find those contracts himself and that had been resolved.

Commissioner Grebner stated that the word audit was being used again in a loose way. He further stated the word audit implied formality and some sort of independent judgment from the outside and that use of the word could unintentionally escalate the level of scrutiny when all that was really wanted was more detailed reporting.

Commissioner Naeyaert stated that she thought they were looking for more of an informal review.

Chairperson Celentino stated that would be more like an internal analysis.

Mr. Dolehanty stated that they did have something like that in queue but it was random and unannounced.

Discussion.

Commissioner Stivers read the following from the April 23, 2019 minutes in reference to the previous discussion regarding the Sick Leave Bank Policy:

“Chairperson Celentino asked if staff knew what to bring by next Tuesday.

Mr. Dolehanty stated he thought so and stated that would be a resolution.

Chairperson Celentino asked Sue Graham to have a broader policy dealing with probationary employees for the next County Services meeting.”

Commissioner Stivers stated that based on the discussion at the last meeting, she expected the item to be on the agenda and that Commissioner Sebolt should not have had to request it. She further stated that she took responsibility as Vice Chair for not following up on the action items.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:33 p.m.

MAY 21, 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 appointment to the Women's Commission will be present to answer questions from County Services Committee members. The Women's Commission meets at the Human Services Building on the second Wednesday of each month at 6:00 p.m. Members are appointed to three-year terms.

The Women's Commission serves as advisors to the County Board regarding the impact of actions and policies of the County on Women in Ingham County and researches and recommends better ways of meeting the needs of women through County resources. The Commission works with the Equal Opportunity Committee in recommending methods of overcoming discrimination against women in County employment and civil and political recognition of women's accomplishments and contributions to Ingham County.

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

The Ingham County Land Bank is in need of funds to pay the cost of acquiring, developing, improving, using, assembling, and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs. On April 25, 2019, the Board of Directors of the Authority adopted a resolution to authorize the issuance of its Series 2019 Note in the aggregate principal amount not to exceed \$5 million to pay Project Costs

The draft resolution offered by the County Treasurer would pledge the full faith and credit of Ingham County to support the Note. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Notes, such principal and interest are payable as a first budget obligation of the County from its general funds.

3a. Health Department – Resolution to Amend Resolution #19-194

This resolution proposes to expand the Nurse Practitioner position (Position # 601527) from 0.75 FTE to 1.0 FTE effective April 1, 2019 through March 31, 2024. Funding for the additional 0.25 FTE (\$19,685.19 - \$23,627.50) will be provided through the revenue generated by billable services performed by the Nurse Practitioner through the Health Department.

3b. Health Department – Resolution to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health

This resolution authorizes the acceptance of funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000. The award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one social worker placed at Gardner International School.

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

This resolution authorizes converting the Account Clerk, Parks #759014 position from a part-time to a MCF-4 full time position. The job description has been updated to reflect the new duties as detailed in Exhibit A with additions made in bold italicized/underlined text. Personnel costs including all benefits for this position total \$88,356. Funds are available from the Trails and Parks Millage to cover the increased costs.

5a. **Potter Park Zoo** – *Resolution to Authorize a Purchase Order to Radtech X-Ray*

In a 2012 Association of Zoos and Aquariums (AZA) report, an AZA inspector listed the loss of x-ray images at Potter Park Zoo due to a computer malfunction as a “major concern.” To address this issue, Zoo employees began to back-up radiograph images on the County computer network once each month. However, recently encountered software compatibility issues resulted in cancellation of the back-up protocol causing a need for replacement software and associated computer system through Radtech X-ray. The Zoo Director recommends approval of a resolution to authorize a purchase order to Radtech X-ray in an amount not to exceed \$4,900. The purchase would include a three-year warranty on hardware and one-year of software support services.

5b. **Potter Park Zoo** – *Resolution to Authorize an Agreement with the City of Lansing for the Storm Water Quality Study at Potter Park Zoo*

A 2012 report issued by the Michigan Department of Environmental Quality (DEQ) specified storm-water runoff from Potter Park Zoo as a source of *E. coli* found in the Red Cedar River, while citing animal waste from waterfowl and zoo animals as the specific source of the contaminants. The City of Lansing Public Service Department has secured 50% of the \$120,000 necessary for a study to assess pathogen sources at the Zoo and to recommend alternatives for mitigating these pathogens in storm-water runoff. The remaining cost under the City proposal would be split evenly between the City and Potter Park Zoo. The Zoo Director recommends approval of a Resolution to enter into an agreement with the City of Lansing for the Storm Water Quality Study at a cost to the Zoo not to exceed \$30,000.

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

Potter Park Zoo Director Cynthia Wagner will be present to discuss a reorganization proposal. The Reorganization Procedure Policy requires that Departments submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

6a. **Facilities Department** – *Resolution to Authorize an Agreement with LJ Trumble Builders, LLC. for Improvements to the Four Horse Barns at the Fair Grounds*

The Facilities Department has proposed structural improvements on the four horse barns at the fairgrounds. Improvements will include but are not limited to interior plywood skirting, plumbing fixtures, earthwork and excavation, storm sewers, 4” and 8” concrete pavement, and removal/replacement of asphalt pavement. The Facilities Director recommends approval of a resolution to authorize an agreement with LJ Trumble Builders, LLC to complete this project at a cost not to exceed \$219,800.

6b. Facilities Department – Resolution to Authorize a Contract Renewal with RNA Facilities Management for Janitorial Services at Several County Facilities

On June 14, 2016 the Board of Commissioners approved Resolution #16-267 to authorize a contract with RNA Facilities Management for janitorial services at various County buildings. RNA Facilities Management submitted the lowest responsive and responsible bid of \$2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two-year renewal. The Facilities Department seeks to exercise the renewal option for one year. RNA Facilities Management has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

6c. Facilities Department – Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

On July 26, 2016 the Board of Commissioners approved Resolution #16-341 to authorize a contract with Teachout Security to provide uniformed unarmed guard services in various county buildings for three years beginning on June 1, 2016 through May 31, 2019 with an optional two-year renewal. The Facilities Department seeks to exercise the renewal option for one year. Teachout has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

7a. Road Department – Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan for Bid Packet #81-19

The Road Department recommends approval of a resolution to accept the unit price bid results for annual countywide waterborne pavement marking and cold plastic common text and symbol pavement marking program, and to award a contract to M&M Pavement Markings, Inc. at a total cost not to \$416,267.

7b. 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 16 projects (see attachment for permit list).

7c. Road Department – Engineering Division Reorganization (Discussion)

Road Department Manager William Conklin will be present at the Roadways Subcommittee meeting to discuss a reorganization proposal for the Road Department Engineering Division. The Reorganization Procedure Policy requires that Departments submit a discussion document that includes information for all changes which result in an increased expenditure or a new job classification. The Roadways Subcommittee Chair will report on their discussion to the County Services Committee. Upon concurrence, the Department will then prepare a resolution for consideration at the June 4 County Services Committee meeting.

8a. Human Resources Department – *Resolution to Approve Amendments to the 2019 Managerial and Confidential Employee Personnel Manual*

On behalf of the Managerial and Confidential Employee Steering Committee, the Human Resources Department proposes a resolution to amend the Managerial and Confidential Employee Personnel Manual to accomplish the following:

- Compensate Assistant Public Defenders for on-call service at a rate of \$214 per day for the First Appearance of Counsel program on weekends and holidays.
- Increase the maximum accrual cap for vacation leave from three hundred eighty (380) hours to four hundred and fifty (450) hours for use by employees, while retaining the maximum accrual cap of three hundred eighty (380) hours for payout calculation at termination of service.

Both proposals are consistent with the stated intent of the Board that the Manual will be amended to equivalently match changes negotiated in collective bargaining agreements.

8b. Human Resources Department – *Resolution to Adopt a Letter of Understanding between Ingham County, 30th Circuit Court & OPEIU Family Court Union Local 459 for On-Call Clinical Mental Health Services*

The Human Resources Department seeks approval of a resolution to authorize a letter of understanding that recognizes Clinical Mental Health Professional (OPEIU/06) and Clinical Social Worker (OPEIU/06) will be paid a stipend of \$20.00/weekday; \$25.00/weekend day and holidays, when they are placed in an “on-call” status. Actual costs will depend on the frequency of the need to provide on-call duties. The proposed letter of understanding was agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459.

8c. Human Resources Department – *Extending Eligibility to Receive Donated Leave Time under the Sick Leave Donation Policy to Probationary Employees* (Discussion, to include closed session for consideration of a written legal opinion with the County Attorney)

The County Services Committee declared its sense that they would like staff to explore a solution to this specific problem regarding donated sick time eligibility involving a specific employee, and asked that any necessary documents be prepared for the Board of Commissioners. Since the subject matter impacts several collective bargaining agreements, the County Attorney will be present to discuss a written legal opinion.

9a. Board of Commissioners Office – *Resolution Recognizing Zoe McClintic as the Third Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest*

A Resolution is offered to formally recognize Zoe McClintic as the Third Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest.

9b. Board of Commissioners Office – *Resolution Recognizing Olivia Kinney as the Second Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest*

A Resolution is offered to formally recognize Olivia Kinney as the Second Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest.

9c. Board of Commissioners Office – *Resolution Recognizing Camille Shuster as the First Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest*

A Resolution is offered to formally recognize Camille Shuster as the First Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest.

9d. Board of Commissioners Office – *Resolution to Recognize May 30 – June 5, 2019 as “Our Homes, Our Voices” National Housing Week of Action in Ingham County*

A resolution is offered to recognize May 30 - June 5, 2019, as “Our Homes, Our Voices” National Housing Week of Action in Ingham County.

Introduced by the County Services and Finance Committees

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING LIMITED TAX PLEDGE FOR
INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY SERIES 2019 NOTE**

At a regular meeting of the Board of Commissioners of the County of Ingham, State of Michigan (the "Board of Commissioners"), held on the 28th day of May, 2019.

PRESENT: _____

The following resolution was offered by _____ and seconded by _____
_____:

WHEREAS, the Ingham County Land Bank Fast Track Authority ("the Authority") is in need of funds in an amount not to exceed \$5,000,000 to pay the costs of acquiring, developing, improving, using, assembling and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related thereto ("Project Costs") in accordance with the provisions of the Land Bank Fast Track Act; Act 258, Public Acts of Michigan, 2003 ("Act 258"), to foster the development of that property and promote economic growth; and

WHEREAS, the Authority is authorized pursuant to section 24 of Act 258 to borrow money and issue its note for such purpose; and

WHEREAS, on April 25, 2019, the Board of Directors of the Authority adopted a resolution (the "Authority Resolution") authorizing the issuance of its Series 2019 Note in the aggregate principal amount not to exceed \$5,000,000 (the "Note") to pay Project Costs; and

WHEREAS, to enable the Authority to sell the Note to PNC Bank, National Association upon the terms set forth in the Authority Resolution, it is necessary that the Board of Commissioners make a limited tax pledge in support of the Note; and

WHEREAS, the Board of Commissioners, by a majority vote, may make a limited tax pledge to support the Note pursuant to section 24(2) of Act 258.

BE IT RESOLVED by the Board of Commissioners of the County of Ingham, State of Michigan, as follows:

1. The Board of Commissioners hereby makes its full faith and credit limited tax pledge to support the Note in accordance with the terms of the Authority Resolution. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Note, such principal and interest are payable as a first budget obligation of the County of Ingham (the "County") from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County.

2. The Chairperson of the Board of Commissioners, the County Treasurer and the County Clerk are hereby authorized to do all things necessary to effectuate the pledge made by this resolution. The County Clerk is hereby directed to deliver a certified copy of this resolution to the Authority.

3. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.

YEAS:

NAYS:

ABSENT:

A majority of the members of the Board of Commissioners of the County of Ingham having voted therefore, the resolution of the Board of Commissioners was adopted.

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

I hereby certify that the foregoing is a true and complete copy of a resolution adopted at a regular meeting of the Board of Commissioners of the County of Ingham, State of Michigan held on the 28th day of May, 2019, the original of which resolution is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267, Public Acts of Michigan, 1976, as amended.

Clerk
County of Ingham

TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 6th 2019
SUBJECT: Amendment to Resolution #19-194
For the meeting agendas of May 20, May 21, and 22, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to amend Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024. ICHD accepted \$5,470,000.00 in funds from the United States Department of Health and Human Services (USDHHS) to support the Healthy Start Grant. As part of this award, a 0.75 FTE Nurse Practitioner position was created to provide Centering Pregnancy services through the Ingham Community Health Centers' (ICHC) Women's Health site. The additional 0.25 FTE will be dedicated to providing billable OB/GYN and family planning services through Women's Health.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The 2019 salary range of a 1.0 FTE Nurse Practitioner (MNA, Grade 6) position is \$78,740.77 - \$94,510.67. The initial 0.75 FTE (\$59,055.57 - \$70,883.00) shall be covered through the Healthy Start Grant, with the additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through ICHC.

STRATEGIC PLAN

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize amending Resolution #19-194 to expand the Nurse Practitioner position (Position # 601527) from 0.75 FTE to 1.0 FTE effective April 1, 2019 through March 31, 2024.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION # 19-194

WHEREAS, Ingham County Health Department (ICHD) wishes to amend Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024; and

WHEREAS, ICHD accepted \$5,470,000.00 in funds from the United States Department of Health and Human Services (USDHHS) to support the Healthy Start Grant; and

WHEREAS, as part of this award, a 0.75 FTE Nurse Practitioner position was created to provide Centering Pregnancy services through the Ingham Community Health Centers' (ICHC) Women's Health site; and

WHEREAS, the additional 0.25 FTE will be dedicated to providing billable OB/GYN and family planning services through Women's Health; and

WHEREAS, the 2019 salary range of a 1.0 FTE Nurse Practitioner (MNA, Grade 6) position is \$78,740.77 - \$94,510.67; and

WHEREAS, the initial 0.75 FTE (\$59,055.57 - \$70,883.00) shall be covered through the Healthy Start Grant, with the additional 0.25 FTE (\$19,685.19 - \$23,627.50) to be covered through the revenue generated by billable services performed by the Nurse Practitioner through the CHCs; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support this amendment to Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to Resolution #19-194 to expand the Nurse Practitioner Position (Position #601527) from 0.75 FTE to 1.00 FTE effective April 1, 2019 through March 31, 2024.

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

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

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 1, 2019

SUBJECT: Authorization to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health

For the meeting agendas of May 20, May 21, and May 22, 2019

BACKGROUND

Ingham County Health Department (ICHD) wishes to accept funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020. This award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one social worker placed at Gardner International School. A full grant year is \$100,000 per site, totaling \$300,000 for all three sites, and may be adjusted due to the partial fiscal year 2019. Any remaining funds will be carried over and be available in fiscal year 2020.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The \$300,000 funding award will allow ICHD to enhance mental health support through the following:

- Create 3.00 FTE Social Worker (ICEA Pro Level 7); salary/benefits per 1.00 FTE is \$107,331 with a total cost of \$321,993
- The additional salary and other costs (supplies, materials, telephone, printing, etc.) will total \$92,037 and will be covered by patient fees and collections.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Ingham County Board of Commissioners authorize the acceptance of funding from the Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDING FROM MDHHS FOR CHILD ADOLESCENT
EXPANDED MENTAL HEALTH**

WHEREAS, Ingham County Health Department (ICHD) wishes to accept funding from Michigan Department of Health and Human Services (MDHHS) for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020; and

WHEREAS, this award will be used to create three full time social worker positions (3.00 FTE), one placed at Everett High School, one placed at Pattengill School, and one placed at Gardner International School; and

WHEREAS, a full grant year awards \$100,00 per site, totaling \$300,000 for all three sites, and may be adjusted due to the partial fiscal year 2019; and

WHEREAS, any remaining funds will be carried over and be available in fiscal year 2020; and

WHEREAS, the \$300,000 funding award will allow ICHD to enhance mental health support through the following:

- Create 3.00 FTE Social Worker (ICEA Pro Level 7); salary/benefits per 1.00 FTE is \$107,331 with a total cost of \$321,993
- The additional salary and other costs (supplies, materials, telephone, printing, etc.) will total \$92,037 and will be covered by patient fees and collections; and

WHEREAS, the Ingham Community Health Center Board of Directors supports accepting funding from MDHH for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize accepting funding from MDHHS for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize accepting funding from MDHHS for Child Adolescent Expanded Mental Health effective June 1, 2019 through September 30, 2020 in an amount totaling \$300,000.

