

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, NOVEMBER 5, 2019  
AT 6:00 P.M., IN CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S.  
CEDAR, LANSING.

Agenda

Call to Order  
Approval of the [October 15, 2019](#) Minutes  
Additions to the Agenda  
Limited Public Comment

1. Treasurer's Office – Resolution to Provide Funding for [Low Income Tax Preparation](#)
2. Register of Deeds Office – Resolution to Authorize an Extension of an Agreement with [Fidlar Technologies](#) for the Records Management Software System Currently Used in the Register of Deeds Office
3. Facilities Department
  - a. Resolution to Authorize an Agreement with [Myers Plumbing](#) for the Replacement of the Humidification System at the Grady Porter Building and Veterans Memorial Courthouse
  - b. Resolution to Authorize an Agreement with [Laux Construction LLC](#) for the Renovations at New Hope Community Center and the Health Department's Administration
4. Innovation and Technology Department
  - a. Resolution to Approve Renewal of Support from [Core Technology](#)
  - b. Resolution to Approve Renewal of Training from [ITProTV](#)
  - c. Resolution to Approve the Renewal of the [VmWare Support](#) Agreement from CDWG
5. Parks Department – Resolution to Authorize a New [Park Ranger](#) Position
6. Health Department – Resolution to Convert [Medical Assistant](#) Position
7. Road Department
  - a. Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow [Blades](#) and Wing Plow Shoes
  - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department

8. Controller's Office
  - a. Notice of Emergency Purchase Order for [Accounting and Consulting Services](#)
  - b. Resolution to Authorize [Accounting and Consulting Services](#) Agreement
  - c. Authorization to Start a Managerial Employee above [Step 2](#)
9. Human Resources Department
  - a. Resolution to Authorize Purchase of [Neogov HRIS Software](#) Products and Related Services
  - b. Greivance Hearing (*Closed Session*)

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

## COUNTY SERVICES COMMITTEE

October 15, 2019

### Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:18 p.m.), Maiville, Naeyaert, Sebolt, and Stivers.

Members Absent: None.

Others Present: Rich Estill, Tim Dolehanty, Sue Graham, Becky Bennett, Liz Noel, and others.

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

#### Approval of the October 1, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO APPROVE THE MINUTES OF THE OCTOBER 1, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

#### Additions to the Agenda

9. Drain Commission – Resolution Honoring Faith Barton

Removed

3. Road Department

- a. Resolution to Approve Stop Sign Traffic Control Order for Olmsted Court at Belvedere Avenue in Central Park Estates Subdivision Section 22, Meridian Township

Additional Information –

5. Human Resources Department

- a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units

#### Limited Public Comment

None.

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

1. Innovation & Technology Department
  - a. Resolution to Approve the Renewal of Box File Sharing Subscription from CDW-G
  - b. Resolution to Approve the Renewal of Remote Access Software from CDW-G
  - c. Resolution to Approve the Invoice for Renewing Courtview Support Services
  - d. Resolution Honoring the Ingham County Innovation and Technology Department as Recipient of the Michigan Government Management Information Sciences IT Security Project of the Year Award
  - e. Resolution Honoring the Ingham County Innovation and Technology Department as Recipient of the Michigan Government Management Information Sciences IT Project of the Year Award
2. Facilities Department – Resolution to Authorize an Agreement with Safety Systems Inc. for the Installation and Monitoring of the Intrusion System at the 911 Center’s Radio Project Warehouse
3. Road Department
  - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
4. Health Department – Resolution to Convert Charge Nurse Position
5. Human Resources Department
  - b. Resolution to Waive the Public Act 152 Health Care Requirements for 2020
  - c. Resolution to Authorize Renewal of a Contract for Job Recruitment Services
6. Controller’s Office
  - a. Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage
  - b. Quarterly Settlement of Claims Report
7. Board of Commissioners Office – Resolution Amending Resolution #15-221 to Modify Ingham County’s Freedom of Information Operational Procedures
9. Drain Commission – Resolution Honoring Faith Barton

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

5. Human Resources Department

- a. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2020 and Authorizing Letters of Agreement with Bargaining Units

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

Tim Dolehanty, Controller, introduced the resolution and provided background on health insurance rate determinations.

Mr. Dolehanty stated that the Health Care Coalition's recommendation was to encourage employees during Open Enrollment for 2020 to choose the base plan for health insurance, and to frontload their Health Savings Accounts (HSAs). He further stated that in future years, it would be encouraged for employees to continue to contribute to their HSAs.

Mr. Dolehanty stated that the health waiver rates that had been split during collective bargaining during the recession would also be adjusted and equalized. He further stated that the County's savings from more employees transitioning to the base plan would be set aside for incentive programs and other efforts.

Rich Estill, Health Care Coalition Ingham County Employees Association Representative, stated the biggest way for an employee to save money was to transition away from the high plan for health insurance, because the high premium costs were not necessary for most employees and deductibles in the base plan for a healthy employee were less than the premiums for the high plan. He further stated that this new calculation was the first step to moving into the future, as past calculations were based on the amount of raises, not the cost of health care.

Mr. Estill stated that he thought this transition was a positive change, and the resolution was a good foundation for where to go in the next year. He further stated that the Health Care Coalition now met more often than they had in the past, and they intended to look at prescription rates, a larger pool, and HSAs.

Commissioner Sebolt stated he was happy to hear that the Health Care Coalition recommended equalizing the health waiver rate, as that was a factor in the United Auto Workers strike at the General Motors factory. He asked what the benefits of having an HSA were.

Mr. Dolehanty stated that an employee could set up the HSA at a financial institution of their choice, which could be used for health purposes. He further stated that the funds in the HSA did not go away at the end of the year, and when the employee retired, the funds could be used for health insurance costs.

Mr. Estill stated that an employee would have to be disciplined enough to go to a bank and set up the HSA.

Chairperson Celentino asked if the employee determined how much went into the HSA.

Mr. Estill stated the employee determined how much money they wanted to go into their HSA.

Mr. Dolehanty stated the employee could decide to pace their contributions until they reached the maximum out-of-pocket amount.

Commissioner Grebner stated that the only time an HSA was used was when the employee would be paying out-of-pocket costs. He further stated that HSAs were totally different from Flexible Spending Accounts (FSAs).

Discussion.

Commissioner Grebner asked if the incentive for the employee would include the employer contributing to the HSA.

Mr. Dolehanty stated the employer would contribute the monies already set aside for employees, to incentivize the use of HSAs.

Commissioner Grebner asked how much of the money would be assigned to this account.

Mr. Dolehanty stated all of the money would be used.

Commissioner Grebner asked if the employee's contribution to their HSA would be matched dollar-for-dollar.

Commissioner Koenig arrived at 6:18 p.m.

Mr. Dolehanty stated that if every employee switched to the base plan, then employees' HSA contributions would be matched dollar-for-dollar, but an actual amount had not been established yet.

Discussion.

Chairperson Celentino thanked Mr. Estill for his and the Health Care Coalition's work on their recommendations.

THE MOTION CARRIED UNANIMOUSLY.

8. Board Referral – Resolution 2019-10 from Arenac County Board of Commissioners Opposing Legislation to Prevent County Commissioner Candidates from Disclosing Their Party Affiliation on Ballots Provided to Michigan Voters

Chairperson Celentino stated that at the Law & Courts Committee meeting, the Board of Commissioners Chairperson had requested that a letter be sent to the sender of the referred resolution, stating it had been received by the Committee. He asked if a letter would be sent to the Arenac County Board of Commissioners.

Mr. Dolehanty stated a letter would be sent to the sender of the referred resolution.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:21 p.m.

