

CHAIRPERSON
BRYAN CRENSHAW

VICE-CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 4, 2020 AT 6:30 P.M., IN CONFERENCE ROOM D & E, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [January 21, 2020](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Committee – Interviews
2. LEAP – Review of 2019 Activities and 2020 Projects (*Presentation*)
3. Purchasing Department – Resolution to Authorize a [Reorganization](#) of the Ingham County Purchasing Department
4. Animal Control Department
 - a. Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire [Veterinary Technician](#)
 - b. Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call Pay for [Animal Control Officers](#)
5. Human Resources – Resolution Approving a Letter of Understanding with the Teamsters Local 214 Assistant [Public Defenders' Unit](#)
6. Road Department – Labor Negotiations (*Closed Session*)
7. Board Referrals
 - a. Resolution from the [Kalkaska County](#) Board of Commissioners Supporting Passage of Legislation to Adopt 4-Year Terms for County Commissioners
 - b. Resolution from the Ingham County [Board of Health](#) in Support of Resolving Issues with Ingham County's Pharmacy Benefit Plan that have Adverse Effects on the Health and Wellbeing of Ingham County Employees
 - c. Resolution from the Ingham [Community Health Center Board](#) of Directors Regarding Employee Pharmacy Benefits

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

January 21, 2020

Draft Minutes

Members Present: Celentino, Grebner, Koenig (arrived at 6:52 p.m.), Maiville, Naeyaert, Sebolt, and Stivers (arrived at 6:33 p.m.)

Members Absent: None

Others Present: Commissioner Crenshaw, Jessica Yorko, Lynne Stauff, Denise Chrysler, Ryan Jenkins, Abby Schwartz, John Peiffer, Gwenda Summers, Jim Hudgins, Anne Scott, Teri Morton, Sue Graham, Becky Bennett, Liz Noel, Michael Tanis, and others.

The meeting was called to order by Chairperson Sebolt at 6:30 p.m. in Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the December 3, 2019 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MINUTES OF THE DECEMBER 3, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Stivers

Commissioner Stivers arrived at 6:33 p.m.

Additions to the Agenda

None.

Limited Public Comment

Lynne Stauff, Board of Health Chair, read a statement into the minutes, which is included as Attachment A.

Denise Chrysler, Board of Health member, stated that she came to the Board of Commissioners to ask for their support of the Health in All Policies (HIAP) Resolution, or a Health Equity approach to decision-making in County government. She further stated that while the economic and environmental impact of programs and policies were currently considered, the HIAP Resolution would also introduce the consideration of the health impact.

Jessica Yorko, County employee and resident, stated that she came to the Committee to show her support for her co-worker, Ryan Jenkins, and to speak about the prescription drug issue. She further stated that while she acknowledged the rising cost of health care services and a lack of knowledge related to specific barriers related to medication, she did not understand why her co-worker could not access certain medication through the current County health benefits.

Ryan Jenkins, County employee, stated that he looked forward to discussing the report, correcting some of the inaccuracies, and addressing how the Board of Commissioners could proceed.

Abby Schwartz, Board of Health member, stated that she agreed with her co-members in support of the HIAP Resolution, or a Health Equity approach to decision-making in County government. She further stated that she wanted to include that health and equity were considerations that she had hoped the Board of Commissioners would take into account.

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

1. Potter Park Zoo – Resolution to Amend Resolution #19-141 Visitor Incentive Programs at Potter Park Zoo
2. Equalization Department – Resolution to Revise Resolution #19-526 Authorizing Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement
3. Facilities Department
 - b. Notice of Emergency Purchase Order for Diesel Spill Clean Up
 - c. Resolution Honoring Mike Pathfinder
4. Road Department
 - a. Resolution to Authorize the Extension of Resolution #19-142: The 2020 Seasonal Requirement of Emulsified Asphalts
 - b. Resolution to Commit Local Match and Support Federal Tap and HSIP Program Funding to Construct a Non-Motorized, Shared-Use Pathway on Waverly Road Between St. Joeseeph Hwy. and Old Lansing Rd.
 - c. Resolution to Approve Stop Sign Traffic Control Orders in Meadow Ridge Subdivision Section 20, Delhi Township
 - d. Resolution to Approve Stop Sign Traffic Control Orders in White Hills Subdivision Section 5, Meridian Township
 - e. Resolution to Approve Stop Sign Traffic Control Orders in the Greens Subdivision Section 5, Meridian Township
 - f. Resolution to Approve Stop Sign Traffic Control Orders in Country View Estates Subdivision Section 21, Delhi Township
 - g. Resolution to Approve Stop Sign Traffic Control Orders in Country Cross Roads Subdivision Section 19, Delhi Township
 - h. Resolution to Approve Stop Sign Traffic Control Orders in the Gardens Subdivision Section 25, Delhi Township
 - i. Resolution to Approve Stop Sign Traffic Control Orders in the Glenmoor Manor Subdivision Section 21, Delhi Township
 - j. Resolution to Approve Stop Sign Traffic Control Orders in the Centennial Farms Subdivision Section 21, Delhi Township

6. Health Department
 - a. Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an Equity Review Process and Health in All Policies Approach
 - b. Resolution to Convert Position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)
7. Human Resources
 - a. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit
 - b. Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program
9. Board of Commissioners
 - a. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County
 - b. Resolution to Dissolve the Roadways Subcommittee

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig

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

3. Facilities Department
 - a. Resolution to Authorize an Agreement with Straub, Pettitt & Yaste Architects for Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

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

Commissioner Koenig arrived at 6:52 p.m.

Sue Graham, Human Resources Director, stated that the Community Mental Health (CMH) was in need of additional space and had identified the Human Resources Department and Facilities Department at the Human Services Building as possible prospects. She further stated that if that decision were to be made, the Human Resources Department would relocate to the Hilliard Building in Mason, in the space currently occupied by the MSU Extension Office.

Commissioner Crenshaw stated that he was concerned about the move of the Human Resources Department to Mason because many County employees resided in Central and Downtown Lansing, and if someone had a Human Resource-related problem, the employee would have to travel to Mason, which might be an inconvenience.

Ms. Graham stated that foot traffic into the Human Resources Department had declined, and most people were looking for the State of Michigan Office. She further stated that most of the

services that the Human Resources Department provided were conducted by telephone or online, and the impact on current and future employees would be minimal.

Commissioner Crenshaw stated that he wondered what the loss of the space in the Human Services Building would mean for the Board of Commissioners.

Rick Terrill, Facilities Director, stated that his office was in the process of being told a cost from an architect and engineering firm in terms of renovating the Caucus Room and the Human Resources Department. He further stated that the current Resolution was two-fold: an assessment of the current space, and how much it would cost to renovate the current space at the Human Services Building.

Mr. Terrill stated that the Human Resources Department had considered moving into the Hilliard Building in Mason, in the space currently occupied by the MSU Extension. He further stated that the MSU Extension would be relocated to another space in the Hilliard Building, and that CMH would pay for those overall costs.

Commissioner Celentino stated that he wondered how CMH, an Authority of Eaton, Clinton, and Ingham Counties, would reimburse the County.

Mr. Terrill stated that he had asked representatives from CMH to attend the meeting and to answer any questions that the Board of Commissioners had. He further stated that the expansion into the Human Services Building was because of the close proximity to the people that they served.

Commissioner Celentino stated that he wondered what the cost of renovating the current CMH space would be.

Mr. Terrill stated that he was unsure of what the cost of the renovation of the current space CMH space would be.

Discussion.

Mr. Terrill stated CMH would reimburse the County for the overall costs.

Discussion.

Chairperson Sebolt stated that there would be an initial cost, and that the County would act as a bank, fronting money for reservation for being paid back from a payment scale. He further stated that it could create a cash-flow problem for the County.

Commissioner Naeyaert stated that she had two concerns: costs and the lack of alternatives. She further stated that she was not pleased with the determination that an alternative did not exist.

Mr. Terrill stated that he would like the CMH employees to speak directly to the Board of Commissioners. He further stated that this had been an on-going conversation with CMH for

over a year, and that this Resolution would be a preliminary step to find out what those costs would be.

John Peiffer, CMH Facilities Supervisor, stated that CMH had explored alternatives, but as a result of the special needs for the Families Forward program, it would be the most suitable option to expand into the Human Resources Department. He further stated that CMH could look into additional alternatives.

Commissioner Naeyaert stated that she wondered if Ms. Graham thought that the Human Resources Department needed a presence in Central Lansing.

Ms. Graham stated that, given the little foot traffic the Human Resources Department received, the impact would be minimal. She further stated that the impact might be greater for people who visited the Human Services Building for other services.

Commissioner Grebner stated that he thought that the Board of Commissioners did not understand the financial arrangement with the Human Services Building, CMH, and the other tenants.

Discussion.

Commissioner Grebner stated that he wondered if Mr. Terrill knew who held the title to the Human Services Building.

Mr. Terrill stated that the Building Authority held the title to the Hilliard Building, while the Board of Commissioners held the title to the Human Services Building.

Discussion.

Commissioner Grebner stated that it was normal for the County to build a facility here, to extend the Human Services Building by one more “pod,” and then to cost it back to CMH. He further stated that the Board of Commissioners did not need to consider the available liquidity.

Discussion.

Commissioner Grebner stated that while the Human Services Building was currently convenient for one set of people, if the Human Resources Department moved to the Hilliard Building, it would be convenient for the elected officials, the Road Department, and the other entities in Mason.

Discussion.

Commissioner Maiville stated that it did not state in the packet that the Human Resources Department would be moving to another space. He further stated that he wondered that if the funds were not approved, would the Board of Commissioners be reimbursed for their initial \$29,000.

Mr. Terrill stated that the funds would go into the logistics of the CMH project. He further stated that his staff could bring this back to the Board of Commissioners before Stage Two, and it would be a cost incurred by CMH.

Discussion.

Commissioner Stivers stated that she wanted to address the Tri-County issue related to CMH, in that the Families Forward program had locations in Eaton, Clinton, and Ingham Counties, but the Ingham County served as the primary location. She further stated that it would be very unlikely for the people who work at CMH in Ingham County to serve the people of the other two counties.

