

CHAIRPERSON
RYAN SEBOLT

VICE-CHAIRPERSON
CHRIS TRUBAC

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE

ROBERT PEÑA, CHAIR
VICTOR CELENTINO
MARK GREBNER
RYAN SEBOLT
SIMAR PAWAR
KARLA RUEST
MONICA SCHAFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 03, 2024 AT 6:00 P.M., IN CONFERENCE ROOM A, HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING AND VIRTUALLY AT <https://ingham.zoom.us/j/87805478336>.

Agenda

Call to Order

Approval of the [November 19, 2024 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent [Conservation Easement Deeds](#) on Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, and Schrauben Properties
2. Equalization Department – Resolution to Authorize Participation in the 2025 Tri-County Regional [Aerial Imagery Partner Agreement](#)
3. Innovation & Technology Department
 - a. Resolution to Approve the Renewal of the [Ocularis Software Licensing Agreement](#) from KnightWatch
 - b. Resolution to Approve Security [Cameras for Grady Porter Building](#) and Veterans Memorial Courthouse Provided by Smart Homes, Inc.
4. Facilities Department
 - a. Emergency Purchase Order for [Repairs to Generator #3](#) at the Human Services Building
 - b. Resolution to Authorize the Upgrade of the [Access Control System at the Hilliard Building](#)
 - c. Resolution to Authorize Additional Work with [Smart Homes Smart Offices](#) for Technology Upgrades at the Hilliard Building and HSB Conference Room A
 - d. Resolution to Authorize the Installation of a [Movable Wall Between Jury Rooms 6 and 7](#) in the VMC Circuit Court
 - e. Resolution to Authorize the Installation of [Acoustic Panels at Pretrial Services](#) in the Grady Porter Building
 - f. Resolution to Authorize a Service Agreement with Hedrick Associates for the [Sewage Pump Replacement](#) Project at the Veterans Memorial Courthouse
5. Road Department – Emergency Purchase Order for [Chip Spreader Parts](#)
6. Human Resources Department
 - a. Resolution to Approve Modifications to the 2022 - 2024 [Managerial and Confidential Employee Personnel Manual for 2025 – 2027](#)
 - b. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP [Corrections Unit](#)

- c. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP [Command Unit](#)
 - d. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters [Local 214 Assistant Public Defenders Unit](#)
 - e. Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters [Local 243 Zoo Supervisory Unit](#)
7. Controller's Office
- a. Request to Approve [General Fund Positions](#)
 - b. Resolution to Approve a [Paid Parental Leave Policy](#)
 - c. Resolution to Amend Resolutions #22-212 And #23-564 and to [Allocate Remaining ARPA Funds](#) by December 31, 2024
8. Board of Commissioner's Office – Resolution Honoring [Dr. Martin Luther King, Jr.](#)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE

November 19, 2024

Draft Minutes

Members Present: Sebolt, Peña, Celentino, Grebner, Pawar, Ruest, and Schafer.

Members Absent: None.

Others Present: Commissioner Johnson, Becky Bennett, Gregg Todd, Sue Graham, Anika Ried and others.

The meeting was called to order by Chairperson Peña at 6:00 p.m. in Conference Room A of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan. Virtual Public participation was offered via Zoom at <https://ingham.zoom.us/j/87805478336>.

Approval of the November 7, 2024 Minutes

CHAIRPERSON PEÑA STATED, WITHOUT OBJECTION, THE MINUTES OF THE NOVEMBER 7, 2024 COUNTY SERVICES COMMITTEE MEETING WERE APPROVED AS SUBMITTED.

Additions to the Agenda

5. Controller's Office

- d. Resolution to Amend Resolution #24-492 for Tax Levies Rates for the Elder Persons, Basic Health Services, and Housing and Homeless Millages
- e. Resolution Approving Contract of Lease and Sublease for the Community Mental Health Authority of ClintonEaton-Ingham Counties Project

6. Board of Commissioners

- a. Resolution Authorizing Commissioner Compensation for 2025 through 2028
- b. Resolution Approving 2025-2027 Compensation for Non-Judicial County-Wide Elected Officials

Limited Public Comment

None.

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

1. Drain Commissioner's Office – Resolution to Authorize an Agreement for the Construction of Part of the Okemos Consolidated Drain within the Road Rights-of-Way and Execute an Assignment and Assumption of Drainage Easement
2. Innovation & Technology Department
 - a. Resolution to Approve the Purchase of BeyondTrust EPM Security Software from CDW-G
 - b. Resolution to Approve a Hardware Maintenance Agreement from CDW-G
3. Facilities Department – Resolution to Authorize Carpet Replacement at the Ingham County Family Center

4. Human Resources Department – Resolution to Approve Reclassification Requests for ICEA County Professional Unit, UAW TOPS, and Michigan Nurses Association Employees
5. Controller’s Office
 - a. Request to Approve General Fund Positions
 - b. Resolution to Authorize Acceptance of \$1,500,000 of State of Michigan Appropriations for Kirby Road/Kinneville Road Project
 - c. Resolution Approving Various Contracts for the 2025 Budget Year
 - e. Resolution Approving Contract of Lease and Sublease for the Community Mental Health Authority of ClintonEaton-Ingham Counties Project

THE MOTION CARRIED UNANIMOUSLY.

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

5. Controller’s Office
 - d. Resolution to Amend Resolution #24-492 for Tax Levies Rates for the Elder Persons, Basic Health Services, and Housing and Homeless Millages

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

Commissioner Ruest stated they would be voting no, specifically regarding the Housing and Homelessness Millage, because they had no idea how the money would be spent, they had not seen a budget for it, and did not think there was a need to levy the entire amount.

Commissioner Schafer stated she also thought they would not be levying the entire amount, as there had been discussion of that and she agreed with Commissioner Ruest’s concerns.

Commissioner Grebner stated they had just asked the voters what they thought and they had overwhelmingly supported it. Commissioner Grebner further stated they had their doubts about how the money would be spent, but no doubt there was support for it from the public.

Commissioner Grebner stated that this illustrated an idea they had for a while, which was that someone outside the County should look at Millage questions and language, because the people involved were too close and did not see the things that were slightly wrong, so every now and then some unit of government levied something with the wrong tax year or other error. Commissioner Grebner further stated there was a minor typographical error in one of the Millages most recently on the ballot, which was caught too late in the game, and there had been a series of times where issues had occurred like this in the past.

Commissioner Grebner stated they thought they ought to have a contract with some group outside the County that could just look at the language and worry about it, and they might spent \$5,000 to \$10,000 on such legal advice for each ballot question. Commissioner Grebner further stated that it was just the sort of thing they ought to think about next time something was placed on the ballot, and maybe they could put out a Request for Proposal (RFP) for it.

THE MOTION TO APPROVE THE RESOLUTION CARRIED.

Yeas: Sebolt, Peña, Celentino, Grebner, Pawar. **Nays:** Ruest, Schafer. **Absent:** None.

6. Board of Commissioners
 - a. Resolution Authorizing Commissioner Compensation for 2025 through 2028

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

Commissioner Ruest stated, regarding this item and Agenda Item No. 6b, they were against them both and that they all knew what they would be getting when they ran for office, so they felt it was poor judgement to be giving themselves a pay raise less than three weeks after the election.

Commissioner Schafer stated she agreed and that she thought they should consider compensation before the election and that a 65% increase was a large jump, especially when they were freezing positions.

Commissioner Grebner stated, regarding the timing of this issue, the Board of Commissioners had experimented with at least four different ways to do handle compensation, and each one had issues. Commissioner Grebner further stated that if they discussed compensation before an election, it was sucked into the whole election kerfuffle and people ended up running on a platform of opposing it, which seemed virtuous, but thought that was not good public policy.

Commissioner Grebner stated that State Law allowed them to decide compensation after the election, which felt sneaky, but if they discussed it long before an election, then the Board of Commissioners lost interest and it just got deferred. Commissioner Grebner further stated they tried to address compensation two and a half years in advance, but that did not work either and they had played with all the options but there was no good model.

Commissioner Grebner stated they thought there should be office of government that recommended compensation for local officials, but of course there was not. Commissioner Grebner further stated they thought they would be unhappy with this version of the resolution, but believed this version included per diems.

Becky Bennett, Board of Commissioners Director, stated the version of the resolution before them was the version before the last version the Board of Commissioners had amended, because the Parks Board and Fair Board had paid per diems.

Commissioner Grebner clarified that it had eliminated the language they had added regarding per diems.

Bennett stated confirmation.

Commissioner Grebner stated it was serious issue for them to consider whether they should receive per diems for meetings other than standing committee meetings.

Discussion ensued regarding past resolutions.

Commissioner Sebolt stated they were never fully comfortable with the expansion of per diems to non-standing committee meetings, as it made a lot of extra work for the Board of Commissioner's Office and it resulted in Commissioner pay not being as high as it could because they had to roll back to account for per diems, which was better in this situation and did limit some of the compensation. Commissioner Sebolt further stated they thought there was potential for this increase to be a lot higher if they had allowed all those additional meetings, but this resolution reigned it in and made life easier on the Board of Commissioner's Office.

Commissioner Grebner stated the argument for including per diems, which was the same two years ago, was that some Commissioners put in more effort because they were involved in these other boards, and it made sense to compensate them, but some did not show up to various meetings for boards which they were appointed to, so those boards ended up with quorum issues. Commissioner Grebner further stated that Ingham County had somewhat of a bad reputation in that sense, and though \$75 may not be enough to influence them to show up, it

did mean that someone counted attendance for those meetings, and thought that alone was a sufficient incentive for Commissioners not to join boards if they did not plan to participate.

Commissioner Grebner stated that they did worry that the Board of Commissioner's Office had seen per diems as something they had to process promptly, but as far as they were concerned, they could be less scrupulous, and if the information was not provided to the Board of Commissioner's Office, it was up to the Commissioners to report that. Commissioner Grebner further stated they thought other counties generally paid these per diems for outside boards and provided examples.

Commissioner Grebner stated it was a policy issue and it did not hold a lot of money, only about \$1,000 per year, per Commissioner.

Commissioner Pawar stated, though she had no stake in the game, she did support Commissioner Grebner's statements and that, of meetings she had attended, there was significant amount of absenteeism by Commissioners if no compensation was attached. Commissioner Pawar further stated that some Commissioners were very motivated by that factor and that sometimes the compensation was what got people there.

Commissioner Pawar provided an example.

