CALL TO ORDER

Chairperson Crenshaw called the June 11, 2019 Regular Meeting of the Ingham County Board of Commissioners to order at 6:30 p.m.

Members Present at Roll Call: Crenshaw, Celentino, Grebner, Maiville, Morgan, Naeyaert, Polsdorfer, Sebolt, Slaughter, Stivers, Tennis and Trubac.

Members Absent: Koenig (arrived at 6:42 p.m.) and Schafer.

A quorum was present.

PLEDGE OF ALLEGIANCE

Chairperson Crenshaw asked Peter Cohl, County Attorney, to lead the Board of Commissioners in the Pledge of Allegiance.

TIME FOR MEDITATION

Chairperson Crenshaw asked those present to remain standing for a moment of silence or prayer.

APPROVAL OF THE MINUTES

Commissioner Slaughter moved to approve the minutes of the May 28, 2019 meeting. Commissioner Maiville supported the motion.

The motion to approve the minutes carried unanimously. Absent: Commissioners Koenig and Schafer.

ADDITIONS TO THE AGENDA

Chairperson Crenshaw stated that Board rules state resolutions would ordinarily be referred to a committee unless there was a 2/3 vote to allow the resolution to be considered by the Board immediately.

Commissioner Naeyaert moved that the Resolution Appointing Lindsey McKeever as the Ingham County Fairgrounds Events Director be considered immediately. Commissioner Morgan supported the motion.

The motion carried unanimously. Absent: Commissioners Koenig and Schafer.

Chairperson Crenshaw stated that the resolution would be added as Agenda Item No. 20.
Chairperson Crenshaw stated that without objection, the following substitutes would be added to the agenda:

Agenda Item No. 9 - Resolution to Authorize a Two-Year Extension to the Contract with the State of Michigan Department of Health and Human Services (MDHHS) for the Access and Use of the Michigan Centralized Birth Certification System (MICBCS).

Agenda Item No. 16 - Resolution to Authorize an Extension to the Intergovernmental Contract with Mid State Health Network (MSHN).

PETITIONS AND COMMUNICATIONS

AN EMAIL FROM ELIZABETH HERTEL RESIGNING FROM THE INGHAM COMMUNITY HEALTH CENTER. Chairperson Crenshaw accepted the resignation and placed the email on file.

LIMITED PUBLIC COMMENT

Michelle Beloskur, Ingham Conservation District Executive Director, gave a mid-year report on Ingham Conservation District Expenditures and Activities.

Chairperson Crenshaw thanked Ms. Beloskur.

Sid Hogge, Brenna Marshall, Morgan Bliesener, Cierra Chapo, Chloe Ketchum-Every and EmaLee Franklin, Ingham County 4-H Ambassadors, invited the Board of Commissioners to attend a V.I.P. Dinner on Monday July 29, 2019, at 6 p.m., with a Fairground tour to follow. The 4-H Ambassadors gave a brief presentation on this year’s Fair activities.

Chairperson Crenshaw thanked the 4-H Ambassadors.

Kristi James, State Representative Sarah Anthony- Legislative Director, gave an update on the Appropriations Committee.

Commissioner Koenig arrived at 6:42 p.m.

Chairperson Crenshaw thanked Ms. James.

CLARIFICATION/INFORMATION PROVIDED BY COMMITTEE CHAIR

None.

CONSIDERATION OF CONSENT AGENDA

Commissioner Naeyaert moved to adopt a consent agenda consisting of all action items. Commissioner Slaughter supported the motion.
JUNE 11, 2019 REGULAR MEETING

The motion carried unanimously. Absent: Commissioner Schafer.

Those agenda items that were on the consent agenda were adopted by unanimous roll call vote. Absent: Commissioner Schafer.

Items voted on separately are so noted in the minutes.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 2

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

RESOLUTION # 19 – 251

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 20, 2019 as submitted.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None   Absent: Koenig   Approved 06/04/2019

Adopted as part of a consent agenda.
# INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

**DATE** May 20, 2019

<table>
<thead>
<tr>
<th>ROW PERMIT#</th>
<th>APPLICANT/ CONTRACTOR</th>
<th>WORK</th>
<th>LOCATION</th>
<th>CITY/ TWP</th>
<th>SECTION</th>
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<tbody>
<tr>
<td>2019-217</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC-OH</td>
<td>HAMILTON RD</td>
<td>MERIDIAN</td>
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</tr>
</tbody>
</table>

**MANAGING DIRECTOR:**

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Page 5 of 60
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 3

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #19-173

RESOLUTION # 19 – 252

WHEREAS, the Ingham County Board of Commissioners recently approved Resolution #19-173 which adopted an Occupational Illness & Injury Reporting Policy (Personnel Policy No. 111); and

WHEREAS, this policy provides instructions for employees, supervisors, and department heads on what to do before, during, and after a workplace illness and/or injury occurs; and

WHEREAS, references to the Sparrow CARES employee assistance program (EAP) must be removed from the policy as CARES is no longer operational; and

WHEREAS, the policy has been updated to refer to the Ingham County EAP in general terms only; and

WHEREAS, the HR Director recommends amending Resolution #19-173 which approved the Ingham County Occupational Illness & Injury Reporting Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amend Resolution #19-173 to update the EAP references in the Ingham County Occupational Illness and Injury Reporting Policy.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None  Absent: Koenig  Approved 06/04/2019

Adopted as part of a consent agenda.
A. Introduction

Ingham County places a great deal of importance on ensuring the safety of our employees. However, the County recognizes that even in the safest workplace accidents and injuries can still happen. Reporting those incidents in a complete and timely manner ensures the employee receives appropriate treatment and any corrective action that can be taken to reduce future incidents is made. Employees have the right to report workplace illness/injury without any fear of retaliation. If an illness/injury occurs while working, all employees, elected officials, and Commissioners must comply with the following reporting guidelines.

B. Guidelines

1. Before an Illness/Injury
   a. Follow any established safe working practices.
   b. Discuss any unsafe working conditions with your supervisor.

2. After an Illness/Injury - Employees
   a. Notify your supervisor immediately.
      i. Report all illness/injury to your supervisor, no matter how minor or temporary they may seem to be. Incidents that have the potential to result in emotional/psychological trauma should always be reported.
      ii. If you witness an illness/injury that prevents a coworker from moving or speaking, immediately inform your supervisor.
   b. Work with your supervisor to determine what kind of care you need for your illness/injury.
   c. If needed, seek medical attention.
      i. The County has partnered with Sparrow Occupational Health for treatment of employee illness/injury. A list of Sparrow locations for care is included on the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B). Phone numbers are also included on this form.
ii. For emergencies, call 911 and go to the Sparrow Hospital Emergency Room (or nearest emergency room) by ambulance.

- Examples of emergencies can include blood loss, heart attack, blunt force trauma to the head, severe burns, and electric shock.

iii. For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place Monday through Friday between the hours of 7am and 4:30pm, go immediately to Sparrow Occupational Health Services for treatment.

- Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.

iv. For injury/illness involving possible exposure to bloodborne pathogens (i.e. needlesticks) that take place outside of normal business hours, go immediately to Sparrow Hospital Emergency Room for treatment.

- Treatment for possible bloodborne pathogens exposure is best obtained within 1-2 hours after exposure.

v. For non-emergencies that take place Monday through Friday between the hours of 7am and 4:30pm, call Sparrow Occupational Health Services to schedule an appointment. This office also accepts walk-in appointments, but calling ahead ensures you will be seen in a timely manner.

vi. For non-emergencies that take place outside of normal business hours, multiple Sparrow Urgent Care offices are available to provide care until 8pm Monday through Friday and from 8am to 8pm on weekends and holidays.

d. Once any needed medical attention has been received, work with your supervisor to complete any required paperwork, including the Ingham County Employee Incident Report (Attachment A).

e. If you are provided with any paperwork to return to your employer, ensure this is given to your supervisor as soon as you return to work.

i. This paperwork will also specify any work restrictions you may have been placed on.

f. If you were treated in an emergency room or urgent care, make a follow-up appointment with Sparrow Occupational Health Services as soon as possible following your initial treatment. Sparrow Occupational Health Services will determine any necessary plan for follow-up treatment.

i. In order to ensure follow-up care is covered under Workers’ Compensation, it must be coordinated by Sparrow Occupational Health for the first 28 days following the initial onset of injury/illness.
g. Attend any scheduled follow-up visits as directed by Sparrow. Keep your supervisor and the Human Resources (HR) Benefits/Leave Analyst up to date on your recovery progress by providing them with any additional paperwork you receive during your follow-up visits.