Commissioner Stivers stated that the Families Forward program provided mental health services for young people, and that those people are well-served by having CMH in the Human Services Building. She further stated that this Resolution would be an exploratory measure, and that the Board of Commissioners could later change their minds.

Commissioner Celentino asked what mental health programs would come into this space.

Gwenda Summers, Families Forward Director, stated that the current space provided outpatient therapy services, medication clinic services, and some home-based services, and that the division would spread out from the Human Services Building to the other sites.

Commissioner Celentino stated that he wondered if Ms. Graham could talk about the lack of traffic into the Human Resources Department.

Ms. Graham stated that the seasonal applications were online, and most seasonal applicants were students who submitted their applications on their phones.

Commissioner Celentino stated that he wondered if the space currently being used by the Board of Commissioners was part of the proposal.

Mr. Terrill stated no.

Discussion.

Commissioner Koenig stated that she wondered if the MSU Extension Office had a space in the Human Services Building, and how many square feet was occupied.

Mr. Terrill stated yes. He further stated that the MSU Extension Office occupied 8,000 square feet.

Discussion.

Commissioner Koenig stated that she wondered if the expansion of CMH into the Human Services Building was important because of its proximity to the Ingham County Health Department.

Ms. Summers stated that it was important because of its proximity to the Health Department and the local Department of Health and Human Services as most of its consumers utilized both of those services. She further stated that it was important due to the close proximity to the Crisis Services on Jolly Road.

Commissioner Koenig stated that she wondered why CMH would not want to have the Families Forward program close to the current space.

Mr. Peiffer stated that when CMH looked to expand in 2015, the former Director of Families Forward thought that their needs were sufficient, and so CMH never thought to add additional square footage.

Commissioner Koenig stated that there was a reason for this Resolution to be considered and that the plan was well-thought out.

Discussion.

THE MOTION TO APPROVE THE RESOLUTION CARRIED UNANIMOUSLY.

5. Purchasing Department – Resolution to Authorize s Reorganization of the Ingham County Purchasing Department

Jim Hudgins, Purchasing Director, stated that before the Board of Commissioners was a Resolution to Authorize a Reorganization of the Ingham County Purchasing Department, which involved the Courier position and the Purchasing Assistant position. He further stated that over the past couple of years, both of the positions had experienced greater responsibilities, and that he proposed that both of the positions be reclassified.

Commissioner Koenig stated that she wondered if Mr. Hudgins knew the difference between reclassification and reorganization.

Mr. Hudgins stated that he would differ that question to Ms. Graham.

Ms. Graham stated that reorganization included the reclassification of more than one position.

Discussion.

Commissioner Celentino that he wondered when both of the positions had acquired their increased workload.

Mr. Hudgins stated that the Courier position had assumed their increased workload for a year, and the Purchasing Assistant had assumed their increased workload for two-and-a-half to three years.

Discussion.

Commissioner Celentino stated that he thanked Mr. Hudgins for reaching out to the Collective Bargaining Unit. He further stated that he was supportive of authorizing the reorganization of the Purchasing Department.

Discussion.

Commissioner Koenig stated that she wondered how much the reorganization of the Purchasing Department would cost.

Teri Morton, Deputy Controller, stated that the total, long-term cost would be \$21,500.

Discussion.

Mr. Hudgins stated that he wondered if the Resolution would also go through the Finance Committee.

Chairperson Sebolt stated yes.

Chairperson Sebolt stated that, in the future, when the Board of Commissioners reorganized departments, there should be a holistic approach.

Discussion.

Commissioner Stivers stated that she would like a final proofread of the Resolution before the final reading at the next meeting.

Ms. Graham stated yes.

6. Health Department
 - a. Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating an Equity Review Process and Health in All Policies Approach

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

Chairperson Sebolt proposed the following amendment:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners tasks the Ingham County Controller's Office, **Equal Opportunity Committee**, and the Health

Department to work together and with other departments, agencies and elected officials to develop a plan by May 18th, 2020 and then support the work to operationalize that plan for the application of an equity lens to guide future policies and decision-making across all County departments, thereby reducing unconscious bias in an effort to more fully align with the County's Vision Statement of being a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents."

This was considered a friendly amendment.

Discussion.

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

7. Human Resources

c. Workforce Development and Succession Planning Strategy (*Discussion Item*)

Ms. Graham stated that eleven County employees completed the International Public Management Association for Human Resources (IPMAHR) Workforce and Succession Planning Workshop, which were several online workshops related to Succession Planning. She further stated that it was important to complete these trainings to develop County employment, and to maintain and expand the current talent.

Ms. Graham stated that she wondered how the Board of Commissioners wanted to proceed with Succession Planning, as some of the current employment descriptions were antiquated. She further stated that the County had experienced challenges with acquiring new hires, and that it would be beneficial to develop current talent through promotions or alternative employment opportunities.

Commissioner Celentino asked if the Human Resources Department would be talking to the Directors of other departments to see who could take their place.

Ms. Graham stated no. She further stated that the Human Resources Department was in the process of asking Directors of departments to create one, three, and five-year plans for their department.

Commissioner Crenshaw stated that it sounded like there had not been a study completed related to the transition of employees within a department.

Ms. Graham stated that a study was being completed within the Health Department, but not in the other departments.

Commissioner Crenshaw stated that, when he thought of Succession Planning, he thought of how an employee would transition from an entry-level position to a higher-level position within ten-to-fifteen years.

Ms. Graham stated that would a Professional Development and Career Track Planning, and that it would be open to other individuals. She further stated that it would not be suitable for everyone, and that the Human Resources Department had other means for employees to grow.

Commissioner Naeyaert stated that she wondered if Ms. Graham would go to other departments to ask for their staff to update their employment descriptions to alleviate the Human Resources Department.

Ms. Graham stated that her staff would survey various employees and talk to the Directors of other departments. She further stated that it would be anonymous, and that her staff would also partner with the Unions to complete the surveys.

Chairperson Sebolt asked if the Board of Commissioners should give direction to Ms. Graham.

Ms. Graham stated that, if it sounded reasonable to the Board of Commissioners, she would proceed.

Commissioner Koenig stated that she wondered what the timeline was for the completion of the employment descriptions.

Ms. Graham stated that she would suggest an initial roll-out, and it would be an on-going process due to changes in technological advancement.

Commissioner Koenig stated that Ms. Graham did not answer her question.

Ms. Graham stated that it would take three years.

Discussion.

Chairperson Sebolt stated that the Human Resources Department should talk to the Collective Bargaining Units in relation to prior experiences.

Commissioner Koenig stated that this should be completed.

8. Controller's Office – Prescription Drug Benefit Follow-up

Chairperson Sebolt stated that he knew of one employee that wanted to discuss the Prescription Drug Benefit Follow-up. He further asked Ms. Graham if she could talk about the report before the employee commented.

Ms. Graham stated that the Human Resources Department did provide the answers at the request of the Controller's Office relative to Human Resources' involvement. She further stated that, as an overview, she thought that the report conducted an investigation that identified concerns related to 44North.

Ms. Graham stated that she knew of three employees who experienced a prescription drug issue. She further stated that no system was perfect, that a lot of information had come out because of this incidence, and that the Human Resources Department would be better equipped to handle future issues.

Commissioner Naeyaert stated that she wondered whether the report was conducted by the Controller's Office or by the Human Resources Department.

Ms. Graham stated that a majority of the report was conducted by the Controller's Office.

Ms. Morton stated that the County Controller's Office had assembled the information, and had reached out to the Human Resources Department and 44North.

Commissioner Naeyaert stated that a lot of the report was repetitive, and she felt that some of the questions went unanswered. She further stated that she wished that the report had been conducted differently, stating that the first seven questions referred to the first question.

Commissioner Naeyaert stated that she was thankful for Ryan Jenkins for bringing this issue to the attention of the Board of Commissioners. She further stated that she was ready to move forward.

Ms. Morton stated that everyone wanted their employees to have their health benefits, and that the implicit bias training would be helpful moving forward. She further stated that she hoped that the employee had received his medication.

Chairperson Sebolt stated that he had received emails from people who were a part of marginalized communities related to their health benefits.

Commissioner Koenig stated that she wondered what had changed in the Human Resources Department.

Ms. Graham stated that the Human Resources Department was better equipped to handle the concerns of employees.

Discussion.

Commissioner Crenshaw stated that he was confused about the complex nature of 44North in the attempt to fill a prescription.

Ms. Graham stated that she was now aware that, if an employee reached out to Aimee Eisen, Insurance Coordinator, in regards to a problem with filling a prescription, she could call 44North and direct them to fill the prescription.

Commissioner Crenshaw stated that he was confused about how Ms. Graham did not know about this capability in the past.

Ms. Graham stated that Mr. Jenkins had not approached the Human Resources Department until later, and that after experiencing difficulties, the prescription was fulfilled in three days. She further stated that her staff had learned a lot about process, and were better equipped to handle problems in the future.

Anne Scott, Deputy Health Officer, stated that Mr. Jenkins was not looking for an individual solution to his prescription issue, but rather to shed light on at-large problem that employees faced. She further stated that employees had a hard time navigating the insurance system, and that the current discussion was becoming too personally-related to Mr. Jenkins.

Chairperson Sebolt stated that he believed the report was a direct response to his previous questions.

Commissioner Maiville stated that he wondered if Todd Heywood, Ingham Community Health Centers Board of Directors Chairperson, had been given these responses.

Ms. Morton stated that she believed so.

Commissioner Maiville stated that it was stated in the report that no employee had been denied medication, but that a lot of work needed to be done. He further stated that he saw more emails from the Human Resources Department than prior related to 44 North.

Ms. Graham stated that the Human Resources Department had invited 44North to visit the Courts a few days ago to discuss employee health benefits, and that approximately ten employees showed up. She further stated that 44North visited the Hilliard Building, and that approximately two employees showed up.

Commissioner Maiville stated that he wondered if employees felt comfortable to talk to 44North or the Human Resources Department about their health information.

Ms. Graham stated yes.

Commissioner Celentino stated that he referred to Commissioner Koenig's prior question that he wondered what had changed within the Human Resources Department.