# NOVEMBER 5, 2019 COUNTY SERVICES AGENDA

## STAFF REVIEW SUMMARY

### AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Treasurer's Office** – *Resolution to Provide Funding for Low Income Tax Preparation*

The Capital Area United Way coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate-income citizens. A request for funding a coordinator position, to be hosted and administered by the United Way, is being made to the Counties of Clinton, Eaton, and Ingham and the City of Lansing. The County Treasurer seeks approval of a resolution to offer Board concurrence with the use of \$12,500 from the Delinquent Tax Administration fund for this purpose.

2. **Register of Deeds Office** – *Resolution to Authorize an Extension of an Agreement with Fildar Technologies for the Records Management Software System Currently Used in the Register of Deeds Office*

On June 14, 2011 the Board of Commissioners approved Resolution #11-179 which authorized the purchase of a record management system and associated maintenance agreement from Fildar Technologies to improve efficiency and accuracy of the office's workflow. The contract was subsequently renewed in 2016 (Resolution #16-389) through August 31, 2019. The Register of Deeds has proposed a resolution for a three (3) year extension of the Fildar Technologies, effective September 1, 2019 through August 31, 2022. The annual cost of the Agreement (\$91,560 for the AVID program and \$6,000 for the Direct Search module) would be taken from the Register of Deeds Automation Fund.

3a. **Facilities Department** – *Resolution to Authorize an Agreement with Myers Plumbing for the Replacement of the Humidification System at the Grady Porter Building and Veterans Memorial Courthouse*

The humidification system at the Grady Porter Building and Veterans Memorial Courthouse has deteriorated to the point that replacement is required. The total cost of this project which includes a \$12,000.00 contingency for uncovered conditions, will not exceed \$160,350. The approved CIP line item for this project is not sufficient to cover the total costs of this project, requiring use of \$144,104.50 from the unreserved fund balance. The Facilities Director recommends approval of this project.

3b. **Facilities Department** – *Resolution to Authorize an Agreement with Laux Construction LLC for the Renovations at New Hope Community Center and the Health Department's Administration*

This resolution authorizes an agreement with Laux Construction, LLC for the renovations of New Hope Community Center and the Health Department's Administration. The total construction cost is \$80,505 for New Hope with an \$8,000 contingency for uncovered conditions that will not exceed \$88,505, with \$51,000 of the cost grant funded and the remaining balance for this project will be paid from current operations.

The total construction cost is \$48,295 for the Health Department's Administration with a \$5,000 contingency for uncovered conditions that will not exceed \$53,295 using an approved CIP line item and the remainder be paid by the Health Department 221 Operations Fund.



**4a. Innovation and Technology Department – Resolution to Approve Renewal of Support from Core Technology**

Ingham County currently uses Multibridge and Talon software from Core Technology in the Sheriff's Office and patrol cars. Ongoing software support will ensure no disruption of service to our law enforcement personnel. The Chief Information Officer recommends approval of a resolution to renew support from Core Technology at a cost not to exceed \$5,571.

**4b. Innovation and Technology Department – Resolution to Approve Renewal of Training from ITProTV**

On October 24, 2017 the Board of Commissioners approved Resolution #17-400 to approve purchase of training from ITProTV. ITProTV provides training in easy to understand videos on various topics. Innovation and Technology (IT) Department staff determined that users could be trained very efficiently through ITProTV. Training programs relate to IT software applications as well as business, web design, and programming concepts. Training is reinforced by way of virtual labs and practice exams offered through an online subscription format. The IT Department recommends approval of a resolution to allow renewal of a one-year subscription for ITProTV user training in an amount not to exceed \$6,868.68.

**4c. Innovation and Technology Department – Resolution to Approve the Renewal of the VmWare Support agreement from CDWG**

Ingham County currently utilizes VmWare for virtualizing phone system servers and network servers at the datacenter and at the 911 center. These licenses require an annual support agreement that must be renewed each year, and CDWG has provided national contract pricing for ongoing support and upgrades. The IT Department offers a resolution to authorize purchase of a support agreement from CDWG for 12 months in the amount not to exceed \$35,978.51.

**5. Parks Department – Resolution to Authorize a New Park Ranger Position**

This resolution authorizes the establishment of a new park ranger position. The long term annual cost would be \$80,375. Funding for the position would come from the Trails and Parks Millage.

**6. Health Department – Resolution to Convert Medical Assistant Position**

This resolution authorizes converting Medical Assistant position to a Community Health Representative II position effective October 1, 2019. Both positions are UAW Grade D, so there is no cost difference.

**7a. Road Department – Resolution to Authorize the Purchase of Single Tungsten Carbide Inserted Grader Blades, Wing Plow Blades and Wing Plow Shoes**

The Road Department requests authorization to purchase single tungsten carbide insert grader blades, wing plow blades, and wing plow shoes. The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Junior wing plows have been equipped on all new truck purchases since 2012 and are used for snow removal only. Department snowplow trucks must have these components to operate efficiently for winter maintenance services. The Road Department seeks Board authorization to purchase inserted grader blades from Chemung Supply Corp., heat-treated wing plow blades from Heights Machinery Inc., and wing plow shoes from Shults Equipment LLC.

**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 15 projects (see attachment for permit list).

**8a. Controller's Office** – *Notice of Emergency Purchase Order for Accounting and Consulting Services*

An emergency purchase order was issued to former Financial Services Director Jill Rhode for accounting and consulting services. The Financial Services Department experienced simultaneous vacancies in the Director, Payroll Coordinator, and Accounts Payable Coordinator positions. The addition of Ms. Rhode helped assure the Department's ability to keep pace with daily accounting functions. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

**8b. Controller's Office** – *Resolution to Authorize Accounting and Consulting Services Agreement*

The Financial Services Department recently experienced simultaneous vacancies in the Director, Payroll Coordinator, and Accounts Payable Coordinator positions. Vacancies in these three key positions have created an immediate need for additional personnel with government accounting expertise in order to accomplish daily accounting tasks. Several looming account closing and filing deadlines further underscore the need for professional assistance. Jill Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties. Ms. Rhode will also provide much-needed guidance to help assure timely completion of the 2019 comprehensive annual financial report. Ms. Rhode would be compensated at the rate of \$50 per hour (less applicable tax withholdings) for up to 29 hours per week. A resolution is offered to approve the accounting and consulting services agreement.

**8c. Controller's Office** – *Authorization to Start a Managerial Employee above Step 2*

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows for compensation of certain new employees to begin above Step 2 of the appropriate pay grade at the discretion of the County Services Committee. Based on the knowledge, skills and demonstrated abilities of the selected candidate, the Controller has asked for authorization to hire a new Financial Services Director at Step 5 of MC Grade 14.

**9a. Human Resources Department** – *Resolution to Approve Purchase NeoGov Software Products and Related Services*

The Human Resources Department seeks authorization to purchase Human Resources Information Systems (HRIS) software to aid in hiring and onboarding processes, and to provide training to existing employees. The expenditure of funds to purchase NeoGov HRIS software products and related services was approved by the Board of Commissioners in the FY2020 Capital Budget. The Human Resources Director recommends approval of a resolution to authorize the purchase NeoGov HRIS software products and related services for \$161,316. It is understood that actual purchase will occur after January 1, 2020.

**9b. Human Resources Department – *Grievance Hearing* (Closed Session)**

Prosecuting Attorney employee Jason Bartley filed a grievance on July 25, 2019 alleging “failure to appropriately classify/pay position” in violation of the collective bargaining agreement with the Ingham County Employees Association Professional County Employees. Dispositions received in response to steps 1 through 3 of the grievance procedure were not satisfactory to the employee. Step 4A of the grievance procedure requires that the County Services Committee “review the facts as they relate to the interpretation and application” of the Agreement.

