COUNTY SERVICES COMMITTEE
May 1, 2018
Minutes

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

Members Absent: None.

Others Present: Clerk Barb Byrum, Bill Conklin, Bradley Prehn, Ryan Buck, Lisa McCormick, Alan Fox, Deb Fett, Becky Bennett, Tim Dolehan, 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 April 17, 2018 Open Session and Closed Session Meeting Minutes

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

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Substitutes

2. Clerk’s Office – Resolution to Revise the Ingham County Contracts Procedure

4. Treasurer’s Office – Resolution Calling Public Hearing to Amend Property Assessed Clean Energy (PACE) Program

5. Innovation and Technology Department
   b. Resolution To Reclassify And Retitle Update Job Description Of The MIS Administrative Clerk Position.

10. Health Department
   c. Resolution to Change WIC Program Positions
Removed from the Agenda

1. **Department of Health and Human Services** – Resolution to Authorize a Contract with Therapy Dogs International and Amending the Ingham County Pet in the Workplace Policy

**Limited Public Comment**

Bradley Prehn, UAW Chairperson, stated that he was before the Committee in support of the Innovation and Technology Department’s Resolution To Update Job Description Of The MIS Administrative Clerk Position.

Debbie Miller, Vice President Ingham County Fair Board, stated she was before the Committee to recommend Mark McCorkle be hired as Fair Board Director.

**MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:**

3. **Prosecuting Attorney** – Resolution to Authorize the Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative and to Authorize Expenditure of Funds to Hire an Ingham County Deputy

4. **Treasurer’s Office** – Resolution Calling Public Hearing to Amend Property Assessed Clean Energy (PACE) Program

5. **Innovation and Technology Department**
   a. Resolution to Approve the Support Renewal for Barracuda Anti-Spam Filter

6. **Facilities Department** – Resolution to Authorize Placement of a Fire Hydrant and Water Main

7. **Road Department**
   a. Resolution to Authorize the Purchase of Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe with Aluminized Coating
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. **Potter Park Zoo**
   a. Resolution to Authorize Acceptance of a Donation from and to Enter into a Contract with Christman Constructors, Inc.
   b. Resolution to Authorize the Purchase of Parakeets for Potter Park Zoo

9. **Fair Office** – Resolution Approving the Appointment of Mark McCorkle as the Manager of the Ingham County Fair
10. **Health Department**
   a. Resolution to Authorize a Letter of Understanding to Extend Probation to Allow Coding Specialist to Obtain Certification
   b. Resolution to Change WIC Program Positions

11. **Human Resources** – Resolution to Approve United Automobile Aerospace & Agricultural Implement Workers of America (UAW) Ingham County Local 2256 for the Zoo Unit Reclassification Request

THE MOTION CARRIED UNANIMOUSLY.

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

2. **Clerk’s Office** – Resolution to Revise the Ingham County Contracts Procedure

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

Clerk Barb Byrum thanked the Committee for considering this resolution. She further stated that she believed there was consensus agreed to that morning which resulted in the substitute.

Clerk Byrum stated that she had submitted the resolution two weeks ago but had not heard of any issues with it until 3:30 p.m. the Friday before the Committee met. She further stated that in order to address those concerns, she participated in a 45 minute conference call that morning.

Clerk Byrum stated that she was asking for this resolution in order to address ongoing problems with contracts not being properly filed by departments. She further stated that the reason she would sign the contracts was to be held accountable because if it had her signature, it was properly filed with her Office.

Clerk Byrum stated that there was an agreement that she would sign, file, and return the original copy of the contract to the department in five business days. She further stated that she welcomed any question or concerns the Committee might have.

Commissioner Sebolt asked if there were instances where copies of contracts were requested but the contracts could not be found on file and, if so, if it was the Clerk’s assumption that it was because the contract was never properly filed with the Clerk’s Office as required by State law.

Clerk Byrum stated that it had happened and there was not a doubt in her mind that department heads are not filing contracts with the Clerk’s Office as required of them by the Board of Commissioners. She further stated that this had been an ongoing issue since she had taken office.
Clerk Byrum stated that she had had a meeting years ago to address this issue with Tim Dolechanty, Controller; Peter Cohl, Ingham County Attorney; and Jared Cypher, Deputy Controller. She further stated that the problem had not been resolved and contracts continued to not be filed with her Office.

Ryan Buck, Chief Deputy Clerk, stated that this was a challenging issue because the Clerk’s Office relied on the department to forward the Contracts to the Office and cannot account for contracts when the Clerk’s Office had no knowledge of them existing. He further stated that when the public requested copies of the contracts that were not filed it reflected poorly on the Clerk’s Office and the County when they could not be found and produced.

