

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
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JANUARY 21, 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 [December 3, 2019](#) Minutes

Additions to the Agenda

Limited Public Comment

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
 - 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
 - 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](#)
5. Purchasing Department – Resolution to Authorize s [Reorganization](#) of the Ingham County Purchasing Department
6. Health Department
- a. Resolution to Address and Reduce Implicit Bias in All County Decision-Making by Developing and Integrating sn [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
 - c. Workforce Development and Succession Planning Strategy (*Discussion Item*)
8. Controller's Office – Prescription Drug Benefit Follow-up
9. Board of Commissioners
- a. Resolution Recognizing [Black History/Cultural Diversity Month](#) in Ingham County
 - b. Resolution to Dissolve the [Roadways Subcommittee](#)
10. Board Referral – Resolution #19250 from the [Oakland County](#) Board of Commissioners, Adoption of Non-Discrimination Policy for Oakland County

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

December 3, 2019

Draft Minutes

Members Present: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt, and Stivers

Members Absent: None

Others Present: Commissioner Crenshaw, Commissioner Trubac, Bradley Prehn, Mark Ferguson, Todd Heywood, Jennifer Hanna, Cynthia Wagner, Amy Morris-Hall, Jodi LeBombard, Alan Conceicao, Ryan Jenkins, Anne Scott, Debbie Edokpolo, Alan Fox, Tim Dolehanty, Sue Graham, Becky Bennett, Liz Noel, and others

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

Approval of the November 19, 2019 Meeting Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 19, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

13. Board of Commissioners
 - d. Resolution Honoring Kathy Prout
14. Human Resources
 - g. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the CCLP Non-Supervisory Unit
 - h. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the ICEA County Professional Employees Unit
 - i. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the ICEA Park Rangers Unit
 - j. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the CCLP Animal Control Officers, Veterinarian Technician and Animal Care Specialists Unit

Additional Information –

2. Prescription Drug Benefit – Report on Information Requested By the County Services Committee (*Discussion*)

Limited Public Comment

Bradley Prehn, UAW President, stated the 2020 wage reopener had been a frustrating experience for the UAW.

Mark Ferguson, UAW Chief Steward and County Health Coalition member, read a statement to the Committee, which is included in the minutes as Attachment A.

Todd Heywood, Ingham Community Health Centers Board Chair, stated that the report needed to be provided to the public in order for them to comment on it. He further stated that employees should go through diversity and equity training as part of the resolution to this issue, as the issues raised pointed to systemic bias.

Jennifer Hannah, CHC Board Vice Chair, stated that generic medications were sometimes acceptable alternatives, but sometimes they were not. She further stated that with the currently available HIV medications, the generic medications were not acceptable alternatives to the brand name medications.

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

4. Prosecuting Attorney's Office – Authorization for an Extended Special Leave of 90 Days under ICEA Assistant Prosecuting Attorney CBA Article 16, Section 4
5. Treasurer's Office – Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority
6. Equalization Department – Resolution to Authorize Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement
7. Innovation and Technology Department – Resolution to Approve the Lease of SAN and Compute Hardware from Avalon Technologies, Inc.
8. Road Department
 - a. Resolution for HVAC Controller System Replacement at the Road Department Administration Building
 - b. Resolution to Approve a Contract with Severance Electric Co., Inc. for Bid Packet #212-19, Traffic Signal Construction Services
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
9. Parks Department – Notice of Emergency Purchase of Snow Pump
11. Health Department – Resolution to Increase Position #601053 Community Health Rep II from 0.75 FTE to 1.0 FTE

12. Controller's Office
 - a. Resolution Approving Various Contracts for the 2020 Budget Year
 - b. Resolution Authorizing Adjustments to the 2019 Ingham County Budget
 - c. Resolution Authorizing an Agreement with the Ingham County Conservation District
 - d. Resolution to Amend the Business Travel and Reimbursement Policy
13. Board of Commissioners
 - a. Resolution Recognizing the 37th Annual Hispanic Christmas Symposium
 - b. Resolution Honoring Dr. Martin Luther King, Jr.
 - c. Resolution Honoring Thomas Lesinski
 - d. Resolution Honoring Kathy Prout
14. Human Resources
 - a. Resolution Approving Modifications to the 2019 Managerial and Confidential Employee Personnel Manual for 2020
 - b. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit
 - d. Resolution to Authorize a Contract for Self-Funded Workers' Compensation Third Party Administration
 - e. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the Command Officers Association of Michigan 911 Supervisory Unit
 - f. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the ICEA Professional Court Employees Unit
 - g. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the CCLP Non-Supervisory Unit
 - h. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the ICEA County Professional Employees Unit
 - i. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the ICEA Park Rangers Unit
 - j. Resolution Approving the Collective Bargaining Agreement 2020 Wage Reopener for the CCLP Animal Control Officers, Veterinarian Technician and Animal Care Specialists Unit

THE MOTION CARRIED UNANIMOUSLY.

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

1. Equal Opportunity Committee – Interviews

Alan Conceicao interviewed for a position on the Equal Opportunity Committee.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SEBOLT, TO NOMINATE ALAN CONCEICAO TO THE EQUAL OPPORTUNITY COMMITTEE.

THE MOTION CARRIED UNANIMOUSLY.

2. Prescription Drug Benefit – Report on Information Requested By the County Services Committee (*Discussion*)

Tim Dolehanty, Controller, provided a report to the Committee and explained the content of the report.

Commissioner Naeyaert asked if employees were provided the flow chart that was provided to the Committee.

Mr. Dolehanty stated he had made this chart for the report to the Committee, so it had not been provided to employees.

Commissioner Naeyaert asked if Human Resources had provided the chart in the report to employees.

Sue Graham, Human Resources Director, stated employees were provided information and could get similar information through an informational session provided by 44North, but the chart provided to the Committee was a new chart.

Discussion.

Commissioner Naeyaert asked if something similar, that was easy to understand, was provided in employee packets.

Ms. Graham stated if employees attended an informational session or contacted Human Resources, then the information would be available to the employee.

Commissioner Naeyaert asked if the information was not provided.

Ms. Graham stated that information was provided during open enrollment or beginning of employment

Commissioner Naeyaert stated the Committee had asked for the cost and ramifications of amending the Excluded Items list.

Mr. Dolehanty stated he was not sure if anyone had been denied for those medications.

Commissioner Maiville asked if it had been made clear to employees that even though a medication appeared on the Excluded Items list, that did not mean the employee was denied access to the medication.

Ms. Graham stated that employees were provided information on how to obtain medications, but Appendix C to the master contract was not provided to employees.

Mr. Dolehanty stated that the Benefits Specialist had done a good job of helping employees when the employees had come to Human Resources for assistance.

Chairperson Celentino asked if it would take a year to implement a new provider for these benefits.

Mr. Dolehanty stated the entire process of changing prescription drug providers, from start to finish, could take a year. He further stated that if there was a Request for Proposal (RFP) put out in January, then by mid-summer there would be an idea of what the County would do, and it could be ready for employees during the next Open Enrollment period in November.

Chairperson Celentino asked if the County chose a new provider, then that would trigger an Open Enrollment period.

Mr. Dolehanty stated that the prescription drug plan was different, because it was self-funded. He further stated that the change in prescription drug providers could be done in 90 days if the County was ready and gave proper notice to the provider.

Mr. Dolehanty continued presenting the report to Committee.

Commissioner Crenshaw asked if the language in the contract was boiler-plate.

Mr. Dolehanty stated that all of the same terms were in the contract, including the terms Covered Items and Excluded Items, however what fell under each category for each member of the insurance pool differed based on what had been negotiated.

Commissioner Crenshaw stated he recalled the Committee had asked for other pool members' experiences with prescription drug issues.

Mr. Dolehanty stated he had gathered other pool members' experience with the insurance.

Discussion.

Commissioner Naeyaert stated that in the report, it said that a phone call had been made to find out why the employee's emails and calls were not returned by 44North. She asked who had made that phone call.

Mr. Dolehanty stated the employee had made the phone call.

Commissioner Naeyaert stated that the report also said that the prescription had ultimately been filled for the employee, which she thought seemed cavalier, and was not the issue. She further asked when 44North was asked to investigate the encounter the employee had, and when they were asked to respond by.

Mr. Dolehanty stated that he had spoken with 44North after the previous Committee meeting, and there had been multiple conversations since, but a deadline had not been given.

Commissioner Naeyaert asked if the decision to make Human Resources employees more visible had been the Controller's decision or the Human Resources Director's decision.

Mr. Dolehanty stated the decision had been mutual.

Commissioner Naeyaert stated that there was an average of nine calls about pharmacy-related issues from County employees in a year, and 1.6 of those calls per month was regarding specialty medications, which was not a lot of calls. She further stated that ten more employees had come forward since November 19, 2019 to share their issues, and asked what caused the increase in calls had been from.

Mr. Dolehanty stated he did not know what the employees had been thinking, but that had been around the time when an email from an employee had been sent asking for stories of other issues obtaining prescription drugs.

Commissioner Naeyaert stated she was glad the employees had felt comfortable responding about their experiences.

Commissioner Sebolt stated he wanted to make it clear that the Benefits Specialist's only duties were to be associated with benefits, and that position should not make any other employment-based decisions surrounding employees. He further stated that employees should feel comfortable coming to that person without fear of repercussions in employment.

Ms. Graham stated that was the Benefits Specialist's only job and the County could use three more people in that position.

Commissioner Sebolt stated he would be asking for a follow up to the inquiry to 44North in January as the incoming Chairperson of the Committee.

Commissioner Stivers asked if the previous health insurance plan had any issues like this with excluded medications.

Mr. Dolehanty stated that the previous health insurance plan was not self-funded, so the prescription benefits were provided through Physicians Health Plan (PHP). He further stated that PHP had complete control over the coverage, and could dictate whether a generic medication should be provided, or if it was excluded, then it was simply excluded.

Mr. Dolehanty stated he personally did not see any denial of prescriptions on the PHP insurance. He further stated that Mr. Ferguson's public comment did highlight that the self-funded program had been a better experience for him and his dependents.

Mr. Dolehanty stated that what was driving the policy and the County was trying to control the costs.

Commissioner Sebolt stated that the Board of Commissioners would have a tight timeframe to make changes to the prescription drug provider. He further stated that it appeared the others in the insurance pool were also looking at making changes.

Mr. Dolehanty stated that Community Mental Health (CMH) had expressed an interest in changing the providers and the City of Lansing would likely put out an RFP.

Commissioner Sebolt stated he would like to have an RFP ready in January just in case it was needed.

Mr. Dolehanty stated that he would like to have an RFP prepared anyway, as 2020 was the year for the review of the contract and if the County waited, it could be bad news.

Mr. Dolehanty continued presenting the report to the Committee.

Chairperson Celentino stated in the report, it said that the Health Department would work with the Human Resources Department to organize employee training sessions. He asked if these training sessions were the trainings that Mr. Heywood had suggested.

Mr. Dolehanty answered the employee trainings would be unconscious bias training that had been suggested by Mr. Heywood.

Commissioner Crenshaw stated he appreciated the organization of the employee training, but he would also request for the Controller and his staff to go through training. He asked if the plan was to go to training soon.

Mr. Dolehanty stated as soon as the training was ready, he and his staff would do it. He further stated he was not sure when the Health Department would be ready to do the training.

Debbie Edokpolo, Deputy Health Officer, stated that the next Health Equity and Social Justice program was scheduled to begin in March. She further stated that there was a meeting scheduled with Human Resources to discuss a Health in All policy for the County and addressing the unintended impact of these policies.

Commissioner Crenshaw asked if there was an opportunity for the training to be provided sooner than March.

Ms. Edokpolo stated the training could be available whenever the Commissioners would like it to be.

Commissioner Crenshaw asked that the training be completed sooner rather than later, and before March. He further stated that it was important to address and be cognizant of bias going forward.

Commissioner Sebolt stated that as the Equal Opportunity Committee (EOC) liaison, the EOC had done some research on unconscious bias previously. He further stated he would like to be part of the conversation at the meeting between the Health Department and Human Resources.

Commissioner Naeyaert stated that when Mr. Ferguson had spoken and throughout the past few Committee meetings, communication had continued to be an issue. She further stated that she was concerned about the fact that if employees were going 30 days without medications, an employee could die in that time.

Commissioner Naeyaert stated that was the type of urgency she would like to see from the leaders of the County, whether it was the Human Resources Director or the Controller, that when an employee needed lifesaving drugs, it should be a top priority for everyone. She further stated that perhaps there was a communications class that could be taken, as the communication had been an issue brought up a number of times, and she knew it was an issue all the way around.

Chairperson Celentino stated that one of the initial issues was the list of excluded medications. He asked what was happening with that list, and if 44North had been asked to rectify the list.

Mr. Dolehanty stated that if a prescription was written for a medication on the Excluded Items list and 44North received it, it was supposed to automatically go to ARORx to be filled.

Discussion.

Commissioner Koenig stated she thought that the County had a policy on Health in All.

Ms. Edokpolo stated the County did not currently have a Health in All policy, but the Health Department had presented to the Committee on the policy previously.

Ryan Jenkins, County employee, stated he had gone through the steps when he was unable to obtain his medication, and his supervisor had directed him to the Benefits Specialist, and she was the one who had looped him back to 44North where the issues occurred.

Discussion.

Chairperson Celentino asked if it did not matter what plan an employee was on, the Benefits Specialist should work with the employee until their issue was resolved.

Commissioner Sebolt stated that one question that needed to be addressed was the ARORx failure. He asked for an investigation into that failure.

Commissioner Crenshaw asked if employees did not see the exclusionary list of medications.

Mr. Dolehanty stated employees did not usually see Appendix C of the contract, which included the Excluded Items list.

Commissioner Crenshaw stated that in his recent experience of switching insurances, he was provided a formulary. He asked why the County employees were not provided a formulary.

Ms. Graham stated that a formulary was provided for the fully insured prescription benefit, like it was through the County's Base Plan. She further stated that the document was about 700 pages long, and employees were provided a link to PHP's documentation online.

Discussion.

Commissioner Crenshaw asked why the County was not telling employees they could search for this information when they were signing up for insurance.

Ms. Graham stated Human Resources did tell employees about the information on health insurance benefits.

Commissioner Crenshaw stated the recalled Ms. Graham had just told him the information was not provided to the employees.

Ms. Graham stated Appendix C of the contract was not provided to employees when signing up for health insurance.

Commissioner Crenshaw asked if, going forward, it would be provided to employees.

Ms. Graham stated that Appendix C was not handed out to employees because it changed frequently and it was provided by PHP.

Commissioner Sebolt stated he had heard from Linda Vail, Health Officer, at the last Committee meeting, who had downloaded the app for prescriptions and it had indicated that Truvada was not available. **He asked what that app was and requested that it be investigated why it had said that drug was not available.**

Mr. Heywood stated that the Controller was missing some of the key questions he had posed at the last Committee meeting. He further stated that after the meeting, he wrote up a two-page list of questions that needed to be answered, and only about three of those questions were truly answered in the report the Controller had provided.