Ms. Graham stated that the systems in process was being streamlined and that it was critical to the process. She further stated that her department had communicated to employees of their benefits, and that they did not need to struggle on their own.

Discussion.

Commissioner Naeyaert stated that she sought clarification of the process with the Human Resources Department. She further stated that the conversation should not be about the fact that Mr. Jenkins' prescription issue was resolved in three days, but that many employees had listened to his difficulties and he was never heard.

Commissioner Grebner stated that he thought that certain behavior was now intolerable because of this occurrence.

Chairperson Sebolt stated that, while he acknowledged that the report stated that no employee had been denied medication, temporary inability to receive medication was denial.

Commissioner Crenshaw stated that he was unsure if employees felt comfortable discussing confidential health information with Ms. Eisen. He further stated that he wondered how the Human Resources Department would reassure employees of confidentiality.

Ms. Graham stated that the Americans with Disabilities Act (ADA) required Ms. Eisen to only disclose health information on a need-to-know basis.

Discussion.

Ms. Graham stated that the entire Human Resources Department handled confidential information, and that confidentiality was paramount to their profession.

Chairperson Sebolt stated that, if Mr. Jenkins wanted to discuss any personal health information off-the-record, he would be allowed to do so.

Mr. Jenkins stated that he thought that the remarks were laughable because his personal health information had already been added to the public record. He asked if the Controller had put this report together.

Ms. Morton stated yes.

Mr. Jenkins stated that he agreed with Chairperson Sebolt that plan rejection was the same as denial, and that he did not understand how his personal health information was disclosed, and he wondered if that was a violation of the Health Insurance Portability and Accountability Act (HIPAA). He referred to the inaccuracies in the report and was disappointed by the report, and that he asked who had asked the questions in the report as he was never consulted.

Ms. Scott stated that she referred to the report that stated that call reports would be made public to the Board of Commissioners for review. She further stated that, while the County did not have great salaries, they had great benefits, and that employees must be made comfortable to come forward to talk to the Human Resources Department.

Commissioner Stivers stated that she had asked the Controller, who had discussed the questions with Mr. Heywood. She further stated that CMH had had similar issues with 44North, and that 44North had severed ties with the organization.

Commissioner Naeyaert asked if the Board of Commissioners could redact Mr. Jenkins' personal health information from the report.

Commissioner Naeyaert stated that she would like Becky Bennett, Board of Commissioners Office Director, to check if part of the report could be redacted.

Ms. Bennett stated yes.

Commissioner Koenig stated that she did not agree with Commissioner Naeyaert, as it could be perceived as strange to redact information from the permanent record.

Commissioner Crenshaw stated that the solution was for a Commissioner on the Committee to move to redact personal information from the report.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. STIVERS, TO REDACT PERSONAL INFORMATION FROM THE REPORT.

Discussion.

Ms. Bennett stated that, while the report was online, if the Report was requested through the Freedom of Information Act (FOIA), the personal information would be redacted.

Discussion.

Commissioner Naeyaert stated that she wondered if Ms. Graham had shared Mr. Jenkins' personal information with the Controller to answer the questions in the report.

Ms. Graham stated that the Human Resources Department did not share his personal information with the Controller's Office.

Discussion.

Chairperson Sebolt stated that he had not seen the report before the meeting, and that he wanted to apologize to Mr. Jenkins for the report.

THE MOTION TO REDACT PERSONAL INFORMATION FROM THE REPORT CARRIED UNANIMOUSLY.

Commissioner Celentino stated that he wondered if Ms. Morton knew of the questions beforehand.

Ms. Morton stated no.

Mr. Jenkins stated that he had had meetings with some of the Commissioners, and he thought the Controller and the Human Resources Department could not solve this problem. He further stated that he thought the Board of Commissioners should create an Independent Review Committee composed of topic-related insurance professionals, members from the Human Rights Campaign, members from the Ryan White Foundation, and others, to correct this problem.

Chairperson Sebolt stated that no additional reports would be printed without being reviewed. He further stated he supported the recommendation to create an Independent Review Committee, but thought that he would want to expand the scope of the committee to include other marginalized employees who had experienced insurance difficulties.

Commissioner Koenig stated that she wondered if the Independent Review Committee could be a subcommittee of the Equal Opportunity Committee (EOC). She asked Mr. Jenkins if he thought that this would have helped.

Mr. Jenkins stated yes.

Ms. Morton stated that, through listening to this issue, coordination of 44North and the committee would help to communicate to the Board of Commissioners what to communicate to 44North.

Discussion.

Chairperson Sebolt stated that he would like to explore the possibility of putting together an Independent Review Committee. He further stated that employees who were willing to share their basic health experience could communicate their complaints.

Commissioner Naeyaert stated that there was a coalition of employees who had experienced similar problems, and that an email list could be created for employees to talk about their experiences with the Healthcare Coalition.

Discussion.

Chairperson Sebolt stated that the Board of Commissioners had identified some of the issues, and that 44North was aware of those issues, but that it was not one-hundred percent solved. He thanked Mr. Jenkins for his exposure of the problems in the system.

Commissioner Naeyaert stated that she did not want Chairperson Sebolt to take any personal responsibilities for this report.

Mr. Jenkins stated that he thanked the Board of Commissioners, and that he looked forward to an apology from the Controller.

9. Board of Commissioners

b. Resolution to Dissolve the Roadways Subcommittee

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

Commissioner Stivers stated that there was no reason in the Resolution to dissolve the Roadways Subcommittee, thought she understood that it was at-will.

Chairperson Sebolt stated that he did not think that a majority of the Commissioners would be able to fill the subcommittee due to time conflicts.

Commissioner Grebner stated that three people had volunteered, and that six members of the Board of Commissioners had no interests in County roads as it did not pertain to their districts. He further stated that it was not an East Lansing issue, and that his and other constituents had no connection with the County roads.

Discussion.

Commissioner Naeyaert stated that, as someone who had several County roads in their district, the Commissioners had wasted more time discussing roads than improving them in the Subcommittee. She further stated that she supported dissolving the Roadways Subcommittee.

Commissioner Maiville stated that he supported Commissioner Naeyaert. He further stated that if he had any road-related issues, he would talk to Bill Conklin, Roads Department Director. He further stated that he thought that the Road Department had a great board full of community stakeholders and others.

Commissioner Stivers stated that she supported the Roadways Subcommittee and that she looked forward to talking about the millage within the Committee.

Discussion.

Commissioner Koenig stated that she wanted the former Chair of the Roadways Subcommittee to have a plaque.

Commissioner Celentino stated that if a Commissioner had a road-related issue, the Subcommittee could be brought back.

Commissioner Stivers stated that she thought that, instead of dissolving the Subcommittee, the Subcommittee could meet for quarterly meetings.

Chairperson Sebolt stated that he wanted to dissolve the Subcommittee, but it could be resurrected at any time.

Discussion.

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

10. Board Referral – Resolution #19250 from the Oakland County Board of Commissioners, Adoption of Non-Discrimination Policy for Oakland County

Chairperson Sebolt stated that he wanted to refer the Resolution to the EOC.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:51 p.m.

ATTACHMENT A

Good evening and thank you for the opportunity to speak.

My name is Lynne Stauff, a county resident and Chair of the Ingham County Board of Health. I come to ask for your support on the Health in All Policies Resolution or a Health Equity approach to decision-making in Ingham County government. At our December 3rd, 2019 meeting, the Ingham County Board of Health, unanimously voted to approve the Health in All Policies Resolution, sponsored by the Ingham County Health Department.

HIAP isn't a new process and has been around for about 10 years. It's a collaborative approach to improving the health of all people by incorporating health considerations and health equity into the decision-making process – across all sectors and policy areas¹. HIAP is a method of partnering with other government sectors, such as transportation, housing, education, public safety and environmental protection. Ultimately, this process is expected to positively affect health outcomes and save money through working together on joint projects. Some examples of HIAP are 1) to conduct a health impact assessment before building or remodeling county facilities, or 2) to establish and follow Complete Streets guidelines for road projects.

¹ "Health In All Policies: A Guide for State and Local Governments" is a collaborative product of the American Public Health Association (APHA), the Public Health Institute, and the California Department of Public Health (CDPH), with funding from the Centers for Disease Control and Prevention (CDC) and The California Endowment.

There are many local, state and international resources available, case studies, guidebooks to explain it and how to implement it – HIAP is feasible to implement in our county system.

This may be a new way of looking at the approach to policy, programs and services but will ultimately be more inclusive, wholistic and transparent in your approach to programs and policies.

The Board of Health for Ingham County urges you to support the Health in All Policies Resolution.

Lynne Stauff, MPH

Chair, Ingham County Health Department

January 21, 2020

**FEBRUARY 4, 2020 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Deputy Controller recommends approval of the following resolutions:

3. Purchasing Department – *Resolution to Authorize a Reorganization of the Ingham County Purchasing Department*

This resolution will authorize the reorganization of the Purchasing Department consisting of changing the Courier position from UAW-C to UAW-F and changing the Purchasing Assistant position from UAW-G to UAW-J, for a long term annual cost of \$21,552. This reorganization is the result of both positions assuming additional responsibilities in recent years due to the increased workload, reductions in staff, and an increase in the demand for services of the Purchasing Department. As required by the Reorganization Procedure Policy, this was presented as a discussion item at the previous County Services Committee.

See memo for details.

4a. Animal Control – *Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician*

This resolution will authorize entering into a letter of understanding with the Capitol City Labor Program, Inc. (CCLP) to offer the new Veterinary Technician a starting wage rate of Level 6 notwithstanding the normal contractual maximum at Level 3. The applicant is an experienced Veterinary Technician with 30 years of experience and Ingham County Animal Control has an immediate need to fill this position, which has been vacant for several months.

See memo for details.

4b. Animal Control – *Resolution to Authorize a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call for Animal Control Officers*

This resolution will authorize a Letter of Understanding with the CCLP to reinstitute after hours on-call for Animal Control Officers. This service was eliminated in 2009 as a budget savings measure. Reinstatement of these on call hours will greatly benefit law enforcement resources and increase the ability to safely address animal welfare issues occurring after regular business hours. The increased cost of \$22,200 was approved in the 2020 budget.