BE IT FURTHER RESOLVED, that this resolution authorizes the creation of 3 FTE social worker positions (ICEA Pro Level 7).

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

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

Agenda Item 4

TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 6, 2019
SUBJECT: Account Clerk, Parks
For the meeting agenda of 5/20/19 Human Services, 5/21/19 County Services, and 5/22/19 Finance

BACKGROUND

This resolution authorizes converting the Account Clerk, Parks #759014 position from a part-time to a MCF/4 full time position. The job description has been updated to reflect the new duties as detailed in Exhibit A with additions made in bold italicized/underlined text.

ALTERNATIVES

With the implementation of the Trails and Park Millage, the additional job functions necessitates an expansion in the working hours.

FINANCIAL IMPACT

The General Fund level of support stays the same; the increased costs will be met with funds from the Ingham County Trails and Parks Millage. The range of salary and total personnel costs including all benefits are: \$76,912 for step one and \$88,356 at the top of the scale as detailed in Exhibit B. The annual salary on the low end is \$39,043 and top end \$46,861.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long-term objective of striving to make facilities and services user-friendly, specifically Section A. 1(f) - Maintain and improve existing parkland, facilities and features, 1(g) - Work to improve accessibility for visitors of all ages and abilities and 1(h) - Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County, 4(b) provide responsive customer service and public engagement. In addition, this recommendation supports the following strategic goals and tasks: Goal F. Human Resources and Staffing: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service. Strategy 1: Attract and retain employees who value public service.

OTHER CONSIDERATIONS

The Park Commission supported this resolution at their April 22, 2019 meeting.

RECOMMENDATION

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

Exhibit A:

INGHAM COUNTY JOB DESCRIPTION

ACCOUNT CLERK, PARKS

General Summary:

Under the supervision of the Administrative Office Coordinator, performs a variety of bookkeeping, payroll and clerical tasks in support of the Parks Department. Coordinates accounts payables. Oversees the collection, deposit and transmittal of park and revenue. Coordinates payroll processing, tracks leave time and maintains office files. Processes passport applications. Responds to inquiries from employees and the public regarding Parks Department information.

Essential Functions:

1. Coordinates accounts payables for the Department. Ensures invoices have proper approval and documentation. Sets up and codes payables for payment. Balances vouchers, processes purchase orders and balances accounts to vendor month-end statements. Works with vendors to resolve account discrepancies. Serves as Site Coordinator for P-Card processing.
2. *Prepares millage reimbursement requests for approval by the Trails and Parks Millage Program Coordinator by running line item and contract inquiries to verify the requested amount is accurate. Processes all millage related payments.*
3. Oversees posting of all monies received by the Parks Department including reservation, registration, and park activity fees, grant reimbursements and other revenue.
4. Enters cash receipts for revenues, balances daily receipts and prepares deposits. Runs accounting and bookkeeping reports as requested. Prepares journal entries to adjust the general ledger as needed. Works with Accountant to resolve bank reconciliation issues.
5. Oversees the receipting, coding and balancing of tickets, and monies collected for the park activities. Processes credit card refunds. Transmits revenue to the County Treasurer.
6. Responsible for payroll tracking, processing and reporting. Verifies timecards for accuracy and resolves discrepancies regarding hours worked, accrual usage and pay rates. Processes PARs regarding new hires, terminations, wage changes and all other payroll data.
7. Tracks and monitors accrual balances including but not limited to sick, vacation, FMLA and unpaid time off. Notifies managers when employee balances are misused

or insufficient to cover requested time. Runs time and attendance reports as requested.

8. Responds to questions regarding the payroll processes. Explains procedures as outlined in bargaining unit contracts, department policies and County-wide protocols.
9. Works with the Director, Supervisor and Accountant to review budget reports and reallocate funds. Develops and prepares financial reports. Drafts contract list for preparation of annual budget request.
10. Prepares and maintains a seasonal personnel spreadsheet tracking status, wage, and basic information. Processes and maintains confidential information regarding Parks' employees.
11. Responds to inquires regarding Department facilities, park reservations and day camp reservations. Takes reservations for facility rentals. Refers inquires to appropriate staff as necessary. Maintains and updates related records.
12. Processes passport applications. Verifies applicants' identities, submits applications to the State Department and responds to questions about the process.
13. Enters Park and Millage contracts into Munis. *Updates the contract database for Parks and Millage contracts. Monitors the status of contracts and closes contracts.*
14. Provides administrative and clerical assistance to other staff. Examples include, but are not limited to, data entry, creating correspondence, preparing reports, keeping records, proofreading documents, making copies, sending faxes and maintaining files.
15. *Assists the Trails and Parks Millage Program Coordinator with clerical tasks as assigned.*
16. Processes dog FOB's. Keep records of FOB's sold at City of Lansing and Soldan's. Quarterly bills each facility, maintains a file on all FOBs sold.
17. Provides back-up to other office staff. Provides guidance and direction to interns and seasonal staff as needed.

Other Functions:

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

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

Employment Qualifications:

Education: A high school diploma or equivalent is required. Some advanced course work in bookkeeping, administrative assistance or a related field is required.

Experience: A minimum of 2 years of experience in a customer service, bookkeeping, payroll or accounts payable is required.

Other Requirements: Must become a certified Passport Acceptance Agent within 3 months of hiring.

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

Physical Requirements:

- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.

February 2019
MCF

Exhibit B:**2019 PERSONNEL COST PROJECTION**

	MCF 4 Step 1	Full Time MCF 4 Step 5
WAGES	\$39,043	\$46,861
UNEMPLOYMENT	195	234
FICA	2,987	3,585
HEALTH	15,067	15,067
DENTAL	936	936
VISION	132	132
LIFE	144	144
RETIREMENT	11,904	14,288
CURRENT RETIREE HLTH	3,447	3,447
FUTURE RETIREE HLTH	1,757	2,109
LIABILITY	533	639
DISABILITY	51	61
SEPARATION	683	820
CARES	33	33
TOTAL	\$76,912	\$88,356

Agenda Item 4

TO: Tim Morgan, Director of Parks

FROM: Beth Bliesener, Human Resources Specialist

DATE: 5-3-19

RE: Memo of Analysis for Account Clerk Parks

Human Resources can confirm the following information regarding the position requested in the Parks Department:

1. An Account Clerk - Parks is a current classification in the MC Manual at pay grade 4.
2. The Parks Department would like to increase the position from Part-Time to Full-Time.
3. Human Resources along with the Parks Department updated the job description to reflect the new duties to reflect the work that will need be done. After analysis the position remains a MC grade 4.

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE ACCOUNT CLERK, PARKS
PART-TIME POSITION TO BE CONVERTED TO A FULL TIME POSITION**

WHEREAS, the Account Clerk, Parks position #759014 is classified as a part-time position which is funded by the County General Fund appropriation for 20 hours per week; and

WHEREAS, additional tasks have been added to the job description to assist with the administration of the Ingham County Trails and Parks Millage; and

WHEREAS, the Ingham County Parks Department wishes to convert the Account Clerk, Parks #759014 to a full time position; and

WHEREAS, in conjunction with 50% (Step 1: \$38,456 to Step 5: \$44,178) of the position from the County General Fund appropriation and 50% (Step 1: \$38,456 to Step 5: \$44,178) of the position from the Ingham County Trails and Parks Millage, the range of salary and total personnel costs including all benefits are: \$76,912 for step one and \$88,356 for step five at the top of the scale, and the annual salary on the low end is \$39,043 and top end is \$46,861.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves converting the Account Clerk, Parks, #759014 position from a part-time to a MCF/4 full time position funding 50% of the position from the County General Fund appropriation and 50% of the position from the Ingham County Trails and Parks Millage.

BE IT FURTHER RESOLVED, that this change shall be effective the first pay period after the adoption of this Resolution.

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

TO: Board of Commissioners, County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: May 7, 2019
SUBJECT: Purchase from Radtech X-ray
For the meeting agendas of May 21 and May 22, 2019

BACKGROUND

Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums and as such must meet or exceed the standards established by the association. Standard 2.0.4. requires “Complete medical records must be maintained on all animals in the collection that have received veterinary attention. [See 1.4.7 for animal records.]”. Standard 1.4.7 states “Animal records must be kept current.” which includes a record retention policy for all animal records.

The radiographs (x-rays) are part of the animal’s medical record. In the 2012 AZA inspector’s report the loss of the x-rays (considered part of the animal’s medical records) due to a computer issue, was listed as a major concern. Consequently to address this issue, radiographs began to be backed up on the County network once a month. It is critical to continue the back up of radiographs on the County network to maintain compliance with these AZA standards.

The CR digital radiograph processor and associated computer system used by the zoo, which develops and saves the radiographs (x-rays), gets regular software updates to keep the systems functioning properly. Recently, the County malware program started to flag these updates as viruses. Due to this issue, the CR digital system was removed from the County network stopping updates and backups from occurring. To get the CR digital radiograph processor and associated computer system back on the network, we need to replace the current software and associated computer system through Radtech X-ray.

ALTERNATIVES

A short term alternative is to have Radtech X-ray reload the software for \$600.00 on the current computer so it can be placed back on the County network. However, the hardware is 7 years old and runs Windows 7 which Microsoft will no longer support as of January 14, 2020. At this time radiographs would once again not be backed up on the County network and updates would not occur. A second alternative is to purchase a new digital x-ray system. A quote from Radtech X-ray shows a new digital system would cost \$26,900.00 which is not in the Zoo Budget at this time.

FINANCIAL IMPACT

The cost of the machine and software, including a 3 year warranty on the hardware and 1 year software support services, is \$4,900.00. The Zoo budget line item 25869200 802102 31000 has the funds available for this purchase.

STRATEGIC PLANNING IMPACT

This resolution supports the overarching long term objective, specifically section, A.1 (f) (Maintain and improve existing parkland facilities and features).

OTHER CONSIDERATIONS

Radtech X-ray (<https://radtechxray.com/>) has taken over for Grand X-ray (the company that originally sold the zoo the CR digital radiography equipment), which has now gone out of business. No other veterinary radiology companies in the Midwest sell this product.

Radtech X-ray has confirmed the hardware cannot be purchased from any other company and as such this would be a sole source purchase. The County IT department has confirmed once the new hardware is in place the system can be placed on the County network and x-rays will be backed up monthly and updates will be possible.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a purchase order to Radtech X-ray in an amount not to exceed \$4,900.00.



RADTECH XRAY, INC
98 Enterprise Dr, Vassar, Michigan 48768

Phone (989) 823-3300
800-689-XRAY (9729)
Fax (989) 823-3497
www.radtechxray.com

QUOTATION

Attn: Dr. Ronan
Potter Park Zoo
1301 Pennsylvania Ave.
Lansing, MI 48912

Date: April 17, 2019
Number: 16662
F.O.B.: Origin
Delivery: As Required
Payment Terms: 40% Down
Balance Due Upon Installation

Description

1-NX-MW21 HP RP5810 RAID1 Win10 PC

- Core i5 Windows 10 Desktop PC – for MUSICA Acquisition Workstation
- HP Keyboard for HP 8000 PC

1-Software Upgrade to NX-MW21

Warranty, Installation & Support:

- 3 Year HP Hardware Warranty & 1 Year Software Support

Price: \$4,900.00

Client Responsibility

- Client must provide a Secure and Private VPN line for communication with off-site Radiologist (if desired).
- Client must provide a "live" internet drop for remote access
- Installation will require network drops to be operational at time of pre-site survey.
- Systems do not come pre-loaded with Anti-Virus Software or any other Protective Software
- Client must acquire, install, and maintain Adware, Spyware, and Anti-Virus Software

Electrical Requirements

*Primary wiring and structural work is not included. A standard 120V duplex outlet is required to power the digital components. Customer may require additional network infrastructure – T1 connections, router, bridges, Hub and Network Drops. **Installation is to be done by client's IT person at client's expense.***

Any outside labor that may be required will be supplied and paid for by the client, in addition to the prices quoted. Additional charges may be incurred if network is not active during installation and a return trip becomes necessary to complete the installation. All equipment remains the property of Radtech X-Ray until full payment is received. All sales are final

Thank you for the opportunity to submit this quotation.

Quoted By: Brian Gorby BG:lf

Accepted By: _____ Date: _____

Prices are subject to manufacturer's increase. A service charge of 2% per month (24% Annual Rate) will be added to any balance exceeding the terms of this quote. Applicable sales tax will be added. Equipment purchases paid with credit card will be assessed a 3% fee. Down payments received for equipment orders are nonrefundable. Items that are received damaged must be notated on the shipping receipt and reported to Radtech X-Ray, Inc. within 48 hours of delivery.

Radtech X-Ray, Inc. Standard Radiographic Imaging Equipment Warranty Terms and Conditions

To obtain warranty service, the Customer must notify Radtech X-Ray, Inc. telephone support or a Radtech X-Ray, Inc. authorized service representative of the problem or defect before the expiration of the warranty period. Customers will provide appropriate assistance to telephone support personnel to resolve issues.

If telephone support is unsuccessful, Radtech X-Ray, Inc. or its authorized service representative will travel on site to repair or resolve the problem per manufacturer's guidelines at no charge for service or travel (for service warranty time period outlined in the quotation). Parts warranty is in effect for the time period specified on the quotation. Service, travel, and parts replaced will be applicable and billed to Customer if warranty has expired.

Radtech X-Ray, Inc. reserves the right to charge for service and/or parts in exception cases and shall not be obligated to warranty under the following circumstances:

- a) to repair damage resulting from attempts by personnel other than Radtech X-Ray, Inc. representatives to install, repair or service the product unless directed by a Radtech X-Ray, Inc. representative,
- b) to repair any defect, failure, or damage caused by improper use or inadequate maintenance and care,
- c) to repair damage, malfunction, or degradation of performance resulting from improper use or connection to incompatible equipment,
- d) to repair damage, malfunction, or degradation of performance caused by the use of non Radtech X-Ray, Inc. supplies or consumables or the use of Radtech X-Ray, Inc. supplies not specified for use with this product,
- e) to repair an item that has been modified or integrated with other products when the effect of such modification or integration increases the time or difficulty of servicing the product or degrades performance or reliability,
- f) to perform user maintenance or cleaning or to repair damage, malfunction, or degradation of performance resulting from failure to perform user maintenance and cleaning as prescribed in published product materials,
- g) to repair damage, malfunction, or degradation of performance resulting from use of the product in an environment not meeting the operating specifications set forth in the user manual,
- h) to repair damage, malfunction, or degradation of performance resulting from failure to properly prepare and transport the product as prescribed in published product materials,
- i) to repair items that have been abused, misused, or tampered with in any way,
- j) to install replacement items that are considered customer replaceable,
- k) to support software not supplied by Radtech X-Ray, Inc.
- l) to service or repair damage or failure caused by or attributable to acts of God, lightning, or other incidence of excessive voltage
- m) service calls related to operator error

Any service identified in the above list and provided by Radtech X-Ray, Inc. at the Customer's request shall be invoiced to Customer at Radtech X-Ray, Inc.'s current rates for parts, service and travel.

The above warranties are given by Radtech X-Ray, Inc. with respect to this product and its related items in lieu of any other warranties, express or implied. Radtech X-Ray, Inc. and its vendors disclaim any implied warranties of merchantability or fitness for a particular purpose or any similar standard imposed by applicable legislation.