Mr. Heywood stated he was disappointed in the report. He further stated that it did not address the fact that the Excluded Items list was cosmetic medications, HIV medications, and hormones, or who had reviewed and approved the list of Excluded Items.

Mr. Heywood stated he had reached out to the Controller multiple times to offer his services, but had been rebuffed and had only spoken with the Controller once. He further stated that he would like to see the Benefits Specialist not just meeting with supervisors, but going into offices and making themselves available and humanizing the position, so employees felt comfortable approaching them.

Mr. Heywood stated that this issue had not been fixed for a year, as he knew that the Controller had knowledge of problems with accessing Truvada in January of 2019, but the issue had been pushed off on others. He further stated that this was a failure and a waste of time.

Mr. Jenkins stated he had concerns about the process of this investigation, as he had received phone calls and emails from Ms. Graham asking for a meeting. He further stated that when he had gone into the meeting, it had been with the Human Resources Director and the Controller, which he had not realized until after the meeting.

Anne Scott, Ingham Community Health Centers Executive Director and Deputy Health Officer, stated that the issue was not getting heard, as she and Ms. Vail had tried to approach the issue through the management structure as well. She further stated that when they had inquired about the issue, they had been given an explanation of how the health insurance worked.

Ms. Scott stated that employees did not know where to go, and then they just stayed silent. She further stated that this was unacceptable to place on the shoulders of an employee to raise these issues, as it should have been done by management.

Discussion.

Ms. Scott stated she would like to see this issue resolved with a system that worked for employees, with fewer hoops to jump through. She further stated that there was a difference between compliance and doing the right thing and she experienced that a lot in her position.

Ms. Scott stated that she also requested if her employees were engaged with management, then she also needed to be engaged.

Chairperson Celentino stated he thought the system was broken and it needed to be fixed. He further stated that the issues Mr. Heywood brought up about how the Excluded Items list was approved were relevant, and that information needed to be provided to the Committee.

Commissioner Stivers asked if Mr. Heywood's questions had been shared with the Controller.

Mr. Dolehanty stated he believed he had received an email from Mr. Heywood.

Commissioner Stivers stated the Controller could refer to Mr. Heywood's email to follow up on the questions Mr. Heywood had.

Chairperson Celentino stated he would like the Controller to reach out to Mr. Heywood about his concerns.

Commissioner Stivers stated that a meeting with Mr. Jenkins, Ms. Graham and Mr. Dolehanty had called without union representation. She asked if there had been any follow-up to that meeting.

Commissioner Naeyaert asked what the purpose of the meeting with Mr. Jenkins had been.

Mr. Dolehanty stated that the meeting with Mr. Jenkins had been to get a timetable of Mr. Jenkins' experience. He further stated that there had been about four questions asked of Mr. Jenkins and he had done a good job answering them.

Mr. Dolehanty stated that if the meeting had been a disciplinary hearing, then the employee would have been notified that it was such and would be afforded the opportunity to bring union representation.

Chairperson Celentino asked if the purpose of the meeting had been conveyed to the employee before the meeting.

Mr. Dolehanty stated he believed the communication from Ms. Graham had indicated the purpose.

Mr. Jenkins stated the communication had not said what the meeting was for. He further stated that he felt intimidated going into a meeting with the boss of his boss.

Ms. Graham stated she had offered the option of a phone call if it had been more convenient for Mr. Jenkins.

Mr. Jenkins stated if it was a phone call, then he would still not have known he was on the phone with the Controller.

Chairperson Celentino asked if Mr. Jenkins had spoken with his union representative after the meeting with Ms. Graham and Mr. Dolehanty.

Mr. Jenkins stated he had not spoken with the union representative after the meeting, as he had previously had one conversation with the union chair and had been discouraged by that conversation.

Commissioner Koenig asked if Mr. Jenkins did not understand that Tim Dolehanty was the Controller.

Mr. Jenkins stated that was correct.

Discussion.

Chairperson Celentino ask that the Controller reach out to Mr. Heywood and review his emails, and that the Controller start investigating those questions for next Committee meeting.

Commissioner Stivers stated she would like to see a policy where if an employee was meeting with management, they were given the option to have a supervisor or a union representative there.

Chairperson Celentino stated there were many issues at play. He further stated he would like to see collective bargaining units involved, and things in place to address the issue with access to prescription drugs.

Chairperson Celentino stated it also seemed like there was a breakdown in the system, and there should be a discussion with the incoming Committee Chairperson about what needed to be brought forth to the Committee.

Chairperson Celentino thanked everyone for their willingness to come forward about this issue.

3. Potter Park Zoo – Draft Resolution to Submit to the Electorate a Special Millage Question for the Reauthorization of Funding for the Operation of the Ingham County Potter Park Zoo and Potter Park, Including Funding for Operations, Maintenance and Improvements

Chairperson Celentino stated the resolution was now before the Committee and removed from the table.

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

Commissioner Maiville stated he would support the resolution if the millage was renewed at the same rate, not an increase. He further stated that he thought that a renewal could cover needed projects over the next six years.

Discussion.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, TO RECONSIDER THE VOTE ON THE AMENDMENT MADE IN THE PREVIOUS MEETING, THAT AMENDMENT BEING “MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO AMEND THE RESOLUTION TO REFLECT A MILLAGE RENEWAL AT 0.41 MILLS, AND ADD A RESOLVED CLAUSE THAT STATED THE BOARD OF COMMISSIONERS DECLARES ITS INTENTION TO FUND ADDITIONAL CAPITAL EXPENDITURES USING TRAILS AND PARKS MILLAGE FUNDS.”

Commissioner Sebolt stated that the Committee had already had a discussion on the amendment and it had failed. He further stated the he believed using Trails and Parks Millage funds would be a betrayal of public trust.

Commissioner Sebolt stated he also believed that using other millages for the Potter Park Zoo would put the other millages in danger, because the County would not be using the money in the manner that had been presented to the voters.

Discussion.

Commissioner Grebner stated that the Trails and Parks Millage was not just a Trails Millage. He further stated that there was also a large fund balance in the Trails and Parks Millage account, as money was coming in faster than it could be spent.

Commissioner Sebolt stated that there were two separate millages, and if the County was switching millage money between two millages, that was not transparent.

Commissioner Stivers stated that she believed the requests from the Zoo were well within the Trails and Parks Millage criteria, as the Zoo was connected to a park, and the millage funds could be used on the trails or pathways throughout the Zoo. She further stated that the Zoo had already applied for funding through the Trails and Parks Millages application process.

Commissioner Sebolt stated he was not debating whether the use of another millage's funds for another millage's purpose was technically allowable. He further stated that he did not think the idea passed the "smell test," and voters would see it as a betrayal.

Commissioner Trubac stated he had some apprehension about using Trails and Parks Millage funds without giving the Zoo a guarantee of more funding. He further stated that a lot of work needed to be done, like building a new hospital, to maintain accreditations and it was more complicated than putting trails through the park.

Commissioner Trubac stated that he would like to have more time to explore options for Zoo funding.

Chairperson Celentino stated the resolution as it was presented was slated to go on the March 2020 ballot. He asked if more time was needed to prepare the millage, as this was the last meeting before the deadline for the March 2020 ballot.

Commissioner Trubac stated he was referring to the fact that the County did not need to decide whether the entire amount of the millage should be levied if it passed in 2020. He further stated that the County should look at other ways to potentially increase funding.

Commissioner Stivers stated that the millage dollars would not be used for building a new hospital or the big projects needed to maintain the American Zoological Association (AZA) accreditation. She further stated that she was concerned about raising taxes three times in one year, which was unprecedented, and she would support delaying this millage until the August election to have more time to find other solutions.

Commissioner Maiville stated that the simple renewal at the current rate was likely to be approved by voters, rather than another increase. He further stated that organizations and the media would attack the County for increasing millages and he thought it would be better off to put it as a renewal.

Chairperson Celentino stated he recalled in the past finding creative alternatives to funding that did not always require increasing a millage. He further stated he had thought about

Commissioner Grebner's proposal since the last Committee meeting and it had become a more attractive idea.

Discussion.

Chairperson Celentino stated that this could be a creative way to try to fulfill what the Zoo needed. He further stated he recalled the mechanism they had used in 2006 for creative funding solutions, and it had been well-received by the voters then.

Chairperson Celentino stated that he thought the use of Trails and Parks Millage funds would be best for his constituents and the County.

Commissioner Sebolt stated that a lot of the Trails and Parks Millage funds were committed in hopes that the Trails and Parks Millage was renewed in 2020, and it was not, the County would be on the hook for those funds. He further stated costs for projects were increasing, and everything would likely be more expensive next year.

Commissioner Sebolt stated that if the millage was renewed at 0.41 mills and not increased to 0.5 mills, the Board of Commissioners would regret it next year when they saw the project costs.

Commissioner Stivers stated that the Trails and Parks Millage fund balance was about \$7 million currently, and many of the bigger ticket items would still not break ground for years, as there had been obstacles along the way. She further stated that the Trails and Parks Millage was on the March 2020 ballot and it would pass overwhelmingly, and the Board of Commissioners would still have August and November to raise more funds and make up the loss.

Discussion.

Commissioner Sebolt stated he appreciated that Commissioner Stivers thought the Trails and Parks Millage would pass easily, but if there was an anti-millage group, they would highlight this issue.

Commissioner Maiville stated that being an out-County resident, one of the first exposures he had to the County's trails system was at the Zoo. He further stated that he did not see the use of Trails and Parks Millage funds as an issue and he thought the Potter Park Zoo Millage would be better off as a renewal.

Commissioner Naeyaert asked what precluded the Board of Commissioners from passing the resolution as presented, and then the Potter Park Zoo still applying for Trails and Parks Millage funding as well.

Commissioner Stivers stated that trails projects were done by different companies than road projects, and they were usually smaller companies that had no problem getting trails repaved. She further stated that more voters would say they wanted the County to be more creative with the dollars they already had.

THE MOTION TO RECONSIDER THE VOTE ON THE AMENDMENT FAILED. **Yeas:**
Grebner, Maiville, Stivers **Nays:** Koenig, Sebolt, Naeyaert, Celentino

Commissioner Crenshaw stated he was not a member of the Committee, but would vote on the resolution at the Board of Commissioners meeting. He further stated that if the Potter Park Zoo Millage was put on the March 2020 ballot as an increase to 0.5 mills and failed, then the millage could be out on the August ballot at the renewal rate of 0.41 mills.

Commissioner Sebolt stated he appreciated the resolution and the work done by the Zoo and the Friends of the Zoo. He further stated that the Zoo was a great benefit to the City of Lansing and the region, and he was looking forward to this millages passing so the Zoo could maintain its AZA accreditation.

Commissioner Stivers stated she did not think that the Potter Park Zoo Millage would not pass at 0.5 mills, but the issue was how much the County was raising taxes and potential constituent burnout. She further stated that creative solutions needed to be found, like the money for the Trails and Parks Millage projects that was already available.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Celentino, Grebner, Koenig, Naeyaert, Sebolt **Nays:** Stivers, Maiville

10. Animal Control Department
 - a. Resolution to Adjust Staffing at Ingham County Animal Control and Shelter

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

THE MOTION CARRIED UNANIMOUSLY.

10. Animal Control Department
 - b. Resolution to Authorize an Additional Animal Control Officer Position to be Assigned to Cruelty Investigations

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

Ms. Graham explained the resolution to the Committee.

Commissioner Grebner asked if the position had been reclassified to a higher level.

Ms. Graham stated the position had not been reclassified.

Discussion.

Commissioner Grebner asked if Jodi LeBombard, Animal Control Director, would be leaving as the Animal Control Director and coming back to a substantially lower position.

Ms. LeBombard stated she hoped to do so.

Discussion.

Commissioner Crenshaw stated that this situation was not the same as the transfer that had happened at the Sheriff's Office, as there was currently no Animal Cruelty Investigator position at Animal Control and a new position would be made, whereas there had been a vacant position in the Sheriff's Office.

Discussion.

Commissioner Crenshaw stated a totally new position would be created in Animal Control with millage funds.

Ms. Graham stated that was correct, and upon a vacancy in an Animal Control Officer position, this position would take the place of it.

Commissioner Crenshaw stated he found it hard to create a new position, and the explanation that it had been done before was not sufficient, because that transfer had been to a vacant position already within the office. He further stated he was not in favor of the resolution.

Commissioner Koenig stated she had put this resolution together, as she had done research about the loss of good employees within the County and the cost of that. She further stated that Ms. LeBombard was an award-winning Animal Cruelty Investigator and a good employee.

Commissioner Koenig stated that there was also an Animal Control Officer on desk duty, so the need was also there in the department for another officer.

Discussion.

Commissioner Sebolt stated he would support the resolution because he recalled the regret felt when Ms. LeBombard had left employment with the County originally, she had done a good job as Animal Control Director, and he had previously advocated for more Animal Control Officers in the field.

Commissioner Maiville stated that he agreed with Commissioner Sebolt, and he thought that retaining good employees was a benefit to the County.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

14. Human Resources

- c. Resolution Approving the Collective Bargaining Agreement Wage Reopener with the OPEIU Local 459, AFL-CIO, Circuit Court/Family Division Professional Employees Unit

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

Commissioner Sebolt disclosed that the OPEIU was an affiliate of his daytime employer, the Michigan AFL-CIO.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Naeyaert thanked Chairperson Celentino for his leadership of the Committee. She further stated that he was a leader and navigated complicated and discouraging issues before Committee.

Commissioner Sebolt thanked Chairperson Celentino for his leadership. He further stated would like the Committee meetings to begin at 6:30 p.m. next year.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:27 p.m.

ATTACHMENT A

Good Evening,

I'm Mark Fergason, county resident, county employee, UAW Chief Steward and a member of Ingham County's Health Coalition. I'm here this evening in all these capacities to talk about the recent issue brought before the employees, the union, the County Services committee and probably the rest of the Board of Commissioners regarding our current health and drug plan coverages.

Having read the minutes from the last County Service meeting this issue is very concerning. I would like to point out that health insurance and drug plans discriminate against ALL diseases and illnesses. Unfortunately, this is the nature of insurance and drug plans in general. My family along with many current and retired employees have also experienced the denials of name brand drugs and have been required to use generics for years. However, this year the county started self-funding our prescriptions and working with 44 North and their specialty pharmacy. The result of this has had a very positive effect on my family and many others. It has allowed us to receive the prescribed medications at a savings to both the county and employee.

One of the biggest problems here at Ingham County is communication and access to information. Over the years as a member of the health coalition there has been a lack of information regarding our plans designs and a lack of meetings. This year the County hired a new Insurance Coordinator who has been very good at scheduling regular meetings and keeping us informed to the best of her knowledge. Currently the coalition main focus has been on finding ways to lower health care costs and to help employees make better informed decisions about their health plan choices.