Commissioner Celentino stated the incentive was only geared toward Commissioners on the various boards, but they chose to run for Commissioner and the incentive should be that it was just part of their job. Commissioner Celentino further stated that the compensation was not as much as many other Commissions, and there were times the Board of Commissioners had wanted to set the example and go without, so this increase was substantial.

Commissioner Celentino stated he had chosen not take per diems in some cases, and they had to remember that the \$20,400 they were looking at, could end up being closer to \$26,000. Commissioner Celentino further stated the issue he had seen over the last two years was that there had been a burden for the Board of Commissioner's Office and asked Bennett what the process was for finding Commissioner attendance.

Bennett stated they looked online to see if minutes had been posted, which often did not happen until shortly before their agendas went out, if meetings were canceled it took even longer, and sometimes they would not know when a meeting was canceled. Bennett further stated they often had to call Commissioners to see if they had attended a meeting.

Commissioner Celentino stated there had to be a structure in place if they were going to continue this.

Discussion.

Commissioner Sebolt stated that if per diems were the only compensation Commissioners received, it would be very different, and knew there were some Commissioners that did not even take the per diems. Commissioner Sebolt further stated that this was a burden on the Board of Commissioner's Office and frankly, while they appreciated Commissioner Grebner's point, they felt they had argued against themselves.

Commissioner Sebolt stated that even with the per diems currently in place there had been multiple instances where they had received angry letters from various boards of which Commissioners were appointed, saying Commissioners had not been attending meetings, so they thought it really did not make a difference and this proposal was much cleaner and neater.

Commissioner Grebner provided background information on per diems for Ingham County Commissioners and

why the process was the way it was today. Commissioner Grebner further asked Bennett if there was anything they could do to make the process easier.

Discussion ensued regarding potential changes in per diem policy.

Commissioner Grebner stated some Commissioners had astoundingly bad attendance records.

Discussion ensued regarding potential amendments.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. PAWAR, TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

BE IT FURTHER RESOLVED, that Ingham County Commissioners shall receive a per diem payment when they are appointed to a statutory board and/or agency by the County Board of Commissioners, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.

Commissioner Schafer stated she thought the outside meetings were important to be attended and, as a part of the Republican Caucus, there were a few committees that she would appreciate the opportunity to be on, but as a Republican was not afforded those opportunities. Commissioner Schafer further stated that reimbursement was important to get people to those meetings and she was not in favor of the 65% increase, but was in favor of any way to get Commissioners to the meetings.

Discussion ensued regarding Commissioner attendance.

Discussion ensued regarding the amendment.

Commissioner Grebner stated that the current resolution did not say the Board of Commissioners Office was required to compile anything for those outside meetings and they should make it clear that the Board of Commissioners Office should not be involved in outside claims.

THE MOTION TO AMEND THE RESOLUTION FAILED.

Yeas: Grebner, Pawar, Peña. **Nays:** Celentino, Ruest, Schafer, Sebolt. **Absent:** None.

THE MOTION TO APPROVE THE RESOLUTION CARRIED.

Yeas: Sebolt, Peña, Celentino, Grebner, Pawar. **Nays:** Ruest, Schafer. **Absent:** None.

6. Board of Commissioners
 - b. Resolution Approving 2025-2027 Compensation for Non-Judicial County-Wide Elected Officials

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

Commissioner Ruest stated that the resolution stated that 2025 would see a three percent increase, but that was

not the case for everyone and it was anywhere from three percent to 14% and thought they should remove the three percent from the chart.

Gregg Todd, Controller, stated it was specifically for the Prosecuting Attorney and the Sheriff whose salaries did not get an increase.

Commissioner Ruest stated that it could be misleading for those looking at this.

COMM. RUEST PROPOSED THE FOLLOWING AMENDMENT:

| Elected Official | 2024 | 2025 (3%) | 2026 (3%) | 2027 (4%) |
|-------------------------|-------------|------------------|------------------|------------------|
| County Clerk | 103,274 | 115,000 | 118,450 | 123,188 |
| Drain Commissioner | 96,538 | 110,000 | 113,300 | 117,832 |
| Prosecuting Attorney | 148,724 | 153,186 | 157,781 | 164,093 |
| Register of Deeds | 96,538 | 110,000 | 113,300 | 117,832 |
| Sheriff | 139,291 | 143,470 | 147,774 | 153,685 |
| Treasurer | 111,268 | 115,000 | 118,450 | 123,188 |

This was considered a friendly amendment.

Commissioner Grebner stated it was a good idea to pay County-wide Elected Officials well and there were department heads and directors with comparable departments who were paid more.

THE MOTION TO APPROVE THE RESOLUTION CARRIED.

Yeas: Sebolt, Peña, Celentino, Grebner, Pawar, Schafer. **Nays:** Ruest. **Absent:** None.

Announcements

Commissioner Schafer stated the Williamston Area Senior Center was hosting an open house on December 7, 2024 from 12:00 p.m. to 4:00 p.m. it was the same weekend as many other holiday festivities in Williamston.

Chairperson Peña stated that Catholic Charities was hosting a Community Thanksgiving Meal. The flyer for the event was included in the minutes as Attachment A.

Chairperson Peña stated that November was Native American Heritage Month and it was hard to not have Thanksgiving without cornbread, potatoes, or pumpkin pie. Chairperson Peña further stated the Lansing Bike Co-Op on Kalamazoo Street in Lansing was looking for volunteers to get bikes ready for their giveaway.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:43 p.m.

**DECEMBER 3, 2024 COUNTY SERVICES AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

The Controller recommends approval of the following resolutions:

1. ***Farmland and Open Space Preservation Board – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds on Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, and Schrauben Properties***

This resolution approves proceeding to close on the following conservation easements:

| <u>Landowner Name</u> | <u>Acreage</u> | <u>Easement Value</u> | <u>Landowner Donation</u> |
|------------------------------|-----------------------|------------------------------|----------------------------------|
| KIRKPATRICK | 83.65 +/- | \$307,000.00 | \$0.00 |
| LYON 3, (Jeff and Kelly) | | | |
| RICKETTS | 150 +/- | \$498,000.00 | \$0.00 |
| COCHRAN | 112 +/- | \$579,000.00 | \$0.00 |
| LYON 2 (Tim and Tami) | 81 +/- | \$271,000.00 | \$0.00 |
| DAYTON | 109 +/- | \$390,000.00 | \$0.00 |
| SHEFF | 40 +/- | \$120,000.00 | \$12,000.00 |
| SCHRAUBEN | 35 +/- | \$186,000.00 | \$0.00 |

See memo for details.

2. ***Equalization Department – Resolution to Authorize Participation in the 2025 Tri-County Regional Aerial Imagery Partner Agreement***

This resolution authorizes participation in the 2025 Tri-County Regional Aerial Imagery agreement. This is to provide the County with 4” pixel, true color, leaf-off digital orthoimagery. Funding is available in the 2025 budget.

See memo for details.

- 3a. ***Innovation & Technology Department – Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from KnightWatch***

This resolution approves a contract renewal with KnightWatch for licensing and support of the Ocularis Software, which the County utilizes for camera management and video recording.

Funding for the \$26,000 is available in the IT Network Maintenance Fund.

See memo for details.

- 3b. ***Innovation & Technology Department – Resolution to Approve Security Cameras for Grady Porter Building and Veterans Memorial Courthouse Provided by Smart Homes, Inc.***

This resolution approves security camera purchases for Grady Porter and VMC from Smart Homes, Inc. Outdated cameras will be replaced and new cameras to address blind spots will be installed.

Funding is available in the County’s Court Fund for the \$73,000 expense.

See memo for details.

4a. Facilities Department – *Emergency Purchase Order for Repairs to Generator #3 at the Human Services Building*

This Emergency PO with Cummins in the amount of \$5,829.51 is for repairs to the backup generator at HSB that provides power for vaccine storage. Funds are available in the HSB Maintenance account.

See memo for details.

4b. Facilities Department – *Resolution to Authorize the Upgrade of the Access Control System at the Hilliard Building*

This resolution authorizes an agreement with Knight Watch, Inc, to upgrade the access control system at the Hilliard Building. We will be utilizing the control boards for the New Hope site, which the County vacated, to save some expenses.

Funding for the \$5,812.92 is available in the Facilities Department budget.

See memo for details.

4c. Facilities Department – *Resolution to Authorize Additional Work with Smart Homes Smart Offices for Technology Upgrades at the Hilliard Building and HSB Conference Room A*

This resolution approves additional funding for tech upgrades at the Hilliard Building for a security camera and HSB Conference Room A to integrate the wireless microphones into the AV system.

Funding for the \$2,432.65 expense is available in the Building Repair and Maintenance budget.

See memo for details.

4d. Facilities Department – *Resolution to Authorize the Installation of a Movable Wall Between Jury Rooms 6 and 7 in the VMC Circuit Court*

This resolution authorizes the installation of a movable wall between Jury Rooms 6 and 7 at the VMC Circuit Court to accommodate larger jury deliberation rooms. Laux Construction is contracted to complete the work.

Funding for the \$50,000 project is available in previous CIP projects.

See memo for details.

4e. Facilities Department – *Resolution to Authorize the Installation of Acoustic Panels at Pretrial Services in the Grady Porter Building*

This resolution authorizes the installation of acoustic panels at Pretrial Services at the Grady Porter Building to help absorb and block sound. Installation will be completed by DBI for a not to exceed price of \$22,038.51.

Funding is available in account #664-13099-979000-22F20.

See memo for details.

4f. Facilities Department – Resolution to Authorize a Service Agreement with Hedrick Associates for the Sewage Pump Replacement Project at the Veterans Memorial Courthouse

This resolution authorizes a service agreement with Hedrick Associates to replace the sewage pump at VMC. Total cost for the project is \$17,950.

Funding is available in the 2024 Building Repair and Maintenance budget.

See memo for details.

5. Road Department – Emergency Purchase Order for Chip Spreader Parts

This Emergency PO is for replacement parts to fix the chip spreader that lost a gallant yet futile fight with a bridge.

See memo for details.

6a. Human Resources Department – Resolution to Approve Modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027

This resolution approves modifications to the Managerial and Confidential Employee Personnel Manual for 2025-2027. The MCs are the County's non-union staff. Typically, compensation increases in the MC group match what is provided for the County's union groups. The three-year compensation increase is proposed at 3%, 3%, and 4% for years 2025-2027.

See memo for details.

6b. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Corrections Unit

This resolution approves the 2025-2027 collective bargaining agreement with the CCLP Corrections Unit.