To the extent allowed by local law, except for the obligations specifically set forth in this warranty statement, in no event shall Radtech X-Ray, Inc. and its vendors be liable for any indirect, special, incidental or consequential damages (including loss of profits) whether based on contract, tort, or any other legal theory and irrespective of whether Radtech X-Ray, Inc. or the vendor has advance notice of the possibility of such damages.

In the unlikely event that data loss occurs, resulting in the permanent loss of patient information, Radtech X-Ray, Inc. will claim no responsibility for the lost data. If this risk is of concern to you, we would recommend integrating a back-up procedure. There are several different ways to back-up images and we can suggest appropriate options that are available and advise a plan to avoid any issue in this regard.



Initial

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PURCHASE ORDER TO RADTECH X-RAY

WHEREAS, the Potter Park Zoo is an accredited member of the Association of Zoos and Aquariums (AZA) and must meet standards established by the association; and

WHEREAS, AZA standard 1.4.7 and 2.0.4 require animal x-rays be stored as part of the permanent animal record; and

WHEREAS, the computer and software used by the Zoo must be replaced to allow for regular software updates and backups of the Zoo's x-rays on the County network; and

WHEREAS, the Zoo Veterinarian and IT department confirmed with Radtech X-ray that the computer must be purchased from Radtech X-ray in order to have the necessary software installed; and

WHEREAS, the County IT department confirmed once the new hardware is in place the computer will be placed back on the County network and as such backups and updates will occur keeping the zoo in compliance with this AZA standard; and

WHEREAS, Radtech X-ray is the only veterinary radiology company in the Midwest to sell this product.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes issuing a Purchase Order to Radtech X-ray in an amount not to exceed \$4,900.00.

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

TO: Board of Commissioners, County Services and Finance Committees
FROM: Cynthia Wagner, Potter Park Zoo Director
DATE: May 7, 2019
SUBJECT: Agreement with City of Lansing for Storm Water Quality Study
For the meeting agendas of May 21 and May 22, 2019

BACKGROUND

In 2012, the Michigan Department of Environmental Quality (DEQ) issued the Total Maximum Daily Load for *E. coli* in portions of the Red Cedar River and Grand River Watersheds because these water bodies are federally-listed as not meeting Water Quality Standards; specifically due to excessive, in-stream levels of the pathogen, *Escherichia Coli* (*E. coli*). In the Source Assessment of the TMDL, the document specifies stormwater runoff from the Potter Park Zoo as a source of *E. coli* to the Red Cedar River, while citing animal waste from waterfowl and zoo animals as the specific source of the contaminants.

The DEQ, Water Quality Division, is requiring correction of the adverse site conditions from both the City of Lansing and the Ingham County Drain Commissioner's Office through their respective National Pollutant Discharge Elimination System (NPDES) Permits that authorize storm water discharges from their Municipal Separate Storm Sewer Systems (MS4s).

The City's Public Service Department has secured 50% of the funding through a federal grant program, the Planning Assistance to States (PAS) Program, for conducting a study to assess pathogen sources at the site and recommend alternatives for mitigating these pathogens in the storm water runoff from the site.

ALTERNATIVES

There are no alternatives recommended at this time.

FINANCIAL IMPACT

The total cost of the study is \$120,000 of which \$60,000 will be paid by the PAS program and \$30,000 paid by the City of Lansing. The County or Zoo portion of the cost is \$30,000 and would be paid using monies from the Zoo Fund Balance. There are \$730,216 of spendable funds in the Zoo Fund Balance.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

The study will review existing conditions and future modifications, including the expectation for adding new animal exhibits and/or modifying existing exhibits. In addition, the study will consider the scope in conjunction with a review of the recommendations from the 2008 Potter Park Sewer System Evaluation Study (SSES) Report prepared by Malcom Pirnie, Inc.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to enter into an agreement with the City of Lansing for the Storm Water Quality Study at Potter Park Zoo.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE CITY OF LANSING FOR THE
STORM WATER QUALITY STUDY AT POTTER PARK ZOO**

WHEREAS, the City and the County have identified a joint interest in a storm water study conducted in and around Potter Park Zoo; and

WHEREAS, in 2012, the Michigan Department of Environmental Quality (DEQ) issued the Total Maximum Daily Load (TMDL) for *E. coli* in portions of the Red Cedar River and Grand River Watersheds because these water bodies are federally-listed as not meeting Water Quality Standards; and

WHEREAS, in the Source Assessment of the TMDL, the document specifies storm water runoff from the Potter Park Zoo as a source of *E. coli* to the Red Cedar River, while citing animal waste from waterfowl and zoo animals as the specific source of the contaminants; and

WHEREAS, the DEQ, Water Quality Division, is requiring correction of the adverse site conditions from both the City of Lansing and the Ingham County Drain Commissioner's Office through their respective National Pollutant Discharge Elimination System (NPDES) Permits that authorize storm water discharges from their Municipal Separate Storm Sewer Systems (MS4s); and

WHEREAS, the City's Public Service Department has secured funding assistance through a federal grant program, the Planning Assistance to States (PAS) Program, for the conducting of a study to assess pathogen sources at the site and recommend alternatives for mitigating these pathogens in the storm water runoff from the site; and

WHEREAS, the total cost of the study is \$120,000 of which \$60,000 will be paid by the PAS program and \$30,000 paid by the City of Lansing; and

WHEREAS, the County or Zoo portion of the cost is \$30,000 and would be paid from the Zoo Fund Balance, which has \$730,216 of spendable funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering into an agreement with the City of Lansing for the storm water quality study at Potter Park Zoo for an amount not to exceed \$30,000.

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

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

BACKGROUND

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

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

ALTERNATIVES

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

FINANCIAL IMPACT

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

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

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

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

RECOMMENDATION

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

TO: Cynthia Wagner, Director of Potter Park Zoo

FROM: Beth Bliesener, Human Resources Specialist

DATE: April 25, 2019

RE: Memo of Analysis for Re-organization

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

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

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

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

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

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

The Union supports the Re-Organization

Kyle Hensley
UAW 2256 Zoo Unit Chair

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

Good Afternoon Kyle,

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

The re-organization would consist of the following:

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

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

Thank-you,
Beth

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

Transmission is Privileged and Confidential.

Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.

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

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

INGHAM COUNTY JOB
DESCRIPTION

ACCOUNT CLERK - Potter Park Zoo

General Summary:

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

Essential Functions:

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

Other Functions:

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

- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description. *(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

Employment Qualifications:

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

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

Other Requirements:

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

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

Working Conditions:

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

Physical Requirements:

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

computer.

- This position requires the ability to handle varying and often high levels of stress.

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

Feb 2019 UAW ZOO

Salary Scale: Zookeeper Trainee

INGHAM COUNTY JOB DESCRIPTION

Animal Care Supervisor

General Summary:

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

Essential Functions:

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

Commented [BE1]: From Curator JD

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

Commented [BE2]: From Zoo Keeper 600 JD

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

Commented [BE3]: From Curator JD

4. Provides work direction to other animal care employees such as zookeeper 400's, 500's, keeper aids, temporary employees, seasonal interns, volunteers and teen keepers verbally and/or in writing.

Commented [BE4]: From Zoo Keeper 600 JD

5. Assists the Animal Programs Manager with the maintenance of all non-medical animal related records including welfare assessments and assures completion of all daily animal reports.
6. Oversees the design and maintenance of animal care exhibits, grounds and facilities.
7. Leads the Animal Care Emergency Response Team. Coordinates and assists in emergency situations including drills.
8. Leads and serves on committees as assigned by the Zoo Director. Leads meetings

with non-medical animal care staff including 400's, 500's, and temporary employees.

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

Other Functions:

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

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

Employment Qualifications:

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

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

Other Requirements:

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

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

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

Working Conditions:

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

Physical Requirements:

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

information from a computer.

- This position requires the ability to handle varying and often high levels of stress.

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

Teamster Zoo FEB 2019
Salary Scale: Zoo Curator/ Vet

INGHAM COUNTY JOB DESCRIPTION

Animal Programs Manager

General Summary:

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

Essential Functions:

1. Responsible for the strategic direction, implementing and evaluating the administrative, operations, and planning functions of the animal care and conservation programs within the animal care department.
2. Oversees the animal welfare program, oversight including, but not limited to hand rearing protocols, birth plans, introduction plans, quality of life, animal transport, welfare concerns and assessments.
3. Oversees the development of the Institutional Collections Plan in coordination with the Animal Management Committee and Animal Care Supervisor.
4. Integrate animal care efforts with the zoo's conservation and education goals.
5. Assists with the writing of animal exhibit graphics and other education content such as blogs, keeper talks, newsletters, press releases, website, annual report and marketing materials.
6. Manages and maintains both active and inactive animal physical records systems. Manages the animal census/inventory process and all data entered in ZIMS (Zoological Information Management System). Ensures all AZA and USDA standards are met and communicates these standards to animal care staff.
Commented [BE1]: From Registrar
7. Manages and monitors animal transactions and coordinates to ensure legal compliance with local, state, federal and international laws. Performs all duties associated with acquisition and management of local, federal and state wildlife permits and licenses. Ensures safe animal shipments in coordination with the Animal Care Supervisor.
Commented [BE2]: From Zoo Registrar

8. Primary institution liaison for ZIMS as well as AZA Animal Programs. Participates in Zoological Registrars Association (ZRA) in an effort to develop and set standards for animal data management.

Commented [BE3]: From Registrar

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

Commented [BE4]: From Curator

Other Functions:

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

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

Employment Qualifications:

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

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

Other Requirements:

- Must possess a valid Michigan driver license.
- Knowledge of methods and procedures used in the care of animals and the equipment used in Zoo operations.

- Evening, weekend and holiday hours are required.
- Knowledge of custodial duties relating to Zoo operations.
- Skill in preparing and maintain records and reports.
- Ability to communicate effectively and follow verbal and written instructions.
- Must complete CPR training and other Zoo offered trainings.

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

Working Conditions:

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

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, handle, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, balancing, twisting and bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing and pulling.
- This position's physical requirements require regular stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position primarily requires far visual acuity to perform tasks significantly beyond arm's reach such as making general observations about buildings, people or situations, etc.
- This position requires the ability to communicate and respond to inquiries both in

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

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

Teamster Zoo

Feb 2019

Salary Scale: Zoo Curator/ Vet

INGHAM COUNTY JOB DESCRIPTION
~~CURATOR~~
**JOB DESCRIPTION BEING
ELIMINATED**

General Summary:

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

Essential Functions:

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

Other Functions:

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

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

Employment Qualifications:

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

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

Other Requirements:

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

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

Physical Requirements:

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

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

Working Conditions:

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

INGHAM COUNTY JOB DESCRIPTION

Zoo Keeper 400

General Summary:

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

Essential Functions:

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

welfare in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses, workshops and job shadows.

Other Functions:

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

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

Employment Qualifications:

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

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

AZA accredited facility experience preferred.

Other Requirements:

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

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles,

moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.


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

Physical Requirements:

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

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

UAW ZOO – 400

October 2014 
Feb 2019

INGHAM COUNTY JOB DESCRIPTION

Zoo Keeper 500

General Summary:

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

equipment. Must always strive to maintain

Essential Functions:

1. Plans, organizes, and assigns work to animal husbandry employees such as Zoo keeper 400's, seasonals, interns and teen keepers verbally and/or in writing.
2. Maintains a daily work schedule for the animal husbandry keepers in the same area. Inspects work of animal husbandry employees such as Zoo keepers 400's, seasonals, interns and teen keepers verbally and/or in writing. Frequently communicates inspection findings to the Animal Care Supervisor.
3. Performs a wide range of skilled work involving the care of animals at the zoo. This may include diet preparation, diet distribution, feeding, bathing, grooming, providing enrichment, operant conditioning, welfare assessments, exhibit inspections, transport, research, cleaning (raking, sweeping, hosing, scrubbing, etc.), and administering medicine.
4. Interacts positively with the public and co-workers including responding to animal inquiries verbally and in writing, leading educational talks and tours as scheduled by the ~~General Curator~~ Animal Care Supervisor.
5. Assists animal health staff and Animal Care Supervisor in the planning of births, care of new-born animals, animal holding, capture, ~~and~~ restraint, and transportation as necessary.
6. Leads area meetings for Zoo keeper 400's on a regular basis and communicates results of meetings to Animal Care Supervisor Zoo-keeper 600's and General Curator in writing.
7. Attends meeting with other Zoo keeper 500's, Animal Care Supervisor, and Animal Programs Manager 600 and General Curator as scheduled.
8. Serves on committees as assigned by the Animal Care Supervisor ~~General Curator~~.
9. Responds to emergency situations as necessary and keeps up to date on all facility protocols and procedures.
10. Stay current in knowledge of areas pertaining to animal husbandry in order to maintain best husbandry practices as required by AZA. This may be accomplished through text books, online, verbally with other institutions and/or by seeking out professional development courses,

workshops and job shadows.

Other Functions:

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

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

Employment Qualifications:

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

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

AZA accredited facility experience preferred.

Other Requirements:

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

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

2. This position operates non-powered hand tools such as utility knives, hammers, pliers, wrenches, screwdrivers, chisels, saws, etc.
3. This position operates power hand tools such as drills, sanders, grinders, staple guns, chainsaws, air compressors, mowers, etc.
4. This position is exposed to variety of hazards such as traffic, moving vehicles, moving mechanical parts, electrical current, slippery surfaces, chemicals, cleaning solutions, oils, hazardous materials, etc.
5. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
6. This position is exposed to noise levels which require shouting in order to be heard.
7. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
8. This position is exposed to bio hazards such as body fluids, blood borne pathogens, communicable diseases, etc.
9. This position works closely with domestic and wild animals with unpredictable temperaments.
10. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

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

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

UAW ZOO – 500

~~October 2011~~

Feb 2019

▲

INGHAM COUNTY JOB
DESCRIPTION

~~Zoo Keeper 600~~

JOB DESCRIPTION BEING ELIMATED

General Summary:

Under the supervision of the Zoo Director and General Curator provides work direction to zoo employees, animal husbandry seasonals, interns and teen keepers. Oversees the intern program each semester. Provides direction to visitors at the facility and educates the public at formal talks.

Regularly performs all of the duties of a Zoo Keeper 400 and 500, including performing a wide range of skilled work involving the care of animals at the Zoo. Must always strive to maintain best practices as established by AZA and exceed USDA guidelines.