As a starting point going forward regarding all of these issues, the coalition needs not only to look at cost savings but also all of the aspects of our health and drug

designs. The coalition needs to have all the information, be aware of decisions being made relating to our plans outside of our group and become better aware of the goals set forth in the County's Strategic Plan. The coalition currently consists of members representing each employee group, other participating agencies, Human Resources and the Controller. I feel that there are others that should participate as well. I would encourage the Health Department's Health Officer and possibly a member from the Board to join the coalition. Now that we are aware of issues and concern, the coalition can start looking at changes to solve these issues in a fair and cost effective manner.

In Closing, I would ask that the Board not make a rash and hasty decision regarding 44 North and the services they provide. 44 North is a beneficial and informative partner of our insurance program. Their specialty pharmacy has helped my family and many others. Communication and information going forward will help resolve issues resulting in better health and drug plan designs for ALL of our employees.

Thank you.

JANUARY 21, 2020 COUNTY SERVICES AGENDA

STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Potter Park Zoo** – *Resolution to Amend Resolution #19-141 Visitor Incentive Programs at Potter Park Zoo*

Potter Park Zoo seeks to partner with the Eaton Conservation District, City of Lansing, Michigan Department of Natural Resources, Arboriculture Society of Michigan, Consumers Energy, and the Michigan State University Federal Credit Union for incentive programs that also have potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo. Incentive programs typically involve reduced or free admission to the Zoo, and these relationships are consistent with the spirit of the Ingham County Regional Service Coordination policy adopted in 2018. The Potter Park Zoo Director recommends approval of a resolution to amend Resolution #19-141 to include the Ingham County Circuit Court Family Division Hippy Hop 5K Child Benefit Fund and the 25th annual Arbor Day celebration. The resolution also seeks to increase the Zoo Days incentive fee from \$1.00 to \$2.00.

2. **Equalization Department** – *Resolution to Revise Resolution #19-526 Authorizing Participation in the 2020 Tri-County Region Aerial Imagery Partner Agreement*

On December 10, 2019 the Board of Commissioners approved Resolution 19-526 to authorize participation in the Tri-County Region Aerial Imagery Partner Agreement. The Equalization Director has offered a resolution to clarify the manner in which funding will be allocated and received to finance Ingham County's formal participation in the Agreement.

- 3a. **Facilities Department** – *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*

Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) has asked to renovate and expand the space they occupy at the Human Services Building. The Facilities Department and CMH recommend approval of a resolution to enter into an agreement with Straub, Pettitt & Yaste Architects for architectural and engineering services related to the proposed renovations at a cost not to exceed \$29,200.

- 3b. **Facilities Department** – *Notice of Emergency purchase Order for Diesel Spill Clean Up*

An emergency purchase order was issued to Belfor Property Restoration to clean a diesel fuel spill and provide odor mitigation services at a total cost of \$12,984.44. A diesel fuel pump in a Jail generator failed and several gallons of diesel fuel leaked onto the floor, seeping into the floor below. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which

might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

3c. Facilities Department – Resolution Honoring Mike Pathfinder

The Facilities seeks approval of a resolution to honor Mike Pathfinder for his dedication and commitment over the past 26 years, and to extend sincere appreciation for his many contributions to Ingham County.

4a. Road Department – Resolution to Authorize the Extension of Resolution #19-142: The 2020 Seasonal Requirement of Emulsified Asphalts

On April 9, 2019 the Board of Commissioners approved Resolution 19-142 to authorize the purchase of 2019 seasonal requirement of emulsified asphalt. The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. With approval of Resolution 19-142 the Board accepted a bid and authorized purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from the Bit Mat of Michigan, Asphalt Materials and Michigan Paving and Materials. The Road Department recommends approval of a resolution to extend Resolution #19-142 for 2020 construction season, to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan. In the event the awarded providers' emulsions fail to meet the required specifications or are unable to provide material when and where requested, the Road Department simultaneously requests authorization to engage two secondary providers Michigan Paving & Materials and Asphalt Materials. If approved, a blanket purchase order would be processed for various emulsion purchases with preference based on lowest qualifying bid unit price and a total quantity not to exceed \$1,500,000.

4b. Road Department – 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. Joseph Hwy. and Old Lansing Rd.

The Road Department seeks authorization to apply for funding through the federal Transportation Alternatives Program (TAP) and Highway Safety Improvement Program (HSIP) to construct a non-motorized, shared use pathway on Waverly Road between St. Joseph Highway and Old Lansing Road. This project would be coordinated with a plan to reconstruct Waverly Road between St. Joseph Highway and Lansing Road in 2020. The total Ingham County match of \$344,750 was committed to this project from the Ingham County Trails and Parks millage fund as approved on February 12, 2019 (Resolution 19-047).

4c. Road Department – Resolution to Approve Stop Sign Traffic Control Orders in Meadow Ridge Subdivision Section 20, Delhi Township

The Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on traffic volumes, sight distance, topography and other conditions present at public road intersections. In the spirit of this mission, the Department seeks approval of a resolution to approve Traffic Control Orders in the Meadow Ridge Subdivision in Delhi Township.

After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop northbound traffic on Juniper Place for eastbound and westbound traffic on Boxwood Avenue
- A stop sign to stop southbound traffic on Juniper Place for eastbound and westbound traffic on Boxwood Avenue
- A stop sign to stop southbound traffic on Spruce Avenue for eastbound and westbound traffic on Boxwood Avenue
- A stop sign to stop northbound traffic on Spruce Avenue for eastbound and westbound traffic on Hemlock Drive
- A stop sign to stop southbound traffic on Spruce Avenue for eastbound and westbound traffic on Hemlock Drive

4d. Road Department – Resolution to Approve Stop Sign Traffic Control Orders in White Hills Subdivision Section 5, Meridian Township

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the White Hills Subdivision in Meridian Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop southbound traffic on Thorngate Road for eastbound and westbound traffic on E Island Lake Drive
- A stop sign to stop southbound traffic on E. Island Lake Drive for eastbound and westbound traffic on Meadow Woods Drive
- A stop sign to stop eastbound traffic on Island Lake Drive for northbound and southbound traffic on Whitehills Lake Drive
- A stop sign to stop northbound traffic on Windrush Lane for eastbound and westbound traffic on Island Lake Drive
- A stop sign to stop eastbound traffic on Windrush Lane for northbound and southbound traffic on Whitehills Lake Drive
- A stop sign to stop northbound traffic on Woodcliff Lane for eastbound and westbound traffic on Pine Hollow Drive
- A stop sign to stop northbound traffic on Oakcliff Lane for eastbound and westbound traffic on Pine Hollow Drive
- A stop sign to stop northbound traffic on Ridgepond Place for eastbound and westbound traffic on Pine Hollow Drive
- A stop sign to stop eastbound traffic on Fenwick Court for northbound and southbound traffic on Merford Court

4e. Road Department – Resolution to Approve Stop Sign Traffic Control Orders in the Greens Subdivision Section 5, Meridian Township

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the Greens Subdivision in Meridian Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop eastbound traffic on W. Golfridge Drive for northbound and southbound traffic on E. Golfridge Drive
- A stop sign to stop northbound traffic on E. Longview Drive for eastbound and westbound traffic on E. Golfridge Drive
- A stop sign to stop northbound traffic on W. Longview Drive for eastbound and westbound traffic on W. Golfridge Drive

4f. Road Department – Resolution to Approve Stop Sign Traffic Control Orders in Country View Estates Subdivision Section 21, Delhi Township

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the Country View Estates Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop westbound traffic on Royal Crescent for northbound and southbound traffic on Tagalak Trail
- A stop sign to stop westbound traffic on Caplina Drive for northbound and southbound traffic on Gander Hill Drive
- A stop sign to stop eastbound traffic on Caplina for northbound and southbound traffic on Gander Hill Drive

4g. Road Department – Resolution to Approve Stop Sign Traffic Control Orders in Country Cross Roads Subdivision Section 19, Delhi Township

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the Country Cross Roads Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop eastbound traffic on BoysenBerry Lane for northbound and southbound traffic on CrossRoads Drive
- A stop sign to stop southbound traffic on BoysenBerry Lane for eastbound and westbound traffic on Crossroads Drive
- A stop sign to stop northbound traffic on SunShine Path for eastbound and westbound traffic on CrossRoads Drive
- A stop sign to stop northbound traffic on SunShine Path for eastbound and westbound traffic on Savanna Way
- A stop sign to stop southbound traffic on SunShine Path for eastbound and westbound traffic on Savanna Way
- A stop sign to stop southbound traffic on CrossRoads Drive for eastbound and westbound traffic on Savanna Way
- A stop sign to stop eastbound traffic on Fire Fly Drive for northbound and southbound traffic on Savanna Way

4h. Road Department – *Resolution to Approve Stop Sign Traffic Control Orders in the Gardens Subdivision Section 25, Delhi Township*

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the Gardens Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop eastbound traffic on Meijer Court for northbound and southbound traffic on Cranbrook Lane
- A stop sign to stop eastbound traffic on Matthaël Court for northbound and southbound traffic on Beal Lane
- A stop sign to stop westbound traffic on Matthaël Court for northbound and southbound traffic on Beal Lane

4i. Road Department – *Resolution to Approve Stop Sign Traffic Control Orders in the Glenmoor Manor Subdivision Section 21, Delhi Township*

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the Gardens Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop northbound traffic on Hosta Court for eastbound and westbound traffic on Garden Gate Drive

4j. Road Department – *Resolution to Approve Stop Sign Traffic Control Orders in the Centennial Farms Subdivision Section 21, Delhi Township*

The Road Department seeks approval of a resolution to approve Traffic Control Orders in the Centennial Farms Subdivision in Delhi Township. After executed Traffic Control Orders are filed with the County Clerk, new traffic control signs will be placed as follows:

- A stop sign to stop northbound traffic on Royal Crescent for eastbound and westbound traffic on Somerset Drive
- A stop sign to stop southbound traffic on Royal Crescent for eastbound and westbound traffic on Somerset Drive

5. Purchasing Department – *Resolution to Authorize a Reorganization of the Ingham County Purchasing Department (Discussion)*

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

6a. Health Department – *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*

Participation in or perpetuation of cultural and systemic discrimination or inequity is contrary to the values of Ingham County. One strategy to reduce implicit bias and operationalize equity is utilization of a Health in All Policies (HiAP) approach to decision-making. HiAP is an integrated and comprehensive approach to bring health, well-being, and equity impact considerations into the development and implementation of policies, programs and services of traditionally non-health-related government systems or agencies. The Health Department recommends approval of a resolution to adopt a HiAP approach to decision-making in Ingham County government and to direct the County Controller's Office and the Health Department to work together to develop and present a plan to operationalize the application of an equity lens to future policy- and decision-making to the Board of Commissioners by May 18, 2020.

6b. Health Department – *Resolution to Convert Position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC (Community Health Center)*

This resolution authorizes the conversion of Position # 601307 from a Health Analyst/System Analyst to an Accountant – CHC for a cost savings of up to \$5,790 and will be effective upon approval.

7a. Human Resources Department – *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*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement wage reopener between Ingham County and International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243 for the period January 1, 2020 through December 31, 2020.

7b. Human Resources Department – *Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program*

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (COM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This 12-week, 6-session course focuses on the core competencies necessary to building collaboration, promoting trust and empowering employees to achieve results. Recognizing the number of new managers hired over the past two years, the Human Resources Department advocates for the skill enhancements offered through this program completion to improve efficiency and quality of delivery of services, enhance employee satisfaction and retention and encourage professional development of future leadership. A resolution is offered to secure up to 20 seats in this Davenport University program at a total cost of \$47,200.

7c. Human Resources Department – *Workforce Development and Succession Planning Strategy*
(Discussion)

Human Resources Director Sue Graham will be present to discuss a workforce development and succession planning Strategy.

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

The Controller and Human Resources Director will present findings about the prescription drug benefit as requested at the December 3 County Services Committee meeting.

9a. Board of Commissioners' Office – *Resolution Recognizing Black History/Cultural Diversity Month in Ingham County*

A Resolution is offered to formally recognize the month of February, 2020 as “Black History/Cultural Diversity Month” in Ingham County.

9b. Board of Commissioners' Office – *Resolution to Disband the Roadways Subcommittee*

A resolution is offered to dissolve the Roadways Subcommittee effective immediately. Road projects, funding and department issues will continue to be reviewed by the County Services Committee, as the Liaison Committee for the Road Department.

TO: County Services and Finance Committees
FROM: Cynthia Wagner, Director; Potter Park Zoo
DATE: January 7, 2020
SUBJECT: Potter Park Zoo Incentives

For the meeting agendas of January 21 and January 22, 2020

BACKGROUND

The Ingham County Circuit Court Family Division is holding the 4th annual Hippy Hop 5K fundraiser for the Child Benefit Fund. The event will be held at Potter Park Zoo on Sunday, April 5, 2020. We are requesting the zoo admission be waived for the day of the event as part of the 5K registration package.

An annual Arbor Day celebration has been held at Potter Park Zoo for the past 24 years. This year for the 25th celebration, the event will take place over a two day period, April 24 and April 25, 2020. Organizations that partner to host this event are: Eaton Conservation District, City of Lansing, Michigan Department of Natural Resources, Arboriculture Society of Michigan, Consumers Energy, Michigan State University Federal Credit Union and Potter Park Zoo. We are requesting Arbor Fest participants receive free parking for the duration of the event.

Zoo Days is a long standing community event held by the Potter Park Zoological Society (PPZS). Raising the current Zoo Days admission rate by \$1.00 per person would cover increasing costs associated with hosting the event. We are requesting to raise the fee for the two day event in July to \$2.00 per person. Zoo Days attendance for 2019 was 7,179.

ALTERNATIVES

Zoo Days could be limited to one day which would lower the cost of the event, however this could impact visitor experience as attendance would be high on one day rather than spread over two days.

FINANCIAL IMPACT

Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo. The proposed increase from \$1.00 to \$2.00 for Zoo Days would provide enough funds to cover the cost of the PPZS event.

STRATEGIC PLANNING

The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached Resolution to amend Resolution #19-141 for additional visitor incentives at Potter Park Zoo.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION # 19 – 141 VISITOR INCENTIVE PROGRAMS AT POTTER PARK ZOO

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #19-141 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo is partnering with the Ingham County Circuit Court Family Division for the Hippy Hop 5K Child Benefit Fund fundraiser; and

WHEREAS, Potter Park Zoo is partnering with the Eaton Conservation District, City of Lansing, Michigan Department of Natural Resources, Arboriculture Society of Michigan, Consumers Energy, and the Michigan State University Federal Credit Union for the 25th annual Arbor Day celebration; and

WHEREAS, the fee for Zoo Days needs to be increased by \$1.00 to cover increasing costs of the event; and

WHEREAS, incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #19-141 to include the following visitor incentive programs at the Potter Park Zoo.