See memo for details.

6c. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the CCLP Command Unit

This resolution approves the 2025-2027 collective bargaining agreement with the CCLP Command Unit.

See memo for details.

6d. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 214 Assistant Public Defenders Unit

This resolution approves the 2025-2027 collective bargaining agreement with the Teamsters Local 214 Assistant Public Defenders Unit.

See memo for details.

6e. Human Resources Department – Resolution to Approve the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 243 Zoo Supervisory Unit

This resolution approves the 2025-2027 collective bargaining agreement with the Teamsters Local 243 Zoo Supervisory Unit.

See memo for details.

7a. Controller's Office – Request to Approve General Fund Positions

This memo requests filling the following vacant GF positions:

- Friend of Court
 - Position 142023 – Senior Enforcement Specialist – Exempt
 - 66% Federal Cooperative Reimbursement Program Funded/33% General Fund
- Health Department
 - Position 60135 – Nurse Practitioner, Eastern Community Center – Exempt
 - 78% MDHHS Child and Adolescent Health Center Program funded/22% General Fund
- Human Resources
 - Position 226008 – HR Assistant – Exempt
- Animal Control
 - Position 421016 – Animal Control Shelter Clerk – Exempt
- County Clerk
 - Position 215007 – Vacant County Clerk – Exempt

See memo for details.

7b. Controller's Office – Resolution to Approve a Paid Parental Leave Policy

This resolution approves a paid parental leave policy providing up to 12 weeks (60 days/480 hours), prorated according to assigned FTE, of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

See memo for details.

7c. Controller's Office – Resolution to Amend Resolutions #22-212 And #23-564 and to Allocate Remaining ARPA Funds by December 31, 2024

This resolution finalizes our ARPA allocations by allocating unspent funds in the amount of \$351,412.51 and reallocating \$415,000 in unused fiber engineering/construction funds that were approved via Resolution #23-564.

The allocations requested are:

- \$13,000 COVID Sick Leave – this will get us through the end of the program, 12/31/2024
- \$753,412.51 for the Visiting Judge Program

See memo for details

8. Board of Commissioner's Office – Resolution Honoring Dr. Martin Luther King, Jr.

This resolution honors Dr. Martin Luther King, Jr. and recognizes January 20, 2025 as Martin Luther King Day.

To: County Services and Finance Committees

From: Stacy Sheridan-Byers, Director Ingham County Farmland and Open Space Preservation Board

Date: November 19, 2024

Subject: Resolution authorizing closing conservation easement deeds on the Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, Schrauben Properties

BACKGROUND

The Farmland and Open Space Preservation Board received applications for the 2022 cycle from May 1 to July 31, 2022. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2022 Farmland and Open Space selection criteria. The Board of Commissioners approved resolution #23-189 approving the ranking of the 2022 farmland and open space preservation programs application cycle ranking and recommendation to purchase permanent conservation easement deeds on the top ranked properties.

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, the Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff, Schrauben Properties, were recommended for purchase by the Purchasing Department.

FINANCIAL IMPACT

The FOSP Board has money in the budget to close on the properties and cover all closing costs.

| <u>Landowner Name</u> | <u>Acreage</u> | <u>Easement Value</u> | <u>Landowner Donation</u> |
|---|-----------------------|------------------------------|----------------------------------|
| KIRKPATRICK LYON 3, (Jeff and Kelly) | 83.65 +/- | \$307,000.00 | \$0.00 |
| RICKETTS | 150 +/- | \$498,000.00 | \$0.00 |
| COCHRAN | 112 +/- | \$579,000.00 | \$0.00 |
| LYON 2 (TIM AND TAMI) | 81 +/- | \$271,000.00 | \$0.00 |
| DAYTON | 109 +/- | \$390,000.00 | \$0.00 |
| SHEFF | 40 +/- | \$120,000.00 | \$12,000.00 |
| SCHRAUBEN | 35 +/- | \$186,000.00 | \$0.00 |

RECOMMENDATION

It is the recommendation of the Farmland and Open Space Preservation Board to approve purchasing Conservation Easement Deeds on the above listed properties.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON KIRKPATRICK, LYON 3, RICKETTS, COCHRAN, LYON 2, DAYTON, SHEFF AND SCHRAUBEN PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Board of Commissioners established a strategic planning priority of building awareness and urgency to develop environmentally sustainable practices in county government; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2022 cycle and of which, said rankings were approved by Resolution #23-189; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Kirkpatrick, Lyon 3, Ricketts, Cochran, Lyon 2, Dayton, Sheff and Schrauben properties at a price not to exceed the amount listed in the chart below:

| <u>Landowner Name</u> | <u>Acreage</u> | <u>Easement Value</u> | <u>Landowner Donation</u> |
|------------------------------|-----------------------|------------------------------|----------------------------------|
| KIRKPATRICK | 83.65 +/- | \$307,000.00 | \$0.00 |
| LYON 3, (Jeff and Kelly) | | | |
| RICKETTS | 150 +/- | \$498,000.00 | \$0.00 |
| COCHRAN | 112 +/- | \$579,000.00 | \$0.00 |
| LYON 2 (Tim and Tami) | 81 +/- | \$271,000.00 | \$0.00 |
| DAYTON | 109 +/- | \$390,000.00 | \$0.00 |
| SHEFF | 40 +/- | \$120,000.00 | \$12,000.00 |
| SCHRAUBEN | 35 +/- | \$186,000.00 | \$0.00 |

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.

DATE: November 25, 2024

TO: Ingham County Board of Commissioners

FROM: Rosemary Anger, Director
Equalization and Tax Mapping Department

SUBJECT: Resolution to Authorize Participation in the 2025 Tri-County Regional Aerial Imagery Partner Agreement

Attached please find a draft letter to the Tri-County Regional Planning Commission confirming Ingham County's participation in the Digital Orthophoto acquisition managed by Tri-County Regional Planning Commission.

It is respectfully requested that letter be forwarded to the county attorney for review and to Chairperson Sebolt for authorizing signature.

Respectfully,

A handwritten signature in blue ink, appearing to read "Rosemary Anger". The signature is written in a cursive style with a long, sweeping tail on the final letter.

SAMPLE LETTER

<<DATE>>

Laura Tschirhart
Tri-County Regional Planning Commission
3135 Pine Tree Rd., Ste. 2C
Lansing, MI 48911

RE: 2025 Tri-County Region Aerial Imagery Partner Agreement

Dear Ms. Tschirhart:

Ingham County to participate in the 2025 Orthoimagery Project facilitated by Tri-County Regional Planning Commission (Tri-County). We have budgeted for and agree to pay \$56,763 for high-quality orthoimagery available in 4-inch pixel resolution. We understand Tri-County Regional Planning Commission has committed to this partnership by reaching out, assisting local agencies, and forming partnerships within the tri-county region to for interested entities to participate in this project.

We acknowledge that the flyover is planned to occur March or April 2025, weather permitting, and that final products are expected for delivery in September 2025.

Sincerely,

Ryan Sebolt, Chairperson
Ingham County Board of Commissioners

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION IN THE 2025 TRI-COUNTY REGIONAL
AERIAL IMAGERY PARTNER AGREEMENT**

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

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

WHEREAS, participation in this regional project would supply Ingham County and participating local jurisdictions with 4" pixel, true color, leaf-off digital orthoimagery; and

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

WHEREAS, Ingham County approved \$76,200 in the 2025 budget to acquire said imagery; and

WHEREAS, the State of Michigan, Department of Technology, Management and Budget (DTMB) through its MiSAIL program will partner in this agreement for \$14,502 of the County's cost to be paid directly to Tri-County Regional Planning Commission.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2025 Tri-County Regional Imagery Partner Agreement for a total project cost of \$56,763 for Ingham County imagery, and,

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

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

FROM: Deb Fett, CIO

DATE: November 19, 2024

SUBJECT: Resolution – Ocularis Licensing Renewal
For the meeting agendas of December 3rd, 4th and 10th, 2024

BACKGROUND

Ingham County has been using Ocularis for our camera management and video recording for many years. This licensing and support are provided by KnightWatch. Innovation and Technology department (ITD) is very pleased with their service thus far.

Normally this renewal is done on the annual contract Resolution put through by Budget, but this year we have increased costs due to the addition of cameras at the Youth Center which pushes us over the threshold for that convenience by \$3,500.

This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money.

ALTERNATIVES

KnightWatch has been the only vendor able to provide Ingham County with licensing, support, and installation in the local area.

FINANCIAL IMPACT

The funding for the \$23,470.20 renewal invoice will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the invoice for software license and support renewal from KnightWatch.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE OCULARIS SOFTWARE LICENSING AGREEMENT FROM KNIGHTWATCH

WHEREAS, Ingham County has been using Ocularis for the camera management and video recording for many years; and

WHEREAS, KnightWatch has been providing licensing and support for Ocularis in the past and the Innovation and Technology department (ITD) is very satisfied with the service thus far; and

WHEREAS, ITD has reviewed the potential alternatives and deems KnightWatch as the most capable and cost-effective solution; and

WHEREAS, our current agreement expires on January 19, 2025 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing and support renewal from KnightWatch in the amount not to exceed \$23,600.

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

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, CIO
DATE: November 19, 2024
SUBJECT: Cameras for Grady Porter Building and Veterans Memorial Courthouse
For the meeting agendas of December 3rd, 4th and 10th, 2024

BACKGROUND

Ingham County’s Court facilities in downtown Lansing need to have proper security to ensure the safety of all those in the building. Currently there is a need to replace aging cameras and add a few more cameras to ensure that safety. The cameras that will be replaced are older cameras with some being 10 years old or older. Replacing these outdated cameras with new cameras will provide a higher quality video feed and recording, which will enhance physical security in both buildings. They will also be adding additional cameras in locations that were determined to be blind spots and where the current video coverage is not adequate.

Innovation and Technology Department (ITD) was able to obtain a quote for the security cameras and installation needed to provide a level of security for the building with a vendor that can handle both services and procurement. Other vendors we have contacted have not been able to provide the service aspect, only the equipment. This installation service is critical to getting the equipment to operate quickly and efficiently.

Smart Homes, Inc. quoted \$72,618.91 for the necessary cameras and installation of this equipment. ITD is also requesting a small contingency to ensure that the lack of a cable or connector does not delay the project.

ALTERNATIVES

There is always the alternative to do nothing. Other vendors we have spoken with had higher prices or were unable to handle the installation in a timely manner, if at all, which lead us to selecting this vendor.