3. After an Illness/Injury - Supervisors

a. As soon as an employee illness/injury is reported to you, ensure that the employee receives any necessary care.

   i. If an employee is sent to a Sparrow facility for care, the Sparrow Occupational Health Services Authorization for Work Related Injury Care (Attachment B) should be completed and sent with the employee.

b. If the employee needs emergency care, supervisors (or their designee) should meet at or accompany the employee to the hospital. If at all possible, the supervisor should remain with the employee until their emergency contact has been notified, the employee is released, or they are directed to leave by the employee. Update the HR Benefits/Leave Analyst on the employee’s condition as soon as possible.

c. Time spent for initial treatment for the illness/injury on the day an employee is sent for care is to be recorded as regular hours worked on their time card. Any additional time/days off taken by the employee for follow-up care and/or recuperation should be taken as sick leave (or annual leave if sick leave bank is exhausted) pending evaluation of any claim for wage loss benefits.

d. If the employee requires any follow-up care in response to emotional/psychological trauma they have experienced, that employee should be directed to the County’s current employee assistance program (EAP) provider.

e. Complete an Ingham County Employee Incident Report (Attachment A) and send it to the HR Benefits/Leave Analyst as soon as possible. If accompanying the employee for emergency care, designate another employee to complete the report.

   i. If the employee is available to complete and sign the report, have them do so.

   ii. Reports should be received with 24 hours of the incident, except in the event of a fatality or a Michigan Occupational Safety & Health Administration (MIOSHA) reportable illness/injury (in-patient hospitalization, loss of an eye, amputation). Turning in reports in a timely manner is crucial for ensuring employees receive appropriate care. It also ensures that any corrective action which can be taken to reduce the risk of future incidents is made as soon as possible.

   iii. If the employee refuses medical care that appears to be necessary, document that refusal on the report.

   iv. Any corrective action that should be taken to remove or reduce the threat of employee illness/injury should be taken and documented.
C. MIOSHA Serious Incident Reporting

1. If a work-related incident involves an amputation (even the loss of a fingertip), loss of an eye, and/or an in-patient hospitalization, the County is required to report that incident to MIOSHA within 24 hours of the incident.

2. If a work-related incident involves a fatality, the County is required to report that incident to MIOSHA within 8 hours of the incident.

3. MIOSHA Serious Incident Reporting Guidelines

   a. During Business Hours (Monday-Friday, 8am to 5pm): If an incident involving a fatality or one of the injuries listed above takes place during business hours, the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report.

      i. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327.

      ii. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.

   b. After Business Hours: If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report.

      i. Amputation, Loss of an Eye, and/or In-Patient Hospitalization: Call the MIOSHA Injury Report Line at 844-464-6742.

      ii. Fatality: Call the MIOSHA Fatality Report Line at 800-858-0397.

      iii. Department Heads (and their designees) will be trained on MIOSHA injury reporting protocol and requirements. See the MIOSHA Serious Incident Reporting Guidelines (Attachment #3) for guidance on questions that may be asked by MIOSHA when a serious incident reporting call is made.

      iv. The HR Benefits/Leave Analyst should be given a completed Employee Incident Report by the Department Head (or their designee)/supervisor as well as a summary of the report made to MIOSHA via email as soon as possible.

D. Attachments

- **Attachment #1**: Ingham County Employee Incident Report
- **Attachment #2**: Sparrow Occupational Health Services Authorization for Work Related Injury Care
• Attachment #3: MIOSHA Serious Incident Reporting Guidelines
Ingham County Employee Incident Report
For Reporting Work-Related Injuries/Illnesses

Use this form when reporting an incident which has or could have caused injury/illness to an employee. Reports should be submitted to the Benefits/Leave Analyst in Human Resources within 24 hours of the incident. Serious Incidents involving amputation (even loss of a finger/p), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident. See the Ingham County Occupational Illness & Injury Reporting policy for reporting guidance.

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Sex:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee #:</td>
<td>Female</td>
<td></td>
<td>Male</td>
</tr>
<tr>
<td>Job Title:</td>
<td>Department:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Address (Street, City, State, Zip):</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home/Cell #:</td>
<td>Work #:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>Date of Hire:</td>
<td>Date of Incident:</td>
<td></td>
</tr>
<tr>
<td>Location of Incident:</td>
<td>Time of Incident:</td>
<td></td>
<td>AM</td>
</tr>
<tr>
<td>Time Shift Began:</td>
<td>AM</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>Body Part(s) Injured (i.e. right arm, left leg):</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Explain How Incident Happened (attach additional documents if needed, list device type/brand for BBP exposures):**

<table>
<thead>
<tr>
<th>Name/Phone Number of Witnesses (If any):</th>
<th>Medical Treatment Received:</th>
<th>Yes</th>
<th>No</th>
<th>Date of Treatment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treatment Location:</td>
<td>Sparrow ER</td>
<td>Sparrow Occupational Health</td>
<td>Sparrow Urgent Care</td>
<td></td>
</tr>
<tr>
<td>Date Employee Reported Incident:</td>
<td>Employee Have Second Employer:</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Supervisor’s Work #:</td>
<td></td>
<td></td>
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<tr>
<td>Supervisor’s Signature:</td>
<td></td>
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</tr>
<tr>
<td>Form Completed By:</td>
<td>Date Completed:</td>
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</tr>
</tbody>
</table>

If you have any questions about completing this form, contact Steph Banthem, Benefits/Leave Analyst in Human Resources at 517-272-4187 or sbanthem@ingham.org.

S:\Work Comp & Injuries\Forms

Revised 10/18
OCCUPATIONAL HEALTH SERVICES
AUTHORIZATION FOR WORK RELATED INJURY CARE

INJURY CARE LOCATIONS AND SERVICE HOURS

☐ Sparrow Occupational Health Services
  Injury Care Hours: Monday-Friday from 7 a.m. to 4:30 p.m.
  Sparrow Medical Arts Building | 1322 E. Michigan Avenue, Suite 101, Lansing, MI 48912
  Phone: 517.364.3900, Option 1 | Fax: 517.364.3914

☐ Sparrow Urgent Care (after-hours injury care)
  Injury Care Hours: Monday-Friday from 4:30 p.m. to 8 p.m./Weekends & Holidays: 8 a.m. to 8 p.m.
  Michigan Avenue
  1120 E. Michigan Avenue, Lansing, MI 48912
  Grand Ledge
  1015 Charlevoix Drive, Grand Ledge, MI 48
  East Lansing
  2682 E. Grand River Avenue, East Lansing, MI 48823
  Mason
  800 E. Columbia Street, Mason, MI 48854

☐ Sparrow Hospital Emergency Room
  Injury Care Hours: Non-Emergent Injuries 8 p.m. to 8 a.m. / Emergent Injuries 24/7
  1215 E. Michigan Avenue, Lansing, MI 48912

EMPLOYEE INFORMATION:
Patient's Name: _______________________________ Date of Birth: _______________________________
Authorizing Company: ___________________________ Social Security #: __________________________

INJURY INFORMATION:
***Head Injuries that are accompanied by any of the following symptoms should be sent directly to the
Sparrow Emergency Department: Nausea, Vomiting, Dizziness, Loss of Consciousness, Blurred Vision***
Date of Injury: ________________ Date Injury Reported to Employer: ________________
Description of Injury: ________________________________________________________________

POST-ACCIDENT DRUG AND ALCOHOL TESTING (Photo identification Required)
Breath Alcohol Testing (not available at Urgent Care (UC) Locations):
☐ Non-DOT Breath Alcohol Test
☐ DOT Breath Alcohol Test

Lab Based Urine Drug Test:
☐ DOT Urine Drug Screen
☐ Urine Drug Screen (Non-DOT)
☐ Urine Drug Screen Collection Only
☐ Other/Special Instructions:

Rapid Urine Drug Tests (not available at UC Locations):
☐ 5 Panel Rapid
☐ 11 Panel Rapid
☐ Nicotine Rapid

I request and authorize the above-named employee to receive injury care from Sparrow Health Services.
I further understand that my company will be financially responsible for any and all authorized services in the event
my workers compensation insurance carrier denies the charges for any reason.

Supervisor Signature: ________________________________________________________________

Printed Name: ___________________________________ Date: _________________________

Contact Phone Number: __________________________ Contact Email: ___________________

Email: sparrowohs@sparrow.org
Sparrow Occupational Health
All injuries
Monday-Friday | 7 a.m. to 5 p.m.

Sparrow Emergency
All emergencies and any injuries
Daily | 8 p.m. to 8 a.m.

Sparrow Urgent Care
Injuries when Occupational Health Services is closed
Monday-Friday | 5 p.m. to 8 p.m.
Saturdays, Sundays, and Holidays | 8 a.m. to 8 p.m.

All Patients will be referred to Sparrow Occupational Health for follow-up.
MIOSHA Serious Incident Reporting Guidelines

For Reporting Amputations, Loss of an Eye, In-Patient Hospitalizations, and Fatalities

- Incidents involving amputation (even loss of a fingertip), loss of an eye, and/or in-patient hospitalization must be reported to MIOSHA within 24 hours of the incident. Incidents involving a fatality must be reported to MIOSHA within 8 hours of the incident.

- If a serious incident or fatality takes place during business hours the supervisor on duty must immediately notify the HR Benefits/Leave Analyst at 517-272-4187. The HR Benefits/Leave Analyst will be responsible for making the MIOSHA report. In the event that there is no answer, contact one of the HR Assistants at 517-887-4367 or 517-887-4327. If you are still unable to make contact with an HR staff member, proceed with the after-hours calling protocol.

- If an incident involving a fatality or one of the injuries listed above takes place after business hours, the supervisor on duty must immediately notify their Department Head (or their designee) who will be responsible for making the MIOSHA report. A summary of the report made to MIOSHA must be sent to the HR Benefits/Leave Analyst along with the completed Employee Incident Report.
  - Amputation, Loss of an Eye, and/or In-Patient Hospitalization: Call the MIOSHA Injury Report Line at 844-464-6742.
  - Fatality: Call the MIOSHA Fatality Report Line at 800-858-0397.