Essential Functions:

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

11. Regularly performs all of the duties of a Zoo Keeper 400 and 500.

Other Functions:

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

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

Employment Qualifications:

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

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

Other Requirements:

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

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

Working Conditions:

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

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

Physical Requirements:

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

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

INGHAM COUNTY JOB DESCRIPTION

~~Zoo Registrar~~

JOB DESCRIPTION BEING ELIMANTED

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

Essential Functions:

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

Other Functions:

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

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

Employment Qualifications:

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

Experience: One to two years of accounting experience

Other Requirements:

■

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

Working Conditions:

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

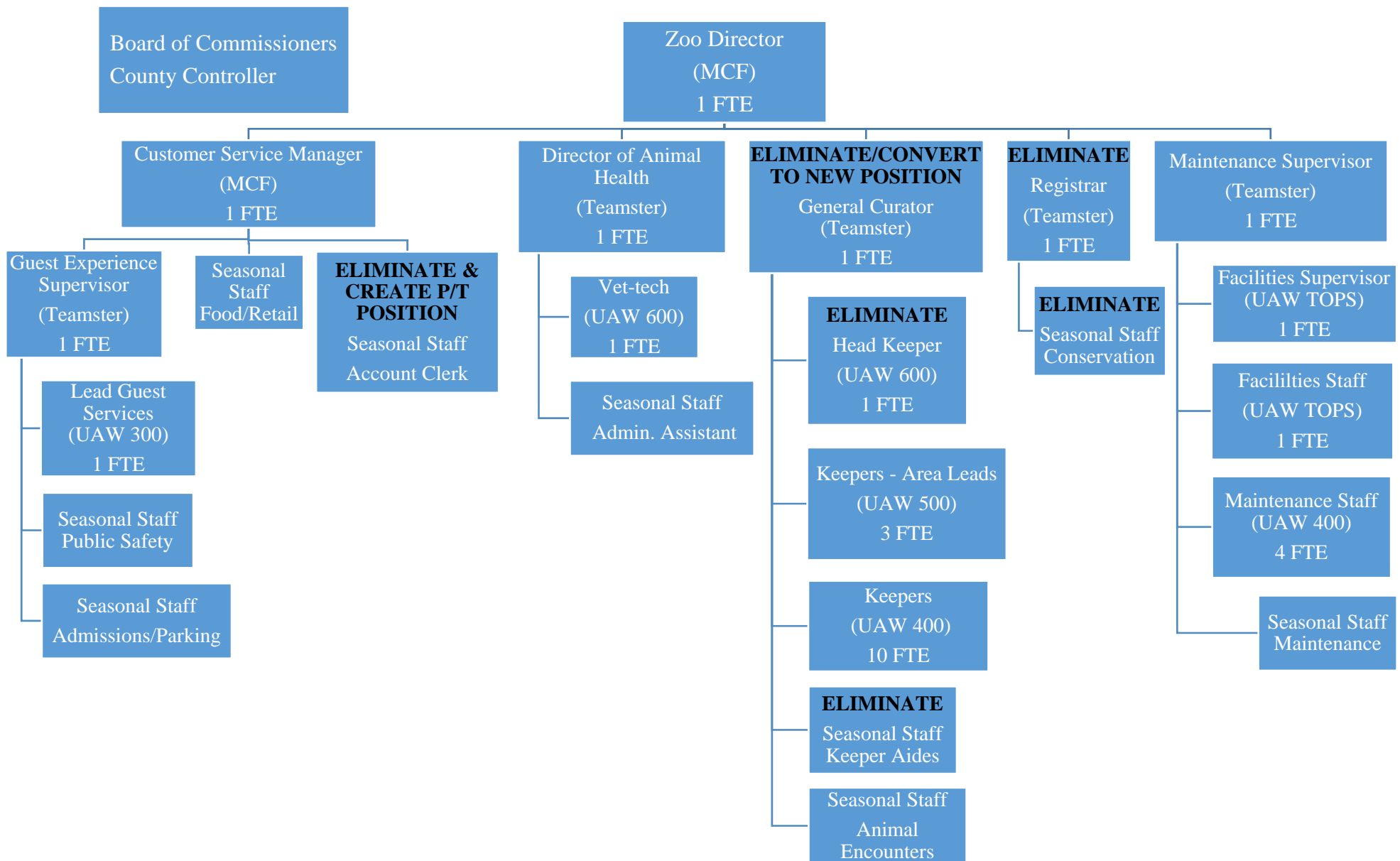
Physical Requirements:

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

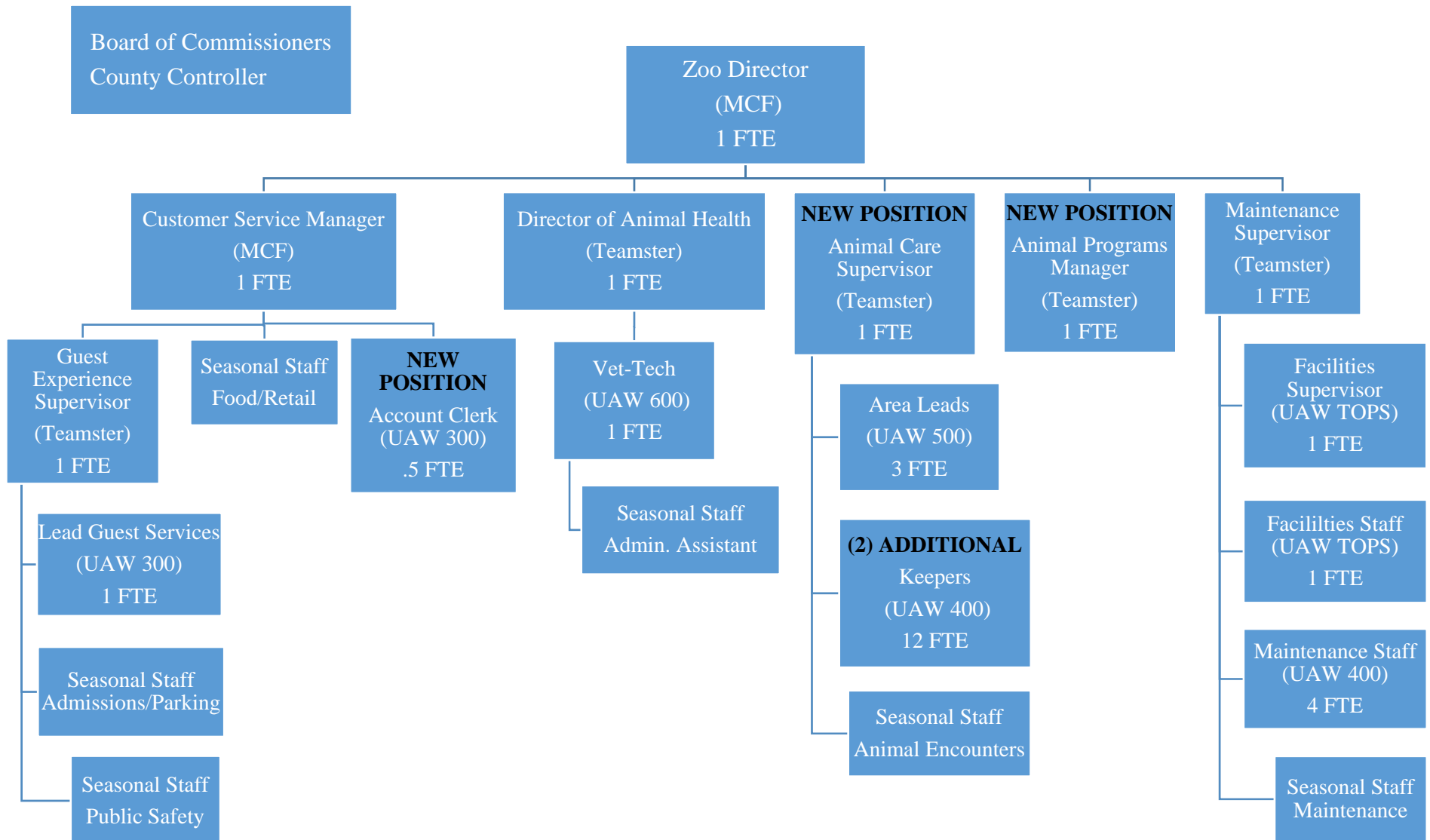
(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Zoo Teamster Registrar pay
scale

Job Description updated 2017



Potter Park Zoo
Current Organization - 2019



**Potter Park Zoo
Proposed Organization - 2019**

Agenda Item 6a

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2019

RE: Resolution Authorizing an Agreement with LJ Trumble Builders, LLC for Improvements to the four Horse Barns at the Fair Grounds

For the meeting agendas of: May 20 & 22

BACKGROUND

The Horse Barns at the Fair Grounds are in need of improvements. The scope of work for the four horse barns will include but not limited to interior plywood skirting, plumbing fixtures, earthwork and excavation, storm sewers, 4" and 8" concrete pavement, remove and replace asphalt pavement. LJ Trumble Builders, LLC submitted the lowest responsive and responsible proposal of \$219,800.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available through CIP line item # 561-76900-974000.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department and Fair respectfully recommends approval of the attached resolution to support an agreement with LJ Trumble Builders LLC to make improvements to the four horse barns at the Ingham County Fair Grounds.

Agenda Item 6a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2019

RE: Memorandum of Performance for RFP No. 59-19 Horse Barn Improvements at the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the purpose of making improvements to four horse barns at the Ingham County Fairgrounds.

The scope of work includes, but is not limited to, interior plywood skirting, and HVAC upgrade including ceiling fans, air intakes, and exhaust fans, electrical service upgrades to support the HVAC work, ice clips on the roof, industrial gutters and downspouts, and new hose bibs at each end of all four barns. Overall site improvements include ADA access to the west side of each barn via a 7' wide concrete sidewalk, a new gravel access drive, water service extensions, and an underground storm drain system to convey the roof runoff from each barn.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	43	13
Vendors attending pre-bid/proposal meeting	4	2
Vendors responding	2	2

A summary of the vendors' costs is located on the next page.

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Base Bid	Revised Bid HVAC & Electrical Removed
L.J. Trumble Builders LLC	Yes, Lansing	\$321,800.00	\$219,800.00
Moore Trosper Construction Co.	Yes, Holt	\$383,090.05	\$281,159.80

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LJ TRUMBLE BUILDERS, LLC. FOR IMPROVEMENTS TO THE FOUR HORSE BARNs AT THE FAIR GROUNDS

WHEREAS, the four horse barns at the Fair Grounds are in need of improvements; and

WHEREAS, it is the recommendation of both the Facilities Department and Fair to enter into an agreement with LJ Trumble Builders, LLC., a registered local vendor who submitted the lowest responsive and responsible bid of \$219,800.00, to make improvements to the four horse barns; and

WHEREAS, the Facilities Department would like to ask for a \$10,000.00 contingency for any unforeseen circumstances that may arise with this type of project as well as to be sure that we are up to code; and

WHEREAS, funds for this project are available within the approved CIP Line Item # 561-76900-974000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with LJ Trumble Builders, LLC., 6580 Aurelius Road, Lansing, Michigan, 48911, for the improvements to the four horse barns at the Fair Grounds for an amount not to exceed \$229,800.00 which includes a \$10,000.00 contingency.

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

Agenda Item 6b

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2019

RE: Resolution Authorizing a Contract Renewal with RNA Facilities Management for Janitorial Services at Several County Facilities

For the meeting agendas of: May 21 & 22

BACKGROUND

The contract with RNA Facilities Management expires on July 31, 2019. The Facilities Department would like to exercise a one year contract renewal. RNA Facilities Management has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 maintenance contractual line items.

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 contract renewal for one year with RNA Facilities Management for janitorial services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH RNA FACILITIES
MANAGEMENT FOR JANITORIAL SERVICES AT SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with RNA Facilities Management for janitorial services;
and

WHEREAS, the current contract will expire on July 31, 2019; and

WHEREAS, a two year renewal option was included in the contract and the Facilities Department would like to
exercise a one year renewal; and

WHEREAS, RNA facilities Management has agreed to hold their current hourly billing rate plus the living
wage increase as stipulated in the current agreement; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year
contract renewal with RNA Facilities Management, 717 West Ellsworth Road, Ann Arbor, Michigan, 48108,
for the janitorial services at several county facilities.

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

Agenda Item 6c

TO: Board of Commissioners, County Services & Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 7, 2019

RE: Resolution Authorizing a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

For the meeting agendas of: May 21 & 22

BACKGROUND

The contract with Teachout Security expires on July 31, 2019. The Facilities Department would like to exercise a one year contract renewal. Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current contract.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in the appropriate 931100 maintenance contractual line items.

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 contract renewal for one year with Teachout Security for uniformed unarmed security guard services at several county facilities.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT RENEWAL WITH TEACHOUT SECURITY
FOR UNIFORMED UNARMED SECURITY GUARD SERVICES AT
SEVERAL COUNTY FACILITIES**

WHEREAS, Ingham County currently has a contract with Teachout Security for uniformed unarmed guard services; and

WHEREAS, the current contract will expire on July 31, 2019; and

WHEREAS, a two year renewal option was included in the contract and the Facilities Department would like to exercise a one year renewal; and

WHEREAS, Teachout Security has agreed to hold their current hourly billing rate plus the living wage increase as stipulated in the current agreement; and

WHEREAS, funds are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a one year contract renewal with Teachout Security, regional office located at 6920 South Cedar Street Suite 11, Lansing, Michigan, 48911, and corporate offices at 2348 Stone Bridge Drive Flint, Michigan 48532 for the uniformed unarmed security guard services at several county facilities.

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

Agenda Item 7a

To: County Services and Finance Committees

From: Kelly R. Jones, County Highway Engineer & Director of Engineering
Road Department

Date: May 7, 2019

Re: Proposed Resolution to Approve a Contract with M&M Pavement Marking, Inc. for Bid Packet #81-19, 2019 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department's annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program and award a contract for the work.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received three bids for each of the pavement marking work items: Item No. 1 – Waterborne Pavement Markings and Item No. 2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

	<u>Total Bid</u>
M&M Pavement Marking, Inc.	\$416,267.00
JV Contracting, Inc.	\$450,671.25
P. K. Contracting, Inc.	\$454,400.00

This year's recommended contractor for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$416,267.00.

Approval of the attached resolution is recommended.

Agenda Item 7a

TO: Kelly Jones, County Highway Engineer & Director of Engineering
Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 30, 2019

RE: Memorandum of Performance for RFP No. 81-19; 2019 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Per your request, the Purchasing Department sought proposals from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2019 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department.

The scope of work includes, but is not limited to, placing waterborne longitudinal pavement marking and cold plastic common text & symbol pavement markings on public roads within the confines of Ingham County, Michigan; that includes, the cities of Leslie, Mason, Williamston and the village of Webberville. The pavement markings will be to the width, color, dimensions, type and locations as specified in the request for proposal, or as directed by the Engineer

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	10	2
Vendors responding	3	0

A summary of the vendors' costs is located on the next page.

You are now ready to complete the final steps in the process: 1) evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department's participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Item #1 - Total Bid Price Waterborne Pavement Marking – Longitudinal Lines	Item # 2 - Total Bid Price Cold Plastic Pavement Marking – Common Text & Symbols	Grant Total Bid Price Items #1 & #2
M & M Pavement Marking Inc.	No, Grand Blanc MI	\$385,400.00	\$30,867.00	\$416,267.00
JV Contracting Inc.	No, Goodrich MI	\$428,160.00	\$22,511.25	\$450,671.25
PK Contracting Inc.	No, Troy MI	\$423,760.00	\$30,640.00	\$454,400.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR
WATERBORNE PAVEMENT MARKINGS AND COLD PLASTIC COMMON TEXT & SYMBOLS
TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN FOR BID PACKET #81-19**

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, a request for proposals was issued and the following three responsive bids were received to provide the contractor applied pavement markings:

M&M Pavement Marking, Inc.	\$416,267.00
JV Contracting, Inc.	\$450,671.25
P. K. Contracting, Inc.	\$454,400.00

WHEREAS, the Road Department recommends that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorizes a contract with the most responsive low bidder, which is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$416,267.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Markings, Inc., Grand Blanc, Michigan, to provide Countywide Waterborne Pavement Markings and Cold Plastic Common Text & Symbols for a total estimated cost of \$416,267.00.

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 Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 7, 2019 as submitted

.