FINANCIAL IMPACT

The funding for the not to exceed \$73,000 is budgeted and will come from the County’s Court Fund (#664-13099-978000).

OTHER CONSIDERATIONS

ITD has used this vendor over many years, they are reliable, and cost-effective. This quote was provided under the Michigan MiDEAL contract (Contract #: 240000001076).

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution for cameras for the Court facilities in downtown Lansing provided by Smart Homes, Inc. in the amount not to exceed \$73,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE SECURITY CAMERAS FOR GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE PROVIDED BY SMART HOMES, INC.

WHEREAS, Ingham County has downtown Lansing Court facilities that need to have proper security to ensure the safety of all those in the building; and

WHEREAS, Innovation and Technology Department (ITD) was able to obtain a quote for replacing aging security cameras, adding new cameras to blind spots, and the installation needed to provide a level of security for the building with a vendor that can handle both services and procurement under the Michigan MiDEAL contract; and

WHEREAS, the requested amount is in the 2024 budget; and

WHEREAS, ITD has reviewed the potential alternatives and deems Smart Homes, Inc. as the most capable and cost-effective solution.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize purchasing security cameras and installation from Smart Homes, Inc. in the amount not to exceed \$73,000.

BE IT FURTHER RESOLVED, the total cost will be paid from the County's Court Fund (#664-13099-978000).

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

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

TO: County Services Committee
FROM: Glenn Canning, Facilities Director
DATE: November 15, 2024
SUBJECT: Emergency Purchase Order for Repairs to Generator #3 at the Human Services Building

This memo is to inform you of an emergency purchase that is currently in process to ensure continuous backup power for vaccine storage at the Human Services Building (HSB).

On November 7, 2024, an alarm indicated a failure to start on Generator #3, which supplies backup power to seven immunization freezers and refrigerators containing valuable vaccines. This generator is critical to maintaining the integrity of the vaccines stored in these units.

After consulting with PM Tech and Cummins, it was determined that Cummins could perform the necessary repairs more quickly and at a lower cost. Cummins has quoted \$5,829.51 for the repair work, and they are scheduled to complete the repairs on Monday, November 18, 2024. In the meantime, a portable generator has been rented to ensure continuous power supply until the repairs are completed.

The funds for this expenditure are available in the HSB Maintenance line item #264-66400-978000. The emergency purchase order is in the process of being issued to ensure that the work is completed promptly.

This action is necessary to safeguard vaccine storage and ensure that the backup power system is fully operational.

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 6, 2024

RE: Resolution Authorizing the Upgrade of Access Control System at Hilliard Building

For the meeting agendas of: December 3 & 4

BACKGROUND

The Hilliard Building currently has an access control system that is outdated and failing, posing a risk to the security and operational reliability of the facility. Knight Watch, Inc. (KWI) has proposed removing the existing system and installing a new Galaxy access control system. The new system will be scalable to accommodate up to 16 doors, ensuring future flexibility and enhanced security. To reduce costs, the boards from the New Hope facility will be repurposed for use in the new system. The total cost for this project is \$5,812.92.

ALTERNATIVES

The alternative would be to delay the replacement of the failing system. However, this would increase the risk of system failure and compromise the security of the Hilliard Building.

FINANCIAL IMPACT

Funds are available in the Facilities Building Repair & Maintenance Operating fund line item #101-23303-931000. The total cost of \$5,812.92 will not impact other budget allocations.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the resolution to authorize the removal of the existing system and the installation of a new Galaxy access control system by Knight Watch, Inc. at the Hilliard Building, for a total amount not to exceed \$5,812.92.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE UPGRADE OF THE ACCESS CONTROL SYSTEM AT
THE HILLIARD BUILDING**

WHEREAS, the current premise system at the Hilliard Building requires replacement to ensure continued operational reliability and support; and

WHEREAS, Knight Watch, Inc. has provided a proposal (Proposal #ESTO 16 719, dated June 25, 2024) to remove the existing premise system and install a new Galaxy system, which will allow scalability for up to 16 doors within the provided large controller can; and

WHEREAS, the project scope includes removal of the old system, installation of the new Galaxy system, and programming of the hardware into the controller, with the customer (Ingham County) being responsible for programming cards and access groups; and

WHEREAS, the boards required for this system will be repurposed from the New Hope controller, reducing costs; and

WHEREAS, Knight Watch, Inc. will perform the work during normal business hours as outlined in their proposal, and partial invoicing will be issued upon ordering parts and for labor at the end of each month during the project; and

WHEREAS, the total cost for the project, as detailed in the proposal, is \$5,812.92; and

WHEREAS, funding for this project is available in account number 101-23303-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Knight Watch, Inc. for the removal of the existing premise system and installation of a new Galaxy access control system at the Hilliard Building, in an amount not to exceed \$5,812.92.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 16, 2024

RE: Resolution to Authorize Additional Work with Smart Homes Smart Offices for Hilliard Building and HSB Conference Room A Technology Upgrades

For the meeting agendas of: December 3 & 4

BACKGROUND

In continuation of the ongoing technology upgrades, previously authorized under Resolution #24-136 for HSB Conference Room A, and Resolution #24-266 for surveillance upgrades at the Hilliard Building, additional work has been identified to address further needs. Smart Homes Smart Offices (SHSO), an approved vendor under the MiDeals Cooperative Agreement, has provided a proposal (Ref: Proposal #QUOQ19302-01) for these upgrades. This includes the installation of wireless microphones integrated with the AV system in HSB Conference Room A and the installation of a surveillance camera system for the Hilliard Building. These upgrades aim to ensure seamless operation and functionality across these facilities while addressing gaps in previous work.

ALTERNATIVES

The alternative would be to forego the additional upgrades, leaving the AV system in HSB Conference Room A incomplete and delaying security improvements in the Hilliard Building. This would limit the functionality of these spaces and hinder efforts to modernize county facilities effectively.

FINANCIAL IMPACT

The total cost for the additional work is \$2,432.65. Funds are available in the 2024 Building Repair and Maintenance line item #101-10100-931000.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the needs identified and the vendor's qualifications, the Facilities Department recommends approving the attached resolution to authorize the additional work with Smart Homes Smart Offices.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ADDITIONAL WORK WITH SMART HOMES SMART OFFICES FOR TECHNOLOGY UPGRADES AT THE HILLIARD BUILDING AND HSB CONFERENCE ROOM A

WHEREAS, the Ingham County Board of Commissioners previously approved technology upgrades for HSB Conference Room A under Resolution #24-136 and surveillance upgrades at the Hilliard Building under Resolution #24-266; and

WHEREAS, additional needs have been identified, including wireless microphone integration with the AV system in HSB Conference Room A and the installation of a surveillance camera in the Hilliard Building; and

WHEREAS, Smart Homes Smart Offices, an approved MiDeals Cooperative Agreement vendor, has submitted Proposal #QUOQ19302-01 for this additional work; and

WHEREAS, the total cost of the additional work is \$2,432.65, and funds are available in the 2024 Building Repair and Maintenance line item #101-10100-931000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the additional work with Smart Homes Smart Offices for technology upgrades at the HSB Conference Room A and the Hilliard Building for an amount not to exceed \$2,432.65.

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 19, 2024
RE: Resolution Authorizing the Installation of a Movable Wall Between Jury Rooms 6 and 7 in the VMC Circuit Court

For the meeting agendas of: December 3 & 4

BACKGROUND

Jury Rooms 6 and 7 in the VMC Circuit Court currently lack the capacity to accommodate larger groups required for criminal trials. To address this issue, a section of the wall between Jury Rooms 6 and 7 will be removed and replaced with a retractable wall. This modification will allow the rooms to combine into one larger space as needed, improving the efficiency of jury deliberations during criminal trials.

The project will utilize Laux Construction, located at 1018 Hogsback Road, Mason, MI 48854, as the contractor. The total project cost is \$50,000, which includes \$49,815 for the quoted work and a \$185.00 contingency.

ALTERNATIVES

Funds are available in the following accounts:

- 245-13099-931000-24F08: \$15,000
- 245-26710-978000-20F12: \$35,000

The project will utilize a Cooperative Contract through MiDeals (#00865), and therefore, three quotes are not required.

FINANCIAL IMPACT

The total project cost of \$50,000 will be fully covered by the allocated funds from the accounts listed above, ensuring no impact on other budget allocations.

OTHER CONSIDERATIONS

Prevailing Wage reporting requirements will apply to this project. Additionally, a PRE-Construction meeting will be held prior to the start of the project to ensure compliance with all necessary regulations.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the resolution to authorize the installation of a movable wall between Jury Rooms 6 and 7 in the VMC Circuit Court, with a total project cost not to exceed \$50,000.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE INSTALLATION OF A MOVABLE WALL BETWEEN
JURY ROOMS 6 AND 7 IN THE VMC CIRCUIT COURT**

WHEREAS the Jury Rooms 6 and 7 in the VMC Circuit Court currently lack the capacity to accommodate larger groups required for criminal trials; and

WHEREAS removing a section of the wall between Jury Rooms 6 and 7 and replacing it with a retractable wall will allow the rooms to combine into one larger space as needed, improving the efficiency of jury deliberations during criminal trials; and

WHEREAS the project will be completed by Laux Construction, located at 1018 Hogsback Road, Mason, MI 48854, under MiDeals Contract #00865; and

WHEREAS the estimated cost for this project is not to exceed \$49,815, with a contingency of \$185.00, for a total project budget of \$50,000; and

WHEREAS funding for this project will be provided through the following accounts:

- 245-13099-931000-24F08: \$15,000.00
- 245-26710-978000-20F12: \$35,000.00

WHEREAS Prevailing Wage reporting will apply to this project, and a Pre-Construction meeting will be held to ensure compliance with all requirements.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Facilities Department to proceed with the movable wall project as proposed at the Veterans Memorial Courthouse, with Laux Construction for a not to exceed cost of \$50,000.

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

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

TO: Board of Commissioners, County Services & Finance Committees
FROM: Glenn Canning, Facilities Director
DATE: November 6, 2024
RE: Resolution Authorizing the Installation of Acoustic Panels at Pretrial Services in the Grady Porter Building

For the meeting agendas of: December 3 & 4

BACKGROUND

The Pretrial Services area in the Grady Porter Building experiences significant sound transfer, which impacts court staff's ability to conduct sensitive conversations effectively. To address this issue, acoustic panels will be installed to absorb and block sound, improving the workspace's functionality and privacy for staff.