The following questions may be asked during the reporting call to MIOSHA:

- Name/address of employer.
- Name/address/contact information for employee.
- If the employee is temporary or permanent.
- Date of incident.
- What shift/time the employee was working.
- How the incident happened.
- How the event is work-related.
- If the employee was using equipment and/or personal protective equipment (PPE) during the incident.
- If the incident was related to an auto accident.
- If the task the employee was performing was a normal part of their job.
- If the task required the use of lockout/tagout.

Questions from MIOSHA may vary based on the nature of the event; this list provides guidelines for the MIOSHA interview but does not reflect every question the Department Head (or their designee) may need to answer. If you have any questions regarding MIOSHA reporting, please contact the HR Benefits/Leave Analyst at 517-272-4187.
WHEREAS, a Board Rules/Appointments Subcommittee was appointed to review the Board Rules, Ethics Policy and procedures and policies currently in place overseeing advisory boards and commissions; and

WHEREAS, the Board Rules/Appointments Subcommittee reviewed the Board Rules and recommend certain updates and revisions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Board Rules.

BE IT FURTHER RESOLVED, that these Rules will take effect immediately upon adoption by the Board.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None Absent: Koenig Approved 06/04/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING
RULES OF THE INGHAM COUNTY
BOARD OF COMMISSIONERS

2019

I.

BOARD MEETINGS - TIME & PLACE

A. REGULAR AND ADJOURNED REGULAR MEETINGS.

The Board shall convene for the purpose of holding meetings in the Ingham County Courthouse in the City of Mason or elsewhere at the discretion of the Chairperson, provided proper notice is given to the public pursuant to the Open Meetings Act, 1976 PA 267, as amended, on the following days, which meetings shall convene at 6:30 pm in the evening, except as otherwise provided in these Rules:

1. The first business day of each January at 6:00 pm.
2. The fourth Tuesday of each January.
3. The second Tuesday of each February.
4. The fourth Tuesday of each February.
5. The second Tuesday of each March.
6. The fourth Tuesday of each March.
7. The Tuesday immediately following the second Monday of each April, this being the Statutory Equalization meeting.
8. The last Tuesday of the month of April.
9. The second Tuesday of each May.
10. The fourth Tuesday of each May.
11. The second Tuesday of each June.
12. The fourth Tuesday of each June.
13. The fourth Tuesday of each July.
14. The fourth Tuesday of each August.
15. The fourth Tuesday in September.
16. The second Tuesday of each October, this being the Statutory Annual Meeting which shall be held in the Courthouse, Mason.
17. The fourth Tuesday of each October.
18. The second Tuesday of each November.
19. The fourth Tuesday of each November.
20. The second Tuesday of each December.
JUNE 11, 2019 REGULAR MEETING

All listed meetings shall be considered regular meetings of the Board of Commissioners. Any other meetings not listed shall be special meetings or adjourned sessions of the regular meetings, depending upon the means and methods used in calling said meeting. Unless the Board otherwise provides, the motion to "adjourn" any meeting of this Board, whether special or regular, shall mean to adjourn to the next succeeding regular meeting on the list cited.

B. SPECIAL MEETINGS.

The Board shall convene for the purpose of holding special meetings only upon the written request of at least one-third (1/3) of the Commissioners, to the County Clerk, specifying the time, date, place and purpose of such meetings. When a special meeting is called by written request, as provided above, the County Clerk shall give notice to each of the Commissioners within 48 hours in one of the manners provided as follows:

- via personal delivery of the notice of the special meeting to the commissioner
- leaving the notice of the special meeting at the residence of the commissioner
- email to address previously supplied for such purpose by the commissioner

The County Clerk shall post at least 18 hours before the meeting a Public Notice as required by 1976 PA 267.

C. MEETINGS ON LEGAL HOLIDAYS.

Any regular or adjourned meetings of the Board, which fall upon a legal County holiday, shall automatically be set over to the next business day following that is not a legal holiday, at the same time and place indicated for the original meeting.

D. MEETING CANCELLATIONS.

Any regular or adjourned meetings of the Board that are cancelled due to inclement weather shall automatically be set over to the next business day following, at the same time and place indicated for the original meeting, provided that the requirements of the Open Meetings Act, 1976 PA 267 are met.

II. CHAIRPERSON

A. ELECTION.

At the first meeting of each calendar year following a General Election, the Board of Commissioners’ meeting shall be called to order by the County Clerk. In other years, the Chairperson serving the previous year or in their absence the County Clerk, shall call the meeting to order. The Board shall then upon elect, from among its members, a Chairperson, Vice-Chairperson and a Vice-Chairperson Pro-Tem, who shall take office and assume their respective duties immediately upon their election; provided that at the first meeting of each newly elected Board, the first order of business shall be the administration of the Constitutional Oath of Office by the County Clerk to the members-elect if this has not previously been accomplished. The concurrence of a majority of all members of the Board shall be necessary for election. The officers shall hold their respective offices for a term of one year, or until their successors are duly elected and qualified as set forth above.
B. DUTIES.

The Chairperson (and during their absence the Vice-Chairperson) shall preside at all meetings of the Board, and shall decide all questions of order, subject to appeal to the Board. Upon their election, the Chairperson shall appoint all standing and special Committees, subject to the approval by a majority of all members of the Board. The Chairperson shall arbitrate all jurisdictional disputes between Committees, subject to these Rules and subject to appeal to the Board. The Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Chairperson shall not have the right to vote on any Committee except where expressly named a member of that Committee. The Vice-Chairperson Pro-Tem shall assume the duties of the Vice-Chairperson when the Vice-Chairperson is serving as the Chairperson. The Vice-Chairperson shall be a member ex-officio of each standing Committee and special Committee, except as otherwise provided herein. The Vice-Chairperson shall not have the right to vote on any Committee except where expressly named a member of that Committee.

The Chairperson, after informing the Vice-Chairperson and Vice-Chairperson Pro-Tem, is authorized to have proclamations prepared honoring employees retiring from County service, persons retiring from service on County boards, and to issue proclamations honoring certain occurrences in conformity with state, national and other local government proclamations. The Chairperson shall only do so when such proclamations cannot go through the Committee structure in a timely manner. In no way shall such proclamations commit the County Board of Commissioners, in any way, to any type of contractual arrangement and/or require the County to expend any funds other than the cost for the preparation of the proclamations.

C. ADMINISTRATION OF OATHS.

The Clerk of the Board shall have the power to administer an oath to any person concerning any matter submitted to the Board or connected with the discharge of their duties. The Chairperson of the Board shall have the power to issue subpoenas for witnesses and to compel their attendance in the same manner as Courts of Law.

III.

CLERK OF THE BOARD

A. OFFICIAL CLERK AND DUTIES.

The duly elected/appointed Clerk of the County of Ingham shall be the Clerk of the Board. The Clerk, or their duly appointed deputy, shall perform all duties ordinarily pertaining to such office, including, but not limited to, the following duties prescribed by law:

1. To record all the proceedings of the Board electronically to be placed on the County website. A hard copy shall also be maintained.
2. To make regular entries of all Board resolutions and decisions upon all questions.
3. To record the vote of each Commissioner on any ordinance, resolution or appointment or election of an officer, submitted to the Board.
4. To perform legally required duties on accounts acted upon by the Board and to comply with the Claims Processing Resolution #07-315.
JUNE 11, 2019 REGULAR MEETING

5. To certify, under the Seal of the Circuit Court of the County, or the official County Seal, without charge, copies of any and all resolutions or decisions on any of the proceedings of the Board, when requested by the Board or any member thereof, or when required by any other person.

6. To perform such other and further duties as the Board may by resolution, from time to time, require.

7. To perform posting functions with respect to full Board meetings as required by the Open Meetings Act, 1976 PA 267. Liaison Committee posting functions shall be performed by the Board of Commissioners' Office.

The Clerk or one of their duly appointed deputies shall be present and take minutes at all meetings of the Board. In the absence of the Clerk, or an appointed deputy, the Chairperson, with the approval of the Board's members present and voting, shall appoint a Board member to act as Clerk Pro Tem until the Clerk or their duly appointed deputy arrives.

IV.