## **Agenda Item 1**

Introduced by the County Services and Finance Committees of the:

### **INGHAM COUNTY BOARD OF COMMISSIONERS**

#### **RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION**

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low and moderate income taxpayers and helped achieve annual refunds of almost \$4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes funding for the CAUW's VITA coordination efforts in 2020 of \$12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.

## Agenda Item 2

**TO:** County Services and Finance Committees

**FROM:** Derrick Quinney, Register of Deeds

**DATE:** October 17, 2019

**SUBJECT:** Resolution to Authorize an Extension of an Agreement with Fidlar Technologies for the Records Management Software System Currently Used in the Register of Deeds Office

For the meeting agendas of November 5 and November 6

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### **BACKGROUND**

The Register of Deeds had entered into a five (5) year agreement for a new records management software system in 2011, as authorized in Resolution #11-179. In 2016, an extension of that agreement had been authorized in Resolution #16-389 for three (3) years.

The software provided by Fidar Technologies, currently used by the Register of Deeds Office, provides us with a more efficient and accurate process for the recordation of the County's land records. As part of the agreement, Fidar Technologies provides continuous support, maintenance and multiple back-ups of the County's digitized recorded land records. We are able to provide revenue to the County through Fidar's Laredo product. Laredo is a subscription-based product that provides access to our digitized recorded land records by monthly subscriptions, and is used by many title companies, abstract companies, law firms, financial institutions, etc. Through our partnership with Fidar Technologies, we are able to provide the County's land owners with a Property Fraud Alert (PFA) service as part of our annual LifeCycle payment.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

2019-2022 Annual LifeCycle Payment	\$91,560.00/year
2019-2022 Direct Search – county website index search portal	\$6,000/year

The annual LifeCycle payment includes: receipting (cashiering) and indexing functions, acceptance of electronic recordings, Property Fraud Alert (PFA) service, training on current and new features (internal & public), any State mandated or regulatory updates, system upgrades, support, as well as other various services.

The agreement extension will be effective from September 1, 2019 through August 31, 2022. Funding will come from the Register of Deeds Automation Fund.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION OF AN AGREEMENT WITH FIDLAR TECHNOLOGIES FOR THE RECORDS MANAGEMENT SOFTWARE SYSTEM CURRENTLY USED IN THE REGISTER OF DEEDS OFFICE**

WHEREAS, in 2011, the Register of Deeds determined a new records management software system was needed to improve the accuracy and efficiency of the office workflow, ensure the protection of recorded documents available for purchase online and help protect citizens from property fraud; and

WHEREAS, a five (5) year agreement with Fidlar Technologies was authorized by Resolution #11-179 in 2011; and

WHEREAS, a three (3) year extension of the agreement had been authorized in 2016 by Resolution #16-389; and

WHEREAS, the Register of Deeds is recommending a three (3) year extension of the agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a three (3) year extension of the agreement with Fidlar Technologies from the Automation Fund for the records management software system currently used by the Register of Deeds Office, effective September 1, 2019 through August 31, 2022.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amount not to exceed \$91,560.00 annually for the AVID program and an amount not to exceed \$6,000.00 annually for the Direct Search module.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign the agreement after it has been approved as to form by the County Attorney.

## **Agenda Item 3a**

**TO:** Board of Commissioners, County Services & Finance Committees

**FROM:** Rick Terrill, Facilities Director

**DATE:** October 22, 2019

**RE:** Resolution Authorizing an Agreement with Myers Plumbing for the Humidification System Replacement at the Grady Porter Building and Veterans Memorial Courthouse

For the meeting agendas of: November 5 & 6

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### **BACKGROUND**

The humidification system at the Grady Porter Building and Veterans Memorial Courthouse has deteriorated to the point that replacement is required. Myers Plumbing submitted the lowest responsive and responsible proposal of \$148,350.00.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

The approved CIP line item # 245-26710-931000-7FC15 for this project does not have the balance to cover the total costs of this project. The balance to cover the additional funds needed of \$144,104.50 will come from the County's fund balance. The total cost of this project which includes a \$12,000.00 contingency for uncovered conditions, will not exceed \$160,350.00.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support an agreement with Myers Plumbing for the humidification system replacement at the Grady Porter Building and Veterans Memorial Courthouse.

### Agenda Item 3a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: October 11, 2019

RE: Memorandum of Performance for RFP No. 216-19 Modifications to Humidifiers

Per your request, the Purchasing Department sought proposals from qualified and experienced mechanical contractors to enter into a contract for the purpose of making modifications to humidifiers at the Grady Porter Building and Veterans Memorial Courthouse.

This project serves to replace the humidifiers serving the main building air handling units. Work scope shall include the following and necessary related activities: demolition of the existing humidifiers, piping and sheet metal; provide and install new humidifiers, steam, condensate, and steam vent piping, valves and actuators; new actuators and controls, with connection to existing control panels; new condensate receiver pump in the basement of the Grady Porter building; and electrical support for the new equipment.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	23
Vendors attending pre-bid/proposal meeting	4	2
Vendors responding	3	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](mailto:jhudgins@ingham.org) or by phone at 676-7309.



SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Total Cost of Modifications
Myers Plumbing & Heating Inc.	No, Lansing, Clinton County	\$148,350.00
T.H. Eifert	Yes, Lansing	\$176,000.00
John E Green Company	Yes, East Lansing	\$210,803.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MYERS PLUMBING FOR THE  
REPLACEMENT OF THE HUMIDIFICATION SYSTEM AT THE GRADY PORTER BUILDING  
AND VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the humidification system at the Grady Porter Building and Veterans Memorial Courthouse has deteriorated and needs repairs and replacement; and

WHEREAS, it is the recommendation of the Facilities Department to enter into an agreement with Myers Plumbing, Inc. who submitted the lowest responsive and responsible proposal of \$148,350.00 for the replacement of the humidification system at the Mason Historical Courthouse; and

WHEREAS, the Facilities Department is requesting a contingency of \$12,000.00 for uncovered conditions; and

WHEREAS, funds for this project are available through approved CIP line item # 245-26710-931000-7FC15 that has a balance of \$16,245.50. The additional funding will come from the County's Fund balance for the amount of \$144,104.50.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Myers Plumbing Inc., 16825 Industrial Parkway, Lansing, Michigan 48906 for the replacement of the humidification system at Grady Porter Building and Veterans Memorial Courthouse for an amount not to exceed \$160,350.00 which includes a \$12,000.00 contingency.

BE IT FURTHER RESOLVED, that 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 3b**

**TO:** Board of Commissioners, Human Services, County Services & Finance Committees  
**FROM:** Rick Terrill, Facilities Director  
**DATE:** October 22, 2019  
**RE:** Resolution Authorizing an Agreement with Laux Construction, LLC for the Renovation of New Hope Community Center and Health Department's Administration

For the meeting agendas of: November 4, 5 & 6

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### **BACKGROUND**

The New Hope Community Center and Health Department's Administration are in need of renovations. At the New Hope Community Center four dental rooms will be converted into three counseling offices, this will include modifying electrical, mechanical, life safety systems as well as ceiling, wall and floor finishes. At the Health Department's Administration area three offices will be created which will include demolition of the existing area, installing new floors, walls and ceiling finishes. Laux Construction LLC a registered local vendor, submitted the lowest responsive and responsible proposal of \$80,505 for New Hope and \$48,295 for the Health Department's Administration.

### **ALTERNATIVES**

There are no alternatives for this project.