New Incentives	Fees
Hippy Hop 5K registered participants (April 5, 2020)	Free Admission
Arbor Day Celebration participants (April 24 & 25, 2020)	Free Parking

Amended Incentive	Current Fee	New Fee
Zoo Days (July) – Increase Admission Rate	Admission \$1.00 per Person with Voucher	Admission \$2.00 per Person with Voucher

BE IT FURTHER RESOLVED, all other fees set by Resolution #19-141 will remain the same as adopted by the Board of Commissioners.

Current Incentives	Fees
Ingham County and City of Lansing Residents	Ingham County and City of Lansing Residents Free Admission 9AM-Noon all Non-Holiday Mondays
Mother's Day (May)	Mothers Free Admission
Father's Day (June)	Fathers Free Admission
Be A Tourist In Your Own Town (June)	Free Admission and Parking with Tourist Passport

Greater Lansing Convention and Visitor's Bureau	
Fourth of July (July)	Military Free Admission
Grandparent's Day (September)	Grandparents Free Admission
College Day (October)	Free Admission with Valid Student I.D.
Ingham County and City of Lansing Resident's Day (October)	Free Admission
Veteran's Day (November)	Veterans and Families Free Admission
Registered Groups 20+ (April-October)	Admission \$1.00 off per Person
Ingham County School Groups	Admission \$1.00 per Child

Agenda Item 2

To: County Services Committee
Finance Committee
Ingham County Board of Commissioners

From: William E. Fowler, Director
Equalization/Tax Mapping Department

Date: January 6, 2020

Re: Resolution to Revise Revised #19-526

Attached please find the resolution to revise Resolution #19-526. It is intent of the revision to clarify the manner in which funding will be allocated and received to finance Ingham County's formal participation in the 2020 Aerial Imagery Partnership Agreement with the Tri-County Regional Planning Commission and the State of Michigan

Respectfully,

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REVISE RESOLUTION #19-526 AUTHORIZING PARTICIPATION IN THE
2020 TRI-COUNTY REGION AERIAL IMAGERY PARTNER AGREEMENT**

WEREAS, the honorable members of the Ingham County Board of Commissioners through Resolution #19-526 authorized the County's participation in the 2020 Tri-County Region Aerial Imagery Agreement; and

WHEREAS, the Tri-County Regional Planning Commission is coordinating a regional flight of Ingham, Eaton, and Clinton counties in order to produce aerial imagery; and

WHEREAS, Clinton and Eaton counties and the State of Michigan have agreed to participate; and

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 12'', 6'', and/or 3'' pixel, true color, leaf off digital orthoimagery; and

WHEREAS, users of this imagery include, but are not limited to, the Equalization/Tax Mapping Department, Environmental Health, 911 Emergency Operations, Economic Development, the Road Department, and the Drain Commissioner's Office; and

WHEREAS, the State of Michigan through its MiSAIL program will partner in this agreement with a contribution of funds of approximately \$14,875 payable to Ingham County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners wished to reaffirms its acceptance and participation in the 2020 Tri-County Region Imagery Partner Agreement.

BE IT FURTHER RESOLVED, that \$42,375 to cover the cost of Ingham County's participation be moved from the 2020 contingency funding to the appropriate account in the Equalization/Tax Mapping Department budget.

BE IT FURTHER RESOLVED, the County be authorized to accept approximately \$14,875 from the State of Michigan MiSAIL program.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary letter of agreement with the Tri-County Regional Planning Commission, after approval as to form by the County Attorney.

Agenda Item 3a

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

FROM: Rick Terrill, Facilities Director

DATE: January 7, 2020

RE: Resolution Authorizing an Agreement with Straub, Pettitt & Yaste for the Architectural and Engineering Services for Community Mental Health Renovations at the Human Services Building

For the meeting agendas of: January 21, 22 & 27

BACKGROUND

Community Mental Health would like to renovate the area they currently occupy and expand into the space currently occupied by Human Resources at the Human Services Building. Expanding the space will allow CMH to expand the Families Forward program. Straub, Pettitt & Yaste submitted the lowest responsive and responsible proposal of \$29,200.00 for the architectural and engineering services for this renovation.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds are available in the Community Mental Health maintenance revolving fund line item # 631-26500-931000. Community Mental Health will reimburse the costs.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department and Community Mental Health respectfully recommends approval of the attached resolution to support an agreement with Straub, Pettitt & Yaste for the architectural and engineering services for Community Mental Health renovations at the Human Services Building.

Agenda Item 3a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: November 15, 2019

RE: Memorandum of Performance for RFP No. 209-19 Architectural and Engineering Services for Renovating a Portion of the Human Services Building

Per your request, on behalf of the Community Mental Health Authority of Clinton, Eaton, Ingham Counties (CMHA-CEI), the Purchasing Department sought proposals from experienced and qualified firms and individuals for the purpose of entering into a contract to provide architectural and engineering services for renovating a portion of the Human Services Building (HSB). Renovating the HSB will allow CMHA-CEI to expand its Families Forward program (which is currently located on the first and second floors of the HSB).

Services under this contract include, but are not limited to, architectural, engineering (mechanical, fire suppression, and electrical), demolition, construction, and installation of new carpet. The size of the first and second floors of Families Forward is approximately 48,507 square feet. However, not all current space will be affected by this renovation project.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	129	37
Vendors attending pre-bid/proposal meeting	10	1
Vendors responding	5	0

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor Name	Local Pref	Preliminary Design Services Not-to-Exceed Cost	Construction Services Not-to-Exceed Cost	Grand Total	Number of Construction Administration Meetings attending?	Number of Construction Administration Meetings attending?
Straub Pettitt Yaste	No, Clawson MI	\$8,000.00	\$21,200.00	\$29,200.00	10 meetings combined	
Bergmann Architects Engineers & Plann	No, Lansing MI (Eaton)	\$11,200.00	\$31,907.00	\$43,107.00	4	14
Wightman	No, Kalamazoo MI	\$20,500.00	\$35,200.00	\$55,700.00	4	8
Ehresman Architects	No, Troy MI	\$15,150.00	\$44,650.00	\$59,800.00	5	14
DiClemente Siegel Design Inc.	No, Southfield MI	\$27,178.79	\$65,227.50	\$92,406.29	Weekly	Bi-Weekly (+\$1,811.88)

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, Community Mental Health would like to renovate and expand the space they occupy at the Human Services Building; and

WHEREAS, the expansion of the space will allow for the Families Forward Program to expand; and

WHEREAS, it is the recommendation of the Facilities Department and Community Mental Health to enter into an agreement with Straub, Pettitt & Yaste Architects who submitted the lowest responsive and responsible proposal of \$29,200.00 for architectural and engineering services for the renovations at the Human Services Building; and

WHEREAS, funds for this project are available from the Community Mental Health maintenance revolving fund line item # 631-26500-931000 and the costs will be reimbursed by Community Mental Health.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Straub, Pettitt & Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017 for the architectural and engineering services for the renovations at the Human Services Building for an amount not to exceed \$29,200.00.

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

Agenda Item 3b

TO: County Service Committee

FROM: Rick Terrill, Facilities Director

DATE: January 7th, 2020

SUBJECT: Diesel Spill Clean Up

This memo is to inform you of an emergency clean up that was made prior to receiving approval from the County Services and Finance Committees.

The generator inside the Jail had a failure where the diesel fuel pump continued to run and failed to shut off causing the tank to overflow spilling several gallons of fuel onto the floor and leaked through to the floor below.

An emergency purchase order was issued to Belfor Property Restoration for a total cost of \$12,984.44 which includes labor, equipment, consumables and subcontracted services to clean up the spill and remove the odor.

Funds for this purchase are available in Line Item 101-31100-931000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Richard Terrill

Rick Terrill
Ingham County Facilities Director

Introduced by County Service Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING MIKE PATHFINDER

WHEREAS, Mike Pathfinder began his career with Ingham County in August 1993 as a Building Maintenance Worker with the Facilities Department; and

WHEREAS, several years later Mike Pathfinder was promoted to Building Maintenance Technician and then to his current position as Facilities Manager; and

WHEREAS, during Mike Pathfinder's long and distinguished career serving all the County departments and the citizens of Ingham County, Mike has been responsible for overseeing the successful completion of a variety of different projects; and

WHEREAS, Mike's excellent work and response to emergencies over the years has been recognized by many of his peers, department heads, and elected officials; and

WHEREAS, his commitment to providing outstanding customer service and leadership is what has helped the Facilities Department grow and improve on the services it provides; and

WHEREAS, Mike is retiring from his position as Facilities Manager on February 28, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Mike Pathfinder for 26 years of dedicated service to County of Ingham and its citizens and extends its sincere appreciation to Mike for his commitment and the many contributions he has made, he has truly made a difference.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its best wishes to Mike on his retirement and hopes for continued success in all of his future endeavors.

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: December 30, 2019

SUBJECT: Extension of Resolution #19-142: Seasonal requirement of emulsified asphalts for the Road Dept.

BACKGROUND

The purpose of this correspondence is to support the attached resolution to extend the 2019 Resolution #19-142, to purchase emulsified asphalt for the scheduled 2020 Chip seal program and other various road maintenance preservation operations.

Resolution #19-142 was approved for purchasing Emulsified Asphalts; HFRS-2M, SS-1H, Low Tracking Tac, AE-90 and CM-300 emulsions for the scheduled 2019 road maintenance program and various other road maintenance requirements. The five different types of emulsions are designed to meet the various needs for building and repairing county roads.

ALTERNATIVES

These emulsions are a blend of liquid asphalt, emulsifiers and water. These mixtures have been known to be high maintenance and can fail to meet specifications if not managed correctly. The Road Department has to perform several quality control inspections to confirm the quality of these products. In the event the awarded providers' emulsions fail to meet the required specifications or are unable to provide material when and where requested, we have requested all three vendors be approved as needed.

All emulsions shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4, 904-6 Emulsified Asphalts, and Section 8 Specifications.

FINANCIAL IMPACT

The Road Department annually applies approximately 800,000 gallons of emulsified asphalts in the road preservation programs including Chip sealing, Spray patching and pre-tacking for asphalt applications.

The decision to where the Emulsions will be purchased on any given operation will be based on Road Department staff's judgment as to which supplier is most advantageous for the County, with preference based on lowest qualifying bid unit price and total quantity not to exceed \$1,500,000

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

RECOMMENDATION

A blanket PO shall be processed with various emulsion purchases from the 3 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department's 2020 seasonal supply of Emulsified Asphalt by extending Resolution #19-142.

Agenda Item 4a

TO: Tom Gamez, Director of Operations

FROM: James Hudgins, Director of Purchasing

DATE: March 12, 2019

RE: Memorandum of Performance for RFP No. 48-19 Emulsified Asphalt

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of furnishing its 2019 seasonal requirements of emulsified asphalts to the Ingham County Road Department.

The scope of work includes, but is not limited to, furnish asphaltic materials (Emulsified Asphalt SS-1H Designation, Emulsified Asphalt HFRS-2M Designation, Emulsified Asphalt, HFRS-2M, Emulsified Low-Tracking Bond Coat Designation, Emulsified Asphalt CM-300 Designation, Emulsified Asphalt AE-90 Designation) according to MDOT 2012 Standard Specifications for Construction, as well as, furnish Material Data Sheets and specification sheets, as applicable.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	30	12
Vendors responding	3	1

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

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

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

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

SUMMARY OF VENDORS' COSTS

Vendor:	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
Michigan Paving & Materials Co. Location: Alma, MI	SS-1H		\$2.20	5,000±	\$11,000.00	Monroe/Alma (MI)
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	\$100.00/Hour	\$2.05	600,000±	\$1,230,000.00	Monroe/Alma (MI)
	AE-90 (or qualified equivalent)		\$2.20	10,000±	\$22,000.00	Monroe/Alma (MI)
	CM-300 (or qualified equivalent)		No Bid	15,000±	-	
	Pug Mill Mobilization Cost					
	Cold Patch Production Costs (per ton):					
	Frieght Cost					
	Truck Availability:					

Vendor	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
Bit-Mat Location: Bay City, MI	SS-1H		No Bid	5,000±	-	
	Low-Tracking Bond Coat		\$1.95	10,000±	\$19,500.00	Bay City (MI)
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	\$105.00/Hour	\$1.76	600,000±	\$1,056,000.00	Bay City (MI)
	AE-90 (or qualified equivalent)		\$1.65	10,000±	\$16,500.00	Bay City (MI)
	CM-300 (or qualified equivalent)		No Bid	15,000±	-	
	Pug Mill Mobilization Cost					
	Cold Patch Production Costs (per ton):					
	Frieght Cost					
	Truck Availability:					

SUMMARY OF VENDORS’ COSTS, continued.

Vendor	Emulsified Asphalt Designation:	Detention Rates for Unloading:	Price per Gallon:	Approx. # of Gallons:	Approx. Total Cost	Plant or Refinery Location:
Asphalt Materials Location: Oregon, OH	SS-1H		No Bid	5,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	Low-Tracking Bond Coat		No Bid	10,000±	-	
	HFRS-2M	No Bid	\$2.17	600,000±	\$1,302,000.00	Oregon, OH
	AE-90 (or qualified equivalent)		No Bid	10,000±	-	
	CM-300 (or qualified equivlent)		3.22	15,000±	48,300.00	Oregon, OH
	Pug Mill Mobilization Cost	\$1,000.00				
	Cold Patch Production Costs (per ton):	\$3.00 / Ton				
	Frieght Cost	\$ (Included per Gallon)				
	Truck Availability:	5500 Gallon Loads / 9500 Gallon Loads				

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF 2019 SEASONAL REQUIREMENT OF
EMULSIFIED ASPHALT**

RESOLUTION # 19 – 142

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 750,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, the Road Department adopted 2019 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 3 vendors, based on availability of required material and location, with preference based on the lowest qualifying bid unit price and a quantity not to exceed \$1,500,000; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan, based on their lowest qualified bids; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase CM-300 asphalt emulsion, with Pug mill services delivered on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M and AE-90 in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the purchase of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.

BE IT FURTHER RESOLVED, that the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None **Absent:** Koenig **Approved 04/02/2019**

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Schafer
Nays: None **Absent:** Polsdofer, Maiville **Approved 04/03/2019**



October 29, 2019

Ingham County Road Department
301 Bush Street
P.O. Box 38
Mason, MI. 48854-0000

RE: Asphalt Emulsion Prices for 2020

Bit-Mat Products is pleased to offer to extend our 2019 emulsified asphalt prices to the Ingham County Road Department through the 2020 season. All prices and terms to remain in effect for the 2020 season. These maximum prices are not subject to increase, but subject to price reductions by Bit – Mat Products at time of shipment. Below are the following prices.