A. STANDING COMMITTEES.

The Board of Commissioners shall have the following standing Committees with the following number of members:

<table>
<thead>
<tr>
<th>COMMITTEES</th>
<th>MEMBERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Services</td>
<td>7</td>
</tr>
<tr>
<td>Finance</td>
<td>7</td>
</tr>
<tr>
<td>Human Services</td>
<td>7</td>
</tr>
<tr>
<td>Law &amp; Courts</td>
<td>7</td>
</tr>
</tbody>
</table>

B. DUTIES OF STANDING COMMITTEES.

Standing Committees shall have and perform the following specific duties:

1. **County Services Committee.**
   It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which the Committee serves as liaison; study and advise the Board with respect to matters of long range planning; recommend changes in the Board Rules and the organizations and procedures of the Board; recommend adoption of County ordinances; study and advise the Board as to acquisition, disposition, construction, and repairs of all County buildings and grounds; recommend acquisition and disposal of all County equipment, furniture, furnishings and supplies; study and advise the Board with respect to the conservation of energy and other natural resources; acts as liaison to the following County departments, offices, and agencies: County Clerk, Drain Commissioner, Register of Deeds, Treasurer, Innovation and Technology, Equalization, Potter Park Zoo, Financial Services, Purchasing, Facilities, Road Department, Board of Public Works, Plat Board, Boundary Commission, Board of Canvassers, Election Scheduling Committee,
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Board of Election Commissioners, Capital Region Airport Authority, Historical Commission, Greater Lansing Convention & Visitors Bureau, Tri-County Regional Planning Commission, Director, Board of Commissioners’ Office, Controller/Administrator, Economic Development Corporation, Brownfield Redevelopment Authority, Land Bank, Potter Park Zoo Board, Women’s Commission, and all staff operating the County buildings within the County. This Committee shall also work in conjunction with the Controller/Administrator or their designee to study and advise the Board with respect to all matters dealing with compensation, wages and salaries for all County officers and employees whose salaries are not otherwise fixed by law; study and advise the Board on all matters relating to labor relations and the relationship between the County and its employees; and recommend action on claims related to the Human Resources Department. This Committee shall act as liaison between the Board and all County employee associations, the Human Resources Department, Capital Area Michigan Works, and the Equal Opportunity Committee. The County Services and Finance Committees shall, on no less than an annual basis, review and develop bargaining parameters for labor negotiations; provided however, that all Commissioners shall be notified in advance of when the review shall be held, and shall be given opportunity to provide input. The bargaining parameters being established shall be reported to the Board of Commissioners for its concurrence. The establishment of parameters may be discussed in closed session as provided by law.

2. Finance Committee.
It shall be the duty of this Committee to: study and advise the Board with respect to all appropriations for State, County and general purposes, review and recommend to the Board a budget for County operating expenses by a date specified in a Board resolution for the ensuing year; study and advise the Board with respect to all matters pertaining to bonds, investments and insurance of the County, its officers, employees and agents; study and advise the Board with respect to all financial contracts not otherwise provided for by resolution and/or these Rules; study and advise the Board with respect to apportionment of all tax levies, erroneous land descriptions, correction and re-spreading upon the rolls of all taxes which for any reason have been rejected by the Auditor General, and with the assistance of the Department of Equalization, equalization of valuation assessments among the various townships and cities in the County; recommend action on all claims submitted to the County for payment pursuant to Resolution #07-315; and study and advise the Board with respect to all grants submitted for approval by the Board, including any grant in which the County has direct or indirect involvement (including those where the Board is requested to waive rights in favor of another organization). This Committee is not created pursuant to 1923 PA 301, MCLA 46.61. This Committee shall not serve as liaison to any particular County departments, offices, or agencies, but rather, shall study and advise the Board of the financial ramifications of any proposed action involving the appropriation or transfer of County funds, not otherwise provided by law or Board resolution. The County Services and Finance Committees shall, on no less than an annual basis, review and develop bargaining parameters for labor negotiations; provided however, that all Commissioners shall be notified in advance of when the review shall be held, and shall be given opportunity to provide input. The bargaining parameters being established shall be reported to the Board of Commissioners for its concurrence. The establishment of parameters may be discussed in closed session as provided by law.

3. Human Services Committee.
It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to coordinate all human services in the County and to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which the Committee serves as liaison; review and recommend the budgets for each department; review and recommend on matters dealing with
solid waste issues; recommend policies relating to the use of human services in the County; make recommendations regarding present and future programs and recommend action on claims related to those departments, offices and agencies with which the Committee serves as liaison, except as otherwise provided by law. Human Services, for the purposes of these Rules, shall encompass the duties and functions of the Cooperative Extension Service, Fair and Board, Department of Human Services and Board, Health Department, Board of Health, Housing Commission, Parks, Department of Veterans' Affairs, Veterans' Affairs Committee, Community Mental Health Authority, Medical Examiner, Human Services Advisory Committee, Capital Area District Library, Parks Commission, and the Youth Commission. The Committee shall act as liaison between the Board and the departments, commissions and boards listed above.

4. **Law & Courts Committee.**
   It shall be the duty of this Committee to: work in conjunction with the Controller/Administrator or their designee to ensure adequate and full implementation and administration of standing Board policy affecting the various County departments, offices and agencies with which it serves as liaison; study and advise the Board with respect to all matters pertaining to the law enforcement system and the judicial system within the County, and in particular, those departments, offices and agencies with which the Committee serves as liaison; recommend action on any and all claims, complaints, or requests of such departments, offices or agencies. The Committee acts as Liaison to the Animal Control and Advisory Board, Emergency Operations, the Prosecuting Attorney’s Office, the Sheriff’s Office, Community Corrections, Public Defender’s Office, the 911 Center, Circuit Court, District Court, Jury Board, and Probate Court.

C. **GENERAL DUTIES OF STANDING COMMITTEES.**

In addition to the foregoing, the standing Committees shall have and perform the following other duties:

1. Each standing Committee, except the Finance Committee, shall in the first instance, review all appropriation requests most directly related to its own functions before such appropriation requests are referred to the Finance Committee and make recommendations concerning the same to the Finance Committee and the Board.

2. Each standing Committee shall act as liaison between the Board and the various County offices, boards and agencies respecting matters under the jurisdiction of the Committee as prescribed by these Rules, except as the Board otherwise directs.

3. Each standing Committee shall have and perform such other duties as the Board, from time to time, may require.

D. **SPECIAL COMMITTEES AND SUBCOMMITTEES.**

There shall be, in addition to the standing Committees, such other special Committees as the Chairperson, from time to time, may appoint and establish subject to approval by the Board. The membership of all such special Committees shall automatically be vacated upon a new Board of Commissioners taking office.

1. The Chair of a standing committee may create subcommittees and shall designate what is to be considered by each subcommittee. The Chair of the standing committee shall designate a Chair of the subcommittee and shall appoint members to each subcommittee.
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2. The Board Chair may designate additional members to serve on any subcommittee of a standing committee as voting members who do not serve on the full committee.

3. Subcommittees shall follow the same rules as standing committees.

4. The Board of Commissioners may create permanent subcommittees by resolution and members of the subcommittee may receive per diem payments.

E. COMMITTEE MEETINGS.

Meetings of a standing or special Committee may be convened by its Chairperson or by a majority of its members at any time upon reasonable notice to its members and to the Chairperson of the Board, provided the notice complies with the requirements of the Open Meetings Act, 1976 PA 267. A quorum is required to conduct business. A quorum shall consist of the Committee’s members noted below. In order for a Committee to move a matter to the Board of Commissioners for consideration, a majority of those voting is required but there shall always be a requirement of not less than the numbers noted in the below chart:

<table>
<thead>
<tr>
<th>Number of Committee Members Appointed and Serving</th>
<th>Quorum Requirement</th>
<th>Minimum Number of Affirmative Votes Necessary to Recommend Action to Board</th>
<th>Number of Affirmative Votes Necessary to Take Final Action**</th>
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** (such as the County Services Committee voting on a grievance)

Further, final action of a Committee other than referring a matter to the Board of Commissioners, such as the County Services Committee voting on a grievance, shall require a majority vote of the total Committee compositions (four Commissioners would have to vote in order for a final action in case of a seven member Committee, and three Commissioners would have to vote in order to take such final action for a five member Committee). All Committee meetings shall be open, except that a Committee may vote to go into closed session as provided by the Open Meetings Act, 1976 PA 267. Each Committee shall have a prepared agenda at least one day prior to the Committee meetings, which shall include, as far as is practicable, all items to be considered by the Committee; the agenda shall be posted on the Courthouse bulletin board and shall be made available to the public on request as provided by the Open Meetings Act, 1976 PA 267. The Chairperson of each Committee shall either prepare an agenda in cooperation with the department heads, or shall delegate that authority to the appropriate staff. All Committees shall keep minutes of their meetings as required by the Open Meetings Act, 1976 PA 267, and said minutes shall be permanently kept on file with the Clerk of the Board.
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Every Committee or Subcommittee shall provide an opportunity for public comment at the beginning and end of each agenda. Each person shall be permitted to speak, either at the beginning or the end of the meeting, for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson. Members of the public desiring to speak shall be required to identify themselves.

A recording shall be made during Committee meetings. A recording of a closed session shall be kept separately from any open session recordings. Any recording shall be kept in the County Clerk’s Office. Open session recordings shall be available for public access for at least six months from the date of the meeting after which time it may be erased or overwritten. The commitment of staff time shall be limited to providing access to the original tape, or to provide a copy upon request at a rate allowed under the Freedom of Information Act.

F. CONSENT AGENDA.

At the discretion of the Committee Chairperson, all of the resolutions and actions of the Committee which are on the agenda may be acted upon in one vote; provided, however, that any member of the Committee may identify specific resolutions and actions which are not to be included in the one vote but which are to be discussed and voted upon separately.

Prior to the Committee Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.

V. CONDUCT OF BOARD MEETINGS

A. QUORUM.

A majority of the members of the County Board of Commissioners shall constitute a quorum for the transaction of the ordinary business of the County, and questions which arise at meetings shall be determined by the votes of a majority of the members present, except upon the final passage or adoption of a measure or resolution, or the allowance of a claim against the County, in which case a majority of the members elected and serving shall be necessary. Commissioners unable to attend due to medical reasons or due to military duty shall be permitted to participate in the discussion and votes of committee and board meetings by telephone or videoconference provided that the requirements of the Open Meetings Act are met and that a quorum is physically present. Commissioners participating by telephone or videoconference shall be considered present (by telephone or videoconference) without compensation. Effective January 1, 2021 Commissioners participating by telephone or videoconference are entitled to a per diem for a maximum of three (3) meetings annually.
B. ORDER OF BUSINESS.