See memo for details.

5. Human Resources – *Resolution Approving a Letter of Understanding with the Teamsters Local 214 Assistant Public Defenders' Unit*

The Teamsters Local 214 was certified by the Michigan Employment Relations Commission as the bargaining agent for the newly created Assistant Public Defenders. This resolution will approve a Letter of Understanding in which the Employer agrees to increase the base wage scale for the members of the bargaining Unit by 2% to be effective the first full pay period following the date of ratification of this Agreement in 2020 in exchange for the Union's agreement that the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by the Personnel Policies applicable to non-represented Ingham County Assistant Public Defenders. This unit will then bargain with the Employer along with all of the other bargaining units as the contracts are up at the end of 2020.

See memo for details.

OTHER ITEMS:

1. Equal Opportunity Committee Interviews
2. LEAP – *Review of 2019 Activities and 2020 Projects (Presentation)*
6. Road Department – *Collective Bargaining Update (Closed Session)*

In compliance with provisions of the Open Meetings Act (MCL 15.268(c)), a closed session is scheduled to discuss negotiation sessions with collective bargaining units.

Agenda Item 3

TO: County Services and Finance Committees

FROM: James C. Hudgins, Jr., Director of Purchasing

Date: January 22, 2020

SUBJECT: Purchasing Department Reorganization

BACKGROUND

The Purchasing Assistant and Courier have both assumed additional and substantial responsibilities over the past couple of years due to the increased workload, reductions in staff, and an increase in the demand for services of the Purchasing Department.

The Purchasing Assistant now performs many duties and responsibilities outside the current job description including, but not limited to, training staff and taking a more active role in the bidding process. These new job duties and responsibilities, coupled with the need to answer for and make decisions on behalf of the Director when he is unavailable, necessitate re-classing the position.

In addition to performing regular duties, the Courier now spends approximately 25% of his time performing other unrelated courier tasks such as registering vendors desiring to do business with the County using the financial management software MUNIS. The position also requires assisting with and covering for the Copy Center Coordinator in the Copy Center.

ALTERNATIVES

Since both employees are currently working out of class, this reorganization is highly needed and equitable. An alternative solution is not immediately evident.

FINANCIAL IMPACT

The Human Resources Department and Budget Office analyzed the two job descriptions and recommend the following changes:

- Courier (position #231006) – re-class the position from UAW-C (2019 salary range: \$30,997.99 - \$36,894.48) to UAW-F (2019 salary range: \$37,205.80 - \$44,338.87); and,
- Purchasing Assistant (position #231003) – re-class the position from UAW-G (2019 salary range: \$39,344 - \$46,910.11) to UAW-J (2019 salary range: \$46,568.63 - \$55,599.70).

See the Memo of Analysis for the Reorganization of the Purchasing Department from the Human Resources Department, and the 2019 Personnel Cost Projections from the Budget Office.

The reorganization will be funded in the Purchasing Department's line items #101-23302-704000 and #645-23305-704000, adjusted by the Controller's Office upon approval of the proposed reorganization.

OTHER CONSIDERATIONS

The UAW supports this proposed reorganization.

STRATEGIC PLANNING IMPACT

The proposed resolution supports the Ingham County Board of Commissioners' Strategic Plan's long-term goal to attract and to retain exceptional employees who reflect the community they serve and who prioritize public services.

RECOMMENDATION

Based on the significant additional job responsibilities for the Courier and Purchasing Assistant positions, I respectfully recommend approving the Purchasing Department reorganization.

Agenda Item 3

TO: Jim Hudgins, Purchasing Director

FROM: Joan Clous, HR Specialist

DATE: December 20, 2019

RE: Memo of Analysis for the reorganization of the Purchasing Department

The Purchasing Department is seeking a reorganization of positions to enhance their ability to serve residents of Ingham County.

1. Position #231006 the Courier will be moved from UAW C (\$30,997.99 to \$36,894.48) to UAW F (\$37,205.80 to \$44,338.87). The UAW is in agreement with this placement.
2. Position #231003 the Purchasing Assistant will be moved from UAW G (\$39,344.00 to \$46,910.11) to UAW J (\$46,568.63 to \$55,599.70). The UAW is in agreement with this placement.

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

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

Budget Office's Personnel Cost Projections for Proposed Purchasing Department Reorganization

		UAW C		UAW F	
#231006 Courier		Step 1	Step 5	Step 1	Step 5
	Salary	30,998	36,894	37,206	44,339
	1000 FICA	2,371	2,822	2,846	3,392
	2700 DENTAL	936	936	936	936
	2710 VISION	135	135	135	135
	7201 MERS 0101H	5,081	6,047	6,098	7,267
	7301 MERS 0101H	310	369	372	443
	8810 RSKCLERICA	93	111	112	133
	8846 LIABILITGE	423	503	508	605
	8940 DISABIL 30	40	48	48	58
	8951 UNEMPLYMT	155	184	186	222
	8952 RTEE CHG B	3,585	3,585	3,585	3,585
	8953 SEPARATE	542	646	651	776
	8955 RET/HLTH/T	1,395	1,660	1,674	1,995
	8960 CARES (EAP	33	33	33	33
	8966 LIFE 30K	86	86	86	86
	Total	46,184	54,060	54,476	64,005
				UAW J	
#231003					
	Salary	39,344	46,910	46,569	55,600
	1000 FICA	3,010	3,589	3,563	4,253
	2700 DENTAL	936	936	936	936
	2710 VISION	135	135	135	135
	7201 MERS 0101H	6,448	7,689	7,633	9,113
	7301 MERS 0101H	393	469	466	556
	8813 RSKBUILDIN	118	141	140	167
	8843 LIABPURFAC	537	640	635	759
	8940 DISABIL 30	51	61	61	72
	8951 UNEMPLYMT	197	235	233	278
	8952 RTEE CHG B	3,585	3,585	3,585	3,585
	8953 SEPARATE	689	821	815	973
	8955 RET/HLTH/T	1,770	2,111	2,096	2,502
	8960 CARES (EAP	33	33	33	33
	8966 LIFE 30K	86	86	86	86
	Total	57,332	67,440	66,983	79,048

Jim,

Please include this email with your packet to the Board.

Joan

From: Prehn, Bradley
Sent: Monday, December 23, 2019 8:24 AM
To: Clous, Joan; Hudgins, Jim
Subject: Re: Memo of Analysis for Reorganization

Joan,

The UAW is in support of the courier position being changed to a UAW-F pay grade and the purchasing assistant being changed to a UAW-J pay grade.

Thank you,

Brad Prehn

UAW Chairperson

From: Clous, Joan
Sent: Monday, December 23, 2019 8:08 AM
To: Prehn, Bradley; Hudgins, Jim
Subject: RE: Memo of Analysis for Reorganization

Corrected

From: Prehn, Bradley
Sent: Friday, December 20, 2019 4:46 PM
To: Hudgins, Jim; Clous, Joan
Subject: Re: Memo of Analysis for Reorganization

Joan,

I just glance over the revised job descriptions and it still has courier at a UAW C and the purchasing assistant at a UAW G pay grade.

Brad

From: Hudgins, Jim
Sent: Friday, December 20, 2019 1:41:06 PM
To: Clous, Joan
Cc: Prehn, Bradley
Subject: RE: Memo of Analysis for Reorganization

Thank you, Joan.

From: Clous, Joan
Sent: Friday, December 20, 2019 1:30 PM
To: Hudgins, Jim
Cc: Prehn, Bradley
Subject: Memo of Analysis for Reorganization

Jim,

Attached please find the Memo of Analysis for the Reorganization of the Purchasing Department along with the effected job descriptions to include in your packet to the Board. Please contact budgeting for a financial analysis of the changes to your positions, which will need to be included in your packet as well. Please let me know if you have any questions.

Thanks,
Joan

Joan Clous SHRM-CP
Human Resources Specialist

Ingham County

5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

“The only things worse than training your employees and having them leave, is not training them and having them stay.” Henry Ford

**INGHAM COUNTY
JOB DESCRIPTION**

COURIER

General Summary:

Under the supervision of the ~~Director of Purchasing Coordinator~~, loads and operates a County vehicle to transport mail, supplies, court files, and other materials. Performs routine maintenance on County vehicle. ~~Uses computers and machines to assist with performing various tasks in the Copy Center. Registers vendors using the County's financial management system.~~

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Essential Functions :

1. Operates a County vehicle to transport materials to and from destinations.
2. Picks-up, sorts, and delivers US and interoffice mail. Picks up supplies, printed forms, interoffice correspondence, requests for ~~copying printing~~, and related materials and delivers to appropriate destinations.
3. Delivers court files as directed.
4. ~~May be required to Ppick-up supplies from vendors as required .~~
5. Reviews orders being picked-up to ensure completeness.
6. Maintains vehicle log.
7. Inspects vehicle, including tires, lights, brakes, gas, oil and water and reports any problems to supervisor.
8. Performs minor maintenance to vehicle and ensures that scheduled maintenance is performed, following County policies and procedures.
9. Utilizes hand truck and pallet jack for loading and unloading supplies and materials.
10. Maintains interior and exterior of vehicle in clean and orderly fashion.
11. In addition to established route, may make additional stops at various departments and agencies, including ~~Ceomunity Mmental Hhealth~~, offices of attorneys and union representatives, and the ~~Mmedical Ceare Ffacility~~. Assists with route preparation and scheduling of pick-up and delivery.
12. ~~Uses production-style, high volume digital computers and machines and related post-copying equipment to copy, bind, cut and collate various types of copy jobs in the Copy Center. Accesses work orders from a computer. Operates a computer with related software programs. Communicates with customers to complete orders. Serves as backup to the Copy Center Coordinator in Coordinator's absence; contacts and communicates with service companies for repairs.~~

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11.13. Registers vendors desiring to do business with the County. Enters and updates vendor information into the County's financial management software system. Communicates with vendors to ensure that all required confidential information is obtained including, but not limited to, W-9s, Conflict of Interest Statements and Equal Opportunity/Nondiscrimination Policy.

Other Functions :

12.14. None listed.

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

Employment Qualifications :

Education: High School graduation or equivalent.

