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 Dolehaney, 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.
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.
Mr. Dolchany 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.
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 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. Dolehanfy 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.