Mr. Buck stated that there needed to be a consistent policy that ensured the contracts were given to the Clerk’s Office and held the departments accountable.

Commissioner Hope asked about the new MUNIS module, which was a system for tracking contracts and if that had helped this problem at all.

Clerk Byrum stated that it was not being utilized. She further stated that she had heard from a Department Head that they were unclear as to how to use the system and it was not up and running properly.

Mr. Buck stated that the statutory requirements were that contracts should be filed with the Clerk and at that time it meant paper copies, not electronic, which was how MUNIS filed them. He further stated that the Clerk’s Office did not have a robust way to digitally image files for record-keeping purposes, because budget cuts had caused upgrades such as that to be put off.

Clerk Byrum stated that paper remained the safest way to manage records, which was why vital records continue to be kept on paper.

Mr. Dolechanty stated that it was news to him that MUNIS was not up and running, because there should be no payments made unless the contract was on the system. He further stated that training departments on using this system would be something they could offer again.

Clerk Byrum stated that she thought that the Department Heads would appreciate the training. She further stated that they needed training on how to process a contract, because clearly there were a lot of issues with having them properly filed and that was either a lack of training or accountability.

Commissioner Seb Bolt stated that he was concerned that the County was required by State law to have all contracts on file with the Clerk’s Office and it was not happening, which may put the County into legal trouble. He further stated that he was concerned with how many contracts were not properly filed.
Commissioner Sebolt stated that he requested that the Controller’s Office perform a search of the contracts approved by the Board of Commissioners from the last 10 years by searching resolutions. He further stated that the Controller’s Office should then work with the Clerk’s Office to use their key search terms, such as resolution number, name of contract, termination or end date, or first three parties to the contract, to find out what contracts were and were not filed with the Clerk.

Commissioner Sebolt stated that Controller’s Office should bring forward recommendations for disciplinary measures based on the finding of their search. He further stated that if State law and Board of Commissioners policy could not ensure that contracts are properly filed, this required serious action and it was time to clean up the departments.

Chairperson Nolan asked if Commissioner Sebolt’s statement was a motion.

Commissioner Sebolt stated that it was an action item for staff rather than a motion.

Commissioner Grebner stated that there was nuance to the contract procedure. He further stated that he did not disagree with Commissioner Sebolt, but the County entered into many contracts, both large and small, and it would be impossible to file every single one.

Commissioner Sebolt stated that he was only talking about contracts approved by the Board of Commissioners.

Commissioner Grebner stated that by using resolutions to find the contracts that needed to be filed it was an easier process because it narrowed the scope of the search.

Commissioner Hope stated that she was disappointed for the need for this change since the Board of Commissioners had a policy in place to avoid these issues. She further stated that when she was Board Chairperson, they had worked to make a policy so that there was accountability.

Commissioner Celentino asked how long it would take to submit a contract to the Clerk’s Office.

Clerk Byrum stated that it depended on many factors but it may take a day or two depending on the workload of her Office. She further stated that it took longer when searching for a contract that was never filed, because in order to ensure that nothing was missed, multiple staff members needed to perform the search.

Commissioner Celentino asked Mr. Dolehanty why this was still an issue.

Mr. Dolehanty stated that he was unsure and was confident that at least the director of board was doing this. He further stated that he could not speak to the Health Department, because there were a large number of contracts, he was unsure what was happening in the courts, plus the contracts with the resolutions were only a fraction of contracts as there were numerous contracts under $5,000.
Mr. Dolehanty stated that he thought the bulk of the missing contracts were probably in the group of contracts under $5,000.

Commissioner Celentino asked about the how long it took for the Clerk to hear about concerns with this resolution since she had submitted the resolution on April 17, 2018 but had not received notice of any concerns until April 27, 2018.

Clerk Byrum stated that she had heard nothing until Friday, April 27, 2018 at 3:30 p.m. when Mr. Cohl had sent an email which expressed that there were concerns but did not state what they were.

Commissioner Celentino stated that he understood how difficult it was to have concerns brought forward at the last minute. He asked if there was ever a deadline to bring up concerns about resolutions.

Mr. Dolehanty stated that sometimes there were galleries full of people waiting to comment just before an issue was taken up and that easily could have happened at this meeting too. He further stated that normally these resolutions were vetted at a Department Head meeting, but that did not happen.

Commissioner Celentino stated that he agreed with Commissioner Sebolt that this was an issue that had previously been addressed by the Board of Commissioners. He further stated that he commended the Clerk for bringing this resolution forward and hoped this brought an end to this issue.