Experience: Prefer some experience driving a van for delivery purposes. Prefer some experience with high-speed production-style digital copiers and post-copying equipment. Experience in Microsoft Word, Outlook and Excel is required.

Other Requirements: Must possess a Michigan Driver's License with a B or P endorsement; and must possess and maintain an excellent driving record.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, and vans, etc.
3. 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.
4. This position is exposed to noise levels which require shouting in order to be heard.
5. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to t. stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, grasping, handling, and pinching.
- This position's physical requirements require regular stamina in climbing, pushing, pulling, reaching and typing.
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, lifting, carrying, and enduring repetitive movements or 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.)

October 7, 2019
UAW - C

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~~Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].~~

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Ability to regularly lift and/or move up to 50 pounds.
Ability to travel to various sites in the area.
Ability to drive for extended periods of time.
Ability to stoop, bend and crouch in order to inspect and maintain equipment.

Working Conditions:

Works outside in various weather and driving conditions.

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

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~~Employment Qualifications:~~

~~**Education:** High School graduation or equivalent.~~

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~~**Experience:** Prefer some experience driving a van for delivery purposes.~~

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~~**Other Requirements:** Must possess a Michigan Driver's License with a B or P endorsement, and must possess and maintain an excellent driving record.~~

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~~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.~~

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~~**Physical Requirements:** [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements].~~

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~~Ability to regularly lift and/or move up to 50 pounds. Ability to travel to various sites in the area.~~

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~~Ability to drive for extended periods of time.~~

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~~Ability to stoop, bend and crouch in order to inspect and maintain equipment.~~

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~~**Working Conditions:**~~

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~~Works outside in various weather and driving conditions.~~

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UAW-C

INGHAM COUNTY JOB DESCRIPTION

PURCHASING ASSISTANT

General Summary:

Under the supervision of the Director of Purchasing, ~~performs a variety of~~ ~~assists with all~~ activities ~~related~~ ~~associated with~~ procuring supplies, materials, services, and equipment in accordance with County purchasing policies and procedures; ~~oversees the registration of~~ purchasing vendors; ~~represents Director in his/her stead;~~ conducts value analysis and contract administration; works with County departments to develop product and bid specifications and helps to identify potential vendors; negotiates and monitors contracts and resolves related problems; ~~overs the disposal of surplus and oversees the conservation easement process for the Farmland Open Space Planning Board.~~ ~~creates and maintains purchasing vendor files;~~ ~~administers the disposal of surplus vehicles and equipment;~~ ~~creates and maintains the departmental web page;~~ ~~represents the Director in his/her absence;~~ performs various administrative tasks; and, performs other duties as assigned.

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Essential Functions:

1. ~~Administers the purchasing vendor registration process; trains staff and other departments regarding correct policies and procedures.~~ ~~Assists the Director with the competitive bidding process, including all activities associated with procuring supplies, materials, services, and equipment in accordance with County purchasing policies and procedures;~~ issues Invitation for Bids, Request for Proposals, and Purchase Orders upon direction from the Director; writes, advertises, and posts bids and proposals on the website; creates bid and proposal evaluations; types and edits solicitations using purchasing boilerplates and information from the Director; and, writes and issues addendums.
2. ~~Represents and fulfills the Director's responsibilities in his/her absence; attends various internal and external meetings and provides updates as needed; answers departments' and vendors' purchasing policy and procedural questions; issues emergency purchasing orders; makes decisions based on established purchasing policy and leads staff.~~ ~~Registers all purchasing vendors; assists vendors registering through the website or by hardcopy; enters vendor information into the financial management software MUNIS; updates and maintains vendor information as needed; answers vendors' and departments' questions about registering as a vendor, commodity codes and the County's processes for bidding opportunities; ensures that all purchasing vendor file information is current including W-9s, 1099s, and Equal Opportunity Employment/Nondiscrimination Policy statements; registers non-purchasing vendors as needed; and, reviews and enters vendor contractual performance information into MUNIS.~~
3. ~~Prepares purchase orders through the financial management system and places orders for the purchase of goods and services in accordance with established guidelines; converts requisitions into purchase orders; sets up invoices for payment; liquidates encumbrances; ensures payment is made to vendors in a timely manner when cooperative contracts are utilized.~~ ~~Assists the Director with the creation of the annual departmental budget; creates monthly budget status reports; checks for overruns, and alerts the Director of any~~

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budgetary shortfall or concerns; enters budget information into MUNIS; writes Capital Improvement Plan requests and the Contract List; and, prepares the budget binder.

4. ~~Researches and determines potential vendors to be solicited for quotes, Invitation of Bids, and Requests for Proposals. Interviews vendors and evaluates their products, services and capabilities as suppliers. Works with the Information Technology Network Site Coordinator with the placement of digital copiers and multi-function machines; ensures site evaluations are completed before copier order is placed; maintains accurate and current files of all copiers; and, works with departments on copier issues including billing and ordering.~~

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5. ~~Assists the Director with monitoring and enforcing the Prevailing Wage Policy; collects, files and analyzes certified payrolls; sends payrolls and pre-construction information to County's monitoring agent for review and compliance; works with monitoring agent to correct any wage/benefit deficiencies or compliance issues; and attends pre-construction meetings and discusses prevailing wage requirements in Director's absence. Assists departments in obtaining and verifying insurance certificates; receives and analyzes insurance certificates for compliance obtained during the vendor registration process and/or new contracts; seeks risk manager's and/or legal counsel's advice as needed; and, works with insurance companies to correct any insufficiencies to project requirements and risk management dollar thresholds.~~

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6. ~~Assists Departments in obtaining and verifying insurance certificates; receives and analyzes insurance certificates for compliance obtained during the vendor registration process and/or new contracts; seeks risk manager's and/or legal counsel's advice as needed; and works with insurance companies to correct any insufficiencies to project requirements and risk management dollar thresholds. Creates and maintains an inventory of County vehicles; tracks the inventory of vehicles regarding make, model, color, Vehicle Identification Number (VIN) and license plate; updates list as vehicles are bought, sold or transferred; and, annually sends the vehicle list to the Financial Services department and risk manager.~~

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7. ~~Maintains contacts with vendors to assure prompt delivery, adherence to specifications, and proper pricing. Coordinates with vendors when substitute items have to be provided. Serves as a liaison between vendors and department staff. Develops, writes and issues Invitation to Bids and Request for Proposals in collaboration with the requesting department. Advises departments on products, purchasing options, and purchasing policy. Performs general payment processing duties; reviews Purchase Orders for completeness and payment of invoices, processes invoices, and determines the appropriate line items; and, processes monthly departmental p-cards, statements, ensures all purchases are tax-exempt and reconciles with banking institution any outstanding payment issues or incorrect charges.~~

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8. ~~Obtains prices quotes from vendors and compares quotes with the specifications and availability of items. Reviews orders for completeness, accuracy, and compliance with specifications and policies and procedures. Administers the disposal of County surplus; organizes, advertises and conducts auctions to ensure a fair and legal auction process for all parties; assembles and distributes sealed bids; takes pictures of surplus and posts on-line; coordinates interdepartmental vehicle and equipment transfers as needed; determines fair market value of surplus items; works with other governmental entities to dispose of~~

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~~surplus; receives checks for payment of surplus and deposits in the appropriate account with the Treasurer; writes receipts; and, creates files to ensure proper auditing trails are maintained.~~

9. ~~Works collaboratively with departments in recommending awards of contracts. Negotiates terms and conditions with department staff and vendors as required. Prepares and writes recommendations. Processes departmental payroll and Personnel Action Requests using computerized system and assists with new employee orientation and training.~~

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10. ~~Serves as the Procurement Card Department Coordinator and Procurement Card Administrator Assistant: issues new p-cards; reviews confidential p-card activity and alerts departments to violations of the County's p-card and purchasing policies; trains new p-card users on proper procedures; and obtains all required forms. Freedom of Information Act (FOIA) Coordinator for the department: determines what is and what is not confidential information; contacts legal counsel as needed; seeks, receives, and deposits payment for requested information; responds to requestor by using templates or writing letters to confirm or deny requests; and, seeks additional time as needed for completing FOIA requests.~~

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11. ~~Reviews contracts for changes prior to letting bid or renewal for the contract. Interprets and evaluates contract provisions. Consults with Legal Counsel in draft contracts. Issues annual Living Wage Questionnaires to vendors providing services according to the Living Wage Policy; requests, receives and reviews Certified Payrolls and reports to the Director any concerns; and, communicates to departments the updated Living Wage rate information.~~

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12. ~~Oversees the preparation of the annual departmental budget including Capital Improvement Plan requests, Contract List, and composing narrative for justification of increases to budget. Creates, maintains and updates the Purchasing Department website; posts bid results and policy changes; attends Webmaster meetings; and, attends training classes as needed.~~

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13. ~~Serves as the Department and Implementation Coordinator for the County's computerized financial management system; trains each department liaison person to use the purchasing software; and contacts financial management software vendor to solve problems. Performs data entry of payroll and PARs. Processes chargebacks for Copy Center orders and Courier use by departments; ensures that departments are charged the correct amount and deposited in the correct account.~~

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14. ~~Oversees pre-sort/mailling and p-card contacts and negotiates contract terms and conditions. Represents the Director in his/her absence; attends various internal and external meetings and provides updates as needed; answers departments' and vendors' purchasing policy and procedural questions; issues emergency purchase orders; makes decisions based on established purchasing policy and consults with other decision makers as needed to make proper decisions.~~

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15. ~~Issues annual Living Wage Questionnaires to vendors providing services according to the Living Wage Policy; requests, receives and reviews Certified Payrolls and reports to the Director any concerns; and communicates to departments the updated Living Wage rate information. Assists the Director with monitoring and enforcing the Prevailing Wage~~

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~~Policy: collects, files, and analyzes certified payrolls; sends payrolls and pre-construction information to County's monitoring agent for review and compliance; notifies the Director of any deficiencies or compliance issues; and, attends pre-construction meetings and discusses prevailing wage requirements in Director's absence.~~

16. Creates, maintains and updates the Purchasing Department website; posts bid results and policy changes; attends webmaster meetings; meets with vendors and IT staff to design and make recommendations for webpage content and layout and, attends training classes. Oversees the process of obtaining Sealed Offers of Sale for the Farmland Open Space Planning Board (FOSPB); works with the FOSPB Director to write and issue Sealed Offers of Sale for properties being considered for permanent conversation easements.