1. Agenda.
   1. Call to Order and Roll Call
   2. Pledge of Allegiance
   3. Time for Meditation
   4. Reading and Correction of Minutes
   5. Addition of Items to the Agenda
   6. Petitions and Communications
   7. Limited Public Comment
   8. Committee Chair Response
   9. Consideration of Consent Agenda
  10. Committee Reports
  11. New and Miscellaneous Business
  12. Late Committee Reports and Late Individual Resolutions
  13. Special Orders of the Day
  14. Public Comment
  15. Commissioner Announcements
  16. Consideration and Allowance of Claims
  17. Adjournment

2. Specific Agenda Priorities. All matters shall be placed upon the agenda of the Board within a specific section as listed immediately above by the Clerk of the Board.

3. Committee Chair Response to Public Comment. Immediately after the conclusion of public comment, a Committee Chair or the Chair of the Board may respond to issues raised by a speaker, to correct a factual misunderstanding or provide helpful information regarding the County's consideration of the matter. Any such response should be limited to factual matters and not exceed one minute. The response should not be used to criticize the previous speaker, explain political positions, or engage in debate.

4. Consent Agenda. At the discretion of the Board Chairperson, with approval of the Board, all of the resolutions and actions of the Board which are on the agenda may be acted upon in one roll call vote; provided, however, that any member of the Board may identify specific resolutions and actions which are not to be included in the one roll call vote but which are to be discussed and voted upon separately; and provided further that resolutions and actions requiring a roll call vote and/or a 2/3 vote shall not be included in the one vote but shall be discussed and voted upon separately.

Prior to the Board Chairperson calling for a vote on the consent agenda, Commissioners shall have the opportunity to identify those resolutions and actions which are not to be included but which are to be discussed and voted on separately.

5. Agenda Deadline. All information to be placed on the agenda must be received by the Clerk of the Board from Committees no later than 10 am the Thursday prior to the Board of Commissioners meeting. On or before the fourth day before each Board meeting, the Clerk shall mail or provide electronically to each Commissioner the agenda for the meeting, arranged as described in these Rules, and briefly describing all matters to be considered, including a copy of all Committee reports and individual resolutions to be acted upon at said meeting. No Committee report or individual resolutions, other than reports on routine claims, shall ordinarily
be considered unless a copy thereof has been mailed or provide electronically to each Commissioner with the agenda or otherwise delivered to each Commissioner not later than the third day prior to the meeting. Late Committee items shall be distributed to all Commissioners at the beginning of the Board meeting and shall be announced by title and added to the agenda with appropriate agenda numbers. A five minute recess may be granted at the request of any Commissioner prior to the consideration of late items. Individual resolutions, which have not been moved at Committee, shall ordinarily be referred to Committee unless 2/3 of the members present vote to allow the resolution to be considered by the Board immediately.

C. RIGHTS AND DUTIES OF MEMBERS.

Speaking Priorities. The sponsor of any properly moved and seconded motion, resolution, ordinance, or report, shall have the right to speak for up to three (3) minutes, after the formal introduction but prior to any discussion of the matter on the floor. In any case where there may be more than one sponsor to a particular motion, resolution, ordinance or report, it shall be in the discretion of the Chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Before speaking, each member shall address themselves to the Chairperson. If two or more members seek recognition to speak at the same time, the Chairperson shall designate the order in which they shall speak. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, shall immediately cease talking and be seated. Every Commissioner shall vote on all questions unless excused by the Chairperson. The Chairperson shall vote on all questions unless excused by the Board.

D. MOTIONS, RESOLUTIONS AND COMMITTEE REPORTS.

No motion shall be debated or voted upon unless seconded. It shall then be stated by the Chairperson before debate. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, Committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn.

1. Voting. The vote on any question shall be taken by a yea and nay roll call when called for by any member of the Board. Closed sessions may be held, provided the Open Meetings Act, 1976 PA 267, is adhered to.

2. Order of Precedence of Motions. When a motion is seconded and before the Board, no other motion shall be received except the following:

   a. To fix the time to which to adjourn
   b. To adjourn
   c. For the previous question
   d. To lay on the table
   e. To postpone indefinitely
   f. To postpone to a date certain
   g. To refer
   h. To amend

These motions shall have precedence in the order as above named.
3. **Motions to Adjourn.** A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor; provided, that there shall be other intervening business or a change in the circumstances between the two motions to adjourn.

4. **Motions to Reconsider.** A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event the moving member shall file written notice of their intention to move or a reconsideration in the Office of the Clerk of the Board at least one day before making such a motion.

5. **Reports and Motions Requiring Signatures.** All reports of Committees shall be in writing and the names of the members of such Committees concurring in such reports shall be noted thereon. Every written resolution or motion shall have noted the name of the member or members introducing the same.

6. **Resolutions and Ordinances.** Resolutions shall be considered in the order in which they are received unless otherwise ordered by the Board, in accordance with Section V, Subsection B, Number 2. All resolutions and motions for the appropriation of money and all proposed County ordinances shall be presented to the Board in writing.

7. **Division of Question.** Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that upon division, each of the resulting questions is a complete question permitting independent consideration and action.

**E. APPEAL FROM DECISION OF CHAIRPERSON.**

When an appeal is taken from the decision of the Chairperson, the member taking the appeal shall be allowed to state their reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the Chairperson be sustained?" The question shall be determined by a majority vote of the members present, except the Chairperson, upon the request of any member, shall not preside over such a vote.

**F. REFERRAL TO COMMITTEES.**

It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper Committee unless objection be made by some member, in which event a motion made and adopted with reference to the subject shall preclude the Chairperson's action.

**G. DISCHARGE OF COMMITTEE.**

The Board may, by a majority vote of all its members, discharge any Committee from further consideration of any matter referred to the Committee for general referral if the motion to discharge was properly placed upon the meeting agenda at which action is desired. Any motion to discharge that does not appear on the agenda of the meeting at which action is desired, shall require a two-thirds (2/3) vote of all members elected and serving for passage.
H. **MOTION TO CLEAR THE FLOOR.**

If, in the judgment of the Chairperson, there is a confusion of Parliamentary procedure existing, the Chairperson shall have the right to request a "motion to clear the floor" which motion, if made and seconded, shall be debatable, shall take precedence over all other motions, shall be forthwith put by the Chairperson, and if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these Rules.

I. **PUBLIC MEETINGS.**

Board meetings shall be open to the public as required by the Open Meetings Act, 1976 PA 267.

J. **COMMENTS FROM THE FLOOR.**

Only members of the Ingham County Board of Commissioners shall be given the floor to speak during any Board meeting except:

1. Anyone who desires to speak under Subsection B, Number 1, and J of this article; and

2. County officials and/or personnel may speak with the consent of the majority of the Board members present; and

3. Any person who, with the consent of the Chairperson of the Board and/or the Chairperson and/or a majority of any Board Committee, has been given permission to be listed in an appropriate place on the agenda for the purpose of that presentation at the meeting; and

4. Under public comment, each person shall be permitted to speak once during each meeting for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson; and

5. The Clerk of the Board with the consent of the Chairperson.

K. **PARLIAMENTARY AUTHORITY.**

Mason's Manual of Legislative Procedure, shall govern all questions of procedures which are not otherwise provided by the Rules, or by State law.

L. **USE OF CELL PHONES.**

During meetings of the Board, including Committee meetings, all cell phones or other electronic devices shall be turned off or set to "mute" or "vibrate" in order to avoid disruption.
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Commissioners choosing to answer cell phone calls shall leave the table, and if necessary, the room, in order to avoid disruption. Notices of Board and Committee meetings shall include a request that all cell phones or other electronic devices be turned off or set to “mute” or “vibrate” in order to avoid disruption during the meeting. Disruption of a meeting by inappropriate use of a cell phone may be addressed in the same manner as other inappropriate disruptions.

VI.

FINANCE

A. SALARIES.

The salary of each elected official shall be fixed by the Board according to the provisions of the law.

B. BOARD COMPENSATION.

Members of the Board and its Committees shall be compensated for their duties and their Committee work at such rates and such amounts as the Board, by resolution, in accordance with State law, shall determine.

C. EXTRA COMPENSATION.

The Board shall not grant or authorize extra compensation to any public officer, agent or contractor after the services have been rendered or the contract entered into.

D. BUDGET LIMITATIONS.

Except as may be otherwise required by law or Board Resolution, no County board, agency, or officer whose budget is in whole or in part subject to the jurisdiction of the Board shall exceed or commit itself to exceed its budget or any line item thereof without prior approval of the Board.

VII.

ADMINISTRATION

A. FORM OF REPORTS AND COMMUNICATIONS.

All written reports and communications to the Board and its Committees and members from any office, agency or employee of the County shall be upon 8-1/2 by 11 inch paper.
B. NOTICE OF BOARD ACTION.

When the Board has acted upon a written request or demand for action presented to the Board from other than among its membership, the Board of Commissioners’ Office shall promptly notify the person or agency making the request or demand of the Board’s action thereon.