The project will utilize DBI, located at 912 E Michigan Ave, Lansing, MI 48912, as the vendor for this work. The total cost for the project is \$22,038.52, which includes \$20,038.52 for the quoted work and a \$2,000 contingency.

ALTERNATIVES

Do not complete the project.

FINANCIAL IMPACT

Funds are available in account #664-13099-979000-22F20, with a total allocation of \$29,400.44. The project's total cost of \$22,038.52 includes a contingency amount of \$2,000.

OTHER CONSIDERATIONS

This project will utilize a Cooperative Contract through TIPS, and therefore, three quotes are not required.

RECOMMENDATION

Based on the information presented, the Facilities Department respectfully recommends approval of the resolution to authorize the installation of acoustic panels at Pretrial Services in the Grady Porter Building, with a total project cost not.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INSTALLATION OF ACOUSTIC PANELS AT PRETRIAL SERVICES IN THE GRADY PORTER BUILDING

WHEREAS, the Pretrial Services area in the Grady Porter Building experiences significant sound transfer, affecting the ability of court staff to conduct sensitive conversations effectively; and

WHEREAS, the Facilities Department recommends installing acoustic panels to absorb and block sound, enhancing the functionality and privacy of the workspace; and

WHEREAS, DBI, located at 912 E Michigan Ave, Lansing, MI 48912, has provided a quote of \$20,038.52 for the work, with an additional \$2,000 allocated as contingency, bringing the total project cost to \$22,038.52; and

WHEREAS, funds for this project are available in account #664-13099-979000-22F20, with a total allocation of \$29,400.44; and

WHEREAS, this project will utilize a Cooperative Contract through TIPS, and therefore, three quotes are not required.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with DBI, 912 E. Michigan Avenue, Lansing, MI 48912, for the installation of acoustic panels at Pretrial Services in the Grady Porter Building, with a total project cost not to exceed \$22,038.52.

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

TO: Board of Commissioners, County Services & Finance Committees

FROM: Glenn Canning, Facilities Director

DATE: November 22, 2024

RE: Resolution to Authorize a Service Agreement with Hedrick Associates for the Sewage Pump Replacement at the Veterans Memorial Courthouse

For the meeting agendas of: December 3 & 4

BACKGROUND

The existing sewage pump and associated components at the Veterans Memorial Courthouse are experiencing significant wear and corrosion. This poses potential risks to the building's operations and maintenance. To address this, Hedrick Associates has submitted a proposal to replace the sewage pump and perform necessary related work, ensuring the system's continued efficiency and reliability.

The scope of work includes removing the existing sewage pump, installing a new Weil vertical sewage pump and associated components, and testing the system for leaks and proper operation. The total cost of this project is \$17,950, which includes materials, labor, installation, and freight.

ALTERNATIVES

The alternative would be to defer this work, potentially leading to pump failure and higher repair costs in the future, as well as possible disruption to courthouse operations.

FINANCIAL IMPACT

Funds are available in the 2024 Building Repair and Maintenance line item # 101-23303-933000.

OTHER CONSIDERATIONS

There are no other considerations that we are aware of at this time.

RECOMMENDATION

Based on the information provided, the Facilities Department respectfully recommends approval of the attached resolution to authorize a service agreement with Hedrick Associates for the sewage pump replacement project at the Veterans Memorial Courthouse.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A SERVICE AGREEMENT WITH HEDRICK ASSOCIATES
FOR THE SEWAGE PUMP REPLACEMENT PROJECT AT THE VETERANS MEMORIAL
COURTHOUSE**

WHEREAS, the existing sewage pump and associated components at the Veterans Memorial Courthouse are experiencing significant wear and corrosion, creating potential operational and maintenance challenges; and

WHEREAS, Hedrick Associates has submitted Proposal #49107, dated November 21, 2024, to perform the Sewage Pump Replacement Project, which includes removing and replacing the existing sewage pump, installing a new Weil Vertical Sewage Pump and associated components, and testing the system for proper operation; and

WHEREAS, the total cost of the project is \$17,950, which includes materials, labor, installation, and freight, but excludes any additional repairs not outlined in the proposal; and

WHEREAS, funds for this project are available in the 2024 Building Repair and Maintenance line item #101-23303-933000; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Hedrick Associates for the Sewage Pump Replacement Project at the Veterans Memorial Courthouse in an amount not to exceed \$17,950.

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

TO: County Services Committee and Finance Committee

FROM: Kelly R. Jones, Managing Director
Road Department

DATE: November 18, 2024

SUBJECT: Emergency Purchase Order for Chip Spreader Parts

For the meeting agendas of December 3 and 4

Recently, the Road Department's chip spreader was damaged to a point of being unusable, so the remainder of the 2024 chip seal program was cancelled. Following this incident, an insurance claim was promptly filed with the Michigan Municipal Risk Management Authority (MMRMA). The insurance company has since authorized the county to proceed with the purchase of replacement parts for the chip spreader, which will be fully covered by insurance.

As part of the insurance claim process, the Road Department obtained three quotes for parts (only) to repair the chip spreader, with the labor being provided by internal staff. This option was dramatically cheaper than shipping the chip spreader out of state to be repaired at the manufacturer's facility. The insurance company has provided approval to purchase the parts from Interstate Billing Services, dba AIS Construction Equipment, who provided the lowest quote.

The requested emergency purchase order with Interstate Billing Services, Inc was in the amount of \$35,271.45 for the chip spreader replacement parts.

Funds for these repairs will be reimbursed by MMRMA to the Road Department.

The Controller approved this emergency purchase order.

TO: Board of Commissioners County Services and Finance Committee
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2024
SUBJECT: Resolution Approving Modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027

For the meeting agendas of December 3 and December 4

BACKGROUND

Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2025, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution.

ALTERNATIVES

None

FINANCIAL IMPACT

The manual update includes a 3% increase to the 2024 wage schedule, a 3% increase to the 2025 wage schedule, and a 4% increase to the 2026 wage schedule.

OTHER CONSIDERATIONS

None

RECOMMENDATION

On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 - 2027.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE MODIFICATIONS TO THE
2022 - 2024 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL FOR 2025 -
2027**

WHEREAS, the Managerial and Confidential Employee Steering Committee has met and discussed the 2022 – 2024 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommends changes in the 2022 - 2024 Managerial and Confidential Employee Personnel Manual for 2025 – 2027.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the following modifications, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2022 - 2024 Managerial and Confidential Employee Personnel Manual (Manual) for 2025 - 2027 (with provisions unmodified remaining unchanged):

1. Update language in section B. Compensation Plan: the Manual is effective for a three-year period from January 1, 2025 through December 31, 2027.
2. Update language in section C. Compensation Levels: Effective the first full pay period on or after January 1, 2025, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 3% increase to the 2024 salary schedule. Effective the first full pay period on or after January 1, 2026, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 3% increase to the 2025 salary schedule. Effective the first full pay period on or after January 1, 2027, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 4% increase to the 2026 salary schedule.
3. Update language in section E. Hospitalization – Medical Coverage: benefits are subject to annual modification for health plan years 2025 – 2027 to reflect the annual recommendation(s) of the Health Care Coalition.
4. Update language in section K. Severance Pay: clarify that in the case of layoff, severance pay and benefit continuation is made as specified, without execution of a release and waiver, to a maximum of six months, with extension of an additional six months for those employed ten or more continuous years at the description of the County Services Committee for amounts under \$10,000 and by the County Services Committee and Finance Committees for amounts between \$10,000 - \$50,000 and amounts above \$50,000 will require the approval of the Board of Commissioners. Further clarify that in the case of termination, severance pay and benefit continuation is made as specified, with execution of a release and waiver, to a maximum of six months, with extension of an additional six months for those employed ten or more continuous years at the description of the County Services Committee for amounts under \$10,000 and by the County Services Committee and Finance Committees for amounts between \$10,000 - \$50,000 and amounts above \$50,000 will require the approval of the Board of Commissioners.
5. Amend language in section M. Vacations: eliminate the prohibition on using credited vacation hours during the first six months of employment.
6. Update language in section P. Jury Duty: reflect current process of employees signing over Jury Duty pay to Ingham County in exchange for receiving full regular wages.

7. Amend language in section Q. Travel Allowance: eliminate paragraph 2 which requires repayment of conference expenses should the employee leave Ingham County employment within six months of attending the conference to reflect current practice.
8. Update language in Appendix C: Position Listing Managerial & Confidential (job titles and pay grade)
9. Update language in Appendix D - Compensation Levels: insert new wage tables.
10. Appendix E. Ingham County Road Department: Holidays – add Presidents Day and New Year’s Eve as holidays.
11. Update language in Appendix F – Helpful Links: include reference to current vendors and resources available.
12. Update obsolete language throughout the Manual.

BE IT FURTHER RESOLVED, that the 2025 – 2027 Managerial and Confidential Employee Personnel Manual will be effective January 1, 2025 and shall expire on December 31, 2027.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 22, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the CCLP Corrections Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the CCLP Corrections Unit. The new terms of the tentative agreement provide for 1) a 2% public safety incentive wage scale adjustment and 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH
THE CCLP CORRECTIONS UNIT**

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the CCLP Corrections Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 2% public safety incentive wage scale adjustment and a 3% increase effective December 28, 2024, a 3% increase effective December 27, 2025, and a 4% increase effective December 26, 2026; and

WHEREAS, the agreement adds a non-discrimination clause based upon membership or non-membership in the Union; and

WHEREAS, the agreement adds an access to Ingham County premises provision; and

WHEREAS, the agreement adds date and time of application for Ingham County employment as a tie-breaker for seniority; and

WHEREAS, the agreement adds a thirty-day advance notice of layoff provision; and

WHEREAS, the agreement adds a notice of release of confidential information as well as for administrative leave in the event of the use of force as well as an MCOLES disclosure notice provision; and

WHEREAS, the agreement amends the grievance procedure to mirror the grievance procedure contained in the CCLP Law Enforcement Unit collective bargaining agreement; and

WHEREAS, the agreement amends the Elections of Remedies article; and

WHEREAS, the agreement provides for employer payment for the cost of any new training required to maintain employment; and

WHEREAS, the agreement provides for thirty-day notice of assignment change; and

WHEREAS, the agreement provides for clarification of inclement weather compensation and an increase in the annual cap from sixteen hours to twenty-four hours of leave; and