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17. Administers the disposal of County surplus; organizes, advertises and conducts auctions to ensure a fair and legal auction process for all parties; assembles and distributes sealed bids; takes picture of surplus; receives checks for payment or surplus and deposits in the appropriate account with the Treasurer; writes receipts; evaluates and recommends utilizing third party on-line auctioneers for the disposal of surplus; and create files to ensure proper auditing trails are maintained. Performs various administrative tasks including typing, writing memos and resolutions, proofreading and data entry for various departmental functions; faxes and copies material; schedules meetings and interviews; processes outgoing mail and distributes incoming mail; answers telephones, orders supplies, types annual budget; and, uses various software programs (e.g. Microsoft Word and Excel, etc.) to maintain documents, spreadsheets, and other departmental documents.

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- ~~17.18.~~ Oversees the process of obtaining Sealed Offers of Sale for the Farmland Open Space Planning Board (FOSPB); in compliance with county policy; writes and issues Sealed Offers of Sale for properties being considered for permanent conversation easements; and works with the FOSPB Director to ensure procurement protocols are implemented.

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Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality HHPAA and other privacy issues.
- Regular attendance and punctuality are standards of performance required for this position.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of a High School Graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college is required. An associate's degree in purchasing, materials management, business administration or related field or higher is preferred.

Experience: A minimum of 2 years of experience in a purchasing role or related field is required.

Other Requirements: None

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

Working Conditions:

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

Physical Requirements:

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

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

~~October 11, 2017~~ October 9, 2019
UAW G

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INGHAM COUNTY JOB DESCRIPTION

COURIER

General Summary:

Under the supervision of the Director of Purchasing, loads and operates a County vehicle to transport mail, supplies, court files, and other materials. Performs routine maintenance on courier vehicle. Uses computers and machines to assist with performing various tasks in the Copy Center. Registers vendors using the County's financial management system.

Essential Functions:

1. Operates a County vehicle to transport boxes, cases, and materials to and from destinations.
2. Picks up, sorts, and delivers US and interoffice mail. Picks up supplies, printed forms, interoffice correspondence, requests for copying, and related materials and delivers to appropriate destinations.
3. Delivers court files as directed.
4. Picks up supplies from vendors as required.
5. Reviews orders being picked up to ensure completeness.
6. Maintains vehicle log.
7. Inspects vehicle, including tires, lights, brakes, gas, oil and water and reports any problems to supervisor.
8. Performs minor maintenance to vehicle and ensures that scheduled maintenance is performed, following County policies and procedures.
9. Utilizes hand truck and pallet jack for loading and unloading supplies and materials.
10. Maintains interior and exterior of vehicle in a clean and orderly fashion.
11. In addition to established route, may make additional stops at various departments and agencies, including Community Mental Health, offices of attorneys and union representatives, and the Medical Care Facility. Assists with route preparation and scheduling of pickup and delivery.
12. Uses production-style, high-volume digital computers and machines and related post-copying equipment to copy, bind, cut, and collate various types of copy jobs in the Copy Center. Accesses work orders from a computer. Operates a computer with related software programs. Communicates with customers to complete orders. Serves as backup to the Copy Center Coordinator in Coordinator's absence; contacts and communicates with service companies for repairs.

13. Registers vendors desiring to do business with the County. Enters and updates vendor information into the County's financial management software MUNIS. Communicates with vendors to ensure that all required confidential information is obtained including, but not limited to, W-9s, Conflict of Interest Statements and Equal Opportunity/Nondiscrimination Policy.

Other Functions:

14. None listed.

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

Employment Qualifications:

Education: High School graduation or equivalent.

Experience: Prefer some experience driving a van for delivery purposes. Prefer some experience with high-speed production-style digital copiers and post-copying equipment. Experience in Microsoft Word, Outlook and Excel is required.

Other Requirements: Must possess a Michigan Driver's License with a B or P endorsement; and must possess and maintain an excellent driving record.

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

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to regularly lift and/or move up to 50 pounds. Ability to travel to various sites in the area.

Ability to drive for extended periods of time.

Ability to stoop, bend and crouch in order to inspect and maintain equipment.

Working Conditions:

Works outside in various weather and driving conditions.

**INGHAM COUNTY
JOB DESCRIPTION**

PURCHASING ASSISTANT

General Summary:

Under the supervision of the Director of Purchasing, performs a variety of activities related to procuring supplies, materials, services, and equipment in accordance with County purchasing policies and procedures; oversees the registration of purchasing vendors; represents Director in his/her stead; conducts value analysis and contract administration; works with County departments to develop product and bid specifications and helps to identify potential vendors; negotiates and monitors contracts and resolves related problems, oversees the disposal of surplus and oversees the conservation easement process for the Farmland Open Space Planning Board.

Essential Functions:

1. Administers the purchasing vendor registration process; trains staff and other departments regarding correct policies and procedures.
2. Represents and fulfills the Director's responsibilities in his/her absence; attends various internal and external meetings and provides updates as needed; answers departments' and vendors' purchasing policy and procedural questions; issues emergency purchasing orders; makes decisions based on established purchasing policy and leads staff.
3. Prepares purchase orders through the financial management system and places orders for the purchase of goods and services in accordance with established guidelines; converts requisitions into purchase orders; sets up invoices for payment; liquidates encumbrances; ensures payment is made to vendors in a timely manner when cooperative contracts are utilized.
4. Researches and determines potential vendors to be solicited for quotes, Invitation of Bids, and Requests for Proposals. Interviews vendors and evaluates their products, services and capabilities as suppliers.
5. Assists the Director with monitoring and enforcing the Prevailing Wage Policy: collects, files and analyzes certified payrolls; sends payrolls and pre-construction information to County's monitoring agent for review and compliance; works with monitoring agent to correct any wage/benefit deficiencies or compliance issues; and attends pre-construction meetings and discusses prevailing wage requirements in Director's absence.
6. Assists Departments in obtaining and verifying insurance certificates: receives and analyzes insurance certificates for compliance obtained during the vendor registration process and/or new contracts; seeks risk manager's and/or legal counsel's advice as needed; and works with insurance companies to correct any insufficiencies to project requirements and risk management dollar thresholds.
7. Maintains contacts with vendors to assure prompt delivery, adherence to specifications, and proper pricing. Coordinates with vendors when substitute items have to be provided. Serves as a liaison between vendors and department staff. Develops, writes and issues Invitation to Bids and Request for Proposals in collaboration with the requesting department. Advises departments on products, purchasing options, and purchasing policy.

8. Obtains price quotes from vendors and compares quotes with the specifications and availability of items. Reviews orders for completeness, accuracy, and compliance with specifications and policies and procedures.
9. Works collaboratively with departments in recommending awards of contracts. Negotiates terms and conditions with department staff and vendors as required. Prepares and writes recommendations.
10. Serves as the Procurement Card Department Coordinator and Procurement Card Administrator Assistant: issues new p-cards; reviews confidential p-card activity and alerts departments to violations of the County's p-card and purchasing policies; trains new p-card users on proper procedures; and obtains all required forms.
11. Reviews contracts for changes prior to letting bid or renewal for the contract. Interprets and evaluates contract provisions. Consults with Legal Counsel in draft contracts.
12. Oversees the preparation of the annual departmental budget including Capital Improvement Plan requests, Contract List, and composing narrative for justification of increases to budget.
13. Serves as the Department and Implementation Coordinator for the County's computerized financial management system; trains each department liaison person to use the purchasing software; and contacts financial management software vendor to solve problems. Performs data entry of payroll and PARs.
14. Oversees pre-sort/mailing and p-card contracts and negotiates contract terms and conditions.
15. Issues annual Living Wage Questionnaires to vendors providing services according to the Living Wage Policy: requests, receives and reviews Certified Payrolls and reports to the Director any concerns; and communicates to departments the updated Living Wage rate information.
16. Creates, maintains and updates the Purchasing Department website: posts bid results and policy changes; attends webmaster meetings; meets with vendors and IT staff to design and make recommendations for webpage content and layout and, attends training classes.
17. Administers the disposal of County surplus; organizes, advertises and conducts auctions to ensure a fair and legal auction process for all parties; assembles and distributes sealed bids; takes picture of surplus; receives checks for payment or surplus and deposits in the appropriate account with the Treasurer; writes receipts; evaluates and recommends utilizing third party on-line auctioneers for the disposal of surplus; and creates files to ensure proper auditing trails are maintained.
18. Oversees the process of obtaining Sealed Offers of Sale for the Farmland Open Space Planning Board (FOSPB); in compliance with county policy; writes and issues Sealed Offers of Sale for properties being considered for permanent conservation easements; and works with the FOSPB Director to ensure procurement protocols are implemented.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to confidentiality and other privacy issues.
- Regular attendance and punctuality are standards of performance required for this position.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

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

Employment Qualifications:

Education: A minimum of a High School Graduation or equivalent with specialized or technical training generally acquired through seminars, workshops, which cumulatively is viewed as equivalent to 12 credits or less of college is required. An associate's degree in purchasing, materials management, business administration or related field or higher is preferred.

Experience: A minimum of 2 years of experience in a purchasing role or related field is required.

Other Requirements: None

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

Working Conditions:

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

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 standing, walking, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling and pinching
- This position's physical requirements require continuous stamina in sitting, reaching, handling, typing and enduring repetitive movements of the wrists, hands or fingers
- This position performs sedentary work requiring a negligible amount of effort in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

October 9, 2019
UAW J

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE INGHAM COUNTY
PURCHASING DEPARTMENT**

WHEREAS, the Director of Purchasing has expressed an interest in reorganizing the Purchasing Department due to substantial changes in workloads of the Courier and Purchasing Assistant positions; and

WHEREAS, the Director has met with the Controller/Administrator and Human Resources Director, and both are in agreement with the proposed reorganization; and

WHEREAS, the Human Resources Department and Budget Office have reviewed and scored the Courier and Purchasing Assistant positions; and

WHEREAS, the Purchasing Department has complied with the County's Reorganization Policy; and

WHEREAS, this proposed reorganization is in keeping with the Board of Commissioners' Strategic Plan's long-term goal of attracting and retaining exceptional employees, and will not eliminate any positions; and

WHEREAS, the UAW union leadership supports this reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the reorganization of the Purchasing Department consisting of changing the Courier position (#231006) from UAW-C to UAW-F and changing the Purchasing Assistant position (#231003) from UAW-G to UAW-J.