INGHAM COUNTY ROAD DEPARTMENT

DATE May 7, 2019

LIST OF CURRENT PERMITS ISSUED

ROW PERMIT#	APPLICANT/ CONTRACTOR	WORK	LOCATION	CITY/ TWP	SECTION
2019-167	ZAYO GROUP	MISCELLANEOUS	VARIOUS	STOCKBRIDGE	
2019-174	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	
2019-175	JERRY BLAMER	LAND DIVISION	STILLMAN RD & EVERY RD	ALAEIDON	3
2019-183	CONSUMERS ENERGY	GAS	SHERWOOD RD & RODEO TR	WILLIAMSTOWN	21
2019-184	CONSUMERS ENERGY	GAS	HILLCREST AVE & KENMORE DR	MERIDIAN	21
2019-185	CONSUMERS ENERGY	ELECTRIC / UG	HULL RD & KIPP RD	VEVAY	16
2019-186	CONSUMERS ENERGY	GAS	LIVEOAK TR & WILLIAMSTON RD	WILLIAMSTOWN	26
2019-187	CONSUMERS ENERGY	GAS	HATHAWAY ST & WASHTENAW ST	LANSING	18
2019-189	CONSUMERS ENERGY	GAS	MITCHEL AVE & WAVERLY RD	LANSING	7
2019-190	CONSUMERS ENERGY	GAS	VAN ATTA RD & PIPER RD	MERIDIAN	13
2019-191	RICHARD & MARY BISSELL	LAND DIVISION	POTTER RD & DEXTER TR	INGAHM	32
2019-192	SPOONER FAMILY TRUST	LAND DIVISION	MERIDIAN RD & HOLT RD	WHEATFIELD	18
2019-194	SCARLETT EXCAVATING	SANITARY	NEWTON RD & SAGINAW ST	MERIDIAN	4
2019-195	DAN THOMAS LAWN SPRINKLER CO	MISCELLANEOUS	VARIOUS	VARIOUS	
2019-119	CONSUMERS ENERGY	ELECTRIC/UG	MONROE ST	DELHI	15
2019-213	CONSUMERS ENERGY	GAS/BORE	SHERWOOD RD	WILLIAMSTOWN	21

MANAGING DIRECTOR:

To: County Services Committee

From: William Conklin, Managing Director
Road Department

Date: May 7, 2019

RE: Proposed Road Department Engineering Staff Re-organization (Discussion item)

BACKGROUND

With the 2015 state legislation to increase road funding in steps starting in 2017, and with further potential road funding increases being proposed at the state level, there has been a very large related increase in engineering activities by Road Department Engineering staff to design, deliver and oversee larger road improvement projects performed by contractors. In addition, there has been an increasing volume of regulatory requirements including significantly increased environmental clearance requirements for larger road and bridge projects impacting adjacent environmental and/or historic features, which has resulted in further large increase in engineering staff work-load.

CURRENT ISSUE

The Road Department requests consideration of the attached engineering unit staff reorganization plan to increase engineering staff capacity. This would include two new engineering positions, several reclassifications including the proposed introduction of multiple grades for various positions as indicated on the attached organization chart and summary spread-sheet. The new multi-grade positions will be similar to comparable jobs at MDOT and other state departments. The intent is to have greater flexibility in recruiting, hiring, and promotion of engineering and technical staff as they professionally develop, given an increasing competitive talent market in which to recruit, hire and retain qualified technical and engineering staff.

As indicated on the attached organization chart, several of the reclassifications involve incumbent occupied positions in the Office Professional Employees International Union (OPEIU) Local 512 Technical-Clerical Bargaining Unit. In general, these reclassifications would be accomplished per the OPEIU collective bargaining agreement (CBA). The current Permit Agent position to be reclassified is occupied by an incumbent who has submitted written notice to retire July 2019. The resulting vacancy would be posted within the bargaining unit and the most qualified OPEIU applicant would be hired / promoted per the CBA. One of the five current Engineering Technician 5 positions is proposed to become an additional Engineering Technician 6. The new Eng. Tech. 6 position would be posted internally per the OPEIU CBA, the most qualified applicant of the five current Engineering Technician 5's who may apply would be hired / promoted, and then the resulting vacated Eng. Tech. 5 position would be eliminated. The current Eng. Tech. 3 would be converted to the new multi-grade Eng. Tech. 3/4/5 with current incumbent (currently at the lowest grade—3) in place. The other current Eng. Tech. 5 positions would be converted to the new multi-grade 3/4/5 when vacated and a new employee is hired in the future. Positions not filled by qualified OPEIU staff are then posted externally. No current incumbents are displaced from employment by the proposed plan.

FINANCIAL IMPACT

The involved labor units include OPEIU as mentioned above, which includes the Engineering Technicians and proposed Staff Engineer position, and the Managerial-Confidential (MC) unit, which includes the Project Engineer and Assistant Engineering Director positions. The numbers following the acronyms below and on the attached organization chart and plan summary refer to the grades within the respective labor units.

The attached Personnel Cost Projection prepared by the County Budget Office shows the current total cost of the lowest and highest step of all grades involved in the proposed re-organization.

Ideally, the proposed staffing plan would include five OPEIU-5's, three OPEIU-6's, one OPEIU-7, two MC Road-7's, and one MC Road-8, with all involved positions assumed at highest possible grade and step as shown in the attached organization chart and the first table on the attached plan summary.

However, as the note on the bottom of the first table on attached plan summary indicates, up to 3 of the 8 OPEIU-5's or 6's may need to be Staff Engineers, up to OPEIU-7, as there is currently a market shortage of qualified technicians. So the highest possible cost exposure would be as shown in the second table on the attached plan summary, with all positions assumed at highest possible grade and step, and using the corresponding costs per attached Personnel Cost Projection prepared by the County Budget Office.

As indicated by the totals of the existing and proposed position cost columns assuming highest possible grade and step in all positions, the increase in salary/benefits costs using 2019 units provided by the Budget Office is \$366,086 per year. Again this includes assuming 3 of the technical positions would be staffed by Staff Engineers up to OPEIU grade 7. If the preferred plan is achieved, the increase in salary/benefits costs would be \$316,574 per year. The increase will be funded from the increasing state road funding mentioned discussed above in Background.

RECOMMENDATION

Upon the County Services Committee's direction, a recommendation and related resolution can be prepared for a future meeting cycle to have the Board of Commissioners review and approve the attached re-organization plan.

ATTACHMENTS

Current Road Department Organization Chart showing Proposed Changes.

Proposed Re-Organization Plan Summary and Personnel Cost Projection Change (one page).

Budget Office 2019 Personnel Cost Projection at entry and top step of each involve position.

Human Resources Memo of Analysis.

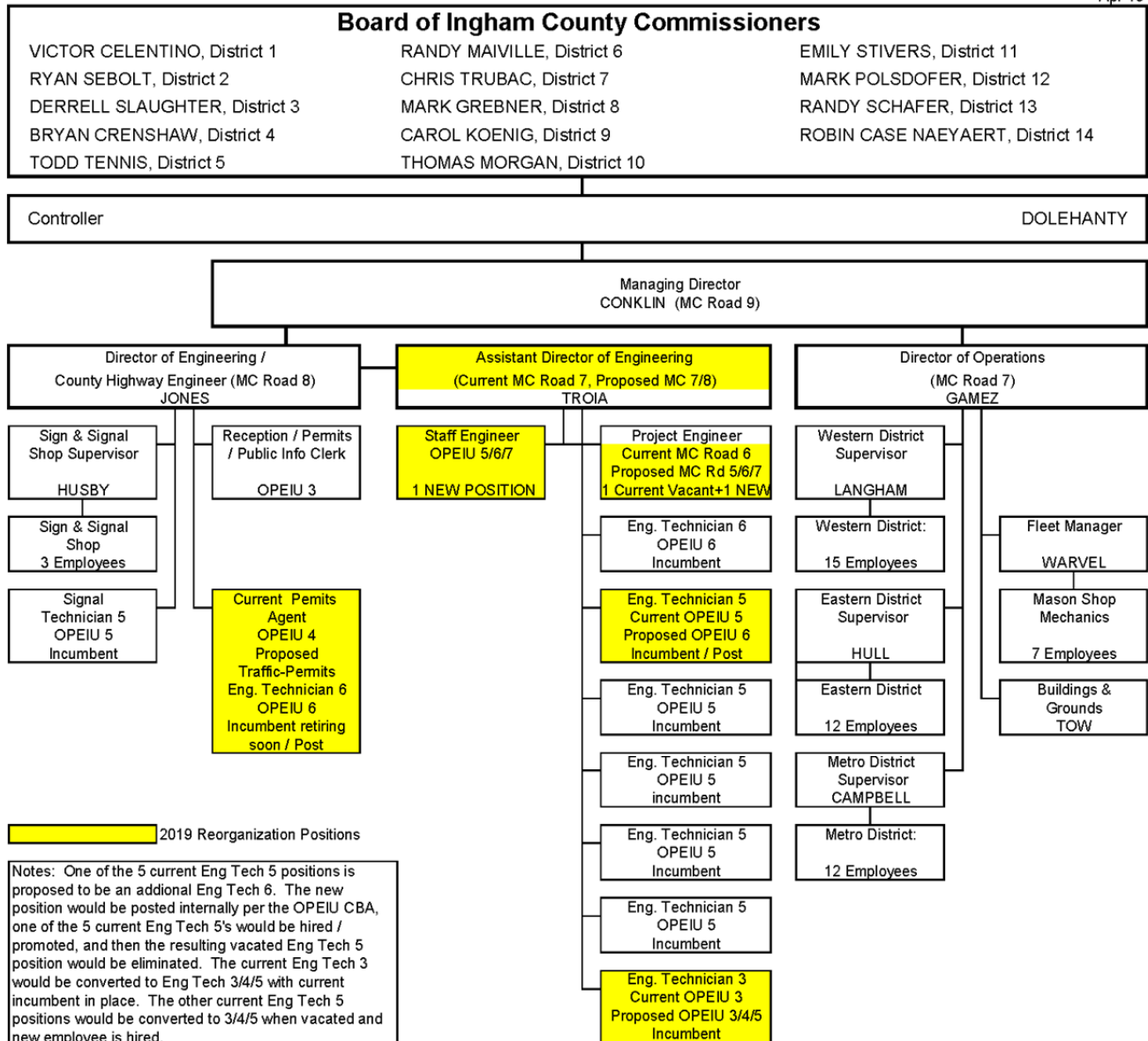
Mark-up Copy of Updated Job Descriptions to be reclassified.

Clean Copy of New Job Description—Staff Engineer, OPEIU 5/6/7.

Email from OPEIU indicating no objection to proposed re-org plan.

CURRENTLY PROPOSED ORGANIZATION CHART--April 2019 INGHAM COUNTY ROAD DEPARTMENT

Apr-19



2019 Road Department Proposed Engineering Re-organization Plan Summary

Existing Position	Existing Labor Unit/Grade	Existing Number of positions	Proposed Position	Proposed Grades	Proposed Number of Positions
Eng Tech I	OPEIU Gr 3	1	Eng Tech 3/4/5	OPEIU Gr 3/4/5	8 Tech positions will be five Gr 3/4/5's and three Gr 6's. If necessary, up to three of eight tech positions could be Staff Engrs OPEIU 5/6/7—see * Note.
Eng Tech II	OPEIU Gr 5	5	4 Eng Tech 3/4/5 + 1 Eng tech 6	Four OPEIU Gr 3/4/5 + One OPEIU Gr 6	
Permits Agent	OPEIU Gr 4	1	Eng Tech 6	OPEIU Gr 6	
Eng Tech III	OPEIU Gr 6	1	Eng Tech 6	OPEIU Gr 6	
new	none existing	0	Staff Engineer	OPEIU Gr 5/6/7	1
Project Engineer	MC Road Gr 6	1	Same	MC Road Gr 5/6/7	2 (add one)
Assistant Engrg Dir	MC Road Gr 7	1	Same	MC Road Gr 7/8	1

* NOTE: As we currently anticipate retirements in at least two technical positions and much greater availability of engineering graduates than technicians, we also seek authorization for up to 3 of the listed 8 technical positions to be staffed by Staff Engineers, OPEIU Gr 5/6/7, if technicians of the otherwise desired grade cannot be found after one month of position vacancy posting.

Proposed Personnel Cost Projection Change

Existing Number of Positions & Labor Unit/Grade	Existing Unit Position Cost from attached Personnel Cost Projection	Total Existing Position Cost	Highest Possible Proposed Number of Positions & Labor Unit/Grade	Highest Possible Proposed Unit Position Cost from attached Personnel Cost Projection	Highest Possible Proposed Total Position Cost
1 OPEIU Gr 3	\$84,677.00	\$84,677.00			
1 OPEIU Gr 4	\$89,543.00	\$89,543.00	2 OPEIU Gr 5	\$98,285.00	\$196,570.00
5 OPEIU Gr 5	\$98,285.00	\$491,425.00	3 OPEIU Gr 6	\$108,099.00	\$324,297.00
1 OPEIU Gr 6	\$108,099.00	\$108,099.00	3 OPEIU Gr 7	\$114,729.00	\$344,187.00
none existing			1 OPEIU Gr 7	\$114,729.00	\$114,729.00
1 MC Road Gr 6	\$135,224.00	\$135,224.00	2 MC Road Gr 7	\$143,310.00	\$286,620.00
1 MC Road Gr 7	\$143,310.00	\$143,310.00	1 MC Road Gr 8	\$151,961.00	\$151,961.00
Totals:		\$1,052,278.00			\$1,418,364.00

Top step of each grade assumed above.

2019 PERSONNEL COST PROJECTION
Ingham County Road Department

	OFCIU Technical-Clerical Grade 3 Year One	OPEIU Technical-Clerical Grade 3 Year Five	OPEIU Technical-Clerical Grade 4 Year One	OFCIU Technical-Clerical Grade 4 Year Five	OFCIU Technical-Clerical Grade 5 Year One	OFCIU Technical-Clerical Grade 5 Year Five
WAGES	\$30,194	\$52,632	\$42,132	\$56,456	\$47,532	\$63,533
UNEMPLOYMENT	796	263	217	232	237	313
FICA	2,866	3,018	3,223	4,375	3,026	4,373
HEALTH	17,367	15,067	15,067	15,067	15,067	17,367
DELTAY	304	306	305	306	306	305
VISION	124	122	132	132	132	122
LIFE	86	86	86	86	86	86
RETIREMENT	3,756	4,233	3,399	4,596	3,020	5,120
CURRENT RETIREE HLTH	3,447	3,447	3,447	3,447	3,447	3,447
FUTURE RETIREE HLTH	1,764	2,314	1,898	2,561	2,133	2,863
WORKERS COMP	1,716	1,576	1,264	1,634	1,422	1,365
CARDS	32	33	33	32	33	33
TOTAL	\$36,745	\$81,677	\$71,829	\$89,542	\$78,530	\$98,255

	OFCIU Technical-Clerical Grade 6 Year One	OPEIU Technical-Clerical Grade 6 Year Five	OPEIU Technical-Clerical Grade 7 Year One	OFCIU Technical-Clerical Grade 7 Year Five
WAGES	\$52,334	\$71,455	\$66,312	\$76,876
UNEMPLOYMENT	367	357	202	304
FICA	4,375	5,460	4,308	5,876
HEALTH	17,367	15,067	15,067	15,067
DELTAY	304	306	305	306
VISION	122	122	132	132
LIFE	86	86	86	86
RETIREMENT	4,236	5,759	4,539	6,191
CURRENT RETIREE HLTH	3,447	3,447	3,447	3,447
FUTURE RETIREE HLTH	2,400	3,215	2,536	3,457
WORKERS COMP	1,900	2,144	1,669	2,334
CARDS	32	33	33	32
TOTAL	\$81,365	\$108,069	\$89,305	\$114,726

	MC Road Grade 8 Year One	MC Road Grade 8 Year Five	MC Road Grade 9 Year One	MC Road Grade 9 Year Five	MC Road Grade 9 Year One	MC Road Grade 9 Year Five
WAGES	\$77,763	\$55,382	\$77,512	\$99,078	\$53,735	\$106,317
UNEMPLOYMENT	361	467	387	500	414	535
FICA	5,025	7,144	5,815	7,951	6,329	8,773
HEALTH	17,367	15,067	15,067	15,067	15,067	17,367
DENTAL	306	306	305	306	306	305
VISION	122	122	132	132	132	122
LIFE	86	86	86	86	86	86
RETIREMENT	5,324	7,027	6,257	8,068	6,038	8,317
CURRENT RETIREE HLTH	3,447	3,447	3,447	3,447	3,447	3,447
FUTURE RETIREE HLTH	2,252	4,302	3,479	5,723	4,311	8,317
WORKERS COMP	2,795	2,661	2,219	2,936	2,452	2,367
CARDS	32	33	33	32	33	33
TOTAL	\$106,090	\$125,524	\$115,544	\$143,870	\$123,053	\$151,367

TO: Bill Conklin, Managing Director – Road Department

FROM: Beth Bliesener, Human Resources Specialist

DATE: 4-22-18

RE: Memo of Analysis for Re-Organization

HR can confirm the following regarding the re-organization:

The Assistant Director of Engineering job description has been updated to reflect the duties that the position requires and has been performing. After analysis the job will be compensated at a MC Road 8.