WHEREAS, the agreement updates shift premium language and increases the shift premium from thirty-five cents to fifty cents per hour, and eliminates the repayment provision for the expense of conferences attended at Ingham County expense within six months of separation of employment; and

WHEREAS, the agreement increases Corrections training pay from thirty minutes to one hour, and adds a provision for Canine Handler pay of seven hours per pay period;

WHEREAS, the agreement eliminates longevity plan retention incentive pay for employees hired by Ingham County prior to December 1, 2012; and

WHEREAS, the agreement increases the equipment allowance from \$250 to \$1,500 per year, payable annually in November rather than in April; and

WHEREAS, the agreement provides double-time pay for overtime hours worked on holidays; and

WHEREAS, the agreement eliminates the limit on sick leave use for a family member, updates sick leave provisions to comply with the Michigan Earned Sick Leave Act, and provides for 100% payout of accrued sick leave in the event of a line of duty death, and eliminates a medical dispute provision; and

WHEREAS, the agreement eliminates the prohibition on vacation leave use until after six months of employment, and updates Bereavement (Funeral) Leave provisions to be consistent with that of other Ingham County collective bargaining agreements; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee; and

WHEREAS, the agreement amends the Workers' Compensation provisions to permit use of accumulated paid leave time to supplement workers' compensation benefits to 100% of regular pay, provides for employer paid health insurance in non-disputed cases for up to one year; and

WHEREAS, the agreement increases the month amount of practice ammunition provided to fifty from thirty rounds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the CCLP Corrections Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 25, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the CCLP Command Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the CCLP Command Unit. The new terms of the tentative agreement provide for 1) a 2% public safety incentive wage scale adjustment and 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE CCLP COMMAND UNIT

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the CCLP Command Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 2% public safety incentive wage scale adjustment and a 3% increase effective December 28, 2024, a 3% increase effective December 27, 2025, and a 4% increase effective December 26, 2026; and

WHEREAS, the agreement adds a thirty-day advance notice of layoff provision; and

WHEREAS, the agreement adds a notice of release of confidential information as well as for administrative leave in the event of the use of force as well as an MCOLES disclosure notice provision; and

WHEREAS, the agreement adds a provision for three paid administrative leave days following a use of force incident along with a 72-hour period before the employee is required to make a statement; and

WHEREAS, the agreement adds an Elections of Remedies provision to the grievance procedure; and

WHEREAS, the agreement provides for thirty-day notice of assignment change; and

WHEREAS, the agreement provides for clarification of inclement weather compensation; and

WHEREAS, the agreement updates shift premium language and increases the shift premium from thirty-five cents to fifty cents per hour; and

WHEREAS, the agreement increases Canine Handler pay to seven straight hours per pay period from 15 minutes of daily overtime per day worked; and

WHEREAS, the agreement eliminates longevity plan retention incentive pay for employees hired by Ingham County prior to December 1, 2012; and

WHEREAS, the agreement increases the equipment allowance from \$250 to \$1,500 per year, payable annually in November; and

WHEREAS, the agreement increases the clothing allowance from \$800 to \$1,500 per year, payable annually in December; and

WHEREAS, the agreement increases the month amount of practice ammunition provided to fifty from thirty rounds; and

WHEREAS, the agreement provides an employee with a minimum of 200 accrued vacation hours may cash out up to 40 hours annually by December 15 of each year; and

WHEREAS, the agreement provides double-time pay for overtime hours worked on holidays; and

WHEREAS, the agreement eliminates the limit on sick leave use for a family member, updates sick leave provisions to comply with the Michigan Earned Sick Leave Act, and provides for 100% payout of accrued sick leave in the event of a line of duty death; and

WHEREAS, the agreement updates Bereavement (Funeral) Leave provisions to be consistent with that of other Ingham County collective bargaining agreements; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee; and

WHEREAS, the agreement amends the Workers' Compensation provisions to permit use of accumulated paid leave time to supplement workers' compensation benefits to 100% of regular pay, provides for employer paid health insurance in non-disputed cases for up to one year; and

WHEREAS, the agreement provides for employer payment for the cost of any new training required to maintain employment; and

WHEREAS, the agreement includes an MCOLES disclosure notice provision.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the CCLP Command Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 25, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 214 Assistant Public Defenders Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the Teamsters Local 214 Assistant Public Defenders Unit. The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 214 ASSISTANT PUBLIC DEFENDERS UNIT

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the Teamsters Local 214 Assistant Public Defenders Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement updates Disability Insurance language to be consistent with the current disability plan; and

WHEREAS, the agreement corrects the vacation leave accrual rate, and eliminates the prohibition on utilizing paid vacation leave accruals during the first six months of employment; and

WHEREAS, the agreement increases daily on-call pay as follows:

2025: from \$232 to \$250
2026: from \$239 to \$257.50
2027: \$267.90

WHEREAS, the agreement corrects the benefit multiplier percentage stated in the hybrid retirement language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the Teamsters Local 214 Assistant Public Defenders Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: County Services and Finance Committees
FROM: Sue Graham, Human Resources Director
DATE: November 25, 2024
SUBJECT: Resolution Approving the 2025 - 2027 Collective Bargaining Agreement with the Teamsters Local 243 Zoo Supervisory Unit

For the meeting agendas of December 3 and December 4

BACKGROUND

A tentative agreement regarding a 2025 - 2027 collective bargaining agreement has been reached between representatives of Ingham County and the Teamsters Local 243 Zoo Supervisory Unit. The new terms of the tentative agreement provide for 1) 3% wage increase in year one, a 3% wage increase in year two, and a wage increase of 4% in year three 2) the duration of the agreement is January 1, 2025 through December 31, 2027 and 3) additional changes as set forth in the attached resolution; all other terms and conditions in the collective bargaining agreement remain status quo. The Union has given the employer notice that it has ratified this tentative agreement.

ALTERNATIVES

None

FINANCIAL IMPACT

The financial impact of the agreement will be dependent upon staffing levels as well as utilization of various benefits.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

I respectfully recommend approval of the attached resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2025 - 2027 COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 243 ZOO SUPERVISORY UNIT

WHEREAS, a collective bargaining agreement (CBA) has been reached between representatives of Ingham County and the Teamsters Local 243 Zoo Supervisory Unit (Union) for the period January 1, 2025 through December 31, 2027; and

WHEREAS, the agreement includes: a term of 3 years (January 1, 2025 – December 31, 2027), a 3% increase effective the first full pay period following January 1, 2025, a 3% increase effective the first full pay period following January 1, 2026, and a 4% increase effective the first full pay period following January 1, 2027; and

WHEREAS, the agreement updates Health, Dental and Vision Insurance provisions to be consistent with the recommendations of the Ingham County Health Care Committee, and extends dental and vision insurance to probationary employees; and

WHEREAS, the agreement updates Disability Insurance language; and

WHEREAS, the agreement eliminates the prohibition on utilizing paid vacation leave accruals during the first six months of employment; and

WHEREAS, the agreement increases the cap on vacation leave accruals to 450 hours for employee use and limits the cap for payout at separation of employment to 380 hours, and permits use of vacation leave accruals in tenths of an hour; and

WHEREAS, the agreement expands the safety boot allowance to include clothing and increases it to \$200 from \$100; and

WHEREAS, the agreement modifies pronouns to gender neutral language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2025 - 2027 collective bargaining agreement between Ingham County and the Teamsters Local 243 Zoo Supervisory Unit and authorizes the Board Chairperson to sign the agreement upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2025 – 2027 collective bargaining agreement, subject to approval as to form by the County Attorney.

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: November 20, 2024
SUBJECT: Request to Approve General Fund Positions
County Services and Finance Committees, December 3 and 4

BACKGROUND

Resolution #24-444 approved a hiring freeze for General Fund positions and those positions that could have a negative impact on the General Fund. An exemption process allows departments to submit a hiring request to the Budget Office with review by the Controller’s Office for submission to County Services/Finance. The following hiring requests were made and the Controller’s Office is recommending the following actions (Exempt means recommend to hire):

- Friend of Court
 - Position 142023 – Senior Enforcement Specialist – Exempt
 - 66% Federal Cooperative Reimbursement Program Funded/33% General Fund
- Health Department
 - Position 60135 – Nurse Practitioner, Eastern Community Center – Exempt
 - 78% MDHHS Child and Adolescent Health Center Program funded/22% General Fund
 - Position is required to maintain the grant
- Human Resources
 - Position 226008 – HR Assistant – Exempt
 - The Human Services Department is holding one position vacant as part of the 2025 budget. Filling this position still leaves one vacant.
- Animal Control
 - Position 421016 – Animal Control Shelter Clerk – Exempt
- County Clerk
 - Position 215007 – Vacant County Clerk – Exempt
 - This position was approved in the October 1, 2 round and the hired employee did not make it through the probational period

FINANCIAL IMPACT

All of these positions were budgeted in the 2024 and 2025 budgets so there is no additional impact on the General Fund. The recommendation to hold the Cashier and one of the Sanitarian 1 positions will provide additional savings in 2024.

OTHER CONSIDERATIONS

See attached Hiring Request Forms for additional information on these positions.

RECOMMENDATION

Respectfully recommend that County Services and Finance these exemptions.

