COUNTY SERVICES COMMITTEE
August 21, 2018
Minutes

Members Present: Nolan, Hope, Grebner, Celentino, Sebolt, Naeyaert, and Maiville

Members Absent: None

Others Present: Corina Klein, Stephanie Glidden, Bill Conklin, Rick Terrill, Sue Graham, Becky Bennett, Tim Dolehanty, Lindsey LaForte, and others

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

Approval of the July 17, 2018 Closed and Open Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JULY 17, 2018 COUNTY SERVICES COMMITTEE MEETINGS CLOSED AND OPEN.

COMM. MAIVILLE MOVED TO AMEND THE MINUTES AS FOLLOWS:

COUNTY SERVICES COMMITTEE
June 19 July 17, 2018
Draft Minutes

This was considered a friendly amendment.

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

Additions to the Agenda

None.

Limited Public Comment

None.

Equal Opportunity Commission – Interviews


Stephanie Glidden interviewed for a position on the Equal Opportunity Commission.
MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAeyaert, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

2. **Indigent Defense Collaboration Committee** – Resolution Creating a Chief Public Defender Position

3. **Facilities Department**
   a. Resolution to Authorize an Agreement to Repave a Portion of the Human Services Building Parking Lot
   b. Resolution to Authorize an Agreement to Install New Card Swipes on the Friend of the Court (FOC) Hearing Room Back Doors in the Grady Porter Building (GPB) as well as on the Third Floor Judicial Hallway Stairwell Doors in the Veteran’s Memorial Courthouse (VMC)
   c. Notice of Emergency Purchase Order for Myers Plumbing & Heating Cost Adjustment

4. **Potter Park Zoo**
   a. Resolution Awarding a Contract to Christman Constructors, Inc.
   b. Resolution Awarding a Contract to Bearcom
   c. Notice of Emergency Purchase Order for Penguin Chiller Emergency Replacement

5. **Health Department** – Resolution to Authorize a Temporary Emergency Preparedness Consultant Position

6. **Road Department**
   a. Authorization to Start a Managerial Employee above Managerial-Confidential Step 2
   b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department and a Permit Acknowledgement for Traffic Signal Control Responsibilities Agreement between Meridian Township and the Ingham County Road Department in Relation to a Federally Funded Rectangular Rapid Flash Beacon Project
   c. Resolution for Insulated Overhead Garage Doors with Required Materials
   d. Resolution to Authorize Approval of the Preliminary Plat of Brookstone Estates
   e. Resolution to Authorize an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on Various 2019 Road Resurfacing Projects to be Determined and to Subcontract with Michigan State University for Necessary Research and Development of the Mixture
   f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. **Human Resources**
   a. Resolution Certifying Representatives for the MERS 2018 Retirement Conference
   b. Resolution Approving a Collective Bargaining Agreement with Capitol City Labor Program, Inc. – Animal Control Unit

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

8. **9-1-1 Dispatch Center – 9-1-1 Center Update (Information)**

Tim Dolehanty, Controller, stated that he would be happy to answer any questions concerning the 9-1-1 Update.

Chairperson Nolan asked if there was anyone here representing the 9-1-1 Center.

Commissioner Celentino stated that there had been someone at the Law & Courts Committee meeting last week.

Chairperson Nolan asked Mr. Dolehanty to review the update report.

Mr. Dolehanty reviewed the update report.

Commissioner Celentino stated that there was some discussion in the Law & Courts Committee meeting about employee training. He further stated that he was happy to hear from the union president that morale was improving.

Commissioner Sebolt asked who the 9-1-1 Director reported to.

Mr. Dolehanty stated that he reported to the Controller.

Commissioner Sebolt asked if the Director was he aware that this was on the agenda.

Mr. Dolehanty stated that he was aware of this. He further stated that he was trying to think of the sequencing and that the Director was to go before Law & Courts Committee to give the report but that the report would also be included in the other committee’s packets.

Commissioner Sebolt stated that since the job market was good and they were not successful in attracting employees, had they thought about increase wages.

Mr. Dolehanty stated that that employee group was given a 5% wage increase in the last year.

Commissioner Sebolt stated that it might have not been enough.

Mr. Dolehanty stated that it may not have been enough.

Chairperson Nolan asked what happened in the other 9-1-1 Centers in Michigan. She stated that she would like to know if they had the same problems.

Mr. Dolehanty stated that nation-wide there had been a shortage of 9-1-1 operators.
Commissioner Maiville stated that there was a newspaper article recently about this being a national problem.

Commissioner Grebner stated that there was a problem mainly in urban areas and the rural areas used a different system and it was less stressful. He further stated that he thought that Eaton and Clinton Counties found it easier to recruit for their 9-1-1 Call Centers.

Commissioner Grebner stated that this problem was typical for similar size counties. He further stated that he rarely agreed with Commissioner Scholt but it seemed that the labor market required that wages should be higher and it was time to look at that.