Product	HFRS-2M	AE-90	Low Tracking Bond Coat
Delivered Price	\$1.76		
Plant Pickup		\$1.65	\$1.95

All bid specifications from the 2019 bid will remain the same for 2020.

Thank you for the opportunity to work with you this past season. We look forward to working with you again in the 2020.

If you have any questions, please feel free to call me at 989-992-9689.

Best Regards,

A handwritten signature in black ink that reads "Gary J. Chapman". The signature is written in a cursive, flowing style.

Gary J. Chapman
Marketing Director



A Heritage Group Company

940 N. Wynn Rd.
Oregon, OH 43616
(419) 693-0626
(419) 693-1069 fax

Asphalt Materials, Inc.

December 20, 2019

Ingham County Road Department
301 Bush St.
Mason, MI 48854
Attn: Thomas Gamez, Director of Operations

Dear Tom:

Asphalt Materials, Inc. is pleased to be able to offer an extension to carry over all 2019 prices through April 1, 2021.

Delivered prices for 2020 are proposed as follow:

HFRS-2M	\$2.17 delivered
CM-300	\$3.22 delivered
Pugmill Mobilization	\$1000.00
Cold Patch Production	\$3.00 per ton

If you need any further information, please let me know.

We appreciate this opportunity and look forward to doing business with you in the 2020 construction season.

Sincerely,

Clarence Brooks, Jr., Sales Manager

Your source for specialty asphalt products

1950 Williams Street

Alma, MI 48801

989-402-5932



3125 E Front Street

Monroe, MI 48161

734-241-9189

November 20, 2019

Tom Gamez

Director of Operations

Ingham County Road Department

Ingham County Purchasing Department

121 E. Maple St., Rm 203
Mason, MI 48854

Dear Mr. Gamez,

Michigan Paving & Materials Co. is pleased to offer an extension of pricing from 2019 for emulsion supply in 2020. Below is a list of the asphalt emulsion grades and pricing that would apply to this extension.

Product	Unit Material Rate	Freight Rate	Delivered Rate
HFRS-2M	\$1.96	\$0.09	\$2.05
SS-1H	\$2.20	Pick up at Monroe or Alma Terminal only	
AMS Seal SP	\$2.20	Pick Up at Monroe or Alma Terminal only	

We are unable to extend the pricing shown above picked up at the Spartan location. Pick up at the Spartan location:

SS-1H Material Rate: \$3.25/gallon.

Freight Terms:

- 9,000 gallon minimum load for chip seal and tack coat emulsions
- 3 hours of free unloading time permitted. Demurrage after free unloading time will be invoiced \$100.00/hour.
- Multiple stops will be charged \$200.00 for each additional location.
- Returns will be charged 1.5 times the outgoing freight rate on the volume returned.
- Cancellations will be charged \$350.00 if not requested 6 hours prior to scheduled delivery time.
- Less than minimum loads may incur additional freight charges.

Please see attachment for other product terms.

Should you accept this extension offer and all other terms and pricing, please sign and return this letter to me. This pricing will apply from January 1, 2020 through December 31, 2020.

Tom Gamez

Director of Operations

Date

We look forward to providing the quality emulsion and service that you expect from us.

Sincerely,

Russell J. Milan

Russell J. Milan

Technical Sales and Product Development Manager

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE EXTENSION OF RESOLUTION #19-142: THE 2020 SEASONAL REQUIREMENT OF EMULSIFIED ASPHALTS FOR THE ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department annually purchases various types of emulsified asphalts for placement by the Road department crews in various road maintenance operations and in the Local Road Preservation program; and

WHEREAS, the following are estimated quantities: 5,000 gallons of SS-1H for asphalt pavement tac, 750,000 gallons of HFRS-2M for chip-sealing, 10,000 gallons of AE-90 for spray-patching, 10,000 gallons of Low Tracking Tac, and 15,000 gallons of CM-300 for on-site manufacturing of cold patch; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to extend the Resolution #19-142 for 2020 construction season, to purchase the HFRS-2M, Low Track Tac and AE-90 emulsions on an as-needed, unit price basis from Bit Mat of Michigan; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to extend the Resolution #19-142 for the 2020 construction season, to purchase SS-1H emulsion, on an as-needed, unit price basis from Michigan Paving and Materials; and

WHEREAS, bids for the various types of emulsified asphalts were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #48-19, and it is their recommendation, with the concurrence of Road Department staff, to extend the Resolution #19-142 for the 2020 construction season, to purchase CM-300 asphalt emulsion, with Pug mill services, on an as-needed, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as secondary providers Asphalt Materials Inc. and Michigan Paving & Materials for HFRS-2M and AE-90, in the event the awarded lowest bid providers emulsions fail to meet the required specifications or are unable to provide materials when requested; and

WHEREAS, the Road Department adopted 2020 budget included in controllable expenditures funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsion purchases from 3 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price and a total quantity not to exceed \$1,500,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the bids, and authorizes the extension of Resolution #19-142 for purchasing of these various types of emulsified asphalts on an as-needed, unit price basis from the Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials based on their qualified bids and/or availability of specified emulsions.

BE IT FURTHER RESOLVED, that the Purchasing Department and the Road Department are hereby authorized to execute purchase orders accordingly with Bit Mat of Michigan, Michigan Paving and Materials, and Asphalt Materials Inc., for purchasing of emulsified asphalts as needed and budgeted, on behalf of the County.

TO: County Services & Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: December 9, 2019

RE: Resolution to Commit Local Match and Support Federal Funding to Construct a Non-motorized, Shared use Pathway along Waverly Road between St. Joseph Highway and Old Lansing Road, Delta & Lansing Townships.

BACKGROUND

The Ingham County Road Department in partnership with Lansing and Delta Townships and Eaton County, wish to apply for funding through the federal Transportation Alternatives Program (TAP) and Highway Safety Improvement Program (HSIP) to construct a non-motorized, shared use pathway on Waverly Road, between St. Joseph Highway and Old Lansing Road, as part of a project planned in 2020 to reconstruct Waverly Road between St. Joseph Highway and Lansing Road.

Waverly Road is on the border line between Eaton and Ingham Counties, and between Delta and Lansing Townships. The proposed pathway would be on the east side of Waverly Road (Lansing Township, Ingham County) between Old Lansing Road and the north side of the Waverly Road / I-496 interchange, and on the west side (Delta Township, Eaton County) between the I-496 interchange and St. Joseph Highway, with a signalized crossing at the I-496 interchange.

Federally funded highway programs are administered on the local road system in Michigan by the Michigan Department of Transportation (MDOT). MDOT requires a formal commitment from Ingham County per this resolution, on behalf of the Ingham County Road Department (ICRD) which is serving as the Act 51 eligible agency as required by the federal program rules, to receive the above mentioned federal funds, to commit the required local match funds, to implement the proposed pathway project, and to designate a qualified individual to act as the County's agent during the project development.

Also, MDOT plans resurfacing of I-496 between the I-96/69 and the I-496/St. Joseph Hwy./Main St. interchanges in 2020. For better coordination, traffic control, efficiency, and expected cost savings due to larger economy of scale, the proposed Waverly Road reconstruction and related pathway projects are planned to be constructed in a joint contract with the MDOT I-496 project.

The Road Department and MDOT have tentatively agreed, subject to final approval of a necessary project participation agreement to be submitted for Board of Commissioners approval at a later date, that MDOT will perform the Construction Engineering on the joint contract at a cost to ICRD of 10% of the Waverly Road and Pathway construction costs, which is an industry typical rate for construction engineering.

ALTERNATIVES

Given lack of local funding, there is no other means than the above-mentioned federal programs to construct the desired pathway.

FINANCIAL IMPACT

The costs of the proposed pathway portion of the Waverly Road project are estimated as follows:

Activity	Funding Source	Federal Amount	Ingham County Match	Total
Construction including any permit fees	Federal HSIP	\$315,000	\$35,000	\$350,000
	Federal TAP	\$214,250	\$214,306	\$428,556
Right of way acquisition	Ingham County	0	\$25,444	\$ 25,444
Construction Engineering	Ingham County	0	\$70,000	\$ 70,000
Totals		\$529,250	\$344,750	\$874,000

The total Ingham County match of \$344,750 shown above has been committed to the subject project out of the Ingham County Trails and Parks millage fund per Ingham County Board of Commissioners Resolution # 19-047 adopted on February 12, 2019.

The local match cost for the Waverly Road reconstruction project is budgeted in the 2020 County Road Fund Budget.

STRATEGIC PLANNING IMPACT

The proposed pathway follows under Ingham County Strategic Plan Strategy A 1.-- *Strive to make facilities and services user-friendly*. Specifically the following implementation tasks:

g. Work to improve accessibility for visitors of all ages and abilities.

h. Enhance existing trails and blueways, and develop new multi-use trails and blueways, that connect parks with recreational, residential, cultural and business centers throughout Ingham County.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented above, the Road Department recommends approval of the attached resolution to commit required local match and support Federal funding to construct a Non-motorized, Shared use Pathway along Waverly Road between St. Joseph Highway and Old Lansing Road, in Delta & Lansing Townships, as part of the 2020 Waverly Road reconstruction project.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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. JOSEPH HWY. AND OLD LANSING RD.**

WHEREAS, the Transportation Alternatives Program (TAP) and Highway Safety Improvement Program (HSIP) are federally funded programs administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, Ingham County, in partnership with Lansing Charter Township, Delta Charter Township (Eaton County) and Eaton County, wish to apply for funding through the TAP and HSIP programs to construct a non-motorized, shared use pathway on Waverly Road, between St. Joseph Highway and Old Lansing Road, as part of a project planned in 2020 to reconstruct Waverly Road between St. Joseph Highway and Lansing Road; and

WHEREAS, Waverly Road is on the border line between Eaton and Ingham Counties and between Delta and Lansing Townships, and the proposed pathway would be on the east side of Waverly Road (Lansing Township, Ingham County) between Old Lansing Road and the north side of the Waverly Road / I-496 interchange, and on the west side (Delta Township, Eaton County) between the I-496 interchange and St. Joseph Highway, with a signalized crossing at the I-496 interchange; and

WHEREAS, MDOT requires a formal commitment from Ingham County per this resolution, on behalf of the Ingham County Road Department (ICRD) which is serving as the Act 51 eligible agency as required by the federal program rules, to receive the above mentioned federal funds, to commit the required local match funds, to implement the proposed pathway project, and to designate a qualified individual to act as the County's agent during the project development; and

WHEREAS, Ingham County desires to fund, design, and construct the proposed pathway for the use of the general public and to satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration; and

WHEREAS, for better coordination, traffic control, efficiency, and expected cost savings due to larger economy of scale, the proposed Waverly Road reconstruction and related pathway projects are planned to be constructed in a joint contract with MDOT's planned resurfacing of I-496 between the I-96/69 and the I-496/St. Joseph Hwy./Main St. interchanges; and

WHEREAS, given the Waverly Road/I-496 joint contract described above, ICRD and MDOT have tentatively agreed subject to final approval of a necessary project participation agreement to be submitted for Board of Commissioners approval at a later date that MDOT will perform the Construction Engineering on the joint contract at a cost to ICRD of 10% of the Waverly Road and Pathway construction costs, which is an industry typical rate for construction engineering; and

WHEREAS, the costs of the proposed pathway portion of the Waverly Road project are estimated as follows:

Activity	Funding Source	Federal Amount	Ingham County Match	Total
Construction including any permit fees	Federal HSIP	\$315,000	\$35,000	\$350,000
	Federal TAP	\$214,250	\$214,306	\$428,556
Right of way acquisition	Ingham County	0	\$25,444	\$ 25,444
Construction Engineering	Ingham County	0	\$70,000	\$ 70,000
Totals		\$529,250	\$344,750	\$874,000

WHEREAS, the total Ingham County match of \$344,750 shown above has been committed to the subject project out of the Ingham County Trails and Parks millage fund per Ingham County Board of Commissioners Resolution # 19-047 adopted on February 12, 2019; and

WHEREAS, Ingham County attests to the existence of, and commits to, the funds necessary to carry out the subject project as shown above; and

WHEREAS, ICRD engineering staff is designing the proposed pathway as part of designing the Waverly Road reconstruction project; and

WHEREAS, Lansing and Delta Townships, per resolutions they have adopted, or plan to adopt, by their respective governing bodies, commit to owning, operating, funding, and implementing a maintenance program over the life of the portions of the proposed pathway falling on their respective sides of Waverly Road.

THEREFORE BE IT RESOLVED, that Ingham County attests to the existence of, and commits to, the local match funds necessary to carry out the proposed project as described above, including engineering for design and construction, any necessary permit fees, administration costs, cost overruns, and matching funds as shown in the table above.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Kelly Jones, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to act as the applicant's agent during the project development.

TO: County Services Committee
FROM: Thomas Husby, Sign and Signal Supervisor, Road Department
DATE: January 3, 2020
SUBJECT: Various Intersection Traffic Control Orders

Meridian Township:

1. White Hills Lakes, Sec 5
2. The Greens, Sec 5

Delhi Township:

1. Meadow Ridge, Sec 20
2. Country View Estates #2, Sec 21
3. Country Cross Roads, Sec 19
4. The Gardens, Sec 25
5. Centennial Farms, Sec 26
6. GlenMoor Manor, Sec 21

For the County Services Committee meeting agenda, January 21, 2020
For the Board of Commissioners meeting agenda, January 28, 2020

This memo and the accompanying resolution(s) are offered to recommend intersection control signage to be placed at public road intersections within the subdivisions listed above. Upon Board approval of the referenced resolution(s), Traffic Control Orders (TCO) will be prepared for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful. The Road Department will then install the signs.

FINANCIAL IMPACT

For newer subdivisions the cost of the signs and installation is covered from funds the subdivision developers have paid the Road Department for this purpose. In older subdivisions, intersections are revisited as yard improvements and/or landscape growth affect sight distances. In many instances the old intersection controls need to be upgraded, typically from yield signs to stop signs, or from unsigned to stop controlled. Lastly, urban fill-in and redevelopment can greatly change the traffic patterns at an existing intersection. Staff evaluates the new traffic patterns and may recommend changes to the intersection control. Costs to upgrade signs in an older subdivision or modify existing intersection signage warranted by redevelopment are typically absorbed by the Road Department budget.

BACKGROUND

Road Department engineering staff reviews intersections to determine and recommend traffic control signs appropriate for the conditions of each intersection. Reviewed conditions including, but not limited to, available sight distance, individual approach traffic volumes, directional approach volumes, and crash history. Typically traffic control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main, or more heavily traveled (collector) street. Control signs should never be placed where not warranted, or for speed control, as this fosters disrespect and lack of compliance for all traffic control signs, thus violating directives provided by the traffic control manual Michigan statute requires (MCL 257.610).

The reason for this memo is to recommend approval of the attached resolution for Traffic Control Order actions listed in the resolution and to request authorization for the Board Chairperson to execute the prepared Traffic Control Orders. After the executed Traffic Control Orders are filed with the County Clerk, the new traffic control signs will be installed and will have the force of law.