### **FINANCIAL IMPACT**

The total construction cost is \$80,505.00 for New Hope with an \$8,000.00 contingency for uncovered conditions that will not exceed \$88,505.00 using line item # 511-61515-931000-02099 with \$51,000.00 of the cost grant funded and the remaining balance for this project will be paid from current operations.

The total construction cost is \$48,295 for the Health Department's Administration with a \$5,000.00 contingency for uncovered conditions that will not exceed \$53,295.00 using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00. The remaining balance for this project will be paid by the Health Department 221 Operations Fund.

### **OTHER CONSIDERATIONS**

There are no other considerations for this project.

### **RECOMMENDATION**

Based on the information presented, both the Facilities Department and Health Department respectfully recommends approval of the attached resolution to support an agreement with Laux Construction, LLC for the renovations of New Hope Community Center and the Health Department's Administration.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: October 14, 2019

RE: Memorandum of Performance for RFP No. 170-19 Ingham County Health Department Renovations

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors to enter into a contract for the purpose of renovating portions of the New Hope Community Health Center, Cedar Community Health Center - Women's Health, and the Health Department Administrative Offices.

The general scope of work for includes, but is not limited to:

- 1) Demolishing/removing portions of gypsum board walls, ceilings, flooring, casework, accessories, plumbing fixtures and electrical as may be necessary;
- 2) Modifying steel stud and gypsum board walls, suspended acoustical ceilings, lighting, HVAC, fire alarm and fire suppression system as may be necessary; and,
- 3) Providing new steel stud and gypsum board painted walls, new doors, frames and hardware, flooring, and new electrical receptacles.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	32	9
Vendors attending pre-bid/proposal meeting	13	7
Vendors responding	3	2

(Note: 1 local vendor withdrew their proposal due to errors reported prior to opening)

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](mailto:jhudgins@ingham.org) or by phone at 676-7309.

## SUMMARY OF VENDORS' COSTS

[illegible]

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH LAUX CONSTRUCTION LLC  
FOR THE RENOVATIONS AT NEW HOPE COMMUNITY CENTER AND THE HEALTH  
DEPARTMENT'S ADMINISTRATION**

WHEREAS, space at the New Hope Community Center and the Health Department's Administration needs to be renovated for additional offices; and

WHEREAS, it is the recommendation of the Facilities Department and the Health Department to enter into an agreement with Laux Construction LLC., a registered local vendor who submitted the lowest responsive and responsible proposal of \$80,505.00 New Hope Community Center and \$48,295.00 for the Health Department's Administration renovations; and

WHEREAS, the Facilities Department is requesting a contingency of \$8,000.00 for New Hope Community Center and \$5,000 for the Health Department's Administration for uncovered conditions; and

WHEREAS, the total cost including an \$8,000.00 contingency is \$88,505.00 for New Hope using line item # 511-61515-931000-02099 with \$51,000.00 being grant funded and the remaining balance for this project will be paid from current operations; and

WHEREAS, the total cost including a \$5,000.00 contingency is \$53,295.00 for Health Department's Administration using approved CIP line item # 631-2331-976000-9F25 which has an amount available of \$41,800.00 and the remaining balance for this project will be paid by the Health Department 221 Operations Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Laux Construction Inc., 1018 Hogsback Road, Mason, Michigan 48854 for the renovations at New Hope Community Center for an amount not to exceed \$88,505.00 which includes a \$8,000.00 contingency and the Health Department's Administration for an amount not to exceed \$53,295.00 which includes a \$5,000.00 contingency.

BE IT FURTHER RESOLVED, that 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 4a**

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

FROM: Deb Fett, CIO

DATE: 10/21/2019

SUBJECT: Core Technology Multibridge/Talon Renewal

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### **BACKGROUND**

Ingham County currently uses Multibridge and Talon software from Core Technology in our Sheriff's Office and patrol cars. This software has been in use for many years and provides critical access to LEIN data for our officers.

In order to ensure the system has no downtime or other issues which would hinder law enforcement, IT renews support on the software each year. This year the support expires on 11/30/19.

### **ALTERNATIVES**

None.

### **FINANCIAL IMPACT**

The funding for the \$5,571.00 total will come from the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

### **OTHER CONSIDERATIONS**

None.

### **RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached short contract for Core Technology to renew support of the Multibridge/Talon software in the amount of \$5,571.00.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF SUPPORT FROM CORE TECHNOLOGY**

WHEREAS, Core Technology is the company that provides support for the MultiBridge and Talon software used by our Sheriff's Office and patrol cars; and

WHEREAS, ongoing support is critical to ensuring that we have no disruption of service to our law enforcement personnel; and

WHEREAS, the current contract expires on 11/30/2019; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of support from Core Technology in the amount not to exceed \$5,575.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Innovation and Technology Department's LOFT Fund #636-25820-932050.

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

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



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

FROM: Deb Fett, CIO

DATE: 10/11/2019

SUBJECT: ITProTV Training Renewal ITD staff

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**BACKGROUND**

ITD has been using ITProTV for training for the past 2 years. The training was initially approved under Resolution #17-400. The training is in easy to understand videos on various technical topics. The training we are interested in pertains to IT software applications as well as business, web design, and programming concepts. The training is reinforced by virtual labs and practice exams. This training is an online subscription format that is purchased in yearly increments.

ITProTV is listed under the GSA contract #GS-35F-474DA.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The funding for the \$6,868.68 total will come from the County's Innovation and Technology Department's Staff Development and Training Fund #636-95800-960000. This is up slightly from last year's amount of \$6,640.45.

**OTHER CONSIDERATIONS**

Ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution for ITProTV training in the amount of \$6,640.45.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE RENEWAL OF TRAINING FROM ITPROTV**

WHEREAS, ITProTV is a company that provides IT training in easy to understand videos along with virtual labs and practice exams; and

WHEREAS, ongoing training is an important part of ensuring our ITD staff are best able to serve our citizens; and

WHEREAS, ITD has been using this method for the past 2 years and has found it to be very effective; and

WHEREAS, the renewal of the subscription for training will be for our entire ITD staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from ITProTV in the amount not to exceed \$6,900.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology's Staff Development and Training Fund #63695800-960000.

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

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

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

FROM: Deb Fett, CIO

DATE: 10/21/2019

SUBJECT: Resolution – VmWare Software Support Renewal

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**BACKGROUND**

Innovation and Technology has been using VmWare for many years now. This software is used not only to virtualize our Cisco phone system but also to virtualize our network servers at our datacenter and at the 911 center. These licenses have an annual support that must be renewed each year, with our current licenses expiring on January 9, 2020. Normally this is done through the Resolution approving various contracts for the budget year, however this year we have an additional cost due to the addition of a new security module bringing the total above the preapproved amount.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The funding for the \$35,978.51 total will come from the County's Innovation and Technology Department's Network Maintenance Fund #636-25810-932030.

**OTHER CONSIDERATIONS**

We have extended the licensing period to March 30, 2021 to ensure that it there is time to properly move this through the approval channels for 2020 and gets into the annual approvals for 2021. This renewal is under the State of Michigan MiDeal contract with CDWG. (071B66000110)

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of VmWare support renewal from CDWG.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT  
FROM CDWG**

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained State of Michigan contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expires on January 9, 2020 and ITD recommends renewing this agreement; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the VmWare support agreement from CDWG for 14 months in the amount not to exceed \$36,000.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932030.