HIRING REQUEST FORM

DEPARTMENT: Friend of the Court (FOC)

Sender: Helen Walker

POSITION #: 142023

DESCRIPTION: Senior Enforcement Specialist

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The Senior Enforcement Specialist position has been vacant since November 3, 2024 due to the promotion of Ravin Martin to the Support Enforcement Supervisor position. The Senior Enforcement Specialist acts as a Team Lead to the Enforcement Specialists in the Enforcement Unit and is required to hold pre-show cause hearings for non-payment of support every Tuesday and Thursday morning. This position is 66% funded under the Federal Cooperative Reimbursement Program (CRP). The Friend of Court must comply with its contract with the Office of Child Support (OCS) to sustain this funding. OCS requires counties to maintain minimum expenditures for their FOC or "Maintenance of Effort" (MOE) to secure qualification for State of Michigan funding to allow for the reinvestment of federal incentives through the CRP for a 66:34 match. Enforcement of support is a critical function as additional revenue received by the FOC is directly or indirectly related to federal incentive payments, which are based on support collections and state/county performance on five specific factors corresponding to paternity, current and past-due support collected, cost-effectiveness and caseload maintenance. Therefore, the FOC must be sufficiently staffed to maintain incentive funding levels based on the performance factors. The Friend of the Court also provides services that are mandated by the Michigan Court Rules, Michigan Statutes and Federal Regulations. These duties are audited annually at the Federal, State and County levels. Failure to comply will jeopardize federal, state and local funding. Reduced collections will also have a negative impact on the children and families of Ingham County.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 142023

GROUP: 0207- ICEA Court Professional

PAY GRADE: Court Prof 06

FTE: 1.0

Funding: 21514200-704000

| | Step 1 | | Step 5 |
|------------------------|---------------|--|---------------|
| Salary | 57,245.54 | | 82,055.70 |
| Unemployment | 286.23 | | 410.28 |
| FICA | 4,379.28 | | 6,277.26 |
| Liability | 493.51 | | 707.40 |
| Health | 21,279.00 | | 21,279.00 |
| Health Surcharge | 3,585.00 | | 3,585.00 |
| Health Insurance Trust | 2,576.05 | | 3,692.51 |
| Dental | 936.00 | | 936.00 |
| Vision | 135.00 | | 135.00 |
| Separation | 1,288.02 | | 1,846.25 |
| Life | 122.28 | | 122.28 |
| Disability | 74.42 | | 106.67 |
| Retirement | 21,404.11 | | 26,676.31 |
| Retirement | 572.46 | | 820.56 |
| Workers Comp | 51.52 | | 73.85 |
| | 114,428.42 | | 148,724.07 |

HIRING REQUEST FORM

DEPARTMENT: Eastern Community Health Center

Sender: Ronald Charles

POSITION #: 601359

DESCRIPTION: Nurse Practitioner (Provider)

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This position is funded through the MDHHS Child and Adolescent Health Center Program (CAHC). The Eastern Community Health Center is a CAHC school-based health center that is designed specifically for children and adolescents and is aimed at achieving the best possible physical, intellectual, and emotional health status. The grant requires we provide on-site comprehensive mental health services from mild to moderate severity of need. Clinical services shall include, at a minimum: primary care including health care maintenance, immunization assessment and administration using the MCIR, care of acute and chronic illness; confidential services including mental health services, STI diagnosis and treatment and HIV counseling and testing as allowed by state and/or federal law; health education and risk reduction counseling; and referral for other services not available at the health center. The health center shall provide clinical services a minimum of five days per week. Total primary care provider clinical time shall be at least 30 hours per week. Total primary care provider clinical time shall be at least 30 hours per week over five days. The Eastern provider will resign as of January 3, 2025. We are required to have a Provider or we will not be in compliance with our grant requirements and are in risk of losing these grant funds. In addition, Eastern High school is reliant on the clinical services we provide to their school and the Lansing School District is supportive in filling this position to provide this resource to students.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org), and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 601359

GROUP: 0206 MNA NSE Practitioners & Clinic

PAY GRADE: NP&CN Grade 7

FTE: 1.0 FTE

Funding: 51161531-704001-02340

| | STEP 1 | STEP 5 |
|------------------------|---------------|---------------|
| Salary | 108,078.26 | 129,765.94 |
| Unemployment | 540.39 | 648.83 |
| FICA | 8,267.99 | 9,927.09 |
| Liability | 1,489.43 | 1,788.30 |
| Health | 21,279.00 | 21,279.00 |
| Health Surcharge | 3,585.00 | 3,585.00 |
| Health Insurance Trust | 4,863.52 | 5,839.47 |
| Dental | 936.00 | 936.00 |
| Vision | 135.00 | 135.00 |
| Separation | 2,431.76 | 2,919.73 |
| Life | 122.28 | 122.28 |
| Disability | 140.50 | 168.70 |
| Retirement | 20,470.02 | 24,577.67 |
| Retirement | 1,080.78 | 1,297.66 |
| Workers Comp | 1,156.44 | 1,388.50 |
| CARES | 33.12 | 33.12 |
| | 174,609.49 | 204,412.29 |

HIRING REQUEST FORM

DEPARTMENT: Human Resources
SENDER: Sue Graham
POSITION #: HR Assistant 226008

DESCRIPTION: Under the supervision of the Human Resources Director, provides assistance to members of the public seeking employment with Ingham County, and provides assistance to employees seeking information regarding key human resources service areas. Maintains the integrity and confidentiality of human resource files and records. Performs periodic audits of human resource files and records to ensure that all required documents are collected and filed appropriately. Prepares and maintains records, prepares reports, prepares correspondence, schedules interviews and other appointments, arranges meetings, creates and maintains databases, and handles confidential information. Provides general administrative support for all functions in the Human Resources Department. Prepares and maintains a variety of correspondence, tracks department budget, schedules and tracks training, logs and tracks labor relations files, and assists with the planning of special events, e.g., employee service awards, the United Way Campaign, and Cultural Diversity, Equity and Inclusion Committee events. Processes accounts payable, orders department supplies, pays invoices and verifies employment status and processes other employment information documents such as public service loan forgiveness applications. Processes department payroll. Assists with the hiring and on-boarding process, prepares and updates personnel files, and provides general administrative support across the department.

TEMPORARY POSITION? YES NO

EXPLANATION OF NEED FOR THE POSITION:

The Human Resources Department currently has one HR Assistant supporting the department's functions. Beginning in February, we enter an enhanced hiring season to support County departments with seasonal employment, including the Parks Department, Road Department and the Fair. We are requesting to post the second HR Assistant position in Mid-December with a target hire date in mid-January to allow for training to occur so that the new HR Assistant is able to assist effectively, particularly with the hiring and onboarding processes.

Thank you for your consideration.
Sincerely,



Sue Graham, Director
Human Resources Department

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesnev@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 226008

GROUP: 2323-Confidential Tops

PAY GRADE: MC 05

FTE: 1.0 FTE

Funding: 10122600-704000

| | Step 1 | | Step 5 |
|------------------------|---------------|--|---------------|
| Salary | 49,139.71 | | 59,000.34 |
| Unemployment | 245.70 | | 295.00 |
| FICA | 3,759.19 | | 4,513.53 |
| Liability | 677.19 | | 813.08 |
| Health | 21,279.00 | | 21,279.00 |
| Health Surcharge | 3,585.00 | | 3,585.00 |
| Health Insurance Trust | 2,211.29 | | 2,655.02 |
| Dental | 936.00 | | 936.00 |
| Vision | 135.00 | | 135.00 |
| Separation | 982.79 | | 1,180.01 |
| Life | 152.76 | | 152.76 |
| Disability | 63.88 | | 76.70 |
| Retirement | 16,437.23 | | 19,735.61 |
| Retirement | 1,228.49 | | 1,475.01 |
| Workers Comp | 44.23 | | 53.10 |
| CARES | 33.12 | | 33.12 |
| | 100,910.59 | | 115,918.27 |

HIRING REQUEST FORM

DEPARTMENT: Animal Control

Sender: Daniel Verhougstraete

POSITION #: 421016

DESCRIPTION: Full-time Animal Shelter Clerk

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

This position was recently vacated by a candidate who took our open officer position. We have a qualified internal candidate from our Animal Care Specialist team that is interested in transferring to the vacant Animal Shelter Clerk position. If approved, the intent is to fill this position via an internal posting.

**Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesney@ingham.org)**

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 421016

GROUP: 0101 UAW/TOPS

PAY GRADE: Tops Grade E

FTE: 1.0 FTE

Funding: 10142100-704000 50%

10142105-704000 50%

| | STEP 1 | STEP 5 |
|------------------------|---------------|---------------|
| Salary | 41,401.30 | 49,348.68 |
| Unemployment | 207.01 | 246.74 |
| FICA | 3,167.20 | 3,775.17 |
| Liability | 356.92 | 425.43 |
| Health | 21,279.00 | 21,279.00 |
| Health Surcharge | 3,585.00 | 3,585.00 |
| Health Insurance Trust | 1,863.06 | 2,220.69 |
| Dental | 936.00 | 936.00 |
| Vision | 135.00 | 135.00 |
| Separation | 931.53 | 1,110.35 |
| Life | 122.28 | 122.28 |
| Disability | 53.82 | 64.15 |
| Retirement | 10,023.26 | 11,947.32 |
| Retirement | 414.01 | 493.49 |
| Workers Comp | 37.26 | 44.41 |
| CARES | 33.12 | 33.12 |
| | 84,545.77 | 95,766.84 |

HIRING REQUEST FORM

DEPARTMENT: County Clerk
SENDER: Scott Hendrickson
POSITION #: 215007

DESCRIPTION: Deputy County Clerk

TEMPORARY POSITION? YES NO

(If yes, please provide the cost estimate for the position along with the request)

EXPLANATION OF NEED FOR THE POSITION:

The County Clerk's Office has need of a full staff. We run a very lean organization and this position is critical to the operations of our Office. We must be able to staff our office fully. In addition, after presidential elections we often see increased traffic for Concealed Pistol License applications/renewals. Post-holidays are also a busy time for us, as we have an increase in death certificates ordered and likely will be mailing to voters to apply for the Permanent Mail Ballot list late this year or early next year, and the returned items will have to undergo intake and processing in order to timely add voters to the appropriate voter lists.

Please email forms to Michael Townsend (MTownsend@ingham.org), Jill Bauer (JBauer@ingham.org),
and Ryan Chesney (rchesney@ingham.org)

TO BE COMPLETED BY THE BUDGET DEPARTMENT:

POSITION #: 215007

GROUP: 0101 UAW/TOPS

PAY GRADE: TOPS Grade G

FTE: 1.0 FTE

Funding: 10121500-704000

| | Step 1 | | Step 5 |
|------------------------|---------------|--|---------------|
| Salary | 46,277.66 | | 55,189.66 |
| Unemployment | 231.39 | | 275.95 |
| FICA | 3,540.24 | | 4,222.01 |
| Liability | 398.96 | | 475.79 |
| Health | 21,279.00 | | 21,279.00 |
| Health Surcharge | 3,585.00 | | 3,585.00 |
| Health Insurance Trust | 2,082.49 | | 2,483.53 |
| Dental | 936.00 | | 936.00 |
| Vision | 135.00 | | 135.00 |
| Separation | 1,041.25 | | 1,241.77 |
| Life | 91.68 | | 91.68 |
| Disability | 60.16 | | 71.75 |
| Retirement | 11,203.82 | | 13,361.42 |
| Retirement | 462.78 | | 551.90 |
| Workers Comp | 41.65 | | 49.67 |
| CARES | 33.12 | | 33.12 |
| | 91,400.20 | | 103,983.23 |

TO: Board of Commissioners County Services and Finance Committees

FROM: Gregg Todd, Controller

DATE: November 22, 2024

SUBJECT: Resolution to Approve a Paid Parental Leave Policy
For the County Services Meeting on Dec. 3 and Finance Meeting on Dec. 4

BACKGROUND

The Controller’s Office has established a Policy Review Committee consisting of representatives from various departments including; the Board of Commissioners Office, Clerk’s Office, Treasurer’s Office, Sheriff’s Office, Circuit Court, Health Department, Controller’s Office (including DEI), Facilities, Purchasing, Innovation & Technology, and Human Resources to review current policies and recommend changes, and draft new policies. Resolution #24-419, introduced by the Law & Courts Committee and approved by the Board of Commissioners on August 27, 2024 directed the Policy Review Committee to develop a Paid Parental Leave Policy for Ingham County Employees.