Mr. Dolehanty stated that those issues would be taken up at the next meeting.

Commissioner Grebner that the County Services Committee was the place to take care of these bottleneck issues.

Commissioner Naeyaert stated that out of 458 people seeking the position, only 29 people made it through the process to become a 9-1-1 Call Center employee. She asked what happened that there was such a dramatic drop-off.

Mr. Dolehanty stated that some people did not understand the demands of the job and some people could not pass the background check.

Commissioner Naeyaert asked what the base pay was for the new 9-1-1 Call Center employees.

Mr. Dolehanty stated that he would find out.

Chairperson Nolan stated that she was concerned that 27 people left because of other jobs and personal reasons. She further stated that they should know what the demands of the jobs were when they were hired.

Chairperson Nolan stated that it was frustrating that so many people were leaving after being trained.

Mr. Dolehanty stated that the start rate for the old contract $18.07 per hour and the current start rate would be five percent higher now. He further stated that the 10 year rate was $25.04.

Commissioner Maiville stated that the 9-1-1 Center Director and the employees had indicated that the morale was increasing. He further stated that what Mr. Dolehanty was doing to help with training had led to a definite change.

Discussion.

Commissioner Grebner asked if there was enough in the budget with the new millage surcharge, if it went through, to keep increasing the wages.
Mr. Dolehanty stated that he was not sure how much the radio system would cost.

Commissioner Grebner stated that he would like to have 80% of that funding go to operations and 20% reserved for system upgrades.

Discussion.

9. Controller’s Office
   a. Contract Inventory (Information)

Commissioner Maiville stated that the memo from Clerk Byrum was troubling. He further stated that 25-30% of the contracts not being filed was concerning.

Commissioner Maiville stated that he would like to see this ongoing issue corrected.

Commissioner Sebolt stated that the Controller’s memo quoted the May 1, 2018 draft minutes and not the approved minutes. He further stated that the Controller should quote him from the appropriate minutes in order to quote him correctly.

Commissioner Sebolt stated the minutes as approved said that they should bring forward recommendations, not a list of Department Heads, for disciplinary measures.

Discussion.

Commissioner Sebolt stated that the Clerk’s memo was of concern to him as well because the Controller’s memo had stated that there was no evidence of missing contracts. He further stated that the Clerk’s memo showed that there was obviously missing contracts.

Commissioner Grebner stated that if one person was doing something wrong it was time for discipline. He further stated that if multiple people were getting it wrong it was time to change the procedure.

Commissioner Grebner asked about the flow of the contract.

Becky Bennett, Board of Commissioners Office Director, stated that the contract was first sent to the vendor to be signed, then the Board of Commissioners Chairperson signed it, and finally it was sent to the Clerk.

Commissioner Grebner asked if the missing contracts had been lost since the new procedure was put into place.

Ms. Bennett stated that those were before contracts from before the procedure change.

Commissioner Grebner stated that he was more concerned with the procedure being correct. He asked if anything had failed to be filed since the procedure had been changed.
Ms. Bennett stated that there was some confusion among Department Heads concerning this procedure.

Commissioner Grebner stated that it was the Department Head’s problem if they could not figure it out. He further stated that the only management tool that he knew that worked was to make the problem also management’s problem.

Ms. Bennett stated that was the case until it became her problem.

Commissioner Grebner stated then the Department Head should be told that this was a problem and the vendor should not be paid until it was filed properly.

Commissioner Maiville asked the Controller what was his level of confidence that since May, that contracts had been filed properly.

Mr. Dolehanty stated that his Office had established an internal control and they were doing spot checks on the contracts. He further stated that they had done a check twice and had found that all the contracts had been filed properly.

Mr. Dolehanty stated that the more complicated ones are those that are under $5,000 that did not require a resolution.

Chairperson Nolan asked if Ms. Bennett agreed.

Ms. Bennett stated that for the State and Federal contracts, the vendor would not sign first and it took a longer time to obtain those signatures. She further stated that she was not certain if all of those had been done at this point.

Chairperson Nolan stated that it was just a timing issue with those contracts.

Ms. Bennett stated that it was. She further stated that if they received any other contract in their office it was sent directly to the Clerk’s Office.

Chairperson Nolan asked if anyone was documenting the State and Federal contracts that were out.

Ms. Bennett stated that the Board Office was tracking those contracts.

Commissioner Celentino asked if Mr. Dolehanty had continued to go over the policy at his Department Head meetings.

Mr. Dolehanty stated that he would now bring it up and he had not heard anyone report that they did not understand the process. He further stated that he thought that it was a very simple process and easy to understand.
Commissioners Celentino stated that it would be good to mention that at a meeting. He further stated that the Clerk was recommending a full audit.