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

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

## Agenda Item 5

**TO:** Board of Commissioners Human Services, County Services & Finance Committees

**FROM:** Tim Morgan, Parks Director

**DATE:** October 15, 2019

**SUBJECT:** Park Ranger

For the meeting agenda of 11/4/19 Human Services, 11/5/19 County Services, and 11/6/19

Finance

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### **BACKGROUND**

The Ingham County Parks Department is requesting a new position for a Park Ranger. See attached cost projection, justification for this position, and the job description. This was previously discussed at the Human Services Committee meeting on September 30th, and it was recommended that staff write a resolution to bring forward to be considered. The Human Service Committee also asked staff to include a contingency, that only upon the millage renewing in 2020, this position would be filled.

### **ALTERNATIVES**

Creating a new position will address immediate needs within the department necessitated by the trails and parks millage, see attached justification for this position.

### **FINANCIAL IMPACT**

The financial analysis of this request is attached, and the long term annual cost would be \$80,375. This resolution requests that the Board of Commissioners authorize funding this position from the trails and parks millage.

### **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 May 20, 2019 meeting.

### **RECOMMENDATION**

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

**2019 PERSONNEL COST PROJECTION**

	ICEA Parks Step 1	Full Time ICEA Parks Step 5	Ranger
WAGES	\$40,629	\$47,893	
UNEMPLOYMENT	203	239	
FICA	3,108	3,664	
HEALTH	15,449	15,449	
DENTAL	936	936	
VISION	135	135	
LIFE	115	115	
RETIREMENT	3,917	4,617	
CURRENT RETIREE HLTH	3,585	3,585	
FUTURE RETIREE HLTH	1,828	2,155	
LIABILITY	554	653	
DISABILITY	53	62	
SEPARATION	711	838	
CARES	33	33	
TOTAL	\$71,256	\$80,375	

### Justification for additional FT Ranger position:

- **Accessibility:** Distance problem – can take hours for them to reach other park if immediate need for them arises. The work list/job duties from the park they leave from suffer delays resulting in all parties' progress hindered causing frustration and stress in working relationships.
- **Scheduling projects:** Time sensitive needs – hard to schedule project development when the Lead on a project is the FT Ranger but is only available every other week. Projects are also susceptible to inclement weather delaying projects beyond a reasonable timeline. It is even a greater challenge to build new structures or complete bigger projects that require more than a week, since much of the time spent at each park is just to catch up on repairs. Many current projects/improvements could be done in a timely manner if a Ranger I was assigned at each location. Management will sometimes take lead on these projects and spend time planning, purchasing supplies, and initiate construction to get the Ranger I started. Other times these projects are started by a Ranger I, but completed by management with the help other seasonal staff because of the lack of Ranger I availability week to week. This takes away from other important managerial duties and park operations.
- **Scheduling conflicts:** Time sometimes does not end up being divided fairly between the two parks because of the FT Rangers personal time conflicts. For example, the FT Ranger is splitting time between two parks every other week, the one week he is scheduled he or a family member becomes ill and has to take off the week – the result could be he/she is not at the particular park for a three week period. Also holidays and vacation use affect the time spent at one park or the other.
- **Sense of ownership:** A person develops a sense of pride with ownership as they become more knowledgeable with the facilities and personalities. It is hard to establish those senses when he/she is bounced between facilities. Ranger I has to think about two separate parks all the time and often field questions about repairs or projects when they are at the other location.
- **Large combined coverage:** Currently the FT Ranger is responsible for two larger park areas totaling seven different smaller parks. Between the two areas, there is over 1000 acres, 20 miles of trail, and over 11 miles of river they are responsible for. Almost all of the facilities are over 30 years old and deteriorating quickly. These aging structures need more maintenance needs with every passing year. The work that is required to make repairs often takes skilled working knowledge in construction, electrical, masonry, and plumbing and would be very expensive to contract out. Our seasonal staff generally do not have the skill sets or experience to perform most of the building and infrastructure repairs.
- **Safety and customer service:** Safety and customer service- When items/structures break down, it's never at a convenient time. This often leads to the closure of a structure or a quick fix by assistant manager or manager until a Ranger I is back on the scheduled week. Time delays in repairs can increase risk exposure and sometimes result in customer complaints. The issue is compounded when the assistant or manager has to fill in the gaps by being in the field. This often takes time away from other administrative tasks and supervision of staff. This occurs on a regular basis due to biweekly scheduling.

## INGHAM COUNTY JOB DESCRIPTION

### PARK RANGER

#### **General Summary:**

Under the supervision of the Park Managers and Assistant Park Managers performs a variety of maintenance and repair tasks ranging from grounds maintenance to construction of new facilities as well as the details of analysis/design/build for a variety of new and rehabilitation projects in the parks. Operates heavy, and other equipment in completing assigned tasks. Displays proficiency in a number of skilled trade areas including cement and brick work, carpentry, plumbing, electrical repair, roofing and grounds maintenance. Supervises seasonal employees as well as project lead over full-time employees as assigned.

#### **Essential Functions:**

1. Performs park maintenance and repair activities and implements aspects of oversight and lead on items such as plumbing and electrical repairs, seasonal start-up and shut-down, and maintenance and repair of water and irrigation systems, dock installation and removal as directed.
2. Performs ground maintenance tasks such as mowing, tree trimming and removal, sign repair, aeration, fertilization, custodial duties, invasive species/natural area stewardship activities, and aquatic pesticide/herbicide application, etc.
3. Takes lead on design build as assigned in the construction of new buildings, signs, trails, bridges, and other structures. Performs a variety of skilled tasks such as painting, cement and brick work, finish carpentry (docks, boardwalks, stairs, etc.), roofing, plumbing, electrical work, etc.
4. Operates heavy equipment such as a back-hoe, snow cat, tractors, skid steers, bucket truck, fork lift, stump grinder, chipper, crack seal, etc.
5. Functions as a job leader on some work assignments, instructing and monitoring the work of seasonal employees.
6. Assists in the operation of the winter sports area. Performs maintenance tasks, assists the general public and monitors park activities.
7. Problem solving, analysis, and diagnoses of facilities and buildings develops plans and implements plans as assigned. Oversight of preparing materials lists and as appropriate ordering parts, supplies, and purchasing necessary materials to accomplish tasks as needed.
8. Performs other duties as required.

#### **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:** Possession of a high school diploma, or the equivalent, is required.

**Experience:** A minimum of three years' experience in the building trades.

**Other Requirements:**

- Ability to acquire a State of Michigan Pesticide Applicator License within six months of hire date.
- Must have a valid State of Michigan Motor Vehicle Operator'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 outdoor environment. 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 noise levels which require shouting in order to be heard.
7. This position is exposed to vibrations and oscillating movements.
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, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require regular stamina in sitting, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, pinching, and typing
- This position's physical requirements require continuous stamina in standing, walking, traversing, lifting, carrying, pushing, pulling, reaching, grasping, handling, and enduring repetitive movements of the wrists, hands or fingers
- 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 medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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



**April 2018  
ICEA Parks**

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A NEW PARK RANGER POSITION**

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, creating a new Park Ranger position will address immediate needs within the department necessitated by the trails and parks millage.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a new position titled Park Ranger in the ICEA Unit with a range of salary and total personnel costs including all benefits: \$71,256 for step one and \$80,375 for step five.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize funding this position from the Ingham County Trails and Parks Millage fund balance.

BE IT FURTHER RESOLVED, that this approval is contingent upon the millage renewing in 2020.

BE IT FURTHER RESOLVED, that the Park Ranger position will be posted and filled with the assistance of the Human Resources Department.

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.