The Project Engineer Design and Construction job descriptions are currently a MC Road 6. The Road Department and Human Resources updated the job description to reflect the work that will be done and to include a multi-grade tier to be able to hire the most qualified candidates. This will help develop the employee skill set to give an individual an opportunity to grow with-in the Road Department. After analysis, the jobs will be compensated at MC Roads 5, 6, and 7 respectively.

The Road Department has created a new position entitled Staff Engineer. The Road Department and Human Resources created a job description to reflect the work that will be done and to include a multi-grade tier system to be able to hire the most qualified candidates. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, pay grades 5, 6, and 7 respectively.

The Road Department has updated the Engineering Technician II job description to reflect the work that will be done and to include a multi-grade tier system to be able to hire the most qualified candidates. This will help develop the employee skill set to give an individual an opportunity to grow with-in the Road Department. The position will be re-titled as Engineering Technician 3, 4, 5 – Road Department. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, pay grades 3, 4 and 5 respectively.

The Road Department has updated the job description Engineering Technician III to reflect the work that will be done and has re-titled the position as Engineering Technician 6. After analysis, the job description will remain an OPEIU Technical/Clerical pay grade 6.

The OPEIU Technical/Clerical Unit – Road Department has been notified and supports the new and updated job descriptions and the re-organization.

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

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

INGHAM COUNTY ROAD COMMISSION JOB DESCRIPTION

ASSISTANT DIRECTOR OF ENGINEERING

General Summary:

~~Under the supervision of~~ With general oversight from the Director of Engineering performs a variety of tasks related to the development and management of ~~construction~~, road and bridge improvement projects and traffic engineering. ~~May involve~~ involving all phases of the engineering function from project inception to final close-out. ~~Oversees~~ Manages and coordinates the activities of subordinate personnel. Works with parties affected by construction projects. Attends public hearings and various meetings. Researches and prepares Requests for Proposal for contractual work. Plans and monitors projects, monitors expenditures and maintains project budgets.

Essential functions:

1. Manages and coordinates the activities of subordinate personnel in surveying and collecting other necessary design input data, drawing plans, writing specifications and the acquisition of rights of way for projects. ~~Takes the lead role in~~ Responsible for developing design plans within budget and time constraints.
2. Analyzes data and uses engineering design principles and guidelines to develop road and bridge improvement projects.
3. ~~Works with~~ Manages consultants ~~to project design projects~~ including preparing and issuing RFP's, evaluating consultant proposals, and managing the financial as well as engineering aspects of consultant services. Reviews and approves construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Manages project files, ensuring they are updated as work progresses and prepares pay estimates. ~~May examine~~ Manages construction projects in progress ~~and upon to~~ completion. Establishes and maintains appropriate evaluation systems for operational management of road design for in-house personnel and contractors.
4. Works with various state and federal agencies to comply with reporting requirements and obtain funds on projects that are partially or totally funded by those agencies. Manages and monitors project and personnel budgets by funding source. Reports ~~Prepares submissions to regulatory agencies~~ include ~~including~~ preliminary design, grade inspection, right of way certification, final design, drawing and bid document submission and letting ~~the projects~~ for bid.
5. Acquires rights of way needed for the completion of Road ~~Commission~~ Department projects per applicable law including meeting and negotiating with property owners. Works with ~~Commission counsel~~ County Attorney on legal matters pertaining to right of way issues.
6. Manages field reviews to determine actual field conditions and adjusts project design or construction to fit those conditions. Meets and negotiates with parties affected by road and bridge projects, ~~and when possible~~ alters design or construction to address the concerns of

adjacent property owners, drain commission, utility companies and other impacted organizations as appropriate.

7. Responsible for completion of all construction projects within fiscal and time constraints and in accordance with all applicable regulatory requirements.

~~7.8.~~ Reports to the Board of County ~~Road~~ Commissioners on the status of design and construction projects as requested.

~~8.9.~~ ~~Takes a leadership role in~~ Manages the planning process for road improvement projects by collaborating with other professional staff to evaluate the need for road project improvements. May attend and represent the Road ~~Commission~~ Department at Tri-County Regional ~~P~~lanning Commission and other regional and state agency meetings.

10. Provides information to the public and ~~attends~~ leads public hearings representing the Road Department concerning road and bridge improvement projects.

~~9.11.~~ Responsible for the development of, the standards for design and adoption of roads into the County system and other Road ~~Commission~~ Department engineering activities.

~~10.12.~~ Manages computer aided design (CAD) software licensing, staff training and provides technology assistance in incorporating CAD software capabilities into the design process to maximize staff efficiency.

~~11.13.~~ Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates staff in changes in engineering standards.

~~12.14.~~ Executes the responsibilities of the Engineering Director when absent according to lawful and ethical standards.

Other Functions:

Performs other duties as assigned.

(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Civil Engineering.

Experience: ~~Six~~ Six ~~Eight~~ years of progressively more responsible civil engineering experience in road and bridge design and construction.

Other Requirements: Registration as a Professional Engineer in Michigan. Possession of a valid Michigan driver's license.

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

Physical Requirements:

- Ability to travel throughout the county to various locations to inspect projects and attend meetings.
- Prolonged sitting at a computer to enter and access information.
- Ability to access office files.

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

Working Conditions:

- Works in office conditions
- Travels throughout the county to various locations.

| *Assistant Director of Engineering – March ~~2012~~2019 Non-Barg. 78*

INGHAM COUNTY JOB DESCRIPTION

Engineering Technician ~~III~~ 6, Road Department

General Summary: Under the supervision of a ~~the Design Project~~ Engineer, or ~~their~~ designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. Serves as a lead for lower classified Engineering Technicians and seasonal employees, coordinating and directing design and construction inspection work assignments and checking their work for conformance to standards, specifications and guidelines. Also performs a number of non-supervisory duties related to road and bridge design, construction and development projects including drafting plans and specifications for construction projects and construction project oversight. Performs oversight of construction program; reviews construction project documentation for quality assurance, Monitors project specific contractor activities to assure conformance to standards, plans, and specifications, directs and performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Takes complaint and inquiry calls from the public and performs other technical and administrative tasks associated with Department operations.

Essential Functions:

1. Coordinates the activities of Engineering Technicians to prepare complete construction contract plans, specifications and estimates. Drafts plans and assists engineers in developing project specific specifications. Leads department technicians in preparing drawings and specifications from which various Road Department projects can be constructed. Computes existing and proposed grades and calculates quantities for cost analyses.
2. Coordinates the activities of Engineering Technicians to oversee and insure appropriate project inspection staffing and checks field staff work for conformance to federal, state and county standards, plans, specifications, and documentation requirements. Performs quality assurance reviews of files and documentation for all construction projects.
3. Leads inspection activities of Engineering Technicians for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control. Formulates field design revisions and corrective action to assist engineers with field related decisions. Helps specify and negotiate contract modifications. Coordinates inspection functions with contractors' operations. Advises contractors concerning the suitability of material and methods used.
4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates and recommends final payment for road, bridge, and Road Department system improvement programs. Advises contractors on material acceptance requirements and ensures compilation of proper project documentation.
5. Works with a survey crew in planning, and designing field modifications and laying out projects. Uses conventional and electronic survey equipment and software as required to accomplish layout, staking, and grading direction for contractors and Road Department crews.

6. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and **manages** computer databases and information systems. Answers inquiries and complaints from the public and confers with utilities regarding construction, construction traffic control, and access problems.
7. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings.
8. Represents the Road Commission at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
9. Maintains construction contract project documentation management system and project construction files. Ensures compliance with state and federal project document requirements. Prepares construction contract files for interim and final audits and responds to remedy audit deficiencies. Prepares construction contract final documents.
10. Coordinates, maintains and updates road certificates, maps, road inventories, etc.
11. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.
12. **Maintains equipment including nuclear testing equipment and related federal licensing requirements, personnel training, certifications and other related records.**

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 5 years of experience in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields, **including at least one year as an Engineering Technician Grade 5 or equivalent experience.**

Other Requirements: Must possess a valid Michigan Motor Vehicle Operator's License.

One year after date of hire, employees must obtain MDOT or other recognized Certification in at least six of the following areas:

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.

- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

~~The position requires the proficient use of word processing and spreadsheet software and advanced knowledge and experience of software programs such as Bentley MicroStation, GEOPAK, FieldBook, FieldManager, TransPort, and MERL.~~

This position requires complete proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

1. Microsoft Office Programs [e.g. Word, Excel, Access]
2. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
3. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
4. Project estimating [e.g. MERL]
5. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
6. Project management software [e.g. ProjectWise]
7. Asset management database software [e.g. RoadSoft]
8. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

Must demonstrate complete competency and have verifiable experience in the each of the current versions of the following MDOT documents:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

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

Physical Requirements:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.

- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

OPEIU(Road Dept)

May 20, 2013

Pay grade 6

INGHAM COUNTY JOB DESCRIPTION

Engineering Technician ~~H~~ 3/4/5, Road Department

General Summary: Under the supervision of ~~a the-Design Project~~ Engineer, or ~~their~~ designee, performs a variety of duties related to road and bridge design and construction, development evaluation and construction, permitting and traffic engineering. ~~Grade 3 and 4 Engineering Technicians serve in entry level and intermediate assisting roles respectively while professionally developing. Grade 5 Engineering Technicians serve as a lead for lower grade Engineering Technicians~~ ~~I~~ and seasonal employees, coordinating and directing construction inspection work assignments and checking their work for conformance to standards, specifications, and guidelines. Collects survey information, drafts plan sheets, and assists engineers in preparing specifications for construction projects. Performs primary construction project oversight; monitors ongoing project activities to assure conformance to standards, plans, and specifications, directs and/or performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates. Operates land survey and traffic data collection equipment. Responds to the public, maintains records, and performs other technical and administrative tasks associated with Department operations.

Essential Functions

1. Using field notes, topographic survey data, and standard specifications, draws proposed plans for contracted road or bridge improvements as directed. Computes existing and proposed grades and calculates quantities for cost analyses. Surveys, plans, prepares drawings and specifications from which various Road Department projects can be constructed.
2. ~~Conducts/leads~~ a variety of engineering field studies pertaining to PASER ratings, pavement thickness, soils investigation, traffic volume, pavement markings, vehicle turning movements, culvert and storm sewer inventories, etc. Maintains RoadSoft inventory databases for asset management analyses.
3. ~~Conducts/leads~~ inspection activities for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control devices. Coordinates inspection functions with the contractor's operations. Advises the contractor concerning the suitability of materials and methods used.
4. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates for road, bridge, and Road Department system improvement programs. Advises the contractor on material acceptance requirements and ensures compilation of proper project documentation.
5. ~~Works within/leads~~ a survey crew in gathering topographic information, planning and designing field modifications, and laying out projects. Uses conventional and electronic survey equipment and software as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.
6. Performs minor repairs on Road Department equipment and maintains equipment inventory.

7. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and enters data into computer database. Answers inquiries and complaints from the public and mitigates complaints regarding construction, construction traffic control, and access problems.
8. Performs office work such as filling out forms, keeping records, filing documents and reproducing documents or drawings. Tabulates measurements and field data, maintains related records, prepares support materials diagrams and prepares various written reports.
9. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
10. Initiates and assists with claims against parties responsible for damaging Road Department property and may appear in Small Claims Court when necessary to enforce payment.
11. Maintains and updates road certificates, maps, road inventories, etc.
12. Attends a variety of workshops and seminars and reads periodicals and other related materials to stay current on new developments, techniques and methods.

Other Functions:

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

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

Employment Qualifications:

Education: ~~A minimum of an Associate's Degree in Civil Engineering preferred, Construction Technology or a related field plus a minimum of 3 years of experience in construction inspection/methods, computer-aided drafting (CAD), land surveying methods, traffic engineering or related fields.~~

OR

~~A minimum of a high school diploma plus a minimum of 7 years of experience in construction inspection/methods, computer-aided drafting (CAD), land surveying methods, traffic engineering or related fields.~~

Grade 3: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 6 months of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields; OR High school diploma or equivalent plus minimum 4 years of experience as provided above.

Grade 4: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 2 years of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields; OR High school diploma or equivalent plus minimum 5 years of experience as provided above.

Grade 5: A minimum of an Associate's Degree in Civil Engineering, Construction Technology or a related field **plus** a minimum of 3 years of experience (applicable co-op and/or summer internship allowed) in construction inspection/methods, computer-aided drafting (CAD), land-surveying methods, traffic engineering or related fields.

Other Requirements: Must possess a valid Michigan Motor Vehicle Operator's License.

One year after date of hire, employees must obtain MDOT or other recognized Certification in **at least the following number or more per given grade** of the following **listed** areas:

Grade 3—minimum 3 certifications;

Grade 4— minimum 4 certifications;

Grade 5— minimum 5 certifications;

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)
- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

Must demonstrate increasing competency and have verifiable experience in the each of the current versions of the following MDOT documents within the above required experience levels for the given grade:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

~~The position requires the proficient use of word processing and spreadsheet software and intermediate knowledge and experience of software programs such as Bentley MicroStation, GEOPAK, FieldBook, FieldManager, TransPort, and MERL.~~

This position requires progressive proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

9. Microsoft Office Programs [e.g. Word, Excel, Access]
10. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
11. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
12. Project estimating [e.g. MERL]
13. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
14. Project management software [e.g. ProjectWise]
15. Asset management database software [e.g. RoadSoft]
16. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

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

Physical Requirements:

- Sitting, walking, standing, bending and lifting/holding/carrying objects found in an office environment.
- Walking, bending and twisting on pavement, dirt and other outdoor surfaces in various weather conditions.
- Occasional lifting of items up to 50 pounds.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

Working Conditions:

- The typical work environment occurs in an office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Frequently, the work environment occurs outside where exposure to temperature, weather conditions, allergens and loud noises are increased.

OPEIU(Road Dept)

~~Nov. 2017 Feb 2019~~

April 2019

Pay grades 3/4/5

PROJECT ENGINEER - CONSTRUCTION

ROAD DEPARTMENT

General Summary:

Under the supervision of the Director of Engineering or designee performs a variety of tasks related to the construction of road and bridge projects, project design and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Oversees and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Works with parties, affected by construction projects or maintenance projects to adjust project construction to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on a project basis. Monitors project expenditures and maintains project budgets.

Essential functions:

1. Oversees and coordinates the activities of assigned technical personnel in construction layout, project inspection, material testing, populating construction files, project reporting, and closeout. Develops and evaluates construction methods and schedules in accordance with project budget and time constraints. Inspects construction projects in progress and upon completion.
2. Reviews construction plans and specifications for construction projects. Maintains project files, updating them as work progresses and prepares pay estimates. Oversees and coordinates department construction projects to ensure an operational and durable end product. Prepares pay estimates and monitors costs to ensure budget constraint.
3. Works with consultants, when appropriate, to oversee consultant designed construction projects. Evaluates consultant generated plans and specifications to ensure the buildable aspect of projects.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Responds to questions from contractors, developers, engineers, road department staff and the general public regarding road department construction and specifications. Ensures quality of workmanship and materials, resolves conflicts and responds to citizen concerns.
- ~~13.~~ 15. Uses professional engineering principles, training, and experience to evaluate problems at construction or maintenance sites, including but not limited to, issues such as soil erosion and sedimentation, drainage, and catch basin locations. Determines appropriate courses of action to resolve problems. Meets and negotiates with parties affected by road projects and, when possible, proposes remedies for stakeholder concerns.
- ~~14.~~ 16. Works to determine actual field conditions and helps adjust project design to fit those conditions. Performs design engineering as assigned, including assisting technical personnel in drawing plans, writing specifications and the acquisition of rights of way.
- ~~15.~~ 17. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
- ~~16.~~ 18. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.