Commissioner Celentino stated that the Clerk’s memo had said that her signature should be added to all of the contracts. He asked Ms. Bennett if the Clerk’s signature had been on the contracts.

Ms. Bennett stated that when the contracts are given to the Clerk’s Office, the Clerk then signs them. She further stated that when a department was not following the policy and sent a contract to her office, she returned the contract with a copy of the procedure.

Commissioner Celentino asked the Controller if he was going to look at doing a complete audit.

Mr. Dolehanty stated that he would follow up on the contracts identified in the Clerk’s memo. He further stated that a couple of the contracts may have actually been purchase orders and not contracts, such as the Hawk Island Splash Pad equipment.

Mr. Dolehanty stated that the purchase orders should sort themselves out. He further stated that there were some, such as the Resolution to Approve Support Agreement with Oracle, that were contracts and needed to be filed.

Commissioner Sebolt stated that his initial request was to go back 10 years, which was stated in the memo. He further stated that he was still confused about the sentence that he highlighted that said that there was no evidence of missing contracts.

Commissioner Sebolt stated that he would like some clarification.

Mr. Dolehanty stated that when his Office asked the departments if their contracts were filed they had said yes. He further stated that the departments knew through resolutions which contracts they had.

Commissioner Sebolt asked if it was a problem for the Controller that a Department Head, such as the Innovation and Technology (IT) Director, had told him that all the contracts were filed but the Oracle contract had not been.

Mr. Dolehanty stated that it was a problem.

Commissioner Sebolt stated that he hoped some sort of corrective action would be taken.

Mr. Dolehanty stated that he would follow up on that.

Commissioner Sebolt stated that relying on the Department Heads to self-report may not be the best way to track this issue. Commissioner Hope stated that it seemed that this had come up as a result of the IT problem with former IT Director Mike Ashton. She further stated that contracts should not be paid if they were not filed.
Commissioner Hope asked if the MUNIS system was in place and working, and how contracts were being paid that were not in the system.

Mr. Dolehanity stated that MUNIS was working and there was no way that a contract should be paid without being in a system.

Chairperson Nolan asked if Mr. Dolehanity could update the Committee next month.

Mr. Dolehanity stated that he would follow-up sooner because the Clerk’s report was troubling. He further stated that he would follow-up with all these Department Heads specifically and give a report to the full Board of Commissioners.

Commissioner Naeyaert stated that she noticed there was a renewal of the 9-1-1 Pre-Employment Testing Contract a month ago that was still not filed. She further stated that if they were having trouble getting employees, perhaps they would want to make sure this contract was in place.

9. Controller’s Office
   b. Reorganization Policy (Discussion)

Mr. Dolehanity stated that a couple months ago they had some questions about what was a reorganization versus a reorganization. He further stated that they needed a way to process grant-funded positons also.

Mr. Dolehanity stated that a job description amendment did not necessarily need to be a reclassification.

Sue Graham, Human Resources Director, stated that job description amendment and a job change reclassification was if there was a change in what the person was actually doing. She further stated that if there was a change then it was a reclassification and may result in a change in compensation.

Commissioner Sebolt stated that he would like to see additional information concerning this. He further stated that IT had been through a reorganization recently, but there was not an update in a position that had changed.

Commissioner Sebolt stated that the same happened before with the Animal Control Deputy Director not having the job description updated during a reorganization. He further stated that anytime there was a reorganization, all the job descriptions should be reviewed to avoid these problems coming up down the road.

Commissioner Grebner stated that he would expect that the jobs that are tangents to what was being reorganized would be examined. He further stated that some departments are too large for that to be feasible such as the Sheriff’s Office or the Circuit Court.
Commissioner Maiville asked if they knew how many job descriptions there were for the County.

Ms. Graham stated that there was a huge file on her shared drive but was unsure as to the number.

Mr. Dolechanty stated that they were all on the webpage and you had to go through 25 screens to see them all.

Commissioner Sebolt stated that there was a scale of reasonability but something needed to be changed.

Ms. Graham stated that best practice was to look any job descriptions impacted by the position being reorganized.

Commissioner Grebner stated that he thought that Commissioner Sebolt was saying that the County should approach this with a broad brush and he agreed.

Discussion.

10. Board of Commissioners – Resolution to Adopt an Ordinance Amending the Ingham County Animal Control Ordinance to Transfer the Supervisory Authority over the Animal Control Director to the County Controller/Administrator

Commissioner Maiville stated that there was a discussion at the last Law & Courts Committee meeting to keep this at a status quo and once the dust settles they could take this back up.

Commissioner Celentino stated that there was some new information and they had not had time to discuss about all of it.

Chairperson Nolan stated that they could take up an item even if it had been tabled.

Discussion.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. SEBOLT, TO TABLE THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.
Adjournment

The meeting was adjourned at 6:54 p.m.

BARB BYRUM, CLERK OF THE BOARD