## Agenda Item 6

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

**FROM:** Linda S. Vail, MPA, Health Officer

**DATE:** October 7, 2019

**SUBJECT:** Authorization to Convert Medical Assistant Position

For the meeting agendas of November 4, November 5, and November 6, 2019

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### **BACKGROUND**

Ingham County Health Department (ICHD) wishes to convert Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019. This position is assigned to the New Hope Community Health Center and serves front office functions, including patient registration, and does not require any patient care duties. Recruiting and retaining trained and qualified MAs to perform patient care duties in the community health centers is critical. This conversion enables ICHD to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with MA training and qualifications for direct care roles. The UAW supports the conversion of position #601509 from a MA to a CHR II.

### **ALTERNATIVES**

There are no alternatives.

### **FINANCIAL IMPACT**

The MA and CHR II positions are both categorized as UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings.

### **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 converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

Mon 10/7/2019 8:19 PM

Prehn, Bradley

Re: Conversion of position #601509

To: Scott, Anne

Anne,

I have no problem with this conversion of MA I to a CHR II at New Hope.

Brad Prehn

UAW Chairperson

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**From:** Scott, Anne

**Sent:** Monday, October 7, 2019 4:54:56 PM

**To:** Prehn, Bradley; Prater, Dana

**Subject:** Conversion of position #601509

Hello:

Initially, we were going to convert this position to accommodate the transfer of Tiffany Miller. It is a Medical Assistant position, and to accommodate Tiffany we had to make it a CHR. However, since that didn't work out, HR is not proceeding with the conversion. However, I still have an interest to convert this position. The reason being that this role at New Hope really is exclusively front office with no patient care responsibilities. Because getting trained Medical Assistants for patient care positions is so hard, I hate to hire someone with those qualifications and then put them to work in a position when they can't really use those skills. There are many qualified people who are not MA's who can do the front office work exceptionally well, so that seems like a better fit for this position.

Here is the language I was going to include in a reso for this conversion, if you support. Thanks, and call if you want to discuss.

The Health Department wishes to convert position #601509, Medical Assistant I, to a Community Health Representative II. This position is assigned to the New Hope Community Health Center, and serves front office functions, including patient registration, and does not require any patient care duties. Because recruiting and retaining trained and qualified Medical Assistants to perform patient care duties in the health center is so critical, this conversion enables the Health Department to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with medical assistant training and qualifications for direct care roles. The UAW supports the conversion of position #601509 from a Medical Assistant I to a Community Health Representative II. Both positions are categorized as a UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings.

**Anne C. Scott, MPH**

EXECUTIVE DIRECTOR/DEPUTY HEALTH OFFICER

Ingham Community Health Centers/Ingham County Health Department

Office: (517) 887-4361 • Fax: (517) 244-7172

Cell: (517) 282-5172

Pronouns: She/Her/Hers

Website: [www.hd.ingham.org/chc](http://www.hd.ingham.org/chc)



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONVERT MEDICAL ASSISTANT POSITION**

WHEREAS, Ingham County Health Department (ICHD) wishes to convert Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019; and

WHEREAS, this position is assigned to the New Hope Community Health Center and serves front office functions including patient registration, and does not require any patient care duties; and

WHEREAS, this conversion enables ICHD to employ alternative qualified candidates to fulfill front office and patient registration duties, while retaining those with MA training and qualifications for direct care roles; and

WHEREAS, the UAW supports the conversion of position #601509 from a MA to a CHR II; and

WHEREAS, the MA and CHR II positions are both categorized as UAW Grade D, Step 1, therefore this conversion offers no cost difference or savings; and

WHEREAS, the Ingham Community Health Center Board of Directors supports converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Medical Assistant (MA), position #601509, to a Community Health Representative II (CHR II) effective October 1, 2019.

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

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

## Agenda Item 7a

To: Ingham County Board of Commissioners

From: Tom Gamez Jr., Director of Operations, ICRD

Date: October 21, 2019

Re: ITB #228-19 Single tungsten carbide inserted grader blades, Wing plow blades and plow shoes.

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The purpose of this correspondence is to support the attached resolution, to have single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes supplied and delivered to the ICRD, for a one-year period, beginning from date of the purchase order execution.

The Road Department periodically needs to replace the cutting edges and wear shoes on the underbody plow blades and on the side wing plows for winter and gravel road maintenance.

The Road Department's adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases.

The Road Department has been using tungsten insert grader blades for road maintenance in all seasons for over 20 years. Wing plows have been equipped on all ICRD new plow truck purchases for snow removal since 2012. ICRD snowplow trucks must have these components to operate efficiently for winter maintenance services.

Bids from qualified and experienced vendors for the purpose of supplying and delivering tungsten insert grader blades, wing plow blades and wing plow shoes to the Road Department were solicited and evaluated by the Ingham County Purchasing Department per ITB #228-19 and it is their recommendation, with the concurrence of Road Department staff, to award to the lowest qualified bidders that could meet the specifications of bid proposal request.

Chemung Supply Corp. PO Box 527, Elmira, NY 14902 for Tungsten inserted grader blades @ \$148.00 per each grader blade.

Heights Machinery Inc. 8434 East M-72 Williamsburg, Mi. 49690 for Heat-treated wing plow blades @ \$79.52 per each wing plow blade.

Shults Equipment LLC. 1532 S. State Road Ithaca, Mi. 48847 for Wing plow shoes @ \$135.00 per each Wing plow shoe.

There were no local vendors to submit their quotes for the requested blades and wear shoe supplies. There were also quotes received from Heights Machinery and Winter Equipment for the wing plow shoe at a much lower rate, but their wing shoes were the wrong size and did not meet the specifications of the Purchasing Dept. ITB #228-19 for the wing plow wear shoes.

Therefore, approval of the attached resolution is recommended, to authorize the purchase of the required supply of single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes as needed.

## Agenda Item 7a

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: October 18, 2019

RE: Memorandum of Performance for ITB No. 228-19 Single Tungsten Carbide Insert Grader Blades, Jr. Wing Plow Blades and Jr. Wing Plow Shoes

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing the Ingham County Road Department with single tungsten carbide grader blades, junior wing plow blades and junior wing plow shoes for their plow trucks for the 2019-2020 winter season.

The scope of work includes, but is not limited to, delivering single tungsten carbide insert grader blades, 7-foot junior para wing plow blades and 7-foot junior para wing plow shoes according to specifications outlined in the invitation to bid.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	20	2
Vendors responding	8	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 ITB; 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](mailto:jhudgins@ingham.org) or by phone at 676-7309.



## SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Single Tungsten Carbide Insert Grader Blade (250± each)	Single Tungsten Carbide Insert Grader Blade (250± each)	Junior Wing Plow Blade (50± each)	Junior Wing Plow Blade (50± each)	Junior Wing Plow Shoe (50± each)	Junior Wing Plow Shoe (50± each)
		Price / Blade	Total Price (250)	Price / Blade	Total Price (50)	Price / Shoe	Total Price (50)
Chemung Supply Corp.	No, Elmira NY	\$148.00	\$37,000.00	No Bid	No Bid	No Bid	No Bid
Shults Equipment LLC	No, Ithica MI	\$188.00	\$47,000.00	\$97.12	\$4,856.00	\$135.00	\$6,750.00
Truck & Trailer Specialties	No, Dutton MI	\$190.55	\$47,637.50	\$94.31	\$4,715.50	\$145.75	\$7,287.50
Heights Machinery	No, Williamsburg MI	\$196.21	\$49,052.50	\$79.52	\$3,976.00	\$40.97	\$2,048.50
Wear Parts & Equipment	No, Aurora CO	\$204.76	\$51,190.00	\$96.44	\$4,822.00	No Bid	No Bid
St. Regis Culvert	No, Charlotte MI	\$207.00	\$51,750.00	No Bid	No Bid	No Bid	No Bid
Michigan CAT	No, Lansing, Eaton County MI	\$210.06	\$52,515.00	No Bid	No Bid	No Bid	No Bid
Winter Equipment Co., Inc.	No, Willoughby OH	\$213.52	\$53,380.00	\$83.26	\$4,163.00	\$30.84	\$1,542.00