C. SCHEDULE OF CLAIMS.

At the end of each regular and adjourned regular meeting of the Board, the County Clerk shall provide the Board with a schedule of the claims to be considered for allowance or disallowance in accordance with Resolution #07-315.

D. MINUTES.

A copy of the minutes of each Board meeting shall be prepared and transmitted to each Board member promptly. The County Clerk or their designee, shall prepare minutes as required by the Open Meetings Act, 1976 PA 267.

All resolutions finally adopted by the Board in each calendar year shall be consecutively numbered immediately by the Clerk of the Board in the order of their adoption, which number shall be prefixed with the last two digits of the year of its adoption and a hyphen. Thus, the third resolution adopted in 2019 would be designated “RESOLUTION NO. 19-03”. As each resolution is finally adopted, the Clerk of the Board shall assign its proper number, which shall appear at the head of said resolution as finally adopted in the minutes as shown above.

E. BUDGET AND SALARY DETAIL.

When the tentative budget and when the budget itself is submitted to the Board by the Finance Committee, as provided in these Rules, the Controller/Administrator shall provide each member of the Board with a copy of the full budget and salary schedule and such other information as required in the Uniform Budgeting Act, 1978 PA 621.

F. MEMBERS' MANUAL.

As soon as possible after the adoption of these Rules, the Director, Board of Commissioners’ Office shall make available the following information:

1. Names, addresses and telephone numbers (home and business) of all Board members.
2. The most current Board Rules, as amended.
3. The positions, names and addresses of all Board appointees, with the date of their original appointment to said board and the date which their current term expires.
4. The notebook or manual shall also include such other information as the Board, by resolution, from time to time directs.
5. The County Ethics Policy.

The Director, Board of Commissioners’ Office shall update this information as necessary.
G. COPIES OF PARLIAMENTARY AUTHORITY.

The Director, Board of Commissioners’ Office shall provide each member a copy of Mason’s Rules of Order.

H. RELEASE OF ATTORNEY-CLIENT PRIVILEGED COMMUNICATIONS.

Attorney-client privileged communications may be released to persons and/or the general public under the following conditions:

1. A county commissioner requests the release of an Attorney-client privileged communication.

2. The county attorney provides their opinion regarding the release of such privileged communication to the County Services Committee. The county attorney will determine if disclosure could have any negative effect on pending litigation or other legal matters.

3. The County Services Committee shall make a recommendation to the full Board of Commissioners.

VIII.

TITLES AND SUBTITLES

The title and subtitles of these Rules, and the citations appended thereto, are for convenience only, and shall not be considered as part of these Rules.

IX.

AMENDMENT TO AND EFFECTIVE DATE OF THESE RULES

A. These Rules may be amended, suspended, or rescinded only by a majority vote of all of the Commissioners elect. They shall remain in effect until rescinded or amended.

B. Any amendment to these Rules properly presented to the Board of Commissioners and adopted, shall take immediate effect unless otherwise stated by the Board at the time of adoption.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RESCINDING RESOLUTION #06-292 REQUIRING CERTAIN ADVISORY BOARDS, COMMISSIONS, AND COMMITTEES THAT EVALUATE EMPLOYEES TO SUBMIT THE EVALUATIONS TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION # 19 – 254

WHEREAS, Resolution #06-292 required certain advisory boards and commissions that evaluate employees to submit the evaluations to the Ingham County Board of Commissioners; and

WHEREAS, due to restructuring and changes in oversight of certain positions within the County of Ingham, this resolution is no longer necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby rescinds Resolution #06-292 Requiring Certain Advisory Boards, Commissions, and Committees that Evaluate Employees to Submit The Evaluations to the Ingham County Board of Commissioners effective upon the adoption of this resolution.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
              Nays: None      Absent: Koenig  Approved 06/04/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 6

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION REAFFIRMING RESOLUTION #06-115
TO ESTABLISH A POLICY ON THE COUNTY ORIENTATION OF COUNTY APPOINTEES TO CERTAIN BOARDS, COMMISSIONS, AND COMMITTEES

RESOLUTION # 19 – 255

WHEREAS, the Board of Commissioners appoint County residents to a variety of advisory boards, commissions and committees which are essential to the function of Ingham County Government; and

WHEREAS, certain advisory boards, commissions and committees have the ability to independently solicit bids and contract for services and it is important for them to be made aware of certain Ingham County policies and procedures; and

WHEREAS, Resolution #06-115 established a policy regarding orientation of county appointees to certain boards, commissions, and committees and the Board of Commissioners wish to reaffirm this policy.

THEREFORE BE IT RESOLVED, that all Ingham County appointees to advisory boards, commissions and committees will receive copies of Ingham County’s social media and attendance policies.

BE IT FURTHER RESOLVED, that all future Ingham County appointees to advisory boards, commissions and committees will receive copies of the county ethics policy, social media and attendance policies along with their appointment notifications.

BE IT FURTHER RESOLVED, that the directors of Community Health Center Board, Fair Board and Parks Commission shall conduct orientations with Ingham County appointees on County Ethics, Purchasing, Living/Prevailing Wage, Equal Employment Opportunity Committee, Travel and Open Meetings Act Policies as appropriate.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges that non-county appointed directors of other boards, commissions and committees such as Community Mental Health Authority and the Capital Region International Airport Authority provide orientations on appropriate county and organizational specific policies and practices.

BE IT FURTHER RESOLVED, that the Board of Commissioners’ Office will distribute copies of this resolution to all Ingham County advisory boards and commissions and committees.
COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None    Absent: Koenig    Approved 06/04/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 7

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING AN INTERVIEW PROCESS FOR MAKING APPOINTMENTS TO ADVISORY BOARDS/COMMISSIONS

RESOLUTION # 19 – 256

WHEREAS, the Board of Commissioners appoints citizens to advisory boards and commissions; and

WHEREAS, applicants for these advisory boards and commissions are interviewed by the various Liaison Committees; and

WHEREAS, the interview process is an important part of ensuring that the most qualified applicants are selected to serve on Ingham County’s boards and commissions; and

WHEREAS, a Board Rules/Appointments Subcommittee was appointed to review the Board Rules, Ethics Policy and procedures and policies currently in place overseeing advisory boards and commissions; and

WHEREAS, it is the recommendation of the Board Rules/Appointments Subcommittee that a uniform interview process be established for appointments to the various boards and commission; and

WHEREAS, to assist in the interview process, the Board Rules/Appointments Subcommittee also recommends that applicants have the option to submit resumes.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the attached interview process whereby applicants are interviewed on an individual basis and asked a series of standardized questions, subject to follow-up questions if necessary.

BE IT FURTHER RESOLVED, that members of the Committee are free to ask additional questions.

BE IT FURTHER RESOLVED, that the Liaison Committee Chair has the option to waive this process in cases where it is not necessary to interview the applicants individually.

BE IT FURTHER RESOLVED, that the advisory board/commission application will be amended to reflect that applicants have the option to submit resumes if desired.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None  Absent: Koenig  Approved 06/04/2019

Adopted as part of a consent agenda.
At this point in our agenda we will be interviewing potential appointees for [board/commission]. This is a public meeting and all members of the public are welcome to stay during the interview process. However, we do ask that out of respect for their fellow interviewees, that all potential candidates please step out of the room and wait to be called in so that we may interview each candidate one at a time.

Mr./Ms./Mx. [Name]. Thank you for applying to serve on [board/commission]. We have a set of questions we would like to ask as part of the interview process. Members of the committee may have additional follow-up questions based on your response.

1. Why are you interested in serving on this board/commission?
2. What do you see as the main focus of this board/commission?
3. What unique skills or qualifications do you have that would benefit the work of this board/commission?
4. Are there specific issues that you hope to address as a member of this board/commission?
5. What is the biggest challenge or opportunity you think this board/commission will face in the course of the next year?
Introduce by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE POTTER PARK ZOO BOARD

RESOLUTION # 19 – 257

WHEREAS, several vacancies exist on the Potter Park Zoo Board; and

WHEREAS, the County Services Committee has interviewed those interested in serving on the Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Cindy Kangas, 944 South Cedar #5, Mason 48854

to the Potter Park Zoo Board to a term expiring December 31, 2021.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Koenig, Maiville, Naeyaert
Nays: None Absent: None Approved 06/04/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 9

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A TWO-YEAR EXTENSION TO THE CONTRACT WITH THE STATE OF MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES (MDHHS) FOR THE ACCESS AND USE OF THE MICHIGAN CENTRALIZED BIRTH CERTIFICATION SYSTEM (MiBCBS)

RESOLUTION # 19 – 258

WHEREAS, Resolution #16-387 authorized Ingham County, in conjunction with the Ingham County Clerk, to contract with MDHHS for access to the MiBCBS, which is utilized to quickly access, verify, and provide quality certified copies of birth records for those individuals born in Ingham County; and

WHEREAS, there are fees collected from customers for the service and remitted to MDHHS for access of the MiBCBS, and they are as follows:

- non-state-only records are $4 for the first copy and $1 for each additional copy;
- state-only records are $34 for the first copy and $16 for each additional copy; and
- state-only senior citizen records are $14 for the first copy and $16 for each additional copy; and

WHEREAS, pursuant to Resolution #17-21, the Ingham County Clerk collects $10.00 per transaction for records issued from the MiBCBS irrespective of the number of certified copies processed and remits said funds to the General Fund; and

WHEREAS, the contract authorized by Resolution #16-387 expires after September 30, 2019; and

WHEREAS, the Ingham County Clerk desires to extend this contract for two more years (extension period: October 1, 2019 – September 30, 2021) in order to continue offering the highest level of customer service to Ingham County residents.