ALTERNATIVES

Not approve the policy.

FINANCIAL IMPACT

The costs associated with offering this benefit will be any overtime required to backfill the position while the employee is on leave and any Sick Leave payout that typically would be used for paternal leave that is now necessary to take.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

Respectfully recommend that County Services and Finance approve and that the policy be effective the date that the Board of Commissioners approved Resolution #24-419.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A PAID PARENTAL LEAVE POLICY

WHEREAS, the Ingham County Policy Review Committee was established to review existing policies and recommend new policies for Ingham County; and

WHEREAS, Resolution #24-419 directed the Policy Review Committee to develop a Paid Parental Leave Policy; and

WHEREAS, the purpose of the policy is to provide up to 12 weeks (60 days/480 hours), prorated according to assigned FTE, of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care; and

WHEREAS, employees must be actively employed with Ingham County as a full or part-time employee and must meet one of the following criteria:

- Have recently given birth to a child
- Recently become a legal parent/guardian of a child
- Have recently adopted a child or been placed with a foster child; and

WHEREAS, employees who are temporary, seasonal, or interns are not eligible for this benefit; and

WHEREAS, the attached draft Paid Parental Leave Policy establishes all of requirements, procedures, and processes associated with the policy.

THEREFORE BE IT RESOLVED, that the Ingham Board of Commissioners approves the new Paid Parental Leave Policy, which shall take effect upon the date Resolution #24-214 was approved.

BE IT FURTHER RESOLVED, that this policy shall be applicable to all departments of Ingham County and Elected Officials and the Courts that choose to participate.



INGHAM COUNTY POLICY

| | | | |
|-----------------------|------------------------------|------------------------|------------|
| Name: | Paid Parental Leave | Policy #: | |
| Category: | General Administration | Effective Date: | 08/27/2024 |
| Last Reviewed: | | Last Revised: | |
| | | Next Review: | |
| Applicable To: | All Ingham County Operations | | |

1. POLICY

The Ingham County will provide up to 12 weeks (60 days/480 hours), prorated according to assigned FTE, of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care.

2. PURPOSE

The purpose of paid parental leave is to enable an employee to care for and bond with a newborn, newly adopted, or newly placed child. This policy will run concurrently with The Family and Medical Leave Act (FMLA) leave, as applicable.

3. DEFINITIONS

Recent: within the last 30 days after the effective date of the policy.

Child: person under the age of 18.

4. PROCEDURE

4.1. **Eligibility Requirement:** Employees must be actively employed with Ingham County as a full or part-time employee. Employees who are temporary, seasonal or interns are not eligible for this benefit.

4.2. In addition, employees must meet one of the following criteria:

1. Have recently given birth to a child.
2. Recently become a legal parent/guardian of a child.
3. Have recently adopted a child or been placed with a foster child.

Once eligibility has been met, the employee may be approved for parental leave time.

4.3. Request for Paid Parental Leave

1. The employee will complete the Paid Parental Leave form and submit to the human resource (HR) department with notice of the request for parental leave at least 90 days prior to the proposed date of the leave, or as soon as possible if unforeseen.
2. The employee is required to submit documentation to substantiate the request.

4.4. Amount, Time Frame and Duration of Paid Parental Leave

1. Eligible employees will receive a maximum of 12 weeks (60 days/480 hours), prorated according to their assigned FTE, of paid parental leave per birth, adoption or placement

of a child/children occurring within the 12-month period of the date of eligibility. If a multiple birth, adoption, or placement occurs (e.g., the birth of twins or adoption of siblings) this does not increase the 12 weeks (60 days/480 hours) total amount of parental leave granted.

2. Parental leave may be requested to be used during the 12-month period immediately following the birth, adoption or placement of a child with the employee. This leave time may not be used or extended beyond the 12-month time frame.
3. In situations where Ingham County employs both parents of a newborn/adopted/placed child, each parent may have the stated amount of paid parental leave under this policy, in coordination with the organization to assure efficient operations.
4. Each hour of paid parental leave is compensated at the employee's regular, hourly rate. Parental Leave time will not be counted as hours worked for overtime purposes.
5. Parental leave time does not have to be taken all at once but must be used within the 12-month time frame. Any unused parental leave will be forfeited at the end of the 12-month period from the effective date of eligibility. Employees must work with their supervisor for intermittent leave schedules.
6. Upon termination of employment, an employee will not be paid for any unused parental leave time and an employee may not use parental leave during the termination notice period, as that time is needed to coordinate and transition organizational operations.

4.5. **Coordination with Other Policies**

1. Paid Parental leave taken under this policy will run concurrently with leave under the FMLA; thus, any leave taken under this policy that falls under the definition of circumstances qualifying for leave due to the birth or placement of a child or due to adoption or foster care, the parental leave will be counted toward the 12 weeks of available FMLA leave per a 12-month period. All other requirements and provisions under the FMLA will apply. In no case will the total amount of leave, whether paid or unpaid be granted to the employee under the FMLA exceed 12 weeks during the 12-month FMLA period. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA.
2. After the paid parental leave is exhausted, the balance of FMLA leave (if applicable) may be compensated through employees' accrued sick time and annual leave time, as outlined in Collective Bargaining Agreements and policies. Upon exhaustion of accrued sick and annual leave time, any remaining leave will be unpaid leave. Please refer to the Family and Medical Leave Policy for further guidance on the FMLA. Employees who have exhausted paid leave time may request sick leave donations in accordance with County policy.
3. An employee who takes paid parental leave that does not qualify for FMLA leave will be afforded the same level of job protection for the period of time that the employee is on paid parental leave as if the employee was on FMLA-qualifying leave.
4. The employee and Ingham County will maintain all elected benefits during the paid parental leave period just as if they were taking any other leave.
5. Employees will remain responsible for any employee premiums, contributions, or other required deductions.
6. If a designated holiday occurs while the employee is on paid parental leave, the holiday will be paid as holiday pay, and the parental leave day is extended up to the maximum eligible time of 12 weeks (60 days/480 hours).
7. While on paid parental leave, an employee is not eligible for inclement weather pay.
8. As with all other leaves, employees on leave shall not have any other employment with any other entity that conflicts with the need for parental leave.

Coordination with Other Policies

5. REFERENCES/ATTACHMENTS

FMLA Statute

TO: Board of Commissioners County Services and Finance Committees
FROM: Gregg Todd, Controller
DATE: September 18, 2024
SUBJECT: Resolution to Allocate Remaining ARPA Funds
For the meeting agendas of December 3 and 4, 2024

BACKGROUND

U.S. Treasury requires that all ARPA funds be allocated and obligated by December 31, 2024. There are still some funds that are unallocated, including \$351,412.51 that were held back to cover any cost overruns in various ARPA projects and \$415,000 for a fiber engineering and installation with Western Tel-Com (Resolution #23-564) that we were not able to get under contract in time to meet the ARPA deadline. This leaves us a total of \$766,412.51 that would need to be re-allocated.

We recommend the following allocations:

- \$13,000 COVID Sick Leave – this will get us through the end of the program, 12/31/2024
- \$753,412.51 for the Visiting Judge Program

The Visiting Judge Program (VJP) was approved as a three-year program, June 2022-June 2025, with a total approved expenditure of \$2,602,228. To date, \$2,796,717.78 has been expended, due to increased personnel costs and the acquisition of the 426 S. Walnut property for \$935,000. The addition of the \$753,412.51 will allow the VJP to continue to operate for the full three-year term.

ALTERNATIVES

The ARPA funds could be allocated to a different project.

FINANCIAL IMPACT

ARPA funds, no General Fund.

RECOMMENDATION

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTIONS #22-212 AND #23-564 AND TO ALLOCATE
REMAINING ARPA FUNDS BY DECEMBER 31, 2024**

WHEREAS, Ingham County received \$56,796,438 in American Rescue Plan Act (ARPA) funds; and

WHEREAS, ARPA funds are required by the U.S. Department of Treasury to be obligated by December 31, 2024; and

WHEREAS, \$766,412.51 remain unallocated, \$351,412.51, which was reserved for possible project overages, and \$415,000 for a County fiber engineering and installation project with Western Tel-Com (Resolution #23-564), which has been cancelled; and

WHEREAS, two existing ARPA projects would benefit from additional funding:

- \$13,000 COVID Sick Leave (Resolution #22-053)
- \$753,412.51 for the Visiting Judge Program (Resolution #22-212); and

WHEREAS, COVID Sick Leave, approved with no defined expenditure, currently has \$989,790.39 expenditures to date; and

WHEREAS, allocating an additional \$13,000 to COVID Sick Leave will ensure adequate funding through December 31, 2024, which is when the program ends; and

WHEREAS, the Visiting Judge Program was approved as a three-year program, June 2022-June 2025, with a total approved expenditure of \$2,602,228; and

WHEREAS, current expenditures in the Visiting Judge Program are \$2,796,717.78 due to increased personnel costs and the acquisition of the 426 S. Walnut Street property for \$935,000 and

WHEREAS, allocating an additional \$753,412.51 to the Visiting Judge Program will help offset the cost of the property purchase and provide adequate funding for the project to run the proposed three-year term.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the following actions with regard to ARPA funding:

- Cancel Resolution #23-564, Resolution to Approve Fiber Engineering and Construction from Western Tel-Com
- Amend Resolution #22-212, Resolution to Approve American Rescue Plan Funds for the 30th Circuit Court Visiting Judge Program by allocating \$415,000 from Resolution #23-564 and \$338,412.51 from unallocated ARPA funds
- Allocate remaining unallocated ARPA funds in the amount of \$13,000 to COVID Sick Leave

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

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DR. MARTIN LUTHER KING, JR.

WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era whose lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities; his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 20th of January, 2025 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.