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE PURCHASE OF  
SINGLE TUNGSTEN CARBIDE INSERTED GRADER BLADES, WING PLOW BLADES  
AND WING PLOW SHOES**

WHEREAS, the Road Department periodically needs to replace the cutting edges of the underbody plows, side wing plows and wing plow shoes for winter and gravel road maintenance; and

WHEREAS, the Purchasing Department recently released bid packet #228-19 and received sealed, competitive bid proposals for single tungsten carbide inserted underbody grader blades, heat treated wing plow blades and wing plow shoes for a 1 year period, beginning from date of Purchase order execution; and

WHEREAS, bids for single tungsten carbide inserted grader blades, wing plow blades and wing plow shoes were solicited and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to award the agreement to the lowest qualified bidders of each product, that could meet the bid proposal specifications; and

WHEREAS, the Road Department's adopted 2020 budget includes controllable expenditures, funds for this and other equipment purchases; and

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of the Road Department required supply of tungsten inserted grader blades, wing plow blades and wing plow shoes from:

Chemung Supply Corp. PO Box 527, Elmira, NY 14902 for Tungsten insert grader blades @ \$148.00 per each grader blade.

Heights Machinery Inc. 8434 East M-72 Williamsburg, Mi. 49690 for Heat-treated wing plow blades @ \$79.52 per each wing plow blade.

Shults Equipment LLC. 1532 S. State Road Ithaca, Mi. 48847 for Wing plow shoes @ \$135.00 per each Wing plow shoe.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three listed suppliers and purchase tungsten carbide insert grader blades, Heat treaded wing plow blades and wing plow shoes as needed and budgeted.

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 October 22, 2019 as submitted.

**INGHAM COUNTY ROAD DEPARTMENT**

DATE October 22, 2019

LIST OF CURRENT PERMITS ISSUED

<b>ROW PERMIT#</b>	<b>APPLICANT/ CONTRACTOR</b>	<b>WORK</b>	<b>LOCATION</b>	<b>CITY/ TWP</b>
2019-512	GA HUNT	STORM	WASHTENAW ST	LANSING
2019-525	CITY OF LESLIE	SPECIAL EVENT	VARIOUS	LESLIE
2019-501	CONSUMERS	GAS	SHERWOOD RD	WILLIAMSTOWN
	MERIDIAN TWP	WATERMAIN	SYLVAN GLEN RD	MERIDIAN
	LBWL	WATERMAIN	COLLEGE RD	ALAIEDON
2019-541	IC DRAIN COMM	STORM	DEXTER TRAIL	VEVAY
2019-507	HEATH CONCRETE	WALKWAY	BLUE HAVEN CT	MERIDIAN
2019-516	STANTE EXCAV	WATERMAIN	CEDAR ST	DELHI
2019-489	CONSUMERS	ELEC - UG	GLEN EYRIE DR	MERIDIAN
2019-542	CONSUMERS	ELEC - OH	MARTINUS ST	MERIDIAN
2019-914	XL BUILDERS LLC	SIDEWALK	CEDAR ST	DELHI
2019-535	CONSUMERS	GAS	MARSH RD	MERIDIAN
2019-534	CONSUMERS	ELEC - OH	AURELIUS RD	AURELIUS
2019-546	CONSUMERS	GAS	ROWLEY RD	LOCKE
2019-547	CONSUMERS	GAS	ROWLEY RD	LOCKE
			MANAGING DIRECTOR:	_____

**TO:** County Services Committee

**FROM:** Timothy J. Dolehanty, Controller/ Administrator

**DATE:** October 29, 2019

**SUBJECT:** Notice of Emergency Purchase Order for Accounting and Consulting Services  
For the work session agenda of November 5, 2019

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An emergency purchase order was issued to former Financial Services Director Jill Rhode for accounting and consulting services. The Financial Services Department experienced simultaneous vacancies in the Director, Payroll Coordinator and Accounts Payable Coordinator positions. Ms. Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties. The addition of Ms. Rhode to the Department staff helped assure the Department's ability to keep pace with daily accounting functions.

Ms. Rhode is compensated at the rate of \$50.00 per hour less applicable tax withholdings. She is not eligible for any other County benefits including but not limited to participation in group health insurance, and paid leave time.

Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

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

**FROM:** Timothy J. Dolehanty, Controller/Administrator

**DATE:** October 29, 2019

**SUBJECT:** Resolution to Authorize Accounting and Consulting Services Agreement

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**BACKGROUND**

The Financial Services Department recently experienced simultaneous vacancies in the Director, Payroll Coordinator and Accounts Payable Coordinator positions. Vacancies in these three key positions have created an immediate need for additional personnel with government accounting expertise in order to accomplish daily accounting tasks. Several looming account closing and filing deadlines further underscore the need for professional assistance.

Jill Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties. Ms. Rhode will also provide much-needed guidance to help assure timely completion of the 2019 comprehensive annual financial report.

**ALTERNATIVES**

Without additional workload assistance guidance, the County risks missing deadlines and falling behind in financial management tasks.

**FINANCIAL IMPACT**

Under the proposed agreement Ms. Rhode will be compensated at the rate of \$50 per hour less applicable tax withholdings. She is not eligible for any other County benefits including but not limited to participation in group health insurance, and paid leave time. Accounting and consulting services would be provided on an as needed basis not to exceed 29 hours per week. The agreement will expire on May 31, 2020.

**STRATEGIC PLANNING IMPACT**

This proposal supports the Strategic Plan Management, Finance and Governance Goal to maintain and enhance County fiscal health to ensure delivery of services to residents.

**RECOMMENDATION**

I respectfully recommend approval of the attached resolution to authorize the accounting and consulting services agreement.

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ACCOUNTING AND CONSULTING SERVICES AGREEMENT**

WHEREAS, the Financial Services Department recently experienced simultaneous vacancies in the Director, Payroll Coordinator and Accounts Payable Coordinator positions; and

WHEREAS, vacancies in these three key positions have created an immediate need for additional personnel with government accounting expertise in order to accomplish daily accounting tasks; and

WHEREAS, Jill Rhode retired in 2018 from the position of Financial Services Director after ten years of service and therefore has the knowledge and skills to perform accounting and consulting duties; and

WHEREAS, Ms. Rhode is willing to perform the necessary accounting and consulting duties on an interim part-time basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Jill Rhode for accounting and consulting services on an as needed basis not to exceed 29 hours per week.

BE IT FURTHER RESOLVED, that Ms. Rhode shall be compensated at the rate of \$50.00 per hour less applicable tax withholdings, and is not eligible for any other County benefits including but not limited to participation in group health insurance, and paid leave time.

BE IT FURTHER RESOLVED, that the accounting and consulting services agreement shall expire on May 31, 2020.

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:** County Services Committee

**FROM:** Timothy J. Dolehanty, Controller/ Administrator

**DATE:** October 29, 2019

**SUBJECT:** Authorization to Start a Managerial Employee above Step 2  
For the work session agenda of November 5, 2019

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**BACKGROUND**

Recruitment of a new Financial Services Director recently concluded with selection of a candidate to fill the position. The chosen candidate asked to be compensated at Step-5 of the Managerial and Confidential (MC) grade 14 salary schedule (see table below).