BE IT FURTHER RESOLVED, that this reorganization shall be effective the first full pay period after the adoption of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2020 budget and position allocation list.

TO: County Services and Finance Committees
FROM: Heidi Williams, Animal Control Director
DATE: January 17, 2020
SUBJECT: Resolution Authorizing Entering into a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician
For the meeting agendas of February 4 and February 5

BACKGROUND

Recruitment of a Veterinary Technician recently concluded with the selection of Elizabeth Gorecki to fill the long-vacant position. Ms. Gorecki possesses over 30 years' experience as a licensed veterinary technician at MSU Veterinary Clinic and will bring with her a vast set of qualifications, including anesthesia, neurology, as well as policy and procedure development. She also holds a number of certifications that would allow her to teach certain skills in-house to other staff members. Ms. Gorecki has requested consideration for placement at the top step of the applicable wage scale (Level 6). The Capitol City Labor Program, Inc. is agreeable to the employer offering the Level 6 wage rate to Ms. Gorecki and supports entering into a letter of understanding for this purpose (see attached), above the normal contractual maximum of Level 3.

ALTERNATIVES

The chosen candidate has indicated a willingness to accept an offer to fill the Veterinary Technician position contingent upon a starting wage rate of Level 6. If the candidate does not accept an offer to fill the Veterinary Technician position, a new search will need to be initiated.

FINANCIAL IMPACT

The 2020 Level 6 wage is \$48,304.73 per year; the Level 3 wage is 40,670.28 per year.

STRATEGIC PLANNING IMPACT

The recommendation 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

Veterinary Technicians are required to be licensed by the State of Michigan.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution Authorizing Entering into a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding the Starting Wage of a New Hire Veterinary Technician.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZIE A LETTER OF UNDERSTANDING WITH THE CAPITOL CITY
LABOR PROGRAM, INC. (CCLP) REGARDING THE STARTING WAGE OF A NEW HIRE
VETERINARY TECHNICIAN**

WHEREAS, Ingham County (the “Employer”) and the Capitol City Labor Program, Inc. (CCLP) (the “Union”) have agreed to a collective bargaining agreement (the “CBA”) for the Animal Control bargaining unit from January 1, 2018 through December 31, 2020; and

WHEREAS, the Employer and the Union wish to enter into a Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire Veterinary Technician in the Animal Control Department; and

WHEREAS, Elizabeth Gorecki (hereinafter “Applicant”) is an experienced Veterinary Technician with 30 years’ experience at MSU Veterinary Clinic and will bring with her a vast set of qualifications; and

WHEREAS, the Ingham County Animal Control has an immediate need for and desires to employ the Applicant in the position of Veterinary Technician at a wage rate of Level 6 of the applicable wage scale; and

WHEREAS, the Union is agreeable to the Employer offering the Level 6 Wage Rate to the Applicant under the above unique circumstances.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into that attached letter of understanding with the Capitol City Labor Program, Inc. (CCLP) to offer the Applicant a starting wage rate of Level 6 notwithstanding the normal contractual maximum at Level 3.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

And

**CAPITOL CITY LABOR PROGRAM, INC.
ANIMAL CONTROL UNIT (Union)**

Wage Rate for Elizabeth Gorecki

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (hereinafter referred to as the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (CCLP) or (the "Union"), have agreed to a collective bargaining agreement for the Veterinarian Technicians bargaining unit from January 1, 2018, through December 31, 2020 (the "CBA"); and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to vary from the CBA as regards the wage rate to be paid to a new hire Veterinary Technician in the Animal Control Department (the "LOU"); and

WHEREAS, Elizabeth Gorecki (hereinafter Applicant) is an experienced Veterinary Technician with 30 years' experience at MSU Vet Clinic and will bring with her a vast set of qualifications; and

WHEREAS, the Ingham County Animal Control has an immediate need for and desires to employ the Applicant in the position of Veterinary Technician at a wage rate of Level 6 (\$48,304.73) of the AC, VT and LE Officer Wage Scale; and

WHEREAS, the CCLP is agreeable to the Employer offering the Level 6 Wage Rate to the Applicant under the above unique circumstances.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Ingham County Animal Control will offer the above Applicant a starting wage rate of Level 6 notwithstanding the normal contractual maximum at Level 3.
2. This Agreement is recognized by the parties as being unique to the facts surrounding this Applicant only and shall not be precedent setting for any future new hire.

IT IS FURTHER AGREED THAT this LOU shall be unique to Elizabeth Gorecki and neither the Employer nor Union waive any rights as to future interpretations and applications of the CBA. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

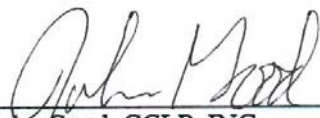
COUNTY OF INGHAM

**CAPITOL CITY LABOR PROGRAM,
INC**

Bryan Crenshaw, Chairperson Date
Ingham County Board of Commissioners

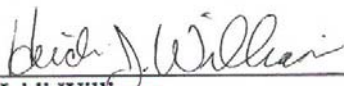
Tom Krug, Executive Director Date

Timothy Dolehanty, Controller Date
Ingham County, Michigan

 1/17/20

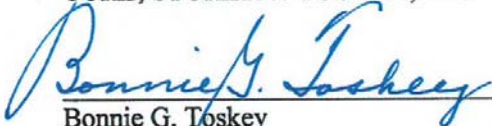
John Good, CCLP, INC. Date
Animal Control Steward

Sue Graham Date
Human Resources Director

 1/17/2020

Heidi Williams Date
Animal Control Director

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

 1/17/2020

Bonnie G. Toskey Date

TO: County Services and Finance Committees
FROM: Heidi Williams, Animal Control Director
DATE: January 28, 2020
SUBJECT: Resolution Authorizing Entering into a Letter of Understanding with the Capitol City Labor Program, Inc. (CCLP) Regarding After Hours On-Call Pay for Animal Control Officers
For the meeting agendas of February 4 and February 5

BACKGROUND

On-call hours for Animal Control Officers was a service provide by the county for many years. It was eliminated in 2009 as a budget savings measure. The inability of Animal Control Officers to attend to emergent animal needs in our community afterhours or on holidays has fallen to local police departments, which do not have the specialized tools and training of animal control. Reinstatement of these on call hours will greatly benefit law enforcement resources and increase the ability to safely address these situations, and was approved in the 2020 budget.

ALTERNATIVES

The County could choose not to implement this increased level of service.

FINANCIAL IMPACT

The annual cost of this change is \$22,200, which was approved in the 2020 budget.

OTHER CONSIDERATIONS

If approved, this service will go into effect February 15, 2020.

RECOMMENDATION

Based on the information presented, 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 AUTHORIZIE A LETTER OF UNDERSTANDING WITH THE CAPITOL CITY
LABOR PROGRAM, INC. (CCLP) REGARDING AFTER HOURS ON-CALL PAY FOR
ANIMAL CONTROL OFFICERS**

WHEREAS, Ingham County (the “Employer”) and the Capitol City Labor Program, Inc. (CCLP) (the “Union”) have agreed to a collective bargaining agreement (the “CBA”) for the Animal Control bargaining unit from January 1, 2018 through December 31, 2020; and

WHEREAS, Ingham County Animal Control is desirous of establishing a standard operating procedure for Animal Control Officer on-call assignments; and

WHEREAS, the Capitol City Labor Program (CCLP) Inc. is in agreement with the proposed standard operating procedure for Animal Control Officer on-call assignments; and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to supplement the CBA regarding Animal Control Officer on-call assignments (the “LOU”).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached letter of understanding with Capitol City Labor Program (CCLP) Inc. as follows:

1. Employees assigned to on-call status on non-holiday weekdays (defined as Monday, Tuesday, Wednesday or Thursday) will be compensated at the rate of three (3) hours of straight time pay for each weekday or portion of a weekday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

2. Employees assigned to on-call status on weekend days (defined as Friday, Saturday or Sunday) or on holidays (as defined in the CBA at Article 26, Holidays, Section 1., Recognized Holidays) will be compensated at the rate of four (4) hours of straight time pay and credited with one (1) hour of compensatory time for each weekend day and holiday or portion of a weekend day or holiday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

3. All the other terms and conditions specified in the CBA shall remain in full force and effect.

4. Any prior agreement(s) involving any of the terms contained in this LOU are null, void and superseded by the terms of this LOU.

5. This LOU is unique to this case and neither the Employer nor the Union waive any rights as to future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

6. The term of this LOU is for the period February 15, 2020 through December 31, 2020, at which time it will expire.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

**LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM (CCLP) INC.
ANIMAL CONTROL UNIT**

WHEREAS, the County of Ingham, a municipal body corporate of the State of Michigan (the “Employer”) and the Capitol City Labor Program, Inc. (the “Union”) have agreed to a collective bargaining agreement for the Animal Control employees’ bargaining unit from January 1, 2018 through December 31, 2020 (the “CBA”); and

WHEREAS, Ingham County Animal Control is desirous of establishing a standard operating procedure for Animal Control Officer on-call assignments (see attached document); and

WHEREAS, the Capitol City Labor Program (CCLP) Inc. is in agreement with the proposed standard operating procedure for Animal Control Officer on-call assignments; and

WHEREAS, the Employer and the Union wish to enter into this Letter of Understanding to supplement the CBA regarding Animal Control Officer on-call assignments (the “LOU”).