RECOMMENDATION

Approval of the attached resolution (s) to authorize Traffic Control Orders for stop signs in the subdivisions listed above.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN MEADOW RIDGE SUBDIVISION
SECTION 20, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in Meadow Ridge residential subdivision in Section 20 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Juniper Place for eastbound and westbound traffic on Boxwood Ave.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Juniper Place for eastbound and westbound traffic on Boxwood Ave.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Spruce Ave for eastbound and westbound traffic on Boxwood Ave.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Spruce Ave for eastbound and westbound traffic on Hemlock Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Spruce Ave for eastbound and westbound traffic on Hemlock Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN WHITE HILLS SUBDIVISION
SECTION 5, MERIDIAN TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in White Hills Lakes residential subdivision in Section 5 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Thorngate Road for eastbound and westbound traffic on E Island Lake Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on E. Island Lake Drive for eastbound and westbound traffic on Meadow Woods Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Island Lake Drive for northbound and southbound traffic on Whitehills Lake Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Windrush Lane for eastbound and westbound traffic on Island Lake Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Windrush Lane for northbound and southbound traffic on Whitehills Lake Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop to stop northbound traffic on Woodcliff Lane for eastbound and westbound traffic on Pine Hollow Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Oakcliff Lane for eastbound and westbound traffic on Pine Hollow Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Ridgepond Place for eastbound and westbound traffic on Pine Hollow Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Fenwick Court for northbound and southbound traffic on Merford Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN THE GREENS SUBDIVISION
SECTION 5, MERIDIAN TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in The Greens residential subdivision in Section 5 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on W. Golfridge Drive for northbound and southbound traffic on E. Golfridge Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on E. Longview Drive for eastbound and westbound traffic on E, Golfridge Drive.

BE IT FUTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on W, Longview Drive for eastbound and westbound traffic on W. Golfridge Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN COUNTRY VIEW ESTATES SUBDIVISION
SECTION 21, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in Country View Estates #2 residential subdivision in Section 21 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Royal Crescent for northbound and southbound traffic on Tagalak Trail.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Caplina Drive for northbound and southbound traffic on Gander Hill Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Caplina for northbound and southbound traffic on Gander Hill Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the county clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN COUNTRY CROSS ROADS SUBDIVISION
SECTION 19, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in Country Cross Roads residential subdivision in Section 19 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on BoysenBerry Lane for northbound and southbound traffic on CrossRoads Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on BoysenBerry Lane for eastbound and westbound traffic on Crossroads Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on SunShine Path for eastbound and westbound traffic on CrossRoads Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on SunShine Path for eastbound and westbound traffic on Savanna Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on SunShine Path for eastbound and westbound traffic on Savanna Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on CrossRoads Drive for eastbound and westbound traffic on Savanna Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Fire Fly Drive for northbound and southbound traffic on Savanna Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN THE GARDENS SUBDIVISION
SECTION 25, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in The Gardens residential subdivision in Section 25 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Meijer Court for northbound and southbound traffic on CranBrook Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Matthael Court for northbound and southbound traffic on Beal Lane.

BE FURTHER IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Matthael Court for northbound and southbound traffic on Beal Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN THE GLENMOOR MANOR SUBDIVISION
SECTION 21, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Centennial Farms residential subdivision in Section 26 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Hosta Court for eastbound and westbound traffic on Garden Gate Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
STOP SIGN TRAFFIC CONTROL ORDERS
IN THE CENTENNIAL FARMS SUBDIVISION
SECTION 21, DELHI TOWNSHIP**

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in GlenMoor Manor residential subdivision in Section 21 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Royal Crescent for eastbound and westbound traffic on Somerset Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Royal Crescent for eastbound and westbound traffic on Somerset Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.

TO: County Services Committee

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

Date: January 3, 2020

SUBJECT: Purchasing Department Reorganization Discussion

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 5

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).

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

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		UAW G			
	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

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: Board of Commissioners Human Services and County Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: January 2, 2020
SUBJECT: Resolution to Address and Reduce Implicit Bias in all County Decision-Making by Integrating an Equity Review Process and Health in All Policies Approach.

BACKGROUND

Participating in or perpetuating cultural and systemic discrimination or inequity is contrary to the values of Ingham County, and Ingham County seeks to promote equity and avoid bias and unintentional harmful effects when involved in decision-making or policy development. Members of the Ingham County Board of Commissioners' County Services Committee, the Equal Opportunity Commission, the Ingham Community Health Centers Board of Directors, and the Ingham County Board of Health have encouraged Ingham County to explore and establish best practices to prevent systemic and individual implicit bias in its decision-making and policy.

One strategy to reduce implicit bias and operationalize equity is utilizing a Health in All Policies (HiAP) approach to decision-making. HiAP is an integrated and comprehensive approach to bring health, well-being, and equity impact considerations into the development and implementation of policies, programs and services of traditionally non-health-related government systems or agencies. HiAP is defined as a change in the systems that determine how policy decisions are made and implemented to ensure beneficial or neutral impacts on the determinants of health. The core of a HiAP approach is to intentionally integrate a consideration for how cultural and systemic inequity is unintentionally present in the systems created and decisions made by an institution or organization.

By adopting a HiAP approach, the Ingham County Board of Commissioners recognizes that all departments have a role to play in promoting health and equity by integrating an equity check or "lens" in all decision- and policy- making. Equity is defined as a fair and just distribution of the social opportunities needed to achieve well-being and involves moving beyond equality to ensuring that everyone has what they need by addressing social and systemic barriers to opportunity.

In addition to improving the health and well-being of all county residents and staff, the adoption of HiAP will also allow the county to uncover inefficiencies and opportunities for collaboration.

The Ingham County Health Department has extensive experience in equity training and is continually seeking innovative ways to apply an equity lens to its own systems and decision-making and partner with other organizations seeking to do the same.

The Controller's office, in its role as chief fiscal and administrative officer is best positioned to help design the most effective way of implementing a county-wide policy or process.

The Ingham County Controller's Office and Health Department are willing and able to work together and with other departments, agencies and elected officials to operationalize the application of an equity lens to future policies and decision-making across all County operations, thereby reducing implicit bias in an effort to maximize alignment with the County's Vision Statement of being a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents."

ALTERNATIVES

- Ingham County could invest in additional external resources such as trainings and workshops for department heads and others to reduce implicit bias in decision-making.
- Ingham County could adopt a different approach to reducing implicit bias in decision-making.
- Ingham County could also continue with its existing approach to decision-making.

FINANCIAL IMPACT

None.

STRATEGIC PLANNING IMPACT

This resolution supports Ingham County's Vision Statement to be a "welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents" as well as its values of "diversity, equity and inclusion."

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend that the Board of Commissioners approve the attached resolution to adopt a Health in All Policies approach to decision-making in Ingham County government and to direct the County Controller's Office and the Health Department to work together to develop and present a plan to operationalize the application of an equity lens to future policy- and decision-making to the Board of Commissioners by May 18th, 2020.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, inequity and discrimination are contrary to the values of Ingham County; and

WHEREAS, Ingham County seeks to avoid implicit bias and unintentional harmful effects when adopting policies and entering into contractual agreements; and

WHEREAS, members of the Ingham County Board of Commissioners' County Services Committee, the Equal Opportunity Commission, the Ingham Community Health Centers Board of Directors, and the Ingham County Board of Health encourage Ingham County to explore and establish best practices to prevent systemic and individual implicit bias in its decision-making and policy; and

WHEREAS, one strategy to reduce implicit bias and operationalize equity is utilizing a Health in All Policies (HiAP) approach to decision-making; and

WHEREAS, the core of a HiAP approach is to integrate a consideration for how cultural and systemic inequity is unintentionally present in the systems created and decisions made by an institution or organization; and

WHEREAS, in addition to improving the health and well-being of all county residents and staff, the adoption of HiAP will also allow the county to uncover inefficiencies and opportunities for collaboration; and

WHEREAS, by adopting a HiAP approach, the Ingham County Board of Commissioners recognizes that all departments have a role to play in promoting health and equity; and

WHEREAS, equity is defined as a fair and just distribution of the social opportunities needed to achieve well-being; and

WHEREAS, the Ingham County Health Department has extensive experience in equity training and is continually seeking innovated ways to apply an equity lens to its own systems and decision making and partner with other organizations seeking to do the same; and

WHEREAS, the Controller's office, in its role as chief fiscal and administrative officer is best positioned to help design the most effective way to implement a county-wide HiAP policy or process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners tasks the Ingham County Controller's Office 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."

Agenda Item 6b

TO: Board of Commissioners County Services, Finance, and Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: December 30th, 2019
SUBJECT: Authorization to convert Health Analyst/Systems Analyst position
For the meeting agendas of January 21st, January 22nd, and January 27th, 2020

BACKGROUND

Ingham County Health Department (ICHHD) wishes to convert a vacant Health Analyst/Systems Analyst, position # 601307, to an Accountant – CHC position effective upon approval. This conversion will increase the Community Health Centers (CHC's) capacity and resources in support of CHC's operations. This conversion is supported by the ICEA – Professional Union.

ALTERNATIVES

Leave the position as a Health Analyst/Systems Analyst position.

FINANCIAL IMPACT

The Accountant – CHC position is categorized as an ICEA – Prof 07 (\$53,159 - \$63,815) and the Health Analyst/Systems Analyst is categorized as an ICEA – Prof 8 (\$57,981 - \$69,605). This conversion will result in a savings of \$4,822 - \$5,790.

STRATEGIC PLANNING IMPACT

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

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend authorizing the conversion of Position # 601307 from a Health Analyst/System Analyst to an Accountant – CHC for a cost savings of up to \$5,790 and will be effective upon approval.

From: [Clous, Joan](#)
To: [Thelen, Eric](#)
Subject: FW: Position Conversation
Date: Wednesday, December 4, 2019 8:12:34 AM

Eric,

Please include this email from the ICEA County Pro Union in your packet to the Board as notice that the Union is in agreement with the converted position.

Joan

From: Cook, Desiree
Sent: Wednesday, December 4, 2019 7:58 AM

To: Clous, Joan
Subject: RE: Position Conversation [Ok. I will](#)

[approve this one.](#)

From: Clous, Joan <JClous@ingham.org> Sent:
Wednesday, December 4, 2019 7:57 AM To: Cook, Desiree
<DCook@ingham.org> Subject: RE: Position Conversation

Not that I'm aware of. I was only told of this one.

From: Cook, Desiree
Sent: Wednesday, December 4, 2019 6:54 AM

To: Clous, Joan
Subject: RE: Position Conversation
Wasn't there going to be two positions made out of hers job? I thought the next one would be forthcoming so I was going to look at both of them at the same time.

From: Clous, Joan <JClous@ingham.org> Sent:
Tuesday, December 3, 2019 9:57 AM To: Cook, Desiree
<DCook@ingham.org> Subject: FW: Position
Conversation

Desiree,

What is the status of this request? Thanks,

Joan

From: Clous, Joan

Sent: Tuesday, November 26, 2019 8:53 AM

To: Cook, Desiree

Subject: Position Conversation Desiree,

The Health dept. is converting Lori Sigman's Health/System, Analyst position into an Accountant position for the Community Health Centers.

We have factored it to be an ICEA Pro 7. 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

TO: Eric Thelen, Chief Financial Officer
Linda Vail, Health Officer

FROM: Joan Clous, Human Resources Specialist

DATE: December 4, 2019

RE: Memo of Analysis for the conversion of position #601307 (Health Analyst/Systems Analyst)

Regarding the conversion of a position #601307 (Health Analyst/Systems Analyst), Human Resources can confirm the following information:

1. Position # 601307 (Health Analyst/Systems Analyst) ICEA 08 (\$57,981.36 to \$69,605.20) will be converted to Accountant – CHC ICEA 07 (\$53,158.82 to \$63,815.36. The union has reviewed the changes and is in support.

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

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

INGHAM COUNTY JOB DESCRIPTION

ACCOUNTANT – Community Health Centers (CHC)

General Summary:

Under the supervision of the Finance Coordinator (FC), analyzes financial data in order to develop, monitor and report on the financial status of the Community Health Centers' operations. Provides information and technical assistance needed to comply with internal and external grant requirements. Works with staff to monitor financial performance outcomes, program effectiveness, and revenue and expense projections. Processes third party reimbursement accounts receivable and grant required financial reports, including line item and budget narrative justification reports.

Essential Functions:

1. Performs financial and accounting tasks, including journal enters, account corrections, review invoices, and departmental approval for general ledger, payroll, accounts payable purchasing activities, and various general ledger reconciliations.
2. Contributes to and participates in the development of the annual operating CHC budget. Assists with monitoring and tracking budget outcomes including revenue and expense projections on a monthly basis.
3. Develop and manage grant, and department budgets. Attend grant meetings, submit initial grant budget and/or amended grand budgets. Conducts periodically scheduled grant accounting for various divisions. Prepares expense spreadsheets, comparing grant expense to the annual budget, and prepares grant-related financial reports.
4. Provide programmatic and technical support to CHC Managers to determine service outcome measures. Prepares and reviews internally generated reports for accuracy and problems and troubleshoots differences. Resolves accounting and fiscal software questions and performs other projects or tasks as requested.
5. Processes Financial Scorecard, Third Party Fee-For Service accounts receivable reports using Aging reports, managed care wraparound calculations, and Public Entity journal entries.
6. Develops month end summary reports for all Health department billing sites using county electronic accounting system. Summarizes the status of departmental data entry to determine the processing schedule of billings
7. Assist Finance Coordinator with preparing reports, tracking financial data, and managing Ryan White 340B revenue and other patient revenue and/or associated non-grant related expenses.
8. Prepares various financial and service reports as required by funders and program staff. Ensures financial compliance with reporting requirements and program needs.
9. Develops reporting mechanism to extract data for various grants, service delivery and program requirements, analyzes data and generates related reports.
10. Serves as backup to the Finance Coordinator for the CHC Finance Committee and CHC Board meetings.

Other Functions:

- Performs other duties as assigned.

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

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

Employment Qualifications:

Education: A minimum of a Bachelor's Degree in Accounting or Business with an Accounting major.

Experience: A minimum of one year experience in fund or governmental accounting and auditing.

Other Requirements:

- A strong working knowledge of spreadsheets with pivot tables or database applications as a plus.