Clerk Byrum stated that for the record she had been available to meet prior to this morning; however, others could not meet until today even though she was willing to meet Monday or even talk about it Friday evening.

Commissioner Sebolt stated that the Board packet included a staff summary which stated that there were department concerns and he wondered why that was not communicated to Clerk Byrum until days later. He further stated that the Board Packets are printed on Tuesday, so he found it odd that it would take until Friday to express those concerns to the Clerk.

Commissioner Sebolt further stated that he wanted to know why the editorial comments stating the concerns were in bold-type, as he had looked at several past staff summary reports and that none of them had bolded information.

Mr. Dolehanty stated that bold comments were rare but it was common when they wanted the Committee to notice something needed more discussion. He further stated that some departments were concerned about the timeline and how long it would take to receive the contract if the Clerk’s signature was also required.

Mr. Dolehanty stated that the issue of the timeline had been addressed that morning.
Commissioner Seb Bolt asked if the Controller was aware of the concerns by Tuesday, why these concerns were not brought to Clerk Byrum at that time.

Mr. Dolehanty stated he was busy with other things and that he did not have concerns about this resolution as it was good, simple policy.

Commissioner Maiville asked if there could be a way to link the MUNIS system with the Clerk’s system, perhaps linking file numbers.

Clerk Byrum stated she welcomed bringing together the two silos and working with the departments and exploring ways to make this process more efficient. She further stated that her office used an Excel file to track the contracts and it was easy to add a MUNIS file number if that would help.

Mr. Buck stated that if a contract was filed, it was given back to the department head with a file number assigned by the Clerk’s Office on the front page.

Commissioner Grebner stated that it seemed that perhaps this policy should be widened and they could consider requiring anything that the Board Chairperson was required to sign to be filed with the Clerk’s Office. He further stated that there would still be an issue because there was not a clear definition of “contract.”

Commissioner Naeyaert stated that a contract was a contract was a contract. She further stated that there appeared to be an undertow that needed to be addressed, although she did not know who it was with, or why.

Commissioner Naeyaert stated that she had seen the Clerk’s Office bend over backward and complete all the work that was required of them per State law and Board of Commissioner requirements. She further stated that the Board of Commissioners often made comments about the Clerk’s Office and the turnover of staff and so on.

Commissioner Naeyaert stated that she had not seen the Register of Deeds, who had a larger budget than the Clerk’s Office, come before the Committee to ask for help to do their job. She further stated that Clerk’s Office had not received the respect they deserve and it was time to change that.

Commissioner Naeyaert stated that the Clerk’s Office handled a lot of different stuff required by State law and local ordinance and deserved to receive respect for doing that well. She further stated that she did not care how much the contract was worth, it if was required to be filed it should be done and the process should be followed.

Commissioner Naeyaert stated that one thing she knew about Clerk Byrum was that she followed the letter of the law. She further stated that despite disagreements she occasionally had with Clerk Byrum, she respected that the Clerk could be counted on to follow the law.
Commissioner Hope suggested that the departments be required to place the Clerk’s file number into MUNIS and it would be an obligation of the department to do so. She further stated that historically there was a lot of underlying tension as Commissioner Naeyaert had observed.

Commissioner Hope stated that when she was Board Chairperson, she had worked to get Clerk Byrum and the administrative staff to meet to work out their differences and she believed that Commissioner Anthony had done the same as Board Chairperson. She further stated that Clerk Byrum always made it an effort to work together but she had not always seen the same thing happen from the administrative side.

Commissioner Hope stated that the relationship would only be good if both parties wanted it to be and that the Board of Commissioners could not order it.

Commissioner Naeyaert stated that they had seen the ways that relationships did or did not work concerning the Treasurer’s Office and some other issues. She stated that the two offices that she had seen the most overwhelmed and busy were the Clerk’s Office and the Board of Commissioners Office.

Commissioner Naeyaert stated that she was unsure how to solve this, but perhaps more training needed to be done on the department level.

Becky Bennett, Board of Commissioners Office Director, stated that for the record her office worked just fine with the Clerk’s office.

MOVED BY COMM. HOPE TO AMEND THE POLICY AS FOLLOWS:

Once the contract documents are completely executed, the County Clerk’s Office shall make sure any blank dates in the contract are filled in. (The effective date should be the date the last signature was obtained, unless an alternate date has been agreed upon by all parties and such alternate date has been communicated to the County Clerk’s Office.) The County Clerk’s Office shall file one original agreement and submit any additional originals or copies to the appropriate department. Upon receipt of copies from the Clerk’s Office, each department shall enter the file number into MUNIS.