THEREFORE BE IT RESOLVED, that the Board of Commissioners, in conjunction with the Ingham County Clerk, hereby authorizes a two-year extension to the contract with the MDHHS for access to and usage of the MiBCBS.

BE IT FURTHER RESOLVED, that the two-year extension shall run October 1, 2019 to September 30, 2021.

BE IT FURTHER RESOLVED, that Resolutions #16-387 and #17-21 otherwise remain in effect.

BE IT FURTHER RESOLVED, that the applicable MiBCBS fees to be collected and remitted to the MDHHS shall not exceed $10,000 per year.
JUNE 11, 2019 REGULAR MEETING

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and County Clerk are hereby authorized to sign any necessary documents on behalf of the County after approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
    Nays: None    Absent: Koenig    Approved  06/04/2019

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
    Nays: None    Absent: None    Approved  06/05/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 10

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT AN ULTRASOUND DONATION FROM THE POTTER PARK
ZOLOGICAL SOCIETY

RESOLUTION # 19 – 259

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoo Veterinarian identified the need for a specialized ultrasound machine that will provide significant improvement in the monitoring of animal health through high quality images; and

WHEREAS, an anonymous donor has offered to fund a new ultrasound machine for the Potter Park Zoo animal health department through the Potter Park Zoological Society; and

WHEREAS, Ingham County Animal Control will be able to utilize the current Zoo ultrasound; and

WHEREAS, the new ultrasound is valued at $35,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the ultrasound donation from the Potter Park Zoological Society valued at $35,000.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None
Absent: Koenig
Approved 06/04/2019

FINANCE: Yeas: Grebner, Morgan, Tennis, Crehshaw, Polsdorfer, Schafer, Maiville
Nays: None
Absent: None
Approved 06/05/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 11

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE REORGANIZATION OF POTTER PARK ZOO

RESOLUTION # 19 – 260

WHEREAS, Potter Park Zoo is an accredited Association of Zoos and Aquariums (AZA) facility which must maintain or exceed the standards as put forth by AZA; and

WHEREAS, a reorganization of the Zoo’s animal care positions provides a more effective structure to meet the changing standards of the AZA; and

WHEREAS, creating a part-time clerk position allows for additional consistency in the Zoo’s financial department; and

WHEREAS, Potter Park Zoo is funded by a County millage and there are sufficient funds in the Zoo budget for the proposed new positions; and

WHEREAS, personnel costs provided by the budget department show there is combined savings of $8,088 at Step 8 for the proposed positions; and

WHEREAS, the United Auto Workers (UAW) Local 2256 – Zoo Unit and Teamsters Local 243 – Potter Park Zoo Supervisory Unit support the proposed reorganization.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization to create the following new positions: (1) Animal Care Supervisor, (1) Animal Programs Manager, (1) Part-time Account Clerk, and (2) Zookeeper 400; eliminate the following positions: General Curator, Registrar, and Head Keeper; and amend the following job descriptions: Zookeeper 400 and Zookeeper 500.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2019 and 2020 budgets.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None  Absent: Koenig  Approved 06/04/2019

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
Nays: None  Absent: None  Approved 06/05/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 12

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LETTER OF UNDERSTANDING WITH THE CCLP SUPERVISORY OFFICERS UNIT REGARDING ADJUSTMENT OF THE 2018 BASE SALARY SCHEDULE FOR THE POSITION OF CAPTAIN

RESOLUTION # 19 – 261

WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

WHEREAS, during negotiations for this Agreement, the parties mutually agreed to add $2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018; and

WHEREAS, this agreement was inadvertently omitted from the draft document titled “Agreement” as ratified by the parties; and

WHEREAS, it has been agreed to between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of $2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018;

THEREFORE, BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of $2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert
Nays: None    Absent: Koenig    Approved 06/04/2019

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdofor, Schafer, Maiville
Nays: None    Absent: None    Approved 06/05/2019

Adopted as part of a consent agenda.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
SCOTT WRIGHTSWORTH, INGHAM COUNTY SHERIFF
AND
CAPITOL CITY LABOR PROGRAM (CCLP) INC.
FOR
SUPERVISORY OFFICERS UNIT

WHEREAS, an agreement has been reached between Ingham County and the CCLP Supervisory Officers Unit for the period January 1, 2018 through December 31, 2020 (Agreement); and

WHEREAS, during negotiations for this Agreement, the parties mutually agreed to add $2,000 to the 2018 base salary schedule for the position of Captain, to be effective in the first full pay period in 2018; and

WHEREAS, this agreement was inadvertently omitted from the draft document titled “Agreement” as ratified by the parties;

NOW THEREFORE, IT IS HEREBY AGREED between the parties to include in the 2018 – 2020 Supervisory Agreement the addition of $2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018;

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners authorizes the Human Resources Director to enter into a Letter of Agreement with the CCLP Supervisory Officers Unit to include in the 2018 – 2020 Agreement the addition of $2,000 to the 2018 base salary schedule for Captain, to be effective in the first full pay period in 2018, subject to approval as to form by the County Attorney.

Scott Wrightsworth, Sheriff

Tom Krug, CCLP Executive Director

Sue Graham, Human Resources Director

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

Bonnie G. Toskey

Date

Date

Date
### June 11, 2019 Regular Meeting

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JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 13

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUPPORTING THE INGHAM COUNTY CULTURAL DIVERSITY COMMITTEE’S
FIRST ANNUAL INGHAM COUNTY’S UNITY IN THE COMMUNITY

RESOLUTION # 19 – 262

WHEREAS, the Ingham County Cultural Diversity Committee hosted a successful luncheon this year and is proud to say that Ingham County has a culturally diverse and changing population displayed in terms of many characteristics, including ethnicity, race, gender and religion; and

WHEREAS, in addition to the established luncheon initiative, it is the goal of the Cultural Diversity Committee to remain active throughout the year by educating, raising awareness and providing a positive environment that promotes diversity and inclusion for all; and

WHEREAS, employee survey results suggested that the Cultural Diversity Committee sponsor additional enrichment events that promote diversity; and

WHEREAS, in keeping with the strategic plan to promote respect for diversity, the Committee is initiating efforts to have an additional event this year to celebrate Ingham County’s continued unity efforts; and

WHEREAS, this employee-community engagement event entitled “Ingham County’s Unity in the Community” will highlight Ingham County’s diversity and is scheduled for Friday, September 20, 2019 from 5:30 pm – 8:30 pm at Hawk Island Park.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates the Ingham County Cultural Diversity Committee on a successful 2019 Diversity Luncheon and supports the first annual “Ingham County’s Unity in the Community” event.

BE IT FURTHER RESOLVED, that $2,500 shall be appropriated from the Contingency Fund for this event and the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that employees, as well as their family and friends, are encouraged to attend the first annual “Ingham County’s Unity in the Community” event.
COUNTY SERVICES:  
**Yea:** Celentino, Stivers, Grebner, Sebolt, Maiville, Naeyaert  
**Nays:** None  
**Absent:** Koenig  
**Approved 06/04/2019**

FINANCE:  
**Yea:** Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville  
**Nays:** None  
**Absent:** None  
**Approved 06/05/2019**

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 14

Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE YOUTH COMMISSION

RESOLUTION # 19 – 263

WHEREAS, several vacancies exist on the Ingham County Youth Commission; and

WHEREAS, the Human Services Committee has interviewed those interested in serving on the Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Ismael Jaber, 4392 Greenwood Dr, Okemos 48864

to the Ingham County Youth Commission to a term expiring August 31, 2022.

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Nacyaert

Nays: None  Absent: None  Approved 06/03/2019

Adopted as part of a consent agenda.
Introduced by the Human Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION MAKING AN APPOINTMENT TO THE
COMMUNITY HEALTH CENTER BOARD

RESOLUTION # 19 – 264

WHEREAS, several vacancies exist on the Community Health Center Board; and

WHEREAS, the Human Services Committee interviewed applicants interested in serving on this Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints

Rachel Ruddock, 3895 Raleigh Drive, Okemos 48864

to the Community Health Center Board for a term expiring December 31, 2019.

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Naeyaert
Nays: None  Absent: None  Approved 06/03/2019

Adopted as part of a consent agenda.
Introduce by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO THE INTERGOVERNMENTAL CONTRACT WITH MID STATE HEALTH NETWORK (MSHN)

RESOLUTION # 19 – 265

WHEREAS, Under 2012 PA 500 and 2012 PA 501, the coordination of the provision of substance use disorder services will be transferred, no later than October 1, 2014, from existing coordinating agencies to community mental health entities designated by MDHHS to represent a region of community mental health authorities, community mental health organizations, community mental health services programs or county community mental health agencies, as defined under MCL 300.1100a(22); and

WHEREAS, MSHN represents twelve (12) community mental health organizations in Region 5 and qualifies as a MDHHS-designated community mental health entity to coordinate the provision of substance use disorder services in Region 5; and

WHEREAS, MSHN, as a MDHHS-designated community mental health entity, is required, under MCL 330.1287(5) to establish a substance use disorder oversight policy board (SUD Policy Board) through a contractual agreement, under appropriate law, between MSHN and each of the Counties in Region 5; and

WHEREAS, through Resolution #14 – 386 an inter-local agreement was authorized and this resolution authorizes an extension of that agreement.