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

Working Conditions:

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

Physical Requirements:

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT POSITION # 601307 FROM A HEALTH ANALYST/SYSTEMS ANALYST TO AN ACCOUNTANT – CHC (COMMUNITY HEALTH CENTER)

WHEREAS, Ingham County Health Department's (ICHDs) Ingham Community Health Centers (IHCs) wish to convert position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC position; and

WHEREAS, the conversion will enable ICHD Community Health Centers (CHC's) increased capacity and resources to support the CHC's operations; and

WHEREAS, the salary cost of a Health Analyst/Systems Analyst (ICEA PROF 8) ranges from \$57,981 - \$69,605 and the cost of an Accountant – CHC (ICEA – PROF 7) ranges from \$53,159 - \$63,815; and

WHEREAS, the cost savings of converting this position will be \$4,822 - \$5,790; and

WHEREAS, this conversion is supported by the ICEA – Professionals Union; and

WHEREAS, the Ingham County CHC Board of Directors support converting Health Analyst/Systems Analyst Position # 601307 to an Accountant – CHC position for a cost savings up to \$5,790 and will be effective upon approval; and

WHEREAS, the Health Officer supports converting position # 601307 from a Health Analyst/Systems Analyst to an Accountant – CHC.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes converting Position # 601307 from a Health Analyst/Systems Analyst (ICEA PROF 8; \$57,981-\$69,605) to an Accountant – CHC (ICEA PROF 7; \$53,159-\$63,815) which will be effective upon approval.

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2020; and

WHEREAS, an agreement regarding the 2020 wage reopener has been reached between representatives of Ingham County and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit; and

WHEREAS, the wage reopener agreement provides for 1) a 2% wage increase effective the first full pay period on or after January 1, 2020 or the effective date of ratification by both parties, whichever occurs later, and for 2) modification of Article 8, Wage Supplements, Section 8, regarding notice of sick leave use, and for 3) clarification of the effective date of eligibility for health insurance coverage in Article 8, Section 3, Section 7 has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2020 wage reopener agreement between Ingham County and the International Brotherhood of Teamsters, Chauffeurs and Warehousemen, Local No. 243, Potter Park Zoo Supervisory Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2020 wage reopener, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: January 6, 2020
SUBJECT: Resolution Authorizing Enrollment in Davenport University's Certificate of Management Program
For the meeting agendas of January 21 and January 22, 2020

BACKGROUND

The Institute for Professional Excellence at Davenport University offers a Certificate of Management (COM) program, designed to develop core management skills necessary to increase workforce productivity and performance. This 12-week, 6-session course focuses on the core competencies necessary to building collaboration, promoting trust and empowering employees to achieve results. A COM program syllabus is attached for reference.

New, experienced and aspiring managers will benefit from the COM program. We currently have a number of recently hired department directors (Animal Control Director, 9-1-1 Director; Fairground Events Manager; Financial Services Director) who would benefit from the COM program. Skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee satisfaction and retention and encourage professional development of future leadership.

Purchase of twenty (20) seats enables the County to realize a 20% reduction in the per-seat price.

ALTERNATIVES

In the alternative, individuals may or may not independently pursue educational programs to develop necessary core management skills required for current and future leadership of Ingham County. Another alternative would be to authorize ten (10) seats at the full per-seat price.

FINANCIAL IMPACT

Purchase of twenty (20) seats at a cost of \$2,950 per seat, less a 20% cost reduction (\$590), results in a price of \$2,360 per seat for a total cost of \$47,200. Purchase of ten (10) seats at the full price of \$2,950 per seat results in a total cost of \$29,500. Funding is requested from the contingency fund or fund balance.

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. Strategy 4: Support employee and professional development.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Certificate of Management

Institute for Professional Excellence at Davenport University

This course has been specifically designed to develop the core skills necessary to increase productivity and performance. Through a series of six topics, we will address strengths of great leaders, understanding what motivates employees for a more dynamic and energized workforce, how to identify, prevent and resolve problems, skills to identify and manage conflict, team-focused leadership, and effective communication skills and techniques. Each participant completes a DISC assessment prior to attending.

After completing this program, participants will be able to:

- Build an understanding of different management styles to be successful in a leadership role.
- Identify communication barriers and listen actively.
- Use assertive persuasion and negotiation techniques in your communication process.
- Select strategies to improve team motivation.
- Utilize feedback as a tool for understanding and leveraging employee motivation.
- Identify, prevent, and resolve issues using proven problem-solving and decision-making techniques.
- Manage conflict to enhance productivity.
- Improve group dynamics to move a team from involvement to empowerment.

Session 1: Defining the Leader in You (+DISC)

We all possess different strengths and attributes which make us unique. It is important to recognize those differences – in ourselves – so that we can shift gears and tap into the different strengths as we move from managing a team to creating a vision for our areas of focus.

Learn how to:

- describe your role as both a manager and as a leader
- identify the continuous rhythm of management: setting expectations, monitoring performance, and providing feedback
- recognize core characteristics of a good manager
- utilize the DISC behavioral model to accurately identify the four types of DISC styles in others and yourself
- identify your own personal leadership style based upon the DISC profile
- login to Blackboard, be familiar with the tools and resources

Session 2: Communicating Without Confusion

Good managers are also good communicators. It's impossible to turn strategy into action unless you can connect with your team. High-performance managers keep people informed, up-to-date and on track. Learn to use active listening, persuasion, and negotiation to improve communication.

Learn how to:

- use assertive communication and minimize passive and aggressive communication
- recognize the risks of direct and indirect communication
- recognize the preferred communication style of others and adapt your style accordingly
- practice goal setting for clear communication
- use active listening to ensure that goals are clearly understood and to monitor progress
- ask for and receive feedback with gratitude
- assess a situation and provide feedback with care

Session 3: Impacting Motivation

Improve team performance and confidence by understanding individuals' motivation to perform. Learn how to assess the situation to determine what kind of leadership will motivate employees. Understand and apply the three keys to influence behavior change to motivate others.

Learn how to:

- recognize behavioral styles and appropriate motivators associated with each style
- distinguish between hygiene and motivation factors and use each appropriately
- determine when to use a supportive or directive behavior in order to motivate
- create measurements that motivate
- identify and communicate high-leverage behaviors to drive results
- implement the six influencers

Session 4: Problem Solving for Business

It is common to get caught up in a situation where we don't see a possible or clear solution. Problem solving involves understanding what the underlying issues of the problem really are - not the symptoms. Learn to identify and resolve issues to achieve results.

Learn how to:

- write a clear problem statement
- identify what data should be collected to determine root causes
- determine the business requirements necessary for solving a problem
- make decisions based on data
- evaluate the effect of decisions
- standardize the solution
- evaluate the problem solving process

Session 5: Embracing Conflict

Conflicts can tear teams apart and managers need to work to help resolve differences quickly and promote cooperation. Learn to identify types of conflict, effectively communicate, and identify a resolution to increase trust and credibility.

Learn how to:

- recognize emotional reactions to conflict
- become a more empathetic communicator
- recognize behavioral tendencies that contribute to both healthy and unhealthy conflict
- use techniques and tools to initiate and hold difficult conversations to effectively manage conflict

Session 6: Creating High Impact Teams

Leaders in high-performance teams know how to create energy and enthusiasm. Team members feel inspired, that they are on a mission and what they are doing is important. Learn to recognize and utilize key elements that move teams from involvement to empowerment.

Learn how to:

- develop and contribute to successful team dynamics
- recognize how others can best contribute to a team and draw those attributes out of team members to build an effective team culture
- use the foundational coaching model, GROW, to help team members solve their own problems and enhance team dynamics
- recognize and practice the rhythm of management: set expectations, monitor performance, and provide feedback

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENROLLMENT IN DAVENPORT UNIVERSITY'S
CERTIFICATE OF MANAGEMENT PROGRAM**

WHEREAS, the Institute for Professional Excellence at Davenport University offers a Certificate of Management (COM) program, designed to develop core management skills necessary to increase workforce productivity and performance; and

WHEREAS, this 12-week, 6-session course focuses on the core competencies necessary to building collaboration, promoting trust, and empowering employees to achieve results; and

WHEREAS, new, experienced and aspiring managers will benefit from the COM program as will several recently hired department directors; and

WHEREAS, skill enhancement resulting from program completion will improve efficiency and quality of delivery of services, enhance employee retention and encourage professional development of future leadership; and

WHEREAS, authorizing enrollment in the COM program is in furtherance several 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. Strategy 4: Support employee and professional development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Human Resources Director to enroll up to twenty (20) Ingham County employees in the COM program at a cost not to exceed \$47,200 from the contingency fund or fund balance.

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY
MONTH IN INGHAM COUNTY**

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2020 as “Black History/Cultural Diversity Month” in Ingham County.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO DISSOLVE THE ROADWAYS SUBCOMMITTEE

WHEREAS, Resolution 19-078 established a Roadways Subcommittee to closely review road projects, funding and potential road issues or concerns within the Road Department service area; and

WHEREAS, in accordance with Resolution 19-078 the Roadways Subcommittee, consisting of members of the County Services Committee, was to be appointed on an annual basis; and

WHEREAS, it is the desire of the Board of Commissioners to dissolve the Roadways Subcommittee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby dissolves the Roadways Subcommittee effective immediately.

BE IT FURTHER RESOLVED, that road projects, funding and issues will continue to be reviewed by the County Services Committee, as the Liaison Committee for the Road Department.

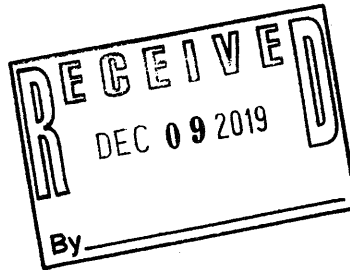


OAKLAND COUNTY CLERK/REGISTER OF DEEDS

WWW.OAKGOV.COM/CLERKROD

ELECTIONS DIVISION

LISA BROWN
COUNTY CLERK/REGISTER OF DEEDS



JOSEPH J. ROZELL, CERA
DIRECTOR OF ELECTIONS

December 6, 2019

To Whom It May Concern:

Enclosed please find your certified copy(s) of the Miscellaneous Resolution(s) adopted by the Oakland County Board of Commissioners on November 20, 2019.

Please forward the Miscellaneous Resolution(s) to the appropriate person(s). Thank you for your cooperation.

Sincerely,

Joseph J. Rozell, CERA
Director of Elections
County of Oakland

ADMINISTRATIVE OFFICE
1200 N. TELEGRAPH RD., DEPT. 415
PONTIAC, MICHIGAN 48341-0415
(248) 858-0561
CLERK@OAKGOV.COM

ELECTIONS DIVISION
1200 N. TELEGRAPH RD., DEPT. 417
PONTIAC, MICHIGAN 48341-0417
(248) 858-0564
ELECTIONS@OAKGOV.COM

LEGAL & VITAL RECORDS
1200 N. TELEGRAPH RD., DEPT. 413
PONTIAC, MICHIGAN 48341-0413
(248) 858-0581
CLERKLEGAL@OAKGOV.COM

REGISTER OF DEEDS
1200 N. TELEGRAPH RD., DEPT. 480
PONTIAC, MICHIGAN 48341-0480
(248) 858-0605
DEEDS@OAKGOV.COM

REPORT (MISC. #19250)

November 20, 2019

BY: Nancy Quarles, Chairperson, Legislative Affairs and Government Operations Committee

IN RE: MR #19250 – BOARD OF COMMISSIONERS - ADOPTION OF NON-DISCRIMINATION POLICY FOR OAKLAND COUNTY

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

The Legislative Affairs and Government Operations Committee, having reviewed the above-referenced resolution on November 12, 2019, reports to recommend adoption of the resolution with the following amendment(s):

1. Amend the resolution by inserting the following language as the 3rd BE IT FURTHER RESOLVED:

BE IT FURTHER RESOLVED that the "Non-Discrimination Policy" shall be effective 90 days following its adoption by the Board of Commissioners and approval by the County Executive.

2. Amend Attachment A of the resolution, as follows:

Attachment A

COUNTY OF OAKLAND NON-DISCRIMINATION POLICY

SECTION I. GENERAL PROVISIONS

Authority: *This Policy is adopted and approved by the Oakland County Board of Commissioners. It shall apply to all County departments, boards, commissions and employees of Oakland County.*

Purpose of Policy: The County of Oakland (hereinafter "County") assures that no individual or entity shall **be subjected to discrimination or harassment** on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws be denied the benefits of, or be otherwise subjected to discrimination, harassment or retaliation for employment, or under any program, activity or service.

~~This policy applies to all County departments, boards, commissions, employees or other agencies within Oakland County, including providers/vendors, or individuals performing work and/or services for Oakland County.~~

Employment:

Oakland

Violations: *Violations of this Policy may result in disciplinary action, termination of a Contract and/or other remedies provided by law, including dismissal from County employment or County assignment.*

SECTION II. EMPLOYMENT:

The County is committed to provide an Equal Employment Opportunity to all individuals, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.

This policy **Policy** applies to recruitment, hiring, training, promotion, salary decisions, work

environment, as well as other terms and conditions of employment.

~~As such, all employees~~ **All County Employees**, applicants, and other contractors **Contractor Employees** are protected from coercion, intimidation, harassment, retaliation or discrimination in performing their duties or exercising their rights under federal and state laws. **"County Employee(s)" means full and part-time employees of the County, elected and appointed officials. As used in this section "Contractor Employees" means employees of County Contractors who are working on site at the County.**

Questions or concerns **by County Employees** regarding treatment under this policy **section of the Policy** may be directed to your immediate supervisor, division manager, or department head, if feasible. However, any complaints may be brought to the attention of the Labor Relations/Equal Employment Opportunity Unit in the Human Resources Department (248-858-0539). Such complaints will be investigated promptly in accordance with established Human Resources Department procedures. **Questions or concerns by Contractor Employees regarding treatment under this section by County Employees shall be directed to the Compliance Office Purchasing Unit. There shall be no retaliation taken against individuals reporting their concerns under this Policy to the County.**

All employees **County Employees** and contractors **Contractor Employees** are expected to conduct themselves in a manner that will ensure compliance with County policies and promote a work environment free from illegal discrimination or harassment. To abuse the dignity of anyone through racial, sexual, ethnic slurs, or other objectionable remarks or conduct is a violation of County policy **this Policy**.

SECTION III. COUNTY PROCUREMENT / CONTRACTING:

County Procurement /Contracting:

A **contracts issued by a** department board, commission, or agency of this County shall include in ~~any contract with another person or entity~~ a requirement that the person or entity, and any subcontractor under the contract, shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws. **This language may be modified subject to the following: 1) approval by the County Executive or their designee, of modified non-discrimination language that meets the intent of the policy, 2) inclusion of the modified non-discrimination language into the contract, and 3) notification to the Board of Commissioners of the modified language, in a timely manner to be forwarded to the appropriate liaison committee(s) as a communications item.**

This policy **Policy** applies to contracts for the purchase of, the contracting for, and the providing of supplies, materials, services, insurance, utilities, third-part financing, equipment, printing, and all other items as needed by county departments and agencies, including contracts for construction, alteration, repair, or demolition of a facility. **This requirement does not apply to contracts where the County is not able to modify the contractor's standard terms such as end user and software licenses, technology use agreements and on-line services provided free of charge.**

County Grant and Loan Programs:

~~A department, board, commission, or agency of this County shall include in any agreement for the provision of a grant or loan involving federal or state funds to another person or entity a requirement that the person or entity, any contractor of the person or entity, subcontractor of the contractor, or sub-recipient of the grant or loan, shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national~~

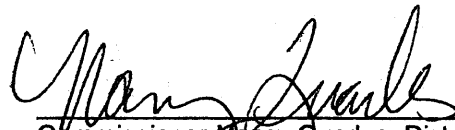
~~origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position.~~

Provision of County Services:

SECTION IV. PROVISION OF COUNTY SERVICES:

All Oakland County services, programs, facilities and assistance are available to all individuals and entities without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, unless a federal or state law mandates contrary action.