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

Commissioner Maiville asked if MUNIS had the capability to add the file number.

Clerk Byrum stated that she was unsure of the capability of the system.

Mr. Dolechanty stated that they already were entering resolution numbers into the system, so this could easily be substituted for a resolution number and may make it easier to locate the contract.

Mr. Buck stated that perhaps both numbers could be included in MUNIS because the resolution number was helpful as well.
Clerk Byrum asked for clarification if both the file number and resolution number would be entered into MUNIS.

Commissioner Hope stated that that would happen because they were already entering the resolution number.

Clerk Byrum stated that the change to the policy would be only concerning the file number. She asked if the department would be required to add the file number or if that would be her responsibility.

Commissioner Hope stated that it would be the department's responsibility.

Commissioner Maiville stated that it may be the resolution number if applicable, because not all contracts rose to the level of requiring a resolution.

Chairperson Nolan asked for an update on this issue in a couple of months in order to see if this change truly solved the problem. She stated it could come before the Committee in July.

THE MOTION CARRIED UNANIMOUSLY.

5. Innovation and Technology Department
   b. Resolution To Update Job Description Of The MIS Administrative Clerk Position.

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

Commissioner Celentino stated that he had some questions on these changes. He further stated that this Committee had worked hard in the past to establish a policy for dealing with reorganizations.

Mr. Dolehanty stated that was an issue with a reclassification within the contract. He further stated that it had been noted in the staff review, stating that it was not a reorganization.

Commissioner Sebolt stated that there were key words missing in the staff memo which was a defining point of the policy. He further stated that since there was a vacancy, it would not apply as an update.

Commissioner Sebolt stated that the substitute looked like it was just removing key words in order to make a reorganization look like a reclassification.

Mr. Dolehanty stated that he had been working closely with the Human Resources Department (HR) and they were sure that this was not a reorganization.
Commissioner Sebolt stated that this fit the Board Policy for a reorganization because job title, job description, and salary were all changing.

Mr. Dolehantry stated that there were a few similar changes approved recently by the Board of Commissioners.

Commissioner Sebolt stated that this policy had been put into place due to a run around by the Innovation and Technology Department (IT).

Mr. Dolehantry stated that that situation was different as there had been several positions changing then.

Chairperson Nolan stated that she brought up these exact concerns last night in the Human Services Committee meeting. She further stated that there was a lack of consistency and clarity in this policy.

**Chairperson Nolan stated that this policy needed to come back to this Committee to address these issues.**

Commissioner Naeyaert stated that it had been talked about at Human Services Committee and perhaps this policy was outdated and needed to be updated to make it easier for HR and the departments to make necessary changes easier.

Chairperson Nolan stated that there had been four similar resolutions on this. She further stated that she would like to know what the Committee would like to see done.

Commissioner Sebolt stated that the resolution concerning the Potter Park Zoo position was done within the contract so that it was a true reclassification and done properly. She further stated that the reorganization policy was in place in order to keep the Board of Commissioners in the loop and protect workers.

Commissioner Sebolt stated that he would like to table this resolution.

Commissioner Celentino stated that this was important to protect the workers. He further stated that prior to this, there had been cases when workers were blindsided by these changes.

Commissioner Celentino stated that this was a lot of work and moving parts, but that was important because Department Heads needed to look into the future and knew it would take time. He further stated that policy should not allow for loopholes to skip the process, and it was necessary in order to allow the employees to know what was happening to their jobs.

Commissioner Celentino stated that he was not in favor of throwing out the entire policy, but would consider some updates to the policy.

Commissioner Hope stated that she wanted to second everything Commissioner Celentino stated. She further stated that she was comfortable tabling this.
Deb Fett, Innovation and Technology Department Director, stated that her administrative assistant retired with two weeks’ notice and she did not have the help she needed to do important work such as paying the bills. She further stated that the job description was obsolete and the union agreed, as it included things that had not been done in that position in over eight years.

Commissioner Sebolt stated that he was concerned that there were job descriptions out-of-date by eight years. He further stated that he was sympathetic, but there had been time to change this properly.

Commissioner Grebner stated that in the real world, the Department Heads had a lot of particular policies to balance with their needs and the needs of their department. He further stated that it seemed to him that reclassification seemed to be changing one job at a time, whereas doing more than one at a time would be reorganization.

Commissioner Grebner stated that he felt that the Board of Commissioners needed to allow the Department Heads to do what they needed to be done to operate their departments. He further stated that the Board of Commissioners should not be running each department.