THEREFORE BE IT RESOLVED, that an extension to the inter-local agreement be entered into with MSHN for the establishment of a substance use disorder policy board that includes a provision for the distribution of liquor tax funds in an amount not to exceed one-half of liquor tax revenues received by Ingham County for a three-year time period beginning when the agreement is fully executed.

BE IT FURTHER RESOLVED, MSHN will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
JUNE 11, 2019 REGULAR MEETING

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Nacyaert
Nays: None  Absent: None  Approved 06/03/2019

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdofer, Schafer, Maiville
Nays: None  Absent: None  Approved 06/05/2019

Adopted as part of a consent agenda.
WHEREAS, Ingham County Health Department (ICHD) wishes to amend the Cross Country Agreement (Resolution #19-075) to include the Community Health Centers (CHCs) by adding temporary placements to sustain access to care for the patient panels of the recently vacated physician positions; and

WHEREAS, through Resolution #19-075, the agreement with Cross Country staffing for the placement of clinical staffing, including Certified Nursing Assistants, Nurses, Medical Assistants, Licensed Practical Nurses, was amended to include medical providers (Nurse Practitioners, Physician Assistants, and Physicians) through Cross Country’s subsidiary, Medical Doctors Associates; and

WHEREAS, ICHD is experiencing critical staffing levels in CHC operations as a result of two recent vacancies in physician positions; and

WHEREAS, in order to avert negative impacts of provider staff vacancies to service delivery and quality of care for Health Center patients, ICHD would like to amend the Cross Country agreement to include the CHCs for temporary placements to sustain access to care for the patient panels of the recently vacated physician positions; and

WHEREAS, through this amended agreement, CHC operations can maintain adequate primary care provider staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant county physician positions; and

WHEREAS, this amendment totaling $250,000 will be effective June 1, 2019 through March 30, 2020; and

WHEREAS, the costs associated with contractual staffing to fill employment vacancies for the physician positions are offset by unexpended salary and fringe budgeted for those positions; and

WHEREAS, the total costs of contractual staff even in a high vacancy year, would not exceed the total contractual, salary and fringe amounts budgeted in any given fiscal year; and

WHEREAS, the Ingham Community Health Center Board supports the amending of the Cross County Staffing Agreement to include the CHCs with temporary provider Placements; and
WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners amend the existing Cross County Staffing Agreement to include the CHCs for temporary provider placements for a total amount not to exceed $250,000 effective June 1, 2019 through March 30, 2020.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the existing Cross County Staffing Agreement to include the Community Health Centers for temporary provider placements for a total amount not to exceed $250,000 effective June 1, 2019 through March 30, 2020.

BE IT FURTHER RESOLVED, that through this amendment, the CHC operations can maintain adequate staffing and service levels with temporary placements while permanent placements are recruited and hired into the vacant County positions.

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

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

HUMAN SERVICES: Yeas: Tennis, Trubac, Sebolt, Morgan, Slaughter, Stivers, Nacyaert
    Nays: None Absent: None Approved 06/03/2019

FINANCE: Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville
    Nays: None Absent: None Approved 06/05/2019

Adopted as part of a consent agenda.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH NORTHWEST INITIATIVE FOR DAY REPORTING SERVICES AND SENTINEL, INC. FOR ELECTRONIC MONITORING SERVICES AS AUTHORIZED BY THE JUSTICE MILLAGE

RESOLUTION # 19 – 267

WHEREAS, on August 7, 2018 the Ingham County Board of Commissioners approved the Justice Millage; and

WHEREAS, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons”; and

WHEREAS, on November 27, 2018 the Board of Commissioners adopted a Resolution 18-497 that included $100,600 to fund community based programs, including $52,000 for Day Reporting and $20,000 which will supplement the current general fund allocation ($50,000) for Electronic Monitoring services; and

WHEREAS, current vendors Northwest Initiative and Sentinel, Inc. are willing and prepared to provide program services to the County through a Justice Millage funded contract through December 31, 2019.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes entering a contract with Northwest Initiative for Day Reporting services in an amount not to exceed $52,000 and with Sentinel, Inc. in an amount not to exceed $20,000 for the period from the date of a fully executed contract through December 31, 2019.

BE IT FURTHER RESOLVED, that funds for these contracts will come from the Justice Millage.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.
JUNE 11, 2019 REGULAR MEETING

LAW & COURTS: **Yeas**: Slaughter, Celentino, Crenshaw, Polsdorfer, Trubac  
**Nays**: None   **Absent**: Koenig, Schafer  **Approved 05/30/2019**

FINANCE: **Yeas**: Grebner, Morgan, Tennis, Crenshaw, Polsdorfer, Schafer, Maiville  
**Nays**: None   **Absent**: None  **Approved 06/05/2019**

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 19

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2019-2020

RESOLUTION # 19 – 268

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan in 1991; and

WHEREAS, the State Community Corrections Advisory Board approved the Funding Application and Plan for FY 2019-2020; and

WHEREAS, the FY 2019-2020 Application provides for the following CCAB Plans and Services programming: Relapse Prevention and Recovery ($67,898) to be provided by CEI CMH; Gatekeeper services ($4,069) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups ($26,082) to be provided by Prevention and Training Services; Domestic Violence Intervention Groups ($12,000) to be provided by Prevention and Training Services; Opioid Specific Program services ($55,000) to be provided by Tri County Community Adjudication Program; Day Reporting services ($40,274) to be provided by Northwest Initiative – ARRO; and, Electronic Monitoring Services for Pretrial defendants ($10,134) to be provided by Sentinel, Inc., for a subcontracted program total of $215,457 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, the FY 2019-2020 Application also provides funding for a special part-time Pretrial Services Investigator ($25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of $50,422 for a Plans and Services total of $291,562 for the time period of October 1, 2019 through September 30, 2020; and

WHEREAS, Ingham County is also provided with availability of a projected average daily population of 30 residential beds and with M.D.O.C. in the amount of $531,075 and 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of $21,169 contracting directly with residential providers rather than with local jurisdictions for a projected total value of $552,244; and
WHEREAS, pursuant to the FY 2019-2020 Application, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections for FY 2019-2020 in the amount of $291,562 in CCAB Plans and Services and Administration funds for the time period of October 1, 2019 through September 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2019 through September 30, 2020 with Prevention and Training Services for the cost of MRT Change Groups for a cost not to exceed $26,082; with Prevention and Training Services for the cost of Domestic Violence Intervention Groups for a cost not to exceed $12,000; with Tri County Community Adjudication Program for the cost of Opioid Specific Program services not to exceed $55,000; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed $67,898; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed $40,274; and with Sentinel, Inc. for the actual cost of electronic monitoring services for Pretrial defendants not to exceed $10,134.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed $25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

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

LAW & COURTS:  Yeas:  Slaughter, Celentino, Crenshaw, Polsdofcr, Trubac  
Nays: None  Absent: Koenig, Schafer  Approved 05/30/2019

FINANCE:  Yeas: Grebner, Morgan, Tennis, Crenshaw, Polsdofcr, Schafer, Maiville  
Nays: None  Absent: None  Approved 06/05/2019

Adopted as part of a consent agenda.
JUNE 11, 2019 REGULAR MEETING

ADOPTED – JUNE 11, 2019
AGENDA ITEM NO. 20

Introduced by the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPOINTING LINDSEY MCKEEVER
AS THE INGHAM COUNTY FAIRGROUNDS EVENTS DIRECTOR

RESOLUTION # 19 – 269

WHEREAS, the position of Fairgrounds Events Director was posted and advertised in accordance with Ingham County hiring procedures; and

WHEREAS, applicants were reviewed and screened and interviews were held by the Fairgrounds Events Director Selection Committee; and

WHEREAS, the Fairgrounds Events Director Selection Committee is recommending the appointment of Lindsey McKeever as Fairgrounds Events Director for Ingham County.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints Lindsey McKeever as Ingham County Fairgrounds Events Director effective August 15, 2019.

BE IT FURTHER RESOLVED, that Lindsey McKeever will be placed on the current salary schedule for the Fairgrounds Events Director at MCF-13, Step 5 ($94,510.67) with terms of employment and compensation as outlined in the Ingham County Managerial and Confidential Manual.

BE IT FURTHER RESOLVED, that Lindsey McKeever will be compensated as a temporary employee at the hourly rate of $45.44 for hours worked during the period of July 22 – August 4, 2019 prior to and during the 2019 Ingham County Fair.

Adopted as part of a consent agenda.
SPECIAL ORDERS OF THE DAY

Commissioner Slaughter moved to appoint himself as the alternate for the Equal Opportunity Committee. Commissioner Sebolt supported the motion.

The motion carried unanimously. Absent: Commissioner Schafer

PUBLIC COMMENT

None.

COMMISSIONER ANNOUNCEMENTS

None.

CONSIDERATION AND ALLOWANCE OF CLAIMS

Commissioner Morgan moved to pay the claims in the amount of $3,391,015.91. Commissioner Slaughter supported the motion.

The motion carried unanimously. Absent: Commissioner Schafer

ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

BARB BYRUM, CLERK OF THE BOARD