Chairperson, on behalf of the Legislative Affairs and Government Operations Committee, I move acceptance of the foregoing report.



Commissioner Nancy Quarles, District #17
Chairperson, Legislative Affairs and Government
Operations Committee

LEGISLATIVE AFFAIRS AND GOVERNMENT OPERATIONS COMMITTEE VOTE:

Motion carried unanimously on a roll call vote with Gingell absent.

MISCELLANEOUS RESOLUTION . #19250

BY: Commissioners Penny Luebs, District #16 and David T. Woodward, District #19

JACKSON #21

IN RE: BOARD OF COMMISSIONERS — ADOPTION OF NON-DISCRIMINATION POLICY FOR OAKLAND COUNTY

To the Oakland County Board of Commissioners

Chairperson, Ladies and Gentlemen:

WHEREAS Oakland County is the economic center for the state of Michigan and recognizes that economic growth depends on diversity and the talents of *all* who live and work here; and

WHEREAS ensuring the success and diversity of the County's residents and business community is vital to the County's growth and improves everyone's quality of life; and

WHEREAS the County benefits from being a model of equal opportunity – knocking down barriers, treating all people fairly and equally, and dispelling prejudices that impedes the County, its residents, communities and businesses from achieving their maximum potential and economic prosperity; and

WHEREAS when the County is open to *all*, it provides historically underrepresented individuals and business owners' equal opportunities to compete and succeed; and

WHEREAS policy and program initiatives by federal, state, and local governments are expanding policies for the inclusion of requirements that prohibit discrimination based on sexual orientation, gender identity or gender expression in relation to employment, procurement, grants and loans and services; and

WHEREAS these policies apply to departments, boards, commissions, or agencies, and must be followed by any persons or entities that contract with or receive funds to provide services, including contractors and sub-contractors; and

WHEREAS the U.S. Equal Employment Opportunity Commission states that sex discrimination involves treating someone (an applicant or employee) unfavorably because of that person's sex. Discrimination against an individual because of gender identity, including transgender status, or because of sexual orientation is discrimination because of sex is in violation of Title VII; and

WHEREAS in 2014, the federal administration enacted Executive Order 13672 to prohibit discrimination and take further steps to promote economy and efficiency in federal government procurement by prohibiting discrimination based on sexual orientation and gender identity; and

WHEREAS the states of Massachusetts, California, Pennsylvania, Rhode Island, Oregon have statewide prohibition of discrimination on the basis of sexual orientation and gender identity for both public and private employees by state statute or executive order; and

WHEREAS at least 400 cities and counties, as of October 2017, prohibit discrimination on the basis of sexual orientation and gender identify for both public and private employees; and

WHEREAS California, Pennsylvania and Massachusetts and several regional governments -Essex County, NJ; King County, WA and Cleveland, OH, have engaged policy initiatives for the intentional inclusion of LGBT-owned businesses and the State of New York has recently introduced supplier diversity legislation; and

WHEREAS New York enacted an Executive Order in 2018 to further protect New Yorkers' civil rights by banning all state agencies and authorities from doing business with companies that promote or tolerate discrimination; and

WHEREAS the state of Pennsylvania expanded nondiscriminatory practices with an Executive Order requiring that contracts must ensure that contractors doing business with the state will not discriminate in the award of subcontracts or supply contracts, or in hiring, promotion, or other labor matters, on the basis of sexual orientation, or gender identity or expression. The Executive Order also mandates that contractors receiving state funds must have, as a condition of payment, a written sexual harassment policy and that employees of the contractor are aware of the policy; and

WHEREAS in 2018, the Michigan Civil Rights Commission, exercising its constitutional authority, formally determined that discrimination because of "sex", as used in the Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 to 37.2804, includes discrimination based on *gender identity* and *sexual orientation*; and

WHEREAS Michigan enacted Executive Directives No. 2018-7 and No. 2019-9 to expand the policies and practices of the State of Michigan to promote public confidence in the fairness and integrity of state government. The Executive Orders expanded procurement, contracting, and grant and loan program policies with the inclusion to prohibit contractors and sub-contractors from discriminating against employees and applicants for employment based on sex or sexual orientation, gender identity or gender expression; and

WHEREAS Senate Bill 351, introduced by Senator Jeremy Moss, protects LGBTQ+ people from discrimination in employment, housing, education and access to public accommodations by amending the Elliott-Larsen Civil Rights Act to include sexual orientation and gender identity to Michigan's protected classes; and

WHEREAS implementing policies and procedures that encourage non-discriminatory and equal treatment are essential for fairness and integrity in government practices and it promotes inclusivity, prosperity and economic growth for *all*; and

WHEREAS in 2015, its estimated that America's LGBT communities' buying power was \$917 billion; and WHEREAS there are 1.4 million LGBT business owners in the U.S. that contributed over \$1.7 trillion to the U.S. economy according to America's LGBT Economy Report, 2017; and

WHEREAS of the 1.4 million LGBT-owned businesses, 909 are *certified* LGBT business owners and they alone have generated over \$1.5 billion to the U.S. economy in 2015, created over 33,000 jobs and delivered innovative business solutions nationwide according to the National LGBT Chamber of Commerce (NGLCC), the certifying entity of LGBT-owned businesses; and

WHEREAS Oakland County must take further steps and expand its inclusionary measures for underrepresented individuals and business entities beyond minority or women owned (MWBE) as in the County's procurement policy; and

WHEREAS the opportunity exists for Oakland County to continue its leadership position and join federal, state and local governments to expand its policy requirements that prohibit discrimination based on sexual orientation, gender identity or gender expression in relation to employment, procurement, contracting, grant and loan programs, and services. These requirements will apply to contractors, sub-contractors and sub-recipients, persons or entities that contract with or receive funds to provide services to the County.

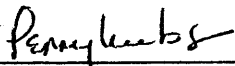
NOW THEREFORE BE IT RESOLVED that the Oakland County Board of Commissioners hereby add Oakland County to the growing number of states, counties and local governments that have expanded and enacted policy requirements that prohibit discrimination based on sexual orientation, gender identity or gender expression in relation to employment, procurement, contracting, grant and loan programs, and services; with compliance by contractors, sub-contractors, sub-recipients, persons or entities that contract with or receive funds to provide services to Oakland County.

BE IT FURTHER RESOLVED that the Oakland County Board of Commissioners hereby approves Attachment A, the "Non-Discrimination Policy" for the County of Oakland.

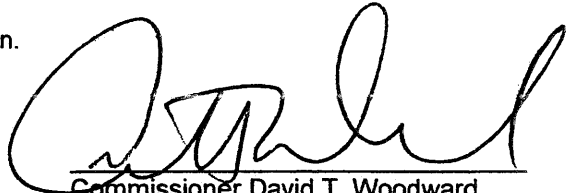
BE IT FURTHER RESOLVED that the "Non-Discrimination Policy" encompasses all County departments, boards, commissions, employees or other agencies within Oakland County government and requires inclusion into current and future policies, where applicable.

BE IT FURTHER RESOLVED that the Oakland County Clerk/Register of Deeds is requested to forward copies of this adopted resolution to the Governor of the State of Michigan, the members of the Oakland County delegation to the Michigan Legislature, the Michigan Association of Counties, to the County governments of Genesee, Ingham, Kent and Wayne, and the leaders of the cities, villages and township in Oakland County.

Chairperson, I move the adoption of the foregoing resolution.



Commissioner Penny Luebs
District #16



Commissioner David T. Woodward
District #19

Attachment A

COUNTY OF OAKLAND NON-DISCRIMINATION POLICY

The County of Oakland assures that no individual or entity shall on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws be denied the benefits of, or be otherwise subjected to discrimination, harassment or retaliation for employment, or under any program, activity or service.

This policy applies to all County departments, boards, commissions, employees or other agencies within Oakland County, including providers/vendors, or individuals performing work and/or services for Oakland County.

Employment:

Oakland County is committed to provide an Equal Employment Opportunity to all individuals, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.

This policy applies to recruitment, hiring, training, promotion, salary decisions, work environment, as well as other terms and conditions of employment.

As such, all employees, applicants, and other contractors are protected from coercion, intimidation, harassment, retaliation or discrimination in performing their duties or exercising their rights under federal and state laws.

Questions or concerns regarding treatment under this policy may be directed to your immediate supervisor, division manager, or department head, if feasible. However, any complaints may be brought to the attention of the Labor Relations/Equal Employment Opportunity Unit in the Human Resources Department (858-0539). Such complaints will be investigated promptly in accordance with established Human Resources Department procedures.

All employees and contractors are expected to conduct themselves in a manner that will ensure compliance with County policies and promote a work environment free from illegal discrimination or harassment. To abuse the dignity of anyone through racial, sexual, ethnic slurs, or other objectionable remarks or conduct is a violation of County policy.

County Procurement /Contracting:

A department, board, commission, or agency of this County shall include in any contract with another person or entity a requirement that the person or entity, and any subcontractor under the contract, shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.

This policy applies to contracts for the purchase of, the contracting for, and the providing of supplies, materials, services, insurance, utilities, third-part financing, equipment, printing, and all other items as needed by county departments and agencies, including contracts for construction, alteration, repair, or demolition of a facility.

County Grant and Loan Programs:

A department, board, commission, or agency of this County shall include in any agreement for the provision of a grant or loan involving federal or state funds to another person or entity a requirement that the person or entity, any contractor of the person or entity, subcontractor of the contractor, or sub-recipient of the grant or loan, shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position.

Provision of County Services:

All Oakland County services, programs, facilities and assistance are available to all individuals and entities without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, unless a federal or state law mandates contrary action.


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COUNTY OF OAKLAND NON-DISCRIMINATION POLICY

SECTION I. GENERAL PROVISIONS:

Authority: This Policy is adopted and approved by the Oakland County Board of Commissioners. It shall apply to all County departments, boards, commissions and employees of Oakland County.

Purpose of Policy: The County of Oakland (hereinafter "County") assures that no individual or entity shall be subjected to discrimination or harassment on the grounds of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other legally protected status under federal and state laws be denied the benefits of, or be otherwise subjected to discrimination, harassment or retaliation for employment, or under any program, activity or service.

Violations: Violations of this Policy may result in disciplinary action, termination of a Contract and/or other remedies provided by law, including dismissal from County employment or County assignment.

SECTION II. EMPLOYMENT:

The County is committed to provide an Equal Employment Opportunity to all individuals, regardless of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws.

This Policy applies to recruitment, hiring, training, promotion, salary decisions, work environment, as well as other terms and conditions of employment.

All County Employees, applicants, and Contractor Employees are protected from coercion, intimidation, harassment, retaliation or discrimination in performing their duties or exercising their rights under federal and state laws. "County Employee(s)" means full and part-time employees of the County, elected and appointed officials. As used in this section "Contractor Employees" means employees of County Contractors who are working on site at the County.

Questions or concerns by County Employees regarding treatment under this section of the Policy may be directed to your immediate supervisor, division manager, or department head, if feasible. However, any complaints may be brought to the attention of the Labor Relations/Equal Employment Opportunity Unit in the Human Resources Department (248-858-0539). Such complaints will be investigated promptly in accordance with established Human Resources Department procedures. Questions or concerns by Contractor Employees regarding treatment under this section by County Employees shall be directed to the Compliance Office Purchasing Unit. There shall be no retaliation taken against individuals reporting their concerns under this Policy to the County.

All County Employees and Contractor Employees are expected to conduct themselves in a manner that will ensure compliance with County policies and promote a work environment free from illegal discrimination or harassment. To abuse the dignity of anyone through racial, sexual, ethnic slurs, or other objectionable remarks or conduct is a violation of this Policy.

SECTION III. COUNTY PROCUREMENT / CONTRACTING:

County contracts issued by a department, board, commission, or agency of this County shall include a requirement that the person or entity, and any subcontractor under the contract, shall not discriminate against an employee or an applicant for employment in hiring, any terms and conditions of employment or matters related to employment regardless of race, color, religion, sex, sexual orientation, gender identity or

expression, national origin, age, genetic information, height, weight, disability, veteran status, familial status, marital status, or any other reason, that is unrelated to the person's ability to perform the duties of a particular job or position, in accordance with applicable federal and state laws. This language may be modified subject to the following: 1) approval by the County Executive or their designee, of modified non-discrimination language that meets the intent of the policy, 2) inclusion of the modified non-discrimination language into the contract, and 3) notification to the Board of Commissioners of the modified language, in a timely manner to be forwarded to the appropriate liaison committee(s) as a communications item.

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SECTION IV. PROVISION OF COUNTY SERVICES:

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Resolution #19250

July 18, 2019

The Chairperson referred the resolution to the Legislative Affairs and Government Operations Committee.
There were no objections.

Resolution #19250

November 23, 2019

Moved by Luebs seconded by Quarles the resolution be adopted.

Moved by Quarles seconded by Luebs the Legislative Affairs and Government Operations Committee Report be accepted.

A sufficient majority having voted in favor, the report was accepted.

Discussion followed.

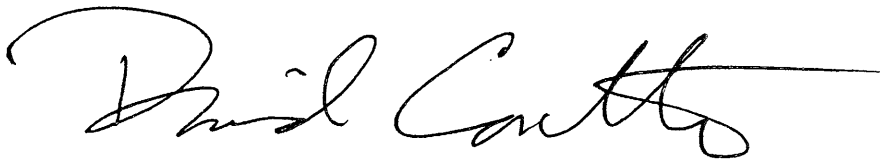
Vote on resolution:

AYES: Jackson, Luebs, Markham, McGillivray, Miller, Nelson, Powell, Quarles, Woodward, Zack, Gershenson. (11)

NAYS: Kowall, Kuhn, Long, Middleton, Weipert, Gingell, Hoffman. (7)

A sufficient majority having voted in favor, the resolution was adopted.

I HEREBY APPROVE THE FOREGOING RESOLUTION
ACTING PURSUANT TO 1973 PA 139



STATE OF MICHIGAN)
COUNTY OF OAKLAND)

I, Lisa Brown, Clerk of the County of Oakland, do hereby certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Oakland County Board of Commissioners on November 20, 2019, with the original record thereof now remaining in my office.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of the Circuit Court at Pontiac, Michigan this 20th day of November, 2019.



Lisa Brown, Oakland County