Commissioner Grebner stated that there were other ways to get this done and should pass this resolution in order to allow this problem to be fixed, and then they could work on changing policy.

Commissioner Maiville stated that in the time Commissioner Grebner was not on the Board of Commissioners, there was an instance when a Department Head tried to take advantage of this situation, which is why the policy was needed and developed. He further stated that there needed to be a clear line between a reorganization and a reclassification.

Commissioner Maiville stated that he would be willing to support this resolution at this point.

Commissioner Naeyaert stated that she did not support penalizing Ms. Fett for this need, but this policy really needed to be changed as evidenced by the amount of discussion at the Committee meeting.

Ms. Fett stated that as a Department Head, she would appreciate the clarification of the policy.

Commissioner Sebolt stated that there was clarity in the policy and this was not Ms. Fett’s fault. He further stated that this was the Controller’s fault for using this policy to try to get a vacancy filled quickly.

Commissioner Sebolt stated that the differences between the original draft and the substitute of the resolution clearly showed that this was a run around Board Policy and such actions bordered on insubordination.

MOVED BY COMM. SEBOLT TO TABLE THE RESOLUTION.

THE MOTION DIED DUE TO LACK OF SUPPORT.
Commissioner Celentino asked who was doing the work that the vacancy had left undone.

Ms. Fett stated that at this point, there was no one performing this job. She further stated that she had worked with the Financial Services Department and the Controller’s Office today and Controller’s Executive Secretary was beginning to assist her.

Commissioner Celentino asked if no one was paying bills for the IT Department.

Mr. Dolehanty stated that nothing was being submitted.

Commissioner Celentino asked Ms. Fett if she was not paying the bills.

Ms. Fett stated no.

Commissioner Celentino asked Chairperson Nolan if the reorganization policy should come back to this Committee.

Chairperson Nolan asked that the reorganization policy come back to the Committee.

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


Commissioner Maiville stated that since the bargaining unit was on board he wanted to support this.

Commissioner Hope stated that it was extremely important that the bills get paid. She further stated that she somewhat agreed with Commissioner Grebner that the Board of Commissioners should not be trying to write policy telling the departments what to do without offering some autonomy for day-to-day operations.

Commissioner Hope stated the role of the Controller’s Office and administration was to bridge the gap and be the intermediary for what the Board of Commissioners wanted to happen and what needed to happen at the Department Head level. She further stated she would not take the blame for an unclear policy.

7. **Road Department**
   b. **Resolution to Authorize Modification of Prior Road Department Re-Organization**

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

Chairperson Nolan stated that she had asked for a discussion on this agenda item for the same reason as the above item.

Commissioner Celentino asked if this was a modification of the prior reorganization.

Bill Conklin, Road Department Director, stated that after a prior reorganization, it had become clear that the Road Department needed to make this change.

Commissioner Grebner stated that this was a great illustration that specific people were needed to be found for specific jobs. He further stated that this happened to Department Heads often because they were doing the best with what they had.

Commissioner Celentino thanked Mr. Conklin for going through the reorganization policy the first time and he understood that this was a modification.

Mr. Conklin stated that the narrow job descriptions and salary grades at times made the positions difficult to fill. He further stated that the County competed with State Government and the State compensated a bit better.

Chairperson Nolan stated that she did not believe that Mr. Conklin was trying to circumvent this policy.

Commissioner Sebolt stated that this was a great example of a reorganization that needed a minor changed. He further stated that he was happy to support this because the reorganization had been properly done.

THE MOTION CARRIED UNANIMOUSLY.

12. **Controller’s Office** – Resolution Updating Various Fees for County Services *(Discussion)*

Commissioner Hope stated that the Capital Improvement Plan (CIP) had been the guiding star for raising fees, but it might make sense to look at another indicator to make these changes. She further stated that even though the CIP increased, salaries of the residents had not necessarily increased.
Announcements

Commissioner Maiville asked if there was an update on the HR Director vacancy.

Mr. Dolehanty stated that there was a candidate who was offered the HR Director job; however, they would be bringing this back to the Board of Commissioners because the candidate was asking for additional compensation.

Public Comment

Mr. Dolehanty stated that at the next meeting, there would be a sizable request for looking at updating filing systems. He further stated that there was an employee injured in the file storage at the Veteran’s Memorial Courthouse, and the Hilliard Building file storage was very dangerous.

Mr. Dolehanty stated that it looked like about a $250,000 cost, but it was less costly than if injury happened. He further stated that they had hoped to work through the budget process, but it could not wait.

Adjournment

The meeting was adjourned at 7:13 p.m.

[Signature]

BARB BYRUM, CLERK OF THE BOARD