17.19. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.

18.20. Executes the responsibilities of the Director of Engineering when absent, according to lawful and ethical standards.

Other Functions:

Performs other duties as assigned.

(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Civil Engineering.

Experience: Registration as a Professional Engineer in Michigan required. A minimum ~~of 6 years~~ of progressively more responsible civil engineering experience in road design and construction **per the following:**

MCF Road Grade 5: A minimum of (2) two years' experience.

MCF Road Grade 6: Minimum (5) five years' experience, including minimum one year in prior grade 5 or equivalent experience.

MCF Road Grade 7: A minimum of (7) seven years' experience, including minimum one year in prior grade 6 or equivalent experience.

Other Requirements:

Possession of a valid Michigan driver's license.

This position requires complete proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

17. Microsoft Office Programs [e.g. Word, Excel, Access]

18. Computer-aided drafting (CAD), [e.g. Bentley Microstation]

19. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]

20. Project estimating [e.g. MERL]

21. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]

22. Project management software [e.g. ProjectWise]

23. Asset management database software [e.g. RoadSoft]

24. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

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

Physical Requirements:

- Ability to lift up to 50 pounds on occasion.
- Ability to travel throughout the county to various locations to inspect projects and attend meetings.
- Prolonged sitting or standing at a computer to enter and access information.
- Ability to access office files.

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

Working Conditions:

- Works in office conditions
- Travels throughout the county to various locations.

***Project Engineer– Construction - ~~April 2017–Non-Barg.~~ 6
April 2019; MCF Road Grade 5/6/7***

PROJECT ENGINEER - DESIGN

ROAD DEPARTMENT

General Summary:

Under the supervision of the Director of Engineering or designee performs a variety of tasks related to the design of road and bridge improvements, construction projects and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation and construction. Oversees and coordinates the activities of assigned technical personnel in drawing plans, writing specifications and with the acquisition of rights of way. Works with parties, affected by construction projects or maintenance projects to adjust project design to conform to field conditions and meet needs and concerns. Attends project public hearings and engages the public regarding proposed construction projects. Assist with planning and organizing work of Engineering Technicians on a project basis. Monitors project expenditures and maintains project budgets.

Essential functions:

1. Oversees and coordinates project level activities of technical personnel in drawing plans, writing specifications and the acquisition of rights of way. Develops design plans within budget and time constraints.
2. Analyzes field data collected at project sites and uses engineering design guidelines to design, draw plans and develop specifications for road and bridge improvement projects.
4. Works with consultants, when appropriate, to design projects. Reviews construction plans and specifications for construction projects. Prepares bid documents and specifications for contracted work. Maintains project files, updating them as work progresses and prepares pay estimates. May inspect construction projects in progress and upon completion.
5. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Reports include preliminary design, grade inspection, final design, drawing and bid document submission and letting the project for bid. Monitors and reports project budgets by funding source.
- 19.21. Oversees and coordinates acquisition of rights of way needed for the completion of Road Department projects including meeting and negotiating with property owners. Works with department counsel and senior staff on legal matter pertaining to right of way issues .
- 20.22. Works to determine actual field conditions and helps adjust project design or construction to fit those conditions. Performs construction engineering as assigned, including inspection duties. Assists senior staff with parties affected by road projects, when applicable, alters design to address the concerns of adjacent property owners, drain commission, utility companies and other impacted organizations.
- 21.23. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
- 22.24. Provides information to the public and attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.
- 23.25. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.

24.26. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, construction and management. Updates technical staff of changes in engineering standards.

25.27. Executes the responsibilities of the Director of Engineering when absent, according to lawful and ethical standards.

Other Functions:

Performs other duties as assigned.

(This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Civil Engineering.

Experience: Registration as a Professional Engineer in Michigan required. A minimum ~~of 6 years~~ of progressively more responsible civil engineering experience in road design and construction ~~per the following~~:

MCF Road Grade 5: A minimum of (2) two years' experience. 4 years experience, including minimum one year as an Assistant Engineer, OPEIU grade 7, or equivalent experience.

MCF Road Grade 6: Minimum 5 years experience, including minimum one year in prior grade 5 or equivalent experience.

MCF Road Grade 7: A minimum of (7) seven-6 years experience, including minimum one year in prior in grade 6 or equivalent experience.

Other Requirements:

Possession of a valid Michigan driver's license.

This position requires complete proficiency in the use of computers and wi-fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

25. Microsoft Office Programs [e.g. Word, Excel, Access]
26. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
27. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
28. Project estimating [e.g. MERL]
29. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
30. Project management software [e.g. ProjectWise]
31. Asset management database software [e.g. RoadSoft]
32. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc [e.g. Hec-Ras, HY8]

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not

be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

Physical Requirements:

- Ability to lift up to 50 pounds on occasion.
- Ability to travel throughout the county to various locations to inspect projects and attend meetings.
- Prolonged sitting or standing at a computer to enter and access information.
- Ability to access office files.

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

Working Conditions:

- Works in office conditions
- Travels throughout the county to various locations.

*Project Engineer– Design - ~~May 2018–Non-Barg. 6~~
Feb. 2019; MCF Road Grade 5/6/7
April 2019*

INGHAM COUNTY JOB DESCRIPTION

STAFF ENGINEER – DEPARTMENT OF TRANSPORTATION AND ROADS

General Summary:

Under the supervision of a Project Engineer, performs a variety of tasks related to the design of road and bridge improvements, construction projects and traffic engineering. Work assignments may involve all phases of the engineering function from the initial feasibility study through final implementation. Grade 5 and 6 Staff Engineers serve in entry level and intermediate assisting roles respectively while professionally developing. Grade 7 Staff Engineers serve as the senior staff engineer and are expected to perform more complex engineering functions with some, but progressively less, direct supervision and to perform more routine tasks and decision-making independently. As Staff Engineers gain experience and independent capabilities, they may coordinate the activities of technical personnel in preparing plans and specifications, environmental clearances, and the acquisition of rights of way. Staff Engineers also: monitor project specific contractor activities to assure conformance to standards, plans and specifications, directs and performs appropriate testing, gathers proper contract documentation, and prepares contractor pay estimates; Assists with planning and organizing work of Engineering Technicians on a project basis; Work with senior staff and parties affected by construction projects to make field adjustments and design revisions to conform to field conditions, resolve conflicts, mitigate project impacts, and address concerns of the public; Assist senior staff during public hearings on proposed construction projects; Respond to complaint and inquiries from the public and perform other technical and administrative tasks associated with Road Department operations.

Essential Functions:

1. Coordinates project level activities of technical personnel in drawing plans, writing specifications, obtaining environmental clearances, and the acquisition of rights of way. Assists in the development of design plans and bid contract documents.
2. Analyzes field data collected at project sites and uses engineering design guidelines to design, draw plans and develop specifications for road and bridge improvement projects.
3. Works with consultants, as applicable, to coordinate design projects. Assists in the preparation of bid documents and specifications for contracted work. Manages project files, updating them as work progresses.
4. Works with various state and federal agencies to comply with reporting requirements on projects that are partially or totally funded by those agencies. Reports include preliminary design, grade inspection, final design, drawing and bid document submission and letting the project for bid. Monitors and reports project budgets by funding source.
5. Assists with acquiring environmental clearances and rights of way needed for the completion of Road Department projects including meeting with property owners. Reports right of way problems to senior staff.
6. Works with senior staff to determine actual field conditions and helps adjust project design or construction to fit those conditions. Performs construction engineering as assigned, including inspection duties. Assists senior staff with parties affected by road projects, when applicable, modifies project design to address the concerns or adjacent property owners, Drain Commissioner, utility companies and other impacted organizations.

7. Performs and/or leads inspection activities for construction contract work and annual Road Department system improvement programs to ensure that work meets standard specification, plan and proposal requirements. Coordinates and monitors inspection activities of staff and consultant inspectors and surveyors. Plans, directs, and performs field sampling and testing of materials. Performs and verifies construction project staking and ensures proper placement of work zone signing and traffic control devices. Coordinates inspection functions with the contractor's operations. Advises the contractor concerning the suitability of materials and methods used.
8. Measures, computes and keeps records of materials used and work performed in the field. Computes and compiles final quantities of construction work performed by contractors, and prepares various reports. Calculates pay estimates for road, bridge, and Road Department system improvement programs. Advises the contractor on material acceptance requirements and ensures compilation of proper project documentation.
9. Works within a survey crew in gathering topographic information, planning and designing field modifications, and laying out projects. Uses level, transit, total station, rod chain and other instruments, as required, to accomplish layout, staking, and grading direction for contractors and Road Department crews.
10. Represents the Road Department at pre-construction meetings and other project related and Committee meetings. Provides information related to particular projects and performs various administrative tasks.
11. Responds to information requests and complaint calls from the general public. Coordinates follow-up with appropriate personnel and documents communications. Confers with utilities and public agencies regarding construction, construction traffic control, and access problems. Attends public hearings and stakeholders meetings concerning road and bridge improvement projects and other Road Department activities.
12. Participates in the planning process by collaborating with other professional staff to evaluate the need for road project improvements.
13. Provides technology assistance in modifying computer-aided design and drafting (CADD) software to maximize staff efficiency.
14. Attends professional engineering events and seminars and reads literature in the field to keep current with techniques in design, constructions and management. Updates technical staff of changes in engineering standards.

Other Functions:

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Civil Engineering.

Experience: Progressively more responsible civil engineering experience in road design and construction, per the following:

OPEIU Grade 5: No experience necessary.

OPEIU Grade 6: A minimum of (1) one year experience required in which related co-op and summer internship experience may be considered, including a minimum of (1) one year in grade 5 or equivalent experience.

OPEIU Grade 7: A minimum of (3) three years' experience required in which related co-op and summer internship experience may be considered, including a minimum of (1) one year in grade 6 or equivalent experience, plus passage of FE/EIT examination required.

Other Requirements:

- Possession of a valid Michigan driver's license.
- This position requires progressive proficiency in the use of computers and Wi-Fi enabled mobile devices, as well as word processing, spreadsheet, database, and various engineering software including but not limited to the following:

33. Microsoft Office Programs [e.g. Word, Excel, Access]
34. Computer-aided drafting (CAD), [e.g. Bentley Microstation]
35. Road design platform(s) and electronic survey and GPS data collection and processing, [e.g. OpenRoads, RoadEng]
36. Project estimating [e.g. MERL]
37. Construction project data collection and administration software, [e.g. Mobile Inspector, FieldBook, FieldManager, AASHTOWare]
38. Project management software [e.g. ProjectWise]
39. Asset management database software [e.g. RoadSoft]
40. Specialty and proprietary Engineering Software for pavements, walls, hydraulics, etc. [e.g. Hec-Ras, HY8]

Two years after date of hire, employees must obtain State Certification in at least the following number or more per given grade of the following listed areas:

Grade 5—minimum 5 certifications;

Grade 6— minimum 6 certifications;

Grade 7— minimum 7 certifications;

- Bituminous Testing
- Bituminous Paving
- Aggregate Testing
- Density Control, including certification in an approved Nuclear Safety Program.
- Concrete Testing
- Work Zone Safety
- SESC (Soil Erosion and Sedimentation Control) or Storm Water Operator
- Excavating Safety: Competent Person Training
- Concrete Construction Inspector (ACI)
- Concrete Paving and Structures (MDOT Inspection School)

- Bridge Painting/Cleaning and Coating Structural Steel (MDOT)
- Pavement, Signs and Markings (Levels I and II)
- Construction of ADA Compliant Facilities

Must demonstrate increasing competency and have verifiable experience in the each of the current versions of the following MDOT documents within the above required experience levels for the given grade:

- MDOT Standard Specifications for Construction
- MDOT Construction Manual
- MDOT HMA Production Manual
- Commonly used Michigan Test Methods
- MDOT Road and Bridge Standard Plans
- Density Control handbook
- Procedures for Aggregate Inspection
- MDOT Materials Quality Assurance Procedures Manual
- MDOT Hot Mix Asphalt QC/QA Procedures Manual

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

Working Conditions:

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

9. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
10. This position is required to travel for meetings and appointments.
11. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in walking, traverse, climbing, twisting, bending, keeling, carrying, pushing, pulling and reaching.
- This position's physical requirements require regular stamina in sitting, standing, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position 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.)

April 22, 2019
OPEIU Clerical/Technical Unit 5/6/7
Road Department

From: [Swanson, Mark](#)
To: [Conklin, William](#)
Cc: [Troia, Dan](#); [Jones, Kelly](#); [Peterson, Robert](#)
Subject: RE: Proposed Engineering Re-org Plan & related Job Descriptions
Date: Wednesday, March 13, 2019 5:13:38 PM

Bill,

Having reviewed the attached Job descriptions, The OPEIU 512 Technical and Clerical Bargaining Group accepts the changes and updated Job descriptions and recognizes the Staff Engineering position as presented.

*Mark Swanson
OPEIU Local 512 – Steward
Ingham County Road Department
P.O. Box 38
Mason, MI 48854
(517) 676-9722 ext. 314*

From: Conklin, William <WConklin@ingham.org>
Sent: Friday, March 01, 2019 1:37 PM
To: Swanson, Mark <MSwanson@ingham.org>
Cc: Troia, Dan <DTroia@ingham.org>; Jones, Kelly <KJones2@ingham.org>; Peterson, Robert <rpeterson@ingham.org>
Subject: Proposed Engineering Re-org Plan & related Job Descriptions

Mark,

Attached for your and OPEIU review are the proposed Engineering Re-org Plan & related Job Descriptions for the positions in OPEIU.

As previously discussed, the proposed changes to OPEIU positions are hilited in yellow on the attached, proposed org chart.

The proposed multiple grades shown by a position again imply that we prefer the position filled at the highest grade shown but will have authorization without need for further re—org approval to hire at any of the grades shown per available applicant pool, and then promote to the next grade as the incumbent professionally develops.

Again in brief, the proposed OPEIU position changes are as follows:

When Brenda retires, change Permit Agent Grade 4 to Eng Tech Grade 5/6. (post per CBA starting internally.)

Convert a current Eng Tech Grade 5 to Eng Tech Grade 5/6. (Internally post only per the contract and promote from current Tech 5 pool, then drop resulting vacated Tech 5 position.)

Create one new OPEIU Staff Engineer position, Grades 5-7.

The current Tech 3 will be converted to Tech 3/4/5 so that incumbent may progress up-grade as he professionally develops.

All current Tech 5 positions if/when vacated in the future would also then become Tech 3/4/5, again with aim to hire Tech 5's, or if necessary, at grades 3 or 4 per available applicant pool, and then enable incumbents to upgrade per professional development per the job description.

The current Tech 6 would also become Tech 5/6 if/when vacated in the future.

As work-load may increase with additional road funding in the future, further positions may be added, but the attached is what I believe to be reasonable and affordable head-count at the present time for the current re-org.

Please review and let us know any comments or let us know if you would like to meet again to review.

We then need to get this to HR for their final approval, then to BOC.

As we need to implement this and get positions filled asap, please return OPEIU's approval or any input at your soonest opportunity.