NOW THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Employees assigned to on-call status on non-holiday weekdays (defined as Monday, Tuesday, Wednesday or Thursday) will be compensated at the rate of three (3) hours of straight time pay for each weekday or portion of a weekday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

2. Employees assigned to on-call status on weekend days (defined as Friday, Saturday or Sunday) or on holidays (as defined in the CBA at Article 26, Holidays, Section 1., Recognized Holidays) will be compensated at the rate of four (4) hours of straight time pay and credited with one (1) hour of compensatory time for each weekend day and holiday or portion of a weekend day or holiday assigned to on-call status. Employees called in to work will receive pay for time worked at time-and one-half their regular hourly rate, with a minimum of two (2) hours of compensation.

3. All the other terms and conditions specified in the CBA shall remain in full force and effect.

4. Any prior agreement(s) involving any of the terms contained in this LOU are null, void and superseded by the terms of this LOU.

5. This LOU is unique to this case and neither the Employer nor the Union waive any rights as to future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

6. The term of this LOU is for the period February 15, 2020 through December 31, 2020, at which time it will expire.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Understanding with the CCLP Animal Control Unit consistent with the above agreements of the Parties, subject to approval as to form by the County Attorney.

Bryan Crenshaw, Chairperson
Board of Commissioners

Date

Tom Krug, CCLP Executive Director

Date

Heidi Williams, Animal Control Director

Date

John Good, Union Unit President

Date

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

Bonnie Toskey

Agenda Item 5

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 17, 2020
SUBJECT: Resolution Approving a Letter of Understanding with the Teamsters Local 214 Assistant Public Defenders' Unit

For the meeting agendas of February 4 and February 5

BACKGROUND

The Teamsters Local 214 was certified by the Michigan Employment Relations Commission on November 12, 2019 as the exclusive bargaining agent for the bargaining unit in the Public Defenders' Office consisting of all Assistant Public Defenders.

On January 2, 2020, the Employer, through its Human Resources Director Sue Graham, offered a 2.0% base wage increase (with continuation of step progression on the wage scale) for 2020 in exchange for the Union's agreement to maintain the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by Personnel Policies applicable to non-represented Ingham County employees until such time as the parties come to agreement on terms and conditions of employment to be effective January 1, 2021. On January 16, 2020, the Union, through its Bargaining Agent Amy Roddy, has given the Employer notice that it accepts and has ratified such offer.

ALTERNATIVES

None

FINANCIAL IMPACT

The approval of the letter of understanding provides a 2% increase to the existing 2019 salary schedule, effective the first full pay period following the date of ratification by the parties.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH THE TEAMSTERS
LOCAL 214 ASSISTANT PUBLIC DEFENDERS' UNIT**

WHEREAS, the Teamsters Local 214 was certified by the Michigan Employment Relations Commission on November 12, 2019 as the exclusive bargaining agent for the bargaining unit in the Public Defenders' Office consisting of all Assistant Public Defenders; and

WHEREAS, on January 2, 2020, the Employer, through its Human Resources Director Sue Graham, offered a 2.0% base wage increase (with continuation of step progression on the wage scale) for 2020 in exchange for the Union's agreement to maintain the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by Personnel Policies applicable to non-represented Ingham County employees until such time as the parties come to agreement on terms and conditions of employment to be effective January 1, 2021; and

WHEREAS, on January 16, 2020, the Union, through its Bargaining Agent Amy Roddy, has given the Employer notice that it accepts such offer.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves a letter of understanding with Teamsters Local 214, Assistant Public Defenders' Unit as follows:

1. The Employer agrees to increase the base wage scale for the members of the bargaining Unit by +2% to be effective the first full pay period following the date of ratification of this Agreement in 2020 in exchange for the Union's agreement that the status quo as it existed on January 2, 2020 as to all economic and non-economic terms and conditions of employment as evidenced by the Personnel Policies applicable to non-represented Ingham County Assistant Public Defenders.
2. The parties agree to negotiate in good faith during the pendency of this Agreement at such time as the Union submits a demand to bargain to the Employer.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract agreement upon approval as to form by the County Attorney.

Kalkaska County Board of Commissioners
Resolution 2019-56
Supporting Passage of Legislation to Adopt 4-Year
Terms for County Commissioners

At a Regular Meeting of the Kalkaska County Board of Commissioners, on December 18, 2019:

WHEREAS the 1963 Michigan Constitution stipulated four-year terms for the County Board of Supervisors, the preceding body to today's Board of Commissioners; and

WHEREAS the Legislature voted in 1966 to abolish Boards of Supervisors and formally replace them with the Boards of Commissioners after the 1968 elections; and

WHEREAS Public Act 261 of 1966 promulgated that the length of terms for the new County Commissioners shall be concurrent with that of State Representatives, as specified, as specified in Article IV, Section 3 of the Michigan Constitution; and

WHEREAS the scope of duties of a County Commissioner has greatly increased in the last century – road patrols, indigent defense, mental health treatment and substance abuse prevention programming, solid waste pick-up and disposal, food and water supply safety, park operations, economic development efforts, emergency management and response, etc.; and

WHEREAS Michigan is one of only five states in the United States that provides for exclusively two-year terms for County Commissioners; and

WHEREAS all other county and township elected officials in Michigan are elected to terms of at least four years; and

WHEREAS the position of County Commissioner is a highly complex oversight role that requires years to master; and

WHEREAS legislation to amend state law to enact four-years terms has been filed in the form of House Bills 4937-38 and Senate Bills 504-505; and

WHEREAS the Michigan Association of Counties supports the legislation as introduced;

THEREFORE, BE IT RESOLVED that the Kalkaska County Board of Commissioners supports House Bills 4937-38 and Senate Bills 504-505 to enact four-year terms for County Commissioners.

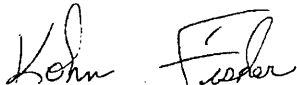
Motioned by West to adopt Resolution 2019-56. Supported by Comai. Roll call vote:

Yeas: West, Comai, Crambell, Sweet, Fisher.

Nays: None

Absent: Cox, Ngirarsaol

5 yeas. 0 nays. 2 absent. Motion Carried.

 12-18-2019

Kohn E. Fisher,
Chairman of the Board of Commissioners Kalkaska County

I, the undersigned, Clerk of Kalkaska County, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Kalkaska County Board of Commissioners, at its Regular Meeting on December 18, 2019 the original of which is part of the Board's minutes.

_____
Deborah L. Hill
Clerk of the Board of Commissioners Kalkaska County

Introduced by the Ingham County Board of Health:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION IN SUPPORT OF RESOLVING ISSUES WITH INGHAM COUNTY'S
PHARMACY BENEFIT PLAN THAT HAVE ADVERSE EFFECTS ON THE HEALTH
AND WELLBEING OF INGHAM COUNTY EMPLOYEES**

WHEREAS, Ingham County Health Department employees presented concerns that Ingham County's Pharmacy Benefits Plan, which went into effect January 1 of 2019, is causing barriers to care and access to necessary and life sustaining drugs in the November 19th, 2019 County Services Committee; and

WHEREAS, these barriers and access issues are directly tied to the Exclusion List from the contracted Pharmacy Benefit company; and

WHEREAS, this Exclusion List represents a systemic bias against LGBTQIA+ and persons living with or at risk for HIV; and

WHEREAS, this systemic bias violates Ingham County Health Department's core value of health equity and social justice; and

WHEREAS, Ingham County's strategic plan identifies reduction of HIV infections as a priority area.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Health supports the directives approved by the County Services Committee for the County Controller/Administrator to determine how these structural inequities were adopted in the county as well as provide options and plans to remove them; and

BE IT FURTHER RESOLVED, that the Ingham County Board of Health affirms its commitment to the LGBTQIA+ community as well as those living with and at risk for HIV; and

BE IT FURTHER RESOLVED, that the Ingham County Board of Health as an advisory Board of Health encourages the Ingham County Board of Commissioners to adopt a Health in All Policies approach to decision-making in Ingham County government, and that in doing so, Ingham County may serve as a model for other units of government throughout Michigan.

Ingham Community Health Center Board of Directors
Resolution Regarding Employee Pharmacy Benefits

WHEREAS; Ingham Community Health Centers operates under a cooperative agreement with Ingham County which explicitly surrenders authority for human resources and financial management to the County; and

WHEREAS; All employees of the Ingham Community Health Centers are employees of Ingham County under this cooperative agreement, and

WHEREAS; It has come to the attention of the Board of Directors of the Ingham Community Health Centers that Ingham County Pharmacy Benefits which went into effect in January 1 of 2019 are causing barriers to care and access to necessary and life sustaining drugs, and

WHEREAS; These barriers and access issues are directly tied to the Exclusion List from the contracted Pharmacy Benefit company; and

WHEREAS; This Exclusion List is clearly a systemic bias towards LGBTQ and persons living with or at risk for HIV; and

WHEREAS; This systemic bias violates the letter and spirit of the Ingham Community Health Centers commitment to health equity throughout all care as well as the policies prohibiting discrimination on the basis of disability status, sexual orientation and gender identity and expression, and

WHEREAS; Such exclusions create a clear hypocrisy and undermine the moral authority of both the county and the Ingham Community Health Centers in overcoming health equity barriers in our county and beyond, and

WHEREAS; These exclusions are placing the health and safety of our employees at risk as well as creating barriers which could interfere with patient care,

THEREFORE, NOW LET IT BE RESOLVED; The Ingham Community Health Centers Board of Directors officially endorses the directives approved, unanimously, on Nov. 19 by the County Services Committee for the County Controller to determine how these structural inequities were adopted in the county as well as provide options and plans to rescind and remove them; and

FURTHER BE IT RESOLVED; The Ingham Community Health Centers Board of Directors stands in solidarity with our employees and demand and require under the cooperative agreement that the Ingham County Commission continue with all due speed and deliberation to address these healthcare disparities caused by an inadequate policy, and

FURTHER BE IT RESOLVED; The Ingham Community Health Centers Board of Directors applauds the courage, bravery, commitment and professionalism with which the employees of the Ingham Community Health Centers have worked to bring this issue forward and get it addressed; and

FURTHER BE IT RESOLVED; The Ingham Community Health Centers Board of Directors reaffirms its commitment to the LGBTQ community as well as those living with and at risk for HIV and that we will adhere to our core values as a Board and will stand with, advocate for and assure our employees and the community that discrimination will not be tolerated in any form.