COUNTY SERVICES COMMITTEE  
May 21, 2019  
Draft Minutes

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

Members Absent: None

Others Present: Bill Conklin, Cynthia Wagner, Debbie Edokpolo, Matt Njordford, Rick Terrill, Melissa Buzzard, Tim Morgan, Sue Graham, Becky Bennett, Tim Dolehanty, Beth Foster and others.

The meeting was called to order by Chairperson Celentino at 6:04 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 7, 2019 Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAeyaert, to APPROVE THE MINUTES OF THE MAY 7, 2019 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

Additional Information –

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

Limited Public Comment

None.

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

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

3. Health Department
   a. Resolution to Amend Resolution #19-194
   b. Resolution to Accept Funding from MDHHS for Child Adolescent Expanded Mental Health
4. **Parks Department** – Resolution to Authorize the Account Clerk, Parks Part-Time Position to be Converted to a Full Time Position

5. **Potter Park Zoo**
   a. Resolution to Authorize a Purchase Order to Radtech X-Ray
   b. Resolution to Authorize an Agreement with the City of Lansing for the Storm Water Quality Study at Potter Park Zoo

6. **Facilities Department**
   a. Resolution to Authorize an Agreement with LJ Trumble Builders, LLC. for Improvements to the Four Horse Barns at the Fair Grounds
   b. Resolution to Authorize a Contract Renewal with RNA Facilities Management for Janitorial Services at Several County Facilities
   c. Resolution to Authorize a Contract Renewal with Teachout Security for Uniformed Unarmed Security Guard Services at Several County Facilities

7. **Road Department**
   b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

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

9. **Board of Commissioners Office**
   a. Resolution Recognizing Zoe McClintic as the Third Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest
   b. Resolution Recognizing Olivia Kinney as the Second Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest
   c. Resolution Recognizing Camille Shuster as the First Place Winner of the 2019 Ingham County Women’s Commission Dorice Carlice Essay Contest
   d. Resolution to Recognize May 30 - June 5, 2019 as “Our Homes, Our Voices” National Housing Week of Action in Ingham County

**THE MOTION CARRIED UNANIMOUSLY.**

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

1. **Women’s Commission** – Interviews

   Emily Pasman interview for the Women's Commission.
Lauren Lahie interviewed for the Women's Commission.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. GREBNER, TO APPOINT EMILY PASMAN AND LAUREN LAHIE TO THE WOMEN'S COMMISSION.

Commissioner Stivers asked what the policy was for the candidates who did not show up for the interview.

Becky Bennett, Board of Commissioners Director, stated that neither candidate called to say they were unable to make it.

Commissioner Naeyaert stated that both Ms. Pasman and Ms. Lahie put the time and effort into showing for the Committee and should receive the appointments.

Commissioner Grebner stated that he wanted to note that it was not unknown to have vacancies mid-year, and that perhaps the no-show candidates could interview at that time.

Commissioner Stivers stated that both no-show candidates had shown up to Women's Commission meetings, even though they were not required to, and that was why she was so hesitant to rule them out.

THE MOTION CARRIED. Yes: Celentino, Grebner, Koenig, Maiville, Naeyaert, Sebolt
Nays: None
Absent: None
Abstain: Stivers

Commissioner Grebner stated that Ms. Bennett should follow up with the no-shows and see if they were still interested.

Commissioner Naeyaert stated that handling candidates who were no-shows for interviews was discussed during the Rules and Appointments Subcommittee and that was why she went this route.

Chairperson Celentino congratulated and thanked both candidates.

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

Cynthia Wagner, Zoo Director, gave an overview of the Zoo Reorganization.

Commissioner Grebner asked if is the term “registrar,” was zoo-related.

Ms. Wagner stated that “registrar,” was a zoo term.

Commissioner Grebner stated that he liked the memorandum showing that the reorganization was cost neutral.
Chairperson Celentino stated that the resolution would be before the Committee during the next round of meetings.

7. **Road Department**
   c. Engineering Division Reorganization *(Discussion (NOTE: An in-depth discussion will occur at the Roadways Subcommittee meeting at 5:30. The Roadways Subcommittee will report their recommendation at the County Services Committee meeting.)*]

Bill Conklin, Roads Director, gave an overview of the Engineering Division Reorganization.

Commissioner Sebolt gave a disclosure that OPEIU works closely with his daytime employer but he sees no benefit from that relationship.

Commissioner Sebolt stated that the Engineering Division Reorganization would make hiring easier for the Road Department and that the union was fine with the changes. He further stated that the cost came out of a road dedicated fund and ultimately the reorganization would save the County money and time by bringing the positions in-house.

Commissioner Sebolt stated that the Roadways Subcommittee recommended that the County Services Committee vote to move forward with the Engineering Division Reorganization.