MC SALARY SCHEDULE (Excerpt)

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
14	84,834.36	88,796.23	92,944.46	97,281.17	101,825.79

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

**ALTERNATIVES**

The chosen candidate has indicated a willingness to accept an offer to fill the Financial Services Director position contingent upon a competitive salary offer. If we are not able to agree on a salary, a new search may be initiated.

**FINANCIAL IMPACT**

Annual salary differences among the five steps of Grade 14 are provided above.

**OTHER CONSIDERATIONS**

Two candidates met minimum qualifications for the Financial Services Director position and were interviewed by a seven-member selection committee appointed by the Controller. The chosen candidate was the consensus recommendation of the committee.

**STRATEGIC PLANNING IMPACT**

This proposal supports the Strategic Plan human resources and staffing goal to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

**RECOMMENDATION**

Based on knowledge, skills and expertise of the chosen candidate, I respectfully recommend that the County Services Committee allow the selected Financial Services Director candidate to begin at Grade 14, Step 5 of the Managerial and Confidential employee salary schedule.



### **CANDIDATE SUMMARY**

Two qualified candidates were interviewed for our vacant Financial Services Director position. We have reached the final stage of the necessary background and reference checks for our selected candidate. A tentative offer of employment was made to our unanimously-selected top candidate, Tori Meyer from Midland, Michigan.

Over her 32-year professional history, Ms. Meyer has demonstrated the technical and leadership skills necessary for success as our Financial Services Director. Her current position as Midland County Finance Director oversees payroll, purchasing, general ledger, accounts payable and benefits information. Ms. Meyer is also responsible for the comprehensive annual financial report (CAFR) and the annual operating budget. Her current job description is virtually identical to the Ingham County Financial Services Director. Before accepting the Midland County position in 1990, Ms. Meyer worked in an accounting capacity for medical service providers, and internal auditor in the private and public sectors, and as an Auditor-in-Charge for the State of Nebraska.

I would also like to acknowledge the candidate interview team that provided valuable insight to the selection process. The team consisted of Deputy Controllers Teri Morton and Jared Cypher, Budget Director Michael Townsend, Treasurer Eric Schertzing, Health Department Finance Director Eric Thelen, and Interim Financial Services Director Andrea Shetenhelm.

**TO:** Board of Commissioners County Services and Finance Committees  
**FROM:** Sue Graham, Human Resources Director  
**DATE:** October 25, 2019  
**SUBJECT:** Resolution to Authorize Purchase of NeoGov HRIS Software Products and Related Services

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**BACKGROUND**

The Human Resources Department currently has limited software products to utilize in hiring and onboarding new employees and providing training to existing employees. Using Human Resources Information Systems (HRIS) software is a more efficient way to hire and onboard new employees and provide training to existing employees. The expenditure of funds to purchase NeoGov HRIS software products and related services for \$161,316.00 was approved by the Board of Commissioners on October 22, 2019 from the Network Fund Balance in the FY2020 Capital Budget. Accordingly, the Human Resources Department is seeking authorization to purchase NeoGov HRIS software products and related services for \$161,316.00.

**ALTERNATIVES**

None.

**FINANCIAL IMPACT**

The expenditure of funds to purchase NeoGov HRIS software products and related services for \$161,316.00 in the FY2020 Capital Budget from the Network Fund Balance was approved by the Board of Commissioners on October 22, 2019.

**STRATEGIC PLAN CONSIDERATIONS**

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

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

**OTHER CONSIDERATIONS**

None.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached Resolution to Authorize Purchase of NeoGov HRIS Software Products and Related Services.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF NEOGOV HRIS SOFTWARE PRODUCTS  
AND RELATED SERVICES**

WHEREAS, the Human Resources Department currently has limited software products to utilize in hiring and onboarding new employees and providing training to existing employees; and

WHEREAS, using Human Resources Information Systems (HRIS) software is a more efficient way to hire and onboard new employees and provide training to existing employees; and

WHEREAS, the Human Resources Department is seeking authorization to purchase NeoGov HRIS software products and related services for \$161,316.00; and

WHEREAS, the expenditure of funds to purchase NeoGov HRIS software products and related services for \$161,316.00 in the FY2020 Capital Budget from the Network Fund Balance was approved by the Board of Commissioners on October 22, 2019; and

WHEREAS, the Human Resources Director recommends that the Board of Commissioners authorize purchase of the needed software products and related services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase of NeoGov HRIS software products and related services for \$161,316.00 per the attached NeoGov quote.

BE IT FURTHER RESOLVED, that 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.

## ORDER FORM

## CUSTOMER:

## BILL TO:

Ingham, County of (MI)	ATTN   Sue Graham Imelda Maloney
PROJECT EXECUTIVE:	PRIMARY CONTACT:
QUOTE DATE: 5/13/19 VALID FROM: 5/13/19 VALID TO: 60 days from above date	REVISION:
REQUESTED SERVICE DATE:	PURCHASE ORDER NUMBER: FTE- 1178 INITIAL TERM: 12 months

## ORDER SUMMARY

## Annual Recurring Fees

LINE	DESCRIPTION <sup>1</sup>	ANNUAL RECURRING COST
1	Insight Enterprise Edition (IN) » IN License <i>Standard</i>	\$16,229.12
2	GovernmentJobs.com Job Posting Subscription (GJC) » GJC License <i>Standard</i>	\$3,184.47
3	Perform (PE) » PE License <i>Standard</i>	
4	Onboard and E-Forms (ON/ EF) » ON License <i>Standard</i>	\$25,786.17
5	Learn (LE) » LE License <i>Standard</i>	\$32,458.24
6	NEOGOV Integrations » Integration Maintenance <i>Standard</i>	\$3,000.00
SUB-TOTAL		\$80,658.00

## ORDER FORM

### Non-Recurring Fees

LINE	DESCRIPTION <sup>1</sup>	NON - RECURRING FEES
7	<b>INSIGHT (IN)</b> ▶ Setup & Implementation <i>Standard</i> ▶ Training <i>Standard</i>	
	<b>PERFORM (PE)</b> ▶ Setup & Implementation <i>Standard</i> ▶ Training <i>Standard</i>	
	<b>ONBOARD (ON)</b> ▶ Setup & Implementation <i>Standard</i> ▶ Training <i>Standard</i> ▶ Onboard form building as Professional Service <sup>2</sup>	
	<b>LEARN (LE)</b> ▶ Setup & Implementation <i>Standard</i>	
	<b>NEOGOV INTEGRATIONS</b> ▶ Setup & Configuration <i>Not Selected</i>	
	<b>SUB-TOTAL</b>	\$0.00
	<b>ORDER TOTAL</b>	\$80,658.00

<sup>1</sup> More detailed descriptions of the services are contained in the order detail for each service, which are incorporated herein and made a part hereof by this reference.

Note: Items designated as Not Applicable (N/A, NA) on the Order Summary are not included. Customers may request a quote for these services at their discretion through the term of this contract.

<sup>2</sup> NEOGOV ON includes I9 and W4 standard forms that are regularly updated by NEOGOV. Additional form building or form update services are available from NEOGOV Professional Services at the following costs:

- ▶ Background Forms | \$295 per form
- ▶ Dynamic Forms | \$195 per form
- ▶ Updates to Existing Forms | \$200 an hour

Additionally, during the term of any subscription license, the Customer will receive:

- ▶ Customer Support | Provided to the Customer through online resources available 24 hours a day and through live personal services available by telephone Monday - Friday 6 AM to 6 PM Pacific Time (excluding NEOGOV holidays).
- ▶ Product Upgrades to Licensed Software | Customer shall receive all product upgrades to purchased packages. Product upgrades are automatic and available upon the next login following a product upgrade rollout.