Thank-you,
Bill Conklin

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: May 7, 2019
SUBJECT: Resolution Approving Amendments to the 2019 Managerial and Confidential Employee Personnel Manual

BACKGROUND

On May 3, 2019, the Steering Committee for the Managerial and Confidential Employee Personnel Manual met and discussed the following proposed amendments to the manual:

- 1) The creation of a Public Defenders Office by Ingham County included creation and hire of Assistant Public Defenders into the Managerial and Confidential Employee Personnel Group. One of the functions required of Assistant Public Defenders is staffing the First Appearance of Counsel program which operates year-round on a 24/7 basis. This will require Assistant Public Defenders to be on-call and performing work every weekend day and holiday. It is proposed that Assistant Public Defenders be compensated for this service at the rate of \$214 per day assigned on-call to the First Appearance of Counsel program on weekends and holidays.
- 2) A number of Managerial and Confidential Employee Personnel Group employees have reached the maximum accrual cap for vacation leave accrual and have expressed difficulty in utilizing vacation leave already accrued, resulting in their inability to accrue additional vacation leave. To address this, it is proposed that the maximum accrual cap be increased from three hundred eighty (380) hours to four hundred and fifty (450) hours for use by and employee, while retaining the maximum accrual cap of three hundred eighty (380) hours for payout calculation at termination of service.

The proposed changes are reflected in the document attached to the Resolution

ALTERNATIVES

The Board of Commissioners may approve or reject the proposed changes in whole or in part.

FINANCIAL IMPACT

- 1) The financial impact will at a minimum be \$214 per weekend day and holiday for the services of one (1) Assistant Public Defender. If additional Assistant Public Defenders are required due to the volume of service required, additional costs will be incurred.
- 2) No direct financial impact.

OTHER CONSIDERATIONS

- 1) Assistant Prosecuting Attorneys are compensated for on-call service at the same rate of \$214 per day.
- 2) The vacation accrual cap was recently increased for a bargaining unit whose members had reached the maximum cap and expressed difficulty in utilizing vacation leave already accrued.

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2019 Managerial and Confidential Employee Personnel Manual.

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

**RESOLUTION TO APPROVE AMENDMENTS TO THE
2019 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2019 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes to the current 2019 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommended amendments, as proposed by the Managerial and Confidential Employee Steering Committee, to the current 2019 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section M. Vacations: increase maximum vacation accrual cap to four hundred fifty (450) hours from three hundred eighty (380) hours for employee use and retain the maximum vacation accrual cap of three hundred eighty (380) hours for payout at termination of service.
2. (NEW) Appendix A. Other Specific Managerial Benefits. 5. Assistant Public Defenders. Provide for on-call pay of \$214 per day for the First Appearance of Counsel program retroactive to the first day of the program in April 2019.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual as amended will be effective January 1, 2019 and shall expire on December 31, 2019.

M. VACATIONS

1. Employees who have completed at least six (6) months of continuous service are eligible for compensated annual leave. Following six (6) months of employment, an employee may apply to use any credited vacation hours, but vacation hours may not be used prior to the payroll period in which they are earned according to the vacation schedule below. An employee's vacation credit accumulation rate shall be based upon the length of continuous service, and the amount of vacation leave earned each payroll period by each full time employee shall be according to the following schedule. This schedule shall apply to full-time employees in the confidential classification of Court Officer/Research Clerks, hired prior to January 1, 2015 (date of integration into MC group):

<u>Years of Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>	
1	3.384	(88)
2	3.693	(96)
3	4.000	(104)
4 thru 8	4.923	(128)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

The amount of vacation leave earned each payroll period by each full time employee hired on or after January 1, 2013 shall be according to the following schedule:

<u>Years of Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>	
1	3.076	(80)
2	3.384	(88)
3	3.693	(96)
4 thru 8	4.615	(120)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

2. Part-time employees who work less than full-time but at least half-time (twenty (20) hours per week) shall accrue vacation leave at one-half ($\frac{1}{2}$) the rate of full-time employees and three quarter time employees who work thirty (30) to thirty-nine (39) hours per week shall accrue vacation leave at 75% of the rate of full-time employees.

3. Proration.

(a) Effective the first full pay period of April, 2010, the accrual rates in Subsection (1) of this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals provided in Subsection 2, above, for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period. Accruals provided in Subsection 2, above, for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll. Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).

(b) Unpaid time taken off pursuant Ingham County Board of Commissioners' Resolution #09-081, or any resolution continuing such unpaid time off policy, and any unpaid furlough days that may hereinafter be approved by the Ingham County Board of Commissioner, will not affect accrual of any vacation or sick leave, and, rather, such leave will accrued as though the unpaid time off or furlough days had been worked.

4. Vacation leaves shall be scheduled by the department head in accordance with operating requirement, and, where possible, with the written request of the employee. The amount of vacation leave charged to an employee during an annual leave will be equal to the number of regularly scheduled hours that would otherwise have been worked during the period of absence on

such leave. A maximum of ~~three hundred eighty (380)~~ four hundred fifty (450) hours vacation leave may be accumulated for use by an employee. Payout to an employee at termination of service is limited to a maximum of three hundred eighty (380) hours.

5. Absence due to an employee's medically verified illness or disability in excess of previously accumulated sick leave hours may be charged against vacation credits at the employee's request.

6. An employee whose service is terminated voluntarily or involuntarily is entitled to receive a vacation payout for all accrued vacation hours, subject to the allowable maximum.

7. Each department head shall keep a record of vacation credit; employees shall have access to records of their vacation eligibility and vacation days used.

8. Positions reporting directly to the Board of Commissioners will notify the Board Office of his/her scheduled vacation leaves.

APPENDIX A

OTHER SPECIFIC MANAGERIAL BENEFITS

5. **Assistant Public Defenders.** An attorney from the Office of the Public Defender is required to be present for the First Appearance of Counsel program 365 days per year. While not considered overtime, the attorney assigned to be on-call to attend the First Appearance program shall receive additional compensation as follows:

<u>Saturday/Sunday/Holiday</u>	<u>\$214.00/day</u>
--------------------------------	---------------------

This on-call pay shall be retroactive to the beginning of the First Appearance of Counsel program in April 2019. On-call pay shall be paid in the next regular pay period after the service is performed.

Agenda Item 8b

TO: Board of Commissioners County Services and Finance Committees

FROM: Sue Graham, Human Resources Director

DATE: May 6, 2019

SUBJECT: Resolution to Adopt a Letter of Understanding (LOU) between Ingham County, 30th Circuit Court & OPEIU Family Court Union Local 459 for On-Call Clinical Mental Health Services For the meeting agendas of May 21 and May 22, 2019

BACKGROUND

Currently, when the Chief Staff Psychologist is unavailable to provide services (including after-hours crisis services) to the residents of the Ingham County Youth Center, these services have been provided by the Sparrow Hospital Emergency Department or the Director of the Youth Center. To provide licensed care to the residents of the Ingham County Youth Center, a Letter of Understanding (LOU) between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 is proposed and has been agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459.

ALTERNATIVES

The Board of Commissioners may approve the LOU in its entirety, in part or not at all.

FINANCIAL IMPACT

It is proposed that the Clinical Mental Health Professional (OPEIU/06) and Clinical Social Worker (OPEIU/06) will be paid a stipend of \$20.00/ weekday; \$25.00/weekend day and holidays, when they are placed in an “on-call” status. Actual costs will depend on the frequency of the need to provide on-call duties.

OTHER CONSIDERATIONS

Entering into this LOU will permit continuation of licensed services to individuals, including after-hours crisis services during periods of unavailability of the Chief Staff Psychologist.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to adopt a LOU between Ingham County, 30th Circuit Court and OPEIU Family Union Local 459.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT A LETTER OF UNDERSTANDING BETWEEN INGHAM COUNTY,
30TH CIRCUIT COURT AND OPEIU FAMILY COURT UNION LOCAL 459 FOR ON-CALL
CLINICAL MENTAL HEALTH SERVICES**

WHEREAS, when the Chief Staff Psychologist is unavailable to provide services including after-hours crisis services to the residents of the Ingham County Youth Center, these services have been provided by Sparrow Emergency Department or the Director of the Youth Center; and

WHEREAS, to provide licensed care to the residents of the Ingham County Youth Center a Letter of Understanding between Ingham County, 30th Circuit Court and OPEIU Family Court Union Local 459 is proposed and has been agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459; and

WHEREAS, the proposed Letter of Understanding provides that the Clinical Mental Health Professional (OPEIU/06) and Clinical Social Worker (OPEIU/06) shall be placed in an “on-call” status when the Chief Staff Psychologist is unavailable and will be paid a daily stipend of \$20.00/ weekday; \$25.00/weekend day and holidays; and

WHEREAS, upon adoption of the proposed Letter of Understanding, services including after-hours crisis services will continue for the residents of the Ingham County Youth Center; and

WHEREAS, the proposed Letter of Understanding has been agreed to by the 30th Circuit Court and OPEIU Family Court Union Local 459; and

WHEREAS, the Human Resources Director recommends that the Ingham County Board of Commissioners adopt the proposed Letter of Understanding.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes adoption of the attached Letter of Understanding.

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

**LETTER OF UNDERSTANDING
BETWEEN
Ingham County
30th JUDICIAL CIRCUIT COURT /
FAMILY DIVISION**

and

**OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION, LOCAL 459, AFL-CIO**

for the

**CIRCUIT COURT / FAMILY DIVISION
PROFESSIONAL EMPLOYEES**

WHEREAS, the Ingham County 30th JUDICIAL CIRCUIT COURT / FAMILY DIVISION COUNTY (the "Employer") and the OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION (the "Union") have agreed to a collective bargaining agreement for the Circuit Court / Family Division Professional Employees unit from January 1, 2018, through December 31, 2020 (the "Collective Bargaining Agreement") and;

WHEREAS, the Parties wish to amend the Collective Bargaining Agreement regarding on-call time for certain Mental Health Professional and Clinical Social Worker employees;

NOW THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The impacted positions of Clinical Mental Health Professional (OPEIU/ 06) and Clinical Social Worker (OPEIU/06) will be placed on an on-call list in seniority order, with the employee with the most seniority placed first on the list and shall rotate on a bi-weekly basis.
2. Employees in the impacted positions will be notified 48 hours prior to being placed on-call, their on-call will be governed by this Letter of Understanding. Article X., Section 5 Call Back and Section 7 On Call of the Collective Bargaining Agreement will not apply to these Employees.
3. The Clinical Mental Health Professional (OPEIU/ 06) and Clinical Social Worker (OPEIU/06) who are on-call shall be paid an "on-call" bonus as follows:

Daily Stipends Per Pay Period - \$20.00/weekday; \$25.00/weekend day and holidays.

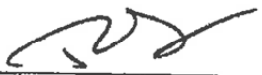
Weekends are defined as beginning at 5:00 p.m. on Friday and running through 7:59 a.m. on Monday. The waiting time spent during on-call will not be included in calculating overtime or constitute hours worked for the calculation of wages under this Agreement.

Time spent working during on-call (e.g. responding to work related telephone calls, following up with email and text messages etc.) will constitute hours worked and will be tracked and paid, in addition to the Daily Stipend, consistent with this Agreement and Employer policy.

4. All the other terms and conditions specified in the parties' Collective Bargaining Agreement will remain in full force and effect, except as stated above.

IT IS FURTHER AGREED THAT this Letter of Understanding will be unique to this case and neither the Employer nor the Union waive any rights as to other future cases. It is expressly understood this agreement will be without precedent or prejudice for any future circumstance.

EMPLOYER



Honorable Richard J. Garcia
Chief Circuit & Probate Judge

**OFFICE AND PROFESSIONAL
EMPLOYEES INTERNATIONAL UNION,
LOCAL 459, AFL-CIO**



Naudia Fisher
Service Representative

Approved:

Bryan Crenshaw, Chairperson
Ingham County
Board of Commissioners

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



Mattis D. Nordfjord

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING ZOE MCCLINTIC
AS THE THIRD PLACE WINNER OF THE 2019 INGHAM COUNTY WOMEN’S COMMISSION
DORIS CARLICE ESSAY CONTEST**

WHEREAS, the Ingham County Women’s Commission created the 2019 Doris Carlice Essay Contest open to students in 9th-12th grade; and

WHEREAS, the official topic for the contest read, “Today, students do not always feel safe. What does ‘safe’ mean? How can our community and schools make you feel safe? How can you make others feel safe?”; and

WHEREAS, it is important for young people in Ingham County to identify issues that are important to them and to empower themselves and others to raise awareness, participate, and make changes within their communities; and

WHEREAS, Zoe McClintic explained in her essay the realities of safety in our schools today and what students, fellow peers, and others can do to make their community and surroundings safer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Zoe McClintic for her 3rd place essay.

BE IT FURTHER RESOLVED, that the Board of Commissioners wish Zoe McClintic success in all of her future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING OLIVIA KINNEY
AS THE SECOND PLACE WINNER OF THE 2019 INGHAM COUNTY WOMEN’S COMMISSION
DORIS CARLICE ESSAY CONTEST**

WHEREAS, the Ingham County Women’s Commission created the 2019 Doris Carlice Essay Contest open to students in 9th-12th grade; and

WHEREAS, the official topic for the contest read, “Today, students do not always feel safe. What does “safe” mean? How can our community and schools make you feel safe? How can you make others feel safe?”; and

WHEREAS, it is important for young people in Ingham County to identify issues that are important to them and to empower themselves and others to raise awareness, participate, and make changes within their communities; and

WHEREAS, Olivia Kinney has explained in her essay the realities of safety in our schools today and what students, fellow peers, and others can do to make their community and surroundings safer; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Olivia Kinney for her 2nd place essay.

BE IT FURTHER RESOLVED, that the Board of Commissioners wish Olivia Kinney success in all of her future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING CAMILLE SHUSTER
AS THE FIRST PLACE WINNER OF THE 2019 INGHAM COUNTY WOMEN’S COMMISSION
DORIS CARLICE ESSAY CONTEST**

WHEREAS, the Ingham County Women’s Commission created the 2019 Doris Carlice Essay Contest open to students in 9th-12th grades; and

WHEREAS, the official topic for the contest read, “Today, students do not always feel safe. What does ‘safe’ mean? How can our community and schools make you feel safe? How can you make others feel safe?”; and

WHEREAS, it is important for young people in Ingham County to identify issues that are important to them and to empower themselves and others to raise awareness, participate, and make changes within their communities; and

WHEREAS, Camille Shuster has explained in her essay the realities of safety today in our schools and what students, their peers, and others can do to make their community and surroundings safer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Camille Shuster for her 1st place essay.

BE IT FURTHER RESOLVED, that the Board of Commissioners wish Camille Shuster success in all of her future endeavors.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RECOGNIZE MAY 30 - JUNE 5, 2019 AS “OUR HOMES, OUR VOICES”
NATIONAL HOUSING WEEK OF ACTION IN INGHAM COUNTY**

WHEREAS, affordable housing is defined as spending no more than 30% of one’s income on rent/mortgage and utilities combined; and

WHEREAS, nationally, the United States is facing an affordable housing crisis; and

WHEREAS, in Michigan, 70% of low-income renters sacrifice other basic needs such as food and medication to pay rent; and

WHEREAS, only 37 affordable units are available for every 100 low-income renters in Michigan; and

WHEREAS, in Ingham County, the average renter’s wage of \$13.02 an hour does not provide enough income to afford the fair market value of a two-bedroom apartment, which is listed at \$876 a month; and

WHEREAS, in Ingham County, 5,783 people experienced homelessness in 2017; and

WHEREAS, over 1,100 of those experiencing homelessness in 2017 were children; and

WHEREAS, women headed 70% of single-parent households experiencing homelessness in 2017; and

WHEREAS, the Michigan Coalition Against Homelessness is dedicated to providing support to those experiencing homelessness and to educate the population about the issues surrounding homelessness in Michigan; and

WHEREAS, the “Our Homes, Our Voices” campaign is an effort to address the need for affordable housing on a national level and the need for additional funding for affordable housing programs; and

WHEREAS, the Michigan Coalition Against Homelessness is participating in the “Our Homes, Our Voices” campaign in order to raise awareness in our state.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners and the Ingham County Women’s Commission join the Michigan Coalition Against Homelessness in recognizing the need for affordable housing in Ingham County and participate in the “Our Homes, Our Voices” national week of action.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in recognizing May 30 - June 5, 2019, as “Our Homes, Our Voices” National Housing Week of Action in Ingham County.