Chairperson Celentino stated that there would be a resolution before the Committee at the June 4, 2019 meeting.

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

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

Commissioner Koenig stated that there she was confused about why weekend and holiday pay for the Public Defenders Office and changing the annual accrual cap on vacation time for Managerial and Confidential Employees, were hidden in here. She asked who was on the steering committee for Managerial and Confidential employees.

Ms. Bennett listed the names of the Steering Committee members, including herself and Debbie Edokpolo, who was also present.

Commissioner Koenig asked what the benefit was in having an additional 450 hours versus 380 hours.

Becky Bennett, Board of Commissioners Director, stated that because some of the employees affected were at the maximum accrual and did not want to lose any more hours.
Commissioner Koenig stated that that meant they were not using their vacation time.

Ms. Bennett stated that it meant they used it when they could, but then they accrued more.

Commissioner Koenig asked how many people had reached the cap.

Ms. Bennett stated that at the time of the meeting there were five employees who had reached the cap.

Commissioner Koenig asked what departments those employees were in.

Ms. Bennett stated that they was one person each from the Board of Commissioners, Purchasing and Health Departments, but she was not sure where the other two were from.

Commissioner Koenig asked who the comment was referring to that mentioned that the vacation accrual cap had been increased for a bargaining unit whose members had reached the maximum cap and expected difficulty using the time already accrued.

Debbie Edokpolo, Deputy Health Officer, stated that was the Sheriff’s Office.

Commissioner Koenig asked if that was the 9-1-1 Center.

Ms. Bennett stated that it was Corrections.

Discussion.

Commissioner Koenig stated that she understood why some people could not use vacation time if they were in 24-hour operations. She stated that she thought from a Human Resources point of view that they would want people taking their vacation time asked why a policy would encourage employees to continue to accrue vacation time.

Commissioner Koenig stated that it was a bad policy consideration for her.

Ms. Edokpolo stated that she has been with the County for 30 years and that she oversaw a Department where taking vacation was not always possible. She further stated that she has had to step in and take over responsibilities for people who had left, which also made it hard to take time off.

Commissioner Koenig asked how this policy helped.

Ms. Edokpolo stated that it allowed her to continue to accrue time, while she worked through personnel issues, until she was able to take time.

Commissioner Koenig asked why the County did not just make the accrual of vacation time unlimited.
Ms. Edokpolo stated that she would happily accept accruing unlimited vacation time, but that was not an option.

Ms. Bennett stated that she worked in a small office with constant deadlines and it was not always feasible to take vacation time. She further stated that by being allowed to accrue more time, she would not lose what she had earned.

Commissioner Koenig asked Ms. Bennett if she was going to use 450 hours.

Ms. Bennett stated that she would not be using 450 hours, but she had already lost hundreds of hours over the years and did not want to lose more.

Discussion.

Ms. Bennett stated that some employees had people who could step in and cover for them while they took vacation, while others like herself and Ms. Edokpolo were in smaller offices or situations where that was not an option and they had to wait until they could take time. She further stated that this option prevented them from losing time.

Commissioner Koenig asked when she would use the time.

Ms. Bennett stated that she planned to take some time in July.

Commissioner Koenig stated that she was not going to take 380 hours though.

Discussion.

Commissioner Naeyaert stated that she knew it was hard to understand, the time was still worked for and earned even if the employee could not use it all. She further stated that the time was available because you never know what might come up down the road.

Commissioner Sebolt stated that to build up this many hours, obviously these were employees who have been with the County for a while. He further stated, giving Ms. Bennett as an example, that when she took her vacation in July she would dip down below her cap on what she would be able to cash out and having that flexibility in between would prevent that from happening.

Commissioner Koenig asked why not make vacation accrual unlimited.

Commissioner Grebner stated that it was not about the person taking all the time at once but rather receiving what they had earned and cashing out whatever was left when they retired.

Commissioner Stivers stated that she felt that employees that have earned the time should be able to keep it.

Discussion.
MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. STIVERS TO AMEND THE RESOLUTION AS FOLLOWS:

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

This was considered a friendly amendment.

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

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

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. STIVERS, AT 6:55 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR CONSIDERATION OF A WRITTEN LEGAL OPINION WITH THE COUNTY ATTORNEY.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE.

MOVED BY COMM. GREBNER SUPPORTED BY COMM. SEBOLT, TO RETURN TO OPEN SESSION AT APPROXIMATELY 7:17 P.M.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

Commissioner Stivers thanked the Committee for recognizing all the Women’s Commission Essay Winners and also for passing the Resolution to Recognize May 30 - June 5, 2019 as “Our Homes, Our Voices” National Housing Week of Action in Ingham County.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:19 p.m.

BARB BYRUM, CLERK OF THE BOARD